



# Christchurch Town Council

Old Town Hall  
30 High Street  
Christchurch  
Dorset, BH23 1EA

## Council Agenda

**Wednesday, 18 March 2020, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at the Council Chamber, Civic Offices, Bridge Street, Christchurch BH23 1AZ on **Wednesday, 18 March 2020 at 6.00pm.**

### **Membership:**

**Mayor:** Cllr L Dedman

**Deputy Mayor:** Cllr Mrs S Bungey

Cllr J A Abbott

Hon Freeman Cllr C R Bungey

Cllr A E Coulton

Cllr F J M Cox

Cllr M Cox

Cllr S Fotheringham

Cllr C A Gardiner

Cllr W Grace

Cllr P Hilliard

Cllr G R Jarvis

Cllr D C Jones

Cllr T Lane

Cllr S J McCormack

Cllr F F T Neale

Cllr G E E Polson

Cllr Mrs S Spittle

Cllr M J Tarling

The business to be transacted is set out overleaf

Daniel Lucas

**Town Clerk**

11 March 2020

For further information please contact Daniel Lucas on 01202 022479 or email [townclerk@christchurch-tc.gov.uk](mailto:townclerk@christchurch-tc.gov.uk)

# Agenda

**1. Prayers**

Prayers will be said by the Mayor's Chaplain, the Reverend Canon Charles Stewart.

**2. Apologies for Absence**

To receive apologies for absence

**3. Declaration of Interests**

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

**4. Minutes of Previous Meeting**

To confirm as a correct record the Minutes of the last meeting held on 17 January 2020 (copy attached). Exempt Minutes withheld from agenda pack but to be confirmed also.

3 – 12

**5. Announcements**

To receive a schedule of Civic functions attended by the Mayor since the last meeting and any announcements from the Mayor or Town Clerk.

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**6. 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.

Mrs Maureen King – Ducking Stool Boardwalk (registered to speak 12/03/2020).

**7. 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 Mayor 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

**8. Questions from Councillors**

**9. To Receive any verbal reports from Partner Organisations**

**10. Committee Minutes**

14 - 30

To receive the Committee Minutes for the last cycle of meetings and to consider any recommendations arising from these meetings as follows:

**Planning Committee, 28 January 2020**

To receive the Minutes of the meeting held on 28 January 2020.

**Resources Committee, 13 February 2020**

To receive the Minutes of the meeting held on 13 February 2020.

**Community Committee, 17 February 2020**

To receive the Minutes of the meeting held on 17 February 2020

**Planning Committee, 26 February 2020**

To receive the Minutes of the meeting held on 26 February 2020

**Resources Committee, 9 March 2020**

To receive the Minutes of the meeting held on 9 March 2020.

**11. Community Grant Policy and Application Form**

31 - 42

To consider the attached report and recommendations therein.

**12. Insurance Renewal**

Documents to Follow.

To consider the quote as received for renewal of the Council's insurance arrangements.

**13. Declarations of Interest Form – Revision**

Report to Follow.

**14. To appoint Dorset Planning Consultant Ltd as the Town Council's Planning Consultant to advise and assist the Council in the preparation of a Christchurch Neighbourhood Plan**

Report to Follow.

**15. Meritorious Award**

To Award the Town Council's Meritorious Award to Mr Michael Varnham. The Mayor to provide a short presentation upon the receipt of a proposed and seconded motion duly resolved in favour.

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.

**CHRISTCHURCH TOWN COUNCIL**

**FULL COUNCIL**

Minutes of the Meeting held on 17 January 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

Present:-

Cllr Mrs L Dedman – Mayor

Cllr Mrs S Bungey – Deputy Mayor

Present: Cllr J Abbott, Hon Freeman Cllr C R Bungey, Cllr A E Coulton, Cllr Mrs F Cox, Cllr Mrs M Cox, Cllr S Fotheringham, Cllr C A Gardiner, Cllr W Grace, Cllr P Hilliard, Cllr G R Jarvis, Cllr D C Jones, Cllr T Lane, Cllr S J McCormack, Cllr F F T Neale, Cllr Mrs S Spittle and Cllr M J Tarling.

Apologies: Cllr G E E Polson.

Officers Present: Cllr Daniel Lucas, Town Clerk  
Susan Roxby, Administrative Support Officer

**182. Prayers**

The Mayor's Chaplain, the Reverend Canon Charles Stewart opened the proceedings with prayers.

**183. Declarations of Interest**

Cllr Spittle declared a non-pecuniary interest in minute number 194 as she had purchased a beach hut 100 yards next to the planning application 8/19/1296/FUL to form terrace at first floor level at Avon Beach Café, Avon Beach, Mudeford and therefore had a beneficial interest and left the room during the discussion and voting thereon.

## **184. Minutes of Previous Meeting**

The minutes of the meeting held on 22 November 2019 were agreed and signed as an accurate record.

### **Announcements**

#### **1. The Mayor**

The Mayor announced that, since the last meeting of the council, she had been privileged to attend some wonderful engagements, highlighting the Avon View's Christmas Fayre and the Seniors' Annual Fish and Chip Supper.

The full schedule of events had been circulated to each Member, a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

#### **2. The Town Clerk**

The Town Clerk advised that Christchurch Sailing Club has been nominated as a regional finalist for the Sailing Club of the year and that a poster had been included on the Council's website seeking votes in support.

The Town clerk further advised that a former Christchurch Borough Council officer, Ashley Harman who had been a dedicated and committed officer had sadly passed away this week.

## **185. Public Participation**

Mrs Maureen King provided the committee with an updated statement regarding the Ducking Stool Boardwalk by Mill Stream in Christchurch, a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Mrs King asked whether the Town Council would support the proposal for BCP Council to adopt the boardwalk.

Following comprehensive debate, the Mayor advised that this issue was being considered by BCP Council's Cabinet and that Members could write separately to BCP Chief Executive putting their case forward in support or otherwise.

