



GILLINGHAM TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of the **Policy and Resources Committee** meeting held on **Monday, 19th September 2016**, in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

Present: Cllr Mrs S Hunt (Chairman)
Cllr A Frith, Cllr P Harris, Cllr D Milsted,
Cllr R Monksummers, Cllr Mrs V Potheary,
Cllr Mrs B Ridout, Cllr Mrs D Toye
and Cllr B Von Clemens.

Apologies: Cllr Ms A Baker (Vice Chairman) and Cllr M Gould.

In attendance: Mrs S Dobie, Town Clerk
and Mrs C Ratcliffe, Office Manager/Deputy Clerk.

Members of the Public and Press: There were two members of the public present.
There were no members of the press.

159. To approve the minutes of the last meeting held on Monday, 15th August 2016.

Cllr Von Clemens proposed that **“the minutes of the Policy and Resources Committee meeting held on Monday, 15th August 2016, should be approved as a correct record of that meeting”**. Cllr Milsted seconded and the vote was unanimous. **RESOLVED.**

160. Questions. There were no questions.

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

No pecuniary interests were disclosed.

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

a) Sports and Cycle Link

Cllr Milsted reported that following on from the last Policy and Resources Committee meeting, the Town Clerk has sent a letter the Chief Executive of Dorset County Council regarding the lack of progress with the cycle link. Cllr Walsh, our County Councillor, has been sent a copy of the letter. The letter clearly sets out how extremely disappointed the Town Council is with the lack of progress made by the County Council, especially as it was the County Council who volunteered to be the lead partner. Consequently, there is now a real risk that the community could lose the s106 monies for this project. By comparison, the sports pitch at Hardings Park is making good progress; the drainage work will be completed by the end of the week and the tender for the perimeter fence and spectator fencing has been awarded to a local company who are able to start the work in ten weeks' time. The work will be overseen by Mr Mike Coker, Technical Officer at North Dorset District Council. The successful quote was not the lowest by £267.42 but promised an earlier start date, which is beneficial as we move into the winter months. A total of three quotations were obtained for the work. The unsuccessful tenderers have been notified of the outcome.

The Town Clerk informed the meeting that DCC has responded to her letter with a 'holding' letter only.

b) Gillingham Town Enhancement Plan

The Town Clerk explained that the finished document had only been emailed to members late Monday afternoon. She explained that it was a 'living document' and invited members to comment on the contents and suggested that the document was adopted by Full Council and reviewed every quarter. The remit of the Gillingham Town Enhancement Plan working party is now complete and requested that the working party is dissolved. It was now up to the Gillingham Neighbourhood Plan Group, North Dorset District Council and others to take the enhancement projects forward.

Cllr Von Clemens proposed that **"the Gillingham Town Enhancement Plan working party was dissolved with immediate effect"**. Cllr Mrs Toye seconded the vote was unanimous. **RESOLVED.**

Cllr Monksummers considered that the aspirations for the Southern Extension were already a "done deal" and had been politically 'railroaded'. He had huge concerns regarding the necessary infrastructure that needs to be delivered for such a large housing development.

Cllr Milsted commented that the Southern Extension has been agreed and adopted as part of the District-wide Local Plan, on which there has been various consultations. The Design Statement for the Southern Extension is still in progress and has involved consultation with the Town Council and the wider community. Individual planning applications have yet to be received and will be judged on their own merits at that time.

The Town Clerk reiterated that the Enhancement Plan is a 'wish list' and can be amended at any time.

Cllr Mrs Potheary queried the priorities set against work to create Colesbrook and Bay as Conservation Areas or similar. The Town Clerk responded to Cllr Mrs Potheary by suggesting that she sought clarification from the Planning Clerk, Mrs Julie Hawkins.

