



# Christchurch Town Council

Old Town Hall  
30 High Street  
Christchurch  
BH23 1EA

## Community Committee Agenda

**Monday, 17 February 2020, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at the Council Chamber, Civic Offices, Bridge Street, Christchurch BH23 1AZ **on Monday, 17 February 2020 at 6.00pm.**

### **Membership:**

**Chairman:** Hon Freeman Cllr C Bungey

**Vice-Chairman:** Cllr S J McCormack

Cllr C A Gardiner

Cllr Mrs S Spittle

Cllr G R Jarvis

Cllr G E E Polson

Cllr Mrs S Bungey

Cllr A E Coulton

Cllr W Grace

The business to be transacted is set out overleaf

A handwritten signature in black ink, appearing to read 'Daniel Lucas'.

Daniel Lucas

**Town Clerk**

11<sup>th</sup> February 2020

# Agenda

## 1. Apologies for Absence

To receive apologies for absence.

## 2. Declaration of Interests

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

## 3. Minutes of Previous Meeting

To confirm as a correct record the Minutes and exempt Minutes of the meeting of the Community Committee held on 18 December 2019 (copy attached excluding exempt minutes)

## 4. 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.

## 5. 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 Chairman 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.

## 6. Minutes

To confirm as a correct record the Minutes of the meeting of the Community Committee held on 18 December 2019 (copy attached)

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## 7. Motions Received by Councillors

Motion received by Cllr Coulton 11 February 2020: Re – Regeneration of High Street.

Wording to follow.

## **8. Chairman's Report**

Re: recycling in Christchurch.

## **9. Britain in Bloom**

Members are asked to consider entering the 2020/2021 competition. Numerous categories are available for entry, however as new entrants the Town Council is entitled to free entry for this year in the "parish" category. Other entry categories are included for Member information. However, given this is the Town Council's first year in entering it is thought prudent to establish community/volunteer/local business links in this first year before considering entry in other categories which presume strong ties with volunteers/organisations.

### **RECOMMENDATION:**

- a) The Town Council enters Britain in Bloom via the South and South East in Bloom competition in the "parish" category;
- b) Members create a Working Group to help design, implement and oversee the management and spending of the In Bloom Budget which shall report to this Committee as appropriate.
- c) Delegates to the Town Clerk to complete the entry arrangements on behalf of the Town Council.

## **10. Christmas Lights**

Report to Follow.

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

## ITEM 6

### CHRISTCHURCH TOWN COUNCIL

#### COMMUNITY COMMITTEE

Minutes of the Meeting held on 18 December 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

#### Present:-

- Chairman: Honorary Freeman Cllr C Bungey
- Present: Cllr Mrs S Bungey, Cllr C A Gardiner, and Cllr Mrs S Spittle.
- Also in attendance: Cllr F Neale.
- Apologies: Cllr A E Coulton, Cllr W Grace, Cllr G R Jarvis, Cllr S J McCormack and Cllr G E E Polson.
- Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Administrative Support Officer

#### **167. Declarations of Interest**

There were no declarations of interest on this occasion.

#### **168. Minutes of Previous Meeting**

The minutes of the meeting held on 29 October 2019 were agreed and signed as an accurate record.

Voting: unanimous

#### **169. Public Participation**

Mrs Maureen King provided the committee with an updated 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.

Mrs King informed the committee that she had a meeting with the Chief Executive of BCP Council on 16 Dec 2019, where the proposal was put forward that BCP Council

adopt the boardwalk and that this was being considered and asked that the Town Council also support this proposal.

The Chairman advised that the proposal for BCP Council to adopt the boardwalk and whether the Town Council would support the proposal would be considered at the next Full Council meeting.

Cllr Mrs Spittle joined the meeting at 6.05pm.

## **170. Public Questions**

Cllr Mrs S Bungey informed Members that Christchurch could lose many local events such as the Mudeford Fun Day, Stomping on the Quomps, Christchurch Food Festival and other events due to written bureaucracy which organisers had to follow by BCP Council which were making these events virtually impossible to run. The local events had been running for many years and residents were wondering why since the councils' reorganisation that Christchurch was having to follow such overkill regulations.

Cllr Mrs Bungey was interested to hear other members views on the situation.