**RESOLVED that Members write separately to BCP Chief Executive putting their case forward in support or otherwise.**

Voting: 11: 0 (7 abstentions)

**186. Public Questions**

The Mayor reported that no questions had been submitted to the Town Clerk in accordance with the Council's Standing Orders.

**187. Questions /Motions from Councillors**

The Mayor reported that Cllr Mrs Sue Bungey had submitted a motion to the Town Clerk in accordance with the Council's Standing Orders.

Cllr Mrs S Bungey expressed concerns regarding events that could be lost in Christchurch due to onerous Event Application Forms.

Cllr Mrs S Bungey proposed the following motion which was seconded by Cllr D Jones:

a) Delegate to the Town Clerk write to BCP Council's Chief Executive, Leader and Portfolio Holders raising concerns by Christchurch residents and seeking clarification of BCP Council's Events Policy; and

b) Delegate to a Councillor to register to speak at a meeting of BCP Full Council meeting and represent the Town Council to ask a question regarding BCP Council's Events Policy.

Voting: unanimous

**188. Verbal Reports from Partner Organisations**

There were the following verbal reports from Partner Organisations on this occasion.

Cllr Hillard advised Members that BCP Council had committed £100,000 this year to the Red House Museum in Christchurch which was owned by Hampshire County Council.

Cllr Spittle advised Members that the Christchurch BID was moving forward with a survey on their web site.

**189. Committee Minutes**

The Committee Minutes for the last cycle of meetings were received as follows:

### **Planning Committee 3 December 2019**

The Minutes of the meeting held on 3 December 2019 were received and approved.

Voting: Unanimous

### **Resources Committee, 10 December 2019**

The Minutes of the meeting held on 10 Dec 2019 were received and approved subject to Cllr F Neale being added to also in attendance.

Voting: unanimous

### **Community Committee, 18 December 2019**

The recommendations arising from the meeting of the Resources Committee held on 10 December 2019 was then considered and approved:

Social Media Creation and Policy Minute No. 171

Voting: 17: 1

Meritorious Awards Consideration (Exempt) Minute No. 173

Voting: Unanimous

### **Resources Committee, 14 January 2019**

The Minutes of the meeting held on 14 January 2019 were received and approved.

Voting: Unanimous

### **190. Deputy Mayor Elect - 2020/21**

The Mayor announced the nomination of Councillor A E Coulton as Deputy Mayor for 2020/21 and subsequently Mayor in 2021/22.

The current Deputy Mayor, Councillor Mrs S Bungey, will become the Mayor- Designate for 2020/21.

**RESOLVED that Cllr A E Coulton be appointed as Deputy Mayor for 2020/21.**

Voting: unanimous

**191. Schedule of Meetings – Remainder of 2019/2020 and the new Civic Year of 2020/2021**

The schedule of meetings for the remainder of 2019/2020 and 2020/2021 Civic Years was submitted, 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 requested that all meetings be added to Councillors' outlook calendars.

Members questioned the costs of holding meetings at the Civic offices and the Town Clerk advised that as a BCP Officer was in attendance and serviced the locking up of the building, that the cost was £15 per hour.

Members questioned if car parking costs would be waived for Town Councillors when attending meetings at the Civic Offices and the Town clerk advised that this had not been negotiated.

Members thanked the Town Clerk and Administration Assistant for all their work.

**RESOLVED that the report be noted.**

**192. Budget and Precept Setting 2020/2021**

A report was submitted, 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.

The Chairman of Resources Committee provided an overview of the Budget and Precept Setting for 2020/2021.

Members noted that the precept figure for Christchurch Town Council was one of the lowest in the area.

**RESOLVED that the attached revenue budgets and precept for 2020/2021 be approved.**

Voting: unanimous

### **193. Internal Audit – Auditor Appointment**

A report was submitted, 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 advised that an internal audit was required by law. Highcliffe and Walk Parish Council had recommended the 'Do the Numbers Ltd' Auditors at a cost of £850.

Members considered that the costs were very competitive although one member felt that this cost was too little and questioned whether an internal audit was required and whether it was necessary and if a Councillor could act as an internal auditor.

The Town Clerk advised that the Governance and Accountability of Smaller Councils set out that an independent auditor was required who did not have decision making authority within the council and as such a Councillor could not be an internal auditor.

The Town Clerk informed Members that the fees were set by the of Smaller Authorities Accounts code which dictated the costs for internal audits and that an effective and internal audit was required by law.

**RESOLVED that 'Do the Numbers Ltd' be appointed as the Council's internal auditor for 2019/2020.**

Cllr S J McCormack and Cllr P Hilliard left the meeting at 8.10pm

Voting: 15:3

### **194. Planning Application**

Members were requested to consider Planning Application: [8/19/1296/FUL](#) to form terrace at first floor level. At Avon Beach Café, Avon Beach, Mudeford. BH23 4AN.

Some Members felt that they could not support this planning application as noise and traffic issues would be increased and especially late at night.

Other members felt that it was good to provide a restaurant in Christchurch and that noise would not be a problem.

**RESOLVED that objection raised due to the noise generated to the detriment of the neighbours re policies HE2 of the Christchurch and East Dorset Local Plan.**

Voting: 9 : 5 (1 Abstention)

Cllr Spittle declared a non-pecuniary interest in this item as she had purchased a beach hut 100 yards next to the planning application and therefore had a beneficial interest and left the room during the discuss and voting thereon.

Cllr S J McCormack and Cllr P Hilliard re-joined the meeting at 8.43pm.

**195. Publication Scheme**

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

Cllr S Fotheringham left the meeting at 8.45pm.

The Town Clerk provided Members with an overview of the Publication Scheme.

**RESOLVED that the Publication Scheme be adopted.**

Voting: unanimous

**196. Resident's Survey Results**

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

**RESOLVED that the report be noted.**

Voting: unanimous

**197. Exempt Business**

**RESOLVED to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the following matters relating to the business and contractual affairs still subject to negotiation of this authority and another; matters pertaining to the prevention and detection of crime and personal information of an individual.**

Voting: unanimous

Members resolved that the Full Council committee meeting continue after 9.00pm.

