



Christchurch Town Council

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

Full Council Agenda

Monday, 18 January 2021, at the close of the Extraordinary Council Meeting (approximately 6.30 pm)

You are summoned to attend a meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities **on Monday 18 January 2021 at the close of the Extraordinary Council Meeting**

Membership:

Mayor: Cllr L Dedman

Deputy Mayor: Cllr Mrs S Bungey

Cllr J A Abbott

Cllr V Charrett

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

Members of the public wishing to attend the meeting should use the link:

<https://zoom.us/j/91643254320?from=addon>

Meeting ID: 916 4325 4320

Passcode: 784420

The business to be transacted is set out overleaf

A handwritten signature in cursive script, appearing to read "Daniel Lucas".

Daniel Lucas

Town Clerk

12 January 2021

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 23 November 2020 (copy attached).

5 -11

5. Announcements

Announcements from the Mayor or Town Clerk.

6. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

7. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Mayor will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address

8. Questions from Councillors

9. Motions from Councillors

12 -13

10.	<p>Motion received from Cllr C Gardner: “That this Council RESOLVES to declare a Climate Emergency in Christchurch”.</p> <p>To Receive any verbal reports from Partner Organisations</p>	
11.	<p>Committee Minutes</p> <p>To receive the Committee Minutes for the last cycle of meetings and to consider any recommendations arising from these meetings as follows:</p> <p>Planning Committee, 1 December 2020 To receive the Minutes of the meeting held on 1 December 2020.</p> <p>Resources Committee, 8 December 2020 To receive the Minutes of the meeting held on 8 December 2020. Exempt Minutes withheld from agenda pack but to be confirmed also.</p> <p>Extraordinary Planning Committee, 10 December 2020 To receive the Minutes of the extraordinary meeting held on 10 December 2020.</p> <p>Community Committee, 15 December 2020 To receive the Minutes of the meeting held on 15 December 2020.</p> <p>Planning Committee, 5 January 2021 To receive the Minutes of the meeting held on 5 January 2021.</p> <p>Resources Committee, 12 January 2021 To receive the Minutes of the meeting held on 12 January 2020 and to consider the proposed recommendations arising therefrom: -</p> <p>Draft Budget 2021/22</p> <p>PROPOSED RECOMMENDATION that:</p> <p style="padding-left: 20px;">a) Members consider the report and the attached draft budget for 2021/2022;</p> <p style="padding-left: 20px;">(b) Recommends to Full Council the attached budget;</p>	<p>14 – 16</p> <p>17 – 18</p> <p>19– 21</p> <p>22 – 25</p> <p>26 – 28</p> <p>To Follow</p> <p>29 – 34</p>

(c) Agrees to the virement from the Office of the Mayor to the Salary Budget of £10,970, AND the virement of £25,000 of the Britain in Bloom budget to a new budget line for “Christmas Festival/Lights”.

Training and Development Policy
PROPOSED RECOMMENDED that:

Attached
appendix 1
35 – 40

- 1) councillors note the attached Training and Development Policy at Appendix 1 and recommends to Full Council its adoption.

Strategic Plan

Attached
appendix 2

PROPOSED RECOMMENDED that:

- 1) Councillors note the attached Strategic Plan for 2021-2025 at Appendix 2 and recommends to Full Council its adoption

12. Schedule of Meetings 2021/2022

41

To approve the attached Schedule of Meetings for the 2021/2022 Civic Year.

13. Neighbourhood Plan Update

Verbal
Report

14. Christmas Lights

Verbal
Report

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

CHRISTCHURCH TOWN COUNCIL

FULL COUNCIL

Minutes of the Meeting held on 23 November 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Cllr Mrs L Dedman – Mayor

Cllr Mrs S Bungey – Deputy Mayor

Present: Cllr J Abbott, Cllr V Charrett, Cllr A E Coulton, Cllr Mrs F 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 and Cllr M J Tarling.

Officers Cllr Daniel Lucas, Town Clerk

Present: Susan Roxby, Administrative Support Officer

Members of the
Public present: 1

Members of the
Press present: None present.

136. Prayers

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

137. Declarations of Interest

There were no declarations of interest on this occasion.

138. Minutes of Previous Meeting

The minutes of the meeting held on 21 September 2020 were agreed and signed as an accurate record.

Voting: nem. con

139. Announcements

The Mayor

The Mayor announced that since the last meeting of the Council, she had attended two Remembrance Services and laid a wreath on behalf of the Town Council at the Quay Stone and Purewell Cross.

In addition, the Mayor mentioned that the Government COVID-19 regulations did not allow for even a small event for the Christmas lights to be switched on this year in Christchurch.

The Town Clerk

The Town Clerk informed Members that there had been a spat of vandalism in the town and that cleansing had been undertaken at Druitt Gardens due to graffiti.

The Town Clerk updated Members that Health and Safety reports had been received on the safety of trees at Christchurch Quay which advised that a Willow tree which stands over a bench at the quay was failing and to remedy this the tree would be pollard to about 5metres to save the tree.

140. Public Participation

There had been no Members of the Public registered to speak in accordance with the Council's Standing orders.

141. Public Questions

There were no questions submitted to the Town Clerk in accordance with the Council's Standing Orders.

142. Questions from Councillors

There were no questions submitted to the Town Clerk in accordance with the Council's Standing Orders.

143. Verbal Reports from Partner Organisations

Cllr Coulton provided Members with details on the work undertaken by the Friends of Druitt Gardens and an update on Druitt Hall, a copy of the presentation appears as appendix 'A' to these minutes in the Minute book.

