



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, 4th February 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 Hill,
Cllr Mrs S Hunt, Cllr G Poulter,
and Cllr J Robinson.

**Non-voting
Members:** None.

**Members of the
Public:** There was one member of the public present.

**Members of the
Press:** There was no member of the Press present.

In Attendance: Mrs C Ratcliffe, Deputy Town Clerk

376. Apologies.

Apologies were received from Cllr Gould and Cllr Mrs Toye. The Chairman informed the meeting of the reasons for the apologies, which were duly recorded in the attendance register.

Cllr Von Clemens proposed that "the apologies for absence received from Cllr Gould and Cllr Mrs Toye were accepted" Cllr Poulter seconded and the vote was unanimous. **RESOLVED.**

377. To approve the minutes of the last meeting held on Monday 14th January 2018.

Cllr Evill proposed that "the minutes of the meeting held on Monday, 14th January 2019 were approved as a correct record of the meeting". Cllr Hill seconded, and the vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

GENERAL PURPOSES COMMITTEE – Monday, 4th February 2019 (continued):

378. **Questions.** There were no questions.

379. **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.

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

a) Allotments and Burials

Cllr Mrs Toye, Lead Member, was absent from the meeting; a working party report had been circulated via email prior to the meeting. Please refer to Appendix A. The report contained two recommendations.

After short discussion about the access track, the following recommendation was made:

Cllr Von Clemens proposed that **“the repairs to the access track leading to the Cemetery Road allotments should be made using spoil, topped up with topsoil and seeded with grass and monitored for wear by the grounds team”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

The issue of the muddy path around the pedestrian gate was considered. It was suggested that this area would benefit from the use of aggregate.

Cllr Hill proposed that **“to improve the safety of the pedestrian access an aggregate is applied to the muddy area around the pedestrian gate at Cemetery Road allotments”**. Cllr Mrs Cullingford, seconded and the vote was unanimous. **RESOLVED.**

b) Estate Management

Cllr Von Clemens, Lead Member, was present at the meeting and summarised the working party report that had been circulated prior to the meeting. Please refer to Appendix B. The report contained two recommendations.

Cllr Von Clemens proposed that **“the working party investigates the possibility of working with HMP Guys Marsh”**. Cllr Poulter seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“the formal flower bed displays this year focus on the 50th anniversary of the Moon Landing and the 20-year anniversary of the Wyvern Credit Union.** Cllr Mrs Hunt seconded, and the vote was unanimous. **RESOLVED.**

c) Festive Lighting

Cllr Von Clemens, Lead Member, was present at the meeting. Reference was made to the report tabled at the meeting. Please refer to Appendix C. The report focused on the success of last year's event (December 2018) and ideas for the forthcoming event later in the year (December 2019). The report contained no recommendations and there were no further comments or questions.

d) Gillingham's Gateways

The inaugural meeting of the working party took place just prior to the General Purposes Committee meeting. Please refer to Appendix D (which was only available after the meeting). The working party is a large group comprising many members who attend the General Purposes Committee. One recommendation was made.

GENERAL PURPOSES COMMITTEE – Monday, 4th February 2019 (continued):

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

Cllr Mrs Cullingford proposed that **“DCC Commercial and DCC Landscaping are advised that the colourway of the new entrance signage is: black with gold writing in heritage style and supported by black posts and that the extra cost of the preferred black posts will be funded from the grant awarded by the district council specifically for the Gillingham’s Gateway project”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

e) Health and Safety

Cllr Robinson, Lead Member of the working party was present at the meeting. Cllr Robinson verbally reported that the staff have regular meetings on a Monday morning which include health and safety issues. To make it easier to monitor health and safety concerns, Cllr Robinson suggested that all health and safety issues should be recorded separately on an ‘action list’. This list would readily indicate the items that have been resolved and those which remain outstanding.

Cllr Robinson proposed that **“the staff are encouraged to adopt an ‘action list’ of health and safety issues which can easily be monitored on a weekly basis”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

f) High Street Facilities.