Voting: unanimous

**198. Request to allow access onto Council property.**

Members considered the request to allow access onto Council property.

Voting: unanimous

**199. Service Level Agreement – Grounds Maintenance/Events Management**

The Town Clerk provided a verbal update to Members on the Service Level Agreement.

Voting: unanimous

**200. Meritorious Award Proposal**

Members considered a nomination by Cllr A Coulton for an individual to be granted a Meritorious Award by the Council.

Voting: unanimous

The meeting ended at 9.14.pm

CHAIRMAN

## Agenda Item 5

<b>Mayor's Engagements 18 January to 18 March 2020</b>		
21 February 2020	Diamond Jubilee of Christchurch Gang Show	Regent Centre, Christchurch
28 February 2020	Meeting with Chairman of Christchurch Twinning Association	Civic Offices
01 March 2020	100 <sup>th</sup> Birthday visit to resident	
06 March 2020	World of Prayer Service	Salvation Army, Stour Rd, Christchurch
06 March 2020	'Reducing the Risk Factors of Dementia Initiative' presentation	Highcliffe Sailing Club, Sea Vixen, Mundeford Quay, Christchurch BH23
07 March 2020	Annual Presentation Evening- Royal Air Force Cadets	Mundeford Woods Community Centre
10 March 2020	Launch of The Bear of Burton	The Bear of Burton
13 March 2020	Mayor's Charity Gala Dinner	Captains Club, Christchurch
15 March 2020	Mayor & Twinning Association to lay flowers in commemoration in the New Zealand gardens	New Zealand Gardens, Christchurch
18 March 2020	Christchurch RBL Charities Networking Breakfast	Royal British Legion, 61-63 Bargates, Christchurch

**CHRISTCHURCH TOWN COUNCIL**

**PLANNING AND REGULATORY COMMITTEE**

Minutes of the Meeting held on 28 January 2020 at 6.00pm at the Council Chamber,  
Civic Offices, Bridge Street, Christchurch BH23 1AZ.

Present:-

Chairman: Cllr D Jones

Vice-Chairman: Cllr F F T Neale

Present: Cllr J A Abbott and Cllr G R Jarvis

Apologies: Cllr L Dedman, Cllr S Fotheringham, and Cllr T Lane.

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Administrative Support Officer

**201. Declarations of Interest**

There were no declarations of interest on this occasion.

**202. Minutes of Previous Meeting**

The minutes of the meeting held on 3 December 2019 were agreed and signed as an accurate record.

Voting: unanimous

**203. Public Participation**

Ms Susan Suliman spoke in objection to Planning Application 8/20/0004/OUT 1 Twynham Avenue, Christchurch, BH23 1QU.

**204. Public Questions**

There were no questions from the public on this occasion.

## 205. Planning Applications:

Members were asked to consider the applications listed below and that the following comments be forwarded to Bournemouth, Christchurch and Poole Council:

### 1. Application: [8/19/1539/CONDR](#) 43 High Street, Christchurch BH23 1AS

Alterations and change of use from Class A1 (retail) to Class A3 for the sale of hot food and drink for consumption on and off the premises - Variation of Condition 2 approved plans of App No. 8/96//0414/C (Trading Hours) to increase the hours of trading to; 06:30am until midnight on Sunday to Thursday 06:30 until 02:30 the following day on Friday, Saturday and any day preceding a bank holiday.

Members raised concerns that the application would have a detrimental impact to the conservation area of Christchurch with the increase in opening hours.

**RAISE NO OBJECTION** although concerns raised that there may be detrimental impact to neighbours and note that this would be controlled by other regulatory reschemes. The Town Council enquires if conservation area consent was obtained for changes to the shop front and if not that this be referred to licencing.

Voting: unanimous

### 2. Application: 8/19/1588/FUL 55 Somerford Rd, Christchurch, BH23 3PL.

Demolition of existing and erection of 5 dwelling houses.

Members raised concerns regarding traffic and the access road which was very heavily used and also the use of parallel parking.

The Chairman considered that the application did not comply with HE2 and ME3.

**RAISE OBJECTION** due to not enough has been done to address the objections in the officers' report.

**Observation regarding access to the site that it would be appropriate if this committee had the opportunity to comment.**

Voting: unanimous

**3. Application: 8/20/0004/OUT 1 Twynham Avenue, Christchurch, BH23 1QU.**

The Chairman agreed to the addition of this urgent item as the application for window for comments before the local planning authority would have expired had it not been considered on this agenda.

Ms Susan Suliman spoke in objection to this application and raised concerns regarding the impact on residents and especially for a resident at 1a Twynham Ave.

Ms Suliman considered that the latest planning application remained unchanged from the previous application, apart from cosmetic changes to the bay windows and that issues had not been addressed. Ms Suliman felt that this application should be determined by BCP Council's Planning Committee and not by officers' recommendation.

Following debate the Chairman advised that he would write to the 2 Ward Members to consider a call in of this application.

**OBJECTION RAISED due to the changes in the application being insufficient and contrary to HE1 and HE2 of the Christchurch and East Dorset Local Plan -Part 1 Core Strategy.**

Voting: unanimous

**206. Consideration of BCP Council's Draft Statement of Licensing Policy 2020-2025**

Members were asked to consider BCP Council's Draft Statement of Licensing Policy 2020-2025.

The Town Clerk informed Members that the Town Council was not a Responsible Authority and therefore it could not ask BCP Council to write and notify the Town Council before a license was issued.

The Chairman informed Members that he would be grateful if BCP Council would add the Town Council to their list of consultees.

**RESOLVED that:**

**a) no comments be raised; and**

- b) the Town Clerk be delegated to write to BCP Council requesting that the Town Council be added as a consultee.**

Voting: unanimous

## **207. Committee Procedure**

The Chairman submitted a memorandum, 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.

The Chairman provided members with an overview of the Committee procedures.

The Town Clerk informed members that due to the BCP planning application deadlines that there was insufficient time to notify applicants and their agents that they could make representations at the Town Council's Planning Committee.

