



Christchurch Town Council

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

Council Agenda

Friday, 22 November 2019, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Druitt Hall, High Street, Christchurch BH23 1AJ on **Friday, 22 November 2019 at 6.00pm.**

Membership:

Mayor: Cllr L Dedman

Deputy Mayor: Cllr Mrs S Bungey

Cllr J A Abbott

Hon Freeman Cllr C R Bungey

Cllr A E Coulton

Cllr F J M Cox

Cllr M Cox

Cllr S Fotheringham

Cllr C A Gardiner

Cllr W Grace

Cllr P Hilliard

Cllr G R Jarvis

Cllr D C Jones

Cllr T Lane

Cllr S J McCormack

Cllr F F T Neale

Cllr G E E Polson

Cllr Mrs S Spittle

Cllr M J Tarling

The business to be transacted is set out overleaf

Daniel Lucas

Town Clerk

18 November 2019

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

Agenda

1. Prayers

Prayers will be said by the Mayor's Chaplain, the Reverend Canon Charles Stewart.

2. Apologies for Absence

To receive apologies for absence

3. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

4. Minutes of Previous Meeting

To confirm as a correct record the Minutes of the last meeting held on 20 September 2019 (Copy attached) Exempt Minutes withheld from agenda pack but to be confirmed also.

5 –16

5. Announcements

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

17 - 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

None received at time of publication.

9. To Receive any verbal reports from Partner Organisations

None received at time of publication.

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 1 October 2019

19 – 23

To receive the Minutes of the meeting held on 1 October 2019 and to consider the recommendation arising therefrom: -

Minute No.109 Appointment of Dorset Planning Consultant Ltd Relating to Initiation of Neighbourhood Plan.

RECOMMENDATION: The appointment upon receipt of a full report from the Town Clerk concerning the investigation of terms and conditions and full costs, budgetary considerations and the possible authorisation of section 137 Local Government Act 1972 expenditure.

Resources Committee, 8 October 2019

24 – 27

To receive the Minutes of the meeting held on 8 October 2019. (Exempt Minutes withheld from agenda pack but to be considered also).

Community Committee, 29 October 2019

28 – 32

To receive the Minutes of the meeting held on 29 October 2019

Resources Committee, 5 November 2019

33 - 35

To receive the Minutes of the meeting held on 5 November 2019

and to consider the recommendation arising therefrom: -

Minute No. 134. Draft Budget Report

RECOMMENDATION: The Draft Budget for 2020/2021 noting the precept figure of £41.95 on a Band D property.

Planning Committee, 12 November 2019

	To receive the Minutes of the meeting held on 12 November 2019	36 - 39
11.	Lone Working Policy	40– 50
12.	Druitt Gardens – Geophysical Survey (Part 2)	Report to Follow

No other items of business can be considered unless the Mayor decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

CHRISTCHURCH TOWN COUNCIL

FULL COUNCIL

Minutes of the Meeting held on 20 September 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

Present:-

Cllr Mrs L Dedman – Mayor

Cllr Mrs S Bungey – Deputy Mayor

Present: Cllr J Abbott, Hon Freeman Cllr C R Bungey, Cllr A E Coulton, Cllr M Cox, Cllr S Fotheringham, Cllr W Grace, Cllr G R Jarvis, Cllr D C Jones, Cllr T Lane, Cllr S J McCormack, Cllr F F T Neale, Cllr G E E Polson, Cllr Mrs S Spittle and Cllr M J Tarling.

Apologies: Cllr Mrs F Cox, Cllr C A Gardiner and Cllr P Hilliard

Officers Daniel Lucas, Town Clerk

Present: Susan Roxby, Administrative Support Officer

84. Prayers

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

85. Declarations of Interest

Cllr D Jones declared a non-pecuniary interest in relation to Minute No. 86 (Public Participation), as a regular attendee at St Johns Church, and remained present for the discussion and voting thereon.

Cllr T Lane and Cllr M J Tarling declared a non-pecuniary interest in relation to Minute No. 100 (Planning Application: 8/18/3263/FUL) as both Councillors had visited the application site and remained present for the discussion and voting thereon.

Cllr S Mc Cormack declared a non-pecuniary interest in relation to Minute No. 89 (Motions from Councillors) and Minute No. 100 (Planning Application: 8/18/3263/FUL)

as he sits on the Planning Committee for Bournemouth Christchurch and Poole Council (BCP Council) and left the room for the discussion and voting thereon.

Cllr W Grace declared a non-pecuniary interest in relation to Minute No. 96 (Legates) as a Trustee of Legates Charity and remained present for the discussion and voting thereon.

Cllr S Spittle declared a non-pecuniary interest in relation to Minute No. 98 (Town Hall Use – Requests) and remained present for the discussion and voting thereon.

Cllr M J Tarling declared a non-pecuniary interest in Minute No.100 (Planning Application: 8/18/3263/FUL) as he had been a member of a group called 'Discover Science in Christchurch' which was formed to open a Museum in Christchurch and remained present for the discussion and voting thereon.

Minutes of Previous Meeting

The minutes of the meeting held on 19 July 2019 were agreed and signed as an accurate record.

The Town Clerk updated Members that the Chairman of the Community Committee had been added to the membership of the Residents Survey Working Group and the Civic Working Group had agreed a request that the Mayor be Patron of the Christchurch Dementia Community Friendly Alliance.

The minutes of the Extraordinary meeting held on 27 August 2019 were agreed and signed as an accurate record subject to Cllr S Fotheringham's name being removed as being present at the meeting.

Announcements

1. The Mayor

The Mayor announced that, since the last meeting of the council, she had been privileged to attend some wonderful engagements, highlighting the recital by Daniel Bell at Christchurch Priory as wonderful to hear such a beautiful voice in such a beautiful setting.

In addition, the Mayor gave mention to the opening of Christchurch Sailing Club's Disabled Access Lift & facilities official installation adding that it was good to see others less mobile being catered for.

The Mayor further advised that gifts had been received from Christchurch's Twin Town, Aalen following the Reichsstaedter Tage event held in Germany.

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

2. The Town Clerk

The Town Clerk advised that he had no announcements on this occasion.

86. Public Participation

1. Mrs Muriel Haugh

Mrs Muriel Haugh spoke regarding concerns that St. John's Church site may be disposed of for redevelopment and felt this was a valued community hub and urged the Council to safe guard St. John's Church for future generations and presented a signed petition to the Mayor.

2. Reverend Canon Charles Stewart

Reverend Canon Charles Stewart reassured Mrs Haugh and Members of the Council that there were no plans to dispose of St John's Church and also expressed sadness that a request had not been received to talk about this issue.

Cllr Jones raised a point of order that it was normal for a petition to be referred to the Council's Community Committee.

The Town Clerk advised that there was nothing in the Town Council's Standing Orders to refer a petition to the Community Committee.

The Town Clerk further informed Members that the Council could nominate St. John's Church as an Asset of Community Value.

