



# Christchurch Town Council

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

## Full Council Agenda

**Monday, 21 November 2022, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Christchurch Library, Room 14, High Street, Christchurch, BH23 1AW **on Monday, 21 November 2022 at 6.00pm.**

### **Membership:**

Mayor: Cllr A E Coulton

Deputy Mayor: Cllr V Charrett

Cllr S Bungey

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 R D Luscombe

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

Vanessa Ricketts FSLCC  
**Interim Town Clerk**

15 November 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 27 September 2022. Exempt Minutes withheld from agenda pack but to be confirmed also.

7 – 17

**5. Announcements**

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

18

**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. To receive any verbal reports from Partner Organisations**

**10. Committee Minutes**

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 2022**

To receive the Minutes of the meeting held on 5 October 2022.

19 – 21

**Personnel Sub-Committee, 18 October 2022**

To receive the Minutes of the meeting held on 18 October 2022. Exempt Minutes withheld from agenda pack but to be confirmed also.

22 – 23

**Planning Committee 18 October 2022**

To receive the Minutes of the meeting held on 18 October 2022.

24

**Community Committee, 25 October 2022**

To receive the Minutes of the meeting held on 25 October 2022 and to consider the recommendation arising therefrom:

25 – 30

Minute no. 185. Byelaw options to stop antisocial behaviour in the Fountain Roundabout Underpass

It is RECOMMENDED that the Council considers adding a CSAS officer into the budget during the budget setting for 2023-2024.

	<p><b>Resources Committee, 1 November 2022</b> To receive the Minutes of the meeting held on 1 November 2022.</p>	31 – 36
	<p><b>Planning Committee, 9 November 2022</b> To receive the Minutes of the meeting held on 9 November 2022.</p>	37 – 42
11.	<p><b>Partnership with the Christchurch and District Sports Council</b></p> <p>Members to receive a verbal update from the Secretary of Christchurch and District Sports Council regarding the partnership with the Council.</p>	Verbal report
12.	<p><b>Update about the Mayor’s Meeting with the BCP Council</b></p> <p>Members to receive a verbal update from the Mayor regarding the meeting held with the BCP Council on 16 November 2022.</p>	Verbal report
13.	<p><b>External Audit Regime – Opt-In</b></p> <p>Members to ratify the previous resolution from the extraordinary Full Council of 6 September 2022 as this meeting was declared invalid in the records of Council.</p> <p>Minute No. 141. External Audit Regime – Opt-In</p> <p>RECOMMENDED: that the Town Council stays “opted-in” to the regime once a new external auditor has been appointed.</p>	
14.	<p><b>Successful Appointment of the new Town Clerk</b></p> <p>Members to be officially advised of the appointment and start date of the new Town Clerk.</p>	Verbal report

15.	<b>Council Policies</b>	Appendix 1
	<p>Members to consider the adoption and publication of the following:</p> <ul style="list-style-type: none"> <li>a) Freedom of Information Policy</li> <li>b) Complaints Policy</li> </ul>	
16.	<b>Council Resolutions Spreadsheet</b>	Appendix 2
	<p>Members to note the resolutions of Council and its Committees since May 2022 and the actions against those resolutions.</p>	
17.	<b>Transfer of Assets from BCP Council to Christchurch Town Council</b>	To follow
	<p>Members to discuss the effects/consequences that would rise with the transfer of following assets from BCP Council to the Christchurch Town Council:</p> <ul style="list-style-type: none"> <li>– Barrack Road Recreation Ground</li> <li>– Mudeford Recreation Ground (part including the Play Area)</li> <li>– Play Area at Endfield Road</li> <li>– Play Area at Knapp Mill Avenue</li> <li>– Play Area at Mudeford Quay</li> <li>– Play Area at River Way</li> <li>– Play Area at Rutland Road</li> <li>– Two Play Areas at Watermans Park</li> <li>– Skatepark at Two Riversmeet Arena</li> <li>– Skatepark at Watermans Park</li> <li>–</li> </ul>	
18.	<b>Pavement Café License for Camerons, 29-31 Bargates</b>	43 – 46
	<p>Members to consider the renewal of the existing pavement café licence under the new ownership of the business.</p>	
19.	<b>To Appoint to Working Groups</b>	Verbal report
	<p>Members to consider appointing:</p> <ul style="list-style-type: none"> <li>a) One new member to the Neighbourhood Plan Working Group.</li> <li>b) Two new Members to the Coronation Task and Finish Group.</li> </ul>	

**20. Exempt Business**

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

**21. By-Pass Car Park**

Following BCP Council's decision not to sell By-Pass Car Park (Waitrose Car Park) to the Town Council, Members are asked to consider this issue and resolve accordingly.

Verbal report

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 27 September 2022 at 6.00pm Christchurch Library,  
Room 14, High Street, Christchurch, BH23 1AW

#### Present:-

Cllr A E Coulton – Mayor

Cllr V Charrett – Deputy Mayor

Present: Cllr Mrs S Bungey, Cllr Mrs F 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 G E E Polson, Cllr R D Luscombe and Cllr Mrs S Spittle.

Apologies: Cllr M Cox, Cllr L Dedman, Cllr W Grace and Cllr M J Tarling.

Officers Present: Zeynep Aktuna, Democratic Services Officer, James Atkinson, Project Officer and Vanessa Ricketts, Interim Town Clerk.

Members of the Public present: 13

Members of the Press present: 0

#### **146. Prayers**

Cllr Jones opened the proceedings with prayers.

#### **147. Declarations of Interest**

Cllr Coulton stated that she had no current connection as described in the Code of Conduct with any item on the agenda and advised that she would be staying in the chair and using her voting rights.

Cllr McCormack declared a non-pecuniary interest in relation to minute No. 155 (Proper Officer) and minute No. 163 (Interim Town Clerk's hours of work) as he was acquainted with the Interim Town Clerk and remained present but took no part in the discussion or voting thereon.

#### **148. Minutes of Previous Meeting**

Members were asked to confirm as a correct record the Minutes of the last meeting held on 11 July 2022 and extraordinary meetings held on 19 July 2022, 16 August 2022 and 6 September 2022.

**RESOLVED that the minutes of the meeting held on 11 July 2022 and extraordinary meetings held on 19 July 2022, 16 August 2022 were agreed and signed as an accurate record.**

Voting: Unanimous

Proposed by: Cllr Jones

Seconded by: Cllr Spittle

**RESOLVED that the minutes of 6 September 2022 be declared invalid in the records of Council.**

Voting: Unanimous

Proposed by: Cllr Luscombe

Seconded by: Cllr Jarvis

## **149. Announcements**

### **The Mayor**

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

The Mayor announced that she had attended 44 Mayoral engagements since she was elected as the Mayor. She stated that she had been privileged to attend some wonderful engagements since the last meeting of the Council including the Jubilee Weekend and the Mundeford Quay Beacon, the Christchurch Carnival, the launch of the Harbour Watch and the Mayor's Civic Day. She also gave mention to the beautiful Blessings of the Waters event at the All Saints Mundeford Church and stated that it was very sad to see the demolition of the Church by fire.

Cllr Jones advised Members that the Mayor of Christchurch (New Zealand) was retiring on 8 October 2022.

## **150. Public Participation**

A member of the public made a statement regarding communication and consultation, a copy of which appears as Appendix 'B' to these Minutes in the signed Minute Book. He raised a concern over the Council's lack of a statutory notice board. He also pointed out the need for the Council to present their investigations regarding the 'Council's Administration Space' by ensuring public scrutiny and debate. The resident also suggested the Council should encourage the provision of improved channels of communication and consultation with the public.

Another member of the public made the following statement.



