



# Christchurch Town Council

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

## Council Agenda

**Monday, 13 July 2020, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities **on Monday 13 July 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

Daniel Lucas  
**Town Clerk**

7 July 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 26 May 2020.

**5. Announcements**

Announcements from the Mayor or Town Clerk.

**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.

**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**

6 – 13

- |     |  |  |
|-----|--|--|
| 9.  | <b>To Receive any verbal reports from Partner Organisations</b>  |  |
| 10. | <b>Committee Minutes</b><br><br>To receive the Committee Minutes for the last cycle of meetings and to consider any recommendations arising from these meetings as follows:<br><br><b>Planning Committee, 2 June 2020</b><br>To receive the Minutes of the meeting held on 2 June 2020<br><br><b>Resources Committee, 9 June 2020</b><br>To receive the Minutes of the meeting held on 9 June 2020 and to consider the recommendation arising therefrom: -<br><br>Minute No: 26 <b>Equality and Diversity Policy</b><br><br>RECOMMENDATION: the attached Equality and Diversity Policy be adopted.<br><br><b>Planning Committee, 23 June 2020</b><br>To receive the Minutes of the meeting held on 23 June 2020.<br><br><b>Resources Committee, 7 July 2020</b><br>To receive the Minutes of the meeting held on 7 July 2020 and to consider the recommendation arising therefrom: - | 14 – 16<br><br>17 – 24<br><br><br><br><br><br><br><br><br><br>25 - 29<br><br><br><br>To Follow |
| 11. | <b>Report Update on the Ducking Stool Board Walk</b><br><br>Town Clerk to inform Members of an update on the Ducking Stool Board Walk received from BCP Council.   | Verbal Report  |
| 12. | <b>Neighbourhood Plan Working Group and Planning Committee Delegation.</b>   | To Follow  |
| 13. | <b>Outside Bodies Representation</b><br>Appointment of a Councillor Representative to Christchurch Harbour Association.  | Verbal Report  |

14.	<b>Recommendation from the Community Grants Working Group</b>	Verbal Report
	RECOMMENDATION: that a Substitute member be appointed to the Community Grants Working Group.	
15.	<b>Internal Audit Report</b>	Items 15-17 Report to Follow
	To note the Attached internal Audit Report.	
16.	<b>Annual Governance Statement 2019/2020</b>	
	RECOMMENDATION: That Full Council APPROVE the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return “AGAR”) and that the Statement be signed by the Mayor and the Town Clerk of the meeting where approval was given.	
17.	<b>Annual Accounts 2019/2020</b>	
	RECOMMENDATION: Full Council NOTES the Income and Expenditure Account and Balance Sheet for the Council’s year end position as at 31 March 2020 and the period for the exercise of public rights for inspection of the financial accounts. AND That Full Council APPROVE the Annual Accounting Statements for the year ending 31 March 2020 (Section 2 of the AGAR) and the Annual Statements be signed by the Mayor of the meeting where approval was given.	
18.	<b>To Receive Written Applications for the Office of Town Councillor – Jumpers and St Catherine’s Ward.</b>	
	RECOMMENDATION: Members have had applications details previously and resolve to hear 5-minute presentations from the following Applicants in alphabetical order:	
	<p>Mr. Tom Bell  Ms. Vivienne Charrett  Ms. Carina Gordon  Mr. Christopher Guest  Mr. Andrew Harvey  Mr. Mark Olden  Mr. Barry Sherwin.</p>	

19. **To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the personal information of third-parties being discussed.**

Members to discuss and debate in exempt session the merits of the applicants for the role and co-option of Town Councillor for Jumpers and St. Catherine's Ward.

20. **Public Session: Co-Option of Town Councillor and Acceptance of Office.**

RECOMMENDATION: Members resolve formally to co-opt their chosen candidate and a Town Councillor for the casual vacancy which arises in Jumpers and St Catherine's Ward.

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 via Zoom conferencing facilities on

26 May 2020 at 6.00pm

Present:-

Cllr Mrs L Dedman – Mayor

Cllr Mrs S Bungey – Deputy Mayor

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

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

Members of the Public present: 3  
None present

Members of the Press present:

#### 1. **Prayers**

The Mayor, Cllr Lesley Dedman opened the proceedings with prayers.

#### 2. **Declarations of Interest**

There were no declarations of interest on this occasion.

#### 3. **Minutes of Previous Meeting**

The minutes of the meeting held on 17 January 2020 were agreed as an accurate record.