The Town Clerk informed Members that the replacement of Druitt Hall had not been predetermined and was not the way forward at the movement. A surveyor has been instructed to look at the options available to the Town Council for the life and future of Druitt Hall.

Cllr Hilliard updated the Council that he was a member of the Dorset Hospital Foundation Trust, and that there was still a bright future for Christchurch Hospital with building works being carried out.

144. Committee Minutes

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

Planning Committee, 29 September 2020

The Minutes of the meeting held on 29 September 2020 were received.

Voting: Nem. con

Resources Committee, 6 October 2020

The Minutes of the meeting held on 6 October 2020 were received.

Voting: Nem. con.

Community Committee, 27 October 2020

The Minutes of the meeting held on 27 October 2020 were received.

Voting: Nem.con.

Resources Committee, 3 November 2020

The Minutes of the meeting held on 3 November 2020 were received.

The recommendations arising from the meeting was considered and approved:

Minute: 126 Town Hall Roof Repairs

Minute: 127 Treasury Management Strategy

Voting: Nem. con.

Planning Committee, 10 November 2020

The Minutes of the meeting held on 10 November 2020 were received.

Voting: nem.con

145. Confirmation of Neighbourhood Plan Working Group Membership and revision of terms of reference to include a substitute Member.

Members considered the recommendations from the Neighbourhood Plan Working Group meeting held via Zoom conferencing facilities on the 18th November 2020, for the confirmation of the Neighbourhood Plan Working Group membership and the revision of terms of reference to include a substitute Member. A Copy of which had been circulated to each member and appears as Appendix 'B' to these Minutes in the Minute Book.

RESOLVED that:

- a) **Members agreed the addition to the substitute volunteer Member addition to the terms of reference appended and appearing in red text; and**
- b) **Members confirmed the volunteers and of the Neighbourhood Plan Working Group:**

Non-Voting Members: Cllr V Charrett and M Turvey

Volunteer Members: Dr Zeynep Aktuna, Peter Fenning, Ian Fretten, Carina Gordon, Ann Parramore, Mandy Polkey and Barry Sherwin

Substitute Member: Donovan Lynaghan

Voting: Nem. con.

146. Neighbourhood Plan Boundary

Following the Neighbourhood Plan Working Group meeting held via Zoom conferencing facilities on the 28 October 2020, Members were asked to consider the Neighbourhood Plan Boundary, a copy of which had been circulated to each member and appears as Appendix 'C' to these Minutes in the Minute Book.

RESOLVED that:

- a) **the Neighbourhood Plan provisions be provided to the whole parish boundary of Christchurch as established and detailed at Appendix 1 – Parish Boundary of Christchurch; and**
- b) **the Town Clerk be delegated to write to BCP Council submitting the Neighbourhood Plan Boundary application.**

Voting: Nem. con.

147. External Auditor's Report

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

The Town Clerk informed Members that the conclusion of the annual audit and the external auditor's report confirmed there were no matters arising to give cause for concern that relevant legislation and regulatory requirements had not been met.

The Mayor stated that this was a very good audit report for the Council's first year and thanked the Town Clerk and Administration Clerk for all of the work undertaken.

RESOLVED that:

- a) a Notice of Conclusion of Audit in line with statutory requirements be prepared and completed;
- b) the Notice along with the Annual Governance and Accountability Return (AGAR) sections 1,2 and 3 be published on the Council's website and social media page where appropriate before the 30 November 2020; and
- c) the payment of the external auditor's invoice be authorised.

Voting: Nem. con.

148. Christchurch Bid Update

Cllr Mrs Spittle provided Members with an update on the Christchurch Bid, a copy of the BID Newsletter appears as appendix 'E' and BID Timetable Summary appears as appendix 'F' to these minutes in the Minute book.

Members were informed that following consultation, the Christchurch Bid were investing more time into detailed research on which improvement projects businesses wanted and were encouraging feedback.

Cllr Jones enquired if the Town Clerk had been involved in the Christchurch BID and was informed by the Town Clerk that the Town Council would be included as a consultee. Cllr Spittle sat in the BID meetings and reported back to the Town Council.

Cllr Jones stated that the Communities Committee may wish to consider whether the Town Council should take a more active part in the BID.

RESOLVED that the verbal report be noted.

149. Update on the Town Council's Facebook Page.

Town Clerk informed Members that the Town Council's Facebook Page had been created and Council meetings were being live streamed. The Mayor thanked the Town Clerk for all of the work undertaken.

RESOLVED that the verbal report be noted.

150. Town Council Staffing.

The Town Clerk updated Members on the Town Council's staff workload and stated that the Council was not ready for an extra officer at present as this would create additional work in training. Hopefully next year when the corona virus restrictions had eased the Council could consider a 2 year full time contract for a project officer to deal with future projects such as the Town Hall roof repair, Druitt Hall windows/building replacement and Christchurch in Bloom, and a 0.25 finance officer could also be considered. Staffing would be revisited once lock down and the corona virus restrictions had ended.

Members thanked the Town Clerk and Administration clerk for all of their achievements and expressed thanks for the work undertaken for the Town Council.

RESOLVED that the verbal report be noted.

Voting: Nem. con.

Cllr Mrs Bungey left the meeting at 7.34pm.

151. Motion Received – Christmas Car Parking

With the Chairman's permission a motion was received as an urgent item regarding Christmas Car Parking as it would be too late to be considered at the next Full Council meeting scheduled in January.

The Mayor advised that BCP Council had arranged free Christmas parking and had treated Christchurch town centre on the same status as Poole and Bournemouth town centres and that Christchurch car parks would be free on Thursdays and Sundays.