I am a local resident and tax payer and as with many other residents of Christchurch was dismayed at being taken over in 2019 by BCP Council. However, I was heartened by having our own Town Council where I thought help and support would be in place for the residents of our town. How wrong this has shown to be. I do not object to paying the precept even although it has doubled in the last 3 years but strongly object to tax payers' money being wasted.

£18,000 of tax payers' money has been spent on repeated surveys on Druitt Hall which have been unnecessary had the council a) worked with the tenants, DHCA b) not delayed and revoked decisions made more than 12 month previously.

Councillors are elected as I understand it to represent the views of the local residents and safeguard the town in which they live. Sadly this does not appear to be the case with some CTC Councillors who seem to be adopting their own agenda. This has been so obvious when it comes to the future of Druitt Hall. Not for the first time, some councillors are determined to demolish this well used community centre for their own personal vanity projects.

As landlord the council has failed to give any support, financial or otherwise to the hard-working voluntary group of DHCA who were given a Mayoral award in recognition of what they have achieved in improving and maintaining the hall only to have the tables turned on them by CTC revoking the promised 30 year lease.

The council has spent considerable time and money on this subject, totally unnecessarily for the hall is well supported and continues to be an active self-funded community centre. The council should leave well alone, listen to their electors and focus on what does need doing in our town. I thought that was why they were elected!

A further member of the public made the following statement.

Some significant time and effort has been expended to date to come up with a statement which was reasonably balanced and had been consulted on with the Druitt Hall Community Association (DHCA). I personally feel this effort have been destroyed by putting a loaded question at the start of the consultation initiated by a councillor who wants to knock it down and rebuild it.

I would strongly recommend the wording of the question is agreed with the DHCA before the consultation goes live and the question should be placed at the end of the statement which encourage more people to read the background before voting.

In spite of the outcome of any consultation the future of the present Druitt Hall and the DHCA will be thrown into significant doubt and a hard-working group of trustees and volunteers cast aside.

The blame for this lies squarely at the feet of the current Town Council. I can only hope that the next Town Council elected after May next year will treat the Hall, its trustees and volunteers with more respect.

Another resident made the following statement.

As a regular user of Druitt Hall, I would like to say what a pleasant place it is to be in and what an important place it is in our community. It's character fits perfectly with its environment, amongst the gardens and within the town centre. The Druitt family left an important legacy and feel it should be fully respected.

## **151. Public Questions**

A member of the public raised the following questions:

1. Having attended several Town Council meetings, I ask why is it that councillors can make erroneous statements to a question raised by a member of the public but that member of the public has absolutely no redress at the meetings?
2. Why is it that only Councillors can amend the minutes of committee meetings even when these minutes have been recorded incorrectly?
3. Why are public statements made at meetings listed as Elector rather than by the person's name? Will the council agree to amend these unacceptable procedures?
4. Why does CTC fail to allow more public interaction, encourage public attendance and at times show little respect, by some Councillors, to the public at the meetings?
5. Will the Council give assurance that they will revoke the negative decisions made in relation to Druitt Hall and stick to their promise of providing a 30-year lease?

For the first question, the Interim Town Clerk replied that the means by which members of the public can speak at Council meetings is set out in the Council's adopted Standing Orders and states that a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. This is standard procedure across Local Government Authorities.

For the second question, the Interim Town Clerk stated that the minutes of Council and its Committee meetings are a formal record of the meeting maintained by the Clerk. Members are not entitled to require a change to the minutes unless there is an obvious error. Changes to the minutes can only be agreed by the Council or Committee at which those minutes were taken. This is prescribed in law under LGA 1972 sch12 (41) and (44).

To reply the third question, the Interim Town Clerk advised that the statues within the General Data Protection Regulations 2018 prevent Councils from recording the names of the public attending its meeting in its minutes.

As a response to the fourth question, the Mayor expressed that she felt sorry that the resident felt that way as she had not noticed anything in this matter. The Mayor stated she would encourage members of the public to bring forward the issues on her attention and confirmed that she would be happy to deal with them in the way she sees fit. The Mayor clarified that the public interaction is up to the Chair of the meeting to decide whether they would ask a member of the public a question to verify something. She also added that public participation had always been encouraged by writing in a statement or a question and that any member of the public could attend at any committee meetings.

The Mayor explained that the fifth question would be considered under item 14 of this agenda when Members would be asked to ratify the previous decisions of the Council. The fifth question was then replied after item 14 and the Mayor confirmed that the Council would be providing the 30-year lease to Druitt Hall.

Another member of the public asked the following questions:

First question concerns Druitt Hall and inaccurate comments made publicly by some councillors about the costs claimed that the council has paid.

When such questions are raised at a meeting the councillors concerned should reply. Answers given by the Town Clerk, as has happened in the past, effectively shields councillors from scrutiny. Misinformation does mislead the public.

What is the reason for a councillor not giving a direct reply?

The second question relates to the meeting attendance register of councillors. Is this record available yet and, if not, when will it be accessible by the public?

The Interim Town Clerk replied, for the first question, that she agreed that Members should answer such questions. She stated that as Clerk, she would be happy to answer questions on technicality of proceedings of meetings or on law and statutes governing how Council operates, but stated that the Members, would in future, be expected to answer questions relating to their comments or decisions.

To reply the second question, the Interim Town Clerk stated that the decision to publish this data was only made 3 weeks ago at the meeting on 6 September. The Interim Town Clerk added that, although that decision was no longer valid, the Council would proceed with this work as it doesn't require a decision of Council. She explained that the data had been collected and reconciled to include Councillor attendance at committee and Full Council meetings and informed that the next stage is to build this into the website in an accessible format.

Another resident raised the following question:

At the Full Council meeting on 6<sup>th</sup> September 2022 there was an item 9 at which a consultation working group made 6 recommendations. When the recommendations were presented at the meeting an additional seventh item was added by Councillor Jones and this was the wording of a future public question. Councillor Jones is not a member of the working group. I ask that the validity of this addition and its manner of introduction be investigated as a breach of standing orders and general procedures for a parish council.

The Interim Town Clerk replied that as the meeting of the 6<sup>th</sup> of September 2022 had been declared invalid in the records of Council, no such decision regarding a survey on Druitt Hall now stands.

A further member of the public raised the following questions:

The survey relating to the Druitt Hall is of prime importance to CTC's deliberation about this edifice. In order, therefore, to enhance the survey's accuracy and consequent validity in order to inform a well-argued CTC decision:

- (a) what measures will be taken to avoid bias (however accidental) in the survey?
- (b) will each case (assuming at least six) be argued, costed, and documented, both pro and anti?
- (c) will several options be selectable - ranked according to desirability?
- (d) will each selected option have a box into which the maximum option cost evaluated by the submitter can be placed?
- (e) will the results additionally be presented according to a single-transferable vote ranking?
- (f) will the full anonymised data be available for review so that all interested parties can assure themselves of the validity of the final CTC decision?

The Interim Town Clerk replied that as the meeting of the 6<sup>th</sup> of September 2022 had been declared invalid in the records of Council, no such decision regarding a survey on Druitt Hall now stands.

#### **152. Questions from Councillors**

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

#### **153. Motions from Councillors**

There were no motions received from Councillors on this occasion.

#### **154. Verbal Reports from Partner Organisations**

Cllr Luscombe mentioned, on behalf of the Christchurch Harbour Association, that the launch of Harbour Watch was very successful. He also stated that on the follow up meeting, the Police and Crime Commissioner (PCC) kindly donated £1,200 from the PCC grant to the Harbour Watch fund and confirmed that it would be used for further publicity and support for the Association.

As the representative of the Christchurch BID, Cllr Spittle stated that the BID manager was extremely busy and held various events including a Teddy Bear Tea Party with the children to celebrate the Jubilee, some musical events in the Saxon Square and the High Street, and Yoga in the Park at the Quomps. She also mentioned that the Arts by the Sea Festival had to be postponed due to national mourning but would take place on October 2022.

