



Christchurch Town Council

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

Full Council Agenda

Monday, 16 January 2023, 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, 16 January 2023 at 6.00pm.**

Membership:

Mayor: Cllr A E Coulton

Deputy Mayor: Cllr V Charrett

Cllr Mrs 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

10 January 2023

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 21 November 2022. Exempt Minutes withheld from agenda pack but to be confirmed also.

6 – 15

5. Announcements

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

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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

To receive any questions from Councillors.

9. To receive any verbal reports from representatives of Outside Bodies and 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:

Planning Committee 29 November 2022 17 – 20
To receive the Minutes of the meeting held on 29 November 2022.

Resources Committee, 6 December 2022 21 – 26
To receive the Minutes of the meeting held on 6 December 2022.

Community Committee, 13 December 2022 27
To receive the Minutes of the meeting held on 13 December 2022.

Planning Committee, 3 January 2023 28 – 31
To receive the Minutes of the meeting held on 3 January 2023.

Community Committee, 5 January 2023 32 – 39
To receive the Minutes of the meeting held on 5 January 2023 and to consider the recommendation arising therefrom:

Minute no. 269 - Christchurch Food Festival BID Application

RECOMMENDED to the Full Council that the Council provides funding of £1,500 to the BID's Food Festival event to be used in road closure, security, stewards, rubbish collection/disposal and advertising expenses on condition that the BID informs the Council about the number and location of the stalls.

11. Deputy Mayor Elect – 2023/24

Members to consider the nomination of Councillor Paul Hilliard as Deputy Mayor Elect for 2023/24 (and subsequently Mayor in 2024/25) subject to local election results.

The current Deputy Mayor, Councillor Vivienne Charrett, will become the Mayor – Designate for 2023/2024, subject to local election results.

12. Town Clerk's Report

40 – 41

Income/Expenditure December 2022 for information.

13. Quarterly Budget Monitoring Report

Appendix 1

Members to note the quarterly budget monitoring report.

14. Budget and Precept Setting 2023-2024

Appendix 2 & 3

Members to consider the draft budget recommended by Resources Committee of 6 December 2022 (Appendix 2) and to further consider an updated budget with the advised tax base for 2023-2024 applied (Appendix 3).

15. Community Grants Applications

42

Members to agree the recommendations from the Community Grants Working Group for grant awards for the 2022/23 financial year.

16.	Recommendation from the Neighbourhood Plan Working Group	43 & Appendix 4
	Members to consider a report from the Chairman of the Neighbourhood Plan Working Group regarding the Transport (Walking and Cycling) Study and to agree the preferred consultant to be engaged.	
	RECOMMENDED that the preferred Company B be appointed at a cost of £10,000 + VAT for the Transport (Walking and Cycling) Study.	
17.	Druitt Hall Lease Extension Costings	44 – 46
	Members to consider a report from the Interim Town Clerk on the costs relating to the lease extension of Druitt Hall.	
18.	Town Council’s Projects Report (2023)	47 – 49
	Members to receive a report about the ongoing and future projects.	
19.	HR Support and Health and Safety Insurance	50 – 51
	Members to consider a report from the Interim Town Clerk regarding the provision of HR Support and Health and Safety Insurance.	

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 21 November 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 H Farrell-Jarvis, 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 M J Tarling.

Apologies: Cllr M Cox, Cllr Mrs F Cox, Cllr L Dedman, Cllr S Fotheringham, Cllr Mrs S Spittle and Interim Town Clerk, Vanessa Ricketts.

Officers Present: Zeynep Aktuna, Democratic Services Officer
James Atkinson, Project Officer

Members of the Public present: 8

Members of the Press present:

210. Prayers

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

211. Declarations of Interest

There were no declarations of interest on this occasion.

212. Minutes of Previous Meeting

Members were asked to confirm as a correct record the Minutes of the last meeting held on 27 September 2022.

RESOLVED that the minutes of the meeting held on 27 September 2022 were agreed and signed as an accurate record.

Voting: Unanimous

Proposed by: Cllr Jones
Seconded by: Cllr McCormack

213. Announcements

The Mayor

The Mayor announced that, since the last meeting of the Council, she had been to 14 engagements including Bridport Civic Day, Poppy Appeal Launch in Saxon Square and Wreath Laying services at Quay Road Memorial and Purewell Cross. She gave mention to the success of the RBL Festival of Remembrance and stated how she was amazed by the brilliant performance of the band, the Ringwood Bagpipes and a young man of about 12-years-old playing solo bagpipes.

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.

214. Public Participation

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

215. Public Questions

A member of the public raised the following question:

"Currently, the Friends of Druitt Gardens report to - and liaise with - Town Council Officers and the Community Committee. The Friends obtain funds and grants from the Town Council. Is it correct to do this when the Land Registry shows that BCP is the current owner of the Gardens: has BCP agreed that the Town Council can operate in this mode?"

The Mayor confirmed that the Town Council was the owner of the Druitt Hall and the Druitt Gardens and that the title deeds of all the nine areas and properties were being currently updated by the Council's solicitor.

A further member of the public raised the following question relating to Druitt Hall and Gardens:

"The Town Council has in hand a new lease and linked matters in its capacity as owner. HM Land Registry title register shows the owner as BCP Council with an entry date of 17 October 2006. This entry is patently wrong as BCP Council did not exist on that date. The transfer was to Christchurch Borough Council from Dorset County Council.

I ask that ownership is verified and corrections put in place on the HM Land Registry register. This action will avoid complications between the Town Council and DHCA.

In parallel, and at the expense of more work, it may be good practice for the Town Council to check the register for all land and building assets to ensure accuracy”.

Cllr McCormack said there was a huge backlog from the Local Government Reorganization (LGR) with the re-registry of the land and that the process was ongoing very slowly on both BCP and the Town Council’s sides.

A further member of the public outlined that there was nothing on the Land Registry that showed that the Christchurch Town Council was the current owner of the Druitt Hall and Druitt Gardens and requested clarification regarding the current freehold owner of Druitt Hall and Druitt Gardens.

The Mayor advised that the Council would provide a written response to answer the question in more detail.

A further member asked the following question:

“If BCP is the current owner of Druitt Gardens why is the Town Council paying a Service Level Agreement financial sum for grass cutting and maintenance? Surely BCP, as the current owner, should be paying for this?”

Cllr McCormack explained the most economical way for the Council to maintain the Gardens was to sign a Service Level Agreement (SLA) with the BCP Council and that working with private contractors would be a lot more expensive than the current SLA. Cllr Tarling pointed out the Council’s intention to retender the Service Level Agreement imminently.

A further member of the public asked the following question:

“I note that the details of the Service Level Agreement between the Town Council and BCP were treated as exempt business at the Full Council meeting of 17/1/2020. Why were these details treated as exempt business? Surely this agreement is a matter of public record and should not be withheld from public inspection. I respectfully request that this Council make the details in that document available to the tax paying public without delay”.

The Mayor explained that this matter included some commercially sensitive information at that time but confirmed that this information was now available to public on the Council’s website. The Mayor also confirmed that the Council would provide a written response to answer the question in more detail.

216. Questions from Councillors

Cllr Tarling confirmed he withdrew his question.

217. Verbal Reports from Partner Organisations

Cllr Jones pointed out the energy crisis and advised Members about the Scottish and Southern Energy Networks’ 2022 Stakeholders Workshop and highlighted the

importance of Priority Services Register (PSR) service on protecting vulnerable consumers (including pensioners, people with disabilities and long-term health conditions and mental health disabilities). He explained that the Priority Services Register would provide “safety net” protections including advance notice of planned power cuts, assistance in providing heating and cooking facilities in power outages and priority reconnection in the case of unplanned outages. He underlined that only the ¼ of the people who would qualify to register on the PSR were currently on the register.

Cllr Jones proposed that the Council uses its website and Facebook page to pass on information and suggestion to urge vulnerable consumers to register on the PSR.

Another Member supported the proposal and highlighted that the Council should also promote hardship and wayfinding on its website and social media channels.

It was discussed that the Councillors would provide the officers with the links to the websites of relevant organisations such as Christchurch Community Action Network, Fuel Bank Foundation and Age Concern.

RESOLVED that the Council publishes Community Groups’ and UK Charities’ hardship and wayfinding links on the Council’s website and social media channels and that the Councillors pass on such links to the officers to publish them on the Council’s website.

Voting: Unanimous

Proposed: Cllr Tarling

Seconded: Cllr McCormack

218. Committee Minutes

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

Resources Committee, 5 October 2022

The Minutes of the meeting held on 5 October 2022 were received.

