



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
BH23 1EA

Community Committee Agenda

Tuesday, 29 October 2019, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Druitt Hall, High Street, Christchurch BH23 1AJ on **Tuesday, 29 October 2019 at 6.00pm.**

Membership:

Chairman: Hon Freeman Cllr C Bungey

Vice-Chairman: Cllr S J McCormack

Cllr C A Gardiner

Cllr Mrs S Spittle

Cllr G R Jarvis

Cllr G E E Polson

Cllr Mrs S Bungey

Cllr A E Coulton

Cllr W Grace

The business to be transacted is set out overleaf

Daniel Lucas

Town Clerk

22 October 2019

Agenda

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

3. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

Registered Speaker:

Mr King – on behalf of Mrs Maureen King

Concerning the Ducking-Stool Boardwalk

4. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

5. Minutes

To confirm as a correct record the Minutes of the meeting of the Community Committee held on 2 July 2019 (copy attached) including the exempt minutes (withheld from agenda due to exemption).

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6. Coach Parking Facilities	9
To discuss and make recommendations concerning the lack of coach parking available in the town – Town Clerk/Cllr Avril Coulton.	
7. Business Improvement District Update	11
Report attached – For Information and Comment.	
8. Town Hall Works	Oral Report
Update on works to the Town Hall.	
Update by Town Clerk	
9. Bank Close Car Park – Consideration of Footpath	14
To discuss making recommendations to BCP Council concerning the installation of a footpath in the environs of Bank Close Car Park – Town Clerk/Cllr Avril Coulton.	

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

ITEM 5

CHRISTCHURCH TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on 2 July 2019 at 6.00pm at the Druitt Hall, High Street,
Christchurch BH23 1AJ

Present:-

- Chairman: Honorary Freeman Cllr C Bungey
- Vice-Chairman: Cllr S J McCormack
- Present: Cllr Mrs S Bungey, Cllr G R Jarvis, Cllr G E E Polson and Cllr Mrs S Spittle.
- Officers Present: D Lucas, Town Clerk
S Roxby, Administrative Support Officer
- Apologies: Cllr A E Coulton, Cllr C A Gardiner and Cllr W Grace.

26. Election of Vice-Chairman

RESOLVED that Councillor Cllr S J McCormack be elected as Vice-Chairman of the Committee for the 2019/2020 Municipal Year.

Voting: Unanimous

27. Declarations of Interest

There were no declarations of interest on this occasion.

28. Public Participation

Mr Peter Fenning, a member of The Christchurch Antiquarians, provided the Committee with an overview of the proposed Archaeological/Geophysical Survey at Druitt Gardens and were informed that it would be non-intrusive using ground penetrating radar.

The following points were noted:

- Metal detectors were not permitted at an ancient monument site.
- People would be on site to give out information to the public.

- A sign would be erected at the site to advise details of the survey work being carried out to keep the public informed.
- Results of the survey would be provided in The Christchurch Antiquarians newsletters and be forwarded to all Christchurch Town Councillors.

29. Public Questions

There were no questions from the public on this occasion.

30. Druitt Gardens Archaeological/Geophysical Survey

The Town Clerk submitted a report, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members were asked to consider the report relating to the proposed survey of Druitt Gardens.

Following an overview of the proposed survey provided by Mr Peter Fenning, a member of The Christchurch Antiquarians, Members agreed to the Town Council granting a licence.

RESOLVED that the Town Council:

- (a) Agrees to grant a licence for the proposed survey;**
- (b) Delegates to the Town Clerk all necessary actions to complete the licence and funding of the survey; and**
- (c) The Town Clerk reports to the Community Committee any findings of the survey.**

Voting: unanimous

31. Defibrillator Installation at Druitt Hall

The Town Clerk submitted a report, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were provided with details of the proposed installation of a publicly available defibrillator.

Members questioned if training would be provided to the public and were informed that as soon as the defibrillator cabinet was opened that a recorded message explained how to use the equipment.

Members felt that training should be given to staff of the Town Council and the Regent Centre and also Druitt Hall users if volunteers could be arranged to provide training.

Members enquired about possible vandalization to the equipment and were advised that a 999-phone call was required to request that the defibrillator cabinet was opened.

RESOLVED that the Town Council:

- (a) Consent given subject to the conditions and limitations contained in the report for the installation of a publicly accessible defibrillator, defibrillator cabinet and public notice at Drutt Hall.**

Voting: Unanimous

32. Report Bin Sticker Campaign

The Town Clerk submitted a report, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were asked to consider the "Leave only footprints" campaign from Bournemouth, Christchurch and Poole (BCP) Council.

