



# **GILLINGHAM TOWN COUNCIL**

## **GENERAL PURPOSES COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Open Spaces**

The committee will be responsible for the following areas of open spaces:

- Allotment Gardens
- Closed Churchyard
- Garden of Remembrance
- Gardens and planted areas
- Play areas
- Public Open Spaces
- Recreational areas
- Town Cemetery
- Wesley Gardens

#### **2. Property**

The committee will be responsible for the following property as listed in the Assets Register:

- Bus Shelter, High Street
- Cemetery Chapel
- Community Office at 1 Chantry Fields
- Old Mortuary Building
- Public Convenience including Community Office, High Street
- Town Hall

#### **3. Miscellaneous Assets**

The Committee will be responsible for the following assets, as listed in the Assets Register:

- CCTV surveillance cameras and monitoring equipment
- Dedication Stone, High Street
- Horticultural equipment and small tools
- Motor vehicles
- Public Realm: seating, notice boards, flag poles, litter bins, grit bins, flood boxes, finger posts
- Speed Indicator Device
- Utility vehicles including tractors, trailers etc
- War Memorial, High Street
- War Memorial, Milton-on-Stour

#### **4. Duties and Responsibilities**

- 4.1 The committee has the following duties and responsibilities:
- 4.2 To oversee any agreements made between the town council and outside agencies, local authorities or volunteer organisations to maintain areas of land, prior to agreement and adoption by Full Council.
- 4.3 To oversee any agency agreements made between the Town Council and Dorset Council regarding non-essential highway maintenance, prior to agreement and adoption by Full Council.
- 4.4 To oversee any licence or agreements made with individuals to maintain planted areas belonging to the town council, prior to the agreement and adoption by Full Council.
- 4.5 To draft tender documentation, for approval by the Finance Committee, and oversee contracts. For example; office cleaning, weekend town orderly duties, tree works etc, prior to the agreement and adoption by Full Council.
- 4.6 To work in partnership with Dorset Wildlife Trust to provide biodiversity action plans and monitoring for all larger public open spaces.
- 4.7 To work in partnership with Gillingham Action for Nature Group to encourage volunteering on open spaces and planted areas.
- 4.8 To work in partnership with Gillingham Litterpickers to keep the town as free from litter as possible.
- 4.9 To work in partnership with The Rendezvous to deliver outreach youth work in the town.
- 4.10 To work in partnership with the local authority and other organisations to deliver specific projects that will be of benefit to the town. For example: the Gillingham to Motcombe cycle link project.
- 4.11 To work in partnership with the local authorities and other organisations to deal with traffic management issues and improvements to transport links and infrastructure in the town. For example: Dorset Highways, Dorset Travel, Blackmore Vale Community Rail Partnership (BVCRP) and the Salisbury to Exeter Rail Users Group (SERUG).
- 4.12 To work in partnership with Dorset Police to provide adequate CCTV surveillance equipment in the town to promote community safety and wellbeing.
- 4.13 To work in partnership with housing developers to ensure that any play areas and public open spaces transferred to the town are to a high standard.
- 4.14 To oversee the production of written management plans for larger areas of public open spaces prior to the agreement and adoption by Full Council.
- 4.15 To ensure that the town council complies with the Health and Safety at Work etc. Act 1974 and that health and safety standards are maintained/improved in all areas within its responsibility, including the completion of risk assessments and accident investigations.
- 4.16 To oversee the Tree Condition Survey and Risk Management Plan to ensure that the necessary tree work is carried out in accordance with best practice and the recommendations contained within the report.

- 4.17 To ensure the town council is fully aware of its environmental responsibilities and actively promotes good practice with regards to disposal and recycling of waste and the use of chemicals and pesticides.
- 4.18 To promote civic pride – Gillingham Love Where You Live - by participating in national and regional awards. For example, Keep Britain Tidy initiatives, Green Flag Awards, Britain in Bloom Awards etc.
- 4.19 To proactively improve the appearance of the town with creative flower planting, clean signage, well designed seating and, where possible, improve areas that have become neglected. For example: the Gillingham Gateway Project.
- 4.20 To provide Christmas lighting and associated decorations and oversee the Christmas Parade.
- 4.21 To work with other local authorities and organisations where partnership working will be beneficial and cost effective to do so.
- 4.22 To provide detailed reports; identifying costs involved and approve sources of funding for projects up to the value of £9,999. Projects valued at £10,000 or more will be referred for approval by Full Council.
- 4.23 To review policy documents pertaining to the committee, prior to adoption by Full Council.
- 4.24 To set up sub committees and task and finish groups to deal with specific projects.
- 4.25 To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.
- 4.26 To provide detailed reports of all its meetings to the Full Council for ratification.

Reviewed: 13/05/19  
Adopted by Full Council: 13<sup>th</sup> May 2019, minute no. 007