The Mayor advised that the best course of action would be for Reverend Canon Charles Stewart and Mrs Haugh to have a meeting first to discuss this issue and then bring this back to the Council to be considered if required.

Cllr D Jones declared a non-pecuniary interest in this item as a regular attendee at St Johns Church, and remained present for the discussion and voting thereon.

3. Mr Peter Fenning

Mr Peter Fenning spoke regarding conservation and consultation in the Town Centre. Mr Fenning felt that there was a richness in archaeology in Christchurch, but there were less iconic areas such as the Barrack Road Recreation Ground which did have Town Green protected status.

Mr Fenning advised that a new Fitness Trail at Barrack Road Recreation Ground and a new Ducking Stool in Christchurch had been installed without consultation.

The Mayor advised that the Fitness Trail had been the remit of the former Christchurch Borough Council which the Town Council was aware of.

The Town Clerk gave an undertaking to residents that once further parks and recreation grounds have been transferred to the Town Council that this shall be disseminated to residents.

Cllr S McCormack left the room at 6.30pm.

4. Ms Susan Suliman

Ms Susan Suliman raised concerns regarding the Police Station site in Christchurch and felt the process for determination of the Planning Application should not be dealt with under permitted powers, but by BCP Council's Planning Committee.

Ms Suliman advised that residents' concerns had not been addressed by the revised plans as follows:

- Increase in traffic
- Loss of parking
- Quality of buildings
- Conservation

Ms Suliman was concerned that high density housing would be built up to their properties and would impact on the residential and visual amenity and also impact on the town and requested that:

- (1) The Town Council Planning Committee Members visit Twynham Avenue to see what the impact would be; and
- (2) The Town Council request that BCP Council Planning Committee Members visit their homes to be fully informed before making a decision.

87. Public Questions

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

88. Questions from Councillors

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

89. Motions from Councillors

A Motion was received from Cllr David Jones registered Wednesday 11 September 2019 at 11:53:

Motion: "That this Council raise objection to the proposal to develop the Accident and Emergency Unit at Royal Bournemouth Hospital"

Members expressed concerns regarding traffic and how it would be managed along Castle Lane, which at times was solid grid lock with traffic. Members considered that if the infrastructure was not in place that there would be more delays for people to get to hospital.

Before being put to the vote it was proposed by Honorary Freeman Cllr C Bungey and seconded by Cllr D Jones that the motion be amended as follows:

'That this Council raises concerns to the proposal to develop the Accident and Emergency Unit at Royal Bournemouth Hospital and would like the infrastructure on the highway in place prior to the construction'

The amendment was put to the vote and carried.

Voting: 11:1 (3 abstentions)

RESOLVED that the Town Clerk be delegated to write to BCP Council to advise that this Council raises concerns to the proposal to develop the Accident and Emergency Unit at Royal Bournemouth Hospital and would like a condition to secure the infrastructure on the highway in place prior to the construction.

Voting: 11:1: (3 abstentions)

Reverend Canon Charles Stewart left the meeting 6.55pm.

Cllr S McCormack re-joined the meeting at 6.55pm.

90. Verbal Reports from Partner Organisations

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

91. Committee Minutes

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

Planning Committee, 23 July 2019

The Minutes of the meeting held 23 July 2019 were received and approved.

Voting: unanimous

Resources Committee, 6 August 2019

The Minutes of the meeting held on 6 August 2019 were received.

The recommendation arising from the meeting was considered and approved:

Minute No.69 Risk Management Strategy and Schedule

Voting: unanimous

Planning Committee, 21 August 2019

The Minutes of the meeting held on 21 August 2019 were received and approved.

Voting: unanimous

92. Town Clerk's Report (Invoices, Urgent Delegation)

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

Members were asked to consider the Town Clerk's report.

RESOLVED that The Town Council:

- (a) noted the attached schedule of invoices received for immediate payment and authorised the Town Clerk/Admin Officer to pay;**
- (b) noted and confirmed the acceptance of the quotation for the replacement of the fire alarm sensors at the Old Town Hall and delegated to the Town Clerk to sign, arrange and prepare for the installation as quoted; and**
- (c) noted the exercise of the use of the Urgent Delegation procedure pursuant to Standing Order 26.**

Cllr Mrs S Fotheringham joined the meeting at 7.29pm.

93. Residents' Survey

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

Members were asked to consider the proposed survey questions and matters relating to the residents' survey

The Mayor expressed thanks to the Town Clerk and the Residents' Survey Working Group for all the work undertaken.

RESOLVED that the Town Council:

- (a) accepted the findings of the Residents' Survey Working Group and agreed to the methodology and questions posed;**
- (b) delegated to the Town Clerk in consultation with the Mayor, Chair of each committee the final typesetting, layout and format of the survey and a subsequent press-release;**
- (c) that the survey period runs between the 21st September 2019 through to 31st December 2019 so that the results reflected in a draft Council Plan can be considered at Full Council on the 17th January 2020; and**
- (d) accepted the Council's proposed Mission Statement and Values as set-out.**

Voting: unanimous

94. Bus Routes – BCP Response

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 Town Clerk updated Members that Cllr Jarvis had undertaken a survey and knocked on over 200 residents' doors in Stanpit and received overwhelmingly support for a conventional bus-service facility, there were only 2 residents who preferred a dial a bus service.

After comprehensive debate by Members the following points were noted:

- Dial a bus service could not be relied on and a conventional bus service was preferred.

- Public transport needed to be enhanced if BCP Council was to achieve its objective of zero emissions.
- Options of rerouting the bus service and subsidising trials should be considered.

RESOLVED that the Town Council:

- (a) noted the ongoing work undertaken by Cllr Gillian Jarvis;**
- (b) delegate to the Town Clerk to write to BCP Council to include the points debated by members of the Full Council on bus routes.**

Voting: unanimous

95. Precept Transfer

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

Members were informed that the Town Council had received the first half of the precept from BCP Council.

RESOLVED that the report was noted.

Voting: unanimous

96. Legates

A report was submitted, 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.

Members were asked to consider the proposal to transfer the Legates Charity to Dorset Community Foundation (DCF).

Members raised concerns that DCF only provided support to groups and not individuals. Members considered that the Town Council did not have the right to instigate the proposed transfer of the Legates Charity to DCF and that it should be BCP Council and the Trustees of Legates that should agree this.

The Town Clerk advised Members that he was not able to act as administrator for the Legates Charity as this was not in his job description and that the Trustees may wish to advertise for a new administrator.

RESOLVED that:

- a) the proposed transfer of Legates Charity be deferred; and
- b) the Town Clerk be delegated to write to the Legates Charity administrator at BCP Council to request that they call a meeting of the current Legates Trustees to consider registering new trustees and to advertise for a new administrator as the BCP officer was no long able to continue as administrator.