Following comprehensive debate, the Committee agreed that the Bin Stickers were not suitable in the conservation area of Christchurch.

RESOLVED that the Town Clerk be delegated to write a letter informing BCP Council that Christchurch Town Council did not wish to become part of the "Leave only footprints" scheme at Christchurch Quay.

Voting: unanimous

33. Residents' Survey

Members were asked to consider setting up a working group for the purposes of designing a survey to inform a Town Centre Strategy or such other corporate document.

Members considered that the Town Council should engage with residents and ask what they would like the Town Council to do for the community.

RECOMMENDED to Full Council that a working group be set up and extended to all Members of the Council to design a Residents Survey.

Voting: unanimous

34. Civic Working Group

Members were asked to consider setting up a working group for the purposes of updating the Civic Handbook and considering matters of regalia and customs and practice for the Office of the Mayor.

RECOMMENDED to Full Council that:

- a) a Civic Working Group be set up to meet informally to discuss recommendations to the Community Committee and approved by Full Council; and**
- b) the Town Clerk be delegated to set up the first meeting of the Civic Working Group.**

Voting: unanimous

35. Single Point of Contact with Dorset Constabulary

Members were asked to consider as the Single Point of Contact (SPOC) for the Police and BCP Council following a request from BCP Senior Community Safety Officer. The SPOC would deal with matters relating to community safety, anti-social behaviour and crime.

The Town Clerk informed Members that this would be a two way flow of information between the Police and Council in partnership.

Cllr McCormack, the Vice-Chairman of the Committee volunteered to act as the SPOC.

A motion was proposed by Cllr Mrs S Spittle and seconded by Cllr Mrs S Bungey that to spread the responsibilities, it should be determined by Full Council which Member should be appointed as the SPOC. This proposal was put to the vote: 2:3 (1 abstention). The motion was lost.

Other Members of the Committee proposed that Cllr S J McCormack should be appointed as the SPOC.

RESOLVED that Cllr S J McCormack be appointed as the SPOC for Christchurch Town Council.

Voting: 3:2 (1 abstention)

36. Report Bus Routes - Stanpit

The Town Clerk submitted a report, a copy of which had been circulated to each member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Members were advised of Cllr Jarvis' concerns about the accessibility of buses in the Stanpit area and re-routing suggestions made to assist accessibility.

The Chairman considered that there was also a need for an improved bus service to reduce pollution.

RESOLVED that the Community Committee delegate to the Town Clerk:

- (a) to write a letter signed by the Chairman of Community Committee outlining the problems identified in the report;**
- (b) the letter be sent to 1) CEO of BCP Council, 2) The Director of BCP Council for the Transport Directorate; 3) BCP Ward Members 4) BCP Portfolio holder responsible for public transport 5) More and Yellow Buses 6) Any concerned Residents Association or community group 7) Public Noticeboards in the vicinity.**
- (c) this report be forwarded to the next Full Council meeting to review bus services provision; and**
- (d) all ward members to contact the Town Clerk with any bus service provision concerns prior to the report being forwarded to Full Council.**

Voting: unanimous

- 37. RESOLVED to exclude the press and public pursuant to Public Bodies (Admissions to Meetings) Act 1960 due to the confidential personal nature of the business and information to be transacted.**

Service Level Agreement – Grounds Maintenance and Events Management

The Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

The Town Clerk provided the Committee with an overview of the proposed terms of the Service Level Agreement (SLA) with BCP Council dealing with grounds maintenance and events management.

Voting: unanimous

The meeting ended at 8.05pm

CHAIRMAN

Agenda Item 6

Town Centre Coach Parking Facilities

Report Type:	Public Report for Decision
Purpose of Report:	To make recommendations concerning the lack of adequate coach parking facilities in the Tow Centre.
Recommendations:	It is RECOMMENDED that: The Town Council: (a) Delegates to the Town Clerk to write to BCP Council highlighting the urgency of the situation and seeking clarification of the current options and solutions BCP Council has relating to the issue; (b) Members resolve whether it would wish to consider gifting any land to the Highways Authority to create a small number of bays and survey the options accordingly; (c) If Members are so minded to resolve in accordance with (b), to delegate to the Town Clerk the ability to approach BCP Council with the said offer and explore the option if viable further.
Wards:	All Wards
Contact Officer:	Daniel Lucas – Town Clerk

1.0 BACKGROUND

Lack of Town Centre Coach Parking

- 1.1 Cllr Avril Coulton has requested that this matter be discussed at this committee as the situation this summer was not satisfactory. Cllr Coulton reports that she has been contacted by residents over the summer regarding the lack of coach parking in the Mayors Mead car park and collected approximately 100 signatures concerning this issue. This was duly forwarded to the relevant BCP Officer who manages and oversees the parking portfolio.
- 1.2 It transpires from anecdotal conversations reported to the Town Clerk that coach operators were not informed of the change in the parking arrangements. This left coach-parties driving around the town wondering where to park.