The Chairman advised that the same amount of paper work was undertaken for not for profit organisations' events as for commercial events and this proved too onerous for volunteers to comply with for not for profit events.

The Town Clerk advised that all the events' regulatory provision was undertaken by BCP Council which included Trading Standards and licencing of events. This involved risk management with the Safety Advisory Group taking account of the due diligence for all safety certificates and additional paperwork required for events.

The Town Clerk further advised that for clarification to event organisers that BCP officers should draft a policy for events to be adopted by the Council. A Member questioned whether the Town Council could lobby BCP Council to draft a policy for events.

**RESOLVED that a motion be drafted regarding Events Policy to be considered by Full Council.**

Voting: unanimous

## **171. Green Flag Award – Christchurch Quay**

The Town Clerk provided Members with a verbal update on the Green Flag Award in Christchurch and advised that this had slipped through the net on transfer to the Council in shadow stage.

BCP Council informed the Town Council that the Green Flag Award was not on BCP land, but on Christchurch Town Council land. The Town Clerk had enquired with BCP officers what administration was required for the Green Flag Award submission. It was agreed that BCP officers would undertake the administration and that the Town Clerk would shadow the BCP Parks Team for the first year to get up to speed with the Green Flag award's submission.

Members were further informed that a Green Flagg judging event would be held this year with a walk around which the Town Clerk would attend as BCP Council officers were unable to support this.

**Member noted the verbal update on the Green Flagg Award.**

Voting: Nem. Com.

172. **Social Media Creation and Policy**

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 report on the creation of social media accounts and the adoption of a Social Media Policy.

A member suggested Instagram also, but members felt that for the first year Facebook and Twitter accounts should be created only.

**RESOLVED that the Town Council:**

- (a) creates Social Media Accounts on Facebook and Twitter;**
- (b) delegates to the Town Clerk the monitoring and maintenance of these accounts; and**
- (c) recommends to Full Council the attached Social Media and Online Presence Policy be adopted.**

Voting: unanimous

173. **Exempt Business**

To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the following matters relating to the personal information of an individual and the confidential business affair of a third-party business.

**RESOLVED that**

Voting: unanimous

174. **Exempt – Meritorious Awards Consideration**

The Town Clerk informed the committee on a nomination made by Cllr Coulton for an individual to be granted a Meritorious Award by the Council.

175. **Exempt Circus Request – Christchurch Quay**

Members were informed on a request received to hold a circus event at Christchurch Quay.

The meeting ended at 7.24pm

CHAIRMAN

## ITEM 9



### Award Categories and Entry Fees

#### South & South East in Bloom 2020



Category	Population (Electoral Role)	Entry Fee	Category Entered Please Tick Box
It's Your Neighbourhood	0-1000	See separate entry form	
Our Community (only open to IYN entries)	0-1000	£40.00	
Parish in Bloom	New entries only	See separate entry form	
Village	0 to 1,000	£50.00	
Large Village	1,001-2,500	£60.00	
Urban Community	up to 25,000	Based on population from £75 to £130	
Small Town	2,501-6,000	£75.00	
Town	6,001- 12,000	£140.00	
Town/City Centre	1 km radius from a self-determined point	£120.00	
Business Improvement District (BID)	n/a	£130.00	
Large Town	12,001-35,000	£195.00	
Small City	35,001 – 100,000	£250.00	
City	100,001-200,000	£295.00	
Large City	200,001 and over	£320.00	
Coastal Resort -under 12000	0 - 12,000	Based on population from £75.00 to £140.00	
Coastal Resort - over 12001	12,001 +	Based on population from £195.00 to 320.00	
Small Park of the Year	up to 5 acres	£40.00	
Park of the Year	from 5-10 acres	£50.00	
Large Park of the Year	over 10 acres	£60.00	
Small Conservation Area of the Year	up to 5 acres	£40.00	
Conservation Area of the Year	from 5-10 acres	£50.00	
Large Conservation Area of the Year	over 10 acres	£60.00	
Country Park of the Year	n/a	£70.00	
Commons/Open Space	n/a	£70.00	
Small Business Landscape of the Year	n/a	£45.00	
Business Landscape of the Year	n/a	£120.00	
Heritage Parks & Gardens (National Trust, English Heritage etc.)	n/a	£95.00	
Churchyard of the Year	n/a	£40.00	
Small Cemetery of the Year	up to 5 acres	£70.00	
Cemetery/Crematoria of the Year	from 5 – 10 acres	£85.00	
Large Cemetery/ Crematoria of the Year	above 10 acres	£120.00	