Voting: 15: 0 (1 abstention)

Cllr W Grace declared a non-pecuniary interest in this item as a Trustee of Legates Charity and remained present for the discussion and voting thereon.

97. Noticeboard

The Town Clerk advised that comment had been received from Members that they would like to consider the installation of a sympathetically designed notice board to be installed to the exterior of the Old Town Hall.

RESOLVED that:

- a) the Town Clerk prepare for Members' consideration solutions for the installation of a sympathetically designed noticeboard to be affixed to the exterior elevation of the Old Town Hall; and
- b) the matter be delegated to Community Committee in the first instance to make recommendations which shall then be reported to Full Council for the final determination.

Voting: unanimous

98. Town Hall Use – Requests

The Town Clerk submitted a report, a copy of which had been circulated to each member and a copy of which appears as Appendix 'G' to these Minutes in the Minute Book.

Members were asked to consider the report for two requests for use of the Town Hall relating to Remembrance and Christmas for this year.

Members were informed of a proposal for the front of the Old Town Hall to be decorated with crocheted and knitted poppies for the duration of Remembrance week as a mark of respect for those fallen in both World Wars.

Members were further informed of a request to use the Town Hall to host guests and dignitaries for the Christmas lights switch-on.

RESOLVED that the Town Council noted the requests for use of the Town Hall and grant consent for such uses.

Voting: 15: 0 (1 abstention)

Cllr S Spittle declared a non-pecuniary interest in relation to this item and remained present for the discussion and voting thereon.

99. Standing Orders and Updated Financial Regulations

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

Members were informed of the updated Model Financial Regulations and were asked to re-affirm adoption of the Council's Standing Orders.

RESOLVED that the Town Council:

- a) adopt the up-dated Financial Regulations as proposed by the National Association for Local Councils; and**
- b) re-affirm the adoption of the Council's Standing Orders for a further year.**

Voting: unanimous

100. Planning Application: [8/18/3263/FUL](#)

Erection of 131 residential dwellings, 39 units of age-restricted sheltered accommodation (C3), and 612 m2 of flexible commercial/community space (A1, A2, A3, A4, B1, D1 (Museum only) use classes), new road between Bargates and Barrack Road, new vehicular access from Barrack Road (to serve sheltered accommodation only), new private and semi-private gardens, public open space, hard and soft landscaping, surface vehicular parking and residential garages, following the demolition of the Police Station and Magistrates' Court, nos. 23 and 41 Barrack Road, former Goose and Timber public house, and ancillary buildings and structures

Members were asked to consider the application and resolve accordingly to a) Raise Objection, b) Raise no objection, c) Pass no comment and to delegate to the Town Clerk to write to the BCP Case-Officer encapsulating the resolved position.

Members were informed that due to an anomaly, BCP Council's current constitution did not allow for this planning application to be called in as an application must be

called in within 30 days of being regeistered, and as this was originally registered by the former Christchurch Borough Council in November, it was now too late.

Members felt that the Town Council should discuss this application and forward the debate to BCP Council.

The Town Clerk informed Members that new plans were to be submitted and therefore it would be more appropriate to write to the case office at BCP Council and raise a constitutional point.

RESOLVED that the Town Clerk be delegated to write to the BCP Council Case Officer, Head of Planning, Chairman of Planning Committee and Ward Members to advise that the Police Station site was a contentious planning application effecting the wider public interest which the current BCP Council's constitution did not allow for it to be called in.

Voting: 14:0 (1 abstention)

Cllr S Mc Cormack declared a non-pecuniary interest in this item as he sits on the Planning Committee for BCP Council and left the room for the discussion and voting.

Cllr T Lane and Cllr M J Tarling declared a non-pecuniary interest in this item as they had both visited the planning application site and remained present for the discussion and voting thereon.

Cllr M J Tarling declared a non-pecuniary interest in this item as he had been a member of a group called 'Discover Science in Christchurch' which was formed to open a Museum in Christchurch and remained present for the discussion and voting thereon.

- 101. RESOLVED to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the financial and business affairs of the authority and other authorities.**

Voting: unanimous

- 102. Resources Committee, 6 August 2019**

The exempt Minutes of the meeting held on 6 August 2019 were considered and approved.

Voting: unanimous

- 103. Allotment Collection.**

The Town Clerk provided Members with a Verbal Report on Allotment Collection for the Council.

Members received a verbal update and were asked to consider Allotment Collection.

The meeting ended at 8.40pm

CHAIRMAN

Agenda Item 5

Mayor's Engagements 20 July to 20 September 2019		
Date	Event	Location
24 September 2019	Christchurch Library-Medal Ceremonies	Christchurch Library
25 September 2019	Clingans Trust Meeting	Williams Thompsons Solicitors, 4 Bridge St, Christchurch
26 September 2019	Christchurch Library-Medal Ceremonies BU's International Commencement Ceremony Attended by the Deputy Mayor	Christchurch Library Purbeck Hall at Bournemouth International Centre
27 September 2019	Mayor of Christchurch's Civic Day	Old Town Hall
28 September 2019	Christchurch Library-Medal Ceremonies Christchurch Gilbert and Sullivan Society will be presenting 'The Gondoliers'	Christchurch Library Regent Centre
01 October 2019	Mayor's Goodwill Fund Meeting	Old Town Hall
12 October 2019	Official opening of Burton Scout Hut	Martins Hill Close, Burton, Christchurch
16 October 2019	Meeting with Graham Sansom, Australian professor	Old Town Hall
17 October 2019	Age Concern AGM	Civic Offices, Council Chamber, Christchurch
18 October 2019	Moorlands College Graduation Service Royal Hampshire Regiment Trust Drinks Reception	Christchurch Priory Serle's House, Southgate Street, Winchester
23 October 2019	Royal Naval Assoc- Trafalgar Dinner	Highcliffe Golf Club, Lymington Rd, Highcliffe
26 October 2019	Poppy Appeal launch	Saxon Square
27 October 2019	Dorset Legal Service	Christchurch Priory

31 October 2019	Drill Hall Trust meeting	Drill Hall, Portfield Rd, Christchurch
01 November 2019	Yellow Buses Route 21 launch	Christchurch High Street
02 November 2019	Save the Children Centenary Event	Druitt Hall
	Festival of Remembrance concert	Christchurch Priory
06 November 2019	BU Awards Attended by the Deputy Mayor	Bournemouth International Centre
10 November 2019	Remembrance Services & Parade	Purewell Cross & Priory
11 November 2019	Armistice Day Service	Quay Road Stone, Christchurch
14 November 2019	Christchurch Dementia Friendly Community Alliance Public Celebratory Launch	The Pavilion, The Kings Arms Hotel, 18 Castle St, Christchurch
16 November 2019	YMCA Shelter Event	Hurn Sports, Chapel Gate

CHRISTCHURCH TOWN COUNCIL

PLANNING COMMITTEE

Minutes of the Meeting held on 1 October 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

Present:-

Chairman: Cllr D Jones

Vice-Chairman: Cllr F F T Neale

Present: Cllr J A Abbott, Cllr M Cox, Cllr L Dedman, Cllr G R Jarvis, Cllr T Lane, and Cllr M J Tarling.

