



GILLINGHAM TOWN COUNCIL

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GENERAL PURPOSES COMMITTEE

The minutes of the **General Purposes Committee** meeting held on **Monday, 3rd June 2019**, at 8.20pm in the Jubilee Room, Town Hall, Gillingham, Dorset.

Present

Cllr Mick Hill (Chairman)	Cllr John Robinson
Cllr Fiona Cullen	Cllr Donna Toye
Cllr Rupert Evill	Cllr Barry Von Clemens
Cllr Alison Gale	Cllr Keith Wareham
Cllr Paul Harris	Cllr Roger Weeks
Cllr Graham Poulter	

Please note: The vacancy of Deputy Chairman of this committee will be filled at Full Council on Monday, 24th June 2019.

Non-Members

Cllr Mike Gould

In Attendance

Town Clerk: Julie Hawkins

Deputy Town Clerk: Clare Ratcliffe

Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News

Public: 8 members of the public

Minute no,	
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001	Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.
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The following requested to speak:
Agenda item no. 8 – Mr Paul Hooley. Agenda item no. 9 – Mrs Ursula Goodridge

002	To receive apologies for absence.
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Apologies were received from Cllr Dennis Griffin for personal reasons. It was agreed and **RESOLVED** that the apology received from Cllr Dennis Griffin was accepted.

003	To approve the minutes of the last meeting held on Monday 1st April 2019.
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It was agreed and **RESOLVED** to approve the minutes of the General Purposes Committee meeting held on Monday, 1st April 2019, and the minutes were duly signed by the Chairman as a correct record.

004	Questions pertaining to the previous minutes.
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There were no questions pertaining to the previous minutes.

005	To receive any declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.
	There were no declarations of disclosable pecuniary interests declared.
006	To receive the Terms of Reference for the General Purposes Committee as approved at the Annual Council meeting held on 13th May 2019.
	It was agreed and RESOLVED to receive the Terms of Reference for the General Purposes Committee as approved at the Annual Council meeting held on 13 th May 2019.
007	To receive, consider and approve the Terms of Reference for sub-committees and task and finishing groups reporting to the General Purposes Committee (attached).
	A copy of the proposed draft Terms of Reference was circulated prior to the meeting. It was agreed and RESOLVED that the Terms of Reference for the sub-committees and task and finish groups reporting to the General Purposes Committee are approved.
008	To receive and consider correspondence regarding a request for double yellow lines between Brewery Lane and Clarendon Close.
	Mr Paul Hooley was invited to speak about traffic issues at Brewery Lane and Clarendon Close. Mr Hooley summarised his letter that had been circulated to members prior to the meeting. Cllr Gould, who lives nearby, concurred with Mr Hooley that the junctions are particularly dangerous. It was agreed and RESOLVED that the matter is referred to the Traffic Management sub-committee and a recommendation made to the General Purposes Committee.
009	To receive and consider a request from the Milton-on-Stour Village Committee to support the provision of a footway link between the war memorial and the new Scout Community Hall to be included in the Dorset County Highways capital expenditure.
	Mrs Ursula Goodridge, representing the Milton-on-Stour Village Committee, was invited to speak about the request for the provision of a footway link between the war memorial and the new Scout Community Hall to be included in Dorset Highways capital expenditure. Cllr Poulter, Ward Member for Milton on Stour, had met with representatives of the Village Committee on Tuesday, 28 th May. A report had been circulated prior to the meeting which contained three recommendations. Please refer to Appendix A. It was agreed and RESOLVED that the recommendations contained within the report were taken en bloc. It was agreed and RESOLVED that: i. Gillingham Town Council supports the request from the Milton on Stour Village Committee for a safe footway along the eastern side of the B3092 at Milton-on-Stour; ii. a request is sent to Dorset Highways for a pedestrian footway to be added to the capital works programme; and iii. a request is made to the Community Highways Officer for the removal of the overgrow foliage on the western side of the B3092 to enable safe pedestrian use of the footway. After this item concluded only five members of the public remained.