**Judging for 2020 for Parks, Parishes & IYN's will take place from Monday 15<sup>th</sup> June to Friday 17<sup>th</sup> July**

**Main Categories from Monday 29<sup>th</sup> June to Friday 17<sup>th</sup> July**





## South & South East in Bloom 2020

### Parishes in Bloom Entry Form



Name of Parish	
Current Electoral Roll	
Name and position of person making this entry	
Address of Parish	
Postcode:	
Telephone:	Mobile
Email:	
Contact address/phone number if different from above	
<p><b>Entry is free in the first year. In subsequent years entrants will need to either convert to a paid main entry e.g. village or town, dependent on electoral role, (see separate entry form) or continue as a paid parish entry. Please tick the box below.</b></p>	
<b>Parish in Bloom – entry fee after 1<sup>st</sup> Year</b>	<b>£50</b>
<p>Please post or email your entry form to:          South &amp; South East in Bloom, 124 Gravel Hill, Croydon, CR0 5BF          Email: <a href="mailto:anne@sseib.com">anne@sseib.com</a> or <a href="mailto:kate@sseib.com">kate@sseib.com</a> or complete on-line at <a href="http://www.inbloom.org.uk">www.inbloom.org.uk</a>          Phone 020 8662 1021</p>	

I am happy for photographs of our entry to be used on the S&SEiB web-site. Yes/No

As an entrant into the South & South East in Bloom competitions you agree to receive further information about the South & South East in Bloom campaign and the RHS. Your contact details will be used solely for matters concerned with your participation in our competitions (in compliance with the legal requirements of the General Data Protection Regulations, GDPR). The information you provide will be used for no other purpose. Newsletters are sent out via Mailchimp.

#### Payment for Parish in Bloom (Free in 1<sup>st</sup> year)

Entry Fee Enclosed\*

Please Invoice Now\*

\* Please Indicate

Please make purchase orders & cheques payable to South & South East in Bloom.

**Closing date for return of completed entry forms is 28<sup>th</sup> February 2020**

**Assessments will take place from Monday 15<sup>th</sup> June to Friday 17<sup>th</sup> July**



## It's Your Neighbourhood Entry Form 2020



Name of It's Your Neighbourhood Group:		
Location of project: (Please be as specific as you can, including the site <b>post code</b> .)		
IYN entries must be a single site. If you have a number of projects in different areas (not contiguous/connected) these should be entered separately each under a different project name even if they've managed by the same group. For further clarification, please get in touch.		
Which Borough is your project in:		
Name of person making this entry:		
Your Address		
Postcode:		
Telephone:	Mobile:	
Email:		
<b>If you are a new entry please complete the questions overleaf to establish which level of It's Your Neighbourhood you are at.</b>		
<b>If you are also entering the Our Community Category please tick the box below.</b>		
Our Community	0-1000	<b>£40</b>

I am happy for photographs of our entry to be used on the S&SEiB web-site. Yes/No

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**Payment for Our Community Category only (not IYN competition)**

Entry Fee Enclosed\* Please Invoice Now\* \* Please Indicate

**Please make purchase orders & cheques payable to South & South East in Bloom.**

**Deadline for Entry: 28<sup>th</sup> February 2020**  
**Judging for 2020 will take place from Monday 15<sup>th</sup> June to Friday 17<sup>th</sup> July**  
 Please post or email your entry form to:  
 South & South East in Bloom 124 Gravel Hill, Croydon, CR0 5BF  
 Email: [anne@sseib.com](mailto:anne@sseib.com) or [kate@sseib.com](mailto:kate@sseib.com) or complete on-line at [www.inbloom.org.uk](http://www.inbloom.org.uk)  
 Phone 020 8662 1021

<b>Part 2</b>		
Please answer as many of the questions in part 2 as you can and as accurately as possible.		
Are you a new group? (Please circle answer below.)		
YES                      NO		
When did you become a group?		
Please give a brief description of your project?		
Please indicate which of the areas below you believe are incorporated into your current work and/or future plans. (Please circle answers below.)		
Community participation	Environmental Responsibility	Good Gardening Practices
YES    NO	YES    NO	YES    NO
How long have you been working on this project?		
How many people are involved with your project?		
As committee members?	As volunteers?	
Do you have a committee or a leadership structure of some kind? (Please circle answer below.)		
YES                      NO		
Does your group have any sponsors or receive any funding? Please specify.		
Is your group/project registered for any other programmes or competitions? If yes, please state which ones, for how long and any awards received.		