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

104. Declarations of Interest

Cllr M J Tarling declared a non-pecuniary interest in Minute No.108 (Planning Application 8/18/3263/FUL) as he had been a member of a group called 'Discover Science in Christchurch' which was formed to open a Museum in Christchurch and remained present for the discussion and voting thereon.

Cllr Mrs L Dedman declared a non-pecuniary interest in Minute No. 108 (Planning Application 8/19/1172/FUL) as she had met and spoken with residents but had not expressed an opinion and remained present for the discussion and voting thereon.

105. Minutes of Previous Meeting

The minutes of the meeting held on 21 August 2019 were agreed and signed as an accurate record.

Voting: unanimous

106. Public Participation

Mr Peter Fenning spoke in objection to Planning Application 8/19/1212/HOU and 8/19/1172/FUL.

Ms Susan Suliman spoke in objection to Planning Application 8/18/3263/FUL.

107. Public Questions

There were no questions from the public on this occasion.

108. Planning Applications:

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

1. Application: [8/19/1172/FUL](#)

Demolition of existing buildings and erection of 29 residential units comprising houses and apartments, associated car parking, landscaping and associated works. at Steamer Point (Former MCA Training Centre) Steamer Point Christchurch BH23 4JQ.

Mr Peter Fenning spoke in objection to this application and raised the following concerns:

- Scale, bulk and height was not appropriate or in character with neighbouring properties.
- Tree protection and loss of open space.
- Ecology concerns for the adjacent nature reserve.
- Concerns for asbestos contamination and Radio activity in the ground.
- Cliff instability due to drainage pipes.

Members discussed the application and felt that the main impact would be on the local Nature Reserve and the visual impact of the apartments which were considered too high.

Members further considered that Bat and Ecological surveys should be undertaken. As bats and migrating birds were attracted to dark spaces Members requested that a condition be added to the planning application, should it be granted, to exclude external lighting to the South and East of the building to the sea and nature reserve.

Some members liked the art deco design but felt the development was too dense. Another Member did not agree with the developer's opinion that the properties compared to the large industrial buildings previously on the application site and considered these too high. Concerns were also expressed regarding protection of the cliffs due to the drainage pipes.

The committee agreed that the Community Infrastructure Levy should stay in Christchurch.

OBJECTION RAISED due to:

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

It was COMMENTED that:

1. **recommended that appropriate and more rigorous surveys be undertaken;**
2. **the Community Infrastructure Levy should be retained in the community it was raised;**

Voting: unanimous

Cllr Mrs L Dedman declared a non-pecuniary interest in this item as she had met and spoken with residents but had not expressed an opinion and remained present for the discussion and voting thereon.

3. Application: [8/18/3263/FUL](#)

Erection of 131 residential dwellings, 39 units of age-restricted sheltered accommodation (C3), and 612 m2 of flexible commercial/community space (A1, A2, A3, A4, B1, D1 (Museum only) use classes), new road between Bargates and Barrack Road, new vehicular access from Barrack Road (to serve sheltered accommodation only), new private and semi-private gardens, public open space, hard and soft landscaping, surface vehicular parking and residential garages, following the demolition of the Police Station and Magistrates' Court, nos 23 and 41 Barrack Road, former Goose and Timber public house, and ancillary buildings and structures.

Ms Susan Suliman spoke in objection to this application and raised concerns regarding the impact on amenities for neighbouring properties and the density of the development. Ms Suliman considered that issues had not been addressed from the Planning Inspector's Appeal and that the character of the area should be retained with open spaces and trees. Ms Suliman was not against housing but felt it should not be at the loss of neighbouring residents.

RESOLVED that this item be deferred.

Voting: unanimous

Cllr M J Tarling declared a non-pecuniary interest in this item as he had been a member of a group called 'Discover Science in Christchurch' which was formed to open a Museum in Christchurch and remained present for the discussion.

4. Application: [8/191212/HOU](#)

To replace existing roof lights with dormers to front and rear. To erect conservatory to rear. 19 Avon Wharf, Bridge Street, Christchurch BH23 1DJ.

Mr Peter Fenning spoke in objection to this application and felt that this new application did not address the concerns in design in the original application.

Members debated and considered that the application did not overcome the original objections raised to the scheme previously and were content to re-establish that same objection to the current proposal.

OBJECTION RAISED:

- 1. The proposed scheme, by reason of the number of dormers proposed would disrupt the flow of the design of the roof of the building to the detriment of its character and appearance and to the wider Christchurch Conservation Area. The scheme is therefore contrary to policies HE1 & HE2 of the Christchurch and East Dorset Local Plan Part 1 – Core Strategy and saved policies BE4 points 1 and 4 and H12 of the Christchurch Borough Council Local Plan 2001.**

Voting: unanimous

109. Appointment of Dorset Planning Consultant Ltd Relating to Initiation of Neighbourhood Plan.

Members were asked to consider appointing Dorset Planning Consultant Ltd as the Planning Agent to assist the Council in preparing a Neighbourhood Plan. Members had previously been invited to an introductory talk by the consultant on the 11th September 2019.

The Town Clerk advised Members that Section 137 Local Government Act 1972 would give the power to authorise this expenditure by the Council. A Government Funding Grant could be obtained for £9,000 with an uplift of £7,000 if the Neighbourhood Plan included housing, with a total £16,000 possible grant funding available.

Members questioned the Council's budget figure for the Neighbourhood Plan and was informed by the Town Clerk that there was no budget available, although there were funds that could be allocated from the Contingency and Reserves budgets.

Members further questioned the cost for a Neighbourhood Plan and were informed that no exact figure could be given and that it could take up to two and a half to four years to undertake and finance each year, and that over four years the approximate cost could be £100,000.

The Town Clerk informed Members that no further capital projects could go by the Council ahead if a Neighbourhood Plan was undertaken.

Some Members considered that they would like the Neighbourhood Plan to go ahead to protect residents.

RECOMMEND to Full Council the appointment upon receipt of a full report from the Town Clerk concerning the investigation of terms and conditions and full costs, budgetary considerations and the possible authorisation of section 137 Local Government Act 1972 expenditure.

Voting: unanimous

The meeting ended at 7.25pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 8 October 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

Present:-

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A Coulton

Present: Cllr Honorary Freeman Cllr C Bungey, Cllr Mrs S Bungey, Cllr A E Coulton, Cllr C A Gardiner, , Cllr F F T Neale, Cllr Mrs S Spittle, Cllr M J Tarling.

Apologies: Cllr W Grace

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

110. Declarations of Interest

There were no declarations of interest on this occasion.

111. Minutes of Previous Meeting

The minutes of the meeting held on 6 August 2019 were agreed and signed as an accurate record.