Cllr Mrs Toye, Lead Member of the working party was not present at the meeting; however, a report had been tabled at the meeting. Please refer to Appendix E. The report was an update only and contained no recommendations. There were no comments or questions.

g) Town Seating and Planted Areas.

Cllr Mrs Ridout, Lead Member of the working party was present at the meeting and gave a verbal update on the progress of the bespoke seating required for the area around the Oak tree in the High Street. The ‘Arts Ambassadors’ at Gillingham School have produced a design that can possibly be incorporated into the back rest of a metal seat (similar to the decorative metal seat located at Upper Lodden). The design incorporates the Town Bridge as painted by the landscape artist, John Constable, and the former water mill, Barnaby Mill.

A site meeting was held on 31st January to decide on the location of the seat(s). It was suggested that the area would benefit from two seats initially and possibly a third purchased at later date, should funds permit. The design and explanation of the what is required will be sent to the company who manufactured the metal seat at Upper Lodden.

During the site visit other projects to complete the refurbishment of the area around the Oak tree were discussed, such as: updating the tourist information sign and the repainting of the ‘heritage’ fingerpost.

The working party will inform the General Purposes Committee of the seating costs when known and the progress of the outstanding projects in due course.

h) Traffic Management

Cllr Mrs Ridout, Lead Member was present at the meeting, referred to a report that had been circulated prior to the meeting via email. Please refer to Appendix F. The report contained no recommendations and there were no comments or questions.

GENERAL PURPOSES COMMITTEE – Monday, 4th February 2019 (continued):

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

A report on the activities of Gillingham Direct was circulated with the agenda prior to the meeting. Please refer to Appendix G. There were no comments or questions.

382. Matters Pertinent

There were no matters pertinent.

The meeting closed at 8.11.pm

Gillingham Town Council

Allotment and Burials Working Party

Author: Cllr Mrs Donna Toye, Lead Member, Allotment and Burials Working Party

1. Allotment Matters

1.1 Cemetery Road Allotments

There has been a request to resurface the access route as it becomes muddy in the winter and there are two tyre tracks that have, over time, become deeper. After examining the available options, and mindful that run off must be kept to a minimum to ensure allotment plots are not adversely affected, it is recommended that a sensible measure would be to fill in the tyre tracks with stone aggregate. Aggregate will be used to improve the area around the pedestrian gate, which has become uneven with wear. This approach would allow water to drain through the pathway rather than run off into the allotment site. Grass will still grow through the aggregate and thus preserve the rural appearance of the access. The work can be carried out by the town council's grounds team.

1.2 Park Farm Allotments

No change at present.

1.3 Allotment Tenancy

Following the tenancy agreements being sent out to allotment holders at the end of October, three tenants have decided to relinquish their tenancy at Park Farm. Two of the three plots have been re-let and the vacant plot has been covered to prevent weed growth until it is re-let.

A long-term tenant at Cemetery Road allotments has decided not to renew his tenancy this year. The plot is one of the larger plots and it has now been divided into two and re-let accordingly.

2.0 Cemetery Matters

The spoil heap will be removed in 2020. Screening for the spoil heap is still under discussion.

3.0 Recommendations

- **That a letter is written to the Gillingham Allotment Association informing them that the path to the allotments will have the tyre tracks filled in with stone aggregate for the entire length of the path including the depressions that have occurred around the pedestrian gate.**
- **That the cost for making improvements to the access track for the Cemetery Road allotments will be financed from budget no. 3.18 Environment, at a cost not to exceed £300 including the hire of any necessary equipment (e.g., whacker plate).**

Gillingham Town Council

Estate Management Working Party

Update Meeting - 31st January 2019

1. Build Love

Build Love is a community interest company founded by Nikki Dodds. Build Love is currently working with the prison service to help rehabilitate and to provide prisoners with skills prior to release. The Governor of HMP Guys Marsh is keen to build partnerships with the local community which will be of mutual benefit. For example: Shaftesbury Town Council is using prisoners on release 'under licence' to refurbish the public toilets in Shaftesbury. This gives the prisoners an opportunity to try out their newly acquired trade skills.