The Town Clerk had previously emailed BCP regarding free Christmas parking but had not received a response. BCP had approached the BID group and the Chamber of Commerce but had not contacted the elected Town Council.

The Mayor further informed Members that to enhance the free Christmas parking in Christchurch that the Town Council had taken up BCP Council's offer to also include free parking in Christchurch car-parks on Saturdays on 5th, 12th and 19th December between midday and 6pm at a cost to the Town Council of £15,000.

Christmas Free parking in Christchurch would now be free on Thursdays (4pm to 10pm) and Sundays (10am to 6pm) and also Saturdays (midday to 6pm).

The following motion was proposed by Cllr D Jones and seconded by Cllr F Neale:-

That Council, noting the exclusion of Christchurch from BCP's offer of free Saturday parking before Christmas: -

1. **Notes that BCP Council will grant free parking in the relevant Christchurch car parks on Saturdays on payment by the Town Council of £15,000;**
2. **Authorises the Town Clerk to pay this sum when due to BCP;**
3. **Authorises the use of its Coat of Arms by BCP Council in publicising this contribution by CTC; and**
4. **Expresses its regret that BCP Council, while consulting the Chamber of Trade and the BID, did not consult the elected Town Council in any way, and authorises its Town Clerk to write expressing our regret to the Chief Executive of BCP.**

Following comprehensive debate, the motion as set out above was put the vote and was carried.

Voting: 17:0 (1 Abstention)

152. Any other business

For information only, Cllr Cox informed Members that there could be a COVID-19 mobile testing centre at the Two Riversmeet Leisure Centre car park and that BCP Council were waiting to hear back from the Government. Reverend Stewart advised that Christchurch Priory had been offered as an indoor COVID-19 testing centre and that they were waiting to hear back.

Meeting ended at 7.46pm

CHAIRMAN

Agenda item 9

Motion received from Cllr C Gardiner for Full Council - Climate Emergency proposal

Following action taken by BCP in July 2019, I propose that we should declare a formal "Climate Emergency" in Christchurch. Speaking to several my residents on the matter, they are strongly in favour of the idea. There is a widespread feeling that we need to do something now for the sake of our future generations to preserve the town centre & other low-lying parts of Christchurch which are in danger of being submerged because of predicted rises in sea levels linked to climate change, and to ensure an adequate supply of homes for inhabitants in the future.

In 2019 a Strategic Flood Risk Assessment of Christchurch was commissioned. The aim of the Level 2 SFRA is to provide a more detailed assessment of flood risk from fluvial and tidal sources to Christchurch as a whole.

The report concludes that parts of the airport site are currently at risk of flooding and the extent of the area at risk is likely to increase significantly because of climate change effects, although depth and hazard are generally expected to remain low in most areas. Given the large area

at risk, and the potential for flooding of airport infrastructure, strategic flood mitigation measures may be needed in this area.

Other areas that are potential risk from flooding are Purewell, the centre of Christchurch, Stanpit, and Riverland Court on the Lower Stour are at particular risk. If sea levels do increase at the predicted rates, then additional measures may be needed to protect Christchurch from tidal flooding and allow development of the town. Although current defences for the 1 in 200 present day tidal event appear to contain water within the harbour area, future flood risk is likely to significantly increase because of sea level rise.

On the Lower Stour, the current defences are predicted to be overtopped in all climate change scenarios modelled as part of this study, suggesting the present-day standard of protection is not expected to continue in the future and that improvements here may also be needed to address the effect of climate change. This is particularly prominent in the areas around Jumpers Common and Riverland Court, both of which exhibit high hazard and depth values in the climate change scenarios.

It provides the starting point for developers to fully address the relevant climate change forecast flood levels (tidal, fluvial, surface water, sewer) for the 2093 and 2133 timeframes, which represent the predicted lifetime of commercial (60 years) and residential (100 years) development.

Recommendations to help reduce the effects of Climate change in Christchurch

Local Plans must incorporate climate change mitigation policies including aims for significant carbon reduction measures. Ensure that through any Local Government Re-organisation local authorities in Christchurch are strongly encouraged to continue to act in their role as community leaders to mitigate climate change both across the local area and internally within their own estate and operations.

Specific Renewable energy

All new buildings should meet a significant proportion of their energy requirements from renewable and low carbon energy sources.

Strong encouragement and support should be made for community led initiatives for renewable and low carbon energy across Christchurch.

Businesses, householders, and the public sector should be encouraged to install locally appropriate renewable energy technologies wherever possible, buying from reputable local installers.

Energy efficiency

All new build and building restoration should meet the highest levels of energy efficiency with real ambitions towards carbon neutral buildings.

Insulation (walls, floors, and roofs) of existing homes and more efficient and lower carbon heating systems should be encouraged.

As many fuel poor homes in Christchurch as is reasonably practicable should achieve a minimum energy efficiency rating of Band C properties by 2030 in line with national targets.

Businesses should be encouraged and supported to significantly improve their energy performance.

Sustainable travel

Action to design an integrated transport system that promotes the use of alternatives to road transport across Christchurch should be coordinated and scaled up. Sustainable travel should be encouraged by creating safe cycling and walking routes both for leisure and travel to work, supporting both a low carbon and healthy community.

Infrastructure (charging points and solar PV) should be installed to enable greater take up of electric and hybrid cars which are improving in their design and affordability.

Food miles

Allotment spaces and/or community growing spaces should be included in new developments, through green infrastructure plans and existing spaces should be protected.

Greater support for local food should be encouraged with consumers, retailers, hospitality sector, and public sector procurement.