Personnel Sub-Committee, 18 October 2022

The Minutes of the meeting held on 18 October 2022 were received.

Planning Committee 18 October 2022

The Minutes of the meeting held on 18 October 2022 were received.

Resources Committee, 1 November 2022

The Minutes of the meeting held on 1 November 2022 were received.

Planning Committee, 9 November 2022

The Minutes of the meeting held on 9 November 2022 were received.

The minutes were received on block.

Voting: Unanimous

Proposed by: Cllr Hillard

Seconded by: Cllr Luscombe

Community Committee, 25 October 2022

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

The recommendation arising from the meeting of the Community Committee held on 25 October 2022 was then considered and approved:

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

Mayor explained that Christchurch currently had two part-time security who only report the incidents they see. The Chairman of the Community Committee advised Members that Community Safety Accreditation Scheme (CSAS) Officer would effectively deal with many other problems including graffiti, vandalism, street-drinking and other various forms of anti-social behaviour.

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

Voting: 11:1 (1 abstention)

Proposed: Cllr McCormack

Seconded: Cllr Jarvis

219. Partnership with the Christchurch and District Sports Council

Members received a verbal update from Cllr David Flagg, the treasurer and acting Chair of Christchurch and District Sports Council, regarding the partnership with the Christchurch Town Council. Cllr Flagg updated Members with the background of the Christchurch and District Sports Council (CDSC) which was first started by Christchurch Borough Council as an outside body. He explained that the CDSC's main reason of existence was to provide grant to local youth to support their taking place in sports organizations and mentioned the Sports Council Award Ceremony through which they would reward the local schools' and clubs' achievers. He outlined that the CDSC did not receive any funding except the fund raised through Round Table and the Rotary.

Having lost several members in the recent years, Cllr Flagg stated that Christchurch and District Sports Council needed a Chairman and new members/volunteers to take the Council forward and requested the Town Council's support in providing new blood to the CDSC.

A Member highlighted the significant role of the CDSC in supporting the youth of Christchurch and in enabling them to take part in sport activities and suggested that

this matter should be brought forward to the Council's Community Committee where Members could explore ways to further involve more Councillors and volunteers. Another Member suggested that the other Parish Councils should also be encouraged to take part in the CDSC to ensure that it addresses to a wider community.

Members discussed various funding options that could be considered by the CDSCS and highlighted the CDSC could also apply for the Council's Community Grant Scheme.

RESOLVED that the partnership with Christchurch and District Sports Council be considered by the Community Committee to explore with other Parish Councils (Hurn, Burton and Winkton, Highcliffe and Walkford) whether grants and additional Members and volunteers could be forthcoming between all Councils to support Christchurch and District Sports Council going forward.

Voting: Unanimous

Proposed by: Cllr Jones

Seconded by: Cllr Tarling

220. Update about the Mayor's Meeting with the BCP Council

The Mayor updated Members about the headlines of her meeting with Cllr Mellor, Cllr Hedges and Graham Farrant on 16 November 2022 where she raised following issues and observations:

- Featuring the Mayor of Christchurch on the BCP Council's website;
- The need for a Harbour Master for Christchurch;
- The various pros and cons of separating planning powers into three (or two) local committees;
- The possible options for configuring a BCP association for Parish Councils;
- The inequitable distribution of Christmas Lights expenditures among Christchurch, Bournemouth and Poole and Christchurch's considerably lower share when compared to the total spent for Bournemouth and Poole;
- BCP's Zero Parking Strategy and its impact on new developments in Christchurch;
- The impact of the new quarry at the Roeshot Hill on Christchurch's traffic;
- The current utilisation of existing car parks in Christchurch;
- BCP's future intentions regarding the Bank Close car park;
- CSAS Officer provision utilising existing budget;
- The potential to connect the new Wessex Fields road with the Stoney Lane roundabout;
- Update regarding the Police Station site application and ongoing appeals;
- The condition of the Legacy Path and Gundimore Beach.

The Mayor explained that she was awaiting a comprehensive response from BCP Council to the questions she raised.

The councillors made comments to the Mayors meeting with the BCP.

221. External Audit Regime – Opt-In

Members were asked 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.

Minute No. 141. External Audit Regime – Opt-In

RESOLVED that the Town Council stays “opted-in” to the regime once a new external auditor has been appointed.

Voting: Unanimous

Proposed by: Cllr Luscombe

Seconded by: Cllr Hilliard

222. Successful Appointment of the new Town Clerk

The Mayor advised Members that James Sheehy would start his role as the new Town Clerk on 30 January 2023 and that he would have a week together with the Interim Town Clerk to take over the Council matters on his own.

RESOLVED that the Members noted the verbal update.

223. Council Policies

Members considered the adoption and publication of Freedom of Information Policy and Complaints Policy, a copy of which appears as Appendix ‘B’ to these Minutes in the Minute Book.

RESOLVED that The Councils adopts and publishes the following policies:

- a) Freedom of Information Policy**
- b) Complaints Policy**

Voting: Unanimous

Proposed by: Cllr Jones

Seconded by: Cllr McCormack

224. Council Resolutions Spreadsheet

Members considered the resolutions of Council and its Committees since May 2022 and the actions against those resolutions, a copy of which appears as Appendix ‘C’ to these Minutes in the Minute Book.

RESOLVED that the resolutions of the Council and its Committees since May 2022 and the actions against those resolutions be noted.

225. Transfer of Assets from BCP Council to Christchurch Town Council

Members considered a report regarding the consequences and financial implications that would rise from the transfer of following assets from BCP Council to the Christchurch Town Council, a copy of which had been circulated to each member a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

- Barrack Road Recreation Ground
- Mudeford Recreation Ground (part including the Play Area)
- Play Area at Endfield Road
- Play Area at Knapp Mill Avenue
- Play Area at Mudeford Quay
- Play Area at River Way
- Play Area at Rutland Road
- Two Play Areas at Watermans Park
- Skatepark at Two Riversmeet Arena
- Skatepark at Watermans Park

The Mayor explained that this matter was previously discussed within the Council where Members considered the effects and financial implications of the transfer of the above-mentioned assets.

Cllr McCormack pointed out various maintenance and inspection issues/costs that have to be carefully considered as this transfer would also mean a transfer of liability from BCP to the Council. He explained that the Council would be liable for the maintenance of all trees, equipment, flooring and other elements such as bins, benches, lighting, signage. He also highlighted that the Council would be liable for safety and security of these sites and that these sites would have to be regularly inspected. Highlighting the potential impact of these additional costs on precept, he suggested that the Council should only take the assets that it could add value to.

A Member suggested that the Council should accept the transfer of all assets as the Council currently did not have many assets and pointed out that these assets were already budgeted. He suggested that the Council should take the responsibility of all these assets but in return, ask for more money from the BCP for the assets and request proof of expenditure from BCP regarding the maintenance of these assets. The Project Officer explained that the BCP Council had already advised that the (£5,000) contribution for each asset was ringfenced in their budget and that no further sums would be ringfenced to hand over to the Town Council.

Members agreed that the Council should accept the transfer of Barrack Road Recreation Ground and the Skateparks at Two Riversmeet Arena and Watermans Park and do not take on the other play areas. A Member highlighted the potential of Barrack Road Recreation Ground in terms of its location and proximity to Twynham

Secondary School. Members agreed that building a multifunctional building/pavilion (Youth Club, Community Centre) at the Barrack Road Recreation Ground would be of great benefit for young people and would help the Council deal with antisocial behaviour. Another Member pointed out the potential of the two Skateparks in providing events and services for young people.

RESOLVED that the Interim Town Clerk be delegated to write on behalf of the Council to BCP Council accepting the transfer of the following Recreational Grounds and Skate Parks:

- 1) **Barrack Road Recreation Ground, Barrack Road, Christchurch**
- 2) **Skatepark at Two Riversmeet Arena, Stony Lane South, Christchurch**
- 3) **Skatepark at Watermans Park, Dorset Road, Christchurch**

Voting: Unanimous

Proposed: Cllr McCormack

Seconded: Cllr Jones

226. Pavement Café License for Camerons, 29-31 Bargates

Members considered the renewal of the existing pavement café licence under the new ownership of the business, a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

A Member highlighted the tendency for tables/chairs to spread out into the pavement, blocking the circulation of pedestrians and people with mobility scooters. The Council did not raise any objection to the proposal as the proposal was on a constrained decking.

RESOLVED that the Council raises no objection to the proposal.

