



Christchurch Town Council

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

Full Council Agenda

Monday, 22 November 2021, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Christchurch Library, Room 6, High Street, Christchurch, BH23 1AW on **Monday, 22 November 2021 at 6.00pm.**

Membership:

Mayor: Cllr Mrs S Bungey

Deputy Mayor: Cllr A E Coulton

Cllr V Charrett

Cllr F J M Cox

Cllr M Cox

Cllr L Dedman

Cllr H Farrell-Jarvis

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 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

16 November 2021

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 meetings held on 20 September 2021 and 26 October 2021. Exempt Minutes withheld from agenda pack but to be confirmed also.

6 – 16

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.

17

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

9. Motions from Councillors

10. To Receive any verbal reports from Partner Organisations

11. Committee Minutes

18-40

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

Resources Committee, 5 October 2021

To receive the Minutes of the meeting held on 5 October 2021. Exempt Minutes withheld from agenda pack but to be confirmed also.

Planning Committee, 19 October 2021

To receive the Minutes of the meeting held on 19 October 2021

Extraordinary Resources Committee, 22 October 2021

To receive the Minutes of the meeting held on 22 October 2021. Exempt Minutes withheld from agenda pack but to be confirmed also.

Community Committee, 26 October 2021

To receive the Minutes of the meeting held on 26 October 2021. Exempt Minutes withheld from agenda pack but to be confirmed also, and to consider the recommendations arising therefrom: -

Minute No. 212 Town Crier

RECOMMENDED to Full Council that:

a) the Town Council seeks a Town Crier on a voluntary basis with the successful candidate to be chosen by way of a contest in Saxon Square determined by a panel of Judges (chosen by the Mayor, Cllr Mrs Sue Bungey); and

b) the outfit and bell to be provided by way of donations/ volunteers with no cost to the Council.

Minute No. 214 Frequency of Community Committee

RECOMMENDED to Full Council that:

a) the Community Committee schedule of meetings be amended so that the Committee sits on a monthly basis; and

b) the impact on officers' time due to the frequency of meetings being changed to monthly be reported.

Minute No. 216 Meritorious Awards (Exempt)

Resources Committee, 2 November 2021

To receive the Minutes of the meeting held on 2 November 2021. Exempt Minutes withheld from agenda pack but to be confirmed also, and to consider the recommendations arising therefrom: -

Minute No. 226 Appraisals Policy

RECOMMENDED to Full Council that the Appraisals Policy be adopted by the Council subject to an amendment to include points out of ten for performance.

Minute No. 229 Mudeford Cricket Pavilion – shutters

RECOMMENDED to Full Council that the Cricket Club be invited to attend a meeting of Full Council to discuss whether they wanted the provision of shutters at Mudeford Cricket Pavilion.

Planning Committee, 9 November 2021

To receive the Minutes of the meeting held on 9 November 2021
and to consider the recommendation arising therefrom: -

Minute No. 236 Actions and Recommendations from the Neighbourhood Plan Working Group – Mission Statement for Neighbourhood Plan (NPWG).

RECOMMENDED to Full Council that the mission statement from the Neighbourhood Plan Working Group be approved for adoption by the Council for the purposes of the Neighbourhood Plan as appended below:

‘Christchurch is unspoilt and charming and will continue to be an attractive and vibrant town in its unique peaceful setting at the confluence of the rivers Avon and Stour close to the sea.

Steeped with individuality bestowed by its: historic town centre, the Mudeford and Friars Cliff coastline, the Priory, St Catherines’ Hill and Stanpit Marsh, it is a peaceful place for living, relaxing and working, for all its residents and visitors alike.’

12. Frequency of Community Committee Meetings

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As requested at minute No. 214 of the Community Committee on 26 October 2021, the Town Clerk to report the impact on officers’ time due to the Chairman’s request to change the frequency of meetings to monthly.

RECOMMENDATION: to approve the attached Schedule of Meetings for the remainder of the Civic Year for 2021/2022 to accommodate monthly Community Committee meetings.

13.	Neighbourhood Plan – design code Project Brief (Invitation to quote)	42
	<p>Recommendation:</p> <ul style="list-style-type: none"> a) Members to consider the attached project brief so as to engage consultants for the design theme of the neighbourhood Plan; b) Delegates to the Town Clerk to report to Resources Committee any applications and quotations received; and c) Delegates to Resources Committee the award of the contract. 	
14.	Classic Cars on the Quay 2022	Verbal report
	<p>Members to consider the application to hold the Classic Cars on the Quay 2022 on the following dates and to resolve accordingly:</p> <p>1st May 22nd May 19th June 24th July 4th September 25th September</p>	
15.	Exempt Business	
	<p>To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the following matters relating to the personal information of an individual.</p>	
16.	Meritorious Awards	Verbal report
17.	Transfer of Remaining Assets from BCP Council	
		Verbal report
18.	Old Town Hall Risk Assessment	
		To follow

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 20 September 2021 at at Homelands Hall, Kings Avenue,
Christchurch, BH23 1NA

Present:-

Cllr Mrs S Bungey – Mayor

Cllr A E Coulton – Deputy Mayor (apologies)

Present: Cllr V Charrett, Cllr M Cox, Cllr H Farrell-Jarvis, Cllr S Fotheringham, Cllr C A Gardiner, Cllr P Hilliard, Cllr G R Jarvis, Cllr D C Jones, Cllr T Lane, Cllr S J McCormack, Cllr Mrs S Spittle and Cllr M J Tarling.

Apologies: Cllr A E Coulton, Cllr Mrs F Cox, Cllr L Dedman, Cllr W Grace and Cllr G E E Polson.

Officers Cllr Daniel Lucas, Town Clerk
Present: Susan Roxby, Democratic Services Officer

Members
of the 2
Public
present: 0

Members
of the
Press
present:

174. Prayers

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

175. Declarations of Interest

There were no declarations of interest on this occasion.

176. Minutes of Previous Meeting

The minutes of the meeting held on 12 July 2021 were agreed and signed as an accurate record.

Voting: unanimous (1 abstention)

Proposed: Cllr Mrs S Spittle

Seconded: Cllr D Jones

177. Announcements

The Mayor

The Mayor welcomed new Councillor Harvey Farrell-Jarvis and the new Mayor's Secretary and announced that since the last meeting of the council she had been privileged to attend some wonderful engagements.

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.

In addition, the Mayor gave mention to the Civic Service being held on 10 October requesting that Members respond to the invitation, and also announced that a Memorial service for former Honorary Freeman, Cllr Colin Bungey was being held on 22 Oct at 12noon, and that everyone very welcome to attend.

The Town Clerk

The Town Clerk informed Members that a Planning application for 43 Bargates, Christchurch to raise objection was not send in time to the BCP Planning Department. The Town Clerk made the Chairman of the Planning Committee aware and the objection concerning was concerning policy HE 2 for the hight, bulk & mass of the application. However, the BCP planning officer had deal with this objection from the Town Council. To address this a diary note would be made for objections to be reported following each Planning and Regulatory meeting.

The Town Clerk stated that he had received comment from Cllr Vanessa Rickett, BCP Ward Councillor for Commons Ward, Christchurch, that at a BCP Council meeting on 14 September she had asked the following question regarding the Barrack Road cycle scheme:

'A petition with approximately 500 verified signatures has been handed into Council, from residents of Commons Ward concerned with the effect on road safety and business viability of the proposed dual cycleway along Barrack Road, as part of the Transforming Cities Fund'.

Please could the Portfolio Holder for Transport and Sustainability confirm that he is in receipt of this petition, and further guarantee that the concerns raised by residents will be fully taken into consideration and evaluated before any further action is taken on this part of the TCF scheme?'

The following reply was received from Councillor Mike Greene, Cabinet Member for Transport and Sustainability:

'The proposed improvements on Barrack Road form part of a fast, safe cycle route linking Christchurch to Merley via North Bournemouth and North Poole, with links to the wider Dorset network too.

The biggest problem on our roads is congestion. If by giving people safe and attractive choices we can persuade just a small percentage to choose a more sustainable mode of travel, this will have a significant impact on the level of congestion seen on our roads, allowing junctions to operate within their physical capacity and freeing the space up for those who do still want to use their cars. There will be benefits from reduced carbon emissions and improved air quality too.

As well as positive feedback and support for the proposals, we have also received a petition and other responses which express concern about proposed parking reduction outside some Barrack Road businesses. We will, of course, consider these responses and look at whether there are any mitigating or alternative measures which might be included before reaching any decisions on the final design.

I can assure Cllr Ricketts that any changes to the road, as with all highway improvements carried out by this Council, will strictly adhere to Department for Transport guidance to ensure that what is being designed will be safe for all road users, including emergency vehicles.

While the previous Administration adopted a dogmatic approach to road closures and other such measures, often without any pre-consultation, this Administration's approach is a much more pragmatic one which weighs up all the aspects fairly before making any changes.'

Cllr Ricketts had since been in contact with Cllr Greene and asked that they work together on both this scheme and the scheme that runs across the Golf Course in order that they can address the concerns of the residents of her ward.

178. Public Participation

An elector spoke raising concerns for the former Police/Magistrates site, a copy of which appears as Appendices 'B' to these minutes in the Minute Book.

Cllr Tarling, Chairman of the Planning and Regulatory Committee thanked the elector for raising his concerns and responded that the application was being held up by the section 106 agreement.

179. Public Questions

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

180. Questions from Councillors

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

181. Motions from Councillors

Cllr Mrs S Spittle proposed a motion, which was seconded by Cllr M Cox as follows:

2. "Christchurch Town Council is fully supportive of BIDs and the significant benefits and investment that they bring; and
2. Christchurch Town Council supports the Christchurch Business Improvement District (BID); and agrees that if the ballot is successful, the Council will pay any BID levy due in relation to the Council's hereditaments within the BID area (totalling £92.75 per annum) for 5 years".

Members were divided on their support for the proposed motion, some felt they could not support this motion, whilst others felt it should be supported.

RESOLVED that:

- a) **Christchurch Town Council is fully supportive of BIDs and the significant benefits and investment that they bring;**
- b) **Christchurch Town Council supports the Christchurch Business Improvement District (BID); and agrees that if the ballot is successful, the Council will pay any BID levy due in relation to the Council's hereditaments within the BID area (totalling £92.75 per annum) for 5 years; and**
- c) **Delegates to the Town Clerk to sign the ballot papers and return these on behalf of the Town Council.**

Voting: 7: 4 (2 abstentions)

182. Verbal Reports from Partner Organisations

The Mayor announced that she had attended a Clingan's Trust charity meeting last week and that they were presently looking for a new clerk.