Sustainable settlements

Planning systems should be used as a positive tool to reduce emissions through encouraging mixed settlements with provision for housing, employment, and retail in proximity.

Planning applications should include a climate change impact assessment as part of the planning process (with reference to National Planning Policy Framework and good practice elsewhere).

There is virtually unanimous scientific agreement that climate change is already happening and that it is significantly driven by human action.

CHRISTCHURCH TOWN COUNCIL

PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 1 December 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr D Jones

Vice-Chairman: Cllr F F T Neale

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

Also in attendance: Cllr A Coulton

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

Members of the Public present: 2

Members of the Press present: None present

153. Declarations of Interest

Cllr D Jones declared a non-pecuniary interest in Minute No.157 (Planning Application 8/20/0859/FUL) as his wife was a wheelchair user and used the colonnade, he stated that this would not affect his ability to come to a conclusion with an open mind, and remained present for the discussion and voting thereon.

154. Minutes of Previous Meeting

The minutes of the meeting held on 10 November 2020 were agreed and signed as an accurate record.

Voting: unanimous

155. Public Participation

Mr Peter Fenning spoke in objection to Planning Application 8/20/0859/FUL.

156. Public Questions

There were no questions from the public on this occasion.

157. Planning Applications:

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

Application: 8/20/0859/FUL Loch & Quay, Born Beauty & Empty Shop, 23 - 24 Church Street, CHRISTCHURCH, BH23 1BW.

Ground floor extensions to existing shop fronts to infill existing red brick colonnade

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

- No justification for infilling the colonnade except for increasing retail space.
- Would result in restricted pavement width of approximately 1.4 metres and insufficient room for two wheelchairs to pass and close to the road in Church street.
- T16 –this is not an improvement for access – should not expose disabled to possibility of traffic issues.
- Colonnade is on a Blind corner.
- Permitted right of way issue for the colonnade.
- BCP Rights of Way had not been consulted.
- Bond Estates Ltd had been dissolved.

Members noted that the application would result in a restricted footpath and the possibility of a land registry issue and requested that clarification be sought regarding the rights of way under the colonnade area. Members were disappointed that Highways had not objected due to the restricted footpath especially with the current COVID-19 social distancing restrictions.

The Town Clerk advised that ownership did not have any bearing as long as the correct certificates had been served and noted that a Bond Estates had been dissolved at Companies House which could possibly make the planning application invalid.

Cllr M Cox joined the meeting at 6.25pm.

OBJECTION raised:

The proposal impedes pedestrian footfall along Church Street creating a choke point which creates conflict between those users who have to use mobility aids, pushchairs and similar and those who don't. The scheme does not take into account the inability of those individuals with "protected characteristics" as defined by the Equality Act 2010 to negotiate kerbs and steps which shall be caused by the scheme due to the infilling of the colonnades contrary to saved local plan policy T16 of the Christchurch Borough Local Plan 2001.

Members also urged BCP to undertake the necessary checks and the validity of the application on the grounds of ownership of the property and the standing of

the applicant as to whether the company has been dissolved and therefore has legal identity to make the application.

Voting: unanimous

Cllr Jones declared a non-pecuniary interest in this item as his wife was a wheelchair user and used the colonnade, and remained present for the discussion and voting thereon.

158. Actions and Recommendations from the Neighbourhood Plan Working Group.

The Town Clerk updated the Committee that the Neighbourhood Plan Working Group had examined quotations from two local council sector specific providers to provide a new Neighbourhood Plan website.

The Chairman advised that the Neighbourhood Plan Working Group was making good progress and setting up a questionnaire.

The Chairman informed Members that an extraordinary meeting of the Planning Committee had been scheduled to be held on 10 December at 6pm.

RESOLVED that the Town Clerk be authorised as follows:

a) To agree to Aubergine 262 Ltd's quotation for:

1) One off set-up: £975 + VAT

2) Annual SSL-protected hosting and 4hours support £199+VAT.

3) Optional compliance monitoring: Quarterly WCAG (Website Accessibility Regulations compliance) scan & reports: £299+VAT.

b) the Town Clerk be authorised to the maximum capital expenditure sum of £3,500 (exclusive of VAT) for the delivery of the Neighbourhood Plan website; and

c) such sums to come from the Neighbourhood Plan budget.

Voting: unanimous

The meeting ended at 7.13pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 8 December 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A Coulton

Present: Cllr C A Gardiner, Cllr V Charrett, Cllr M Cox, Cllr W Grace, Cllr F
F T Neale, Mrs S Spittle and Cllr Tarling.

Also in
attendance: Cllr Mrs S Bungey

Apologies:

Officers Daniel Lucas, Town Clerk

present: Susan Roxby, Administrative Support Officer

Members of the 1
Public present:

Members of the
Press present: None present.

159. Declarations of Interest

There were no declarations of interest on this occasion.

Cllr Tarling joined the meeting at 6.01pm.

160. Minutes of Previous Meeting

The minutes of the meeting held on 3 November 2020 were agreed and signed as an accurate record.

Voting: unanimous

161. Public Participation

There was no public participation on this occasion.

162. Public Questions

There were no questions from the public on this occasion.

163. Town Clerk's Report

An updated schedule of payments for the period 01.11.2020 to 04.12.2020 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 updated monthly accounts for the period to the end of November 2020 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.

The Chairman enquired if progress had been made on the Old Town Hall's roof works. The Town Clerk advised that a survey on Druitt Hall would commence first to assess works required there, and that works on the Old Town Hall roof would be considered in the new year.

The Chairman enquired on the progress of the Neighbourhood Plan website. The Town Clerk stated that this had been delayed due to the Neighbourhood Plan Sub Group questioning whether a new logo should be designed for the website rather than the Coat of Arms being used.