010	To receive and consider correspondence regarding speeding traffic at Common Mead Lane.
	A copy of the correspondence had been circulated prior to the meeting. Members had sympathy with the correspondent's concerns regarding speeding traffic at Common Mead Lane. It was agreed and RESOLVED that the matter is referred to the Traffic Management sub-committee and a recommendation made to the General Purposes Committee.
011	To receive and consider a letter regarding national celebrations for VE Day 75th Anniversary which will be taking place on Friday, 8th May 2020 until Sunday 10th May 2020.
	A copy of the letter regarding the national celebrations for VE Day 75 th Anniversary had been circulated prior to the meeting, for information. A task and finish group has been suggested under agenda item no. 12(h).
012	To review the sub-committees and task and finish groups reporting to the General Purposes Committee and to agree membership and lead member. Preference forms circulated prior to the meeting. Suggested groups as follows:
(a)	Allotments and Burials (sub-committee)
	It was agreed and RESOLVED that the lead member for Allotments and Burials sub-committee is Cllr Toye with the following members: Cllr Evill, Cllr Frith, Cllr Harris and Cllr Wareham.
(b)	Annual Christmas Event and Festive Lighting (sub-committee)
	It was agreed and RESOLVED that the lead member for the Annual Christmas Event and Festive Lighting sub-committee is Cllr Von Clemens with the following members: Cllr Gale and Cllr Hill.
(c)	Annual Remembrance Day Parade (sub-committee)
	It was agreed and RESOLVED that the members to work in partnership with the Royal British Legion to organise the Annual Remembrance Day Parade are: Cllr Griffin and Cllr Weeks.
(d)	Cycle link project – Gillingham to Motcombe (sub-committee)
	It was agreed and RESOLVED that the lead member for the cycle link project is Cllr Von Clemens with the following members: Cllr Cullen, Cllr Poulter and Cllr Harris.
(e)	Estate Management and Properties (sub-committee)
	It was agreed and RESOLVED that the lead member for the Estate Management and Properties sub-committee is Cllr Von Clemens with the following members: Cllr Frith, Cllr Gould and Cllr Wareham.
(f)	Health and Safety (sub-committee)
	It was agreed and RESOLVED that the lead member for the Health and Safety Committee is Cllr Robinson with the following member: Cllr Frith.
(g)	Traffic Management (sub-committee)
	It was agreed and RESOLVED that the lead member for the Traffic Management sub-committee is Cllr Potheary with the following members: Cllr Evill, Cllr Gale, Cllr Griffin, Cllr Gould, Cllr Robinson and Cllr Von Clemens.
(h)	Events – VE Day 75th Anniversary Celebrations (task and finish group)
	It was agreed and RESOLVED that the lead member for the VE Day 75 th Celebrations task and finish group is Cllr Weeks with the following members: Cllr Griffin, Cllr Toye and Cllr Von Clemens.

(i)	Fingerpost Refurbishment (task and finish group)
	It was agreed and RESOLVED that the lead member for the Fingerpost Refurbishment task and finish group is Cllr Toye with the following member: Cllr Robinson.
(j)	Gillingham Gateways (task and finish group)
	It was agreed and RESOLVED that the lead member for the Gillingham Gateways task and finish group is Cllr Gould with the following members: Cllr Harris, Cllr Poulter, Cllr Von Clemens and Cllr Wareham.
(k)	Events – Green Gillingham (task and finish group)
	It was agreed and RESOLVED that the lead member for the Events – Green Gillingham task and finish group is Cllr Von Clemens with the following members: Cllr Cullen, Cllr Gale, Cllr Hill and Cllr Wareham.
(l)	High Street Facilities Refurbishment (task and finish group)
	It was agreed and RESOLVED that the lead member for the High Street Facilities Refurbishment task and finish group is Cllr Toye with the following members: Cllr Hill, Cllr Poulter and Cllr Robinson.
(m)	Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)
	It was agreed and RESOLVED that the representatives to the Gillingham Royal Forest Steering Group are Cllr Von Clemens and the Deputy Town Clerk.
(n)	Sports Facility, Woodwater Farm
	It was agreed and RESOLVED that the lead member for the Sports Facility at Woodwater Farm was Cllr Poulter with the following members: Cllr Harris and Cllr Hill.
(o)	Town Seating and Planted Areas Refurbishment (task and finish group)
	It was agreed and RESOLVED that the lead member for the Town Seating and Planting Areas Refurbishment is Cllr Von Clemens.
013	To receive sub-committee, formerly known as a working party, reports for consideration and approval, if available:
(a)	Allotment and Burials
	Cllr Toye had tabled a short report following the site meeting that had taken place on Tuesday, 21 May. Please refer to Appendix B. The report contained no recommendations.
(b)	Estate Management
	There was no report this month.
(c)	Festive Lighting
	There was no report this month. A meeting has been scheduled for June.
(d)	Gillingham's Gateways
	There was no report this month.
(e)	Health and Safety
	Cllr Robinson gave a verbal report. The fire alarm and emergency lighting at the Town Hall has been tested. The following were replaced: 1 x smoke detector, 1 x heat detector, 3 emergency lights, batteries in the fire alarm control panel. A fault has been detected on the power supply unit and the motherboard. These items will be replaced shortly. The works manager is making steady progress with the mitigation of risk assessments.