A Member queried the Legates charity, the Town Clerk informed Members that this charity was not transferred to this Town Council and as such the Town Clerk was not employed to undertake the Trust's work and that a new clerk was being sought.

183. Committee Minutes

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

Planning Committee 20 July 2021

The Minutes of the meeting held on 20 July 2021 were received.

Voting: Unanimous

Resources Committee 3 August 2021

The Minutes of the meeting held on 3 August 2021 were received.

Voting: Unanimous

Planning & Regulatory Committee 17 August 2021

The Minutes of the meeting held on 17 August 2021 were received.

Voting: Unanimous

Community Committee 31 August 2021

The Minutes of the meeting held on 31 August 2021 were received.

Voting: Unanimous

Personnel Sub-Committee 1 September 2021

The Minutes of the meeting held on 1 September 2021 were received.

Voting: Unanimous

Planning & Regulatory Committee 1 September 2021

The Minutes of the meeting held on 1 September 2021 were received.

Voting: Unanimous

Personnel Sub-Committee 2 September 2021

The Minutes of the meeting held on 2 September 2021 were received.

The recommendation arising from the meeting of the Personnel Sub-Committee held on 2 September 2021 was then considered and approved:

Minute No. 152 Interviews for the role of Projects Officer (Exempt)

Voting: Unanimous

Personnel Sub- Committee 6 September 2021

The Minutes of the meeting held on 6 September 2021 were received.

The recommendation arising from the meeting of the Personnel Sub- Committee held on 6 September 2021 was then considered and approved:

Minute No. 159 Interviews for the role of Mayor's Secretary (Exempt)

Voting: Unanimous

Resources Committee 7 September 2021

The Minutes of the meeting held on 7 September 2021 were received.

Voting: Unanimous

Cllr Cox joined the meeting at 6.34pm.

Planning & Regulatory Committee 14 September 2021

The Minutes of the meeting held on 14 September 2021 were received.

The recommendation arising from the meeting of the Planning & Regulatory Committee held on 14 September 2021 was then considered and approved:

Minute No. 173. Commissioned Planning Report and Governance Structure at BCP Council (exempt).

Voting: Unanimous

184. Christchurch BID

The Christchurch BID Business Plan 2021 – 2026 was submitted, a copy of which had been circulated to each member a copy of which appears as Appendices 'C' to these minutes in the Minute Book.

Cllr Mrs Spittle thanked the Mayor and members of the Council for allowing her to represent this Council on the BID Steering Group and stated the following:

"For several months I have been keeping you up to date with the BID's Steering Group's activities which I am delighted to say is now coming to fruition. But first, what is the "BID"? Let me explain:-

In 2011, Mary Portas the retail expert and television personality, carried out a review into issues affecting the retail sector in the United Kingdom, and particularly high streets. This contained a stark assessment of the challenges high street retailers face, including online shopping and out-of-town superstores, all in the aftermath of a tough recession. That was

followed by a further threat to businesses we have just experienced – a Pandemic. She recognised the importance of high streets to British society and called them: ‘the heart of towns and cities’.

As a result, in December 2013, the government announced a billion pound package of support for the UK’s high streets, the Business Improvement District Scheme that would be led by and involved Businesses having a say in the improvement of their High Streets. There was also further funding to enable High Streets to set up their own proposed steering groups.

Also in 2013, the government announced its intention to introduce Property Owner Business Improvement Districts. This is how and why Christchurch Town council is eligible due to the ownership of The Old Town Hall, the centrepiece of Christchurch High Street.

BIDs can be a powerful tool for directly involving local businesses in local activities and allow the business community and local authorities, in this case BCP Council, to work together to improve the local trading environment, which, in Christchurch, includes tourism.

They are financed through a levy, based on the rateable value, being charged on all businesses and property owners in a defined area in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the local area.

There is no limit on what projects or services can be provided through a Business Improvement District. The only requirement is that it should be something that is in addition to services provided by local authorities. Improvements may include, but are not limited to, extra safety/security, cleansing and environmental measures.

The proposed Christchurch Town Council levy is £92.75 per year (or 25 pence per day)

The Business Improvement District proposer is required to develop a proposal and submit this to the local authority, along with a business plan, which members received from our Town Clerk. In addition there are regulations concerning the Ballot which is under discussion this evening, and you’ll be pleased to know is overseen by the Secretary of State, at the Ministry of Housing.

Before that stage, as you will see from the plan, a considerable amount of work was done, to include an initial survey to ascertain whether Businesses were interested to the Business Plan Launch event that you, Madam Mayor attended last month. The Consultants – Heartflood, well experienced in dealing with BIDs have been visiting businesses, and contacting Head, and Regional Offices of national companies who have now come on board, and can be seen in the papers before you.

Now the good news;-

Already, many towns and city retail areas have benefitted from this scheme for example;

Salisbury City Centre – £9,355,301

Yeovil – £9,756,897

Taunton, Somerset – £13,962,981

Ramsgate, Thanet – £2,704,213

Commercial Road, Portsmouth – £3,122,375

Fratton, Portsmouth – £3,858,489

Christchurch High Street must not be let down by this Town Council nor left behind their neighbours who have been successful in obtaining funds to improve their areas.

Unfortunately, there is often bad news and members may recall a fraud inquiry at the Bournemouth Coastal BID, which I cannot comment on tonight, not having sufficient information. I believe however, this is the first case of that type that I'm aware of. There are now over 300 BIDs, many of which have been operating for over 15 years.

Speculation has been made regarding the BID manager's salary, and I can assure not just members but also our two valued officers that it is no way near the figure banded around. I will not mention the amount, here, but if anyone wants more information see me afterwards.

Throughout the preparation, BCP Council, as the Local Authority, has been overseeing the process and will continue for at least the next 5 years. I am pleased to report that on 1st September 2021 the BCP Council Cabinet unanimously passed the resolution fully supporting and endorsing the BID proposal, agreeing to the Ballot being run by CIVICA, agreeing to pay the share of BID Levy (£16,211 per annum) for 5 years. I therefore recommend that a similar proposal be agreed by this Council concerning the agreement of the Christchurch BID, and payment of the levy charge of £92.75 per annum for 5 years.

There are strict requirements for the local authority to manage the collection and enforcement of BID Levy charges. In practice the BID body and the local authority establish a levy collection agreement often known as an Operating Agreement.

By Christchurch Town Council being part of the BID and its Ballot for agreement, this council will be an invaluable member through its ability to overview the Local Authority and ensure it is aware of any concerns raised by businesses in the Town Centre. The major benefit of having CTC on board is that we know, and have often been reminded, that this Council has been around for centuries and will be here for many more centuries. Christchurch Town Council can be relied on by the ever-changing Business fraternity of fair play, transparency and much more.

RESOLVED that the update on the Christchurch BID be noted.

185. Neighbourhood Plan Update

The Chairman of the Neighbourhood Plan Working Group informed Members that wider public consultation would be the next stage on the options being considered,

It was likely that some groups would need to commission external technical support, including on matters of traffic management, design and potentially the town centre.

A newsletter was being prepared to keep the public up-to-date and to provide opportunities for feedback.

RESOLVED that the verbal update be noted.

Voting: unanimous

Exempt Business

RESOLVED to pass 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 and emerging policy.

Voting: unanimous

186. Personnel Sub Committee – Recruitment consideration (exempt)

The Personnel Sub-Committee minutes were received.

187. BCP Planning Committee report (exempt)

Members were updated on the BCP Planning Committee report.

The meeting ended at 7.03pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

FULL COUNCIL

Minutes of the Meeting held on 26 October 2021 at 7.30pm at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA

Present:-

Cllr Mrs S Bungey – Mayor

Cllr A E Coulton – Deputy Mayor

Present: Cllr V Charrett, Cllr L Dedman, Cllr H Farrell-Jarvis, Cllr S Fotheringham, Cllr P Hilliard, Cllr G R Jarvis, Cllr D C Jones, Cllr T Lane and Cllr S J McCormack.

Apologies: Cllr M Cox, Cllr C A Gardiner, Cllr C Gordon, Cllr W Grace, Cllr Mrs S Spittle and Cllr M J Tarling.

Officers Present: Cllr Daniel Lucas, Town Clerk
Susan Roxby, Democratic Services Officer

Members of the Public present: 1
0

Members of the Press present:

217. Declarations of Interest

Cllr L Dedman, Cllr P Hilliard and Cllr S McCormack declared non-pecuniary interests in relation to minute no. 218 (Her Majesty's Platinum Jubilee celebrations and possible bids for City Status) as they were also BCP Councillors and remained present for the discussion and voting thereon.

218. Re Her Majesty's Platinum Jubilee celebrations and possible bids for City Status.

Reports were submitted, a copy of which had been circulated to each member a copy of which appears as Appendices 'A – D' to these Minutes in the Minute Book.

Members debated the possible bid for City Status raising that it was important to hold on to the uniqueness of Christchurch.

The Mayor felt that in order for the decision to have more gravitas that Christchurch residents should have the opportunity to have their say through an on-line survey on the Town Council's website

Cllr Farrell-Jarvis joined the meeting at 7.46pm.

Cllr McCormack proposed a motion that the Town Council writes to BCP to advise that it does not want to bid for City Status for Christchurch or for the wider BCP area. This proposal was seconded by Cllr Jones.

RESOLVED that the Town Council writes to BCP Council to inform them that the Town does not want to bid for City Status for Christchurch, or be part of a city status for a wider Bournemouth, Christchurch and Poole area.