- 1.3 The Town Clerk is aware that the closest facilities are now located in Highcliffe. This of course has its own consequences for the tourism and business sectors of the town. Following Cllr Coulton's discussion with BCP Council she has been told that it is conscious of the issue and is working on a solution.
- 1.4 As such works to provide coach parking facilities would fall on the highway this would naturally be within the auspices of BCP Council as Highway Authority under the Highways Act 1980. However, Members may wish to consider other options and thinking about land-holdings the Town Council may own and which it may be able to offer in terms of providing coach bays. Given that the Town Centre may have limited options, the offer of a small slither of land for coach parking facilities may seem a practical way of assisting BCP Council in providing a workable, deliverable and swift resolution to this problem via a partnership-oriented approach.
- 1.5 Members are asked to consider the recommendations and resolve accordingly.

2.0 IMPLICATIONS

Legal

- 2.1 No legal implications, unless the offer of land under the freehold ownership of the Town Council becomes a viable option.

Environmental

- 2.2 None directly from this report. However indirectly the current coach solution locates coaches away from the Town Centre and provides an unsustainable answer to promoting clean travel and business and tourism efficacy within the town.

Financial and Risk

- 2.3 None.

Equalities

- 2.4 None directly from this report.

Consultation and Engagement

- 2.5 No consultation required at this stage as the decision does not impact upon the running of services to the public at large.

3.0 CONCLUSION

- 3.1 Members are asked to consider the report and to approve the recommendations outlined.

Appendices:

None.

Business Improvement District - Update

Report Type:	Public Report for Decision
Purpose of Report:	To update Members about the BID proposal and to note accordingly.
Recommendations:	It is RECOMMENDED that: The Town Council: (a) Notes the report; (b) Provides communications assistance and delegates to the Town Clerk to update the Town Council website with any news or “key dates” concerning the BID.
Wards:	All Wards
Contact Officer:	Daniel Lucas – Town Clerk

1.0 BACKGROUND

Business Improvement Districts – “BIDs”

- 1.1 Business Improvement Districts are business led partnerships which are created through a ballot process. The idea being that the partnership can help boost business via additional services. The “District” is a defined geographical area in which a levy is charged on all business rate payers in addition to the business rates bill. The levy is then used to develop and promote initiatives aimed at benefitting local business in the area.
- 1.2 There are currently seven BIDs in Dorset: Weymouth, Wimborne, Dorchester, Poole, Bournemouth Town and Bournemouth Coastal, and an industrial estate BID in Ferndown.
- 1.3 The majority of BIDs focus upon town and city centres, although they are not confined to these areas, with many being formed in out-of-town-industrial or commercial areas, such as the Ferndown and Uddens industrial estate BID.
- 1.4 BIDs operate through the levy of a small percentage on national non-domestic rates (commonly referred to as business rates), with the actual levy percentage varying depending on the area in question.

- 1.5 In most towns and cities, the BID levy tends to lie between 1% and 1.5% of rateable value (RV), meaning that a business would pay an annual levy of between 1% and 1.5% of the rateable value of their business premises. There are locations where this figure is higher, although a higher levy risks receiving less support from businesses and so we would not generally recommend setting the level above 1.5%.
- 1.6 All BIDs have a clear and focused role, contained within a business plan, which all eligible businesses are asked to vote upon in a ballot. The development of the plan will almost always have been led by the business community within the area in question and will have involved extensive consultation to ensure that it includes the priority improvement actions identified by local businesses, which tend to include:
- Marketing and promotional activities
 - Car parking improvements
 - Public event management and development
 - Street scene improvements
 - Public safety and security initiatives
 - Business cost reduction projects
 - Local priority improvement actions.
- 1.7 Under current law, any BID needs to be established via a ballot of those eligible businesses listed on the rating database held by the local billing authority and the vote is conducted entirely by post. The votes are sent to either the tenant of the business or the landlord (in the case of vacant units), within a defined boundary and this report highlights potential boundary options for the Christchurch BID.
- 1.8 For any BID ballot to be successful there needs to be a majority of positive votes within the total number of votes cast, and these positive votes also need to form a majority of the total aggregate rateable value of all the votes cast.
- 1.9 It is important to note that the intention of a BID is to add projects and activities to a town or city over and above those which are already taking place. A BID is not, therefore, a mechanism for any public or private sector body to cease to provide established activities.
- 1.10 The maximum term covered by a BID business plan is 5 years and the continuation of any BID beyond its initial term is reliant on the production of a renewed business plan and a renewal ballot of the businesses within the BID area. The trend is for BIDs to achieve higher approval rates from levy payers in second and third terms, with some BIDs now entering fourth terms of operations.

