



Christchurch Town Council

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

Annual Council Agenda

Monday, 16 May 2022, 6.00pm

You are summoned to attend the annual meeting of the **Christchurch Town Council** to be held at Christchurch Library, High Street, Christchurch, BH23 1AW **on Monday, 16 May 2022 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 R D Luscombe

Cllr Mrs S Spittle

Cllr M J Tarling

The business to be transacted is set out overleaf

Daniel Lucas
Town Clerk

10 May 2022

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 16 March 2022 and 5 April 2022. Exempt Minutes withheld from agenda pack but to be confirmed also.

7 – 17

5. Committee Minutes

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

Planning Committee 22 March 2022

To receive the Minutes of the meeting held on 22 March 2022

18 – 20

Resources Committee, 5 April 2022

To receive the Minutes of the meeting held on 5 April 2022

21 – 23

Community Committee, 12 April 2022

24 - 27

To receive the Minutes of the meeting held on 12 April 2022 and to consider the recommendation arising therefrom: -

Minute no. 405 Motions from Councillor

RECOMMENDATION to be considered at a future Council meeting (other than Annual Council).

Planning Committee, 26 April 2022

To receive the Minutes of the meeting held on 26 April 2022

28– 31

Resources Committee, 3 May 2022

To receive the Minutes of the meeting held on 3 May 2022 and to consider the recommendation arising therefrom: -

32 – 35

Minute no. 422 Transfer of Funds to the Public Sector Deposit Fund from the Unity Trust bank account.

RECOMMENDATION to Full Council that the Town Clerk be delegated the transfer of £150,000 from the Unity Trust Current Account to the Public Sector Deposit fund.

6. Mayor 2022-2023

To elect the Mayor of the of Christchurch for the duration of the 2022/23 Municipal Year

7. Town Mayor's Acceptance of Office

To receive the Town Mayor's declaration of acceptance of office

8. Mayor 2021/22 - Vote of Thanks

To propose a vote of thanks to Councillor Mrs Sue Bungey and Mr Michael Trowman for their services as Mayor and Consort during the past year.

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|-----|---|---------|
| 9. | <p>Appointment of Deputy Town Mayor 2022/23</p> <p>To appoint the Deputy Town Mayor of Christchurch for the duration of the 2022/23 Municipal Year</p> | |
| 10. | <p>Deputy Town Mayor’s Acceptance of Office</p> <p>To receive the Deputy Town Mayor’s declaration of acceptance of office.</p> | |
| 11. | <p>Appointment of Mayor's Chaplain</p> <p>The Mayor will appoint the Mayor’s Chaplain for the 2022/23 Municipal Year.</p> | |
| 12. | <p>Standing Committees, Committee Memberships and Outside Bodies Representation 2022/23</p> <p>To appoint the standing committees and to approve the arrangements made for the appointment of Members to Committees and Outside Bodies Representation.</p> | 36 – 37 |
| 13. | <p>Renewal of Council Policies</p> <p>To review and update where necessary the Town Council Policies.</p> <p>RECOMMENDATION: That the Town Council reviews and adopt any such revisions accordingly for its existing and/or reviewed Council Policies for 2022-23.</p> | 38 |
| 14. | <p>General Power of Competence – Declaration</p> <p>Section 1 of the Localism Act 2011 (“LA”) provides that a local authority has the power to do anything that individuals may generally do. “Local Authority” is defined in section 8 of the LA2011 and includes an “eligible” parish/town council. The prescribed criteria which a local council is required to fulfil in order to become an eligible parish council are set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It confirms that a local council is eligible to use the general power of competence if:- it has a qualified</p> | |

clerk; a minimum of two-thirds of the total number of councillors have been elected; and it has resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions. "Qualified Clerk" means one who has attained one of: the Certificate in Local Council Administration; the Certificate of Higher Education in Local Policy; the Certificate of Higher Education in Local Council Administration; or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications and the clerk completed training on the General Power of Competence, unless such training was part of obtaining a qualification mentioned above.

It is RECOMMENDED that the Council RESOLVES that it meets the criteria for 2022/23 as defined in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in having a qualified clerk and a minimum of two-thirds of its councillors have been elected and as a matter of law has the right to exercise the general power of competence as defined.

15. Annual Governance Statement 2021/2022

Appendix 1

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 at the meeting where approval was given.

16. Annual Accounts 2021/2022

Appendices
2 – 4

RECOMMENDATION: Full Council NOTES the Income and Expenditure Account and Balance Sheet for the Council's year end position as at 31 March 2022; 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 2022 (Section 2 of the AGAR) and the Annual Statements be signed by the Mayor of the meeting where approval was given.

17. Update of signatories to the Council's Bank Account Mandate.

Following the appointment of the Mayor, Cllr A Coulton and Deputy Mayor, Cllr V Charrett for the 2022-2023 Civic Year, signatories are required to be updated on the Unity Trust Bank Mandate.

RECOMMENDED that when practicably possible:

1. Cllr Mrs S Bungey be removed as a signatory;
2. Cllr L Dedman be removed as a signatory;
3. Cllr V Charrett be added as a signatory;
4. Cllr S McCormack be added as a signatory; and
5. Council be content that Cllrs A Coulton, Cllr M Cox and Cllr P Hilliard remain as signatories

18. Confirmation of signatories to the Public Sector Deposit Fund mandate.

RECOMMENDED that the following Councillors and the Town Clerk remain signatories on the Public Sector Deposit Fund mandate:

1. Cllr Mrs Susan Bungey
2. Cllr Michael Cox
3. Cllr Mrs Avril Coulton
4. Town Clerk, Daniel Lucas

19. New laptop – quotation

Members to consider the attached quotation for a new laptop for a member of staff as detailed in appendix 5 and to resolve accordingly.