Build Love would like to forge partnerships with outside organisations so that the prison's 'industries' has 'outlets' for their skills and products. The cost of these 'industries' would be at very reduced rates.

Build Love has approached the town council to ask if any of the prison's 'industries' could be considered, especially with regards to outside work. Within the grounds of HMP Guys Marsh there is a large horticultural facility complete with greenhouses that could be used for the cultivation of plants. There is also a workshop where prisoners are taught carpentry skills.

The working party has suggested that to progress the idea further a meeting with Build Love should be arranged on site at HMP Guys Marsh to discuss the following:

- Raising wildflowers from seed to provide wildflower plug plants to be planted in the wildflower areas that are still on-trial.
- To provide a range of bedding plants suitable for the town's planters.
- To make bug hotels to a specified design suitable for use on our open spaces.
- To make hedgehog houses to a specified design.
- To make bird boxes to a specified design (to suit small and larger birds).
- To make notice boards for our open spaces to a specified design.
- To consider the loan of prisoners under Licence to help with community bulb planting.

It is likely that Employ My Ability will be providing HMP Guys Marsh with horticultural tutors/advice.

2. Employ My Ability – Thorngrove

Students from Thorngrove would like to look after some planters in the Town. A meeting has been arranged for Thursday, 7th February at 2pm to discuss this possibility.

3. Formal Flowerbed Displays

Several ideas have been considered for the flower beds this year. The most popular ideas are:

- Station Road – Anniversary of 50 years of the Moon Landing
- High Street 'D' bed – 20-year anniversary of the Wyvern Credit Union

4. Marlott Road Play Area

A notice will need to be displayed at the Marlott Road play area informing residents that the play area is scheduled for refurbishment (exact details to follow).

5. Recommendations

- That the working party investigates the possibility of working with HMP Guys Marsh.
- That the formal flower bed displays this year focus on the 50th anniversary of the Moon Landing and the 20-year anniversary of the Wyvern Credit Union.

Gillingham Town Council

Festive Lighting Working Party

Notes of the Meeting held on Thursday 31st January 2019

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

1. Comments and observations from the 2019 event.

There was a very good turn out right from the start of the event. The Children's entertainer was very popular with a large audience in attendance. The scout's burger stall did a great trade and sold out although the Anonymous Travelling Market (ATM) reported their sales were lacking. Some working party members suggested that some of the stalls supplied by the ATM were not suitable for the event. The reindeer was very popular, and the handlers were friendly and engaging.

Gillingham Primary School, Wyke Primary School, Little Gems Nursery and Tops Nursery all thought the new format with the earlier start, focusing on the Town Meadow and performing on the stage was a positive improvement. The children enjoyed going on the stage to have their lanterns judged. There were no complaints from the parents, and they would be very happy for the event to follow the same format this year.

No negative comments were placed on Facebook following the event.

One complaint was sent to Cllr Cullingford regarding the reduced parade.

The event came in under budget due to the donations received - the expenses sheet was tabled at the meeting.

2. To discuss ideas and decide a date for the 2019 event

- The Chamber of Commerce have agreed to pay for the Town Meadow Christmas tree up to £250.
- It was recommended to book Somerset Reindeer and Mr Merlin once a date has been decided.
- Cllr Hill suggested the market should have more local stalls and would be happy to take full responsibility for running the market. This will be discussed at the next meeting once further investigation has taken place.
- It was suggested that the event could take place on a Saturday but staffing and overtime could be an issue, along with school/ nursey participation. This will be deferred to the next meeting once the staff have been asked if they would be prepared to work on a Saturday and the RFO has provided overtime costs.

