



Christchurch Town Council

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

Council Agenda

Tuesday, 26 May 2020, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held to be held via Zoom conferencing facilities **on Tuesday, 26 May 2020 at 6.00pm.**

Membership:

Mayor: Cllr L Dedman

Deputy Mayor: Cllr Mrs S Bungey

Cllr J A Abbott

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.

Members of the public wishing to attend the meeting should contact the Town Clerk direct and the Zoom link and Password shall be provided.

Daniel Lucas
Town Clerk

20 May 2020

For further information please contact Daniel Lucas on 01202 022479 or email townclerk@christchurch-tc.gov.uk

Agenda

1. Prayers

Prayers will be said by the Mayor, Cllr Lesley Dedman.

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.

6 – 13

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.

14

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.

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

15 - 33

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.

Resources Committee, 6 May 2020

To receive the Minutes of the meeting held on 6 May 2020.

11. Community Grant Policy and Application Form

34 - 45

To consider the attached report and recommendations therein.

12. Insurance Renewal
Town Clerk to Update members on use of urgent delegation to renew the Council's Insurance.

13. 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

46-53

14. Decision about Open Spaces Closure re: Events

Town Clerk to update Members about the Principal Council's decision concerning events.

RECOMMENDATION: That Members cancel events on Town Council land due to the ongoing Coronavirus concerns. Secondly, that the Town Council shall not entertain new applications for events until after the end of August 2020 where this decision shall also be subject to review and update.

15. Decision required to re-task Britain in Bloom Budget/Options

RECOMMENDATION: That following the Coronavirus pandemic this Town Council acknowledges that the Britain in Bloom project is of limited value now to the community. Therefore, the Council should consider virement of the £25,000 Britain in Bloom budget for this financial year solely to the Community Grant fund. Meaning the Grant Aid fund will now have a budget of £35,000 for 2020/2021. This acknowledges the impact to those organisations and charities which have had to post-pone, delay, cancel and struggle with providing the community with valuable services and events.

16. Appointment of Councillor to Community Committee and new Chairman of the same.

Members to appoint a Councillor to Community Committee and new Chairman of Community Committee following the untimely passing of Hon.Freeman Cllr. C. Bungey

17. Mayoralty Update

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

Mayor's Engagements 18 January to 18 March 2020		
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 th 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 8th 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 10th 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) 15th August 2020 - VJ Day 75th 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
Total:	£584.00

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

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

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held via Zoom conferencing facilities on Wednesday, 6 May
2020

Present:-

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A Coulton

Present: Cllr C A Gardiner, Cllr W Grace, Cllr F F T Neale, and Cllr Mrs S Spittle.

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

Members of the Public present: None

Members of the Press present: None

235. Declarations of Interest

There were no declarations of interest on this occasion.

236. Minutes of Previous Meeting

Following the sad loss of Honorary Freeman Cllr Colin Bungey who had recently passed away, Members paid a silent tribute in recognition of his contribution to this Council.

The minutes of the meeting held on 9 March 2020 were agreed as an accurate record.
Voting: nem.con.

237. Public Participation

There was no public participation on this occasion.

238. Public Questions

There were no questions from the public on this occasion.

239. Town Clerk's Report

The schedule of payments for the period 01.03.2020 to 30.04.2020 was submitted and approved, 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 March 2020 and April 2020 were 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.

A member questioned the number of skips provision in the budget for the Rutland Road Allotment site. The Town Clerk advised that the previous agreement with the former Borough Council would continue with the Town Council of two skips per year and a third skip if required.

Cllr W Grace left the meeting at 6.39pm.

The Chairman noted the replacement window costs at Mudeford Cricket Pavilion and enquired about the Association's response to the vandalism. The Town Clerk advised that the Association Chairman was very good in reporting any issues or concerns regarding vandalism and that replacement metal railing were to be installed and possibly shutters may also be required in the future.

Members thanked the Officers for their work undertaken in providing the report.

RESOLVED that:

- a) **the schedule of payments for the period 01.03.2020 to 30.04.2020 be approved; and**
- b) **the monthly accounts for the period to the end of March 2020 and April 2020 be noted.**

Voting: nem. con.