Voting: unanimous

112. Public Participation

There was no public participation on this occasion.

113. Public Questions

There were no questions from the public on this occasion.

114. Town Clerk's Report

An updated schedule of payments for August 2019 and September 2019 were circulated at the meeting were approved and signed, which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of September 2019 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 August 2019 and September 2019 be approved: and**
- b) the monthly accounts for the period to the end of September 2019 be noted.**

Voting: unanimous

115. 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 'C' to these Minutes in the Minute Book.

The Town Clerk provided an overview of the quarterly budget statement of the Council's current budgetary position.

RESOLVED that the report be noted.

116. Rutland Road Allotments

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 Town Clerk informed Members of the clearance work required on the allotment site.

Members questioned if a representative Councillor inspected the allotments site and requested that the Town Clerk arrange a site visit for Members.

RESOLVED that:

- (a) **Resources Committee delegate to the Town Clerk in consultation with the Chairman and Vice-Chairman the organisation of contractors and the instruction of clearance works on the boundary of Rutland Rd Allotments and to the rear of Suffolk Avenue;**
- (b) **Resources Committee delegate to, and authorises the Town Clerk in consultation with the Chairman and Vice-Chairman the investigation and service of any legal notice as necessary and the subsequent preparation of quotes for the removal of a substantial summerhouse on Plot 40a at Rutland Rd Allotments; and**
- (c) **The Town Clerk in consultation with the Chair and Vice-Chair obtains three quotes for the repair of a leaking tap to one of the allotment's water butts and appoints as necessary for the repair.**

Voting: unanimous

Cllr Mrs S Spittle left the meeting at 7.04pm.

- 117. RESOLVED to exclude the press and public pursuant to Public Bodies (Admissions to Meetings) Act 1960 due to the confidential personal nature of the business and information to be transacted.**

Voting: unanimous

- 118. Macebearer contract/payroll**

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

Members were provided with a verbal update on the Macebearer's contract.

Voting: unanimous

- 119. Service Level Agreement - Grounds**

A report was submitted, 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.

The Town Clerk provided a verbal update to Members on the Service Level Agreement.

Cllr M Tarling left the meeting at 7.34pm.

Voting: unanimous

The meeting ended at 7.50pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on 29 October 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

Present:-

Chairman: Honorary Freeman Cllr C Bungey

Vice-Chairman: Cllr S J McCormack

Present: Cllr A E Coulton, Cllr C A Gardiner, Cllr W Grace, Cllr G R Jarvis, Cllr G E E Polson.

Apologies: Cllr Mrs S Bungey and Cllr Mrs S Spittle.

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

120. Declarations of Interest

There were no declarations of interest on this occasion.

121. Public Participation

Mr King spoke on behalf of Mrs Maureen King and gave an update statement regarding the Ducking Stool Boardwalk by Mill Stream in Christchurch, a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Chairman informed Mr King that as a Town Council it had no ability other than to write and appeal to BCP Council to ask that they look at this in a more thorough matter.

122. Public Questions

There were no questions from the public on this occasion.

123. Minutes of Previous Meeting

The minutes of the meeting held on 2 July 2019 were agreed and signed as an accurate record.

Voting: unanimous

98. Town Centre Coach Parking Facilities

The Town Clerk submitted a report, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were asked to consider the report on the lack of adequate coach parking facilities in Christchurch Town Centre.

Members discussed various locations in Christchurch for possible coach parking bays.

RESOLVED that the Town Council delegate to the Town Clerk to write to BCP Council highlighting the urgency of the situation and seeking clarification of the current options and solutions BCP Council has relating to the issue.

Voting: unanimous

99. Business Improvement District - Update

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 Town Clerk provided Members with an update on the Business Improvement District (BID) proposal for Christchurch.

RESOLVED that the Town Council:

(a) note the report; and

(b) provide communications assistance and delegate to the Town Clerk to update the Town Council website with any news or "key dates" concerning the BID.

Voting: Nem. Con.

100. Town Hall Works

The Town Clerk provided Members with a verbal update on the works to the Old Town Hall.

Members were informed that the proposed start date for the Cupola works on the Town Hall was 4 November 2019. This was a capital project funded by BCP Council which had previously been agreed by the former Christchurch Borough Council, and as such needed to be undertaken in the current financial year.

The Town Clerk had liaised with the builders regarding the fencing around the works, as after notifying a market trader who sold flowers next to the Old Town Hall, it transpired he had not been notified about the works which would affect his trade.

The Chairman enquired if Saxon Square was happy with the proposed works and was advised by the Town Clerk that Saxon Square Management had been involved due to the scaffolding being on their land and not the Town Council's land.

A Member expressed concerns regarding the Christmas Lighting event and enquired how the scaffolding would affect the crowds of people attending, and how far the scaffolding would extend at the back of the Town Hall. The Town Clerk advised that the scaffolding would not encroach onto the tiled part of Saxon Square.

Another Member enquired whether a quote for a roof survey could be obtained and undertaken at the same time as the works on the cupola.

RESOLVED that the verbal update be noted.

Voting: Nem. Con.

101. Report Bank Close Car Park

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

Members were asked to consider the report on footpath options at Bank Close Car Park.

The Committee discussed options for a footpath at Bank Close Car Park, and noted that as this was on Town Council land there would be costs involved.

RESOLVED that The Town Council note the concerns raised by the public and Ward Cllrs and delegates to the Town Clerk to write to BCP Council enquiring about whether there can be installed a footpath which connects to BCP Council land to provide safe exit and egress for pedestrians.

Voting: Nem. Con.

102. Mudford Recreation Ground – Cricket Pavilion Damage

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.

With the Chairman's agreement, Members were asked to consider an urgent report to recommend repairs to damage caused by vandalism at the Cricket Pavilion and options for security hardening at the site.

Members were informed that the site was closed throughout the winter and discussed whether metal roller shutters could be installed at the Cricket Pavilion to seal it off completely throughout the winter months, which could then be opened in the summer months when in use.

Members were further informed that the Police had advised shutters would attract graffiti.

The Town Clerk advised Members that he would enquire with the Police if the vandalism warranted RIPA surveillance.

RESOLVED that The Town Council:

(a) Agreed the security hardening options at the site to:

- 1. Remove the horizontal and cross members of the wooden fencing and replace with metal railings;**
- 2. Obtain quotes for lighting options with possible PRI;**
- 3. Glazing was being replaced in the side door this week and should this be damaged again, then this would be replaced with a new robust hardwood door;**
- 4. Delegate to the Town Clerk to design and prepare a leaflet for a leaflet drop to be undertaken in the area with the Crimestoppers number on it informing people what was going on in the park and for issues to be reported to the Police;**
- 5. Delegate to the Town Clerk to obtain free quotes for CCTV options and to check with the Crime Prevention Design Adviser for the suitability of the quotes; and**
- 6. Leave the windows for now, apart from those being replaced this week and obtain quotes for shutters solution to shut the building down in the winter.**

(b) Delegated to the Town Clerk the arrangement of securing best value by obtaining three quotes for each of the items specified and authorises the Town Clerk in consultation with the Chairman and Vice-Chairman any subsequent expenditure; and

(c) The Town Clerk updates this committee with the details of the completed works.