Appendix 5

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 16 March 2022 at Christchurch Library, Room 14,
High Street, Christchurch, BH23 1AW

Present:-

Cllr Mrs S Bungey – Mayor

Cllr A E Coulton – Deputy Mayor

Present: Cllr V Charrett, Cllr Mrs F Cox, Cllr L Dedman, 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 G E E Polson, Cllr Mrs S Spittle

Apologies: Cllr M Cox, Cllr S Fotheringham, Cllr W Grace, Cllr T Lane and Cllr M J Tarling.

Officers Daniel Lucas, Town Clerk
Present: James Atkinson, Project Officer

Members of the
Public present: 3

Members of the
Press present: 0

365. Prayers

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

366. Declarations of Interest

There were no declarations of interest on this occasion.

367. Minutes of Previous Meeting

The minutes of the meetings held on 17 January 2022 and 8 February 2022 were agreed and signed as an accurate record.

Voting: Unanimous – 13: 0 (1 abstention)

Proposed: Cllr Coulton

Seconded: Cllr Charrett

368. Announcements

The Mayor

The Mayor announced that, since the last meeting of the council, she had been privileged to attend some wonderful engagements, highlighting the Pancake race and that invitations had been sent out for the Mayors Gala Dinner on 6th May.

In addition, the Mayor gave mention to the successful Town Crier event, 200 people attended along with 4 neighbouring Town Criers.

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.

369. Public Participation

The Mayor reported that no Members of the Public had been registered to speak in accordance with the Council's Standing orders.

370. Public Questions

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

371. Questions from Councillors

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

372. Motions from Councillors

This matter was deferred to be considered at the next Community Committee.

Proposed: Cllr Jones

Seconded: Dedman

Vote: Unanimous

373. Verbal Reports from Partner Organisations

Cllr Spittle gave an update report introducing the BID's work and how it was uniting the business community.

374. Committee Minutes

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

Planning Committee 25 January 2022

The Minutes of the meeting held on 25 January 2022 were received.

Voting: Unanimous

Proposed: Cllr Coulton

Seconded: Cllr Jones

Community Committee, 15 February 2022

The Minutes of the meeting held on 15 February 2022 were received.

Voting: Unanimous

Proposed: Cllr Coulton

Seconded: Cllr Jones

Planning Committee, 22 February 2022

The Minutes of the meeting held on 22 February 2022 were received.

Voting: Unanimous

Proposed: Cllr Coulton

Seconded: Cllr Jones

Resources Committee, 8 March 2022

The Minutes of the meeting held on 8 March 2022 were received.

The recommendations arising from the meeting of the Resources Committee held on 8 March 2022 were then considered and approved:

Minute no. 360 Interim Audit Report

Voting: Unanimous

Proposed: Cllr Jones

Seconded: Cllr Hilliard

Minute no. 358 Financial Regulations – Budgetary Control and Authority to Spend

Voting: Unanimous

Proposed: Cllr Coulton

Seconded: Cllr Gardiner

Minute 364. Appointment of Events Assistant (Exempt)

Voting: Unanimous

Proposed: Cllr Jones

Seconded: Cllr Hilliard

Cllr Mrs F Cox joined the meeting at 6.50pm.

375. Proposal to use Christchurch Quay

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

Members were asked to consider use of Christchurch Quay by Park Yoga.

Cllr Spittle raised concerns over conflict with other events being held on the Quomps, and was informed that officers would manage this as part of their day job.

RESOLVED that use of Christchurch Quay by Park Yoga be approved.

Voting: Unanimous

Proposed: Cllr Hilliard

Seconded: Cllr Jones

376. Town Crier

Members were informed that the outfit formerly used by Christchurch Borough Council's Town Crier had been located at Winchester Museum. It was hoped that the outfit could be used by Christchurch Town Council's new Town Crier and that arrangements could be made to loan the outfit from the Hampshire Culture Trust.

Should a new outfit be required, the Christchurch BID have offered sponsorship of £500 in exchange for their branding being on the outfit somewhere in the form of a badge or similar. This leaves funding of up to £3,000 required.

The Mayor wished to appoint the runner up of the competition as the Council's Deputy Town Crier who she hoped will be able to provide his own outfit.

Cllr Gardiner had offered her 17th Century Enactment Group outfits to the Council as an option for the Town Crier's outfit.

Members wanted to know the reason why the Hampshire Cultural Trust was refusing to return the outfit. The Town Clerk informed members that the former Town Crier's family had gifted the outfit, rather than loaned it, therefore the Hampshire Cultural Trust was unable to return it.

Cllr Hilliard suggested the outfit was returned on loan and that this council takes more of an active part on the board of the Red House Museum. Cllr Hilliard further suggested that a budget of £500 would be appropriated for the Town Crier's outfit.

Cllr Dedman proposed a motion for the recommendation to be amended that there should be a fall back to spend up to £3,000 and to continue to investigate the return of the original outfit. This motion was seconded by Cllr McCormack. On putting to the vote, the motion was carried.