The meeting ended at 7.00pm

CHAIRMAN

Agenda Item 11

Community Grants Policy

Report Type:	Public Report for Decision
Purpose of Report:	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.
Recommendations:	It is RECOMMENDED that: The Town Council: <ul style="list-style-type: none">a) To adopt the attached Community Grants Policy and application form;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;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;d) Delegates to the Town Clerk the appointment propose of those non-elected Members of the Working Group as outlined at paragraph 1.4.
Wards:	All Wards
Contact Officer:	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 or companies for profit]

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 EMAIL ADDRESS OF APPLICANT. [Charity/Organisation]			
	POST CODE	EMAIL	
3. Regd. Charity No. [If applicable]	4. Telephone No.		
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 SOLELY 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? <i>Please enter in the box on the right >>></i>			

12. Are you seeking Grant Aid from other sources? [e.g. BCP Council, National Lottery etc] Please specify below:					
13. How many UNPAID VOLUNTEERS do you have?		14. How many FULL TIME PAID staff?		15. How many PART-TIME PAID 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?
<input type="text"/>	<input type="text"/>

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

Policy name	Version	Owner	Date Adopted	Review Date
Community Grant Policy	V1.0	Clerk	May 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 .

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

Telephone: 01202 022479

Email: 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.

Agenda Item 13

Neighbourhood Plan Consultant Appointment

Report Type:	Public Report for Decision
Purpose of Report:	To appoint the Council's chosen consultant to work with the Town Council in the preparation of its Neighbourhood Plan. To report on costings and to authorise the Town Clerk to sign the contract on behalf of the Council and to delegate to the Town Clerk the preparation of an application for grant funding.
Recommendations:	It is RECOMMENDED that: The Town Council: Appoints the Dorset Planning Consultant Ltd based upon its standard fees set by the Government Grant rate administered by Locality at £78.50 per hour (based on £550 per day) subject to VAT (£78.50 +VAT), and travel time at £25 per hour and mileage at 45p/mile plus disbursements; Authorises the Town Clerk to sign on behalf of the Town Council the contract as appended; (a) Delegates to the Town Clerk the function of applying on behalf of the Town Council for central Government funding for the plan preparation;
Wards:	All Wards
Contact Officer:	Daniel Lucas – Town Clerk

1.0 BACKGROUND

Appointing Dorset Planning Consultant Ltd and Grant Funding

- 1.1 Christchurch Town Council has committed to bringing forwards its Neighbourhood Plan. To this end Members may recall the session where Dorset Planning Consultant ("DPC") Ltd presented to the Council about what is required and the time scales for delivery. The Council has also committed in its Annual Budget for this year £50,000 to bring forward the project.
- 1.2 Following this session Members tasked the Town Clerk to ask about costings and details. This report outlines the financial details and the next steps going forwards to apply for and hopefully secure Government funding of the project. The Planning & Regulatory Committee has also recommended to Full Council the appointment of DPC.

- 1.3 Appended to this report are the standard terms and conditions of DPC for Members' Perusal. As the recommendation highlights, the cost of the proposed consultant is based upon the Government funding guidelines at £78.50 per hour + VAT (ceiling of £550 per day) and the travel time/mileage and disbursements are also outlined in the recommendation. This conforms to the Government Grant funding ceiling and would not preclude the Town Council in applying for a grant based upon professional fee costs here.
- 1.4 The details of the Government grant funding process are outlined in the "Background Papers" Members have been provided with entitled: "*Guidance Notes for Grant and Technical Support*". Members should familiarise themselves with this document. However, in summary a Government grant is available of up to £9,000. A further £8,000 is available for groups facing complex issues; and those wishing to bring forward affordable housing for sale can also avail themselves of a further £10,000, giving a maximum grant potential of £27,000. To apply for a grant the Council shall have to submit an "Expression of Interest" form.
- 1.5 As to how the work and engagement with the Consultant will be managed the following is how the consultant usually works in bringing forward the plan:

"In terms of structuring my work going forward, I see there being an ongoing task of providing support to yourself to project manage the Neighbourhood Plan progress, and then discrete tasks related to specific elements of work. I think it therefore makes sense for the project management element to be recorded and invoiced for on a monthly basis, together with any relatively minor tasks (ie no more than 1 day's work equivalent) that may be agreed with yourself as the client, with any more significant pieces of work being quoted and billed for on a task by task basis. Depending on the scope of the plan we may need to engage other specialists, which I can advise on, but would expect them to be contracted directly by the Town Council (rather than sub-contracted through myself). Similarly it is likely that we would need to use mapping software (many of my groups use Parish Online, with which I am familiar) and potentially survey software (although I now have a Survey Monkey account that could be used) – which may need to be acquired by the Town Council and access provided to myself for use"

It is anticipated that a working group will be created at a future stage by Full Council where the tasks and work required can be monitored and recommendations made to Full Council going forwards. This shall involve the local community as this is crucial and will hopefully be a well-attended Working Group. At this stage it is simply appointing the Consultant that needs to be completed and the authorisation of the Town Clerk to sign the contract and commence the application process for grant funding.

2.0 IMPLICATIONS

Legal

- 2.1 None.

Environmental

- 2.2 None directly from this report.

Financial and Risk

- 2.3 The Council has approved in its Annual Budget £50,000 for this financial year to deliver this project. Members should note that it shall be a 2-3 year endeavour to bring this forwards, but that grant funding is also available if successful to alleviate the impact of costs to the rate-payer.

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 to the public at large.

3.0 CONCLUSION

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

Appendices:

Dorset Planning Consultant Ltd – Standard Terms and Conditions

Background Papers

Guidance Notes for Grant and Technical Support.

<https://neighbourhoodplanning.org/toolkits-and-guidance/neighbourhood-planning-grant-technical-support-guidance-notes/>

Appendix 1

Contract

This contract for services is made on the [date]

Between:

[Client company] ("the Client"); and

Dorset Planning Consultant Limited ("the Contractor").

It is agreed as follows:

Definitions and Interpretation

In this contract the following words and expressions shall have the following meanings unless the context otherwise requires:

Commencement Date: [date].

Services: the services to be performed by the Contractor in the course of its appointment under this contract and which includes [specify nature of work here], together with such other related services as may from time to time be lawfully and reasonably required by the Client.

Termination Date: the date on which the Contractor's appointment hereunder is terminated.

The headings to the Clauses of this Agreement are for ease of reference only and shall not affect the interpretation or construction thereof.

Words importing the singular shall include the plural and vice versa words importing any gender shall include all other genders words importing persons shall include bodies corporate unincorporated associations and partnerships and vice versa.

References to the whole shall include the part and vice versa.

Appointment

With effect from the Commencement Date, the Contractor is appointed by the Client to carry out the Services, such services to be provided using reasonable skill and care.

Contractor's Obligations

The Contractor warrants and undertakes that it shall:

(a) comply with the terms of this agreement;

(b) carry out and fulfil, in all respects, the Services in an expert and diligent manner and to provide the services to the best of its commercial, technical and creative ability to be expected of a qualified and experienced member of the Contractor's profession;

(c) during the Contractor's appointment, not to undertake any additional activities or accept any other engagements that lead or might lead to any conflict of interest between the Contractor and the best interests of the Client; and

(d) to keep the Client informed of progress on the Services and in particular to liaise with [lead contact] in respect of the day-to-day issues in relation to the Services.

While the Contractor's method of working is entirely its own and it is not subject to the control of the Client, it shall nevertheless comply with any reasonable requests of the Client.

Acceptance of work

The Client shall not be obliged to provide the Contractor with any work and the Contractor will not be obliged to accept or perform any work offered, unless and until the Client has requested and the Contractor has agreed to perform such work.

The Contractor must promptly notify the Client in the case of illness or accident that prevents the performance of the Services in accordance with this contract.

Fees and Expenses

A fee of £78.50 per hour together with value added tax thereon (if applicable) shall be payable to the Contractor for the provision of the Services. Time spent travelling will be charged at a fee of £25.00 per hour together with value added tax thereon (if applicable), with mileage charged at 45p/mile. Fee rates may be reviewed on an annual basis (April), and changes brought into effect with the agreement of the Client.

Fees shall be payable within 21 days of invoicing. Unless otherwise agreed, the Contractor shall submit an invoice to the Client on, or as soon as reasonably possible after, the last day of each month detailing the Services provided within that month and the fees due in respect thereof and, where appropriate, value added tax will be shown separately on such invoices.