Voting: 9: 2

The meeting ended at 7.55pm

CHAIRMAN

Mayor's Engagements 21 September 2021 to 22 November 2021

22 September 2021	Bridport Civic Day	Bridport
02 October 2021	Opening of the Wildlife Area in Druitt Gardens	Druitt Gardens
06 October 2021	Healthy Hearing centre - Grand opening	3a Saxon Square
09 October 2021	Christchurch Model Railway Exhibition (Attended by the Deputy Mayor)	Bournemouth School for Girls
10 October 2021	Civic Service	Christchurch Priory
21 October 2021	Trafalgar Dinner	Cumberland Hotel East Cliff
27 October 2021	Press Launch- Christchurch living advent calendar (Attended by the Mayor, Chair of Communities Committee and Town Clerk)	Kings Arms, Christchurch
30 October 2021	Poppy Appeal launch	Saxon Square
31 October 2021	St Mark's, Loved Ones Remembered service	St Mark's, Highcliffe, Hinton Wood Avenue, BH23 5AA
11 November 2021	Remembrance wreath laying	Quay Road Stone
14 November 2021	Remembrance services	Purewell Cross & Priory Church
16 November 2021	Laying Up of Old Colours	Winchester Cathedral
18 November 2021	Christchurch Carnival AGM	Highcliffe Sailing Club

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 5 October 2021 at 6.00pm at Homelands Hall, Kings
Avenue, Christchurch, BH23 1NA

Present:-

Chairman: Cllr M Cox

Vice-
Chairman: Cllr W Grace

Present: Cllr Mrs S Bungey, Cllr A Coulton, Cllr L Dedman, Cllr C A
Gardiner, Cllr S McCormack and Cllr G Polson.

Apol
ogies
:
Cllr P Hilliard
Daniel Lucas, Town Clerk
Susan Roxby, Democratic Services Officer

Officers
present: 0

Members
of the
Public
present: 0

Members
of the
Press
present:

188. Declarations of Interest

There were no declarations of interest on this occasion.

189. Minutes of Previous Meeting

The minutes of the meeting held on 7 September 2021 were agreed and signed as an accurate record.

Voting: Unanimous

Proposed: Cllr L Dedman

Seconded: Cllr A Coulton

190. Public Participation

There was no public participation on this occasion.

191. Public Questions

There were no questions from the public on this occasion.

192. Town Clerk's Report

The schedule of payments for the period 01.09.2021 to 30.09.2021 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 September 2021 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.

The Town Clerk updated Members on the room hire costs going forwards for future meetings to be held at Christchurch Library.

The Town Clerk further advised Members that the Council's Audit had now been completed.

The Chairman requested that petty cash payments be renamed as expenses recharges.

The Chairman commented that it may be prudent for the Council to consider opening an additional bank account to protect the Council should the current bank cease trading. He suggested looking at high street bank or other banks such as Starling. The Town Clerk advised that he would look at options for opening another bank account and report back to committee.

The Chairman stated that financial institutions such as Flagstone could manage the Council's investments and asked that the Town Clerk investigate.

A member questioned Rejuvenate IT charges and the Town Clerk advised that he would provide a report on IT charges between April 2019 to date.

RESOLVED that:

- a) the schedule of payments for the period 01.09.2021 to 30.09.2021 be approved; and**
- b) the monthly accounts for the period to the end of September 2021 be noted.**

Voting: unanimous

Proposed: Cllr A Coulton

Seconded: Cllr L Dedman

193. Exempt Business

RESOLVED to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the commercial affairs of businesses and the Council.

Voting: unanimous

Proposed: Cllr M Cox

Seconded: Cllr S McCormack

194. Car-Parking – Priory Ward.

The Chairman provided Members with a verbal update on car parking in Priory Ward.

The meeting ended at 6.50pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 19 October 2021 at 6.00pm at Homelands Hall, Kings
Avenue, Christchurch, BH23 1NA

Present:-

Chairman: Cllr M J Tarling

Vice-
Chairman: Cllr V Charrett

Present: Cllr G R Jarvis, Cllr D Jones, Cllr T Lane, and Cllr S Spittle.

Apologies: Cllr M Cox and Cllr S Fotheringham.

Officers
present: Daniel Lucas, Town Clerk
Susan Roxby, Democratic Services Officer

Members
of the
Public
present: 2

Members
of the
Press
present: 0

195. Declarations of Interest

Cllr Tarling declared a non-pecuniary interest in relation to Minute No. 199 (Application: 8/21/0929/FUL Reid Steel, former Peeks Party store and Monkey Madness Reid Street Christchurch BH23 2BT) as he was involved in a not-for-profit community group who had received sponsorship from Reid Steel in previous years and remained present for the discussion and voting thereon.

Cllr Mrs Spittle declared a non-pecuniary interest in relation to Minute No. 199 (Application: 8/21/0929/FUL Reid Steel, former Peeks Party store and Monkey Madness Reid Street Christchurch BH23 2BT) as she had attended meetings on the original application plans for the previous Christchurch Borough Council application and remained present for the discussion and voting thereon.

Cllr Mrs Spittle declared a non-pecuniary interest in relation to Minute No. 199 (Application: 8/21/0904/FUL Steamer Point (former MCA Training Centre) Steamer Point Christchurch BH23 4JQ as she knew 2 people who had objected to this application and felt this was not material as she did not socialise with them and remained present for the discussion and voting thereon.

Cllr Jarvis declared a non-pecuniary interest in minute no. 199 (8/21/0929/FUL Reid Steel, former Peeks Party store and Monkey Madness Reid Street Christchurch BH23 2BT) due to legal matters within the family and the appearance of bias and remained present for the discussion, but took no part in the voting thereon.

196. Minutes of Previous Meeting

The minutes of the meeting held on 14 September 2021 were agreed and signed as an accurate record.

Proposed: Cllr T Lane

Seconded: Cllr S Spittle

Voting: unanimous

197. Public Participation

The secretary of the Friars Cliff Residents' Association spoke in objection to planning application: 8/21/0904/FUL Steamer Point (former MCA Training Centre) Steamer Point Christchurch BH23 4JQ.

The Town Clerk read out statements from 3 residents in objection to planning application: 8/21/0597/H47 Ricardo Crescent Christchurch BH23 4BXOU.

198. Public Questions

There were no questions from the public on this occasion.

199. 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: 8/21/0904/FUL Steamer Point (former MCA Training Centre) Steamer Point Christchurch BH23 4JQ.

The secretary of the Friars Cliff Residents' Association spoke in objection to this proposed planning application raising concerns that the proposed 3-storey block of flats would be visually intrusive and not in character with the immediate area, a copy of which appears as appendix 'A' to these minutes in the minute book.

Members felt that the developer had not addressed the concerns from the previous application. It was intrusive and disappointing to see an application for a block of flats on this site when neighbouring properties were 3 and 4 bedroom houses. The loss of evergreen trees and the replacement of flowery trees would not be in character with the area. Members

considered that it was not acceptable that affordable housing had not been considered on this site.

Cllr Jones proposed a motion that objection be raised due to concerns not being addressed from the previous application - 8/21/0783/FUL. This proposal was seconded by Cllr Jarvis.

RESOLVED that objection be raised in the same terms raised by the Town Council as for application number 8/21/0783/FUL due concerns not being addressed from the previous application.

Voting: unanimous

Cllr Mrs Spittle declared a non-pecuniary interest this item as she knew 2 people who had objected to this application and felt this was not material as she did not socialise with them and remained present for the discussion and voting thereon.

B. Application: 8/21/0929/FUL Reid Steel, former Peeks Party store and Monkey Madness Reid Street Christchurch BH23 2BT.

Members raised traffic concerns for the access from Reid Steel to Fairmile road and felt there should be improvement to the junction at Reid Street. Members also considered that the application should be supported as it would help employment in Christchurch.

Cllr Jones proposed a motion that support be raised and requested that traffic concerns also be noted. This proposal was seconded by Cllr Spittle.

RESOLVED that support be raised, and make comment that members were disappointed with the treatment of the junction at Reid Street and Fairmile and would like to see a full traffic management plan; and a condition be added that HGV access to Reid Street be restricted.

Voting: unanimous (Cllr Jarvis declared an interest and did not vote)

Cllr Tarling declared a non-pecuniary interest in item as he was involved in a not-for-profit community group who had received sponsorship in previous years from Reid Steel and remained present for the discussion and voting thereon.

Cllr Mrs Spittle declared a non-pecuniary interest in this item as she had attended meetings on the original application plans for the previous Christchurch Borough Council application and remained present for the discussion and voting thereon.

Cllr Jarvis declared a non-pecuniary interest in this item due to legal matters within the family and the appearance of bias and remained present for the discussion, but took no part in the voting thereon.

C. Application: 8/21/0597/HOU 47 Ricardo Crescent Christchurch BH23 4BX.

The Town Clerk read out a statement from a resident in objection to the proposed application stating that as immediate neighbours at No. 45 and most affected by the proposed

development, they would like to reiterate their objections on the grounds that it would be overbearing to their home in a crescent of similar bungalows, and also reduce the amenity value of their lounge and garden.

The Town Clerk read out a second statement from a resident raising concerns that the proposed application would be a large overbearing extension and totally out of character for the road, a copy of which appears as appendix 'B' to these minutes in the minute book.

The Town Clerk read out a third statement from a resident raising concerns that the proposed development was inappropriate for the site and would have an adverse impact upon the visual amenity of the street scene and the residential amenity for immediate neighbours, a copy of which appears as appendix 'C' to these minutes in the minute book.

Cllr Jones proposed a motion that objection be raised due to the bulk and height of the proposed development which would be out of keeping to the street scene and detrimental to the amenity of neighbours. This proposal was seconded by Cllr Jarvis.

RESOLVED that that objection be raised due to

1. The proposed development, by reason of its scale and design, would result in a dominating and overbearing form of development harmful to the character of the street scene and would have an adverse impact on the visual amenities of the locality, contrary to Policies HE2, H12 and KS1 of the Local Plan (2014).

2. The bulk and scale of the proposed development would be detrimental to the visual amenity and living conditions to immediate neighbours contrary to policy HE2 of the Local Plan (2014).

Voting: unanimous

200. Highcliffe & Walkford Neighbourhood Plan

Members were asked to consider the Highcliffe & Walkford Neighbourhood Plan and add comment to the BCP consultation.

Members had no adverse comments on the Highcliffe and Walkford Neighbourhood Plan and considered that that the housing needs statement was good in stating that they did not need any more flats, but needed houses with gardens.

Cllr Jones proposed a motion that the Council makes no comment. This proposal was seconded by Cllr Jarvis.

RESOLVED that the Council makes no comment.

Voting: unanimous

201. Actions and Recommendations from the Neighbourhood Plan Working Group

The Chairman of the Neighbourhood Plan Working Group (NPWG) updated the committee that a mission statement was being considered by the NPWG and that all Town Councillors views were being sought.