Voting: 9: 3 (1 abstention)

Proposed by: Cllr Jones

Seconded by: Cllr McCormack

227. To Appoint to Working Groups

Members considered appointing:

- a) One new member to the Neighbourhood Plan Working Group.
- b) Two new Members to the Coronation Task and Finish Group.

The Chairman of the Neighbourhood Plan Working Group explained that the Working Group was currently working well and that, unless any Member wanted to join the Group, there was not a need for an additional Member.

No Members of the Council volunteered to join the Working Groups.

RESOLVED that no Members of the Council volunteered to join the two working groups.

228. 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.

Voting: Unanimous

Proposed by: Cllr Bungey

Seconded by: Cllr McCormack

229. By-Pass Car Park

Following BCP Council's decision not to sell By-Pass Car Park (Waitrose Car Park) to the Town Council, Members considered the purchase of the Car Park.

The meeting ended at 7.52 pm

CHAIRMAN

Agenda Item 5

Mayor's Engagements 22 November 2022 – 16 January 2023

23 November 2022	Christchurch Food Bank, Community Supper	The Runway/ Godfirst Building
28 November 2022	Admiralty Service (attended by Deputy Mayor)	St Martin-in-the-Fields, London
01 December 2022	Christchurch Living Advent Calendar	Saxon Square
04 December 2022	Portland Council Carol Service (attended by Deputy Mayor)	Easton Methodist Church
05 December 2022	JPMorgan visit	JPMorgan
05 December 2022	Fish & Chip Supper	East Christchurch Sports and Social Club
06 December 2022	Twynham School & TGS Carol Festival	The Priory
10 December 2022	Age Concern Christmas Party	Druitt Hall
10 December 2022	Highcliffe Scouts Squirrel Launch	Highcliffe Scout Hut
12 December 2022	Meeting with Mr Jy Taylor	Twynham School
14 December 2022	Somerford ARC Community Lunch	Somerford ARC
16 December 2022	Ukraine Relief Charity Gala (attended by Deputy Mayor)	The Carrington House Hotel
18 December 2022	Christchurch Priory Carol Service	Priory
20 December 2022	Christchurch Priory Carol Service	Priory
24 December 2022	Christchurch Living Advent Calendar (attended by Deputy Mayor)	Saxon Square
05 January 2023	Bench unveiling photo op	Christchurch Quay
06 January 2023	Presentation of winning Christmas Card	Mudeford Junior School

CHRISTCHURCH TOWN COUNCIL
PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 29 November 2022 at 6.00pm at Christchurch
Library, Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman:

Vice-Chairman: Cllr D C Jones (in the chair)

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

Apologies: Cllr Dedman, Cllr H Farrell-Jarvis, Cllr S Fotheringham and Cllr G R Jarvis.

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

Members of the Public present: 0

Members of the Press present: 0

230. Declarations of Interest

There were no declarations of interest on this occasion.

231. Minutes of Previous Meeting

The minutes of the meeting held on 9 November 2022 were agreed and signed as an accurate record.

Voting: 2 (1 abstention)

Proposed by: Cllr Charrett

Seconded by: Cllr Luscombe

232. Public Participation

There was no public participation on this occasion.

233. Public Questions

There were no questions from the public on this occasion.

234. Planning Applications:

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

235. Planning Application: [8/22/0948/TTPO](#) 16 Stourcroft Drive Christchurch BH23 2PX

Members considered the cutting down of a Sorbus Embury to be replaced with Sorbus "Joseph Rock".

Cllr Tarling joined the meeting at 6.02pm.

Members raised a concern over the insufficient evidence relating to the tree's disease and stated that no supportive information/report was provided regarding the tree's condition that deemed felling necessary.

RESOLVED that the Council writes to the BCP Council about the insufficiency of evidence provided for the application and proposes that the application be deferred until the evidence was provided.

Voting: Unanimous

Proposed by: Cllr Luscombe

Seconded by: Cllr Charrett

236. Planning Application: [8/22/0935/FUL](#) Land rear of 24 Fairfield Christchurch BH23 1QX

Members considered the proposal for a bungalow at Land rear of 24 Fairfield.

A Member raised a concern over the smallness of the scale and size of the proposal and mentioned that the supporting documents did not provide any reference to disabled accessibility, doorway and wheelchair use. He also pointed out that the proposal's not providing any parking space would accentuate the current parking problem at the Fairfield.

Another Member suggested that the proposal was a cramped and unattractive form of development, which would bring about a detrimental effect on the surrounding properties.

RESOLVED that objection be raised due to:

- **the cramped and unattractive form of development and**
- **the loss of the amenity space for neighbouring residences.**

Voting: Unanimous

Proposed by: Cllr Luscombe

Seconded by: Cllr Charrett

237. Planning Application: [8/22/0942/FUL](#) 7 Bure Lane Christchurch BH23 4DJ

Members considered the demolition of the existing dwelling and erection of a replacement dwelling and outbuilding with associated access and parking.

A Member highlighted the increase in the number of two-storey properties replacing the old bungalows in the area and suggested that the residents were concerned about the change in the character of the area. He also raised a concern regarding the location of the proposal, which was right opposite of the green corridor.

Other Members did not raise any concern over the proposal.

RESOLVED that the Council raises no objection to the proposal.

Voting: Unanimous

Proposed by: Cllr Charrett

Seconded by: Cllr Tarling

238. Planning Application: [8/22/0923/FUL](#) 24 Falcon Drive Christchurch BH23 4BB

Members considered the demolition of an existing single storey dwelling to be replaced with a new 2-storey dwelling.

A Member raised a concern over the scale of the proposal highlighting that the existing properties were all low, single-story buildings. He argued that the proposal was out of scale with its surroundings, both in terms of floor count and ridge heights. He also added that the proposal would create a shadow on the adjoining properties. He referred to Policy HE2 Design of New Development of the Christchurch and East Dorset District Council adopted Core Strategy (April 2014) and stated that the proposed development was not in line with the development principles outlined in the Core Strategy.

Members supported the argument that the proposal would be out of character with the street scene as all the houses in Falcon Drive were small, traditional bungalows.

Cllr Tarling declared a non-pecuniary interest in this item as he was a close friend with one the neighbours. He remained present for the discussion but did not vote.

RESOLVED that objection be raised due to:

- **the bulk and massing of the proposal,**
- **being out of character with the street scene and,**
- **detrimental effect on the neighbours due to overlooking the adjoining properties.**

Voting: 3:0 (1 abstention)

Proposed by: Cllr Charrett

Seconded by: Cllr Luscombe

The meeting ended at 7.36pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 6 December 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 A Coulton, Cllr M Cox, Cllr L Dedman, Cllr P Hilliard and Cllr M J Tarling.
Apologies:	Cllr C A Gardiner
Officers present:	Zeynep Aktuna, Democratic Services Officer, James Atkinson, Project Officer, Vanessa Ricketts, Interim Town Clerk
Other Members Present:	Cllr Charrett and Cllr Luscombe
Members of the Public present:	3
Members of the Press present:	0

239. Declarations of Interest

There were no declarations of interest on this occasion.

240. Minutes of Previous Meeting

The minutes of the meeting held on 1 November 2022 were agreed and signed as an accurate record subject to the last line on page 118 to read 2023-2024 and that the list of attendees to show "Other Members Present" as a separate section and to include Cllr Luscombe.

Voting: Unanimous

Proposed by: Cllr Hillard

Seconded by: Cllr Tarling

241. Public Participation

There was no public participation on this occasion.

242. Public Questions

There were no questions from the public on this occasion.

243. Town Clerk's Report

The schedule of payments for the period 01.11.2022 to 30.11.2022 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 November 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 01.11.2022 to 30.11.2022 be approved; and**
- b) the monthly accounts for the period to the end of November 2022 be noted.**

Voting: Unanimous

Proposed by: Cllr Coulton

Seconded by: Cllr Grace

244. Mundeford Cricket Pitch

Members considered a report in respect to the two projects required at Mundeford Cricket Ground, 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 Project Officer updated Members on the background of the project and the setting up of the Mundeford Cricket Pitch Task and Finish Group. He advised that the Group engaged closely with the key personnel of the Mundeford Cricket Club on three occasions where they discussed pitch improvement and irrigation options as well as available grant funding options for the Club. He also advised Members regarding the Club's presentation where they shared their strategic aims, objectives, and future plans.

The Project Officer then outlined the key aspects of the new quote received for two irrigation options:

- A pop-up system (£39,000) with life expectancy 30+ years
- A traveling sprinkler (£35,000) with life expectancy 7 years – the system would bring about additional costs such as tractor, storage, and labour to pull the sprinkler.