Vote 14-1

RESOLVED that Council:

- a) continues to investigate the return of the original Town Crier outfit**
- b) notes the current position on the Town Crier;**
- c) approves the creation of a Deputy Town Crier at zero cost; and**
- d) continues to investigate all options and as a fall back agrees to spend up to £3000 for the Town Crier's outfit if all other options fail.**

Voting: 14:1

Proposed: Cllr Dedman

Seconded: Cllr Jones

Cllr G E E Polson left the meeting at 7.40pm.

377. Platinum Jubilee update

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 asked to consider estimations received for the installation of anchor points on third party shop frontages for the purposes of providing bunting installation points through the Town Centre.

RESOLVED that the Town Council:

- a) does not use Community Infrastructure Levy;
- b) utilises the Platinum Jubilee/Britain in Bloom budget for the forthcoming financial year of 2022/2023;
- c) the Platinum Jubilee/Britain in Bloom budget is set at £25,000;
- d) approves the Anchor points, Bunting and Flag total estimated cost of the project be in the region of £18,000 exclusive of VAT; and
- e) the Platinum Jubilee/Britain in Bloom budget be increased by £10k if funds allow a virement to take place to cover the Britain in Bloom element and the Town Clerk to take to report to Resources Committee accordingly.

Voting: Unanimous

Proposed: Cllr Jones

Seconded: Cllr McCormack

378. To Receive Written Applications for the Office of Town Councillor by co-option– Jumpers and St Catherine’s Ward.

The applicant’s details for the role and co-option of a Town Councillor for Jumpers and St. Catherine’s Ward had been circulated to each member and 5-minute presentations were provided to members from the following Applicants:

Mr Mark Davies

Mr Davies thanked Members for the opportunity to be considered for the co-option to the Council and advised that he lived in Christchurch for 10 years with my wife and three children. He currently worked in the defence sector, in software production. He had previously worked for Network Rail and for Southampton City council, in both these roles he gained an understanding of the challenges involved in the planning and maintenance of public facing facilities.

His father was a Councillor at parish level, interested in giving back to the community, aspirations are to assist with the Neighbourhood plan, can help develop website that can include booking schedules to create something different and to help develop Christchurch as a destination.

Dr Robert Luscombe

Dr Luscombe thanked Members for the opportunity to be considered for the co-option to the Council and advised that he had relocated to Dorset three years ago from Devon. Career was in pharmaceuticals, suffered a heart attack, following recovery has run marathons

Involved with Maritime Volunteer Service in Christchurch harbour and worked with other local formal bodies.

These included BPC Council and the Dorset Marine Police to ensure both heritage and conservation in the harbour environs, as well as helping to maintain an environment that encourages both locals and tourists to safely enjoy the beauty of this area. He was also a group member of the Stour Partnership Valley working to develop the Stour Valley as a future regional park, as he had a great interest in ecology whilst regularly walking along the river valley.

He had previous experience of working with local authorities whilst living in Cheshire, and had worked with Congleton and Macclesfield MP’s on environmental projects connected to the local canals and Bollington Valley Project.

He had thirty years’ experience with a leading global pharmaceutical, and he considered that his transferable skills combined with his interest in local matters, such as the environment, green and open spaces, leisure facilities, traffic and neighbourhood plan would bring value to the Town Council.

As a resident of Christchurch, he had a great interest in ensuring that the area continues to develop, whilst maintaining and conserving the heritage along with the beautiful countryside and coastline.

How he will contribute:

- Strategic thinker
- Strong ethics
- Passionate about Christchurch
- SMART objectives

The Mayor thanked both of the applicants for their informative presentations.

379. Town Council Offices

Cllr Coulton raised the following questions:

- Should the Town Council (TC) look for TC offices in the coming financial year?
- Do we need TC offices to house the safe?
- How long will BCP house our valuables?
- Do the TC need their own offices?
- Do Councillors need a permanent meeting room other than the Town Hall?
- Do TC officers need permanent office space?

RESOLVED to task the Town Clerk to bring a report to a future meeting of the Resources committee to consider how best to proceed with finding Town Council Offices for Christchurch Town Council.

Voting: Unanimous

Proposed: Cllr Jones

Seconded: Cllr Dedman

380. Exempt Business

RESOLVED that members passed a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matters relating to the personal information of third parties and the commercial affairs of businesses of the Council being discussed.

Voting: Unanimous

Proposed: Cllr Hilliard

Seconded: Cllr Spittle

381. Co-Option of Town Councillor (Exempt)

Members debated the merits of the applicants for the role and co-option of Town Councillor for Jumpers and St. Catherine's Ward.

382. Events Assistant (Exempt)

Members considered an application received for the role of Events Assistant.

383. Car Parking - Priory Ward (Exempt)

The Town Council resolved to make a statement at the next BCP Full Council meeting and nominated a Town Councillor to attend accordingly.

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

Members agreed that their chosen candidate for the co-option of the Town Councillor for Jumpers and St. Catherine's Ward.

Proposed: Cllr Hilliard

Seconded: Cllr Spittle

Voting: Unanimous

RESOLVED that Dr Robert Luscombe be formally co-opted as the Council's chosen candidate and a Town Councillor for the casual vacancy in the Jumpers and St Catherine's Ward.

he meeting ended at 8:18pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

FULL COUNCIL

Minutes of the Meeting held on 5 April 2022 at 7.00pm at Christchurch Library, Room 14, High Street, Christchurch, BH23 1AW

Present:-

Cllr Mrs S Bungey – Mayor

Present: Cllr M Cox, (via video conferencing) Cllr L Dedman, Cllr S Fotheringham, Cllr P Hilliard, Cllr G R Jarvis, Cllr R D Luscombe, Cllr Mrs S Spittle and Cllr M J Tarling.