## **Announcements**

### **1. The Mayor**

Members paid a silent tribute to Honorary Freeman Cllr Colin Bungey who had recently passed away, in recognition of his contribution to this Council as a past Mayor, Honorary Freeman and an Independent Councillor.

The Mayor announced that, since the last meeting of the council, she had been privileged to attend some wonderful engagements, highlighting the Gang Show event and the World of Prayer Service.

In addition, the Mayor gave mention to the Mayor's Charity Gala Dinner which was very enjoyable and thanked those Members able to attend this event.

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 the Internal Auditor had signed off the Council's draft Annual Return, Balance Sheet and Income and Expenditure Account. Members were informed that the 2019/20 Annual Return deadline had been extended due to the coronavirus and that these would be signed off at the next Full Council Meeting.

### **4. Public Participation**

An elector 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. Members were asked if they were in agreement for a letter to be sent to BCP Council from Christchurch Town Council giving their support to the proposal for BCP Council to adopt the boardwalk.

**Resolved that the Town Clerk be delegated in consultation with the Mayor and Chairman of Planning Committee to write to the BCP Chief Executive, Portfolio Holder and Chairman of the Planning Committee in support of the proposal for BCP Council to adopt the boardwalk.**

Voting: nem.con.

**5. Public Questions**

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

**6. Questions from Councillors**

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

**7. Verbal Reports from Partner Organisations**

There were no verbal reports from Partner Organisations on this occasion.

**8. Committee Minutes**

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

**Planning Committee, 28 January 2020**

The Minutes of the meeting held on 28 January 2020 were received.

Voting: nem.con.

**Resources Committee, 13 February 2020**

The Minutes of the meeting held on 13 February 2020 were received.

Voting: nem. con.

**Community Committee, 17 February 2020**

The Minutes of the meeting held on 17 February 2020 were received.

Voting: nem. con.

### **Planning Committee, 26 February 2020**

The Minutes of the meeting held on 26 February 2020 were received.

Voting: nem. con.

### **Resources Committee, 9 March 2020**

The Minutes of the meeting held on 9 March 2020 were received.

Voting: nem. con.

### **Resources Committee, 6 May 2020**

The Minutes of the meeting held on 6 May 2020 were received.

Voting: nem. con.

## **9. Community Grant Policy and Application Form**

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

Members were requested to consider the report on the adoption of the Community Grants Policy and the creation of a Community Grants Working Group, together with the terms of reference.

The Town Clerk advised that as Britain in Bloom was not going ahead this year due to the coronavirus, that Members may wish to vire the Britain in Bloom budget of £25,000 to the Community Grants Budget.

Members felt the Grants Policy was a good initiative and that the maximum value of each grant awarded should be £2,500. Members considered that in addition to the Town Clerk that elected representation should also be included in the choice of the two community volunteers to be on the Community Grants Working Group and that recommendations should be reported to the Community.

**RESOLVED that the Town Council:**

- a) adopts the Community Grants Policy and application form and increases the maximum value up to £2,500 for each grant;**

- b) 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 Community Committee;**
- c) delegate to the Town Clerk and elected representation 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) delegate to the Town Clerk to conduct a recruitment process for the 2 volunteer members to be appointed to Working Group with 3 Members who form the Working Group.**

Voting: nem. con.

#### **10. Insurance Renewal**

The Town Clerk updated Members on a quote received for the renewal of the Council's insurance arrangements and advised that Zurich Insurance would continue for the 2020/21 Civic Year.

**Resolved that Members noted the verbal report.**

Voting: nem.con.

#### **11. 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**

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.

Members were requested to consider the report 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.

A Member considered that the Council should request a timescale from the Planning Consultant.

The Town Clerk advised that a Working Group would be formed to discuss a timeline and project management for the Christchurch Neighbourhood Plan.

The Mayor hoped that a Working Group would be formed very quickly.

**RESOLVED that:**

**The Town Council:**

- a) appoint 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;**
- b) authorise the Town Clerk to sign on behalf of the Town Council the contract as appended; and**
- c) delegate to the Town Clerk the function of applying on behalf of the Town Council for central Government funding for the plan preparation.**

Voting: nem.con

Cllr M Cox left the meeting at 7.08pm.

## **12. Decision on Open Spaces Closures re: Events**

The Town Clerk updated Members on BCP Council's decision concerning events and the decision not to permit outdoor events on BCP Council's public open spaces due to the continued impact of the coronavirus outbreak up until the end of August 2020.