RECOMMEND To the Resources Committee that funds be allocated from the Council's contingency to finance the works proposed.

Voting: Nem. Con.

The meeting ended at 7.35pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 5 November 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

Present:-

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A Coulton (In the Chair)

Present: Cllr A E Coulton, Cllr C A Gardiner, Cllr W Grace, Cllr F F T Neale, Cllr Mrs S Spittle, Cllr M J Tarling.

Apologies: Honorary Freeman Cllr C Bungey, Cllr Mrs S Bungey, and Cllr P Hilliard

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

129. Declarations of Interest

There were no declarations of interest on this occasion.

130. Minutes of Previous Meeting

The minutes of the meeting held on 8 October 2019 were agreed and signed as an accurate record.

Voting: unanimous

131. Public Participation

There was no public participation on this occasion.

132. Public Questions

There were no questions from the public on this occasion.

133. Town Clerk's Report

An updated schedule of payments for October 2019 circulated at the meeting was approved and signed, which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of October 2019 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 October 2019 be approved; and**
- d) the monthly accounts for the period to the end of October 2019 be noted.**

Voting: Nem. Con.

134. Draft Budget Report

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

Members were asked to consider the Town Council's draft budget report for 2020/2021 and were informed that the Shadow Town Council had set the precept at £27.89 for 2019/2020 which was an extraordinarily low figure as the report highlighted in the comparisons for surrounding Councils in Dorset and Hampshire.

Members were informed that to meet the challenges in 2020/2021 it would be necessary for the precept per property to be raised from £27.89 to £41.95 and that this increase figure was a quarter of the Town Council's immediate neighbouring councils.

Members noted the following points:

- The draft budget increase was 5% across the board.
- £50,000 allocated in year one for the Neighbourhood Plan.
- £25,000 allocated for the Britain in Bloom competition as a Community Event.
- £12,000 introduced for grants.
- £29,000 increase in staffing costs for the creation of a new post.
- £8,000 Damage Contingency added to the draft budget following damage at Mundeford Recreation and the Old Town Hall this year.
- The Town Council had a minimum income stream of approximately £4,000.

RECOMMENDED to Full Council the draft budget for 2020/2021 noting the precept figure of £41.95 on a Band D property.

Voting: unanimous

The meeting ended at 7.21pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

PLANNING COMMITTEE

Minutes of the Meeting held on 12 November 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

Present:-

Chairman: Cllr D Jones

Vice-Chairman: Cllr F F T Neale

Present: Cllr J A Abbott, Cllr M Cox, Cllr G R Jarvis, Cllr T Lane, and Cllr M J Tarling.

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

135. Declarations of Interest

Cllr M J Tarling declared a non-pecuniary interest in Minute No.139 (Planning Application 8/18/3263/FUL) as he had been a member of a group called 'Discover Science in Christchurch' which had association with the applicant and remained present for the discussion and voting thereon.

136. Minutes of Previous Meeting

The minutes of the meeting held on 1 October 2019 were agreed and signed as an accurate record.

Voting: unanimous

137. Public Participation

Mr Peter Fenning spoke in objection to Planning Application 8/19/1212/HOU.
Ms Susan Suliman spoke in objection to Planning Application 8/18/3263/FUL.

138. Public Questions

There were no questions from the public on this occasion.

139. Planning Applications:

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

1. Application: [8/18/3263/FUL](#)

Erection of 131 residential dwellings, 39 units of age-restricted sheltered accommodation (C3), and 612 m² of flexible commercial/community space (A1, A2, A3, A4, B1, D1 (Museum only) use classes), new road between Bargates and Barrack Road, new vehicular access from Barrack Road (to serve sheltered accommodation only), new private and semi-private gardens, public open space, hard and soft landscaping, surface vehicular parking and residential garages, following the demolition of the Police Station and Magistrates' Court, nos 23 and 41 Barrack Road, former Goose and Timber public house, and ancillary buildings and structures.

Ms Susan Suliman spoke in objection to this application on behalf of Twynham Avenue residents and on conservation and ecology matters.

Mrs Suliman raised concerns regarding the impact on the amenities for neighbouring properties, noise disturbance, overlooking, loss of privacy and the density of the development.

Mrs Suliman raise further concerns on the loss of large trees and the biodiverse area that sustained wildlife, birds, bees and bats. Mrs Suliman considered that the ecology report was inadequate and the eco strip too short and narrow to mitigate the loss and that there would be an increase in urban related pressures.

Following debate by members, Cllr Tarling proposed that the application be recommended which was seconded by Cllr Cox with the following conditions:

- Strip at rear of premises of Twynham Avenue be increased to 5 meters
- Full height timber fence be erected at back of properties
- No lighting at units 1 – 9 at rear of Twynham Avenue for a dark corridor
- Planting as per scheme plus semi-mature trees planted
- Nuisance factor for 3 years regarding dust and noise register scheme with constructors and that they develop a very good rating on developer scheme.

The proposition fell on being put to the vote with voting: 3: 4: (1 Abstention) (The Chairman used his casting vote)

The Chairman felt that he could not support the application and expressed concerns regarding car parking, the intrusion of a high-density development in a low-density area, and that the suitable alternative natural green space detailed in the application was already in use as a green space.

Cllr Jones proposed that the application be rejected due to it being detrimental to the amenities of the neighbours and lack of parking in the Town.

RESOLVED that the Town Council RAISE OBJECTION for the following reasons:

- a) **The proposed development results in a loss of public car parking capacity serving the town centre with no provision for replacement parking either on the proposed site location or within the vicinity and does not provide for any commuted infrastructure contributions in lieu of on or off-site provision contrary to saved Policy P5 of the Christchurch Borough Council Local Plan 2001;**
- b) **The proposed development creates an unsympathetic relationship along the western boundary with Twynham Avenue residents. The proposed green strip along this boundary has been significantly reduced and given the proposed development along this boundary it shall result in an adverse relationship with the existing occupiers of Twynham Avenue contrary to saved policy H12 of the Christchurch Local Plan 2001 and HE2 of the Christchurch and East Dorset Local Plan -Part 1 Core Strategy.**

Voting: 4: 3 (1 Abstention) (The Chairman used his casting vote)

Cllr M J Tarling declared a non-pecuniary interest in this item as he had been a member of a group called 'Discover Science in Christchurch' which had association with the applicant and remained present for the discussion and voting thereon.

2. Application: 8/19/1212/HOU

To replace existing roof lights with dormers to front and rear. To erect conservatory to rear. 19 Avon Wharf, Bridge Street, Christchurch BH23 1DJ

With the approval by the Chairman this urgent item was added to the agenda following a late call-in after the agenda had been published.