## **155. Proper Officer**

Members were asked to agree that Vanessa Ricketts be appointed as the Proper Officer for any purpose in respect of which a Proper Officer is mentioned in statute.

**RESOLVED that Vanessa Ricketts be appointed as the Proper Officer for any purpose in respect of which a Proper Officer is mentioned in statute.**

Voting: Unanimous (Cllr McCormack did not vote)

Proposed by: Cllr Spittle

Seconded by: Cllr Luscombe

Cllr McCormack declared a non-pecuniary interest in this item as he was acquainted with the Interim Town Clerk and remained present but took no part in the voting thereon.

## **156. Committee Minutes**

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

### **Planning Committee, 19 July 2022**

The Minutes of the meeting held on 19 July 2022 were received.

### **Resources Committee, 2 August 2022**

The Minutes of the meeting held on 2 August 2022 were received.

### **Personnel Sub-Committee, 11 August 2022**

The Minutes of the meeting held on 11 August 2022 were received.

### **Personnel Sub-Committee, 12 August 2022**

The Minutes of the meeting held on 12 August 2022 were received.

The minutes were received on block.

Voting: Unanimous

Proposed by: Cllr Lane

Seconded by: Cllr Jones

### **Extraordinary Resources Committee, 24 August 2022**

The Minutes of the meeting held on 24 August 2022 were received.

The recommendation arising from the meeting of the Extraordinary Resources Committee held on 24 August 2022 was then considered and approved:

Minute No. 130 Flexible Working Policy

Voting: Unanimous

Proposed by Cllr Hillard  
Seconded by Cllr Luscombe

### **157. AGAR External Audit Report and Conclusion of Audit**

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

**The AGAR External Audit Report and Conclusion of Audit was received.**

Voting: Unanimous

Proposed by: Cllr Jones  
Seconded by: Cllr Fotheringham

### **158. Appointments to outside body- Christchurch & District Sports Council**

Members were asked to appoint two Members of the Council to Christchurch & District Sports Council.

**RESOLVED that the following members be appointed as the Council's representatives on Christchurch & District Sports Council:**

**Cllr Bungey  
Cllr Jarvis**

Voting: Unanimous

Proposed by: Cllr Coulton  
Seconded by: Cllr Spittle

### **159. Resolutions from 5 May 2021 – Minutes to be ratified**

Members were asked to consider a report from the Interim Town Clerk regarding the meetings of Council and its resolutions from 5 May 2021 to the present date and to resolve to ratify the decisions made during this time frame, a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Cllr Luscombe proposed a motion that the Minutes of all Council and Committee meetings from May 2021 to 24 August 2022 inclusive, be ratified, apart from the Minute unnumbered of 11 July 2022 (Full Council) regarding Druitt Hall Working Group and Minute 63

(Extraordinary Full Council) of 28 June 2022 and that these named minutes by exception be rescinded.

He then made a statement in support of his proposal outlining the consequence of the proposal on Druitt Hall, a copy of which appears as Appendix 'F' to these Minutes in the signed Minute Book.

The Interim Town Clerk outlined the reasons why the resolutions of the council needed to be ratified and explained that the Council failed to publish its agendas in a geographical location since the cessation of The Amendments to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 in May 2021 and had subsequently failed to convene its meetings in accordance with the required procedures. As such, the Interim Town Council explained, any decisions made at the meetings of Council and its Committee, since May 2021 to the present date, could be subject to legal challenge. The Council, therefore, was advised to reaffirm its major decisions, a copy of which appears as Appendix 'G' to these Minutes in the signed Minute Book.

The Interim Town Clerk clarified that if Members decide that any decisions should be revisited, these would become agenda items at the next full Council meeting. The "six month" rule on changing decisions of Council would not apply as the decisions had been made at meetings which had not been convened within prescribed legislation.

The Interim Town Clerk also announced that the Council now had two notice boards located at the Quomps and in Wick Lane car park.

Cllr Spittle stated she would support Cllr Luscombe's motion as she believed the Council had lost a lot of time on this matter.

Cllr Jones stated he agreed to revisit some decisions but suggested that the decision to go out to public consultation regarding the future of the Druitt Hall was a valid case. In that respect, Cllr Jones proposed an amendment to the motion and proposed to add the following:

"Council requests its Town Clerk, in conjunction with the Chairman of Community Committee and the Chairman of Resources Committee, to bring a report to the November meeting of Council considering the various options open to the Council regarding Druitt Hall".

On putting the amendment to the vote, the amendment was not carried.

Voting: 5:8 (1 abstention)

Proposed by Cllr Jones  
Seconded Cllr Jarvis

**RESOLVED that Minutes of all Council and Committee meetings from May 2021 to 24 August 2022 inclusive, be ratified, apart from the Minute unnumbered of 11 July 2022 (Full Council) regarding Druitt Hall Working Group and Minute 63 (Extraordinary Full Council) of 28 June 2022 and that these named minutes by exception be rescinded.**

Voting: 8:1 (5 abstention)

Proposed by: Cllr Luscombe  
Seconded by: Cllr Spittle

Cllr Mrs Cox, Cllr Jones, and Cllr Spittle asked their votes to be recorded. (Cllr Mrs Cox and Cllr Spittle were in support and Cllr Jones was against).

### **160. Planning for the Coronation**

Members were asked to appoint participants for a Task and Finish Group to undertake the planning in Christchurch of the Coronation of King Charles III were considered.

**RESOLVED that a Task and Finish Group be appointed to undertake the planning in Christchurch of the Coronation of King Charles III and to comprise of the following members:**

**Cllr Mrs Cox  
Cllr Charrett  
Cllr Coulton  
Cllr Fotheringham  
Cllr Gardiner  
Cllr Jarvis  
Cllr Spittle**

Voting: Unanimous

Proposed by: Cllr Spittle  
Seconded by: Cllr Luscombe

### **161. Play areas in Christchurch**

Members were advised that the play area refurbishments are put on hold until the next financial year.

**RESOLVED that the verbal update was noted.**

### **162. Planning Application: [8/22/0730/HOU](#) 76 Hurn Road Christchurch BH23 2RW**

Cllr Hilliard and Cllr McCormack left the meeting at 7.09 pm.  
Cllr McCormack re-joined the meeting at 7.16.

Members considered the proposal for a single-story side extension.

Cllr Spittle pointed out, by referring to the Dorset Heathlands Planning Framework 2020-2025 Supplementary Planning Document, the restrictions on developments within the 400 metres heathland area and stated that new dwellings could not be built within 400 metres



of heathlands. In this line, Cllr Spittle suggested that the application should be accepted with the condition that the extension does not create a separate unit from the existing property and emphasized it is important in order not to encourage similar applications in the future.

**RESOLVED that the Council raises no objection provided that the extension proposed does not create a separate dwelling unit due to the application being within 400 meters of the heathland which would be contrary to the Dorset Heathlands Planning Framework 2020-2025 (Supplementary Planning Document).**

Voting: 11:0 (3 abstentions)

Proposed by Cllr Spittle

Seconded by Cllr Luscombe

### **163. 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 matter relating to the commercial affairs of businesses and the Council and personal information relating to personal pay conditions.**

Voting: Unanimous

Proposed by: Cllr Fotheringham

Seconded by: Cllr Coulton

### **164. Interim Town Clerk's hours of work**

Members considered a report for the Interim Town Clerk (ITC) on working hours.

Cllr S McCormack declared a non-pecuniary interest in this item as he was acquainted with the Interim Town Clerk and remained present but took no part in the voting thereon.