(f)	High Street Facilities
	Cllr Toye reported that work is still ongoing. There will be a report next month.
(g)	Town Seating and Planted Areas
	There was no report this month.
(h)	Traffic Management
	There was no report this month.
014	To receive a monthly report on the activities of Gillingham Direct.
	A copy of the activities of Gillingham Direct had been tabled at the meeting. Please refer to Appendix C. There were no comments.
015	To receive matters pertinent to this meeting. <u>Please note:</u> Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).
	The Department of Transport under the Town and Country Planning Act 1990 has issued a Stopping Up Order for 11 metres along the B3081 (Shaftesbury Road) near the new Aldi Supermarket site. Ref: APP/N1215/W/18/3195092. Copies of the draft order are available to view at Gillingham Library SP8 4UA for 28 days commencing from 13 th June 2019. Any objections to the draft Order must be stated in writing by 11 th July 2019 to: The Secretary of State, email: nationalcasework@dft.gov.uk or National Transport Casework Team, Tyneside House, Skinnerburn Road, Newcastle-upon-Tyne NE4 7AR.
There being no other business on the agenda, the meeting closed at 8.27pm	
Signed:	Date: 1 st July 2019
_____ Chairman of General Purposes Committee, Cllr Mick Hill	
PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.	

Gillingham Town Council

To receive and consider a request from the Milton-on-Stour Village Committee to support the provision of a footway link between the war memorial and the new Scout Community Hall to be included in the Dorset Highways capital expenditure

Author: Julie Hawkins, Town Clerk

1. Background

The attached request has been received from Milton-on-Stour Village Committee.

Cllr Poulter, Ward Member for Milton-on-Stour met with representatives of the village committee on Tuesday 28th May. Please see attached photographs and plan.

2. Objectives

To provide a safe pedestrian route along the B3092 at Milton-on-Stour linking the cycleway, church and the Community Scout Hall.

3. Recommendation

- That Gillingham Town Council supports the request from the Milton-on-Stour Village Committee for a safe footway along the eastern side of the B3092 at Milton-on-Stour as shown on the attached plan.
- That a request is sent to Dorset Highways for a pedestrian footway, as shown on the attached plan, to be added to the capital works programme.
- That a request is made to Roger Bell, Community Highways Officer, for the removal of the overgrowing foliage on the western side of the B3092 to enable safe pedestrian use of the footway.

Dear Mrs Hawkins

Further to my email of 23 May, here is some background information. Cllr Graham Poulter has a map and some photographs which will further illustrate.

The village community of Milton on Stour (including school, church and residents) feel that provision of a pedestrian path from the school exit road beside the War Memorial to the Church and onwards to the brand new Community Scout Hall and Scout Field, **on the eastern side of the B3092**, using the wide roadside verge alongside the school playing field and then continuing through the lay-by and using the verge alongside the Churchyard will be the best way to safeguard the increased number of pedestrians due to the recently increased use of Church as a Community facility and brand new Scout Community Hall and Field now becoming operational.