The Town Clerk provided members with an update on Councillor resignations on the NPWG and informed members that Cllr Dedman and Cllr Jarvis had been appointed as full voting members on the NPWG.

Following Cllr Spittle's resignation from the NPWG there was a vacancy for 1 Councillor to join the group. An advert for community volunteers to join the NPWG would be placed on the Council's website and social media asking interested parties to submit an application form and CV.

RESOLVED that the verbal update be noted.

The meeting ended at 7.29pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 22 October 2021 at 6.00pm at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA

Present:-

Chairman: Cllr M Cox

Vice-
Chairman:

Present: Cllr A Coulton, Cllr L Dedman, Cllr C A Gardiner, Cllr P Hilliard, Cllr S McCormack and Cllr G Polson.

Apologies: Cllr Mrs S Bungey and Cllr W Grace

Officers
present: Daniel Lucas, Town Clerk
Susan Roxby, Democratic Services Officer

Members
of the
Public
present: 0

Members
of the
Press
present: 0

202. Declarations of Interest

There were no declarations of interest on this occasion.

203. Christchurch Christmas Lights

Members were asked to consider three quotations received from contractors for Christchurch's Christmas lights for a "one-off" installation for the Christmas season of 2021/2022, a copy of which had been circulated to each member and copies of which appear at Appendices 'A' and 'B' in the minute book.

The Town Clerk informed Members that BCP Council would contribute £11,000 towards the cost of the Christmas light installation as this would have been the cost to BCP if their technicians had carried out the installation.

The Town Council are waiting to hear back from the Chamber of Trade as to whether there would be a switch on event. The Christmas festival weekend would be held the last weekend of November.

Members compared costings for the three quotations and agreed that SparkX Ltd who were the company that provided the Christmas lights in previous years should be the Council's chosen provider for this year as they had experience of what was required for the installation.

RESOLVED that:

- a) the Council approved the quotation provided by SparkX Ltd for Christchurch's Christmas lights for a "one-off" installation for the Christmas season of 2021/2022 at a cost of £21,975.00 plus VAT £4,395.00 with the total sum payable £26,370; and**
- b) the Town Clerk be delegated the authorisation to enter into the contract and authorise payment accordingly.**

Proposed by: Cllr Hilliard

Seconded by: Cllr Dedman

Voting: unanimous

The meeting ended at 6.20pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on 26 October 2021 at 6.00pm at Homelands Hall, Kings
Avenue, Christchurch, BH23 1NA

Present:-

Chairman: Cllr A E Coulton

Vice-
Chairman: Cllr G R Jarvis

Present: Cllr Mrs S Bungey, Cllr V Charrett, Cllr L Dedman, Cllr S
McCormack.

Also in
attendance: Cllr P Hilliard

Apologies: Cllr Gardiner, Cllr W Grace and Cllr Mrs S Spittle.

Officers
present: Daniel Lucas, Town Clerk
Susan Roxby, Democratic Services Officer

Members
of the
Public
present: 5

Members
of the
Press
present: 0

204. Declarations of Interest

There were no declarations of interest on this occasion.

205. Public Participation

A representative from Christchurch Food Festival spoke in relation to Minute No. 207
(Christchurch Food Festival 2022).

206. Public Questions

There were no questions from the public on this occasion.

207. Minutes of Previous Meeting

The minutes of the meeting held on 31 August 2021 were agreed and signed as an accurate record.

Proposed: Cllr S McCormack

Seconded: Cllr L Dedman

Voting: unanimous

The Chairman provided Members with an update of a Geophysical Survey being carried out by the Christchurch Antiquarians in Druitt Gardens.

208. Public Questions

There were no questions received from the public on this occasion.

209. Mundeford Cricket Pavilion

The Town Clerk updated Members on damage to Mundeford Cricket Pavilion and asked the committee if they wished to consider the option of having shutters installed to the front and side of the pavilion. The police had advised against shutters as this would attract graffiti. CCTV had been ruled out due to low hanging eaves as the lens could be blurred. A witch's hat could be considered on a pole to survey the whole of the grounds, but this would be at considerable cost.

Members felt this was a police matter and not a Town Council issue and enquired what action the Police were taking. The Town Clerk informed the committee that the police recommendations were to remove the wooden railings from the pavilion and have an iron bar installed. They also advised that lighting would not be a deterrent, but recommended to have lighting on a timer, although the lights needed to be protected. The side door also required replacing.

The Town Clerk reported that the Council had arranged leaflet dropping in the area to inform residents of the damage to the pavilion and to report any issues. He considered that CCTV was not an option as it was easy to tamper with. Metal fencing could be placed around the veranda, but this would be a costly action.

Members felt that considerable funds had already been spent on the pavilion and queried if the cost of shutters would actually stop the vandalism.

RESOLVED that the Town Clerk be delegated to obtain quotations for the installation of shutters at Mundeford Cricket Pavilion for consideration at a future meeting of the Resources Committee.

Proposed: Cllr S McCormack

Seconded: Cllr L Dedman

Voting: unanimous

210. **Tuttons Well Update**

The Town Clerk informed Members on works at Tuttons Well and reported that there was a substantial wooden fence in place and that a grate was not required as the fence was sufficient. An additional bar could be added to the fence with a fine wire mesh going onto it which Cllr McCormack had kindly offered to help with this work. It was a too substantial sub for volunteers to clear the foliage as the reeds were 15ft high. The Council was waiting to hear back from BCP Council for a quotation for a tractor to clear out the culvert.

RESOLVED that the verbal report be noted.

211. **Christchurch Food Festival 2022**

Members were asked to consider giving consent to Christchurch Food Festival for use of the Quomps during the Queen's Platinum Jubilee Weekend.

The Town Clerk informed Members that the Queen's Platinum Jubilee Working Group had recommended this item to be considered by the Community Committee.

A representative from Christchurch Food Festival updated Members on the arrangements for 2022 and advised that they had moved the festival to Platinum Jubilee weekend. Events included a Red Devils parachuting display, the Royal British Legion marching from the church, large screens to be put up to televise the London jubilee event. A street party was proposed on the Quomps and they were asking traders to provide a sharing platter for people to buy and share amongst the community. There would be competitions for children, and plenty of good entertainment including the Jive Bunnies.

The Chairman asked if the stage could be moved further out as it was very cramped at this year's event and was informed that the stage would be moved out to create more space.

Members enquired how many people did they expected to attend the event and were informed that there would be 70 tables with 8 people per table making 560 people in total.

The committee enquired if the Food Festival organisers had contacted community groups to involve them in the event and were informed that this had not been possible yet as date of the event was to be confirmed.

Members enquired details for the setting up and packing up time for the event and were informed that it would be a 3-day build set up and a 1-day breakdown. There would also be a pop-up restaurant, the festival would be between Thursday 2 June 2022 to Sunday 5 June 2022.

Members further inquired if the Food Festival was a commercial firm now and were informed that the structuring of the event had the same percentage of profits going back into local charities.

Members felt that the event was just drawing people to one location and that this would clash with various street parties and asked if it could be held on the August bank holiday weekend. The Food Festival representative advised that this would not be ideal as the income would be 30% down due to other events being held on the August bank holiday.

Members felt that there would be traffic issues if the Town Council held a street party on the same weekend as the Food Festival and that this would stop the Council from arranging a Jubilee Event.

The Food festival representative stated that they would assist the Town Council by undertaking the event management plan for the proposed Council Street Party.

Members debated that Mudeford Recreational Ground or Watermans Park could be used as an alternative venue for the Town Council's the street party.

Members questioned if the street party would have a cost to the Council. The Town Clerk advised that there was the Britain in Bloom budget which could be used for a street party as this budget was unspent this year due to the Covid restrictions.

Cllr McCormack proposed a motion that the Council allows the Quomps to be used during the Queen's Platinum Jubilee Weekend for the Food Festival and a pop-up restaurant with the possible assistance of Christchurch Food Festival for the management of a Town Council event in the High Street. This proposal was seconded by Cllr Dedman.

RESOLVED that the Council gives consent to Christchurch Food Festival for the use of the Quomps to be used during the Queen's Platinum Jubilee Weekend for the Food Festival and a pop-up restaurant with the possible assistance of Christchurch Food Festival for the management of a Town Council event in the High Street.

Voting: 4:2

212. **Town Crier**

Members were asked to consider if the Council should appoint a Town Crier in a voluntary capacity.

The Mayor informed the Committee that she wished to bring back the tradition of the Council having a Town Crier and hoped to hold a competition on 5 December 2021 to select a Town Crier.

RECOMENDED to Full Council that:

- a) the Town Council seeks a Town Crier on a voluntary basis with the successful candidate to be chosen by way of a contest in Saxon Square determined by a panel of Judges (chosen by the Mayor, Cllr Mrs Sue Bungey); and**

- b) **the outfit and bell to be provided by way of donations/ volunteers with no cost to the Council.**

Proposed: Cllr Mrs S Bungey

Seconded: Cllr L Dedman

Voting: unanimous

213. **Council Notice Boards**

The Town Clerk informed Members that due to the listed building status of the Town Hall and the entrance to Druitt Gardens that pre application Planning Consent would be required for Council Notice Boards. A Planning agent would be required for the pre-applications and quotations would need to be obtained.

Members felt this would be too much a burden to the Town Council and agreed that they should not proceed further with the proposal for Council Notice Boards.

RESOLVED that the Council should not proceed further with the proposal for Council Notice Boards.

Proposed: Cllr L Dedman

Seconded: Cllr S McCormack

Voting: unanimous

214. **Frequency of Community Committee**

The Chairman asked Members to consider whether the Community Committee should meet monthly and not bi-monthly.

Members requested that the impact this would have on officers' time if the frequency was changed to monthly meetings be reported.

RECOMENDED to Full Council that:

- a) **the Community Committee schedule of meetings be amended so that the Committee sits on a monthly basis; and**
- b) **the impact on officers' time due to the frequency of meetings being changed to monthly be reported.**

Proposed: Cllr A Coulton

Seconded: Cllr Mrs S Bungey

Voting: unanimous

215. **Exempt Business**

RESOLVED that Members pass a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the following matters relating to the personal information of an individual.

Proposed: Cllr S McCormack

Seconded: Cllr L Dedman

Voting: unanimous

216. **Meritorious Awards**

Members received nominations for Meritorious Awards.