RESOLVED that:

- a) the schedule of payments for the period 01.11.2020 to 04.12.2020 be approved; and**
- b) the monthly accounts for the period to the end of November 2020 be noted.**

Voting: unanimous

The meeting ended at 6.26pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

EXTRAORDINARY PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 10 December 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr D Jones

Vice-Chairman: Cllr F F T Neale

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

Also in attendance: Cllr V Charrett, Cllr A Coulton and Cllr S Spittle

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

Members of the Public present: 29

Members of the Press present: None present

164. Declarations of Interest

There were no declarations of interest on this occasion.

Cllr Neale joined the meeting at 6.02pm.

165. Public Participation

Mr Richmond and Mr Peter Fenning spoke in objection to Planning application: 08/20/0966/ADV.

166. Public Questions

There were no questions from the public on this occasion.

167. Planning Applications:

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

Application: 08/20/0966/ADV River Course at River Avon, South of Castle Street, Christchurch. BH23 1DX.

Erection of single, double sided sign within the river course.

Mr Richmond gave a deputation to the committee in objection to Planning Application 08/20/0966/ADV River Course at River Avon, South of Castle Street, Christchurch. A copy of which appears as appendix 'A' to these minutes in the minute book.

Mr Fenning spoke in objection to Planning Application 08/20/0966/ADV River Course at River Avon, South of Castle Street, Christchurch and raised the following concerns:

- The site is in a conservation area and the sign is an ugly intrusion to the backdrop of the bridge which is surrounded by grade 1 listings and contrary to HE1 of the Core Strategy - valuing and conserving our historic environment.
- Contrary to BE4 of Town Planning Policy.
- The application states that the sign was erected by Southern fisheries who lease the land from the environment agency which Mr Fenning believed is incorrect.
- Bournemouth Water has ownership and in turn South West Water leases the fishing rights to Southern Fisheries which is the applicant.
- The river at this location is a tidal waterway and should be free to all watercraft to navigate at their will.
- The Public has a right of way.

Cllr Spittle joined the meeting at 6.13pm.

The Town Clerk advised that the sign was an 'advert', and that the Council should consider the amenity and public safety only. The Town and Country Planning (Control of Advertisements)(England) Regulations 2007 regulation 3 was drawn to Members attention as the main legal framework.

Cllr Cox proposed a motion that this application be objected to due to the amenity and setting, and also public safety due to people trying to enforce the sign and causing a Public Safety issue as the wording on the sign was incorrect. Cllr Dedman seconded this proposal.

The Town Clerk advised that the general criminal law deals with matters of overzealous enforcement and that it was not really for the planning system to try and control.

The proposer and seconder were happy to amend the motion so that public safety only concentrated on the lesser issue of detritus, weed rafts possibly collecting, snagging around the pole and that objection be raised contrary to policy HE1 of the Core Strategy and saved policy BE4 of the Christchurch Local Plan 2001.

The Chairman raised that the Town Clerk be delegated to send the objection to the Local Planning Authority in consultation with the Chairman and Vice-Chairman on the following grounds:

OBJECTION raised:

- 1) The proposal has a detrimental impact due to its prominent location in an historic setting when considering its proximity to listed heritage assets contrary to HE1 of the Christchurch and East Dorset Local Plan – Part 1 Core Strategy and contrary to saved policy BE4(1),(3) and (4) of the Christchurch Local Plan 2001**

- 2) The proposal to a lesser extent has an impact upon public safety in that weed and river detritus may possibly collect around the pole.**

Voting: unanimous

The meeting ended at 6.47pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on 15 December 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr F F T Neal

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

Also in attendance: Cllr V Charrett

Apologies: Cllr S J McCormack

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

Members of the Public present: 1

Members of the Press present: None present

168. Declarations of Interest

There were no declarations of interest on this occasion.

169. Minutes of Previous Meeting

The minutes of the meeting held on 27 October 2020 were agreed and signed as an accurate record subject to Cllr Tarling being added to the attendance record as also being in attendance.

Voting: unanimous

170. Public Participation

There was no public participation on this occasion.

171. Public Questions

There were no questions from the public on this occasion.

172. Replacement Trees at Christchurch Quay

Members were asked to decide on species replacement for two failed Willows at Christchurch Quay.

The Town Clerk informed Members that given the site is a Conservation Area it was prudent that replacement trees were planted. The Town Council's consultant recommended replacement with either Stone Pine, Holm Oak or Turkish Hazel given the location and exposure to prevailing winds and that Willows here seemed unsuitable. The Local Planning Authority disagreed and recommended replacement with White Willow, Alder or Aspen. Upon seeking further advice, the Council's consultant had recommended Alder as the suitable replacement. Two nurseries have been recommended and been contacted and quoted as follows:

- 1) Hilliers: Common Alder, 16-18cm girth, 5m height
£150 per tree, Stakes £6, Tie/Spacer £3.
£250 delivery. All prices exclusive of VAT;
- 2) Landford Trees: Common Alder, 16-18cm girth 5m height
£95 per tree, strapping and ties £11.70 per tree. All prices exclusive of VAT.
Delivery can coincide with other supply they are doing in the area.

The chairman stated that it would be fitting to dedicate a replacement tree in memory of the late Honorary Freeman, Councillor Colin Bungey.

Cllr Mrs Spittle joined the meeting at 6.14pm.