## South & South East in Bloom 2020



### Parks, Grounds & Cemetery of the Year Awards

These Awards are open to any form of public open space and are divided into fourteen sections with judging from 1 hour to a maximum of 2 hours depending on category - please confirm size of entry when entering.

1. Small Park (up to 5 acres)
2. Park (from 5 – 10 acres)
3. Large Park (over 10 acres)
4. Country Park
5. Commons/Open Space - a public common or a public open space not covered by any of the other parks categories.
6. Conservation Area - an area designated for conservation which does not conform to the other categories e.g. woodland, local nature reserve, area of conservation importance or an area for conservation of flora & fauna within a more formal area (park)
  - a. Small Conservation Area (up to 5 acres)
  - b. Conservation Area (from 5 – 10 acres)
  - c. Large Conservation Area (over 10 acres)
7. Business Landscape - entries from those who own or manage Gardens, Estates or landscapes as a business venture and are not as described as heritage or historic sites or locations. These may be pay to enter or free e.g. mazes, tourist attractions (with horticultural or gardens content), private memorial grounds, theme parks, zoos, botanical garden, university grounds etc.
8. Small Business Landscape - Areas surrounding small business i.e. Pubs
9. Heritage Parks & Gardens (National Trust, English Heritage etc.) - S&SEiB wishes to recognise these unique places and their value horticulturally and as special visitor destinations.
10. Churchyards – an area surrounding a Cathedral, Church or ecclesiastical building either disused or in use. An entry can be of any size and be managed by volunteers, contractors or a local authority.
11. Cemeteries & Crematoria - a burial ground not associated with a church
  - a. Small Cemetery (up to 5 acres)
  - b. Cemetery/ Crematoria (from 5 – 10 acres)
  - c. Large Cemetery/ Crematoria (over 10 acres)



**South & South East in Bloom 2020  
Parks, Grounds & Cemetery of the Year Awards**



Name of Entry	
Location of park/common/cemetery including <b>post code</b>	
Approx. Size of Park/Common/Cemetery	
Name of Contact	
Address	
Telephone:	Mobile:
Email:	
<b>Please tick which category</b>	
Small Park of the Year (up to 5 acres)	£40
Park of the Year (from 5 – 10 acres)	£50
Large Park of the Year (over 10 acres)	£60
Small Conservation Area of the Year (up to 5 acres)	£40
Conservation Area of the Year (from 5 – 10 acres)	£50
Large Conservation Area of the Year (over 10 acres)	£60
Country Park of the Year	£70
Commons/Open Space of the Year	£70
Small Business Landscape of the Year	£45
Business Landscape of the Year	£120
Heritage Parks & Gardens of the Year	£95
Churchyard of the Year	£40
Small Cemetery of the Year (up to 5 acres)	£70
Cemetery/Crematoria of the Year (from 5 – 10 acres)	£85
Large Cemetery of the Year/ Crematoria of the Year (over 10 acres)	£120

I am happy for photographs of our entry to be used on the S&SEiB web-site. Yes/No

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Entry Fee Enclosed\*

Please Invoice Now\*

Please Invoice after 5th April\*

\* Please Indicate

**Please make purchase orders & cheques payable to South & South East in Bloom.**

Please post or email your entry form to:

South & South East in Bloom 124 Gravel Hill, Croydon, CR0 5BF

Email: [anne@sseib.com](mailto:anne@sseib.com) or [kate@sseib.com](mailto:kate@sseib.com) or complete on-line at [www.inbloom.org.uk](http://www.inbloom.org.uk)

Phone 020 8662 1021

**Closing date for return of completed entry forms is 28<sup>th</sup> February 2020  
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