The meeting ended at 7.37pm

CHAIRMAN

## Agenda Item 5

### Mayor's Engagements 28 September 2022 – 21 November 2022

28 September 2022	Bridport Civic Day	Bridport Football Club
30 September 2022	Christchurch Rowing Club End of Year Awards	Christchurch Rowing Club
01 October 2022	Highcliffe Sailing Club	Sailing Club
05 October 2022	BCP Race & Cultural Diversity Staff Network (attended by Deputy Mayor)	Hilton Hotel
08 October 2022	Christchurch Model Railway Club Annual Exhibition (attended by Deputy Mayor)	Bournemouth School for Girls
19 October 2022	999 Emergency Services Day (attended by Deputy Mayor)	BCP Civic Offices
21 October 2022	RNA, Trafalgar Lunch (attended by Deputy Mayor)	Christchurch Sailing Club
24 October 2022	Christchurch BID Christmas Photos	Druitt Gardens
26 October 2022	Christchurch Living Advent Calendar Launch	Priory Suite, King's Arms Hotel
29 October 2022	Poppy Appeal Launch	Saxon Square
04 November 2022	Christchurch Junior School Art Exhibition (attended by Deputy Mayor)	Christchurch Junior School
06 November 2022	Dorset Legal Service (attended by Deputy Mayor)	All Saints Church, Poole
07 November 2022	IGBO presentation of gift	Old Town Hall
09 November 2022	Bournemouth University Graduation (attended by Deputy Mayor)	BIC, Bournemouth
09 November 2022	<del>New Forest District Council Civic Day</del>	<del>Burley Manor</del>
11 November 2022	RBL Wreath Laying	Quay Road Stone
12 November 2022	RBL Festival of Remembrance concert	Priory
13 November 2022	Purewell Remembrance Service	Purewell Cross
13 November 2022	RBL Parade & Priory Remembrance Service	Old Town Hall
14 November 2022	Leightons Shop Opening	Leightons, Bargates
16 November 2022	Tea with Cllr Hedges, Cllr Mellor & Mr Farrant (attended by Mayor & Deputy Mayor)	Old Town Hall
19 November 2022	Christchurch Golf Club Captain's Dinner (attended by Deputy Mayor)	Christchurch Golf Club

**CHRISTCHURCH TOWN COUNCIL**

**RESOURCES COMMITTEE**

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

Present:-

Chairman: Cllr Mrs S Spittle

Vice-Chairman:

Present: Cllr A Coulton, Cllr C A Gardiner and Cllr P Hilliard.

Apologies: Cllr W Grace and Cllr L Dedman.

Officers present: Zeynep Aktuna, Democratic Services Officer, Vanessa Ricketts,  
Interim Town Clerk

Members of the Public present: 1

Members of the Press present: 0

**165. Declarations of Interest**

There were no declarations of interest on this occasion.

**166. Minutes of Previous Meeting**

The minutes of the meeting held on 2 August 2022 and extraordinary meeting held on 24 August 2022 were agreed and signed as an accurate record.

Proposed by: Cllr A Coulton

Seconded by: Cllr P Hilliard

Voting: Unanimous

**167. Public Participation**

There was no public participation on this occasion.

**168. Public Questions**

A Member asked if the Council was planning to publish their accounts on the notice board for public to see and questioned whether the Council was planning an annual town meeting in the spring.

The Interim Town Clerk replied that the accounts, the conclusion of audit and the agendas had been published on both Council's website and the notice board in Wick Lane as required by law. The Interim Town Clerk also informed Members that a Notice Board Policy and a proposal to put a notice board on the Old Town Hall would be brought forward to the next Full Council meeting.

The Interim Town Clerk explained that the Annual Meeting of Electors was a legal requirement under LGA1972 s13(1) and confirmed that Christchurch Town Council would undertake this legal duty in the future to its residents. The Interim Town Clerk assured Members that she would be instructing the new Clerk, when appointed, to hold an Annual Town Meeting as prescribed by law.

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

The schedule of payments for the period 01.09.2022 to 30.09.2022 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 September 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 01.09.2022 to 30.09.2022 be approved; and**
- b) the monthly accounts for the period to the end of September 2022 be noted.**

Proposed by: Cllr A Coulton

Seconded by: Cllr P Hilliard

Voting: Unanimous

#### **170. Retrospective Schedule of Payments List and Town Clerk's Report for August 2022**

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.

The Interim Town Clerk updated Members that these were agreed in the extraordinary council meeting on the 6<sup>th</sup> of September 2022, but Members were asked to reaffirm

these minutes as they were declared invalid on the Full Council meeting of 27 September 2022.

**RESOLVED that**

- a) **the schedule of payments for the period 01.08.2022 to 30.08.2022 be approved; and**
- b) **the monthly accounts for the period to the end of August 2022 be noted.**

Proposed by: Cllr A Coulton

Seconded by: Cllr P Hilliard

Voting: Unanimous

**171. Budget Monitoring Report**

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

The Interim Town Clerk confirmed that all the expenses were within the budget limits and drew Members' attention to the cost centre (no. 59) on Community Grants to explain that the overspent amount was due to the grant awarded to the Somerford Youth and Community Centre, which was agreed on April 2022.

The Interim Town Clerk pointed out that the Council had unspent money and confirmed it would be wise to spend the budgeted money. Members discussed that the Council could spend more on community grants.

Members questioned the possibility to vire from one cost centre to another. The Interim Town Clerk confirmed, provided that the total spending stays within the total expenditure limit, the budget could be adjusted, revised and that an underspent amount in one area could be vired into another by a Council resolution.

A Member highlighted that the Office of the Mayor and Deputy Mayor were very good value for Christchurch.

**RESOLVED that the Budget Monitoring Report was approved.**

Proposer: Cllr A Coulton

Secunder: Cllr C A Gardiner

Voting: Unanimous

The meeting ended at 6.24 pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**PERSONNEL SUB-COMMITTEE**

Minutes of the Meeting held on 18 October 2022 at 9.00am at The Old Town Hall, 30 High Street, Christchurch, BH23 1AY

Present:-

Chairman: Cllr S Spittle  
Present: Cllr G Jarvis and Cllr S McCormack.  
Also in attendance: Cllr A Coulton  
Officers present: Vanessa Ricketts, Interim Town Clerk  
Members of the Public present: 0  
Members of the Press present: 0

**172. Apologies for absence**

Cllr D Jones and Cllr R D Luscombe.

**173. Election of Chairman**

Cllr S Spittle was appointed Chairman for the duration of the meeting.

Voting: unanimous

**174. Declarations of Interest**

There were no declarations of interest on this occasion.

**175. Exclusion of Press and Public**

**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 matter relating to the personal information of the matter relating to living individuals.

Voting: unanimous

**176. Interviews for the role of Town Clerk (Exempt)**

The meeting was adjourned for the interview to take place for the role of Town Clerk.

Members discussed the candidate's merits and suitability for the position of Town Clerk.

The meeting was reconvened having heard all the applicants.

The meeting ended at 4.00pm

CHAIRMAN

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

Minutes of the Meeting held on 18 October 2022 at 6.00pm at Christchurch Library,  
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr L Dedman

Vice-Chairman:

Present:

Apologies: Cllr V Charrett, Cllr M Cox, Cllr H Farrell-Jarvis, Cllr S Fotheringham, Cllr G R Jarvis, Cllr D C Jones, Cllr R D Luscombe and Cllr M J Tarling.

Officers present: Vanessa Ricketts, Interim Town Clerk.

Members of the Public present: 1

Members of the Press present:

**177. Inquorate Meeting**

The Chairman declared that the meeting was inquorate and therefore could not go ahead.

The meeting ended at 18.02pm

CHAIRMAN



**CHRISTCHURCH TOWN COUNCIL**

**COMMUNITY COMMITTEE**

Minutes of the Meeting held on 25 October 2022 at 6.00pm at Christchurch Library,  
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr S McCormack

Vice-Chairman: Cllr Mrs S Bungey

Present: Cllr A E Coulton, Cllr C A Gardiner, Cllr W Grace, Cllr G R Jarvis,  
Cllr R D Luscombe and Cllr Mrs S Spittle.