This is not a new opinion. In the 2 decades since the invaluable cycle/footpath from Peacemarsh to the School was constructed, there has been collective dismay that it did not naturally extend past the War Memorial and up to the Church. The village petition, signed by 340 villagers, which led ultimately to the 30mph limit being extended, indeed included requests for such other road safety provisions as extension of the footpath to the Church on the east of the B3092.

Such a new pathway would form a vital link between the existing cycle/foot/ path, the Church and now the new scout field.

School Lane

It would also increase pedestrian safety for occasions when the school car park is needed for overspill from the scout field, (which only has some 20 spaces) ensuring that people using the field would not walk down narrow School Lane (sharing the route with vehicles) to access it. The hazards of not having a separate dedicated footway were highlighted on 23 April this year: The scouts and their families were invited to a service at the church for St George's day. Children and their parents were running and walking down the narrow, **unlit** School Lane from the school car park towards the gated back entrance into the scout field, just before a blind bend. School lane has 2 blind bends and is totally unsuitable for unlimited shared use by vehicles and pedestrians.

A head on collision has occurred previously in School Lane between a school parent's car and a lane resident's vehicle. The thought of this sort of accident occurring when there are possibly children walking in the lane does not bear thinking about.

To ensure that people using the school car park can access the scout field via a footpath instead of walking down the lane seems essential to avoid such a possibility.

There would not need to be any narrowing of the Highway to accommodate such a footway.

We understand that the strip of roadside verge west of the school field is owned by Salisbury diocese.

Current pedestrian access

Currently there is a short strip of pavement on the west of the B3092. This is increasingly overgrown and now only a half of its original width so that it is restricted to single file, putting users, especially children, at risk. A young mother with a pushchair has been seen struggling along and at times having to walk in the road. Someone trying to push a wheelchair along this pavement has also been seen. Again, they had to go in the road. Older and less able walkers are similarly disadvantaged by the situation.

Pedestrians from Peacemarsh aiming for the Church and beyond **have to cross the B3092 twice**. (From the War Memorial, they have to cross to the west of the B3092, negotiate the narrow pavement and then re-cross at the layby. In reverse order, the road bend makes visibility very problematical and the crossing dangerous)

The newly reduced speed limit has helped, but every time a pedestrian crosses a road, there is a hazard.

There is no provision at all for pedestrians going from Gillingham to the new Scout Community Hall, other than to share the unlit busy highway with through traffic for the last part of the way.

There are some 100 members of the Scouts using the Hall and Field, a considerable number of young people who face traffic danger if they approach on foot.