The meeting ended at 7.25pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 2 November 2021 at 6.00pm at Homelands Hall, Kings
Avenue, Christchurch, BH23 1NA

Present:-

Chairman:	Cllr M Cox
Vice- Chairman:	Cllr W Grace
Present:	Cllr Mrs S Bungey, Cllr L Dedman, Cllr C A Gardiner, Cllr P Hilliard, Cllr S McCormack and Cllr G Polson.
Apologies:	Cllr A Coulton
Officers present:	Daniel Lucas, Town Clerk Susan Roxby, Democratic Services Officer
Members of the Public present:	0
Members of the Press present:	0

219. Declarations of Interest

There were no declarations of interest on this occasion.

220. Minutes of Previous Meeting

The minutes of the meetings held on 5 October 2021 and 22 October 2021 were agreed and signed as an accurate record.

Proposed by: Cllr P Hilliard
Seconded by: Cllr S Bungey

Voting: unanimous

221. Public Participation

There was no public participation on this occasion.

222. Public Questions

There were no questions from the public on this occasion.

223. Town Clerk's Report

The schedule of payments for the period 01.10.2021 to 31.10.2021 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 October 2021 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.

Members noted the overpayment of 1p to Rejuvenate in September and that this would be amended by reducing the October invoice payment by 1p.

A member enquired whether the Council was going to claim a grant for the Neighbourhood Plan. The Town Clerk advised that the Council had applied to a pilot scheme for central government funds called Locality for a grant of £12,000 to assist with consultants' fees for the travel, walking and cycling subgroup. The Council was also applying for grants for housing tech support. The Council had budgeted for £50,000, but the costs to date were nowhere near that figure.

RESOLVED that:

- c) the schedule of payments for the period 01.10.2021 to 31.10.2021 be approved; and**
- d) the monthly accounts for the period to the end of October 2021 be noted.**

Proposed by: Cllr P Hilliard

Seconded by: Cllr W Grace

Voting: unanimous

224. Christchurch Library- Committee Meeting proposals

The Town Clerk updated Members on the costs for committee meeting rooms and storage at Christchurch Library.

A member questioned if Bournemouth and Poole Charter Trustees were charged for the storage of robes and civic possessions.

RESOLVED that the Council approved the cost of the committee meetings' room booking fees and storage costs at Christchurch Library as follows:

- a) evening room booking charge flat rate of £25 per session (5.30pm - 9pm) at community/public sector rate, plus caretaker cost for evening at £11 per hr/pro-rated = £38.50 per session. Total evening charge = £63.50 per meeting;**
- b) daytime meetings within the library opening hours are not subject to caretaker costs; and**
- c) Room 5 hire storage charge of £6,000 per annum.**

Proposed by: Cllr M Cox
Seconded by: Cllr P Hilliard

Voting: unanimous

225. Project Officer Advertisement

The Town Clerk updated Members that the Project Officer position had not been filled. Members were asked if they wanted to revisit how the job role was to be advertised and whether it should be a part-time or a full-time position. The Council's projects included the Old Town Hall roof and internal decoration works, Druitt Hall replacement windows, Scott's Hill Recreation ground, Druitt Gardens works and Britain in Bloom. The role was multi-faceted and included tender and procurement, quality control and health and safety.

Members felt that the Project Officer role should be advertised as a full-time role for 2 years and to attract good candidates that the salary be increased.

RESOLVED that the Town Clerk be delegated to revisit the job role specification with a maximum salary £32,000 – £34,000 in consultation with the Chairman and Vice-Chairman.

Proposed by: Cllr S McCormack
Seconded by: Cllr L Dedman

Voting: unanimous

226. Appraisals Policy

An Appraisals Policy 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.

RECOMMENDED to Full Council that the Appraisals Policy be adopted by the Council subject to an amendment to include points out of ten for performance.

Proposed by: Cllr M Cox
Seconded by: Cllr Mrs S Bungey

Voting: unanimous

227. IT Costs Report

An IT Costs 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.

At the request of Cllr Grace at the previous Resources committee meeting held on 5 October 2021 members were informed on IT Costs for the year to date for information. The Town

Clerk informed Members that approximately £5,000 had been spent this year to date on IT costs and that these costs included the website design cost of £2,000 and a laptop purchase of £1,000 for a new member of staff. Members agreed that the IT costs were reasonable.

RESOLVED that members noted the report.

Voting: nem-com.

228. Removals Costs

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 asked to consider the quotations received to assist in the removal costs of Town Council's civic possessions held at the Civic Offices, Bridge Street, Christchurch to be transported to Christchurch Library for storage.

A motion was proposed by Cllr Dedman that White and Company be the Council's chosen provider to transport the Council's civic possessions to Christchurch Library. This proposal was seconded by Cllr Mrs Dedman.

RESOLVED that:

- a) the Council approved the quotation provided by White and Company for the removal costs of Council's civic possessions held at the Civic Offices, Christchurch to be transported to Christchurch Library at a cost of ££480 plus VAT £96 and insurance £64.51 with the total sum payable £640.51; and**
- b) the Town Clerk be delegated the authorisation to enter into the contract and authorise payment accordingly.**

Proposed by: Cllr L Dedman

Seconded by: Cllr Mrs S Bungey

Voting: unanimous

Cllr W Grace left the meeting at 6.45pm.

229. Mudeford Cricket Pavilion – shutters

Following a recommendation at the Community Committee held on 26 October 2021, Members were asked to consider quotations for the installation of shutters at Mudeford Cricket Pavilion.

The Town Clerk informed Members that he had received one quotation which included 2 security option costs of £7,500 and £8,100 to supply and install shutters at Mudeford Cricket Pavilion and advised he was waiting receipt of further quotations.

Members were divided and some felt that some of the responsibility for the building should be passed on to the Cricket Club and not completely paid by the Council. The Town clerk informed Members that the Cricket Club had a licence to use Mudeford Cricket Pavilion and that they did not a full repairing lease.

Other Members felt that the Cricket Club should not be held responsible for the vandalism and that as the Council owned the building that it should be maintained by the Council as it was a community asset.

RECOMMENDED to Full Council that the Cricket Club be invited to attend a meeting of Full Council to discuss whether they wanted the provision of shutters at Mudeford Cricket Pavilion.

Proposed by: Cllr M Cox

Seconded by: Cllr P Hilliard

Voting: unanimous

230. 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 personal information of an individual.

Proposed by: Cllr G Gardiner

Seconded by: Cllr M Cox

Voting: unanimous

231. Overtime Payment

Members were updated on an overtime payment to a member of staff.

The meeting ended at 7.30pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 9 November 2021 at 6.00pm at Homelands Hall, Kings
Avenue, Christchurch, BH23 1NA

Present:-

Chairman: Cllr M J Tarling

Vice-
Chairman: Cllr V Charrett

Present: Cllr S Fotheringham, Cllr D Jones and Cllr T Lane.

Apologies: Cllr M Cox and Cllr G R Jarvis.

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

Members of the
Public present:

Members of the
Press present:

232. Declarations of Interest

There were no declarations of interest on this occasion.

233. Minutes of Previous Meeting

The minutes of the meeting held on 19 October 2021 were agreed and signed as an accurate record.

Voting: unanimous

Proposed: Cllr D Jones

Seconded: Cllr V Charrett

234. Public Participation

There was no public participation on this occasion.

235. Public Questions

There were no questions from the public on this occasion.

236. Actions and Recommendations from the Neighbourhood Plan Working Group – Mission Statement for Neighbourhood Plan (NPWG).

Members were asked to consider the draft mission statement from the Neighbourhood Plan Working Group and finalise and recommend to Full Council a final agreed version.

The NPWG Chairman wished to place on record his thanks to everyone who had contributed towards the Neighbourhood Plan mission statement.

RECOMMENDED to Full Council that the mission statement from the Neighbourhood Plan Working Group be approved for adoption by the Council for the purposes of the Neighbourhood Plan as appended below:

‘Christchurch is unspoilt and charming and will continue to be an attractive and vibrant town in its unique peaceful setting at the confluence of the rivers Avon and Stour close to the sea.

Steeped with individuality bestowed by its: historic town centre, the Mudeford and Friars Cliff coastline, the Priory, St Catherines’ Hill and Stanpit Marsh, it is a peaceful place for living, relaxing and working, for all its residents and visitors alike.’

Voting: 4:0:1 (Chairman abstained)

Proposed by: Cllr D Jones

Seconded by: Cllr V Charrett

The meeting ended at 6.12pm

CHAIRMAN

Christchurch Town Council
Schedule of Meetings for the remainder of 2021/2022 Civic Year

Date 2021/22	Meeting – 6pm
Monday, 22 November 2021	Council
Tuesday, 30 November 2021	Planning Committee
<i>Monday, 6 December 2021</i>	<i>Community Committee</i>
Tuesday, 7 December 2021	Resources Committee
Tuesday, 14 December 2021	Community Committee
Tuesday, 4 January 2022	Planning Committee
<i>Monday, 10 January 2022</i>	<i>Community Committee</i>
Tuesday, 11 January 2022	Resources Committee
Monday, 17 January 2022	Council
Tuesday, 25 January 2022	Planning Committee
<i>Monday, 7 February 2022</i>	<i>Community Committee</i>
Tuesday, 8 February 2022	Resources Committee
Tuesday, 15 February 2022	Community Committee
Tuesday, 22 February 2022	Planning Committee
<i>Monday, 7 March 2022</i>	<i>Community Committee</i>
Tuesday, 8 March 2022	Resources Committee
Monday, 14 March 2022	Council
Tuesday, 22 March 2022	Planning Committee
<i>Monday, 4 April 2022</i>	<i>Community Committee</i>
Tuesday, 5 April 2022	Resources Committee
Tuesday, 12 April 2022	Community Committee
Tuesday, 26 April 2022	Planning Committee
Tuesday, 3 May 2022	Resources Committee
<i>Wednesday, 4 May 2022</i>	<i>Community Committee</i>
Monday, 16 May 2022	Annual Council