Mr Peter Fenning spoke in objection to this Planning Application as he considered that the number of dormers would disrupt the design of the roof. Mr Fenning informed the committee that Avon Wharf was designed with 57 velux windows and 11 dormer windows to avoid neighbour overlooking and expressed concerns that the application's front dormer would overlook properties.

Members discussed the application and considered that there had been no major change and that rejection of the application should be maintained.

RESOLVED that the Town Clerk be delegated to email BCP Council to advise that the objection to application 8/19/1212/HOU was maintained by the Town Council.

Voting: unanimous

140. BCP Council's Statement of Community Involvement, Call for Sites pursuant to Regulation 18 The Town and Country Planning (Local Planning) (England) Regulations 2012 – Town Council Response.

The Town Clerk Informed Members that BCP Council had consulted on the initiation of the new Local Plan for the Bournemouth, Christchurch, Poole area, and that the Town Council was at liberty to pass comment and resolve a response accordingly.

Members were informed that the Draft Statement of Community Involvement was a key part of neighbour planning and that BCP gave guidance and support to neighbourhood groups and forums and that the Town Council should also be included.

RESOLVED that the Town Council delegate to the Town Clerk to draw up the Town Council's comments and write to BCP Planning Policy a resolved Town Council's response with the approval of the Chairman and Vice-Chairman and circulate to Committee members.

Voting: unanimous

The meeting ended at 7.17pm

CHAIRMAN

Lone Working Policy and Risk Assessment

Report Type:	Public Report for Decision
Purpose of Report:	To recommend to Full Council the adoption of the attached Lone Working Policy and accompanying risk assessment
Recommendations:	It is RECOMMENDED that: The Town Council: a) Considers the attached risk assessment for lone working and adopts the attached Lone Working Policy.
Wards:	All Wards
Contact Officer:	Daniel Lucas – Town Clerk

1. BACKGROUND

Lone Working and Town Council Employees

- 1.1 The Town Council currently employs two full time equivalent (FTE's) members of staff who work from the Old Town Hall in Christchurch town centre and remotely via flexible working arrangements. Councillors previously considered the Town Council's Risk Management Strategy at Resources Committee on the 6 August 2019 at minute number 69 and at Full Council on 20 September 2019 at minute number 91.
- 1.2 Following the Resources Committee observations and Full Council considering the recommendation from the committee the Town Clerk has produced a risk assessment of the lone working conditions and has drafted the attached policy to overcome any identified risks.

2. IMPLICATIONS

Legal

- 2.1 Under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 employers have a legal duty to look after the health, safety and welfare of their employees and contractors.
- 2.2 Employees may be required to work by themselves from time to time. This may also occur more frequently given that the Town Council only currently has x2 FTE's. Lone workers are those who may have to work by themselves in the office, or other locations away from the office. For example, a worker may have to attend site-visits, or be asked to attend fire/alarm call-outs during out-of-hours

or attend meetings at locations away from the office. Such conditions may render the employee more at risk such as having an accident, being exposed to violence or other criminal incidences.

Consideration of a Policy

- 2.3 The legal duties exist and as such it is prudent for this council to have in place a way of assessing the risk and putting into place a policy and practices that can help manage and minimise such matters. Putting into place a policy shall ensure that:
- There is an increased employee awareness of lone working and safety issues;
 - Ensure that the risk of lone working is assessed in a systematic and ongoing way;
 - That safe systems of work and methods are put into place to reduce the risk so far as is reasonably practicable;
 - Ensure that appropriate training is available where necessary;
 - Encourage full reporting of any accidents, incidences or dangerous occurrences as necessary.

Employer Responsibility

- 2.4 Managers shall ensure that the arrangements for identifying, evaluating and managing risk are accommodated and shall ensure there are resources available for putting the policy into practice. It shall also be incumbent upon managers to ensure employees are made aware of this policy and that the policy is reviewed on an ongoing, timely basis. Managers shall also put safe systems identified into practice and shall ensure that all staff are trained in the practices where necessary.
- 2.5 The policy is designed to encourage employees to take responsibility for the reasonable care of themselves and others affected by their actions, as well as co-operating by following rules and procedures set out designed for safer lone working practices. This is to be achieved by reporting to their manager dates, times and locations of meetings, annual leave and through sickness absence reporting of their whereabouts as required in other policies and procedures and terms of their employment contract.

Risk Assessments

- 2.6 Risk assessments should be carried out for all employees who are going to be working alone. Such risk assessments would include:
- Safe access and exit points;
 - Any risks of violence;
 - Safety of equipment for individual lone use;
 - Channels of communication in case of emergency;
 - Site security;
 - Secondary security arrangement (i.e alarm systems).

- 2.7 Consideration should also be given for “mobile” lone workers and should consider the particulars of the job description and frequency of lone mobile working such as site-visits or off-site working bases.

Incident Reporting

- 2.8 An incident can be defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage. All incidents should be reported to the Town Clerk and any appropriate record of such an event should be kept including date, time, location, brief description which should be contemporaneous and completed by the employee or if not contemporaneous reported at the next possible convenience.

Environmental

- 2.9 None directly linked to this report.

Financial and Risk

- 2.10 The attached risk assessment identifies those areas which may put the Town Council at risk as an employer. The attached policy is designed to minimise and control for such risk where it is reasonably possible to do so.

Equalities

- 2.11 None directly linked to this report.

Consultation and Engagement

- 2.12 None required as it does not impact upon service delivery to the public.

3. CONCLUSION

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

Appendices:

- Appendix 1 – Lone working risk assessment.
Appendix 2 – Lone working policy.

APPENDIX 1

LONE WORKING RISK ASSESSMENT

Section 1: Worker type, location and assessment details				Date of Assessment: __ / __ / __ Review Date: __ / __ / __			
Worker Type				Assessor		Position	
Location		Contact Number		Job Role		Signed	

Risk Matrix

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
	Impact				

Area	Risk(s) Identified	Impact	Likelihood	Level	Controls of risk/management <i>(bold indicates areas where work is needed)</i>	Review/assess/revise
In an office alone	Risk of intruder, fire, personal injury during manual handling.	4	1	M	Double Locked Town Hall office during working hours. Door to remain shut to public. Fire alarm	Ensure employer's liability insurance reviewed and updated annually As required by law. Ensure all contact numbers are up-to-date and placed on speed-dial.