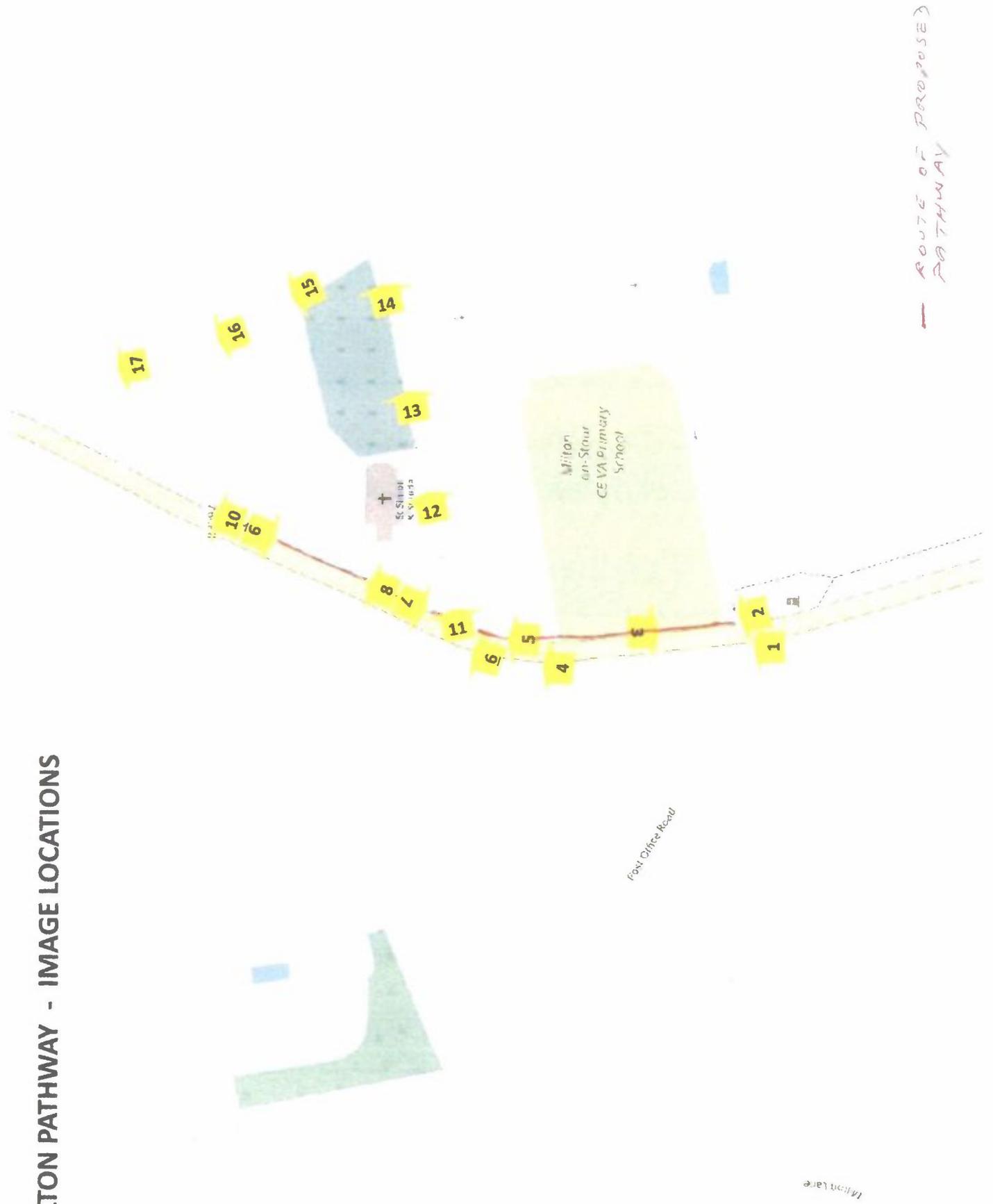
Both the Church and Scout Hall are designated for Community Use - valuable assets for the whole community of Gillingham, but they will not be able to achieve their full potential until safe access is achieved.

In the year and a half since the refurbished church has been open, the footfall to it has increased greatly. There are now various activities seven days a week and in the evenings. The Scout Hall is not yet in full use, but already we have seen that there is a real hazard which needs addressing.

Thank you

Milton-on-Stour Village Committee

MILTON PATHWAY - IMAGE LOCATIONS



MILTON PATHWAY
IMAGES

PHOTO 1

B3092 looking North – note very narrow footpath for a limited distance.
Footpath on the West side – wide enough for one person only, meaning a child could not be held by the hand.



PHOTO 2

B3092 looking North.
No continuous pathway meaning pedestrians would have to cross to the path on the opposite, West side of the road at a busy 'T' junction.



PHOTO 3

B3092 looking South.
Indicating room for a pathway on the East side which, if provided, would mean not having to cross the road.



PHOTO 4

B3092 looking North.
End of the pathway on the West side showing layby ahead on the East side.



PHOTO 5

B3092 looking North.
Restricted view from layby on the East side opposite the end of the pathway on the West side.



PHOTO 6

B3092 looking north - note entrance to Scout Facility, opposite yellow vehicle.



PHOTO 7

B3092 looking South.



PHOTO 8

B3092 looking North.



PHOTOS 9 & 10

Views from the entrance to the Scouts facility.



B3092 looking ~~North~~. SOUTH



B3092 looking ~~South~~. NORTH.