Apologies: Cllr V Charrett, Cllr A E Coulton, Cllr C A Gardiner, Cllr W Grace and Cllr D C Jones.

Officers Present: James Atkinson, Projects Officer, Cllr Daniel Lucas, Town Clerk and Susan Roxby, Democratic Services Officer.

Members of the Public present: 7

Members of the Press present: 0

398. Declarations of Interest

Cllr Mrs S Bungey declared a non-pecuniary interest in relation to Minute No. 399 (CHRISTCHURCH: Funding for Holiday Activities and Food Programme) as Somerford Youth and Community Centre is one of her Mayoral Charities for 2022-22 and the appearance of bias, and remained present for the discussion, but took no part in the voting thereon.

Cllr P Hilliard declared a non-pecuniary interest in relation to Minute No. 399 (CHRISTCHURCH: Funding for Holiday Activities and Food Programme) as he knew the representative from the Somerford Youth and Community Centre through business contact, but did not have a close relationship with him and remained present for the discussion and voting thereon.

399. CHRISTCHURCH: Funding for Holiday Activities and Food Programme

Members were asked to consider a request for funding from the Somerford Youth and Community Centre (SYCC) for Holiday Activities and Food Programme.

Young people who attended the SYCC spoke at committee and informed Members how the funding would help them with their activities at the centre. The Manager and Youth Mental Health First Aid Trainer, SYCC informed Members that SYCC had recently been refused HAF grant funding for the Easter period by BCP. He provided Members with an

overview of the funding required to support the Holiday Activities and Food Programme, a copy of which had been circulated to each member a copy of which appears as Appendix 'A' to these Minutes in the Minute Book. He further raised the following points:

- SYCC had received £80,000 HAF funding for 2 weeks in the previous year 2022-2022.
- SYCC had applied for £480,000 HAF funding for this year 2022-2023, but unfortunately were turned down for funding.
- BCP Council upon SYCC's concerns about being rejected offered SYCC £4,400 contingency funding for 200 places over 10 days during the 2022-2023 holidays.
- Currently there were between 100 to 130 children requesting activity places at SYCC each day.
- There was a short fall of £24,000 of funding over the Easter holiday period.
- The cost per person was £40 and HAF had provided £22 per person funding which resulted in a shortfall of £18 per person.

Members noted that some parents were receiving money through a voucher scheme for food during the holiday period.

Members debated the funding required and considered that it was important to support the funding request. They noted that a shortfall of £18 per person x 100 children x 10 days would result in £18,000 funding being required.

The Town Clerk informed members in clear terms that the funding request had not been budgeted for by the Town Council in this year's budget and advised that there was a Contingency fund of £19,425 and a Community Grant fund of £10,000. Members wished to use the Unspent/Uncommitted General Fund and not the Contingency or Community Grants funds. The Town Clerk also stressed that the General Power of Competence can be used and that there was a clear wider public interest in serving the community and younger generation of Christchurch coming from less privileged and low-income backgrounds.

Cllr Hilliard proposed a motion that the Town Council approves funding of £18,000 for the Somerford Youth and Community Centre for the Holiday Activities and Food Programme. This motion was seconded by Cllr Dedman.

Cllr Cox proposed an amendment to the motion that the Council explores the opportunities to work with SYCC in the future. The amendment was accepted by Cllr Dedman and Cllr Hilliard. On putting the motion to the vote it was carried.

RESOLVED that the Town Council:

- a) approves funding of £18,000 for the Somerford Youth and Community Centre for the Easter Holiday Activities and Food Programme;**

- b) subject to receipts/proof of expenditure to be returned to the Council within a month of the end of the Easter activities;**
- c) Christchurch Town Council be acknowledged in social media and website;**
- d) the council's Community Grants Policy terms be adhered to;**
- e) explores the opportunities to work with SYCC in the future;**
- f) the funding comes from the unspent General Fund; and**
- g) delegates to Town Clerk the administration of the grant funding payment.**

Proposed: Cllr P Hilliard

Seconded: Cllr L Dedman

Voting: 6:0 (1 abstention by Cllr Mrs Bungey)

The meeting ended at 7.56pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL
PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 22 March 2022 at 6.00pm at Christchurch Library,
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr M J Tarling
Vice-Chairman: Cllr V Charrett
Present: Cllr T Lane and Cllr S Spittle.
Also in attendance: Cllr R D Luscombe
Apologies: Cllr M Cox, Cllr S Fotheringham, Cllr G R Jarvis, and Cllr D Jones.
Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Administrative Support Officer
Members of the Public present: 2
Members of the Press present: 0

385. Declarations of Interest

There were no declarations of interest on this occasion.

386. Minutes of Previous Meeting

The minutes of the meeting held on 22 February 2022 were agreed and signed as an accurate record.

Voting: unanimous

Proposed by: Cllr V Charrett
Seconded by: Cllr T Lane

Cllr Spittle joined the meeting at 6.02pm.

387. Public Participation

Cllr Ricketts, BCP Commons Christchurch Ward Member spoke in objection to minute no. 389 8/21/1214/OUT Land on the corner of The Grove and Barrack Road, Christchurch, Dorset.

An elector spoke in objection to minute no. 389 8/21/1214/OUT Land on the corner of The Grove and Barrack Road, Christchurch, Dorset.

388. Public Questions

There were no questions from the public on this occasion.

389. 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: 8/21/1214/OUT Land on the corner of The Grove and Barrack Road, Christchurch, Dorset.