RESOLVED that:

- a) **2 replacement high quality specimen size Common Alder trees be purchased, along with any necessary protective fencing, stakes etc; and**
- b) **the Town Clerk be delegated to proceed with the quotation from Landford Trees and purchase 2 Common Alder Trees and to arrange for delivery and replanting as follows:**
 - **16-18cm girth 5m height**
 - **£95 per tree, strapping and ties £11.70 per tree**
 - **all prices exclusive of VAT; and**
- c) **the Town Clerk be delegated to arrange for one of the replacement trees to be dedicated in the memory of the late Honorary Freeman, Councillor Colin Bungey and the wording on the plaque be arranged in consultation with the Deputy Mayor.**

Voting: unanimous

173. Tree Works Required at Christchurch Quay

Members previously had circulated the Council's Tree Survey conducted by Hayden's Arboricultural Consultants for health and safety matters relating to the trees at Christchurch Quay. Members were advised in the survey that certain trees needed tending to within a six-month window.

The Chairman stated that bird boxes could be placed on the tree stumps to consider to the environment. Other members disagreed and thought that the tree stumps should be removed to keep the greenery flat.

The Town Clerk advised that if the trees were still living, that they would be protected and therefore no action could be taken to remove the tree stumps or add bird boxes. Members agreed that further investigations should be undertaken and reported back.

Comprehensive discussion took place regarding the removal of the failed trees to be replaced with Alders. Members agreed that the Arboricultural Consultant be instructed to deal with matters arising identified in the Arboricultural report.

RESOLVED that:

- a) **Hayden's Arboricultural Consultants be instructed to act on behalf of the Town Council in liaising, negotiating, preparing and submitting any application as required by the Town and Country Planning Act 1990 and any associated Tree Regulations and or Conservation Area matters for those trees identified as required felling; and**
- b) **an update be provided as to the state of those 3 trees identified as questionable and requiring secondary investigations.**

Voting: unanimous

174. Community Grants Scheme

The Town Clerk advised Members that there was still budget to extend the Community Grants scheme for a second round of applications and awards.

RESOLVED that:

- a) **the Town Clerk opens the window for applications on the 21st of December 2020 and updates the website/social media accordingly. The deadline for**

receipt of applications shall be 4 weeks hence from that date being the 18th January 2021 at the close of business (5pm); and

- b) the Town Clerk summons the Community Grants Working Group as necessary to put into effect the second round of applications and awards as to be agreed by Full Council at a future date.

Voting: unanimous

175. Mayors Mead Carpark and Boat-parking

Cllr Coulton provided members with an update on Mayors Mead Carpark and Boat Parking. Members were presented with a map of Mayors Mead Winter Boat parking, a copy of which appears as appendix 'A' to these minutes in the minute book. Members noted that 56 bays were used for Winter Boat Parking during 1st October to 31st March.

RESOLVED that the verbal update be noted.

Voting: unanimous

The meeting ended at 7.01pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 5 January 2021 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr D Jones

Vice-Chairman: Cllr F F T Neale

Present: Cllr Cox, Cllr Dedman, Cllr S Fotheringham, Cllr G R Jarvis, Cllr T Lane and Cllr M J Tarling.

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

Members of the Public present: 2

Members of the Press present: None present

176. Declarations of Interest

There were no declarations of interest on this occasion.

Cllr Neale joined the meeting at 6.04pm.

177. Minutes of Previous Meeting

The minutes of the meeting held on 1 December 2020 and 10 December 2020 were agreed and signed as an accurate record.

Voting: unanimous

178. Public Participation

There was no participation from the public on this occasion.

179. Public Questions

There were no questions from the public on this occasion.

180. Planning Applications:

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

A. Application: 8/20/0920/FUL Elcock Associates Ltd 83 The Grove Christchurch BH23 2EZ

Conversion of existing office building and erection of additional storey to create 5 apartments and external parking (AMENDED proposal for 4 apartments).

Cllr Neale considered this an ambitious scheme for a compact site which was situated on a dangerous bend between The Grove and Elm Avenue and also had parking issues. Cllr Neale proposed a motion that the application be refused on the grounds that the development would be against policies HE2 and H12, the bulk and mass was overbearing and there was insufficient car parking. This proposal was seconded by Cllr Fotheringham.

Cllr Tarling felt there was less requirement for office space in the current economic climate, but there was a need for additional housing, and noted that the Highways Authority had raised no objection.

Cllr Cox stated that more housing was required to be provided and considered that the development was sympathetic.

The Chairman clarified that he felt this was a bad design because of its bulk and massing.

The Town Clerk stated that following Christchurch does not have a 5-year housing land supply of deliverable housing sites and that the presumption in favour of sustainable development would apply in this instance.

RESOLVED that OBJECTION be raised as the proposal is too prominent in terms of its scale, bulk and size given the location and the immediate environs and is therefore contrary to policy HE2 of the Christchurch and East Dorset Local Plan Part 1: Core Strategy and saved policy H12 of the Christchurch Local Plan 2001 and paragraph 127 of the National Planning Policy Framework.

Voting: 5: 3

Cllr Dedman left the meeting at 6.50pm.

B. Application:8/20/1112/PNOD 22 High Street, Christchurch, BH23 1AY

Convert existing office space into residential accommodation at Offices on the floors above and to the rear of 22 High Street.

Cllr Neale proposed that no objection be raised on this application, this proposal was seconded by Cllr Tarling.

Upon advice from the Town Clerk regarding GPDO Cllr Neale proposed an amendment to his own proposal which was seconded by Cllr Tarling.

Members were in favour of the proposed conversation with no objection in principle but noted the Highways Authority's concerns.

RESOLVED THAT NO OBJECTION be raised currently, but if prior approval is required given the extant highway objection that the Town Council is notified accordingly.