### **RESOLVED that:**

- a) the report be noted; and**
- b) the Chairman and Vice Chairman be delegated to consult with the Town Clerk to agree a set of procedures and protocol to be reported back to the February Planning Committee and forward recommendations to Full Council.**

Voting: unanimous

The meeting ended at 7.27pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**RESOURCES COMMITTEE**

Minutes of the Meeting held on 13 February 2020 at 6.00pm at the Council Chamber, Civic Offices, Bridge Street, Christchurch BH23 1AZ

Present:-

Chairman: Cllr P Hilliard

Present: Cllr Honorary Freeman Cllr C Bungey and Cllr Mrs S Bungey.

Apologies: Cllr A E Coulton, Cllr C A Gardiner, Cllr F F T Neale and Cllr Mrs S Spittle.

Officers present: Daniel Lucas, Town Clerk

Members of the Public present: Susan Roxby, Administrative Support Officer

None present

Members of the Press present:

None present

**208. Declarations of Interest**

There were no declarations of interest on this occasion.

**209. Minutes of Previous Meeting**

The minutes of the meeting held on 14 January 2020 were agreed and signed as an accurate record.

Voting: nem.com

**210. Public Participation**

There was no public participation on this occasion.

## **211. Public Questions**

There were no questions from the public on this occasion.

## **212. Town Clerk's Report**

The schedule of payments for the period 01.01.2020 to 04.02.2020 was submitted and approved and signed, 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.

The monthly accounts for the period to the end of January 2020 was submitted, 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.

### **RESOLVED that:**

**a) the schedule of payments for the period 01.01.2020 to 04.02.2020 be approved; and**

**b) the monthly accounts for the period to the end of January 2020 be noted.**

Voting: nem.con.

## **213. Victory in Europe Commemorative Year**

The Town Clerk informed Members that he had been contacted by BCP Council to consider the approach to marking this commemorative year. BCP had expressed support for anniversary events in the three major towns, supporting Mayor-led events rather than arranging a central BCP council led-event. BCP had allocated money to pay for road-closures and other infrastructure compliance that may be needed and in-kind assistance from BCP Tourism/Events/Communication staff to assist.

The Town Clerk informed members that 3.5k was available for all three proposals by BCP and advised of the following events:

a) Friday 8<sup>th</sup> May 2020 - Battle's O'er & VE 75 Years – that the Town Council would be able to accommodate a short ceremony from Town Hall balcony and booking of a piper.

b) Sunday 10<sup>th</sup> of May 2020 – Would be a Priory led event and not a Mayor led event led event with the Mayor attending the Church Service of Celebration and Commemoration and would have no resource implications.

c) 15<sup>th</sup> August 2020 - VJ Day 75<sup>th</sup> anniversary would be the largest of the proposed events and if it was a civic event with a parade, that support from BCP Council should be inclusive of officer time

**RESOLVED that:**

**a) Members agreed to mark and commemorated VE day in line with proposal “a” above noting that the resources available for the hire of a piper shall not deplete the sum of £3.5k as offered by BCP Council. That the committee delegates to the Town clerk to deal with the arrangements of organising this occasion;**

**b) Members noted that proposal “b” did not bear any resource implications and was subject to the Priory holding a service of its own accord; and**

**c) delegate to Town Clerk to examine whether the Royal British Legion and Priory are keen to hold a procession and equivalent service. If neither wish to proceed, then do not pursue further as a Town Council. If both parties are interested, then pursue recommendation (c) as follows:**

**BCP’s offer of Officer support be accepted from all the teams and officers it has identified for the production of a VJ procession subject to it being met within the BCP total budget of £3.5k (exclusive of officer time and assistance in kind).**

**Members note that if this cannot be achieved - given this Council does not have the officers or resources available to it; and that BCP Council has retained 100% of this Council’s income for events management and assistance it would not be feasible to produce a procession of the magnitude suggested.**

Voting: unanimous

**214. Accounting Software – Scribe**

Background papers were submitted of the accounting software quotation which stems from the internal audit report and the auditor’s comments, 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.

The Town Clerk informed Members that Scribe Software was designed specifically for Parish and Town Council's and not commercial use.

The two quotes provided were:

a) Single user licence:	£487.00
VAT:	£97.40
<b>Total:</b>	<b>£584.00</b>

b) Unlimited user licence:	£730.00
VAT:	£146.00
<b>Total:</b>	<b>£876.00</b>

**RESOLVED that an unlimited user licence for Scribe Software accounting be purchased at a total cost of £876.00.**

Voting: unanimous

#### **215. Internal Auditor's report**

A report was submitted, 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.

The Town Clerk provided Members with an overview of the internal auditor's report.

**RESOLVED that Members noted the report and the details listed for remedial action.**

Voting: unanimous

#### **216. Pitch Booking Proposals – Mundeford Recreation Ground**

A report was submitted, 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.

Members were requested to consider the proposal from BCP Council concerning the booking of pitches at Mundeford Recreation Ground.

The Town Clerk informed Members that he had asked for further details (31- January 2020) such as the cost per pitch for booking to confirm viability; as this would not be viable, if for example, the £25 administration charge, plus £7 per month fee would cost more than the actual income received for that particular month/contract term. To date this information had not been forthcoming.

**RESOLVED that:**

- a) the matter be delegated to the Town Clerk to the extent that the service would be cost neutral or provides a small income. Such delegation shall include the liaising and signing of any service level agreement which achieves this purpose; and**
- b) the matter should return to Resources Committee for consideration if upon further examination this proposal would come at cost to the Council.**

Voting: unanimous

The meeting ended at 7.12pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**COMMUNITY COMMITTEE**

Minutes of the Meeting held on 17 February 2020 at 6.00pm at the Council Chamber, Civic Offices, Bridge Street, Christchurch BH23 1AZ

Present:-

Chairman: Honorary Freeman Cllr C Bungey

Vice-Chairman: Cllr S J McCormack

Present: Cllr A E Coulton, Cllr G R Jarvis, Cllr G E E Polson, and Cllr Mrs S Spittle.