					and sensors to be engaged during office hours. Personal mobile and work numbers of line-manager on speed dial. No heavy lifting or manual handling required in office-based job descriptions.	<p>Ensure all entrances and exits are kept clear during office hours for Emergency escape Daily contact required with line-manager when working alone and any Sickness absence reporting to be made before 9am on the day the Employee is due to report for duties.</p> <p>Calendars of employees to be visible and “shared” so that manager can Locate any employee when working alone.</p>
Unfamiliar location	Unknown procedures and whether phone signal available in case of emergency and “fail-to-show” occurrences.	4	1	M	To advise line-manager of any “off-site” appointments so that an assessment of risk can be made of an unknown location beforehand and contact made with organiser of event/appointment for details of procedures policies.	Advise employee that any unknown location appointments are to be Arranged in advance in dialogue with a line-manager.
Use of Public transport in the course of work duties.	<p>Exposed to general risk of crime/assault/verbal abuse if identified as a “council worker” or general risk to witnessing other crimes.</p> <p>Risk of being involved in RTA’s and lateness of service and “fail-to-show” occurrences.</p>	4	2	H	Job roles to ensure provision for own car use and hold a full-UK driving licence.	<p>Review job-descriptions and ask at application stage for full UK-driving Licence and access to and use of a car.</p> <p>To review and assess public transport use by employee during emergency Situations (eg: car breakdown, car use removed due to affordability etc..)</p> <p>To advise employee that if public transport is used to make them aware of The provision to advise a line-manager so a further risk assessment can Be carried out.</p>

<p>Alone at site, or during site visit.</p>	<p>Risk of being attacked, subject to intimidating, violent or aggressive behaviour.</p>	<p>4</p>	<p>2</p>	<p>H</p>	<p>To advise line-manager of site visits when they occur in advance.</p> <p>Time and location of visit recorded in the employee's "shared" diary.</p> <p>To report when site-visit has been completed.</p>	<p>To advise employee of speed-dial practices, use of "shared" calendars And reporting when visit complete.</p>
<p>Members of the Public</p>	<p>High risk of being left-alone with unknown individuals.</p>	<p>4</p>	<p>3</p>	<p>H</p>	<p>Office-based roles have a high engagement with members of the public.</p> <p>Shared calendar facility in operation always so that pre-arranged appointments can be vetted and scrutinised so that a worker is not left alone with an "unknown" individual.</p> <p>Any dangerous incidences, violence, aggression, intimidation to be reported to line manager and employee advised of "999" call where appropriate. The Council shall keep a record of "dangerous" individuals so that no employee shall be left alone with such individual.</p> <p>Any unknown individual reporting to the Town Hall shall be asked to make an appointment to speak to the Town Clerk or accommodated by another officer at a more convenient time. No lone-employee</p>	<p>Employees to be made aware of the "book-in-advance" appointment Operation.</p> <p>Employees to be made aware of reporting any accidents, injuries, or Dangerous occurrences with any individual and that the Council shall keep A record of "Dangerous Individuals" which shall be updated as necessary.</p> <p>Employees to be made aware of the right to request panic alarms and that The Town Clerk shall deal with as outlined in this risk assessment.</p> <p>The Town Council shall keep under regular review the holding of data of "Dangerous Individuals" and shall update and remove as necessary. The Town Clerk shall hold this record accordingly.</p>

					<p>shall invite an “unknown” individual into the Town Hall without feeling comfortable to do so.</p> <p>Any employee feeling “unsafe” at working alone shall have the right to ask for panic-alarms and can request the right to a specific risk assessment of their job role. The Town Council shall then assess the matter and provide such alarms if deemed necessary.</p>	
<p>Lone working with dangerous machinery/hazardous substance.</p>	<p>Current Town Council employees do not perform these functions.</p>	1	1	L	<p>Current employees do not engage in these duties.</p>	<p>Adequately controlled.</p> <p>To review as and when the Town Council develops to accommodate such Roles which frequently use machinery/hazardous substances.</p>

APPENDIX 2



Christchurch Town Council

Lone Worker Policy

Policy name	Version	Owner	Date Adopted	Review Date
Lone Worker Policy	V1.0	Clerk	November 2019	November 2020

1 Introduction

Christchurch Town Council recognises that some staff are required to work by themselves for periods of time, both within the office environment and outside of office hours.

Christchurch Town Council recognises that it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its Employees to minimise this risk.

2 Policy Purpose:

This policy outlines the measures that are required to manage the risk present when employees of Christchurch Town Council are required to work alone.

3 Scope of Policy:

This policy covers lone working by all staff members of Christchurch Town Council.

4 Who is at Risk?

4.1 All employees who, as part of their contracted duties, are required to work alone and without direct supervision.

4.2 This policy does not set out to identify all the situations where employees may be at risk from working alone but concentrates on describing the arrangements that must be in place to eliminate or manage the associated risks.

4.4 It is important that these individuals are made aware of the outcome of the risk assessment and informed of all necessary control measures.

5 Assessing the risk

5.1 The Town Clerk is responsible for identifying and assessing the risks of lone working both in terms of the likelihood and impact of causing harm to a member of staff.

5.2 Consideration will be given to whether the activity is one that can be safely accomplished by one person or whether the presence of another member of staff would be advisable.

5.3 If a risk cannot be eliminated completely, action must be taken to reduce the risk to the lowest level practicably achievable.

6 Specific Guidance

6.1 The Town Clerk should take account of the following factors when evaluating the risk:

a) the degree of isolation

- b) the type of work activity
- c) the level of supervision and support
- d) contact or proximity with members of the public

6.2 Any person who is recruited for a job likely to involve lone working should be reasonably physically fit and must declare if they have any medical disability that may put them at risk whilst working alone, e.g. hearing impairment, diabetes.

6.3 A first aid kit should always be readily available in order to render first aid for minor injuries should they be sustained.

6.4 All lone workers should have access to a mobile telephone or hand-held radio which must be switched on so that they may be contacted or to summon help should the need arise. For all high-risk activities, e.g. where activity is remote from other people, it is imperative that the employee gives clear guidance to another team member as to their location(s) during the day.

6.5 Panic alarms will be offered to lone working staff if they would like one and the Town Council shall decide whether to provide one, but it is not compulsory to carry one. These can be used to summon assistance in the event of an attack and will disorientate potential attackers.

6.6 Lone workers must contact a nominated person in the office before they finish work for the day if they intend to go directly home. If planning to work out of standard hours this must be agreed in advance with the Town Clerk.

7 Duties of Christchurch Town Council

7.1 In order to fulfil its statutory responsibilities, the Council places specific duties on all managers to ensure:

- a) All lone working activities are formally identified, and appropriate risk assessments undertaken, which identify the risk to lone workers and the control measures necessary to minimise those risks, as far as reasonably practicable.
- b) Arrangements for lone working are communicated effectively and the details of what can or cannot be done while working alone is explicit.
- c) The lone worker is made aware of the hazards and understands all the necessary control measures that need to be put in place.
- d) Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake work alone.

e) Adequate supervision, instruction and training are in place and that the lone worker is competent. The extent of the supervision is a management decision, which should be established through a risk assessment process.

f) Monitoring of lone working practices is in place to ensure that control measures identified in the lone working risk assessment are being adhered to.

8. Duties of an Employee

8.1 All employees have a responsibility to take care of their own safety and to co-operate with Council procedures.