The Town Clerk read out a statement from Cllr Fotheringham in objection to this application, a copy of which appears as appendix 'A' to these minutes in the minute book.

An elector spoke in objection to this application, a copy of which appears as appendix 'B' to these minutes in the minute book.

Cllr Ricketts, BCP Commons, Christchurch Ward Member spoke in objection to this application and wished to hear the Town Council's views so that she could take these back to BCP Council. She raised concerns on parking, overdevelopment of the site and that the flood risk had not been addressed. The Environment Agency had also raised concerns. The former Christchurch Borough Council had identified that the site should remain as an open site. She further considered that the application was contrary to Policy ME6.

Members felt the application was of an urban over dominant design and that the houses were too small and had a lack of amenity space. Concerns were also expressed on parking issues and the flood risk.

RESOLVED that objection be raised due to:

- 1) The proposed development fails the Sequential Test as there are other reasonably available alternative sites with lower flood risk that could accommodate this development. As such the proposal is contrary to policy ME6 of the Christchurch and East Dorset Local Plan and paragraph 162 of the National Planning Policy Framework 2021;**
- 2) The proposed development by reason of the combined effect of the scale and height of the building and spread of built form across the site will result in an intrusive and dominant form of development which would have an adverse impact on the character and visual amenities of the street scene. The proposal is considered to be contrary to Policies HE2, H12 and LN2 of the Christchurch and East Dorset Local Plan (2014);**

- 3) The proposed development would not achieve quality and sustainable design by reason of the lack of amenity space for all future occupiers due to high site coverage in hard landscaping with no amenity or green space. The lack of intuitive bin storage design contrary to waste handling standards would also create a poor living environment for future occupiers contrary to Policies HE2 and H12 of the Christchurch and East Dorset Local Plan (2014) and paragraph 130 of the NPPF;
- 4) The proposed development fails to secure a Heathland Infrastructure Project and in combination with other residential developments is likely to have a significant impact on the European protected habitat sites. The proposal is contrary to Policy ME2 of the Christchurch and East Dorset Local Plan, the Dorset Heathland SPD 2020-2025 and paragraphs 180 and 182 of the National Planning Policy Framework 2021;
- 5) The proposed development, by reason of the lack of affordable housing provision contribution is considered to be contrary to Policy LN3 of the Christchurch and East Dorset Local Plan (2014).

It was noted that at the time of the consideration the LPA's planning portal did not include the affordable housing viability report contrary to National [Guidance](#) at Paragraph: 010 Reference ID: 10-010-20180724 which provides: "*Any viability assessment should follow the government's recommended approach to assessing viability as set out in this National Planning Guidance and be proportionate, simple, transparent and publicly available*". Given the overwhelming public interest in the volume of schemes in the Christchurch area avoiding affordable housing provision due to viability the Town Council impresses upon the LPA to publish as a matter of course going forwards.

Voting: unanimous

Proposed by: Cllr V Charrett
Seconded by: Cllr S Spittle

The meeting ended at 7.37pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 5 April 2022 at 6.00pm Christchurch Library, Room
14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr M Cox (via video conferencing)
Cllr Mrs S Bungey (in the chair)

Present: Cllr L Dedman, Cllr C A Gardiner and Cllr P Hilliard.

Also in attendance: Cllr S Fotheringham, Cllr Mrs S Spittle and Cllr M Tarling.

Apologies: Cllr A Coulton and Cllr W Grace

Officers present: James Atkinson, Projects Officer, Daniel Lucas, Town Clerk and Susan Roxby, Democratic Services Officer.

Members of the Public present: 2

Members of the Press present: 0

390. Appointment of Chairman

Cllr Mrs S Bungey was appointed Chairman for the duration of the meeting.

Proposed by: Cllr P Hilliard
Seconded by: Cllr C Gardiner

Voting: unanimous

391. Declarations of Interest

There were no declarations of interest on this occasion.

392. Minutes of Previous Meeting

The minutes of the meeting held on 8 March 2022 were agreed and signed as an accurate record.

Proposed by: Cllr P Hilliard
Seconded by: Cllr C Gardiner

Voting: unanimous

393. Public Participation

There was no public participation on this occasion.

394. Public Questions

There were no questions from the public on this occasion.

395. Town Clerk's Report

The schedule of payments for the period 01.03.2022 to 31.03.2022 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.

Cllr M Cox joined the meeting via video conferencing facilities at 6.08pm.

The monthly accounts for the period to the end of March 2022 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

RESOLVED that:

- a) **the schedule of payments for the period 01.03.2021 to 31.03.2021 be approved; and**
- b) **the monthly accounts for the period to the end of March 2021 be noted.**

Proposed by: Cllr L Dedman

Seconded by: Cllr P Hilliard

Voting: unanimous

396. Christmas Lights Procurement

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

Members were asked to consider the Tender Document and proceed with publication on Contract Finder.

The Project Officer informed Members that there had been an overwhelming support from residents in the consultation for the Christmas lights and a 90% support for a switch on event.

RESOLVED that:

- (a) Members considered the report and the attached Procurement document as Appendix 1; and**

(b) agreed to proceed with a procurement process to find best value for the Christmas Lights.

Proposed by: Cllr P Hilliard

Seconded by: Cllr L Dedman

Voting: unanimous

397. Telephony Solutions

Cllr Mrs Bungey raised the issue of having a telephony solution for Officers to include a voicemail capability given the hybrid-flexible working Model Officers currently work with.