Apologies: Cllr Mrs S Bungey, Cllr C A Gardiner and Cllr W Grace,

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Administrative Support Officer

Members of the Public present: 1

Members of the Press present: None present

**217. Declarations of Interest**

There were no declarations of interest on this occasion.

**218. Public Participation**

An elector gave a presentation on the loss of nature conservation in Christchurch and raised concerns that Biodiversity should be increased in open spaces or nature would be lost. A copy of which appears as appendix 'A' to these minutes in the minute book.

**219. Public Questions**

There were no questions from the public on this occasion.

**220. Minutes of Previous Meeting**

The minutes of the meeting held on 18 December 2019 were agreed and signed as an accurate record.

Voting: unanimous

**221. Motions Received by Councillors**

Cllr Coulton withdrew a motion regarding the regeneration of the High Street and asked members to consider the reason why retailers were not coming into the Town and how the High Street could be made interesting.

The Town Clerk advised that the Residents Survey Working Group had been reconvened which had been extended to all members to devise a corporate plan and identify core objectives, and that the street scene and vitality of the High Street would be considered.

The Christchurch Business Improvement District (BID) was coming soon and would be included on the March Full Council agenda regarding.

**222. Chairman's Report**

The Chairman updated the committee on recycling in Christchurch Town following a meeting he attended for BCP councillors and advised that as of April 2020 the Dorset Waste partnership would no longer collect waste and in future would be collected by BCP Council. Hampshire residents could not deposit waste at Millhams Household Recycling Centre at Wilverley Road as Hampshire Council had not made a contribution to this service. Local residents would need to show proof of address when depositing waste. BCP Council was hoping to purchase new pavement and curb sweepers which would have tanks of weed killer attached to treat problems with weeds.

**RESOLVED that the report be noted.**

Voting: nem.con

**223. Britain in Bloom**

Members were asked to consider entering the 2020/2021 competition. The Town Clerk advised that a £25,000 budget had been set aside for the Britain in Bloom project. Numerous categories were available for entry, however as new entrants the Town Council was entitled to free entry for this year in the "parish" category. Other entry categories were included, however, given this is the Town Council's first year in

entering it was thought prudent to establish community/volunteer/local business links in this first year before considering entry in other categories which presume strong ties with volunteers/organisations.

Members felt that a 'Town' category would be preferable due to it being a qualifying category for Britain in Bloom.

**RESOLVED that:**

- a) **the Town Council enters Britain in Bloom via the South and South East in Bloom competition in the "Town" category;**
- b) **members create a Working Group to help design, implement and oversee the management and spending of the In Bloom Budget which shall report to this Committee as appropriate; and**
- c) **delegates to the Town Clerk to complete the entry arrangements on behalf of the Town Council.**

Voting: unanimous

**224. Christmas Lights**

The Town Clerk informed Members that the Shadow Council had advised the Christmas Lights contract was for two years, but BCP Council had now advised that the contract was for one year only and that this had now expired with the contractor and BCP Council. The budget of £13,600 should be included in BCP Council's budget and it was now for the Town Council to consider if it wished to take the budget back in house and employ a contractor for the 2020 Christmas lights, or whether to leave it to BCP to continue to arrange a contractor for the lights

**RESOLVED that:**

- a) **if the budget remains with BCP Council that it continues with this service, but the Town Council has some input; and**
- b) **the matter comes back to the Town Council if there is no budget.**

Voting: unanimous

The meeting ended at 7.28pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**PLANNING AND REGULATORY COMMITTEE**

Minutes of the Meeting held on 26 February 2020 at 6.00pm at the Council Chamber, Civic Offices, Bridge Street, Christchurch BH23 1AZ

Present:-

Chairman: Cllr D Jones

Vice-Chairman: Cllr F F T Neale

Present: Cllr J A Abbott, Cllr L Dedman, Cllr S Fotheringham, Cllr T Lane, and Cllr M J Tarling.

Apologies: Cllr G R Jarvis.

Also in attendance: Cllr C A Gardiner and Cllr Mrs S Spittle.

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Administrative Support Officer

Members of the Public present: 7

Members of the Press present: None present

**225. Declarations of Interest**

Cllr Neale declared a non-pecuniary interest in Minute No. 229 (Planning Application 8/19/1589/OUT) as he had attended a Pennyfarthing Homes presentation concerning this application, but he had made no comment and remained present for the discussion and voting thereon.

Cllr Mrs Spittle declared a non-pecuniary interest in Minute No. 229 (Planning Application 8/19/1589/OUT) as she had attended a Pennyfarthing Homes presentation concerning this application, but she had made no comment and remained present for the discussion and voting thereon.

**226. Minutes of Previous Meeting**

The minutes of the meeting held on 26 January 2020 were agreed and signed as an accurate record.

Voting: unanimous

**227. Public Participation**

There was no participation from the public on this occasion.

**228. Public Questions**

There were no questions from the public on this occasion.

**229. Planning Applications:**

Members were asked to consider the application listed below and that the following comments be forwarded to Bournemouth, Christchurch and Poole Council:

**1. Application: 8/19/1589/OUT**

Construction of a care home with associated parking, access and landscaping at land at no.74 Hurn Way and to the rear of nos. 66-72 and 76 Hurn Way, Christchurch.

A representative from Pennyfarthing Homes spoke in support of this application and stated that a Care Home for the elderly was considered an appropriate development within 400 metres of heathland. The ecology and trees would be maintained, the development was two storeys high, and Highways had confirmed that the car parking arrangements met safety requirements.

Mr Alan Addis spoke in objection to this application on behalf of the Hurn Way Residents and raised concerns that the Care Home would be a business in a quiet residential area, the bulk and height of building was out of character with the area, there would be loss of trees, overlooking, noise and light pollution, an increase in the numbers of cars causing traffic and parking issues, and its close proximity to heathlands.