- Several working party members were keen to increase the size of the parade. It was pointed out that due to the earlier start time it was very difficult to provide sufficient trained marshals to ensure a safe event. It would also detract from the event on the Town Meadow. Increasing the size of the parade also creates a safety issue on the Town Meadow. When the parade arrives, a pinch point is created next to the stage.
- Cllr Cullingford will contact the Chamber of Commerce, Duke of Edinburgh team and the Rotary Club to find volunteers as guaranteed help. It was agreed to discuss the parade again at the next meeting.

3. Date of the next meeting

Thursday 21st February 2019 at 1pm.

4. Recommendations

None.

Gillingham Town Council

Gillingham's Gateways Working Party

Notes of the inaugural meeting held on Monday, 4th February 2019

Present: Cllr Anne Beckley, Cllr Sharon Cullingford,
Cllr Paul Harris, Cllr Su Hunt, Cllr Graham Poulter, Cllr Belinda Ridout,
Cllr Barry Von Clemens,
Mr Simon Dobie – Works Manager,
Mrs Clare Ratcliffe - Deputy Town Clerk,
Mr Bob Messer, Gillingham Action for Nature Group.

1. **Apologies:** Cllr Mike Gould, Bob Messer
2. **Agree lead member and/or co-ordinator:** Clare Ratcliffe will act as co-ordinator
3. **Agree design of gateway signage:** two designs were shown blue/black with gold writing and black/black with gold writing. Both signs would be black on the reverse supported by black poles. The cost of black poles would have to be funded by the Town Council. Exact cost unknown.

The position of the signage will be similar to the existing signage and will conform to highway requirements.

4. **Agree project leads:**

- **Landscaping around gateway signage:** (under guidance with DCC Landscaping)
This will probably be agreed upon once the signs are in situ.
- **Roundabouts:** Ham, Lodbourne, Peacemars (under guidance with DCC landscaping and DCC highways)
Cllr Harris, Cllr Cullingford, Cllr Hunt, Cllr Poulter and Cllr Beckley will liaise with DCC on the landscaping of the roundabouts.
- **Scats/Mole Valley long bed:** (under guidance with DCC landscaping)
Cllr Gould, Cllr Von Clemens and Simon Dobie will liaise with DCC on the landscaping of the long bed.
- **Station -Butterfly and Bee Garden:** Friends of Gillingham Station will progress this project and seek permissions from Network Rail.
- **Newbury Planted Area:** Simon Dobie and the grounds team will access improvements to this flower bed and possibly the flower beds by GTS garage.

5. **To consider the landscaping design for Ham roundabout:** An initial design by DCC landscaping team was circulated. Slight improvements to the design were discussed. A further meeting with DCC will be required.

6. To consider supplementary project(s):

- Signage at Station to promote Gillingham as a walking destination (WAW)
- Signage in High Street by Oak tree to promote Gillingham as a place to stay

It was agreed that once the initial projects have been started it may be worth progressing the supplementary project. Should funds not be available after the initial project has been completed then it may be a possibility that these projects could be funded by another means.

5. Date of the Next Meeting/Site Visits:

To be decided. The necessary site visits that are required during the next few weeks will be arranged by the co-ordinator.

6. Recommendation:

- That DCC Commercial and DCC Landscaping are advised that the colourway of the new entrance signage is: black with gold writing in heritage style and supported by black posts. The extra cost of the preferred black posts will be funded from the grant awarded by the district council specifically for the Gillingham's Gateway project.

Gillingham Town Council

High Street Facilities Working Party

Update Meetings – 28th January & 1st February 2019

1. Refurbishment Works - Progress to-date

Building work is on-going and progress is being monitored by the working party and the Works Manager.