The Town Clerk Informed Members that officers now had an upgraded phone software service which included voicemail.

RESOLVED that Members noted the upgrade to officers' phone software service to include Voicemail.

The meeting ended at 6.47pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on 12 April 2022 at 6.00pm at Christchurch Library,
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr W Grace (in the chair)

Vice-Chairman:

Present: Cllr C A Gardiner, Cllr S McCormack and Cllr Mrs S Spittle.

Also in attendance: Cllr R Luscombe.

Apologies: Cllr Mrs S Bungey, Cllr V Charrett, Cllr A Coulton, Cllr L Dedman and Cllr G R Jarvis.

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

Members of the Public present: 1

Members of the Press present: 0

400. Election of Chairman

Cllr W Grace was elected Chairman for the duration of the meeting.

Voting: unanimous

Proposed: Cllr S McCormack

Seconded: Cllr C Gardiner

401. Declarations of Interest

There were no declarations of interest on this occasion.

402. Minutes of the Previous Meeting

The minutes of the meeting held on 15 February 2022 were agreed and signed as an accurate record.

Voting: unanimous

Proposed: Cllr S McCormack

Seconded: Cllr W Gardner

403. Public Participation

The representative from 20's Plenty for Us spoke in relation to minute no. 405 (motions from Councillors).

404. Public Questions

There were no questions from the public on this occasion.

Cllr Mrs S Spittle joined the meeting at 6.10pm.

405. Motions from Councillors

Members were asked to consider a notice of motion proposed by Cllr Gardner and seconded by Cllr Grace as follows:

Recommends to a future meeting of Council after Annual Council that Christchurch Town Council:

- 1. Supports the 20's Plenty for Christchurch campaign;**
- 2. Calls on BCP Highway authority to implement 20mph in Christchurch Town Centre, the exact roads to be decided after consultation with residents and traders; and**
- 3. Will write to request 20mph speed limits on streets throughout Christchurch where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.**

Following debate an amendment to the proposed motion was proposed by Cllr McCormack and seconded by Cllr Grace to amend at point 3, to delete 'Christchurch' and replace with 'Christchurch Town Centre'.

On putting the amendment to the vote it was carried.

Voting: unanimous

The representative from 20's Plenty for Us spoke via Zoom Conferencing facilities updating Members on the following:

The 20's Plenty for Us organisation supported communities that wanted a 20 miles per hour limit due to road safety issues, economic and pollution benefits, and the promotion for active travel of walking and cycling. There had been a 30% reduction in traffic levels since the 20 miles per hour limit had been introduced in other areas.

RECOMMENDS to Council that Christchurch Town Council:

- 1. Supports the 20's Plenty for Christchurch campaign;**

2. **Calls on BCP Highway authority to implement 20mph in Christchurch Town Centre, the exact roads to be decided after consultation with residents and traders; and**

3. **Will write to request 20mph speed limits on streets throughout Christchurch Town Centre where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.**

Voting: 3:0:1

Proposed: Cllr W Gardiner

Seconded: Cllr W Grace

406. Community Speed Indicator Devices

The Town Clerk updated Members that BCP reported there was a great deal of work to undertake and that they had taken on a new colleague who had commenced training, and they anticipated that the assessment of the Speed Indicator Devices would be completed before the summer. Arrangements to get the existing Vehicle Activator Sign repaired, or replaced if it could not be repaired, was also being undertaken.

RESOLVED that the verbal report be noted.

407. Wayfinder Totem and Posts

Photos of the locations of Wayfinders posts and a new location plan were circulated at the meeting and appear as appendices 'A' and 'B' to these minutes.

The Town Clerk read out a statement from Cllr Coulton as she was unable to attend the meeting with a proposal that the Town Clerk writes to BCP Council to confirm that the Town Council wishes to have black Totems and Finger Posts.

RESOLVED that the Town Clerk be delegated to write to BCP Council confirming that the Town Council wishes to have black Totems and Finger Post and query whether the caps/ferrules could have the coat of arms included on them and be in gold

Voting: unanimous

Proposed: Cllr S Spittle

Seconded: Cllr W Grace

408. Christchurch Football Club

The Town Clerk read out statement from Cllr Coulton as she was unable to attend the meeting as follows:

'One of the businesses in the town has contacted me regarding finding a permanent home/pitch for their football that they run. They are prepared to put money into a club house etc. They are unhappy where they play and would like to come into the town so they can build the club up and into a community based club. They play at Hurn at the moment. What I would like to find out from the Community Committee is, if they are interested in this project to push forward. Perhaps we could think about Barrack Road rec?

My idea would be that Council's project Officer could speak with them and find out what is needed after the meeting'.

Members agreed to defer this item as Cllr Coulton was unable to attend

RESOLVED that the Christchurch Football Club agenda item be deferred to a future meeting of the Community Committee.

Voting: unanimous

Proposed: Cllr W Grace

Seconded: Cllr S Spittle

The meeting ended at 6.56pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 26 April 2022 at 6.00pm at Christchurch Library,
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr M J Tarling (not present)

Vice-Chairman: Cllr V Charrett (in the chair)

Present: Cllr S Fotheringham, Cllr G R Jarvis and Cllr T Lane.

Also in attendance: Cllr R D Luscombe.

Apologies: Cllr D Jones and Cllr S Spittle.

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

Members of the Public present: 1

Members of the Press present: 0

409. Declarations of Interest

There were no declarations of interest on this occasion.