Christchurch Neighbourhood Plan

Preparation of a Design Code in line with the National Model Design Code

Agenda
item 13

Invitation to Quote – November 2021

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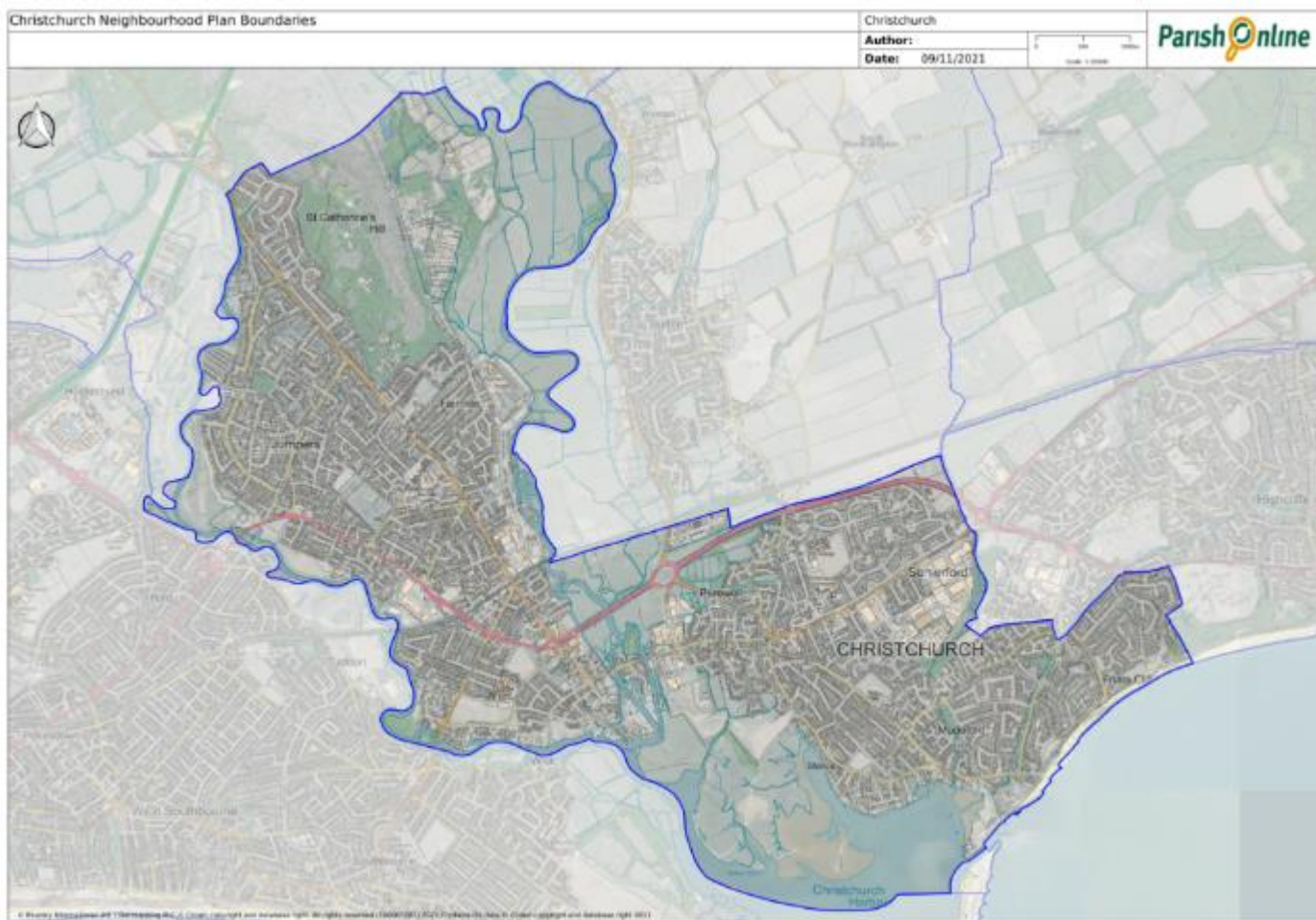


Christchurch Town Council

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

1. Background

Christchurch Town Council is preparing a Neighbourhood Plan for the whole of Christchurch Parish (see Map 1). This work is being led by a Neighbourhood Plan advisory committee called the Neighbourhood Plan Working Group, reporting to the Planning & Regulatory Committee and Full Council as appropriate.



Map 1- Christchurch Parish and Neighbourhood Plan Boundaries

The project consists of the preparation of a Design Code for Christchurch in line with the [National Model Design Code](#) (NMDC) as part of the ongoing neighbourhood plan process.

Christchurch, home to over 36,000 residents, is part of the UK's newest city region and faces the challenge of retaining its identity whilst contributing to the wider growth of the city. The city region brings together three different towns, Bournemouth, Christchurch and Poole, with Christchurch

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

described as “a place of heritage, character and beauty, which needs a balance of sympathetic investment and protection”.

Situated at the confluence of the two main rivers (River Avon and River Stour), Christchurch originates from approximately 350 AD. The town was originally known as Tweoxneam (Twynham) from Old English meaning between two rivers. The landscape and settlement pattern of Christchurch has been shaped, and heavily influenced by topography and drainage. The topography is formed by the low-lying wide scale valleys of these two rivers. Both rivers have extensive river flood plains which today, play a significant role in shaping/limiting the growth/development of the town.

Key designations include:

- Over 170 Listed buildings and structures, 6 Conservation Areas and 7 scheduled monuments
- 4 SSSI – much of which is also internationally protected (as SPA / SAC / Ramsar sites)
- Green Belt

Christchurch Town Council has embarked on a Neighbourhood Plan, and the first consultation revealed huge appreciation of the town, and a general discontent about new buildings and poor quality urban design. Heritage and design has therefore emerged as a lead theme. The Christchurch area and surrounding context is complex with its coastal areas, a main town centre, and various suburbs, and as such the design approach will need to differ by sub-area. In that context, the design code is intended to be a part of the Neighbourhood Plan to provide a design approach that would differ by sub-area and help ensure that new development and design proposals respect and compliment the distinctive local character of the town. The design code is expected to:

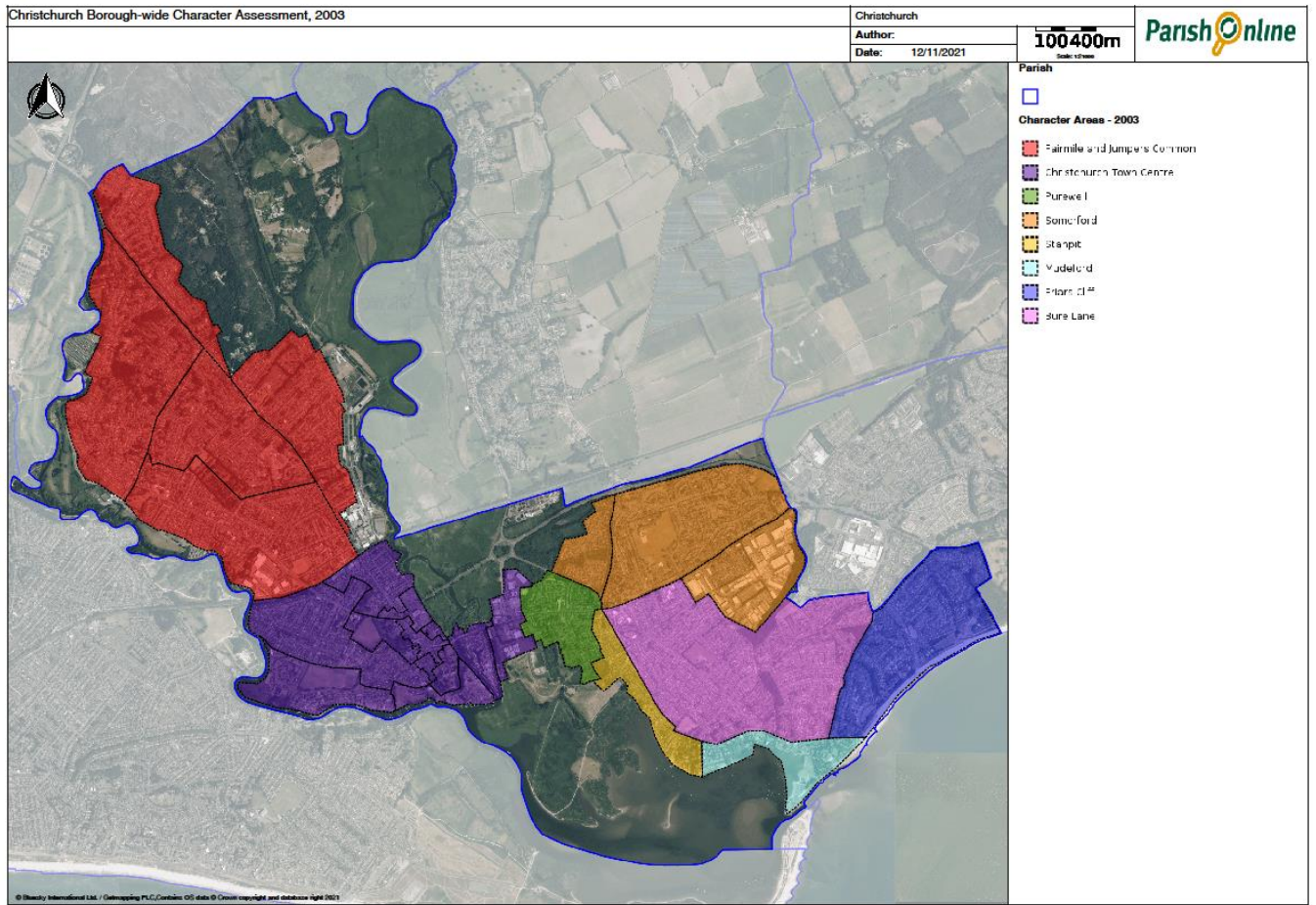
- Effectively reflect community aspirations
- Ensure delivering high quality urban design in line with the local character
- Act as an effective tool for the delivery of new communities that respect the local/historical character of the area.