PHOTOS 11, 12 & 13

Existing footpath looking East.

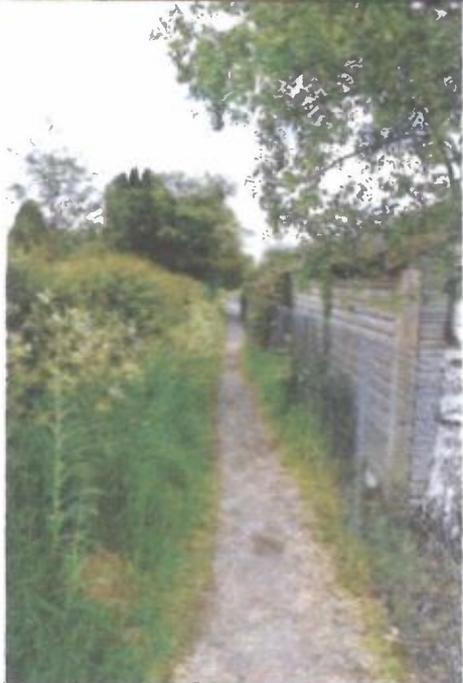
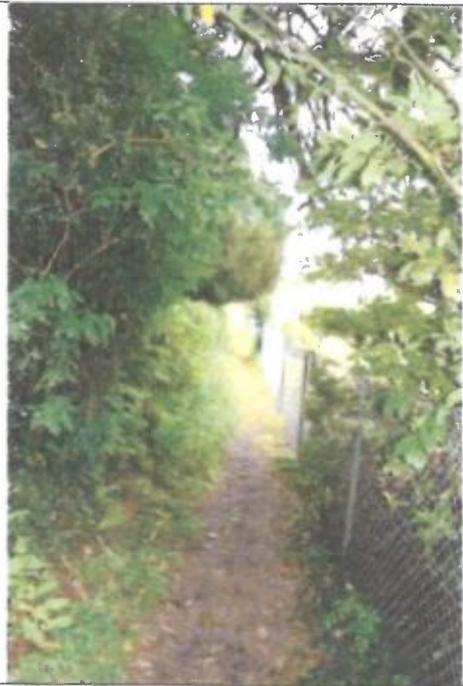


PHOTO 14

Existing route to Scout Facility - along lane, after footpath - note 90 degree bend to the left



PHOTO 15 & 16

Existing route to Scout Facility - along lane, after footpath.
No pathway for pedestrians.



PHOTO 17

Existing route to Scout Facility - along lane, after footpath, note 90 degree bend to the left. Entrance immediately on left.
No pathway for pedestrians.



Minute no. 013(a)

Gillingham Town Council

Allotment and Burials Sub-Committee

Author: Cllr Donna Toye

1. Introduction

A site meeting to visit the Cemetery, Chapel and Allotments at both Cemetery Road and Park Farm took place on 21st May at 7pm.

All Councillors were invited, and the meeting was attended by:

Barry von Clemens - Mayor
Paul Harris - Deputy Mayor
Cllr Roger Weeks
Cllr Rupert Evil
Cllr Donna Toye
Julie Hawkins – Town Clerk
Simon Dobie – Works Manager

2. Purpose

The purpose of the meeting was to introduce new councillors to the sites. The wild flower areas in the cemetery are in progress. The spoil heap screen is complete. The allotment sites are in good order as the growing season begins.

3. Allotment matters

- There has been one change of tenancy at Park Farm Allotments and one change of tenancy at Cemetery Road Allotments.
- Both the secretary and chairman of the allotment association have stood down and new ones will be appointed at their AGM meeting later this month.
- The tenant interested in keeping bees on his allotment has decided not to proceed.
- New tenancy agreements were sent out to all allotment holders.

4. Burials

- Since the beginning of the year there have been 10 burials.