**RESOLVED that:**

- a) events on Town Council land be cancelled due to the ongoing Coronavirus concerns; and**
- b) 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.**

Voting: nem.con

## **13. Decision required to re-task Britain in Bloom Budget/Options**

Members considered the options to re-task the Britain in Bloom budget following the cancellation of the event this year due to the coronavirus pandemic.

Members considered that the Council should reserve some of the funding for next year's Britain in Bloom, and that £5,000 should be retained in preparation for 2020/2021, with the remaining £20,000 of the Britain in Bloom budget to be vired to the Community Grant Fund,

The Town Clerk informed Members that he did not want to presume that the Council would enter Britain in Bloom for next year and that was the reason that the total budget of £25,000 had been recommended for virement.

**RESOLVED that:**

- a) **£20,000 of the 2020/2021 Britain in Bloom budget for this financial year be vired to the Community Grant fund; and**
- b) **£5,000 be retained in the Britain in Bloom Budget in preparation for the 2021/2022 Civic Year.**

Voting: nem.con

14. **Appointment of Chairman of Community Committee**

Following the sad loss of the Chairman of Community Committee, Honorary Freeman Cllr Colin Bungey who had recently passed away, members were asked to appoint a new Chairman of the Community Committee for the 2020/2021 Civic Year.

**RESOLVED that Cllr Neale fill the Councillor vacancy on the Community Committee and be appointed Chairman of the Community Committee for the 2020/2021 Civic Year.**

Voting: nem.con.

15. **Mayoralty Update**

The Town Clerk advised Members that due to the coronavirus pandemic the law allowed for the Mayoralty to remain the same for the 2020/21 civic year as the previous civic year 2019/20 to maintain the status quo, and elect a new Mayor at its next Annual Council Meeting to be held in May 2021.

Members considered that the status quo should be kept for the 2020/2021 civic year and the existing Mayoralty arrangements be continued.

**RESOLVED** that due to the extraordinary events of this year, that the status quo be maintained, and the Mayoralty and all offices be retained for the 2020/21 Civic Year.

Voting: nem.con

The meeting ended at 7.40pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**PLANNING AND REGULATORY COMMITTEE**

Minutes of the Meeting held on 2 June 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr D Jones

Vice-Chairman: Cllr F F T Neale

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

Also in attendance: Cllr A Coulton and Cllr C Gardiner.

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

Members of the Public present: 2

Members of the Press present: None present.

**16. Declarations of Interest**

Cllr D Jones declared a non-pecuniary interest in Minute No. 20 (Planning application 8/20/0205/FUL) as he knew one of the Ministers, but this would not affect him forming an opinion with an open mind, and remained present for the discussion and voting thereon.

Cllr F Neale declared a non-pecuniary interest in Minute No. 20 (Planning application 8/20/0205/FUL) as he was a Trustee on the CPP with one of the ministers at the church who had since left and remained present for the discussion and voting thereon.

Cllr M Tarling declared a non-pecuniary interest in Minute No. 20 (Planning application 8/20/0205/FUL) as he was an ex Baptist and remained present for the discussion and voting thereon.

## **17. Minutes of Previous Meeting**

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

Voting: nem.con.

## **18. Public Participation**

An elector gave a presentation and raised concerns regarding the proposals at the former Police Station site for the Trees along the Eastern Boundary of the Waitrose car park to be reduced via coppicing and/or pollarding to open up the views of Millhams Common. A copy of which appears as appendix 'A' to these minutes in the minute book.

The elector requested that Christchurch Town Council pursue this matter and seek clarification from BCP Council.

**Resolved that the Town Clerk be delegated to write to BCP Council to seek clarification and enquire whether there was adequate protection for on trees.**

Voting: nem. com

## **19. Public Questions**

There were no questions from the public on this occasion.

## **20. Planning Applications:**

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

**Application: [8/20/0205/FUL](#) 51 Bargates, Christchurch, BH23 1QE.**

Demolition of existing building. Construction of new church building.

Cllr Coulton spoke on behalf of a resident who objected to the new church building and considered that the frontage of the building was intrusive and modern and did not retain the historic character of the area of Bargates. Furthermore, a need for an archaeological assessment of the car park should also be considered.

Members considered that the new building was not out of character and was quite attractive but agreed that an archaeological assessment of the car park should also be undertaken.