1.1. Previous work

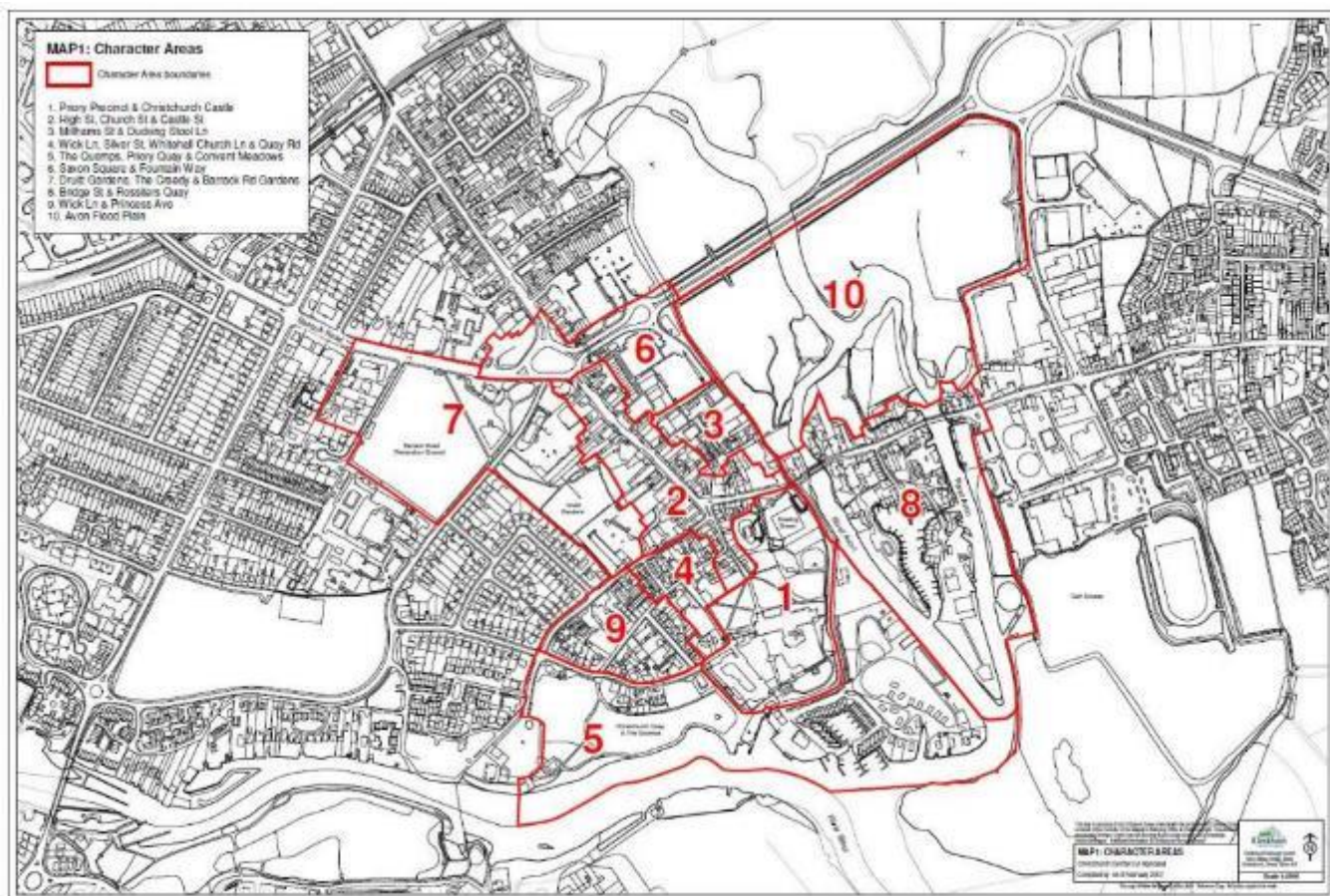
There are three studies that focus on the identification of the character areas in Christchurch. The decisions on sub areas, however, have varied between these studies.

- [Dorset Historic Towns Project Report Historic Urban Characterisation for Christchurch, 2011](#): The study, produced as part of the Dorset Historic Towns Survey, identifies a total of 25 ‘Historic Urban Character Areas’ of which 17 lie within the current Parish boundaries. The report presents each character area in respect to their homogeneous character, distinctive topographic features, built character and archaeological potential (Map-2).
- [Christchurch Borough-wide Character Assessment, 2003](#): The study is ‘high level’ and accompanied by a much more general [design advice note](#). The study considers each ward separately and undertakes a character assessment within individual ward boundaries (Map-3).
- [Conservation Area Appraisal & Management Plan, 2005](#): The study focuses on Town Centre only and considers the historic character of the Town Centre in 10 distinctive parts/elements (Map-4).





Map 3 - Character areas in Christchurch Borough-wide Character Assessment (2003)



Map 4 - Town Centre character Areas in Conservation Area Appraisal & Management Plan (2005)

1.2. Design Code and community involvement

NMDC puts an emphasis on having effective engagement with the community when the design code is prepared, and suggests that 'communities need to be involved at each stage of the process in order to gain measurable community support that is appropriate for the scale and location of new development'. So it is important that the Christchurch community is involved within each stage of the design code preparation process.

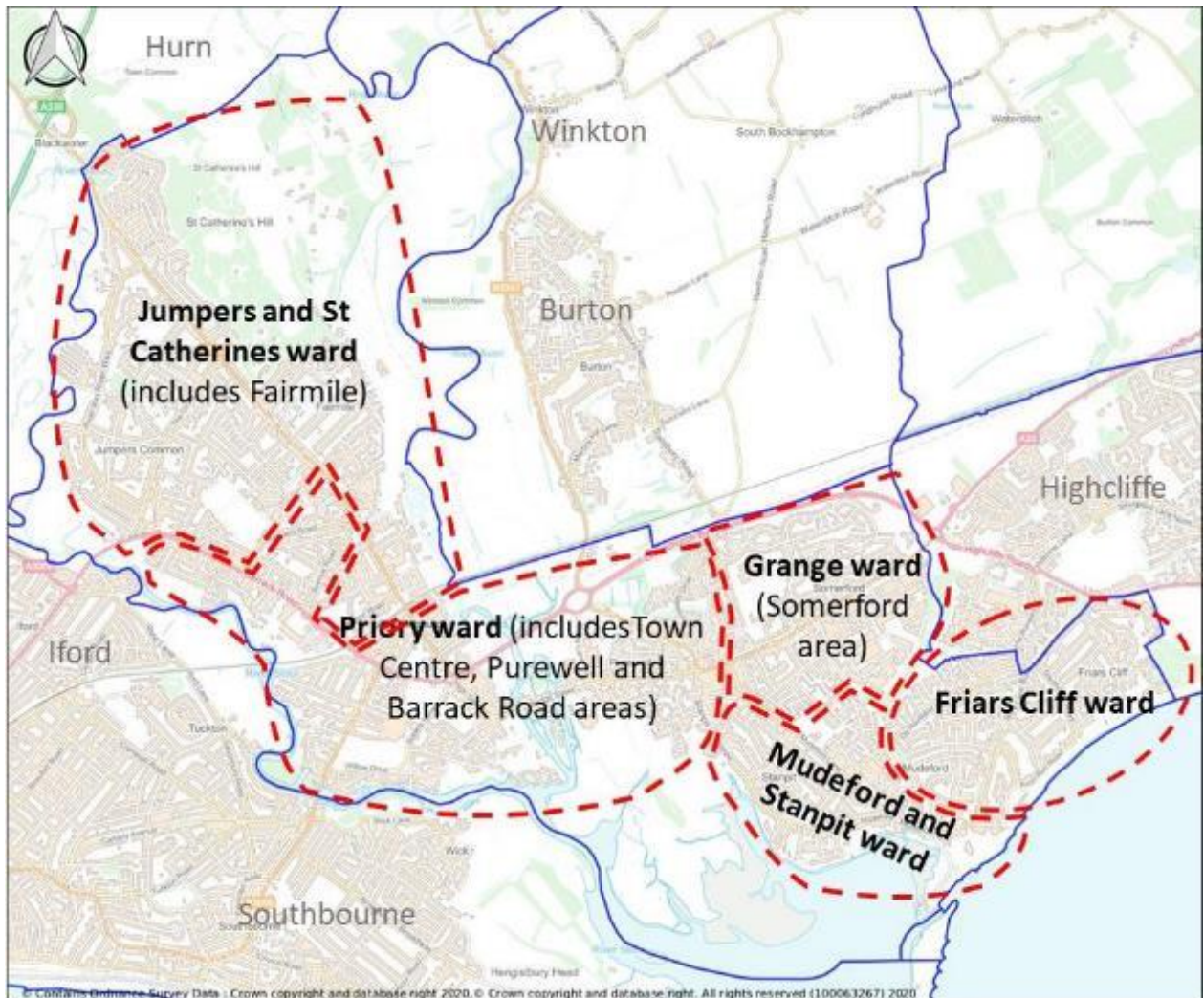
As part of the work on the Neighbourhood Plan, we have established:

- Neighbourhood Plan website
- Facebook Page
- Instagram page
- Email distribution list for newsletter – approximately 700 email addresses
- Volunteers for focus group discussions - approximately 350 email addresses
- Local champion volunteers - approximately 130 contacts

2. Project Area

The project area will be the whole parish of Christchurch, as shown in Map 1. It is envisaged that the design code will differ based on sub-areas to be determined, given the different characteristics found

across the area. This may be based on the previous character area assessment, adjusted as appropriate, and should also consider the use of the electoral boundaries (the town contains five wards: The Priory; Jumpers and St Catherine's; Mudeford and Stanpit; Friars Cliff and Grange) of appropriate.



Map 5 – Christchurch Town wards

The different wards are described further below:

2.1. The Priory Ward including Christchurch Town Centre

The Town Centre forms a distinct neighbourhood with the historic Saxon burgh at its core. The historic core of Christchurch developed around the Christchurch Priory, the castle ruins, Christchurch Quay (Harbour) and the surrounding open/green spaces around the Harbour. These elements make the historical core of Christchurch a unique setting where built heritage blends with attractive environmental features.

Some of the major components of the town centre are:

Christchurch Priory and Castle Ruins

- The Christchurch Priory, a Grade I listed building which was built in the 11th century, overlooks the Christchurch town centre and the Harbour.
- The Christchurch Castle and the Constable's House, both Grade I listed Norman dwellings which survive as ruins, do constitute together with the The Priory the most prominent landmarks of the town and significantly contribute to the historical image of the town.



Image 1 - Christchurch Priory

Image 2 - Constable's House

The High Street and the Saxon Square

- The High Street, which is the principal shopping area for the town, is the historic processional route to the Priory. The street's historic boundary to the west follows the line of the former Saxon Burgh.
- Saxon Square, constructed in c1983, is the primary commercial centre in Christchurch and ground floors are predominantly retail shop units. The old Town Hall is a significant landmark building that links High-Street to the Saxon Square.