Apologies: Cllr V Charrett

Officers present: Zeynep Aktuna, Democratic Services Officer  
Vanessa Ricketts, Interim Town Clerk

Members of the  
Public present: 5

Members of the  
Press present: 0

**178. Declarations of Interest**

There were no declarations of interest on this occasion.

**179. Minutes of the Previous Meeting**

The minutes of the meeting held on 28 June 2022 were agreed and signed as an accurate record.

Voting: Unanimous

Proposed: Cllr Coulton

Seconded: Cllr Spittle

## **180. Public Participation**

A member of the public made a statement regarding the intensity of the events held at the Quomps during the summer times and expressed his concerns over the sound level of these events. He pointed out that there should be an 'equitable balance' for residents, community, and the visitors of the Quomps and suggested there should be a clear view of the type and number of events that could take place at the Quomps and that reasonable licensing conditions should be available to all parties. He underlined the effectiveness of the Christchurch Borough Council's policy in managing the events at the Quomps.

A further member of the public made a statement relating to gas monitoring at Stanpit Recreation Ground, a copy of which appears as Appendix 'A' to these Minutes in the signed Minute Book. He pointed out the presence of landfill gases at Stanpit Recreation Ground which led BCP Council to ban certain activities at this recreation ground. He suggested that the Council should seek a second opinion on this matter by obtaining the up-to-date data and reports regarding the landfill gases.

## **181. Public Questions**

There were no questions from the public on this occasion.

## **182. Events at the Quomps**

Members discussed the frequent use of the Quomps for various events during the summer times and considered concerns of the occupiers of neighbouring residential properties over the sound level of the music events.

Members agreed with the public statement made regarding the intensity of the events and underlined the importance of keeping the Quomps as a suitable place for all sorts of activities (walking, running, resting, playing games, picnicking etc). It is discussed that there should be a balance between different type of activities at the Quomps.

It is noted that the Christchurch Borough Council had a policy regarding the events taking place in the Quomps and that the Town Council does not currently have an events policy or any other document to manage the events taking place at the Quomps. Members agreed that the Council should adopt an events policy that deals with the matter with its integrity by considering various aspects such as:

- The quality, levels, and limits of the sound
- The number and type of events
- The availability of a schedule of all events for all community

It is emphasized that this policy should be prepared in coordination with the neighbouring residents and the unitary council.

The Interim Town Clerk advised that the Council could query the old policy with the BCP Council to see whether this policy could be re-adopted. The Interim Town Clerk suggested, alternatively, that the Council could prepare a new policy from scratch by closely engaging with the occupiers of neighbouring residential properties.

Members underlined that this matter should be addressed promptly. Members agreed to set up a Task and Finish Group to put the matter on the table with the neighbouring residents and the BCP Council representatives.

**RESOLVED that:**

- a) the Council contacts the BCP Council to seek the old policy and considers using it as the basis of the new policy;**
- b) the Council sets up a Task and Finish Group that would work closely with the neighbouring residents and BCP Council;**
- c) the Task and Finish Group be comprised of the following 3 Members:**
  - Cllr Bungey**
  - Cllr Coulton**
  - Cllr McCormack**
- d) the Task and Finish Group finalizes its work in 4 weeks**
- e) the substitutions within the Task and Finish Group be allowed.**

Voting: Unanimous

Proposed: Cllr Bungey

Seconded: Cllr Spittle

**183. Legacy Path at Gundimore Beach**

Members considered the current state of the Legacy Path and expressed concerns over the challenges that the people with walking difficulties experiencing to access the beach.

Members agreed that the unitary council should be responsible for the maintenance and repair of the path as well as the provision of adequate pathways to enable safe and equitable accessibility. It is discussed that the Council should put more pressure on BCP to undertake the necessary work.

A Member outlined the difficulty of the area and highlighted that the path was highly exposed to the effects of the wind which brings lots of sand and makes the path difficult to keep clean and tidy.

Members considered that roll-out pathways would be an appropriate solution to improve accessibility and to encourage more people to come to the beach. Members considered

that the Council should first consider this matter with the BCP and then, if necessary, would further investigate the quotes for roll-outs to be undertaken by BCP's equipment.

The Interim Town Clerk informed Members that if the Council decides to consider undertaking these works, the matter should be taken to the budget setting meeting and that the quotes should be elaborately evaluated to have a sound idea about the budget.

The Interim Town Clerk informed members that she and the Mayor would meet up with the BCP on 16<sup>th</sup> November and proposed to bring forward this matter in that meeting.

**It is AGREED that the Mayor and the Interim Town Clerk take the matter to the meeting that would be held with BCP on 16 November and report back to the Committee.**

Voting: Unanimous

Proposed: Cllr McCormack

Seconded: Cllr Luscombe

#### **184. Community Grants**

Members considered to open the window for the first half of Community Grant applications to be received.

**RESOLVED that the Council**

**a) opens the window for Community Grant Applications to be received for 1 month with effect from the date of the Community Committee meeting held on 25 October 2022; and**

**b) delegates to the Interim Town Clerk to advertise on the Council's website that the window for applications for Community Grants is open for 1 month**

Voting: Unanimous

Proposed: Cllr Coulton

Seconded: Cllr Bungey

#### **185. Byelaw options to stop antisocial behaviour in the Fountain Roundabout Underpass**

The Interim Town Clerk informed Members that the bylaws were being superseded by Public Space Protection Orders (PSPO) and that there was a unitary-wide PSPO that covered the anti-social behaviour such as loitering and street drinking and that it could be enforced by the Community Safety Accreditation Scheme (CSAS) Officers. The Interim Town Clerk also advised Members about the additional measures soon being put in place

in the underpass including additional CCTV, increased lighting, and mirrors at both end of the underpass.

The Interim Town Clerk highlighted that there was not a CSAS officer in Christchurch. She advised that the Council could put some pressure on BCP to budget for a CSAS Officer in Christchurch or, as an alternative, the Council could pay for a CSAS officer dedicated to Christchurch. The Interim Town Clerk advised that the Council would pay around £40.000 for a CSAS officer if they agree to hire a dedicated officer for Christchurch.

It is discussed that CSAS officer would deal with many other problems including graffiti, vandalism, street-begging, drinking and other various forms of anti-social behaviour.

A Member highlighted the increasing graffiti and vandalism acts in the town centre and underlined that the council should be proactive to prevent these activities to make sure the safety and the heritage of the town is well maintained.

**It is RECOMMENDED that the Council considers adding a CSAS officer into the budget during the budget setting for 2023-2024.**

Voting: Unanimous

Proposed: Cllr McCormack

Seconded: Cllr Jarvis

## **186. Defibrillators**

The Interim Town Clerk advised that the item was requested by Cllr Charrett who was not present during the meeting. The Interim Town Clerk suggested that the item be deferred to the next meeting with the presence of Cllr Charrett.

**It is agreed that this item be deferred to the next meeting.**

Voting: Unanimous

Proposed: Cllr McCormack

Seconded: Cllr Grace

## **187. Update about the Neighbourhood Plan**

Members received a verbal update from the Neighbourhood Plan Working Group's Chairman about the undergoing works of the Working Group.

The Chairman of the Neighbourhood Plan Working Group (NPWG) informed Members about the public consultations that would take place on 5<sup>th</sup> November (Saturday) and 7<sup>th</sup> November (Monday) under the arches of the Old Town Hall. The Chairman reported that the Working Group was making good progress and was busy working on various themes including Open and Green Spaces, Design and Heritage, Getting About, Town Centre and

Place Making. The Chairman highlighted that the Working Group was in close contact with the BCP and that the Group was welcoming BCP officers to the meetings to exchange knowledge and experience. He also informed Members about the ongoing Design Code and Shopfront Guidance studies undertaken by external consultants (Design West and AECOM respectively). He stated that the proposals for car park and traffic management consultancy would be brought forward into the next Resources Agenda.

