



## GILLINGHAM TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
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Minutes of the **Policy and Resources Committee** meeting held on **Monday, 17<sup>th</sup> September 2018**, in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.32pm**.

**These minutes do not constitute a true record until ratified by Full Council.**

**Present:** Cllr P Harris (Deputy Chairman),  
Cllr Mrs S Cullingford, Cllr R Evill,  
Cllr A Frith, Cllr M Hill, Cllr S Joyce,  
Cllr Mrs B Ridout, Cllr Mrs D Toye, Cllr B Von Clemens.

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

**In attendance:** Mrs J Hawkins, Town Clerk  
and Mrs C Ratcliffe, Deputy Town Clerk.

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The Deputy Chairman apologised for the late start of the meeting owing to the Staff and Salaries Committee overrunning by two minutes.

### **395. Apologies.**

Apologies were received from Cllr Mrs Hunt (Mayor). The Deputy Chairman informed the meeting of the reasons for the apologies. The reasons for apologies were duly recorded in the attendance register.

Cllr Frith proposed that **“the apologies received from Cllr Mrs Hunt were accepted”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

### **396. To approve the minutes of the last meeting held on Monday, 20<sup>th</sup> August 2018.**

Cllr Von Clemens proposed **“that the minutes of the Policy and Resources Committee meeting held on Monday, 20<sup>th</sup> August 2018, should be approved as a correct record of that meeting”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.** The Chairman duly signed the minutes.

**397. Questions.** There were no questions.

**Policy and Resources Committee Meeting – Monday, 17<sup>th</sup> September 2018 (continued):**

**398. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27 regarding disclosable pecuniary interests.**

There were no declarations of pecuniary interests declared.

**399. Finance:**

**a) To approve cheques for payment for September 2018**

A list of payments had been circulated via email prior to the meeting. A revised list was tabled at the meeting and included the cheques that had been written just prior to the meeting.

Cllr Von Clemens remarked that cheque no. 18532 for £59.36 – a contra payment made to a member of staff for the purchase of items required for the provision of refreshments at the Freedom Ceremony on Saturday, 22<sup>nd</sup> September 2018, should not be encouraged in the future. If members request refreshments at civic events, then a catering company should be employed. Please note that the staff member claiming reimbursement had completed an expenses claim form.

The cheque list tabled was scrutinised further, and cross references were made against the invoices presented.

Cllr Von Clemens proposed that **“the cheques for payment for September 2018 to the gross value of £17,482.19 should be approved for payment”**. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

**b) To receive and consider a request for sponsorship from the Volunteer Centre Dorset for a Dorset Volunteer Awards Evening.**

A copy of the letter received from the Volunteer Centre had been circulated with the agenda.

Cllr Von Clemens commented that the letter was requesting sponsorship. It is not the role of the Town Council to pay for sponsorship.

Cllr Mrs Cullingford proposed that **“the request from the Volunteer Centre Dorset is declined”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

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

**a) Cycle Link.**

Cllr Joyce reported that a working party meeting has been scheduled for Friday, 21<sup>st</sup> September 2018.

Cllr Von Clemens expressed concerns that the Cycle Link working party has not presented any reports for the last three months. It is essential that this working party meets to ensure that the s106 monies linked with the project are not lost. There is a time constraint with s106 monies, which for this project is fast approaching.

**401. To receive recommendations from the General Purposes Committee held on 3rd September 2018 as follows:**

**a) Estate Management Working Party**

that **“a suitable replacement tree(s) is purchased to a maximum value of £500 for the open space off Marlott Road and financed from the Tree Planting/Tree Work, budget no.3.19;**

that **“replacement play equipment is purchased for King John Road play area at a cost of £1,629 (inc delivery ex VAT) and taken from the budget no. 3.12- Play Area running costs”;**

**Policy and Resources Committee Meeting – Monday, 17<sup>th</sup> September 2018 (continued):**

**401. To receive recommendations from the General Purposes Committee held on 3rd September 2018 (continued):**

that “a Tree Condition Survey and Risk Management Plan is undertaken by a qualified arboriculturalist for the closed churchyard at St Mary the Virgin Parish Church for a fee of £200 (ex VAT) to be funded from the General Reserve budget no. 8.07 – Tree Planting/Tree Work”;

that “a re-survey of trees in the ‘Higher Risk Zone (Zone 1)’ is undertaken by a qualified arboriculturalist for a fee of £1,650 (ex VAT) to be funded from the General Reserve budget no. 8.07 – Tree Planting/Tree Work.