Cllr Mrs Spittle spoke in objection to this application and raised concerns that the development would have an adverse effect on the surrounding nature as it was too large and close to the urban heathlands, Pet Covenant compliance would be required, and as the surrounding area was solely residential with no commercial properties that this development would be out of character with the area.

Members raised concerns that the application would have a detrimental impact due to the scale and bulk and height of the development and out of character to the surrounding area.

**RESOLVED that the Town Council RAISE OBJECTION due to the scale, bulk, mass and height of development which renders the scheme inappropriate in design and character to the surrounding residential area; contrary to HE2 of the Christchurch and East Dorset Local Plan Part 1 – Core Strategy and saved policy H12 of the Christchurch Borough Council Local Plan 2001**

Voting: 4: 2 (1 abstention)

Cllr Neale declared a non-pecuniary interest in this item and remained present for the discussion and voting thereon.

Cllr Spittle declared a non-pecuniary interest in this item and remained present for the discussion and voting thereon.

## **2. Application: 8/20/0079/HOU**

To replace existing roof lights with dormers to front and rear. To erect conservatory to the rear at 19 Avon Wharf, Bridge Street, Christchurch. BH23 1DJ.

This agenda item was added at the Chairman's consideration as an urgent item due to the window for comments and consideration of the application by the principal council expiring before the next cycle of this committee.

An elector spoke in objection to this application and raised concerns that 4 similar applications had been received by BCP Council, the dormers would overlook neighbours and disrupt the design and flow of the roof and were contrary to HE1 and HE2 policies. There were also concerns regarding the glazed balcony and rear conservatory.

**RESOLVED that the Town Council RAISE OBJECTION due to the proposed scheme, by reason of the number of dormers proposed would disrupt the architectural flow of the design of the roof of the building to the detriment of its character and appearance and to the wider Christchurch Conservation Area. The scheme is therefore contrary to policies HE1 & HE2 of the Christchurch and East Dorset Local Plan Part 1 – Core Strategy and saved policies BE4 points 1 and 4 and H12 of the Christchurch Borough Council Local Plan 2001.**

**Voting: unanimous**

The meeting ended at 7.20pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**RESOURCES COMMITTEE**

Minutes of the Meeting held on 9 March 2020 at 6.00pm at the Council Chamber,  
Civic Offices, Bridge Street, Christchurch BH23 1AZ

Present:-

Chairman: Cllr P Hilliard

Present: Cllr Honorary Freeman Cllr C Bungey, Cllr Mrs S Bungey, C A Gardiner, Cllr W Grace, Cllr F F T Neale, Cllr Mrs S Spittle, Cllr M J Tarling.

Apologies: Cllr A Coulton

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Administrative Support Officer

Members of the Public present: None present.

Members of the Press present: None present.

**230. Declarations of Interest**

There were no declarations of interest on this occasion.

**231. Minutes of Previous Meeting**

The minutes of the meeting held on 13 February 2020 were agreed and signed as an accurate record subject to minute no. 212. - schedule of payments for the period being amended to read 01.01.2020 to 04.02.2020.

Voting: nem.con

**232. Public Participation**

There was no public participation on this occasion.

**233. Public Questions**

There were no questions from the public on this occasion.

**234. Town Clerk's Report**

An updated schedule of payments for the period 01.02.2020 to 09.03.2020 was circulated to each member at the meeting and approved and signed, a copy of which appears as Appendix 'A' to these minutes in the minute book.

An updated copy of the monthly accounts was circulated at the meeting for the period to the end of February 2020, a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were updated that since the printing of the report that a further invoice of £30.00 had been received on 9 March 2020 in respect of flowers to be laid by the Mayor in the New Zealand garden to commemorate the 49 people killed in the attack in Christchurch New Zealand on 15 March 2019.

**RESOLVED that:**

- c) **the schedule of payments for the period 01.02.2020 to 09.03.2020 be approved; and**
- d) **the monthly accounts for the period to the end of February 2020 be noted.**

**Voting: unanimous**

The meeting ended at 6.26pm

CHAIRMAN

Agenda Item 11

**Community Grants Policy**

<b>Report Type:</b>	Public Report for Decision
<b>Purpose of Report:</b>	To recommend the adoption of the attached Community Grants Policy, the creation of a Community Grants Working Group and the terms of reference thereof and the delegation to the Town Clerk aspects of the Community Grants Policy.
<b>Recommendations:</b>	<b>It is RECOMMENDED that: The Town Council:</b>  <ul style="list-style-type: none"><li>a) To adopt the attached Community Grants Policy and application form;</li><li>b) To create a Community Grants Working Group which shall comprise 3 elected Town Councillors and 2 volunteer members of the community to determine applications for grants above £200 and make recommendations therein to Full Council;</li><li>c) Delegates to the Town Clerk the ability to determine applications for grants up to the value of £200 in consultation with the Chairman of Resources Committee and Community Committee and at least one of the volunteer members of the Working Group;</li><li>d) Delegates to the Town Clerk the appointment propose of those non-elected Members of the Working Group as outlined at paragraph 1.4.</li></ul>
<b>Wards:</b>	All Wards
<b>Contact Officer:</b>	Daniel Lucas – Town Clerk

**1.0 BACKGROUND**

1.1 The Town Council has recently approved the Budget for 2020/2021 and this included provision for a Community Grants scheme in the sum of £10,000. Such grants can be made in accordance with section 137 of the Local Government Act 1972 and the legal requirements therein. In sum, grants cannot be made to individuals but to organisations and charities and groups who can show a direct commensurate benefit to Christchurch.