**RAISED SUPPORT** although concerns were raised and noted the following conditions should be considered:

- a) **A comprehensive archaeological survey of the car park be undertaken prior to commencement of development;**
- b) **a Travel Plan to be included which as a minimum identifies car parking and public transport arrangements within the vicinity given the cumulative impacts of multiple developments in close proximity to the site, and**
- c) **a Construction Management Plan be undertaken which contains a minimum level to be achieved under the approved “Considerate Constructors Scheme” given the location of the site and potential for traffic generation and noise; and**
- d) **a Grampian condition be included for the cessation of use of the property at 49 Bargates prior to first occupation of the proposed scheme.**

Voting: nem.con.

Cllr D Jones declared a non-pecuniary interest in this application as he knew one of the Ministers, but this would not affect him forming an opinion with an open mind.

Cllr F Neale declared a non-pecuniary interest in this application as he was a Trustee on the CPP with one of the ministers at the church who had since left.

Cllr M Tarling declared a non-pecuniary interest in this application as he was an ex Baptist.

The meeting ended at 7.17pm

CHAIRMAN

## CHRISTCHURCH TOWN COUNCIL

### RESOURCES COMMITTEE

Minutes of the Meeting held on 9 June 2020 at 6.00pm via Zoom conferencing facilities

#### Present:-

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A Coulton

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

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

#### **21. Declarations of Interest**

There were no declarations of interest on this occasion.

#### **22. Minutes of Previous Meeting**

The minutes of the meeting held on 6 May 2020 were agreed and signed as an accurate record.

Voting: nem.con.

#### **23. Public Participation**

There was no public participation on this occasion.

**24. Public Questions**

There were no questions from the public on this occasion.

**25. Town Clerk's Report**

The updated schedule of payments for the period 01.05.2020 to 01.06.2020 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 01. 06. 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.

Cllr Grace joined the meeting at 6.03pm.

The Town Clerk informed Members that the 2019/2020 election cost of £23,626.18 had not been anticipated, and as the election budget figure for this year was £8,000 that the overspend figure would come from Contingency and Reserves.

**RESOLVED that:**

- a) **the schedule of payments for the period 01.05.2020 to 01.06.2020 be approved; and**
- b) **the monthly accounts for the period to the end of 01. 06. 2020 be noted.**

Voting: nem.com.

**26. Equality and Diversity Policy**

Members considered the Equality and Diversity Policy.

**RECOMMENDED to Full Council that the Equality and Diversity Policy be adopted by the Council.**

Voting: nem.con.

The meeting ended at 6.28pm

CHAIRMAN



# Christchurch Town Council

## Equality and Diversity Policy

Policy name	Version	Owner	Date Adopted	Review Date
Equality & Diversity Policy	V1.0	Town Clerk	June 2020	June 2021

Our commitment	3
The law	3
Types of unlawful discrimination	3
Equal opportunities in employment	4
Dignity at work	5
People not employed by the council	5
Training	5
Your responsibilities	5
Grievances	5
Monitoring and review	5

## **Our commitment**

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

## **The law**

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

## **Types of unlawful discrimination**

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

### **Equal opportunities in employment**

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

#### Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

#### Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its

obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

### Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

### **Dignity at work**

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

### **People not employed by the council**

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

### **Training**

The council will provide training in/raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise, if requested.

### **Your responsibilities**

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

### **Grievances**

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

### **Monitoring and review**

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: June 2020

Approving committee: Resources Committee

Date of committee meeting:

Policy version reference:

Supersedes: N/A

Policy effective from:

Date for next review:

— policy ends here —

**CHRISTCHURCH TOWN COUNCIL**  
**PLANNING AND REGULATORY COMMITTEE**

Minutes of the Meeting held on 23 June 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr D Jones

Vice-Chairman: Cllr F F T Neale

Present: Cllr J A Abbott, Cllr M Cox, Cllr S Fotheringham, Cllr G R Jarvis,  
and Cllr M J Tarling.

Also in  
attendance: Cllr A Coulton

Apologies: Cllr T Lane

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

Members of the  
Public present: 5

Members of the  
Press present: None present

**27. Declarations of Interest**

There were no declarations of interest on this occasion.

**28. Minutes of Previous Meeting**

The minutes of the meeting held on 2 June 2020 were agreed and signed as an accurate record.

Voting: nem.con

**29. Public Participation**

A representative of Friars Cliff Action Committee spoke in objection to application 8/19/1172/FUL.

**30. Public Questions**

There were no questions from the public on this occasion.