Cllr Milsted highlighted item no. 3.06 in the Enhancement Plan referring to the NDDC project to install steps from the car park at Chantry Fields up to Le Neubourg Way. This project has gone nowhere under the car park portfolio leadership of District Councillor Mrs Potheary and requested that a letter was written to the new portfolio holder, Cllr Cherry Jespersen, to prioritise this project.

Cllr Milstead proposed that **"the Town Clerk is instructed to write to District Councillor Sherry Jespersen, portfolio holder for car parks at North Dorset District Council regarding the lack of progress with the project to provide steps from Chantry Fields car park up to Le Neubourg Way"**. Cllr Mrs Potheary seconded and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday, 19th September 2016, (continued):

162. To receive working party reports for consideration and approval (continued):

c) Hardings Park Project Team

A report had been circulated with the agenda prior to the meeting and was summarised by the Town Clerk. Please refer to Appendix A. The report contained the following recommendations:

- That the cost of the provision for additional signage at Hardings Park is taken from the balances in hand following the completion of the Skate Park installation or if there is a shortfall from the Contingency Budget for the F.Y. 2016-17.
- That funding is earmarked from the General Reserve to the value of £13,671.18 to complete works in respect of the MUGA.
- That surfacing of the proposed car park extension is carried out within this financial year and quotations obtained.
- That monies held within the General Reserve, £25K not earmarked, is transferred to the Hardings Park Project in respect of providing additional car parking.

Cllr Von Clemens had reservations about the current use of the car park. Since the exit barrier has been installed there has been some confusion about whether or not the car park is still available for those that wish to use the facilities at Hardings Park. There should be an appropriate sign at the entrance of the car park.

Cllr Harris suggested that the Town Clerk write to RiversMeet leisure centre to ask them to finish off the project with the appropriate signage.

Mr Light, a member of the public, requested to speak. Mr Light asked for clarity regarding use of the car park. Cllr Von Clemens explained that to prevent unlawful car parking by sixth formers and commuters an exit barrier had been installed by the leisure centre. The barrier can only be operated by a token collected from the reception desk at the leisure centre prior to departure. (*Note 1: The operation of the barrier had been previously discussed at Full Council on 23rd May 2016, minute no. 137. Note 2: since the meeting it has been established that there is already a clear sign at the entrance to the car park informing members of the public that the car park is for users of the leisure centre and recreation ground only.*)

Cllr Harris referred to the recommendations contained within the report (Appendix A) and requested that the final recommendation was revised slightly; replacing the word 'transferred' for 'earmarked'.

Cllr Mrs Ridout queried the cost of the concrete path outlined in the accounts for Hardings Park. The Town Clerk informed members that the cost of the concrete path had already been agreed. (*Note: Full Council, 22nd February 2016, minute no. 107.*)

Cllr Milsted queried why the planning permission was so expensive. The Town Clerk explained to members that the income and expenditure sheet was a summary of the project expenditure so far and only intended for member's information and would not be circulated with these minutes, the notes are akin to 'shorthand' (for reference only). The amount of £15,240 was the agreed Phase I - detailed design stage -payment and included the work required for the planning application. (*Note: refer to Hardings Park update report submitted to Policy and Resources Committee, 20th June 2016, min no. 140(d).*)

Cllr Harris followed on from Cllr Milsted's query by asking the Town Clerk to amend the notes in the accounts to reflect the payment details for clarity in future years.

Cllr Harris proposed that **"the recommendations contained within the Hardings Project report for September, with the amendment to the final recommendation to read 'earmarked' and not transferred, should be approved en-bloc"**. Cllr Mrs Ridout seconded and the vote was unanimous.
RESOLVED.

Policy and Resources Committee Meeting – Monday, 19th September 2016, (continued):

162. To receive working party reports for consideration and approval (continued):

d) Health and Safety

There were no matters arising this month.

163. Finance:

a) To approve cheques for payment for September 2016.