The Project Officer explained that the tender would be on two different projects as agreed by the Task and Finish Group and that the companies could bid on one or both of the lots:

- Project 1 - The refurbishment of the outfield (the surface strip, topsoil cultivation, grading and re-establishment of the outfield)
- Project 2 - Introduction of a pop-up irrigation system

Cllr Tarling, as a Member of the Task and Finish Group, expressed thanks to the Club members in sharing the Club's community aspects and their aspirations in supporting youth and women participation in cricket. He then raised a concern over watering the outfield by reminding that the pitch was not exclusively used for cricket, but it was also a public space and suggested that options to only water the square should be explored. He also raised a concern over the water consumption and the maintenance cost of the pop-up system.

Some Members suggested that the site should firstly be acknowledged as a cricket pitch and that the public should be aware of the site's primary function as a cricket field. Cllr Cox, as the chair of the Task and Finish Group highlighted the traditional importance of the cricket and the Mudeford Cricket Pitch in history and suggested that The Council should support the Club moving forward.

In response to a Member's question regarding the watering of the outfield and what would happen if a system is not installed, the Project Officer quoted from Grounds Management Association's report to highlight the outfield's need for an effective irrigation system: *"It is noted that without a way to water the outfield through the summer, any works recommended here cannot improve grass cover and outfield quality sustainably as the loss of grass cover is likely every year in dry periods. Once grass is lost, ball roll and bounce will become variable."*

A Member considered that, despite there being an earmarked reserve for Project 1, the Club should fully fund both projects.

Members discussed that the Pavilion could be used for community activity that would help to generate some income to support the Club.

The Interim Town Clerk explained that the Club would apply for available grant funding options once they have a clearer idea about the project costings through the tender process. She also clarified that the other matters such as the renewal of the lease would be further elaborated in future stages.

RESOLVED that the

(a) Officers produce a Tender and publish it through Gov.uk contracts finder to find the best value for Project 1; The Surface strip, topsoil cultivation, grading and re-establishment of the outfield at Mudeford Recreation Ground

(b) Officers produce a Tender and publish it through Gov.uk contracts finder to find the best value for Project 2; Introduction of an irrigation system at Mudeford Recreation Ground including an additional irrigation option to water the square only.

Voting: Unanimous

Proposed by: Cllr Tarling

Seconded by: Cllr Hilliard

245. Draft Budget 2023-2024

Members considered a draft budget for the next financial year for recommendation to the next Full Council meeting, 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 explained that the draft budget was based on last year's budget and included a 10% increase in the Service Level Agreements (SLA). The draft budget reflected:

- the additional sums for the acquisition of three assets (Barrack Road Recreation Ground, Skateparks at Two Riversmeet Arena and Watermans Park) including the additional SLA to maintain these assets and the earmark reserve each year to replace the assets at the end of their term,
- the cost of a Community Safety Accreditation Scheme (CSAS) Officer (£40,000 a year) as recommended by Community Committee,
- the cost of HR and Health & Safety Support - new cost to provide Health & Safety insurance and HR Support as legal requirements,
- the cost of Insurance - increased by £2,000 for additional assets,
- the cost of Advertising - increased by £2,000 for updated signage across assets,
- reduced Contingency,
- £4.44 (10%) increase a year in the precept from £43.38 to £47.82 (based on the existing tax base).

Members raised some questions and concerns over the proposed draft budget.

A Member suggested that 10% increase to the overall budget was too much and stated that the CSAS officer should be fully funded by BCP Council. Another Member agreed that the Council should not pay for a CSAS officer and suggested that the budgets for Climate Change, Coronation and Contingency should be

decreased. A further Member argued that the Coronation budget could be decreased as it was expected to be a low-key event.

The Interim Town Clerk reminded that funding a CSAS Officer was agreed by the Community Committee. She advised Members that the BCP's funding a CSAS Officer was considered in a meeting with BCP's senior members where they stated there was no evidence to support a CSAS officer for Christchurch. The Mayor explained that the BCP was currently paying £30,000 for two security staff who only work two days a week and stated that the Council could top up the £10,000 in addition to BCP's £30,000 current fund.

Considering various suggestions by the Members, the Interim Town Clerk readjusted the draft budget by:

- Reducing the CSAS Officer budget to £10,000
- Reducing the Climate Change budget to £10,000
- Keeping the Coronation budget at £25,000

The Interim Town Clerk advised that the above adjustments would bring about a £1,97 (5%) increase a year from £43.38 to £45.35 on a Band D precept based on the existing tax base. She reminded Members that with the agreed budget for CSAS Officer at £10,000, there would be no guarantee the Council would have a dedicated CSAS Officer for Christchurch.

The Interim Town Clerk also highlighted that the Council was the lowest precepted town in Dorset with most town councils in Dorset having a Band D precept over £100.

Cllr Coulton left at 6.57pm.

RESOLVED that the Draft Budget 2023-24 as agreed and as set out in the dialog of the minutes be recommended to the Full Council in January in order to set the precept (attached to these minutes as Appendix 'E').

Voting: Unanimous

Proposer: Cllr Spittle

Secunder: Cllr Cox

246. Christchurch Food Festival BID Application

In the absence of the Mayor, Members agreed to refer the matter to Community Committee.

RESOLVED that Christchurch Food Festival BID Application be referred to Community Committee.

Voting: Unanimous

Proposer: Cllr Tarling

Secunder: Cllr Cox

The meeting ended at 7.04pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on 13 December 2022 at 6.00pm at Christchurch
Library, Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman:

Vice-Chairman:

Present:

Apologies: Cllr Mrs S Bungey, Cllr V Charrett, Cllr A E Coulton, Cllr C A Gardiner, Cllr W Grace, Cllr G R Jarvis, Cllr R D Luscombe, Cllr S McCormack and Cllr Mrs S Spittle.

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

Members of the
Public present:

Members of the
Press present:

247. Inquorate Meeting

With no Members present, the Interim Town Clerk declared that the meeting was inquorate and therefore could not go ahead.

The meeting ended at 6.02 pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL
PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 3 January 2023 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 S Fotheringham, Cllr R D Luscombe and Cllr M J Tarling.

Apologies: Cllr G R Jarvis

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

Members of the
Public present: 1

Members of the
Press present: 0

248. Declarations of Interest

There were no declarations of interest on this occasion.

249. Minutes of Previous Meeting

The minutes of the meeting held on 29 November 2022 were agreed and signed as an accurate record.

Voting: Unanimous

Proposed by: Cllr Tarling
Seconded by: Cllr Luscombe

250. Public Participation

Cllr Fotheringham joined the meeting at 6.02pm.

A member of the public representing the Regent Centre expressed an objection against the BT Hub proposed outside Subway (53 High Street) as the proposal would directly affect the entrance and exit of the Regent Centre and would obstruct Regent Centre's visitors' circulation.

251. Public Questions

There were no questions from the public on this occasion.

252. Planning Applications:

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

253. Planning Applications: [8/22/0974/FUL](#) and [8/22/0975/ADV](#) Pavement outside Santander 24 High Street Christchurch BH23 1DH

Members discussed the proposed installation of 1no. new BT Street Hub, incorporating 2no. digital 75" LCD advert screens.

The Interim Town Clerk advised Members that both proposals outside Santander (24 High Street) and Subway (53 High Street) were substantial erections (2,98-meter height, 0,35-meter depth, 1,23-meter width) that would provide free Wi-Fi, telephone calls and USB charging points. The Interim Town Clerk also reminded that two of the agreed wayfinding totems to be installed in February 2023 were very close to the proposed hubs outside Santander and Subway.

Although Members agreed that wi-fi provision was a positive aspect for the town centre, they raised objection to the proposal at this location and position on the grounds of:

- Congestion of street furniture: Considering the wayfinding totems to be installed in February 2023, the proposals would further congest the pavement causing obstruction to pedestrians, people with wheelchairs, buggies and mobility scooters and would have a detrimental impact on the future use of the High Street during market days and public events with high footfall (e.g., the Food Festival).
- Detrimental impact on the conservation area of the High Street due to the illuminated nature of the proposal, and the proximity to several listed buildings.
- Obstructing the use of existing bus stops and taxi stops outside Santander.
- Incompliance with existing policies:
 - Christchurch and East Dorset District Council adopted Core Strategy (April 2014): CH1 Christchurch Town Centre Vision, HE1 Valuing and Conserving our Historic Environment, and HE2 Design of New Development.

- Christchurch Borough Local Plan (Saved Policies): BE4 New Development in Conservation Areas, and BE15 Setting of Listed Buildings.
- Christchurch Borough Council's draft Supplementary Planning Guidance for Christchurch Shopfronts and Advertisement Design Guide of 2005 – which highlights the avoidance of excessive and illuminated advertising in historic areas.