**31. Planning Applications:**

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

**A. Application: 8/20/0375/TCA – Druitt Gardens J/O Creedy path rear of 13 Wickfield Avenue, Christchurch.**

T1 - Holm Oak - Remove (back to the boundary) any substantial overhanging branches. The proposed work would likely involve reduction of up to 5.5m on all branches on the first major limb and leader to the boundary line.

Cllr Coulton raised concerns about this application and stressed that a qualified tree surgeon should undertake the work to the tree which is owned and on Town Council land and in a conservation area. Concerns were raised for who would undertake the tree works, whether machinery was required, and pedestrians protected from falling branches, and whether the person undertaking the work had the correct license and insurance.

**The Town Council supports the application and delegates to the Town Clerk to notify BCP/applicant of the following:**

- 1) the trees work to be carried out by a qualified arborist;**
- 2) a method statement be carried out;**
- 3) appropriate insurance be taken out; and**
- 4) the bird nesting season be noted.**

Voting: nem.con

**B. Application: 8/19/1172/FUL – Steamer Point (Former MCA Training Centre) Steamer Point, Christchurch. BH23 4JQ.**

Demolition of existing buildings and erection of 26 residential units comprising houses and apartments, associated car parking, landscaping and associated works.

A representative of Friars Cliff Action Committee spoke in objection to this application due to the size, scale and density of the buildings not being in character with the surrounding properties in the area, and raised concerns for tree protection, ecology, cliff instability, contamination and highway safety, a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members raised concerns that insufficient amendment had been made to the original application and confirmed the Council's original objection.

**OBJECTION RAISED due to:**

**1. The bulk, height and scale of the apartment block to the East - South East of the site comprising four storeys would be an unwelcome and inappropriate intrusion into the existing character and skyline of the locality given its seafront location and would therefore be detrimental to the character and appearance of the area contrary to HE2 of the Christchurch and East Dorset Local Plan Part 1 Core- Strategy and policies ENV9 and H12 of the saved policies of the Christchurch Borough Council Local Plan 2001.**

**It was COMMENTED that further consideration and treatment should be given to trees identified T30, T83 and T84 as high worth and should not be felled.**

Voting: nem.con

**C. Application: 8/20/0404/FUL – Land Rear of 26-28 Portfield Rd, Portfield Rd, Christchurch. BH23 2AG.**

Erection of pair of semi-detached dwelling houses.

Members raised concerns regarding back building and considered that this application would have a detrimental impact due to overlooking of properties at Grove Road and the close proximity and relationship to properties at Sherwood Close. Members also expressed access concerns and the inability to turn a vehicle safely or pass safely along the narrow access.

**OBJECTION raised due to:**

- 1) **The loss and disturbance of residential amenity due to overlooking of the neighbouring properties at Grove Road and Sherwood Close contrary to HE2 of the Christchurch and East Dorset Local Plan: Part 1 – Core Strategy, and**
- 2) **The proposals creates unsafe and unnecessary vehicular movements due to the narrow accessway proposed contrary to KS11 of the Christchurch and East Dorset Local Plan: Part 1 – Core Strategy.**

Voting: nem.con

**D. Application: 8/20/0322/LB – The Staithe, 117 Mundeford, Christchurch, BH23 4AF.**

Re-roof house in natural slate to match existing.

Members raised concerns that this was a Heritage property and requested that the slates be like for like.

**RAISED SUPPORT although concerns were raised that natural slate should be used of a similar quality that would have originally been on the property.**

Voting: nem.con

**E. Applications: 8/20/0224/NMA – Noisy Lobster Rest, Avon Beach, Mundeford, Christchurch. BH23 4AN.**

Non material amendment to planning application: 8/19/1296/FUL to amend glazing layout on South Elevation.

The Chairman submitted a memorandum, 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.

The Chairman raised concerns that the ability to classify an application as a Non-Material Amendment removed it from the democratic process as there was no opportunity to “call-in” such an application within the 28-day limit required for determination which excluded input from Councillors and the general public. The Chairman further felt that here was the possibility of abuse through repeated applications when the cumulative effect of such applications was considered.

Members debated whether this application was a minor amendment and questioned the validation as a Non-Material Amendment. Concerns were raised that the amendments included floor to ceiling windows which could be retracted and that the railings were to be replaced by tinted glass.

**RAISE OBJECTION and delegate to the Town Clerk to write to BCP Council’s Planning Department and request that as BCP Council is the landowner that this application should be considered by BCP Council’s Planning Committee.**

Voting: nem.con

The meeting ended at 8.11pm

CHAIRMAN

