



GILLINGHAM TOWN COUNCIL

General Purposes Committee

Terms of Reference

1. Open Spaces

The General Purposes Committee (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 and green gyms
- 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 Shelters
- Cemetery Chapel
- Community Office at 1 Chantry Fields
- Old Mortuary Building
- Public Convenience and Town Bridge Office
- Town Hall
- Town Council Workshops, Roman Court

3. Miscellaneous Assets

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

- CCTV surveillance cameras and monitoring equipment (in partnership with Dorset Police)
- Dedication Stone, High Street
- Horticultural equipment and small tools
- Motor vehicles
- Public Realm: seating, notice boards, flag poles, litter bins, grit bins, flood boxes, town centre finger posts

- Speed Indicator Device
- Utility vehicles including tractors, trailers etc
- War Memorial, High Street
- War Memorial, Milton-on-Stour

4. Duties and Responsibilities

The Committee has the following duties and responsibilities:

- To draft tender documentation for approval by the Finance and Policy Committee and oversee contracts for projects.
- To work in partnership with Dorset Wildlife Trust to provide biodiversity action plans and monitoring for all larger public open spaces.
- To work in partnership with Gillingham Action for Nature Group to support volunteering on open spaces and planted areas.
- To work in partnership with the local authority and other organisations to deliver specific projects that will be of benefit to the town.
- 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.
- To work in partnership with Dorset Police to provide adequate CCTV surveillance equipment in the town to promote community safety and wellbeing.
- To oversee the production of written management plans for larger areas of public open spaces prior to the agreement and adoption by Full Council.
- 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.
- To ensure the Town Council is fully aware of its environmental responsibilities and actively promotes good practice.
- To promote civic pride – Gillingham Love Where You Live - by participating in national and regional awards.
- To proactively improve the appearance of the town with creative flower planting, clean signage and well-designed seating.
- To provide Christmas lighting and associated decorations.
- To work with other local authorities and organisations where partnership working will be beneficial and cost effective to do so.
- 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.

- o) To review policy documents pertaining to the committee, prior to adoption by the Finance and Policy Committee.
- p) To set up sub-committees and task and finish groups to deal with specific projects.
- q) To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.
- r) To provide detailed reports of all its meetings to the Full Council for ratification.

Reviewed and Adopted by Full Council: 26/06/23, minute no. 1077a