Image 3 - Christchurch Priory
Hall

Image 4 - Christchurch High-Street and the Old Town



Image 5 - Saxon Square (View from the Old Town Hall)

Church Street and Castle Street

- Church Street area comprises the approach to the Priory and contains a large number of historic buildings. The street has a strong historic character and creates an effective link between the quiet formal setting of the church grounds and the more active High Street.
- Castle Street, which runs east and west, follows the curving line of the former Castle ditch. This street formed by this intervention to the Saxon town plan for many centuries led to the towns market square (at the junction of High-Street, Castle Street and Church Streets).



Image 6 - Church Street
Street, looking towards the High-Street



Image 7 - Castle

Millhams Street and Ducking Stool Lane

- As a contrast with the larger scale High Street, Millhams Street, is a narrow residential side street set between the main High Street and the Mill Stream which defines eastern edge of town. The predominantly two storey terrace cottages, some brick, some painted, give a strong and unique character to the street.
- Ducking Stool Lane and an alleyway connection off Millhams Street provide access to the side of the Mill Stream.



Image 8- The Millhams Street
Street

Image 9 - The Millhams

Christchurch Quay and The Quomps

- The Christchurch Quay and the Quomps, as contrast with built up area of the Town Centre, is dominated by large open/green space, an attractive riverside views with boating activity adding visual interest to the water frontage. The Quomps, which provides a strong views to Priory, is an active part, home to many events and festivals, activity of water front make this a lively part of the Town Centre. It is a very popular location for locals and visitors alike and benefits from its strong visual relationship with the Priory and the wider harbour. Mature trees make a very significant contribution to the character of this part of the conservation area.
- A listed bandstand and the historic Place Mill (Grade II* listed) provide focal points and activity. A riverside walk allows visitors access to follow the river up stream to the west.



Image 10 - The Quomps park and the Priory



Image 11 - Christchurch Quay

Druitt Hall and Gardens

- Druitt Hall and the gardens offers a series of open areas behind the High Street and provides opportunities to create a new 'heart' for the town but also to develop underused land to enhance this area's role within the Town Centre. Within the scope of the Core Strategy (2014), the area is designated as one of the five 'strategic town centre sites' - the nature and form of development could include a mix of uses that together with the Library, Druitt Hall and Regents Centre, could become the cultural core of the town.
- Druitt Gardens is designated as scheduled monument and contains the Grade 2 listed remains of an original Saxon Wall.

Bridge Street and Rossiters Quay

- The historic streetscape of the Bridge Street is punctuated by the two river crossings with predominantly residential and office uses fronting on to road. The rivers and the bridge help define gateway approach into the Town Centre. Bridge crossings of the Avon provided a strategic route east to create the line of Bridge Street leading out to the medieval suburb of Purewell (Christchurch Borough-wide Character Assessment, 2003).



Image 12 - Bridge Street - from the old Civic Buildings Image 13 - Bridge Street

Bargates and the Fountain Roundabout

- The historic core of the Town Centre was by-passed in 1958. The Bargates area has suffered from the severance caused by the A35. Physically the area has been cut off from the main High Street with pedestrians directed into an underpass. Today, the lack of connection in between the Bargates and the High-Street appears to be one of the significant issues in terms of the connectivity of the pedestrian circulation.
- There are a group of listed buildings (Grade-I) alongside and the adjacent streets of the Bargates. Side roads include attractive groups of Victorian terraces.

Purewell and Barrack Road areas

The Priory ward also includes the Purewell and Barrack Road areas. Outside the town centre, much of the modern development has taken the form of low or moderate density, low rise residential estates. Barrack Road was considered to have more in common with Fairmile and Jumpers Common. With the earliest phases of the development dating from the pre and immediate post war era, many of these more residential areas now have a well established and mature character.

Purewell is linked with Stanpit, Mudeford and Friars Cliff in the Christchurch Borough-wide Character Assessment, 2003. Purewell Conservation area protects the main street frontage connecting Stony Lane to Purewell Cross. This was originally the medieval suburb of the main town. This short section of streetscape is now contained between small scale modern housing estates to the north and south

and a mix of warehouse, retail, industrial and recreational uses to the west. The area around the former civic centre offices has been highlighted for potential re-development.

2.2. Jumpers and St Catherines ward

Jumpers Common forms the western extension of the built up area to the north of the town centre. The area is separated from the main town by the Southern Railway. To the east the neighbourhood is enclosed by the forests of St Catherine's Hill, to the west the area is bordered by the River Stour. This includes a range of early 20th century onwards estate layout of uniform housing, detached individual houses and bungalows in large plots.

The area also includes some employment land, a significant element of which has been highlighted for potential re-development.

2.3. Mudeford and Stanpit ward

Mudeford represents the gradual expansion of settlement and recreational facilities along the coastal fringe between formerly rural hamlets. It is defined by its position on the coast and the edge of Christchurch Harbour.

The Mudeford Quay Conservation Area protects the Quay and areas of the 'village', Bure Lane and part of the Avon Run promenade. This character area description concentrates on the 'Village Street' area as a (subtly different) continuation of the Stanpit Lane area described in the previous section.

Stanpit lies along the eastern edge of Christchurch Harbour. Modern housing estates form the major part of this area, with areas of modern infill.

2.4. Friars Cliff ward

Friar's Cliff was one of the earliest phases of estate type development in the area. It includes

- Area of early estate, layout with straight, wide interconnected through roads.
- Low density, large well ordered houses and bungalow development.
- Properties generally set back with good sized front and rear gardens.
- Mature garden and street tree cover with predominance of distinctive large Maritime Pines. Although some gardens are enclosed by planting the estate has an open welcoming feel.
- Variety of building styles ranging from one off individual properties to groups of standard designs. Despite prime coastal setting properties not overly exclusive or dominant. Overall significant continuity in the character of the development as early 20th century development

2.5. Somerford (Grange) Ward

Somerford (Grange) ward is made up of both residential and commercial areas. A range of large scale retail, commercial premises and industrial areas are based alongside this route. The main housing area, developed as a council estate, dates from the 1950s / '60s.

The area is sandwiched between the busy A35 and Somerford Road. The Somerford Road acts a main route into Purewell, Stanpit and the Eastern side of the Town Centre

3. Project requirements

The purpose of this study is to produce an area-based design code for Christchurch that demonstrates a thorough understanding of the area's character and has been informed by community engagement to establish what elements are important.

The design code should provide, in line with the National Model Design Code definition "a set of simple, concise, illustrated design requirements that are visual and numerical wherever possible to provide specific, detailed parameters for the physical development of a site or area". It should vary between the different sub-areas in order to reinforce the distinctive nature of the different parts of the parish.

In summary, the Design Code should:

- Understand and respect local character of the area
- Help achieve sustainable development in meeting the challenge of climate change
- Reflect community aspirations
- Ensure planning decisions will help new development to be of a high quality design in line with the local / historical character of the area.

4. Proposed stages and timescales

The proposed stages and timescales are as follows:

<i>Project Stage</i>	<i>Project Element</i>	<i>Proposed Timeframe</i>
Stage 1 – appoint consultants	Expression of interest and quote submitted by consultant	17 December 2021
	Interviews of shortlisted consultants (2 maximum)	w/c 10 January 2022
	Confirmation of consultant appointment	w/c 24 January 2022
Stage 2 – initial design code development	Project initiation meeting to clarify timescales, community engagement and working arrangements	w/c 31 January 2022
	Site visits and community engagement – involving volunteer input as appropriate	February 2022
	Progress update meeting	w/c 28 February 2022
	Draft design codes produced for consultation	w/c 14 March 2022
Stage 3 – consultation and refinement of codes	NP team to run community consultation and collate feedback	April 2022
	Results forwarded to consultants	End April 2022
	Consultant to produce final report responding to main issues raised in consultation and updates to design codes as necessary	w/c 16 May 2022

5. Budget

The maximum budget available is up to a maximum of £24,000 (to include all disbursements but excluding VAT). Please include a breakdown of the budget as part of your quotation relating to project milestones (i.e. delivery of the draft report and delivery of the final report to an acceptable quality standard).

We would consider bids that involve use of the Locality technical support package – if this is a requirement this should be clearly explained within the quotation.

Anticipated expenses in relation to matters such as producing publicity material, hire charges for meeting rooms etc. as part of the project should be listed separately (but not costed) and will be agreed as part of the working arrangement (Stage 2-a).

The project will be paid in installments, subject to agreement.

6. Project Management

The project will be managed by the Christchurch Neighbourhood Plan steering group on behalf of Christchurch Town Council. The lead contact for this project will be the Town Clerk (Daniel Lucas) and retained planning consultant (Jo Witherden of Dorset Planning Consultant Ltd).

Christchurch Town Council will retain ownership of the work, but will grant the consultants the right to publish and re-use the material submitted, and will be fully credited for their work.

7. How to apply

The written quotation should be no more than six, A4 single side pages excluding appendices and must contain the information set out below:

- a) A fixed fee based on the requirements set out in this invitation to quote. The fee must be exclusive of VAT and inclusive of all expenses and disbursements unless otherwise specified.
- b) Details of the general approach to be taken including a brief method and work programme illustrating how the project will be completed in accordance with the proposed project timetable.
- c) The consultant's team for this commission. For each member of the consultant's team, please provide their name, their project role, a short description of their qualifications and experience relevant to this commission, and their day rate.
- d) Details of the consultant's experience of producing similar studies within the last five years.
- e) Details of any known conflicts of interest, particularly with regard to relationships with: any developer, agent, land owner, or anyone with an interest in any of the proposed strategic sites in the parish.
- f) Details of your Professional Indemnity and Public Liability Cover
- g) The names and contact details (e-mail address and telephone number) of two previous clients who could be approached as references.

The closing date for receipt of quotations is 5pm on Friday 17 December 2021. Applicants must not approach Councillors, Officers and those engaged by the Council in the preparation of the Neighbourhood Plan.

The quotation should be sent by email (no larger than 10MB) to: Daniel Lucas, Town Clerk, Christchurch Town Council, email: townclerk@christchurch-tc.gov.uk

8. Decision Making

Applications will be assessed and based on a scored approach against the following criteria:

- Evidence of understanding the project requirements (25%)
- Evidence of having relevant previous experience (25%)
- Evidence of providing value for money (25%)
- Evidence of ability to deliver the project to a high standard on time and to budget (25%)