- 1.2 Attached is a Community Grants Policy and application form which details how this shall work and the principles informing the awards of grants based upon need and merit.
- 1.3 The Council is at liberty to change any principles and to discuss the approach as drafted, however it is anticipated and recommended that a Community Grants Working Group is created with 3 elected Members and 2 non-elected community volunteers who will also help decide the applications. It is felt that having community representation is crucial in ensuring transparency of the process and the degree of separation required to facilitate a fair and democratic process.
- 1.4 The Town Clerk proposes to open up the x2 seats on the Community Grants Working Group to non-members for application where CV's and 1 A4 Covering Letter is invited. If there is more than 2 applicants at the close of this 3 week window for applications, then those elected Members (x3) who have expressed an interest to sit on this Working Group to make recommendations for an award of grants shall interview those applicants as received and appoint its favoured 2 candidates. This shall ensure a fair process. The positions for the non-elected members of the Working Group are volunteer only and are not remunerated.
- 1.5 It is also recommended that the Membership of the whole Community Grants Working Group shall be for 1 full financial year, whereupon new and outgoing Members – both elected and unelected – will be asked to express interest in sitting on the Working Group. This again shall ensure fairness and will eliminate any allegations of favouritism or bias. As the Community Grants Working Group is not a Committee of the Council it can only make recommendations to Full Council. It is at this second stage i.e upon receipt of recommendations of the Working Group that an award shall be made, or not made.
- 1.6 Crucially, the Town Clerk also recommends that any applications received for grants up to £200 are delegated to the Town Clerk who shall decide the application in consultation with the Chairman of Resources Committee and Community Committee and at least 1 volunteer Member of the Working Group. This shall facilitate applications without unnecessary and burdensome administration. Any application for a grant beyond the £200 limit shall necessitate the summons of the Working Group to make recommendations to Full Council accordingly.

## **2.0 IMPLICATIONS**

### **Legal**

- 2.1 Section 137 of the Local Government Act 1972 allows for the Town Council to make grants to those organisations, charities and groups which can illustrate direct benefit to Christchurch.

### **Environmental**

- 2.2 None applicable.

### **Financial and Risk**

- 2.3 None. The 2020/2021 budget provides for this expenditure.

### **Equalities**

2.4 Not engaged.

### **Consultation and Engagement**

2.5 None required.

### **3.0 CONCLUSION**

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

### **Appendices:**

Appendix 1 – Community Grants Policy and Application Form.



# CHRISTCHURCH TOWN COUNCIL

## APPLICATION FOR GRANT - ORGANISATION/GROUP ONLY

[The Council regret that they are unable to consider grants or sponsorships for individual persons]

**Please Note:** This form **MUST** be completed **IN FULL** before the Council may consider any grant application. Applications must also enclose copies of the organisation's **CONSTITUTION**, their most recent **ANNUAL REPORT**, its last **AGM MINUTES**, & a copy of its most recent published **ANNUAL ACCOUNTS** as well as other details. [See Guidance Notes, overleaf]

1. FULL NAME OF APPLICANT. [Charity/Organisation]			
2. FULL POSTAL AND <b>EMAIL</b> ADDRESS OF APPLICANT. [Charity/Organisation]			
3. Regd. Charity No. [If applicable]	4. Telephone No.	<b>POST CODE</b>	<b>EMAIL</b>
5. Full NAME of organisation's delegated contact.	6. Position/Title of nominated contact.		
7. Please describe your organisation's aims and objectives.			
8. Does your organisation work <b>SOLELY</b> for the benefit of the people of CHRISTCHURCH?		9. If "YES" how many CHRISTCHURCH residents benefit on a regular basis from your organisation?	
10. If the answer to question 8 is "NO", please specify the geographical areas that you provide for and the number of persons that regularly benefit from your Charity or organisation.			
11. If your organisation is OUTSIDE CHRISTCHURCH, how many CHRISTCHURCH residents do [or will] regularly benefit from the services you provide? Please enter in the box on the right >>>			

12. Are you seeking Grant Aid from other sources? [e.g. BCP Council, National Lottery etc] Please specify below:					
13. How many <b>UNPAID VOLUNTEERS</b> do you have?		14. How many <b>FULL TIME PAID</b> staff?		15. How many <b>PART-TIME PAID</b> staff	
16. Have you ever received a grant from Christchurch Town Council at any time in the past?		17. If "YES", please enter month, year & amount: DATE when grant awarded? ..... AMOUNT awarded? £ _____			

**PART 2. - ABOUT YOUR GRANT APPLICATION**

18. What GRANT SUM are you applying for to CHRISTCHURCH TOWN COUNCIL? *Please enter the amount applied for IN FIGURES, in the box on the right >*

£

19. Please provide your bank account number and sort code.

20. Is your organisation registered for VAT? i.e. Can you claim input tax/VAT? >

21. Would you please specify what the grant would be used for? [e.g. Capital project, Running costs, etc use separate sheet if necessary]

22. If the grant is towards a PROJECT DEVELOPMENT, do you require formal planning consent?

23. If the grant is to be used for a PROJECT, when do you expect to start and finish?

Start date?

Finish Date?

24. Please give any additional information that you feel is relevant, or will support the grant application. *e.g. Any fund raising events undertaken by your organisation, & any amounts raised. [other than grant applications]*

**PLEASE NOTE:** If your grant application is successful, whether in whole or in part, it would be conditional upon you [i.e. your organisation] acknowledging CHRISTCHURCH TOWN COUNCIL in your Annual Report, or in any other publication [Newsletter, magazine, etc] relevant to your organisation. **In signing this grant application, you agree to be bound by this condition.**

**Signed:** \_\_\_\_\_ **Dated:**  
\_\_\_\_\_

**You are very welcome to attend the Working Group meeting where your grant application will be discussed.**

## **1. What happens after I apply to Christchurch Town Council for a Grant?**

Your application form will be checked along with the enclosed documents to see if it is complete. If your application is not complete you will be asked for the missing information or you may be contacted for additional information.

Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation and shall be re-sent to the applicant for further information and details.

Applications for grants for over £200 will then be considered by Officers of Christchurch Town Council. All application forms will then be considered by the Town Council's Community Grant Working Group, who will then make recommendations to the Full Town Council.

Decisions on grants up to £200 will be delegated to the Town Clerk, in consultation with the Chairman of Resources Committee and Community Committee and at least one community volunteer who is a member of the Working Group but not a Member of the Town Council.