**b) Traffic Management Working Party**

that “a grant of £500 will be released to DCC in respect of a grant awarded to the Milton-on-Stour Village Committee towards the cost of a TRO consultation and that a letter is written to DCC Highways confirming that a TRO consultation is still required at Milton-on-Stour and that the Village Committee continues to fundraise towards the TRO installation costs”.

The Deputy Chairman suggested that the recommendations from the General Purposes Committee were taken en bloc.

Cllr Mrs Toye queried whether the exact cost of the trees had been ascertained (refer to agenda item no. 7(a)). The Deputy Clerk replied that tree prices had been obtained and the amount recommended by the General Purposes Committee should be sufficient.

Cllr Von Clemens proposed that “agenda items 7(a) to 7(b) were taken en bloc”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that “the recommendations from the General Purposes Committee were agreed and financed from the specified budgets”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

**402. To receive and consider a quotation for laying a hedge on POS Jubilee Fields near Yarbury Wood Way.**

Cllr Von Clemens referred to an update report from the Estate Management Working Party regarding the requirement for a hedge to be laid at POS Jubilee Fields (off Yarbury Wood Way). Please refer to Appendix A. The report contained one recommendation.

Cllr Von Clemens proposed that “the hedge laying is undertaken on POS Jubilee Fields (rear of Yarlbury Wood Way) during the winter period and financed from precept budget no. 7.01 – GTC Land Management is agreed”. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

**403. To receive an update report from the Works Depot Project Team.**

Cllr Harris reported that an update meeting has been held. The person who will design the building will provide a quotation for his work. The five companies who have expressed an interest in the build project will be asked to tender for the project once the specification has been agreed. The progress of the project has slipped but not significantly.

**404. To receive and consider a report and recommendations following a recent GDPR audit undertaken by One West.**

The Deputy Chairman informed members that further advice is still awaited and therefore it would be prudent to defer this matter until next month.

**Policy and Resources Committee Meeting – Monday, 17<sup>th</sup> September 2018 (continued):**

**404. To receive and consider a report and recommendations following a recent GDPR audit undertaken by One West (continued):**

Cllr Harris proposed that **“the report on a recent GDPR audit undertaken by One West is deferred until the next Policy and Resources Committee meeting”**. Cllr Mrs Toye seconded and the vote was unanimous.  
**RESOLVED.**

**405. Matters pertinent.**

There were no matters pertinent.

**The meeting closed at 7.57pm.**

**Gillingham Town Council**

**Estate Management Working Party**

**Update Report – Hedge Laying at POS Jubilee Fields (Yarlbury Wood Way)**

**1. Introduction**

The open space at the rear of Yarlbury Wood Way is part of POS Jubilee Fields and is linked by tarred path constructed by the Town Council using S106 funding. The boundary hedge in this area (as marked on the following page) is mainly Willow that has been historically pollarded.

The hedge along the northern boundary of this site adjoining Neals Yard was laid in the 'Dorset' style three years ago. The following year the hedge along the northern boundary at Shires Gate was laid in the same way. The work proved worthwhile and enhanced both open spaces.

**2. Objective**

The vigorous regrowth of the Willow trees will need to be pollarded every five years. It is possible that some of the historic pollard points are decayed, which will require the Willows to be reduced even further and therefore hedge laying could be considered.

**3. Benefits of hedge laying**

A professionally laid hedge will be easier to maintain in future years by the town council's grounds team. There will be no need to hire a tractor and flail to keep the boundary hedge in shape or a tree surgeon to pollard the Willow trees.

It can be difficult for heavy machinery to access the open space, especially in winter months when the ground is very soft. A hedge layer does not require heavy machinery.

A well-laid hedge will enhance the open space as well as provide a habitat for wildlife.

When this type of work has been done in the past it has been admired by many and is a good example of how the town council manages its open spaces in a professional way.

**4. Timescale**

Hedge laying can only be done from the autumn through to February before birds begin to nest and, therefore, this work needs to be agreed within the next month to secure a contractor this winter.

**5. Finance**

A quotation for hedge-laying has been obtained from a professional accredited hedge-layer for £855, including chipper hire, fuel and labour. All cut brush/rubbish will be chipped and placed into the base of the hedge. The contractor has done work for the town council previously and is not VAT registered.

The proposed works can be financed from precept budget no. 7.07 – land management, the current balance being £1,265, leaving a small balance of £410; however, sufficient funds remain in the general reserve budget no. 8.24 of £7,173.37.

There is no need to obtain further quotations as the value of the work is under £2,500.

**6. Recommendation**

**That hedge laying is undertaken on POS Jubilee Fields (rear of Yarlbury Wood Way) during this coming winter and financed from precept budget no.7.07- land management.**



Boundary hedge