In the event that there are periods when there are no Services for the Contractor to perform, the Contractor shall not be paid a retainer for these periods. The fee is payable only in respect of Services actually provided.

The Contractor shall be entitled to be reimbursed by the Client for all out-of-pocket expenses wholly, exclusively and properly incurred in the performance of the Services. Any disbursements over £100 will be specifically agreed in advance by the Client. The Contractor will provide the Client with vouchers, receipts or other evidence of actual payment of such expenses if requested within 21 days of invoicing.

Tax liabilities

The Client and the Contractor declare and confirm that it is the intention of the parties that the Contractor shall be responsible for all income tax liabilities and national insurance or similar contributions and accordingly the Contractor hereby agrees to indemnify the Client in respect of any claims that may be made by the relevant authorities against the Client in respect of income tax and national insurance or similar contributions relating to the Contractor's services under this contract.

Office facilities

The Client will provide the Contractor with such office facilities as it shall deem necessary to enable the Contractor effectively to perform the Services.

No employment

Nothing in this contract shall render or be deemed to render the Contractor an employee or agent of the Client and the Contractor hereby agrees that it is an independent contractor and not an employee or agent of the Client. This contract does not create any mutuality of obligation between the Contractor and the Client.

The Contractor does not qualify for any company benefits from the Client.

Warranties

The Contractor warrants to the Client that:

- by entering into this contract it will not be in breach of any obligations to or agreements with any third party;
- it will take out and maintain throughout the term of this contract adequate insurance in respect of public liability insurance coverage (minimum £500,000 cover) to protect itself against any liabilities arising out of this contract and shall produce, on request, a copy of the insurance policy certificate for inspection by the Client
- the Contractor will also be required to provide professional indemnity insurance of at least £250,000 cover for any one claim, and the Contractor shall provide the Client with a copy of the policy certificate upon request

Termination

Either party shall have the right at any time to terminate this contract by giving not less than 21 days notice in writing to the other party.

The termination of this contract howsoever occurring shall not affect the rights and liabilities of the parties already accrued at such time nor affect the continuance in force of such of its provisions as are expressed as or capable of having effect after such termination.

Data protection

The Contractor and the Client agree to comply with all applicable data protection legislation, including but not limited to the Data Protection Act 2018 and any amendments thereto.

Force majeure

If either party to this contract is prevented or delayed in the performance of any of their respective obligations under this contract by "force majeure", then such party shall be excused from performance for so long as such cause or delay shall continue.

For the purposes of this contract, "force majeure" shall be deemed to be any cause affecting the performance of this contract arising from or attributable to acts, events, omissions or accidents beyond the reasonable control of either party and shall include, but not be limited to:

- strikes, lockouts or other industrial action;
- civil commotion, riot, act of terrorism, war threat or preparation for war;
- fire, explosion, storm, flood, earthquake, subsidence, epidemic, bad weather or other natural physical disaster;
- impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport; and
- political interference with the normal operations.

Entire agreement

This contract contains the entire agreement and understanding of the parties relating to the subject matter of this contract and extinguishes all previous agreements between the parties relating to the subject matter hereof.

Waiver

The failure of any party to insist upon strict performance of any provision of this contract or the failure of any party to exercise any right or remedy to which he/she is entitled hereunder shall not constitute a waiver thereof and shall not cause a diminution of the obligations under this contract.

No waiver of any of the provisions of this contract shall be effective unless it is expressly stated to be such and signed by all the parties to this contract.

Severability

If any provision of this contract is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions of this contract shall continue in full force and effect as if this agreement had been signed with the invalid, illegal or unenforceable provision eliminated.

Notices

Any notice to be given pursuant to the terms of this contract shall be in writing and shall be delivered by hand or sent by post to the address of the addressee as set out in this contract or such other address (being in Great Britain) as the addressee may from time to time have notified for the purpose of this clause, or sent by email transmission to the addressee's email address from time to time notified.

Law and jurisdiction

This contract is governed by the laws of England and Wales and the parties submit to the jurisdiction of the courts of England and Wales.

Signed:

[position and name] for and on behalf of the Client – [Client organisation]

Signed:

Jo Witherden BSc(Hons) DipTP DipUD MRTPI, Director, for and on behalf of the Contractor – Dorset Planning Consultant Limited