Voting: unanimous

181. CIL Liable Planning Applications within the Christchurch Town Parish

Members were updated on the breakdown of the Community Infrastructure Levey Planning Applications within the Christchurch Town Parish, 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 Town Clerk informed the Committee that the Town Council had received funds of £43,994.76 from BCP for the Community Infrastructure Levey (CIL) Planning Applications. The CIL Levey was provided to offset development and provide more community infrastructure projects. Members noted that this payment was back dated to 2017.

RESOLVED that the report be noted.

Voting: nem.con

182. Actions and Recommendations from the Neighbourhood Plan Working Group.

The Chairman advised that the Neighbourhood Plan Working Group was progressing with a new Neighbourhood Plan website and Facebook page. The scope on the plan would go out to general consultation to work with the public to hear what they would like to happen.

RESOLVED that the verbal update be noted.

Voting: unanimous The meeting ended at
7.20pm

CHAIRMAN

Resources Committee

Agenda Item 7

Report Type:	Public Report for Information
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Purpose of Report: To consider the draft 2021/2022 draft budget and recommend accordingly to Full Council

Recommendations: It is **RECOMMENDED** that:

(a) Members consider the report and the attached draft budget for 2021/2022;

(b) Recommends to Full Council the attached budget;

(c) Agrees to the virement from the Office of the Mayor to the Salary Budget of £10,970, AND the virement of £25,000 of the Britain in Bloom budget to a new budget line for “Christmas Festival/Lights”.

Wards: All Wards

Contact Officer: Daniel Lucas – Town Clerk

BACKGROUND

The Town Council is due to set its third annual budget by Full Council later this month (18 January) and has to notify BCP Council of the precept it wishes to raise by the end of January. In terms of ‘actual’ budgets set by Members this is the second, as the first operating budget was to all intents and purposes inherited from the outgoing Christchurch Borough Council.

This report and accompanying appendix outline the position to Members in terms of the current financial year and performance of the budget to date; as well as providing projections to the financial year end (2020-2021). It then goes on to examine the 2021/2022 position and takes into account factors such as the previous year’s performance as well as known variables which informs the recommended budget.

Notification of Change in Council Tax Base

A “tax base” is the number of Band D equivalent dwellings in a local authority’s area. Calculation of the Council Tax Base is a matter for the Principal Council (BCP Council) and is conducted in accordance with the law¹. As part of this calculation the Principal Council has to take into account an estimation of its council tax collection rates for that financial year. BCP Council’s Cabinet report setting out the Council Tax Base as of the date of writing this report has not been agreed by its Members. However, the Agenda has been published and BCP Council’s Cabinet sits on the 13th January 2021. In the Officer’s report BCP notes as follows:

“The total estimated tax base for BCP Council has reduced from 142,996.2 in 2020/21 to 139,170.5 in 2021/22 due to the estimated impact of covid-19 on both the cost of the LCTS and the collection rate. This reduction equates to a 2.7% reduction in the tax base compared to the current MTFP planning assumption of 3.9%.”

(Where the “LCTS” is the Local Council Tax Support Scheme and MTFP is medium term financial plans/planning).

¹ The Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012

- 1.4 The Town Clerk was notified in October of last year of the potential decrease in Christchurch's Council Tax Base of circa 3.09%, however the BCP Council Tax Base report as published now suggests a 2.7% reduction.
- 1.5 Secondly, the Town Clerk was formally notified of the new proposed Council Tax Base for Christchurch via letter from BCP Council dated 15 December 2020 and that this was subject to approval by BCP's Cabinet meeting on the 13th of January 2021.

What does this mean for Christchurch Town Council?

- 1.6 The proposed Council Tax Base for Christchurch Town Council area is now 11,927.0 for 2021/22 (subject to BCP Council approval). This equates to a 2.11% decrease from last year's Council Tax Base of 12,184.
- 1.7 This means that if the Town Council does nothing with its operating budget for 2021/22 financial year, the Town Council would have a decrease in its precept due to the Council Tax Base reduction. The Band D equivalent cost per annum last year was £42.22 per household. When this is multiplied against the proposed reduced Council Tax Base (11927x42.22) it provides a reduced annual precept of £503,557.94. In terms of budgeting, as the Town Council does not have a large income stream this would essentially be the annual budget for the Town Council.
- 1.8 Due to the exceptional circumstances of the current financial year the Town Council has not been able to realise certain projects. These included Britain in Bloom for the summer of 2020 and the employment of a third member of staff. However, the budget for Britain in Bloom was vired in the large part to the Community Grants Scheme (£20k, leaving £5k for In-Bloom planning for 2021/22). The Community Grants Scheme has been a success given the pandemic. Other exceptional matters arising have been the understanding that the Town Hall roof needs repair and that Druitt Gardens shall need capital expenditure for window replacement at the least, and the possibility that Scotts Hill Lane playpark maybe a Town Council going concern if progress can be made here.
- 1.9 The Town Council shall hopefully be continuing with its plans and projects outlined for 2021/22, as well as hopefully taking asset transfer of further assets from BCP Council as planned over the next financial year. A 2% rise therefore on a Band D equivalent property will not see a major impact in the Council's precept and budget. Overall, this means that the Town Council's precept shall be reduced, but only by £839.88. It is proposed that this reduction can be readily accommodated by reducing the Town Council's contribution to reserves budget line.
- 1.10 In summary this means an increase on a Band D equivalent property of only 84 pence and an overall decrease of the Town Council precept from £514,416.50 to £513,576.62 for 2021/22.
- 1.11 Members shall note and are asked to also confirm the following budget virements and single line entries in the 2021/22 budget:

Office of the Mayor: Vire to Salaries budget £10,970 to reflect all salaries being charged to the salary budget.