Members discussed that more appropriate places in the town centre should be considered for the BT Hubs where the installations would create less intrusion and congestion.

RESOLVED that the Council raises objection to both applications ([8/22/0974/FUL](#) and [8/22/0975/ADV](#)) at the proposed location on the matters as set out in the dialog of the minutes.

Voting: Unanimous

Proposed by: Cllr Tarling

Seconded by: Cllr Luscombe

254. Planning Applications: [8/22/0976/FUL](#) and [8/22/0977/ADV](#) Pavement outside Subway 53 High Street Christchurch BH23 1AS

Members discussed the proposed installation of 1no. new BT Street Hub, incorporating 2no. digital 75" LCD advert screens.

Members raised objection to the proposal at this location and position on the grounds of:

- Congestion of street furniture: Considering the wayfinding totems to be installed in February 2023, the proposals would further congest the pavement causing obstruction to pedestrians, people with wheelchairs, buggies and mobility scooters and would have a detrimental impact on the future use of the High Street during market days and public events with high footfall (e.g., the Food Festival).
- Detrimental impact on the conservation area of the High Street due to the illuminated nature of the proposal, and the proximity to several listed buildings.
- Obstructing the visitors' entry to and exit from the Regent Centre, and failure to comply with fire safety regulations.
- Incompliance with existing policies:
 - Christchurch and East Dorset District Council adopted Core Strategy (April 2014): CH1 Christchurch Town Centre Vision, HE1 Valuing and Conserving our Historic Environment, and HE2 Design of New Development.

- Christchurch Borough Local Plan (Saved Policies): BE4 New Development in Conservation Areas, and BE15 Setting of Listed Buildings.
- Christchurch Borough Council's draft Supplementary Planning Guidance for Christchurch Shopfronts and Advertisement Design Guide of 2005 – which highlights the avoidance of excessive and illuminated advertising in historic areas.

RESOLVED that the Council raises objection to both applications ([8/22/0976/FUL](#) and [8/22/0977/ADV](#)) at the proposed location on the matters as set out in the dialog of the minutes.

Voting: Unanimous

Proposed by: Cllr Tarling

Seconded by: Cllr Luscombe

The meeting ended at 6.34pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on 5 January 2023 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 V Charrett, Cllr A E Coulton, Cllr G R Jarvis, Cllr R D Luscombe
and Cllr Mrs S Spittle.

Apologies: Cllr C A Gardiner and Cllr W Grace.

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

Members of the
Public present: 3

Members of the
Press present: 0

255. Declarations of Interest

Cllr Spittle declared a non-pecuniary interest in Minute No. 268 'Tuttons Well' as the Ambassador of the Guides, and in Minute No. 269 'Christchurch Food Festival BID Application' as the Council's representative of the BID.

256. Minutes of the Previous Meeting

The minutes of the meetings held on 25 October 2022 and 13 December 2022 were agreed and signed as an accurate record.

Voting: Unanimous

Proposed: Cllr Coulton
Seconded: Cllr Charrett

257. Public Participation

Christina Pengelly, the Manager of the Christchurch BID, updated Members regarding the Agenda Item 16 'Christchurch Food Festival BID Application' and the details of the planned event. She explained that the event would take place on the

weekend (27-28 May 2023) on the High Street and would be run alongside the Food Festival taking place at the Quomps. She stressed that the purpose of the event was to support local food retailers by encouraging them to sell small, tapas style versions of their usual menus. She explained that the BID was planning road closures, subject to residents' agreements, for the visitors to sit and enjoy the local food and that BCP had agreed to close the roads for 48 hours.

She explained that the BID was committed to pay £5,000 for the events and requested £1,500 to be provided by the Council. She explained that this would be used for road closure fees and operations, security, stewards, rubbish collection/disposal and advertising.

258. Public Questions

There were no questions from the public on this occasion.

259. Update on the Quomps Task and Finish Group

The Interim Town Clerk updated Members on the work undertaken by the Quomps Task and Finish Group. She explained that the Group met up on 21 November 2022 with the attendance of residents, event organizers, representatives of BCP, BID, Christchurch Residents Association and the Council's Members and officers. She explained that during the meeting the attendees had the opportunity to express their concerns, experiences, and ideas about the events at the Quomps. The attendees also considered the Christchurch Borough Council's 'Use of Open Spaces Policy' which included several covenants on the Quomps providing various restrictions (e.g., the frequency and number of events that can take place in a calendar month, the number of enclosed events). She underlined that, on preparing the new policy that would be based on the CBC's Use of Open Spaces Policy, the Council liaised with BCP to make sure that the policy would be acceptable, the various restrictive covenants and by-laws were still in place and active, and that the pricing structure was comparative to other areas within the conurbation. She advised that the draft policy was to be sent out to all Members of the Group on 6 January 2023 for their consideration.

The Interim Town Clerk explained, although the Quomps policy would be a separate document, the Council also developed similarly formatted policies for all the assets currently in the Council's ownership together with policies for assets currently being negotiated with BCP. She suggested these would be rolled out in due course as those assets would come on board.

The Interim Town Clerk explained that the draft policy would potentially be brought into the extraordinary Full Council scheduled for 6 February 2023.

Members noted the update on the Quomps Task and Finish Group.

260. Partnership with Christchurch and District Sports Council

A Member recommended that Christchurch and District Sports Council contacts the Parish Councils themselves without involving the Council.

Agreed that the Council does not take further action on this matter.

261. Update on Community Grants Scheme Applications

The Interim Town Clerk updated Members that the Community Grants Working Group met up on 21 December 2022 to consider all 15 applications received and advised that the recommendation would be coming to the Full Council of 16 January 2023.

Members noted the update on Community Grants Scheme Applications.

262. Defibrillators

Cllr Charrett advised Members about the defibrillator that was purchased by the Carnival Committee to be located on the public toilets at the Quomps but explained that it was never used as planned. She questioned the potential places that the idle defibrillator could be used.

Members acknowledged the critical importance of defibrillator to save lives but also highlighted the need for an effective signage to indicate the defibrillators' locations in town. A Member referred to a recent incident where a patient collapsed on the High Street and that people were not able to locate the nearest defibrillator despite being advised the location by 999. He thus argued there was no point in having a defibrillator if people did not know where it was.

A further Member highlighted the importance of regular maintenance to make sure that the defibrillator would be up to standard. The Interim Town Clerk informed Members about The Circuit (The National Defibrillator Network) and explained that all defibrillator owners were required to register with The Circuit and to fulfil their various responsibilities (i.e., log keeping/signing, regular investigation, and maintenance). She explained that the Carnival Committee's defibrillator would need to be serviced by the new owner before being used.

A Member proposed that the Council liaises with the BID to provide a list of all defibrillators in town and produces a poster of all locations to be displayed on the Council's notice boards and on the Town Hall. This proposal was not seconded. Some Members felt that it was not the Council's responsibility to do this as the list would need to be regularly updated to make sure that all listed defibrillators were up and running, and that the Council would be responsible in the case a listed defibrillator fails.

The Interim Town Clerk advised Members that one of the Community Grants Scheme applicants was currently looking funding for a defibrillator. Members discussed that the applicant could liaise with the Christchurch Carnival Committee regarding the acquisition of the Carnival's defibrillator.

Agreed that Cllr Charrett, as the Chair of the Carnival Committee, liaises with the Community Grants Scheme applicant regarding the possibility of them taking on the defibrillator.

263. Legacy Path at Gundimore Beach

Cllr Coulton updated Members that BCP stated they would not provide any funding/support for the upkeep of the Legacy Path.

Agreed that no further action be taken on this matter.

264. Installation of a Bridge at Watermans Park

The Chairman of the Community Committee informed Members about the bridge project at Watermans Park. He explained that the park currently had only one entrance/exit and advised that the bridge would have various positive impacts including:

- enhancing the potential of the park to hold largescale events and helping to relocate some of the events from the Quomps,
- improving the park's connection with its surrounding area and providing an easy access to the Sainsbury's,
- helping better tackle with deprivation in Somerford area by enhancing the park's access and connectivity,
- making the park safer.

The Chairman also highlighted that the Skatepark that the Council would take on from BCP would greatly benefit from the bridge.

The Chairman advised Members about a quote (£85,000) received for the bridge and provisionally asked Members if the Council would cover half of this cost through CIL money by stating that he would approach BCP for the other half of the cost. He explained that more information would be available in the future.

Members questioned the dimensions and location of the bridge. The Chairman proposed to arrange a site visit to the Watermans Park to understand the idea.