410. Minutes of Previous Meeting

The minutes of the meeting held on 22 March 2022 were agreed and signed as an accurate record.

Voting: unanimous

Proposed by: Cllr T Lane

Seconded by: Cllr G Jarvis

411. Public Participation

An elector spoke in objection to minute no. 415 8/22/0250/OUT 164-166 Barrack Road, Christchurch, BH23 2BD.

412. Public Questions

There were no questions from the public on this occasion.

413. Planning Applications:

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

414. Application: 8/22/0200/FUL The Boathouse, 9 Quay Road, Christchurch, BH23 1BU.

Cllr Fotheringham joined the meeting at 6.04pm.

Members felt that the caravan was an added attraction to the Boathouse and was quite popular.

The Town Clerk informed members that the Heritage Statement did not mention the band stand at the Quomps was listed at list entry no. 1154149. Proper assessment

Members felt consent should have a redline around the caravan.

RESOLVED that the Town Council SUPPORTS the application

It was noted that the application had failed to take into account a designated heritage asset being the band-stand at the Quomps listed at list entry no. 1154149 and therefore the analysis relating to heritage assets and the scheme's likely impacts on the same was deficient. Councillors also observed that a condition should be placed on the scheme if minded to approve which shows by way of red-line delineating the exact footprint (scaled) to the caravan which is sited indicating the location and extent of the consent.

Voting: unanimous

Proposed by: Cllr S Fotheringham

Seconded by: Cllr G Jarvis

415. Application: 8/22/0250/OUT 164-166 Barrack Road, Christchurch BH23 2BD

An elector spoke in objection to this application, a copy of which appears as appendix 'A' to these minutes in the minute book.

Members felt that the scale of the application was excessive with overlooking of the back gardens by the 4 storey buildings and that affordable housing should have been considered. There was a lack of carparking and the amenity of living conditions for future residents did not meet the minimum living space standards.

RESOLVED that objection be raised due to:

- 1) The proposed development by reason of the combined effect of the scale, bulk and height of the building will result in an intrusive and dominant form of development which would have an adverse impact on the character and visual amenities of the street scene. The proposal is considered to be contrary to Policies HE2, H12 and LN2 of the Christchurch and East Dorset Local Plan (2014);**
- 2) The bulk and scale of the proposed development shall create an unneighbourly form of development by way of overlooking into the amenity space of future occupiers as well as immediate neighbours, contrary to policy HE2 of the Local Plan (2014).**
- 3) The proposed development will result in increased parking pressure in the vicinity of side streets such as Beaulieu Road, Elizabeth Avenue, Devon Rd and Somerset Road where existing parking pressures already exist. The scheme would contribute to further pressure which would be detrimental to the amenity of local users and residents contrary to Policy KS12 of the Christchurch and East Dorset Local Plan Core Strategy (2014) and the adopted Parking Standards Supplementary Planning Document (SPD) 2021 paragraph 3.2.22;**
- 4) The proposed development, by reason of the lack of affordable housing provision is considered to be contrary to Policy LN3 of the Christchurch and East Dorset Local Plan (2014);**
- 5) The proposed development creates cramped living conditions for future occupiers as it does not meet the minimum living space standards, contrary to policy LN1 of the Christchurch and East Dorset Local Plan (2014); and**
- 6) The proposed development fails to secure a Heathland Infrastructure Project and in combination with other residential developments is likely to have a significant impact on the European protected habitat sites. The proposal is contrary to Policy ME2 of the Christchurch and East Dorset Local Plan, the Dorset Heathland SPD 2020-2025 and paragraphs 180 and 182 of the National Planning Policy Framework 2021.**

Voting: unanimous

Proposed by: Cllr S Fotheringham
Seconded by: Cllr V Charrett

The meeting ended at 7.06pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 3 May 2022 at 6.00pm Christchurch Library, Room
14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr S McCormack (in the Chair)

Vice-Chairman:

Present: Cllr M Cox (via zoom), Cllr A Coulton, and Cllr C A Gardiner.

Apologies: Cllr Mrs S Bungey, Cllr W Grace, Cllr P Hilliard and Cllr G Polson.

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

Members of the Public present: 1

Members of the Press present: 0

416. Election of Chairman

Cllr McCormack was elected Chairman for the duration of the meeting.

Proposed by: Cllr A Coulton
Seconded by: Cllr C Gardiner

Voting: unanimous

417. Declarations of Interest

There were no declarations of interest on this occasion.

418. Minutes of Previous Meeting

The minutes of the meeting held on 5 April 2022 were agreed and signed as an accurate record.

Proposed by: Cllr C Gardiner
Seconded by: Cllr A Coulton

Voting: unanimous

419. Public Participation

There was no public participation on this occasion.

420. Public Questions

There were no questions from the public on this occasion.

421. Town Clerk's Report

The schedule of payments for the period 01.04.2022 to 30.04.2022 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 April 2022 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 Cox requested that the grant for Easter holiday activities provided by the Town Council to Somerford Youth and Community Centre be added to the Council's website.

A member asked if the Council could use Teams instead of Zoom for online meetings. The Town Clerk advised that Zoom allows meetings to connect through Facebook live, but Teams did not.

Members were informed that the Payroll and Tax invoice showing as £0.00 on the spreadsheet was a recurring payment which had yet to be received for this month for payment.