Grants will be assessed using the following criteria:

- A completed application form
- if you have received a grant before
- how your group is set up and managed
- your finances and the financial need for funding
- what need/demand there is for your project
- support and involvement for the wider community
- efforts to secure other sources of funding
- if your project provides value for money for the residents of Christchurch

## **2. What information will I have to provide?**

- Your aim and objectives
- Your organisations constitution or set of rules and your annual report if applicable.
- The most recent copy of your approved accounts.
- Copies of any permissions required for third party use. (e.g. licences or land rent)
- A copy of your current public liability cover (the Council reserves the right to request a further copy of your public liability cover during the period of the grant)
- An explanation of any reserves you hold and if these are earmarked for specific expenditure.
- Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Town Council.
- Thorough and accurate project costings

### **3. What happens if I get a grant?**

Grants must only be used for the purpose applied for. Projects receiving assistance will be expected to be realistic and achievable and must be completed either within a year or over a period of three years with reduced funding. A report will be provided to the Town Council to update us on how your project has achieved its aims. Any amount not used **MUST** be repaid in full. Recognition must be given to Christchurch Town Council for any contribution given; this might include listing on any advertising. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

### **4. What is the time-scale for awards?**

All applications must be submitted to the Town Council in order to qualify for funding. The Town Clerk will then convene a meeting of the Working Group if required where your application shall be discussed. You are welcome to attend this meeting and present the application, whereupon the Working Group shall retire to consider the application on their own. The Town Clerk/and or administration officer may be called upon by the Working Group to advise solely and will play no part in the merits or otherwise of the decision-making process.

If successful the Working Group then makes a recommendation to Full Council where the ultimate decision rests as to whether or not to award the Grant.

You shall be informed of the meeting dates throughout.

If you have been successful you will receive a grant offer letter specifying the terms and conditions which you must sign and return to us within 2 weeks. Grants will not be paid until we have received a signed grant offer letter and will only be paid on receipt of an official invoice. Following receipt of the signed grant offer letter and acceptance of the terms and conditions, grants will be paid by BACS.



# Christchurch Town Council

## Community Grant Policy

<b>Policy name</b>	<b>Version</b>	<b>Owner</b>	<b>Date Adopted</b>	<b>Review Date</b>
Community Grant Policy	V1.0	Clerk	March 2020	March 2021

## **1. General Principles**

The Town Council's policy on Community Grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Christchurch. Community grants come from taxpayer funds, so it is a core principle of this facility that grant expenditure is open and transparent. In general, the following principles apply:

1. Funding will be given on a need basis assessed alongside the merit of the project and overall benefit to the local community;
2. Applicants must clearly show how any assistance given will directly benefit the people living in Christchurch or the environment of Christchurch and how the size of the grant applied for will be commensurate to the size of the benefit evidenced;
3. Funding will normally only be awarded up to a maximum value of £1,000 depending on the Council's budget allocation and may be subject to constraint;
4. All funding given will be subject to monitoring and evaluation of the outcome of the grant;
5. Organisations should not make a presumption that funding will continue on a year to year basis .
6. That the working group shall include at least one member of the community who is not a Member of the Council.

## **2. The Aims of the Councils Grant making Policy**

- To enable local people to participate in voluntary groups and activities
- To help the Town's voluntary groups to improve effectiveness
- To ensure the provision of services, needed by the Town's residents, via the voluntary sector
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To ensure that there is equality of access and opportunity for all Christchurch Town residents to the services it provides and funds

(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

## **3. General Conditions**

- There is no general funding for projects – Grants will only be awarded for specific costs and funding will only be paid on receipt of an official invoice;
- No funding is available to contribute to a surplus for charitable distribution or to increase an organisation's reserves;

- Organisations are required to provide a report on how previous monies awarded by the Town Council have been spent before they receive a further grant;
- The not-for-profit organisation must have clearly stated aims and objectives;
- Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Christchurch in general;
- No award will be made where spending has taken place prior to approval;
- At least 50% matched funding will be required for any level of grant funding;
- Costs for general routine maintenance of buildings and equipment are not eligible;
- Grants will not be awarded for organisations to pass on money to others;
- Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.

#### **4. What are grants available for?**

Christchurch Town Council's grants up to a value of £1,000 are available once a year. Grants are available to any not-for-profit organisation that wishes to complete a one-off project; or project that will require funding for up to a maximum of three years where normally a tapering grant contribution will be considered. Funding for years 2 and 3 if agreed subsequently will be based on a reducing grant with the aim of the project becoming self-financing at year 4.

#### **5. Who can apply for a Christchurch Town Council Community Grant ?**

Groups who:

- are voluntary or community groups based in Christchurch
- have a constitution or set of rules or equivalent
- have a bank or building society account
- have independently approved annual accounts
- directly benefit the well-being of the Christchurch people or the environment of Christchurch

#### **6. What type of Projects will be considered for the Community Grant Scheme?**

Such interests and projects may include, but are not limited to:

- Youth facilities, schemes and projects
- Cultural and arts schemes
- Heritage projects
- Leisure, sports and play facilities
- Community buildings

- Village halls
- Community transport
- Projects which assist the Elderly and disabled and those with other protected characteristics under the Equality Act 2010
- Sustainable Community environmental projects

#### **7. Who cannot apply to the Christchurch Town Council Community Grant Scheme?**

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Religious groups
- Bodies to pass on grant funding to others

#### **8. How to apply for a Christchurch Town Council Grant**

Application forms are available in hard-copy or electronically from Christchurch Town Council or on our website at [www.christchurch-tc.gov.uk](http://www.christchurch-tc.gov.uk) .

Write to: Christchurch Town Council, Old Town Hall, 30 High Street, Christchurch.  
Dorset. BH23 1EA

Telephone: 01202 022479

Email: [townclerk@christchurch-tc.gov.uk](mailto:townclerk@christchurch-tc.gov.uk)

If you need any help or assistance with your application please contact the Town Council via the above address, telephone number or email address.

Details of the application process is explained in the accompanying Guidance Notes to the Application Form.