RESOLVED that the Community Committee arranges a site visit to the Watermans Park.

Voting: Unanimous

Proposed: Cllr McCormack

Seconded: Cllr Jarvis

265. Update from Christmas Lights Working Group

The Project Officer updated Members on the various issues that was faced during the installation of the Christmas Lights and explained that the contract was not fully met. He mentioned various commitments that the contractor failed to fulfil and stated that the company did not have enough site visits and that the communication with the company was poor. He also advised Members that the Working Group Members were going to meet up with the contractor on 24th January 2023 to evaluate the work undertaken.

Members stated that the Christmas Lights were very successful, and they received excellent feedback from the community. Members appreciated the extra effort put by the Project Officer and expressed thanks to him due to his hard work and commitment to the project.

The Chairman explained, despite the brilliant feedback received, he was disappointed with the contractor's work and stated that the result could have been a lot better if things had gone as agreed. He advised that he would bring this up in the next meeting with the contractor to make sure they do not repeat it in the coming years.

Members also touched upon the problem with the electric system on the Fountain Roundabout and discussed that the Council could liaise with BCP to ask for their support to fix the problem. Members considered that the Council could use the CIL money to fix the problem if BCP would not agree to offer support. Project Officer stated that he would investigate the costs to fix the problem.

Members noted the update from Christmas Lights Working Group.

266. Minor Maintenance Jobs and Disposal of Items at Town Hall

The Chairman updated Members on the state of the Town Hall and highlighted the items that require repair and items that could be disposed of. He listed various white goods (e.g., dishwasher, fan, kettle, filter coffee machine) that had failed the PAT tests and stated that they were disposed of by a white-good removal contractor. He suggested, in return, that the Council purchases 30 Town Council branded mugs, a set of utensils, a dishwasher, a filter coffee machine, and a microwave to replace the disposed items.

Members agreed the Town Hall was an important asset of the town and the Council and discussed various items that need to be repaired or renewed, for example:

- Roof
- Kitchen cupboards
- Carpets
- Stonework on the balcony
- Toilets (ceilings)
- Silverware
- Under the arches of the Town Hall (requires to be painted)

Some Members suggested that the existing silverware could be considered before buying a new set of utensils.

The Chairman advised Members that the repair of the Roof was scheduled for 2023 (spring or summer).

RESOLVED that the Council purchases 30 Town Council branded mugs, a set of utensils, a dishwasher, a filter coffee machine, and a microwave.

Voting: Unanimous

Proposed: Cllr McCormack

Seconded: Cllr Bungey

267. Update on the Barrack Road Recreation Ground Pavilion Demolition Progress

The Chairman updated Members that the Pavilion had been demolished.

Members noted the update.

268. Tuttons Well

Members considered the flooding issues at Tuttons Well. A Member questioned whether cheaper solutions to tackle with the flooding at Tuttons Well would be available.

The Project Officer updated Members about the background of the flooding issues at the site and explained that flooding could not be stopped but the drainage could be speeded up. He advised Members about the solution offered by a specialist company who proposed to dig a trench from the existing pipe to the sea to speed up the drainage and stated that it would cost around £10,000. The Interim Town Clerk informed Members about the historical flooding issues at Tuttons Well and explained that Christchurch Borough Council was not able to find an effective solution to deal with the issue despite various efforts and high costs spent.

Members discussed the idea of having a grid to cover the dipping pond – the grid must allow access to maintenance.

A Member suggested that this matter was also being discussed under BCP Coastal Strategy (Coastal Erosion Risk Management Strategy) works and stated that they could come up with other suggestions. A further Member supported this and suggested that the BCP should consider this matter comprehensively including the whole coast and the Harbour. The Interim Town Clerk advised Members about the meeting the Council would have with BCP Coastal Strategy team on 12 January 2023.

The Chairman suggested that the Guides Leader be requested to monitor the site for two seasons, and that the Project Officer investigates the grid costs.

RESOLVED that

- a) the Guides Leader be requested to monitor the site for two seasons and**
- b) the Project Officer investigates the grid costs.**

Voting: Unanimous

Proposed: Cllr McCormack

Seconded: Cllr Bungey

269. Christchurch Food Festival BID Application

Following the public statement made by the Manager of the BID, Members supported the idea as it would support local food and businesses and would have a positive impact on supporting the livelihood of the High Street. Members asked some questions regarding the number and locations of the stalls.

A Member suggested that the BID should also liaise with the Priory Church to make sure that the events and the road closure would not create undesired effects on the

Church and its visitors. Ms Pengelly advised that she would be happy to bring this up with the Vicar.

A Member proposed that the BID's request should be supported by the Council provided that the BID updates the Council about the number of the stalls as well as their locations.

RECOMMENDED to the Full Council that the Council provides funding of £1,500 to the BID's Food Festival event to be used in road closure, security, stewards, rubbish collection/disposal and advertising expenses on condition that the BID informs the Council about the number and location of the stalls.

Voting: Unanimous

Proposed: Cllr Spittle

Seconded: Cllr Charrett

The meeting ended at 8.11pm

CHAIRMAN

Christchurch Town Council
Full Council – 16 January 2023 Schedule of Payments for Approval

Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
01.12.22	NV-23-0693	Haydens Arboricultural Constultants	recommendations and submission of section 211 notification	£75.00	£15.00	£90.00
30.11.22		W H Smith	Expenses reimbursed - stapler	£8.59	£1.71	£10.30
29.11.22	12	P J Fenning	Expenses reimbursed - tape re Neighbourhood Plan boards	£21.98	£0.00	£21.98
01.12.22	INV178002478	Zoom	Expenses reimbursed - Zoom video conferencing facilities	£11.99	£2.40	£14.39
07.12.22	2099	Harmony Creative Print	Mayor of Christchurch 2022 Christmas Cards	£200.00	£40.00	£240.00
06.12.22		Robert Dyas	Expenses reimbursed - A4 Paper	£34.95	£0.00	£34.95
07.12.22		Post office	Expenses reimbursed- Postage stamps	£156.40	£0.00	£156.40
19.12.22		Payroll & Tax Company Ltd	December salaries	£7,933.79	£0.00	£7,933.79
30.12.22		Unity Trust Bank	Manual credit handling charge	£0.60	£0.00	£0.60
31.12.22		Unity Trust Bank	Service charge	£29.40	£0.00	£29.40
			Direct payments made:	£8,472.70	£59.11	£8,531.81
01.12.22	INV-23-0693	Haydens	Letter detailing findings & recommendations & submission of section 211	£75.00	£15.00	£90.00
07.12.22	3086605	Wessex Fire & Security	Fire alarm maintenance- Old Town Hall	£210.01	£42.00	£252.01
09.12.22	234798	Rokill	Pest control services at Druit Hall and Gardens 8x per annum	£70.00	£14.00	£84.00
10.12.22	AUB10746	Aubergine	Annual SSL secured website hosting	£299.00	£59.80	£358.80
13.12.22	235340	Rokill	Rodent control services 8 x per annum at Rutland Rd allotments	£148.00	£29.60	£177.60
13.12.22	P2320584705	BCP	Committee Room booking charge - November	£276.00	£0.00	£276.00
13.12.22	3080377474	Pennon Water	Water rates June to Dec 2022 - Douglas Ave Allotments	£113.02	£22.60	£135.62
14.12.22	844	Dorset Planning Consultant Ltd	Planning advice - project work fee, November 2022	£804.23	£160.85	£965.08
21.12.22	SSL1059	Seacape Ltd	Repairs to toilet in the Old Town Hall	£116.22	£23.24	£139.46
21.12.22	SD317-1	SLCC	Town Clerk Job Advert - Gold Package	£347.00	£69.40	£416.40
22.12.22	QL202320-1	SLCC	ILCA Qualification Fee	£120.00	£24.00	£144.00
30.12.22	19UC101-0004	Parish OnLine	Digital Mapping	£63.00	£12.60	£75.60
21.12.22		M & S	Expenses reimbursed - Milk for meetings	£1.30	£0.00	£1.30
21.12.22		Post Office	Expenses reimbursed - Postage stamps	£10.88	£0.00	£10.88
22.12.22		ElectricFix	Expenses reimbursed - Tape	£8.32	£1.67	£9.99
				£2,661.98	£474.76	£3,136.74
			Total payments	£11,134.68	£533.87	£11,668.55

Signed by:
 Cllr Mrs Avril Coulton
 Mayor
Date:

Christchurch Town Council Payments List						
Payments List 01.12.22 - 31.12.2022						
Expenditure:						
Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
01.12.22	NV-23-0693	Haydens Arboricultural Constultants	recommendations and submission of section 211 notification	£75.00	£15.00	£90.00
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01.12.22	INV178002478	Zoom	Expenses reimbursed - Zoom video conferencing facilities	£11.99	£2.40	£14.39
07.12.22	2099	Harmony Creative Print	Mayor of Christchurch 2022 Christmas Cards	£200.00	£40.00	£240.00
06.12.22		Robert Dyas	Expenses reimbursed - A4 Paper	£34.95	£0.00	£34.95
07.12.22		Post office	Expenses reimbursed- Postage stamps	£156.40	£0.00	£156.40
19.12.22		Payroll & Tax Company Ltd	December salaries	£7,933.79	£0.00	£7,933.79
30.12.22		Unity Trust Bank	Manual credit handling charge	£0.60	£0.00	£0.60
31.12.22		Unity Trust Bank	Service charge	£29.40	£0.00	£29.40
			Direct payments made:	£8,472.70	£59.11	£8,531.81
01.12.22	INV-23-0693	Haydens	Letter detailing findings & recommendations & submission of section 211	£75.00	£15.00	£90.00
07.12.22	3086605	Wessex Fire & Security	Fire alarm maintenance- Old Town Hall	£210.01	£42.00	£252.01
09.12.22	234798	Rokill	Pest control services at Druit Hall and Gardens 8x per annum	£70.00	£14.00	£84.00
10.12.22	AUB10746	Aubergine	Annual SSL secured website hosting	£299.00	£59.80	£358.80
13.12.22	235340	Rokill	Rodent control services 8 x per annum at Rutland Rd allotments	£148.00	£29.60	£177.60
13.12.22	P2320584705	BCP	Committee Room booking charge - November	£276.00	£0.00	£276.00
13.12.22	3080377474	Pennon Water	Water rates June to Dec 2022 - Douglas Ave Allotments	£113.02	£22.60	£135.62
14.12.22	844	Dorset Planning Consultant Ltd	Planning advice - project work fee, November 2022	£804.23	£160.85	£965.08
21.12.22	SSL1059	Seacape Ltd	Repairs to toilet in the Old Town Hall	£116.22	£23.24	£139.46
21.12.22	SD317-1	SLCC	Town Clerk Job Advert - Gold Package	£347.00	£69.40	£416.40
22.12.22	QL202320-1	SLCC	ILCA Qualification Fee	£120.00	£24.00	£144.00
30.12.22	19UC101-0004	Parish OnLine	Digital Mapping	£63.00	£12.60	£75.60
21.12.22		M & S	Expenses reimbursed - Milk for meetings	£1.30	£0.00	£1.30
21.12.22		Post Office	Expenses reimbursed - Postage stamps	£10.88	£0.00	£10.88
22.12.22		ElectricFix	Expenses reimbursed - Tape	£8.32	£1.67	£9.99
				£2,661.98	£474.76	£3,136.74
			Total payments	£11,134.68	£533.87	£11,668.55
	Details	Receipts	Payments			
	November 2022 payments authorised		£19,079.31		Salaries	£5,829.69
	December 2022 payments made direct		£8,531.81		Paye	£1,637.92
08.12.22	Rutland Rd Allotment rent	£20.63			Pen Ers	£1,354.96
	Douglas Ave Allotment rent	£20.63			Total	£8,822.57
					less adjustment	-£888.78
						£7,933.79
	Totals:	£41.26	£27,611.12			
	Bank Account Reconciliation					
	Balance as at 01.12.2022	£217,716.50				
	Receipts	£41.26				
	Less Payments	£27,611.12				
	Balances as at 31.12.2022:					
	Unity Trust Bank PLC	£190,146.64				
	CCLA Public Sector Deposit Fund	£956,506.07				
	Total in Banks as at 31.12.22	£1,146,652.71				

Recommendation from the Community Grants Working Group

The Community Grants Working Group met up on 21 December 2022 to review all 15 applications received and considered the applications in terms of:

- their financial situation,
- their expenditures,
- the cause that the grant would be used for.

RECOMMENDED to Full Council that Community Grants be awarded to the following organisations:

- a) £820 to Burton Youth Football Club**
- b) £200 to Chat Café**
- c) £1,000 to Christchurch Carnival**
- d) £1,000 to Christchurch Community Partnership**
- e) £1,000 to Christchurch Food Bank**
- f) £1,000 to Christchurch (Mudeford) Sea Scouts**
- g) £1,000 to Friends of Druitt Gardens**
- h) £500 to Pre-School On The Marsh**
- i) £480 to Somerford ARC**
- j) £1,000 to Water Lily Project**

Recommendation from the Neighbourhood Plan Working Group regarding the Transport (Walking and Cycling) Study

In support of the ongoing work of the Neighbourhood Plan Working Group, the following is submitted to Full Council Committee for consideration and agreement at 16th January 2023 meeting.

Following the decision by Resources Committee (minute no. 197 of Resources Committee minutes 1st November 2022) to approve a budget of £10,000 to undertake a Cycling and Infrastructure Study as part of the Getting About sub stream, an 'Invitation to Quote' document was submitted to 4 potential Consultancies for their consideration. A copy of the final 'Invitation to Quote' is attached for Members' information (Appendix 4).

Two companies declined to tender for the contract stating that they felt the budget available was insufficient to meet the requirements as set out in the 'Invitation to Quote'.

Two consultancy companies, Company A and Company B, did submit proposals to undertake the study. Both proposals were reviewed by the Neighbourhood Plan Working Group and scored using a standard template. Whilst both companies were seen as being able to deliver against the study requirements, Company B was unanimously scored as the preferred supplier.

Therefore, it is requested that Resources Committee approve the appointment of Company B to undertake a Cycling and Infrastructure Study on behalf of the Neighbourhood Plan Working Group at approved budget of £10,000.

As Members will note from their proposal, their proposal is within the budget limit approved of £10,000 and Members of the NPWG felt that their proposal was better outlined in terms of specific milestones and deliverables.

Whilst the Company A's proposal also addressed the main deliverables, there was some concern on two elements: a) there was some concern by NPWG in terms of confidence of deliverables of the study in that their proposal was less specific as to actual stages of the project and b) there was some concern that they may struggle to remain within the approved budget.

It should also be noted that Company B is the same company that Resources Committee approved to undertake the current Car Park study. As a result, Company B's proposal included costs which are approximately 25% lower than the staff resources allocated as part of the project.

Councillor Dr Robert Luscombe

Chairman CTC Neighbourhood Plan Working Group

22nd December 2022

Agenda Item 17

Druitt Hall Lease Extension Costings

Report Type:	Public Report for Decision
Purpose of Report:	To make Members aware of the costs associated with the lease extension of Druitt Hall and to consider the types of dilapidations report required. To further consider whether the Council should fund the associated costs.
Recommendations:	It is RECOMMENDED that: The Town Council: (a) Note the legal fees; (b) Agree the level of dilapidations report required; (c) Consider if it wishes to cover all or part of the fees for the element above.
Wards:	All Wards
Contact Officer:	Vanessa Ricketts – Interim Town Clerk

1. BACKGROUND

- 1.1. Members have agreed to extend the Druitt Hall lease to the Druitt Hall Association by 30 years and replace the roof in principle.
- 1.2. A specialist Local Authority Solicitor has been appointed to carry out the work on the lease extension.
- 1.3. As part of the lease extension, a dilapidations report is required.

2. COSTINGS AND ISSUES

- 2.1. The estimate from Kate Jackson of Surrey Hills Solicitors is as follows: “In terms of the issues with the lease to Friends of Druitt Hall, I suggest I spend around 2 hours (£550 + VAT) reviewing the lease and potential breaches, and possible ways forward. I also note the request for a lease extension, which can probably be done by reference to the existing lease as it is a relatively new lease but there are various other amends proposed so would need to look at these a bit further before confirming and providing a few estimate for drafting.”
- 2.2. A local independent surveyor was contacted to provide an estimate for the dilapidations report. He has stated the following:
“Although I have taken a look at the documents kindly supplied, I’m not sure exactly what works the Trustees are alleged to have carried out by way of improvements and/or repairs or indeed what the Councils intentions are. Clearly, it is an old and substandard building in a number of respects. I note that it has an asbestos clad roof covering which

was excluded in part from the trustee's repairing liability during their last tenure. Some of the timber or cladding panels to either end of the building looked warped and may require replacement. Equally the metal casement windows require complete redecoration or ideally replacement but with buildings and tenancies such as this, it is always a question of how far one goes or is expected to go by way of repair and maintenance- i.e. is it to seek to maintain the fabric of the building as far as possible over time notwithstanding its inadequacies or are the Council looking to improve the fabric of the building, fixtures and fittings over time. These matters with a Trust tenancy like this are likely to come down to affordability in part linked also to rent (if any) and costs of occupation.