Members questioned the relation of the Neighbourhood Plan with the emerging Local Plan. The Chairman explained that the Working Group was carefully considering the BCP's emerging Local Plan in close contact with the responsible officers. He confirmed it was expected that the Christchurch Neighbourhood Plan would influence the emerging Local Plan.

The meeting ended at 19.25pm

CHAIRMAN

## **CHRISTCHURCH TOWN COUNCIL**

### **RESOURCES COMMITTEE**

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

#### Present:-

Chairman: Cllr Mrs S Spittle

Vice-Chairman: Cllr W Grace

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

Apologies: Cllr A Coulton and Cllr M Cox.

Officers present: Zeynep Aktuna, Democratic Services Officer, James Atkinson, Project Officer and Vanessa Ricketts, Interim Town Clerk.

Members of the Public present: 4

Members of the Press present: 0

#### **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 5 October 2022 were agreed and signed as an accurate record.

Proposed by: Cllr Hilliard

Seconded by: Cllr Gardiner

Voting: Unanimous (1 abstention)

#### **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 01.10.2022 to 31.10.2022 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 October 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:**

- c) the schedule of payments for the period 01.10.2022 to 31.10.2022 be approved; and**
- d) the monthly accounts for the period to the end of October 2022 be noted.**

Voting: Unanimous

Proposed by: Cllr Hilliard

Seconded by: Cllr Tarling

**193. Council Barclaycard**

Members considered the acquisition of a Barclaycard to be used for Council office expenses.

The Interim Town Clerk explained that the Council's current bank did not issue debit/credit card and that the officers were currently buying the office supply themselves to be later reimbursed by the Council. She explained that the debit card would be used for office purposes and clarified that the statements would come to the Resources committee for the Members to see the expenditures.

**RESOLVED that the Council apply for Barclaycard (visa card) to be used for Council purchases.**

Voting: Unanimous

Proposed by: Cllr Tarling

Seconded by: Cllr Dedman



## **194. Staff Training & Development Report**

Members considered the Staff Training and Development report, 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 Interim Town Clerk highlighted the role of investing in human resources to improve the quality of the work produced by the Council and explained that the proposed online courses for three officers would be within the set budget.

Members supported the proposal.

### **RESOLVED that**

- a) the Project Officer undertake Certificate in Local Council Administration (CiLCA) course,**
- b) the Democratic Services Officer undertake Introduction to Local Council Administration (ILCA) course,**
- c) the Finance Officer undertake Financial Introduction to Local Council Administration (FiLCA) course,**
- d) the Interim Town Clerk authorise staff to sign up to the Courses/Qualifications and make the necessary payments.**

Voting: Unanimous

Proposer: Cllr Grace

Seconder: Cllr Dedman

## **195. Mundeford Cricket Pitch**

Members received a report outlining the condition of the Mundeford Cricket Pitch along with costs for remedial works, a copy of which had been circulated to each member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

The Project Officer updated Members about the proposals outlined in the detailed survey report received on 6th October 2022. He pointed out the recommendations of the survey report regarding:

- the investigation of the current underground water pipe,
- production of a Tender based on specifications of the report,
- appointing a company to complete the works and,
- considering the two irrigation plan options detailed in the report.

He also informed Members that the proposed cost would be over the earmarked reserve of £45,000.

Members highlighted that the Mundeford Cricket Club was an important asset to Christchurch not only due to their own performance but also their role in training and supporting young people.

A Member highlighted the importance of complying with the Sport England's and English and Wales Cricket Board's (ECB) standards and specifications and added that these should be taken into consideration before going out to tender. He also suggested that the water usage should be considered when deciding the irrigation plan and highlighted the importance of complying with water industry standards.

Members also questioned whether the Club explored further grant funding options through other stakeholders and highlighted that the Council need to work in conjunction with the Club to find out more about their funding strategies and their future plans regarding the pitch.

Members agreed that the Council should go out to tender after making the decision about the irrigation plan as this plan would affect the cost and methodology of the project. Members agreed that the Council should further engage with the Club regarding grant funding options, sports standards and specifications and Club's future plans.

The Interim Town Clerk suggested to establish a Task and Finish Group to consider the matter with its integrity by actively engaging with the representatives of the Cricket Club. Members agreed to invite all Councillors to give them a chance to be a part of the group.

**RESOLVED that the Council set up a Task and Finish Group to take the project forward comprising of Councillors (to be agreed) and representatives of the Cricket Club, to come back to the next Resources meeting scheduled for 6 December 2022.**

Voting: Unanimous

Proposer: Cllr Tarling

Seconder: Cllr Gardiner

#### **196. Notice board for the Old Town Hall**

Members considered the proposal for an oak wall mounted notice board to be placed on the Old Town Hall, a copy of which had been circulated to each member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

The Interim Town Clerk explained the specific requirements the noticeboard should have due to the Old Town Hall's being a listed building and explained that the compliance of the proposal was confirmed by a BCP Heritage Officer. Referring to an old photo of the Old Town Hall in 1970s, the Interim Town Clerk sought approval for the noticeboard to be put on the front pillar.

**RESOLVED that the proposed oak wall mounted notice board be placed on the front pillar of the Old Town Hall.**

Voting: Unanimous

Proposer: Cllr Dedman

Seconder: Cllr Grace

### **197. Recommendations from the Neighbourhood Plan Working Group**

Members considered an update from the Chairman of the Neighbourhood Plan Working Group, a copy of which had been circulated to each member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

With the invitation of the Chairman of the Committee, The Chairman of Neighbourhood Plan Working Group (NPWG) informed Members about the unspent money from last year's budget and explained that this unspent amount would be used in two major items of expenditure: Car park study and traffic management study. The Chairman of the NPWG briefly updated Members about the preferred company to undertake the car park study and sought approval for the preferred company and the budget of the project. He also sought approval for the budget of the transport study that aims to outline key priorities for local highway infrastructure improvements to enhance opportunities for walking and cycling and to improve local traffic flows.

Members questioned whether the beach car parks should be included in the car park study. The Chairman of the NPWG explained that the use of the beach car parks was mostly seasonal and that the proposed study would purposefully focus on the town centre car parks to capture the capacity, demand, and the future need of car parks that are used throughout the whole year.

Members thanked the Chairman of the NPWG for the progress made in the scope of the Neighbourhood Plan Working Group.

#### **RESOLVED that**

- a) the virement of £29,400 from general reserves (2021-2022 uncommitted/unspent budget of the Neighbourhood Plan) to the Neighbourhood Plan Working Group budget line for this financial year;**
- b) 2020 Consultancy be appointed with a budget of £10,000 for the car park study;**
- c) Transport Consultant budget be set at £10,000.**

Voting: Unanimous

Proposer: Cllr Dedman

Seconder: Cllr Tarling

**198. Transfer to CCLA Public Sector Deposit Fund**

Members discussed the transfer of £150,000 from the Council's Unity Trust Bank account to the Public Sector Deposit Fund.

The Interim Town Clerk explained that following receipt of the Council's precept, the balance of the Council's Unity Trust Bank account was too high and that funds should be transferred to the Public Sector Deposit Fund where interest is accrued.

**RESOLVED that the sum of a £150,000 from the Council's Unity Trust Bank account be transferred to the Public Sector Deposit Fund.**

Voting: Unanimous

Proposer: Cllr Tarling

Seconder: Cllr Grace

**199. Deputy Mayor's Badge**

Members discussed the Civic Working Group's proposal for Deputy Mayor's Badge.