2. Background information

On 18th April 2017 the Policy and Resources Committee unanimously agreed that: *"the Town Clerk (Mrs Dobie) applies to the planning department at the district council for a 'Change of Use'; and that the facility would be let similar to that at no. 1 Chantry Fields (community use not commercial use). That the project is supported in principle and so should be referred back to the Working Party for further negotiations with Windrose Rural Media Trust."*

On 19th June 2017 the Policy and Resources Committee unanimously agreed that *"the working party progress the drafting of a lease between Windrose Rural Media Trust and Gillingham Town Council, for 20 years, with break clauses, at a peppercorn rent but with full responsibility for the payment of business rates, water and electricity"*

A draft lease was prepared for consideration by the Working Party and several concerns have been raised by working party members.

3. Future considerations

As part of the council's governance the council needs to scrutinise the actions it has taken, and the decisions that it has made, and must satisfy itself that it has acted properly within its powers and in accordance with any relevant Regulations.

Before making any further recommendations to council, the working party need to be confident that the proposed draft lease provides the best value for money for the tax payer, therefore, further investigations and negotiations are required.

A meeting with Mr Trevor Bailey of Windrose Trust was held on 31st January 2019 where this was discussed. Mr Bailey will be discussing the matters with his fellow Trustees and their response is awaited before the matter can progress.

4. Recommendations

There are no recommendations at this time.

Gillingham Town Council

Traffic Management Working Party

Author: Cllr Belinda Ridout

Since the last working party meeting in January, there are a few updates to report.

1. SID (Speed Indicator Device) and pole locations update.

The SID battery and battery charger to top up the solar power when needed was found to be faulty. Simon has rectified this, and all seems to be working.

2. Ham Farm Development and Fernbrook Lane/Trent Square/King's Chase.

Works at Ham Farm to bring the development (roads and lighting) up to an adoptable standard are going well. Steve Smith, Persimmon has confirmed that they are looking to offer for adoption roads within the Fernbrook Lane and Trent Square area and that their contractors have commenced the highway adoption remedial works for Kings Chase (phase 2). In 2016, in response to a request made by the local emergency services, Persimmon was asked to install KEEP CLEAR markings in front of the knock-down bollards between Rookery Close and King's Chase leading into Trent Square. It has been confirmed that Persimmon will instruct the contractor to install KEEP CLEAR markings outside 1 Kings Chase to match those installed by Dorset Highways on the other side of the bollards.

3. Gillingham Sustainable Transport Improvements Scheme Proposals

As requested, a meeting took place on 24th January at the Town Hall with Emma Baker, Project Engineer, Highway Improvements and Wayne Sayers, Sustainable Transport Team. Unfortunately, both Gillingham County Councillors were unable to attend but myself and the Town Clerk were present as requested and our local knowledge was welcomed to feed into the proposals at this very preliminary stage. Discussions centred around the junctions of Shaftesbury Road/New Road and Newbury/Station Road/Wyke Road/Le Neubourg Way but also ideas on how to improve traffic flow along Station Road and Newbury. A landscaping team will also be working with the Town Council to improve the appearance of the Le Neubourg/Station Road area to reduce the 'grey' with planting and improvements to the verge which runs adjacent to the Old Cattle Market site. The Town Clerk and myself came away with a very positive feeling about the proposals, in that they will address many of the existing traffic concerns whilst improving capacity to cope with increased traffic brought about by future development, i.e. the southern extension. It was made clear that although the proposals will improve capacity they will not resolve all of the issues, there will still be queues at peak times, but traffic should flow more fluently. We made it clear that the Town Council wishes to keep good dialogue with the project team.

A follow up meeting will be organised in due course to present the draft proposals to the Town Council and public consultation will follow.

Please see overleaf for a brief overview of the proposals for Gillingham, as provided by Dorset Highways.

Brief overview of the proposals for Gillingham, as provided by Dorset Highways, January 2018

Dorset County Council and Dorset Councils Partnership are collaborating with the developers, land agents and consultants of the South Gillingham Consortium to deliver the transport improvements required to unlock much needed development and growth for Gillingham. A planning application has been submitted from the South Gillingham Consortium to build 1800 dwellings and other community facilities to the south of Gillingham. Further planning applications for other development proposals are expected soon around the town.