If you wished us to recommend commercial terms for the occupancy i.e. rent plus terms with a schedule of condition which effectively included photographic evidence and a statement of proposed works to include repair maintenance items and some specified improvements we can undertake this for the fee of £2,750 plus VAT. If you simply wanted a schedule of condition with photographic evidence and an appended schedule of proposed works (not a detailed specification) the fee would be £1,750 plus VAT.

If you would prefer a costed schedule of dilapidations the fee would be £1,950 plus VAT.

There may be a hybrid schedule that could be appended to the lease which we could quote for depending on the Councils exact requirements."

Members are asked to consider the level of work required.

2.3. The current lease provides the following:

3.19 Costs of applications notices and recovery of arrears

The Tenant must pay to the Council on an indemnity basis all costs, fees, charges, disbursements and expenses (including those payable to counsel, solicitors, surveyors and bailiffs) properly and reasonably incurred by the Council in relation to or incidental to:-

3.19.1 every application made by the Tenant for a consent or licence required by the provisions of this Lease, whether it is granted, refused or offered subject to any lawful qualification or condition or the application is withdrawn;

3.19.2 the contemplation, preparation and service of a notice under Section 146 of the Law of Property Act 1925 or the contemplation or taking of proceedings under Section 146 or 147 of that Act, even if forfeiture is avoided otherwise than by relief granted by the court; and

3.19.3 the recovery or attempted recovery of any sums due under this Lease.

In this case, all legal costs and the cost of the dilapidations report should be covered by the Tenant. However, at the request of the Mayor, Council are asked to consider covering the cost of both these elements.

3. IMPLICATIONS

Legal

3.1. The Landlords and Tenants Act 1954 applies.

Environmental

3.2. None directly from this report.

Financial and Risk

3.3. Council to pay the financial costs relating to the new lease and surveyors report .

Equalities

3.4. None directly from this report.

Consultation and Engagement

3.5. The Drutt Hall Committee have been engaged.

4. CONCLUSION

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

Appendices:

None.

2023 Projects

Report Type:	For information
Purpose of Report:	To advise and update Members on upcoming projects
Recommendations:	None
Wards:	All Wards
Contact Officer:	James Atkinson – Project Officer

1. BACKGROUND

- 1.1. At the beginning of the year a report is provided for information on the planned projects
- 1.2. Some projects are underway, some are in the pre-planning phase while others are waiting action from other parties.

2. PROJECTS

2.1. **The Town Hall** – this project will be split into separate parts:

- (a) The external roof repair – This will include the parapet walls that surround the building at roof level at the moment they are in poor condition. There are numerous stone bottles suffering from masonry decay, mostly around the balcony. The lead lined guttering has thermal movement splits due to the stone bottles sitting on the lead which is restricting the thermal movement. The lead covering on the south apex is also in a poor condition with several cracks and fixing points.
- (b) Internal roof repair – This consists of the incorrectly installed lateral restraint straps and the defective truss member and corrosion of truss connecting bolt. There is indications of fungal growth where there has been previous water-ingress (localised). The kitchen is venting into loft space, the ductwork (possible asbestos) is redundant and should be removed.
- (c) Internal decoration – Decoration throughout to include coving refurbishment or new dependent on Conservation Officer's advice, decoration to walls and ceilings. New carpets and an update of the toilets and kitchen.

2.2. **Asset Transfer** - Maintenance and future events

- (a) Following the decision of Council on the transfer of assets, a maintenance agreement and replacement strategy will be required on the three sites.

- (b) A forward plan is to be created to decide the levels of usage on the new sites along with a feasibility study to determine the best use for Barrack Road Recreation Ground – this will include the potential for a new structure.

2.3. Christmas Lights

- (a) Following on from 2022 the Christmas lighting task and finish group will consider the feedback from Year 1 of the project.
- (b) There are elements that require more focus to ensure the Council maintain value for money on the contract.
- (c) To ensure the lights remain on throughout 2023, Fountain roundabout electrical cabinet will need replacing. The new design has reduced the costs due to not using the metal columns.

2.4. Mudeford Cricket Ground – this has multiple parts:

- (a) Mudeford Recreation Ground Tender
 - (i) Reestablishment of the playing surface that includes Surface strip, topsoil cultivation, grading and re-establishment of the outfield at Mudeford Recreation Ground
 - (ii) Introduction of an irrigation system at Mudeford Recreation Ground
- (b) A revisit of the current license agreement with Mudeford Cricket Club that includes the terms and conditions of hire.

2.5. Quomps Electrical infrastructure

- (a) Following feedback from key site users an upgraded infrastructure plan is to be created to reduce the need for petrol driven generators at events.

2.6. Scotts Hill Lane Playpark

- (a) Once Meyrick and BCP have surrendered the lease the Council has already resolved to spend £85k to refurbish the playpark.
- (b) A Tender process will be required to find a suitable contractor.
- (c) The site will then be closed and secured and new play equipment and safety flooring installed.
- (d) A maintenance agreement and replacement strategy will also be created.

2.7. Druitt Hall

- (a) Following on from Councils decision to award a 30 year lease to The Druitt Hall Association and replace the roof in principle a new agreement with DH Association is being worked on.

2.8. Queen's Jubilee

- (a) Following the installation of the benches to remember the Jubilee a Blue Plaque is to be attached to the Town Hall.

2.9. Kings Coronation

- (a) A task and finish group has been established to organise and arrange an event of a similar scale for the Town to commemorate the occasion.

3. OTHER PROJECTS

- 3.1. Bay tree to be reduced by Fleur de Lis in Druitt Gardens
- 3.2. Grill at Tuttons well
- 3.3. Seeking rubbish removal for The Town Hall
- 3.4. Door entry system for The Town Hall

4. IMPLICATIONS

Legal

- 4.1. None.

Environmental

- 4.2. None directly from this report.

Financial and Risk

- 4.3. None directly from this report.

Equalities

- 4.4. None directly from this report.

Consultation and Engagement

- 4.5. The projects that are on-going have support from the relevant parties

Appendices:

None.

Agenda Item 19

Health and Safety and HR support

Report Type:	Public Report for Decision
Purpose of Report:	To advise Members of quotations received for HR support and HS advice and insurance.
Recommendations:	It is RECOMMENDED that: The Town Council: Approve the quotation from company B at a cost of £273 per month.
Wards:	All Wards
Contact Officer:	Vanessa Rickett – Interim Town Clerk

1. BACKGROUND

- 1.1. The Council does not have a Health and Safety Policy, this is a legal requirement and has not been dealt with since the conception of this Council.
- 1.2. The Council does not have Health and Safety insurance and currently the Clerk is designation the Responsible Person in law and as such, the Clerk and Members would be personally liable.
- 1.3. There are no risk assessment for any of the functions of the Council. This needs to be addressed as soon as possible.
- 1.4. There is currently no external HR support for the Council. With 5 employees it is advisable for a Council to have access to HR lawyers.
- 1.5. There is currently no adopted staff handbook – this should be addressed as soon as possible.

2. QUOTATIONS

- 2.1. There are a small number of sector specialist companies that provide both HR & Health and Safety services to local authorities. 3 such companies were contacted and asked to quote. One company failed to return a quotation.
- 2.2. Company A can provide both services of HR support and Health and Safety advice together with insurance for H&S. Cost £292 per month +VAT on a 36 month contract
- 2.3. Company B provide both services of HR support and Health and Safety advice together with insurance for H&S, plus acts as the responsible person in law. Cost £273 per month + VAT on a 36 month contract.

3. IMPLICATIONS

Legal

- 3.1. Under the Health and Safety at Work Act 1974, if a company has 5 or more employees the company must have a health and safety policy. A health and safety policy sets out your general approach to health and safety. It explains how you, as an employer, will manage health and safety in your business. It should clearly say who does what, when and how.
- 3.2. Under the employment Rights Act 1996 Employers should set out rules and guidance for employees including disciplinary and grievance procedure.

Environmental

- 3.3. None directly from this report.

Financial and Risk

- 3.4. Members of the Council are currently personally liable for any health and safety issues that arise including the liability of corporate manslaughter.

Equalities

- 3.5. None directly from this report.

Consultation and Engagement

- 3.6. No consultation required as the decision does not impact upon the running of services to the public at large.

4. CONCLUSION

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

Appendices:

None.