The Interim Town Clerk explained that the budget for Civic Regalia and related (of £1,500) was overspent and that the money would come out from general reserves should the Council wish to consider this in this financial year. The Interim Town Clerk also explained, that if it would be deferred to the next budget on the 1<sup>st</sup> of April 2023, the Deputy Mayor's badge might not be ready for the Mayor Making ceremony in May 2023 due to the time it took (8 - 12 weeks) to commission the badge.

**RESOLVED to defer the decision regarding the purchase of the Deputy Mayor's badge to the next financial year (2022-2023).**

Voting: 5: 2

Proposer: Cllr Dedman

Seconder: Cllr Spittle

The meeting ended at 19.21pm

CHAIRMAN

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

Minutes of the Meeting held on 9 November 2022 at 6.00pm at Christchurch Library,  
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr L Dedman

Vice-Chairman:

Present: Cllr V Charrett, Cllr M Cox, Cllr S Fotheringham, Cllr R D Luscombe, and Cllr M J Tarling.

Apologies: Cllr D C Jones and Cllr G R Jarvis.

Officers present: Zeynep Aktuna, Democratic Services Officer  
Vanessa Ricketts, Interim Town Clerk

Members of the  
Public present: 3

Members of the  
Press present: 0

**200. Declarations of Interest**

There were no declarations of interest from Members on this occasion.

**201. Minutes of Previous Meeting**

The minutes of the meetings held on 19 July 2022 and 18 October 2022 were agreed and signed as an accurate record.

Voting: 5:0 (1 abstention)

Proposed by: Cllr Luscombe  
Seconded by: Cllr Tarling

**202. Public Participation**

Cllr M Cox joined the meeting at 6.05pm.

A member of the public touched upon the retrospective application for the additional decking at the Boathouse and raised a concern over the 'retrospective' nature of the application suggesting that this was not the correct procedure for a planning application. He also raised a concern over the loss of five disabled parking spaces during the demolitions of the Old Candle Factory (Bank Close) and suggested that the lost car parks should be provided in other part of the parking site.

A further member of the public made a statement regarding the importance of safeguarding trees and pointed out the two mature trees that would be felled during the demolitions of the Old Candle Factory (Bank Close) by suggesting there would be little chance for growth or survival for the new trees that would be planted. A copy appears as Appendix 'A' to these Minutes in the signed Minute Book.

### **203. Public Questions**

There were no questions from the public on this occasion.

### **204. Planning Applications:**

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

### **205. Planning Application: [8/22/0555/FUL](#), 17 Mudeford Christchurch BH23 3NQ**

Members considered the revised scheme for two detached dwellings with associated access and parking at the Fisherman's Bank.

Members raised concerns over the bulk and scale of the proposal and suggested that it would be detrimental for the shoreline and the harbour scene.

There were some discussions around the style of the proposal and some Members suggested the proposal would not fit within the character of the Fisherman's Bank area.

Members disapproved the public right of way stopping at the edge of this property. The curtilage of the property as shown on the plan appears to stop off the public right of way and the Design and Access Statement does not make any reference to the public right of way.

**RESOLVED that objection be raised due to:**

- **excessive bulk and scale of the proposal;**

- **the style is to be considered out of character and having a negative visual impact on the harbour scene and would be detrimental to the environmental designation of the area;**
- **the proposed development would overlook the curtilage of No 19 and;**
- **there was no mention of public right of way which appears to be stopped off within the designation of the planning application site.**

Voting: 4:1 (1 abstention)

Proposed by: Cllr Luscombe

Seconded by: Cllr Fotheringham

**206. Planning Application: [8/22/0762/FUL](#), 23 Bronte Avenue Christchurch BH23 2LZ**

Members considered the proposal for a two-bedroom house with parking at the intersection of the Bronte Avenue and Branwell Close.

Members raised concerns over the proposed vehicle access and pointed out that the proposal was increasing the access points on that junction which would increase the risk of accident due to the corner location of the proposal. A Member referred to the BCP Council / Highways response and suggested that the proposal should reconsider the vehicle access in accordance with the comments of the BCP Highways response.

There were some discussions around the size of the proposed housing units.

Members considered that small, two-bedroom houses were needed in the area for young families.

Members objected to the proposal with recommendation to revisit the parking by taking into consideration the BCP Highways views on previous applications.

**RESOLVED that objection be raised due to:**

- **Highways concerns regarding vehicular access and egress failing to provide appropriate parking and cycling infrastructure in accordance with BCP's SPD,**
- **concerns regarding the size of the poor spatial accommodation in the second unit,**
- **recommends that the vehicular access be revisited and amended in accordance with BCP Council's Highways response to previous applications.**

Voting: 3:1 (2 abstentions)

Proposed by: Cllr Fotheringham

Seconded by: Cllr Charrett

**207. Planning Application: [8/22/0774/FUL](#), The Boathouse 9 Quay Road Christchurch BH23 1BU**

Members considered the retrospective application for the additional decking at the Boathouse.

The Interim Town Clerk advised that the retrospective planning applications could be objected to and could be enforced for the development to be removed.

Members discussed that the additional decking increased the number of people sitting outside causing public nuisance for the neighbouring residences. It was also highlighted that the piecemeal sprawl of the development would be detrimental to the amenities of the occupiers of neighbouring residential properties.

**RESOLVED that objection be raised due to:**

- **the additional seating increases the number of people sitting outside and hence raising the potential of public nuisance in what is a conservation area and,**
- **the piecemeal sprawl of the development would be detrimental to the amenities of the neighbouring residences.**

Voting: 4:1 (1 abstention)

Proposed by: Cllr Tarling

Seconded by: Cllr Cox

**208. Planning Application: [8/22/0784/ADV](#), Land at East of Hurn Road Christchurch**

Members considered the proposal for a digital advertisement at the intersection of the Hurn Road and Hillside Drive (north).

The Interim Town Clerk declared an interest as she already stated her objection for this application as Commons Ward Councillor.

Members considered the proposal and objected due to following reasons:

- Safety concerns: Due to the size and the prominent location of the proposal, the advertisement would cause distraction for pedestrians and motorists.
- Ecological impacts: The proposal lies within 400 meters of a SSSI and Heathland Protection Zone. The proposal's proximity to St Catherine's Hill and River Stour would create visual intrusion on the area and have detrimental impact on the dark skies and the wildlife which includes protection species such as bats.



**RESOLVED that objection be raised due to:**

- **the proposed development would be unsafe for motorists and pedestrians due to the distraction of the large digital advertising board and,**
- **the application was within 400 meters of a SSSI and Heathland Protection Zone thus causing visual intrusion and detrimental impact on wildlife within an ecological corridor which includes protected species.**

Voting: 5:0 (1 abstention)

Proposed by: Cllr Fotheringham

Seconded by: Cllr Tarling

**209. Planning Application: [8/22/0793/FUL](#), The Old Candle Factory Bank Close Christchurch BH23 1BA**

Members considered the proposal for the demolition of existing buildings to be replaced with new dwellinghouse at the Bank Close.

Members considered following concerns regarding the proposal:

- Right of way: Members agreed that the proposal should ensure that the right of way was maintained between the car park and the High Street. The Interim Town Clerk advised Members that there would not be any risk of losing the right of access as the Bank Close and the public access was owned and maintained by HSBC Bank and that the BCP also had the right of access over the Bank Close.
- Disabled parking spaces: The five disabled parking spaces that would be lost during the demolitions should be provided at some other location in the Bank Close Car Park as they are in regular use.
- Trees: Members highlighted the two trees that would be removed during the demolitions and expressed concerns regarding the loss of trees in Christchurch and especially in the Town Centre/Priory Ward. A Member highlighted that Christchurch Town was already considerably low in terms of the tree canopy cover when compared to other wards of the BCP region and that further trees would be lost in ongoing projects at the Gas Work site. Members agreed that the developers should make sure that any tree that came down should be replaced at '2 for 1' basis. The Council should put more pressure on BCP Council regarding the preservation of existing trees especially in Christchurch Town Centre.
- Heritage: As put in the Heritage Statement, the potential to uncover archaeology of high significance underneath the building and therefore a written

scheme of investigation should be submitted and agreed by the County Archaeologist as part of a conditional approval of development on the site.