Cllr Monksummers queried cheque no. 16671, Custom Security, £2,750 and asked for further details. The Assistant Town Clerk responded that the cheque was for the annual maintenance of the CCTV system. Maintenance is carried out in the spring and again in the autumn before the annual carnival. The maintenance contract has been in place with Custom Security for at least four years. An annual review meeting is held in the autumn with Custom Security, Cllr Milsted, Cllr Walsh and at least one representative from the police. At these meetings it is decided what work is required over and above annual maintenance costs. *(Note: on details of the last review meeting please refer to Policy and Resources Committee, 16th November 2015, min no. 73.)*

Cllr Mrs Potheary asked whether there was evidence to prove the CCTV help to prove crimes. *(Note: PSCO's attended a General Purposes Committee on 6th July 2015 and gave a presentation on effectiveness of CCTV in the town and how it was used to both prove and disprove crime and also to prevent crime.)*

Cllr Milsted responded to Cllr Mrs Potheary and remarked that CCTV was also used as a preventive measure to reduce crime and not always to apprehend perpetrators.

Cllr Monksummers proposed that **“that the cheques for payment for the month of September 2016 to the gross value of £50,671.83 should be approved for payment”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

b) To receive a request from Gillingham Bowling Club to receive their grant of £500 in September due to it being the end of their financial year.

The Town Clerk informed the meeting that she had received a letter from Gillingham Bowling Club asking if their approved grant could be paid one month ahead of schedule so that it coincided with the end of their financial year. The bowling club are extremely grateful for the grant; it is used to cover the cost of coaching the under 18s.

Cllr Harris queried why this item was on the agenda when the grant had already been approved. Why is not possible to pay the grants earlier?

The Town Clerk explained that grants were approved initially in November in time for the precept. Grants have always been paid the following October when the second half of the precept has been received from North Dorset District Council. It is not possible to pay all the grants earlier because there may not be sufficient funds available to do this. There are generally only one or two organisations that request their grant to be paid earlier. The grant payments for the financial year 2016-17 have been approved and included within the Precept, but the Town Council still has to agree that the payments can be made, which is done en-bloc in October each year. If a grant needs to be paid earlier, it is up to the applicant to make a request in writing to the Town Council explaining the reasons for the request. The request is then put before the Policy and Resources Committee for consideration.

Cllr Von Clemens concurred with the Town Clerk.

Cllr Monksummers proposed that **“the Gillingham Bowling Club should be awarded their grant of £500 in September as it was the end of their financial year”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday, 19th September 2016, (continued):

164. To receive recommendations, for consideration and approval, from the General Purposes Committee held on Monday, 5th September 2016 to provide funding for the following:

- a) Hedge-laying works to be carried out at POS Shires Gate at a cost of £1,948.50 to be funded from monies held in the General Reserve for Land Management”.**
- b) Purchase of BMX track safety signage, size A1, printed on Dibond at a cost of £275 to be funded from, funds held in the NS&I for Land Management”.**
- c) A new Peugeot Expert 2.0 HDI to be purchased from Supplier A at a cost of £12,535 (which includes factory delivery plates, road tax and the deduction of the part-exchange of the Partner Van of £2,250) ex VAT using monies held in the General Reserve (large machinery) budget no. 6.04 (current balance £11,829) and the remainder from the insurance payment received from the stolen trailer, £1,400.**

Cllr Milsted informed the meeting that full details surrounding the above list of recommendations appear in the minutes of this months’ General Purposes Committee and, therefore, suggested that the recommendations were taken en-bloc.