Minute no. 14

Gillingham Town Council

Gillingham Direct April – May 2019

The following matters have been dealt with by Gillingham Direct:

	Issue	Reference No.
1	Missing bollard on the Peacemarsh roundabout following an accident	DCC 1121760
2	The street light at the rear of Waitrose near the Town Meadow bridge has been vandalised at the base.	SSE12015
3	Street light on during the day in Lydford Lane 2L196	SSE 12064
4	Collapsed drain on the Wyke Road / Dry Land Junction	DCC 1123015
5	Request for a road sweeper to visit Fairey Crescent and Lodbourne Terrace to clear the road chippings	DCC Roger Bell
6	Trip hazard caused by tree roots under the pavement at the junction of Milestone Way and Wyke Road	GTC
7	Broken window in Hawthorne Avenue following grass cutting by GTC staff.	GTC
8	Overgrown hedge on the corner of Chantry Farm, Wyke Road	DCC 1123979
9	2 vehicles are being traded from the layby in King John Road.	DCC 1124077
10	Uneven kerb on the bend at Church Walk	DCC 1124166
11	Wires sticking out of the road surface near 8 Lockwood Terrace on the Shaftesbury Road	DCC 1124179
12	Abandoned vehicle in Fairey Crescent	DWP AV 119035831
13	The former co-op building has been ransacked.	Hartnell Taylor & Cook informed.
14	Hedge reducing the width of the road between the footpath and the Malthouse along Bay Road.	DCC 1125211

51 no. Replacement recycle bins have been collected.

1 no. Wedding Ceremony

General Purposes Committee

Sub Committees / Task and Finish Groups

The General Purposes Committee is known as the "workhorse", which is evident by the number of sub-committees and task and finish groups listed below. Membership of the following sub-committees (SC) / task and finish groups (TF) is **open to all members** and not just those of the General Purposes Committee. Members of the public can be part of a SC/TF by invitation only. Meetings normally last for at least an hour. Some SC/TF meet regularly throughout the year and others meet less frequently. Officer time will be limited and will apply where indicated. Reports will need to be produced to the General Purposes Committee.

Sub Committees / Task and Finish Group	Type	Meeting Time	Officer Involved	Lead Member	Members	Total Members
Allotments and Burials	SC	Eve	No	Cllr Toye	Cllr Evill, Cllr Firth, Cllr Harris, Cllr Wareham	6
Christmas Event etc	SC	Day	Yes	Cllr Von Clemens	Cllr Gale, Cllr Hill	3
Remembrance Parade	SC	Eve	No	N/A	Cllr Griffin, Cllr Weeks in association with the Royal British Legion	2 plus
Cycle Link	SC	Day	Yes	Cllr Von Clemens	Cllr Cullen, Cllr Harris, Cllr Poulter	4
Estate Management and Properties	SC	Day	Yes	Cllr Von Clemens	Cllr Frith, Cllr Wareham and Cllr Gould	4
Health and Safety	SC	Day	Yes	Cllr Robinson	Cllr Frith	2
Traffic Management	SC	Eve	No	Cllr Potheary	Cllr Evill, Cllr Gale, Cllr Griffin, Cllr Gould, Cllr Robinson, Cllr Von Clemens	7
Events - VE Day 75th Anniversary Celebrations	TF	Eve	No	Cllr Weeks	Cllr Griffin, Cllr Toye, Cllr Von Clemens	4
Fingerpost Refurbishment	TF	D/E	No	Cllr Toye	Cllr Robinson	2
Gillingham Gateways	TF	Day	Yes	Cllr Gould	Cllr Harris, Cllr Poulter, Cllr Von Clemens, Cllr Wareham	5
Events - Green Gillingham	TF	Day	Yes	Cllr Von Clemens	Cllr Cullen, Cllr Gale, Cllr Hill, Cllr Wareham	5
High Street Facilities Refurbishment	TF	Day	Yes	Cllr Toye	Cllr Hill, Cllr Poulter, Cllr Robinson	4
Gillingham Royal Forest	TF	Day	Yes	N/A	Cllr Von Clemens, Deputy Town Clerk	2
Sports Facility, Woodwater Farm	TF	Day	Yes	Cllr Poulter	Cllr Harris, Cllr Hill	3
Town Seating etc	TF	Day	Yes	Cllr Von Clemens	Project almost complete	1