RESOLVED that:

- c) the schedule of payments for the period 01.04.2022 to 31.04.2022 be approved; and**
- d) the monthly accounts for the period to the end of April 2022 be noted.**

Proposed by: Cllr A Coulton

Seconded by: Cllr C Gardiner

Voting: unanimous

422. Transfer of Funds to the Public Sector Deposit Fund from the Unity Trust bank account.

Following receipt of the first half of the 2022-2023 precept from BCP, Members were asked to consider the transfer of £150,000 of funds to the Public Sector Deposit Fund from the Unity Trust Current Account. This shall leave the equivalent of approximately 5.5 monthly operational costs.

RECOMMENDATION to Full Council that the Town Clerk be delegated the transfer of £150,000 from the Unity Trust Current Account to the Public Sector Deposit fund.

Proposed by: Cllr A Coulton

Seconded by: Cllr C Gardiner

Voting: unanimous

423. Internal Audit

Members were asked to consider the internal auditor's report and associated actions arising, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The Town Clerk informed Members that the internal auditor had found the records of the council to be in extremely good order, and the Council had received a £300 discounted invoice for exemplary records.

The Town Clerk updated Members that benchmarking of the Mayoral Hospitality Budget would be undertaken and comparisons made with neighbouring authorities.

RESOLVED that the Internal Audit be noted.

424. Queen's Platinum Jubilee update

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 asked to approve their chosen bunting installation contractor from the 3 quotations received.

RESOLVED that:

- (a) Members approved company 1 as the Council's chosen contractor for works on the Anchor Point and Bunting Install; and**
- (b) the Town Clerk be delegated to instruct company 1 as the Council's chosen contractor for works on the Anchor Point and Bunting Install and pay any resultant invoice in line with the agreed quotation of £7,250 plus VAT £1,450 with the total sum payable £8,700 and deal with payment accordingly; and**

- (c) the Town Clerk be delegated to add additional Anchor Points if required after the installation commences and a third-party building/shop owner comes on-board during installation subject to each request being within the Town Clerk's delegation limits; and**
- (d) the funds to come from the Platinum Jubilee/Britain in Bloom Budget.**

Proposer: Cllr McCormack

Secunder: Cllr C Gardiner

Voting: unanimous

The meeting ended at 7.05pm

CHAIRMAN

COMMITTEES MEMBERSHIP FOR 2022-2023

Agenda item 12

COMMUNITY COMMITTEE

Cllr Mrs S Bungey

Cllr V Charrett

Cllr A Coulton

Cllr C Gardiner

Cllr W Grace

Cllr G Jarvis

Cllr S McCormack

Cllr R Luscombe

Cllr Mr S Spittle

PLANNING COMMITTEE

Cllr V Charrett

Cllr M Cox

Cllr L Dedman

Cllr H Farrell-Jarvis

Cllr S Fotheringham

Cllr G Jarvis

Cllr D Jones

Cllr R Luscombe

Cllr M Tarling

RESOURCES COMMITTEE

Cllr A Coulton

Cllr M Cox

Cllr L Dedman

Cllr C Gardiner

Cllr W Grace

Cllr P Hilliard

Cllr G Polson

Cllr M Tarling

Cllr Mrs S Spittle

REPRESENTATION ON OUTSIDE BODIES 2022/23

OUTSIDE BODY	VENUE OF MEETINGS	DETAILS OF MEETINGS	REPRESENTATIVE (Councillor	REPORTS TO COUNCIL
Christchurch Harbour Association		March & Nov 5.30pm	2 Councillor representatives Cllr P Hilliard Cllr R Luscombe	yes
Christchurch BID		4.30pm monthly:	1 Councillor representative Cllr Mrs S Spittle	yes
Christchurch and District Sports Council		tbc	tbc	yes
Friends of Druitt Gardens		tbc	1 Councillor representative Cllr A Coulton	yes
Legate's Charity – Representative Trustees		Jan, April, July & Oct	The Mayor (ex officio) Charity status to be reviewed	yes
Regent Centre Liaison Meeting		Last Monday of Jan, April, July & Oct 5.00pm	(Chairman of Resources Plus 1 other member) Cllr M Tarling	yes
Stanpit Marsh Advisory Panel	Stanpit Marsh Information Centre, Stanpit Marsh Local Nature Reserve, Christchurch.	May & Oct	2 Councillor representatives Cllr G Jarvis Cllr M Tarling	yes



Christchurch Town Council

Policies

Policy name	Version	Owner	Date Adopted	Review Date
Code of Conduct	V2.0	Clerk	June 2022	April 2023
Co-option Policy	V1.0	Clerk	March 2019	April 2023
Community Grant Policy	V1.0	Clerk	May 2020	April 2023
Data Protection/Privacy Policy	V1.0	Clerk	July 2019	April 2023
Disciplinary Policy	V1.0	Clerk	July 2019	April 2023
Equality & Diversity Policy	V1.0	Clerk	June 2020	April 2023
Financial Regulations	V3.0	Clerk	March 2022	April 2023
Grievance Policy	V1.0	Clerk	June 2019	April 2023
Lone Worker Policy	V1.0	Clerk	November 2019	April 2023
Risk Management Strategy	V1.0	Clerk	August 2019	April 2023
Sickness Absence Policy	V1.0	Clerk	June 2019	April 2023
Social Media & Online Presence Policy	V1.0	Clerk	December 2019	April 2023
Staff Appraisals Policy	V1.0	Clerk	November 2021	April 2023
Standing Orders	V2.0	Clerk	September 2019	April 2023
Training & Development Policy	V1.0	Clerk	January 2021	April 2023
Treasury Management & Investment Strategy	V1.0	Clerk	October 2020	April 2023