Cllr Milsted proposed that **“the following recommendations referred from the General Purposes Committee held on Monday, 15th September 2016 should be approved for payment:**

- a) Hedge-laying works to be carried out at POS Shires Gate at a cost of £1,948.50 to be funded from monies held in the General Reserve for Land Management”.**
- b) Purchase of BMX track safety signage, size A1, printed on Dibond at a cost of £275 to be funded from, funds held in the NS&I for Land Management”.**
- c) A new Peugeot Expert 2.0 HDI to be purchased from Supplier A at a cost of £12,535 (which includes factory delivery plates, road tax and the deduction of the part-exchange of the Partner Van of £2,250) ex VAT using monies held in the General Reserve (large machinery) budget no. 6.04 (current balance £11,829) and the remainder from the insurance payment received from the stolen trailer, £1,400”. Cllr Mrs Ridout seconded and the vote was unanimous. RESOLVED.**

165. Matters Pertinent.

There were no matters pertinent.

Closure: The meeting closed at 8.15pm.

Hardings Park Project**Adventure Play Area, Multi Use Games Area, Skate Park
and Outside Table Tennis Facility****Update – September 2016****Author: Hardings Park Project Team****1. The project to-date:**

- **Play Equipment:** Installation complete.
- **CCTV:** Installation complete. (Cost paid from earmarked reserves.)
- **Wheeled Sports Facility (skate park):** The work is progressing well and is on schedule. The concrete screed is now being applied to the structure.
- **Project costs:** The balance of the project once the skate park is complete will be £28,792.89 (see attached break down of the income and expenditure to date). To provide the **MUGA** the project has a shortfall of £7,812.00. This is due to the Town Council agreeing that an additional concrete path, leading from the Skate Park to the proposed new car parking area, should be provided and was not included the original costings.

The original project included the installation of the **MUGA**. The evaluation of quotations for this work has been carried out. All three quotations are now out of date. It will be necessary to seek up-to-date quotations. It is estimated that the MUGA costs in the region of £35k; however, additional quotes are being sought for a higher quality leisure spec. surface which was not originally specified but may be prudent to consider.

Currently there is £5,971.18 not earmarked within the National Savings Account and £7,700 originally allocated for bow-top fencing at Lodbourne play area, which total £13,671.18. If these amounts were earmarked to the Hardings Park project there would be sufficient funds to install the **MUGA** with an approved surface, if desired.

No provision at this stage has been made to extend the existing **car park**; however, there is a surplus of monies accrued and not earmarked within the General Reserve and £25K could be allocated to this project from these surplus monies once the cost has been established.

A decision will need to be made whether it is better to extend the **car park** shortly after the skate park is completed in October, especially as Hardings Park and RiversMeet have become more popular over recent months due to enhanced facilities.

- **Site Signage:** There is provision within the Maverick quotation for a safety sign for the skate park. Additional signage to cover all the facilities at Hardings Park still needs to be designed and made. It is estimated that to provide a sign will cost up to £1K. If there is no funding left from the project costs monies earmarked in the Contingency budget could be earmarked for this sign.

- **Site Meetings:** Mrs Ratcliffe met with Maverick on Thursday, 18th August, and will be attending a valuation meeting with Maverick on Thursday, 15th September at 1.30pm.
- **Outdoor Table Tennis Facility:** The facility will be installed once the skate park is complete using donations and grant funding from Sport England.
- **Official Openings:** None scheduled for the immediate future but an opening event is included within the Maverick quotation, which they will organise in consultation with the Town Council.
- **Coaching/Outreach work:** No report this month. Mrs Ratcliffe met with Michelle Watling on 18th August and discussed the introduction of Skate Rangers, the official opening of the skate park and the future youth outreach programme. To-date £292.40 has been paid direct to the Out Reach Workers. The balance of this budget is held within the General Reserve.

2. Recommendations

- That the cost of the provision for additional signage at Hardings Park is taken from the balances in hand following the completion of the Skate Park installation or if there is a shortfall from the Contingency Budget for the F.Y. 2016-17.
- That funding is earmarked from the General Reserve to the value of £13,671.18 to complete works in respect of the MUGA.
- That surfacing of the proposed car park extension is carried out within this financial year and quotations obtained.
- That monies held within the General Reserve, £25K not earmarked, is transferred to the Hardings Park Project in respect of providing additional car parking.