The Current Christchurch Context

- 1.11 A feasibility survey commissioned on behalf of Christchurch Borough Council reported in February 2019 and concluded that a BID was a feasible and viable option for Christchurch.
- 1.12 Since then the Christchurch BID Steering Association has been awarded Government loan funding to take the initiative through to a ballot. This loan

becomes repayable if the BID proposal is successful at ballot but is written off if unsuccessful. The Steering Association has interviewed 5 national consultants to take the project through to the ballot and implementation stages if successful and two have been currently shortlisted at the time of writing.

- 1.13 The plan projects that a ballot is anticipated for June or July 2020.

2.0 IMPLICATIONS

Legal

- 2.1 None that directly impact upon the Town Council.

Environmental

- 2.2 None directly from this report.

Financial and Risk

- 2.3 The Town Council is a business rates payee so those interests within the jurisdiction of the BID boundary may attract the BID levy if successful at ballot.

Equalities

- 2.4 None directly from this report.

Consultation and Engagement

- 2.5 No consultation required as the decision does not impact upon the running of services the Town Council is statutorily obliged to provide to the public at large.

3.0 CONCLUSION

- 3.1 Members are asked to consider the report and to approve the recommendations outlined.

Appendices:

None.

Agenda Item 9

Bank Close Car Park

Report Type:	Public Report for Decision
Purpose of Report:	To consider footpath options at Bank Close Car Park
Recommendations:	It is RECOMMENDED that: The Town Council: (a) Notes the concerns raised by the public and Ward Cllrs and delegates to the Town Clerk to write to BCP Council enquiring about whether there can be installed a footpath which connects to BCP Council land to provide safe exit and egress for pedestrians;
Wards:	All Wards
Contact Officer:	Daniel Lucas – Town Clerk

1.0 BACKGROUND

Bank Close Car Park

- 1.1 Cllr Coulton approached the Town Clerk to discuss the concern she has regarding the Bank Close car park. Attached as Appendix 1 is an aerial photograph of the site and proposed markings illustrated thereon.
- 1.2 In summary the Town Clerk can report that residents have contacted Cllr Coulton to raise the issue of vehicle and pedestrian conflict at the Bank Close car park. Anecdotally Cllr Coulton has observed the elderly with walking aids, those with buggies and pushchairs and young children dodging cars when they use the entrance and exit at Bank Close car park. It is apparent that the traffic and pedestrians are conscious of the fact that there is no path and the precarious relationship here it is felt could be a health and safety concern.
- 1.3 Cllr Coulton has contacted BCP Council who are investigating the problem, however it was felt that more should be done by the Town Council here to explore what options exist and to seek answers from BCP Council to help move the exploration of the issue along.

Proposed Solution

- 1.4 Cllr Coulton has been in touch with the BCP Ward Members, Cllr Peter Hall and Cllr Mike Cox and there is apparent Member support for a path from Bank Close car park through to the top of Druitt Gardens onto the path at Sopers Lane. This

is delineated in red on the attached Appendix with the exact location to be confirmed if deemed viable.

- 1.5 Members are asked to consider the issue and report, and decide whether to delegate to the Town Clerk to pursue this issue with the necessary BCP Council officers.

2.0 IMPLICATIONS

Legal

- 2.1 As Druitt Gardens is owned by the Town Council there will be some requirements for the land to be offered as a footpath. This shall have its own financial consequences because it shall raise questions about ongoing maintenance of the footpath and who shall ultimately be responsible for it. However, at this “scoping” stage these concerns do not need to be considered yet. Members are simply asked to delegate to the Town Clerk to explore the possibility of the footpath with BCP Council and how best this could be achieved.

Environmental

- 2.2 None directly from this report.

Financial and Risk

- 2.3 If the principle is accepted by BCP Council the cost of doing the works on Town Council owned land shall need to be discussed. There will also be maintenance fees accordingly.

Equalities

- 2.4 None directly from this report.

Consultation and Engagement

- 2.5 No consultation required at this stage as the decision does not impact upon the running of services to the public at large.

3.0 CONCLUSION

- 3.1 Members are asked to consider the report and to approve the recommendations outlined.

Appendices:

Appendix 1 – Bank Close Car Park

Appendix 1