As part of the Transport Assessment completed for the planning application, junction designs and sustainable transport improvements are proposed. The Dorset Local Enterprise Partnership (DLEP) has allocated £3.45M, to be spent by 31 March 2021, to deliver the Gillingham Growth project which is comprised of three elements:

1. Improvements to junctions:
 - Shaftesbury Road/New Road junction improvement
 - Newbury/Le Neubourg Way junction improvement
 - SCOOT* installation on junctions along the B3081/B3092 corridor
2. New sustainable transport links
3. Design of Enmore Green Link Road in readiness for bidding opportunities (design only)

The purpose of the proposed Gillingham Junction and Sustainable Transport Link Improvements project is to:

- Provide capacity on the B3081 corridor, required to unlock the key residential and employment land for the town.
- Improved junction layouts to ensure safe highway operation in the B3081 corridor;
- Provide new opportunities for sustainable travel by improving walking and cycling facilities enabling people to cycle and walk to and from the new developments and encourage sustainable transport journeys within Gillingham.

A full Business Case was produced and approved by DLEP on 25 September 2018 and the Grant Agreement has been approved.

Junction improvement layouts have been proposed by i-Transport, the developers transport consultant, who have carried out traffic modelling on the network. We are now working to design check and carry out detailed design on their proposed layouts. The junction improvements have been programmed to be constructed by the end of March 2021.

Preliminary designs for the Sustainable Transport Link Improvements are being developed. An option of making Higher Station Road one-way southbound from Newbury to Buckingham Road, and Newbury one-way westbound from the roundabout to Station Road is being considered. This would allow provision of an improved pedestrian route on Station Road as the existing narrow footway could be widened, whilst retaining the existing on-street parking and it removes the current vehicle conflict in a narrow road. By making Newbury one-way, a non-signalised improvement at the Shaftesbury Road/La Neubourg Way/Newbury Junction would improve traffic flow – the scheme engineer is currently modelling the network with a non-signalised junction to see the impact on traffic flow.

The North Dorset Core Strategy identifies Gillingham as one of the four main towns at which the clear majority of growth in North Dorset will be delivered. Among the key transport improvements required is the provision of a strategic southern “Principal Street” connecting New Road and Shaftesbury Road alongside other strategic transport improvements for Gillingham, delivered in a phased manner together with housing.

Most of the proposed development will take place between New Road and Shaftesbury Road with an internal principal street between these two roads going through the development. A bid for £4m has been made to Homes England's Housing Infrastructure Funds (HIF). The funding will be used to design, secure planning approval and construct the principal street through the development. Homes England are looking to make a decision in principle for approval of this bid within several months. The principal street is currently in the preliminary design phase.

*SCOOT urban traffic control system was developed by the Transport Research Laboratory (TRL) in collaboration with the UK traffic systems industry. SCOOT is an adaptive system which responds automatically to traffic fluctuations. It does away with the need for signal plans which are expensive to prepare and keep up to date.

Gillingham Town Council**Report from Gillingham Direct 10th January – 28th January 2019**

The following matters have been dealt with by Gillingham Direct:

Item no.	Issue	Reference No.
1	An allotment holder witnessed youths running around the Cemetery Road Allotments and climbing over the fence near the workshop. The allotments were checked, and no damage was found.	
2	Fly tipping in the layby on the B3081 between the two Cucklington junctions.	DWP FT 102831311
3	The light outside Museum Cottage, in Church Walk is not working	SSE 11778
4	A local estate agent is persistently putting for sale signs on the highway verges. The company have been reminded that this is not allowed and they have been asked to remove them.	
5	Brambles are growing over the pavement surrounding the former Natwest bank.	DCC 1116986
6	Request for a bollard replacement outside 5 Bay Road	DCC 1117390
7	The foil recycle bins at Chantry are full	DWP notified.
8	Complaint received regarding the untidy condition of the verges in Chantry car park.	Notified Parking Services.

26 Replacement recycle bins have been collected.