**RESOLVED that the Council raised no objection to the proposed development but to raise a commentary to the BCP Council on the matters as set out in the dialog of the minutes.**

Voting: 5:0 (1 abstention)

Proposed by: Cllr Tarling

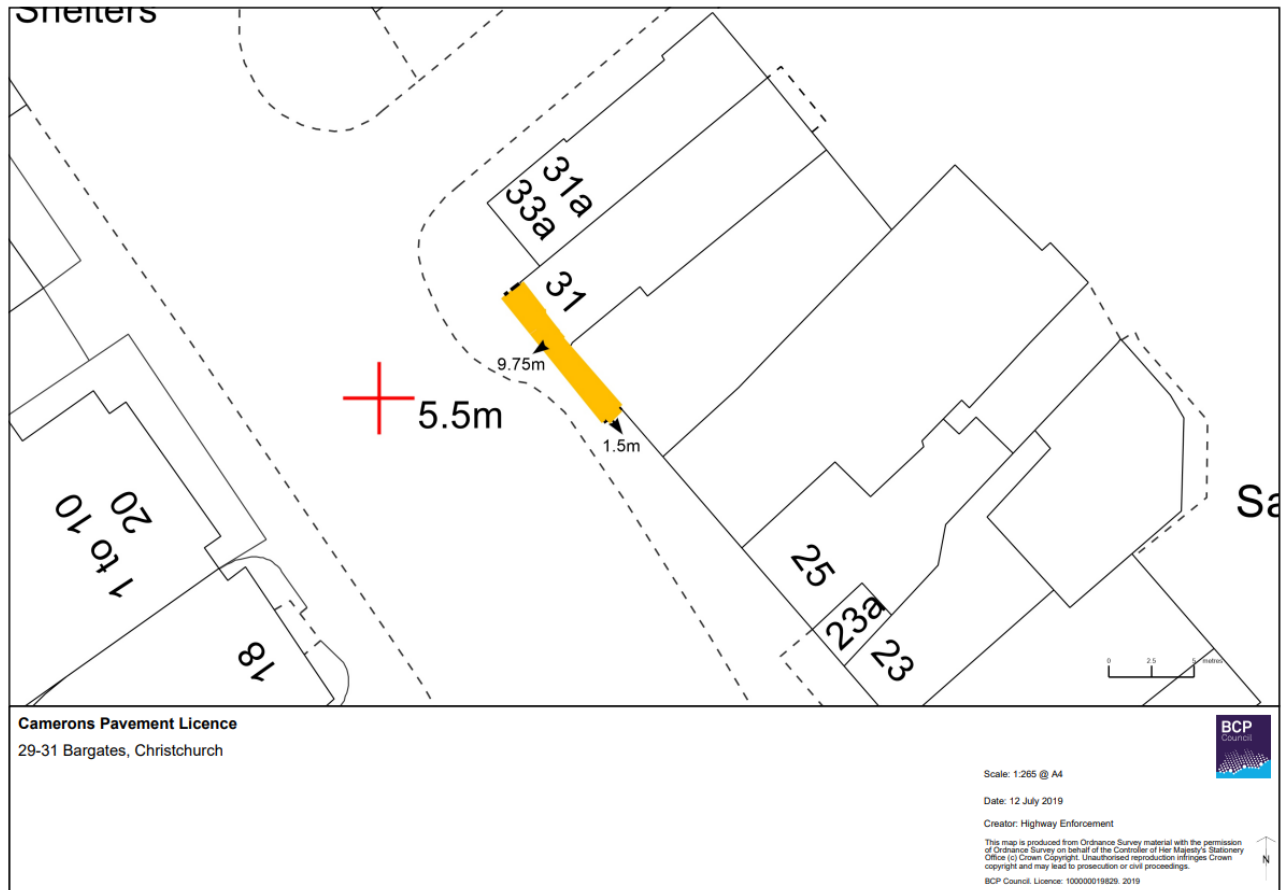
Seconded by: Cllr Fotheringham

The meeting ended at 7.14pm

CHAIRMAN

**Pavement Café License for Camerons, 29-31 Bargates**

Members to consider the renewal of the existing pavement café licence under the new ownership of the business.





**APPLICATION FOR  
PERMISSION TO PROVIDE FACILITIES ON THE HIGHWAY  
(PAVEMENT CAFÉ LICENCE)**

- Please read the attached Guidance Notes and Conditions of Licence before filling this form in.
- Please complete this form in **BLOCK CAPITALS**.

**1. My application is:**

(if a pre-existing licence has elapsed by more than 1 year your application will be considered to be a NEW application)

	Tick as Appropriate
For a NEW Pavement Licence	
To Renew an Existing Licence	<input checked="" type="checkbox"/>

**2. Details of applicant (to whom the Licence will be made out)**

Name	Rencam GROUP LTD		
Address	29-31 BARGATES		
	CHRISTCHURCH		
Post Code	BH231QD		
Telephone No.	01202		Email

**3. Details of Owner of the Premises (if different from above)**

Name	<del>XXXX</del> Same as above.		
Address			
Post Code			
Telephone No.		Email	

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4. Details of premises for which Licence application is made

Name	CAMERONS		
Address	29-31 BALGATES		
	CHRISTCHURCH		
Post Code	BH23 1QQ		
Telephone No.	01203 [REDACTED]	Email	

5. Proposed Hours of Trading (when equipment will be placed on the highway)

	From	To
Monday	12pm	11pm
Tuesday	12pm	11pm
Wednesday	12pm	11pm
Thursday	12pm	11pm
Friday	12pm	11pm
Saturday	12pm	11pm
Sunday	12pm	11pm

6. Details of equipment etc.

	Description e.g. Number(s), size, material and type
Items	Decking Area.

7. Size of area - AS per Decking Size - 15m x 9.75m

The Applicant should attach to this application:  
(NEW applications only)

- Two copies of a detailed layout plan to a scale of 1:100 showing dimensions of area of highway to be used (in metric), including width and depth; distance from kerb edge to licence area, building line to licence area and kerb edge.



2. Two copies of a location plan of scale 1:1250 should also be provided with the application.

**8. Storage of Equipment**

Please specify where equipment is to be stored when not in use.

**Signature and Declaration:**

I have read and understand the accompanying Notes for Guidance and Conditions of Licence and undertake to comply with them, and

I declare that to the best of my knowledge the information contained in this application and submitted plans is correct and complete.

Signed: [REDACTED] Dated: 10/10/22  
 Position Held: \_\_\_\_\_

Check list of items to send:	Please tick
Completed Application Form	/
Plans - as detailed in Section 7	/
Appropriate Fee - New application - £250	
- Licence renewal - £150	
Copy of Public Liability Insurance Certificate in sum of £5 million	

Send to: BCP Council, Transport and Engineering,  
 Town Hall Annexe, St. Stephen's Road, Bournemouth BH2 6EA

"The information you provide will be used by the Council to process the pavement café licence application and may be disclosed to other public service bodies for this purpose. The Council may also share this information with other bodies administering or in receipt of public funds for the purpose of preventing and detecting fraud. The information, which may be held in both computerised and manual record systems, will be processed in compliance with the Data Protection Act 1998. For further information about how we take care of your information please read our privacy notice on BCP Council website"

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