Budget 2020/21 = £27,000, Proposed 2021/22: £16,030.00.

Note: Subsequent salary budget increased by the £10,970 from the removal from the office of the mayor budget above.

Christmas Festival/Lights: Creation in 2021/22 of a budget line entry for Christmas festival lights by the virement of the Britain in Bloom budget. Therefore there will be a re-task of the In-Bloom budget in anticipation of contributing towards the end of the coming calendar when hopefully the pandemic has less of an impact around Christmas time. Unfortunately this means that In-Bloom shall not go ahead this financial year.

2. IMPLICATIONS

Legal

- 2.1. The Town Council has a legal duty to set an annual budget. This report formulates the first step in adopting a budget for 2021/2022. It shall be for Full Council to agree the budget and set the precept for the next financial year.

Environmental

- 2.2. None

Financial and Risk

- 2.3. The budget proposed delivers an overall reduction in the precept for the Town Council given the reduction in the Council Tax Base. However, in terms of a Band D equivalent cost there is an increase of 2% (1.99%) to £43.06 per annum. The reduction in the precept of £839.88 can be accommodated in the reduction to the contribution of the Town Council's reserves which can be seen in the attached Appendix under "Exceptional Class: Reserves".

Equalities

- 2.4. No direct impact from this report

Consultation and Engagement

- 2.5. This stage one of the budget setting process and places in the public domain the principles informing the budget. Full Council shall consider the budget further and any ramifications accordingly.

3. CONCLUSION

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

Appendices:

Appendix 1: Draft Budget 2021/2022

Christchurch Town Council									
Budget									
2021/22			2019/20	2019/20	2020/21	2020/21	2020/21	2020/21	2021/22
	Description		Budget	Actual	Budget	Actual YTD	Predicted	Total Forecast	Budget
Asset Class									
C1	C1 - Douglas Avenue	Allotments	860.00	769.42	1,000.00	-296.16	809.31	513.15	1000.00
C2	C2 - Rutland Road	Allotments	10,115.00	6207.38	12,000.00	-6.33	10138.70	10132.37	12000.00
C3	C3 - Southey Road	Allotments	1,635.00	1294.00	2,000.00	-482.59	1618.62	1136.03	2000.00
C4	C4 - Arena Wheel Park	Play Facilities	4,820.00	0.00	6,000.00	0.00		0.00	6000.00
C5	C5 - Barrack Road Recreation Ground	Recreation Grounds	20,285.00	0.00	25,000.00	0.00		0.00	25000.00
C6	C6 - Druitt Gardens	Druitt Gardens & Hall	9,735.00	12012.00	12,000.00	-2479.00	9891.70	7412.70	12000.00
C7	C7 - Druitt Hall	Druitt Gardens & Hall	7,880.00	303.80	25,000.00	0.00	2500.00	2500.00	25000.00
C9	C9 - Enfield Road Play Areas Jumpers Common	Play Facilities	1,921.00	0.00	2,500.00	0.00		0.00	2500.00
C9	C9 - Knapp Mill Open Space	Recreation Grounds	6,025.00	5020.83	7,500.00	0.00	6069.81	6069.81	7500.00
C10	C10 - Knapp Mill Play Area	Play Facilities	1,921.00	0.00	2,500.00	0.00		0.00	2500.00
C11	C11 - Mudeford Quay Play Area	Play Facilities	1,921.00	0.00	2,500.00	0.00		0.00	2500.00
C12	C12 - Mudeford Recreation Ground Play Area	Play Facilities	8,088.00	8324.97	10,000.00	300.00	8593.08	8893.08	10000.00
C13	C13 - Office of the Mayor	Office of the Mayor	24,210.00	734.52	27,000.00	463.65	1020.00	1483.65	16030.00
C14	C14 - Old Town Hall	Old Town Hall	20,000.00	1810.37	22,000.00	3125.91	30.00	3155.91	22000.00
C15	C15 - Quomps Open Space	Recreation Grounds	15,965.00	8924.28	17,500.00	14854.02	14890.15	29744.17	17500.00
C16	C16 - River Way Play Area	Play Facilities	1,921.00	0.00	2,500.00	0.00		0.00	2500.00
C17	C17 - Rutland Road Play Area	Play Facilities	1,921.00	0.00	2,500.00	0.00		0.00	2500.00
C18	C18 - Tuttons Well and Guide Hut	Recreation Grounds	935.00	779.16	1,250.00	0.00	1011.64	1011.64	1250.00
C19	C19 - Waterman's Park Play Area	Play Facilities	1,921.00	0.00	2,500.00	0.00		0.00	2500.00
C20	C20 - Waterman's Park Wheel Park	Play Facilities	14,700.00	0.00	17,500.00	0.00		0.00	17500.00
C21	C21 - Assets Damage Contingency				8,000.00	0.00		0.00	8000.00
C6	Christchurch Cemetery	Cemetery	26,570.00		26,570.00				26570.00
C29	Stanpit Rec	Recreation Ground	6,650.00		6,650.00				6650.00
	Funded by BCP		- 33,220.00		- 33,220.00				-33220.00
	Asset Class		156,779.00	46180.73	208,750.00	15479.50	56573.01	72052.51	197780.00
C7	Christmas Lighting	December	13,600.00		13,600.00				13600.00
	Funded by BCP		- 13,600.00		- 13,600.00				-13600.00
Grant Class									
	Remembrance Parade Road Closures				2,000.00	0.00	0.00	0.00	2000.00
	Introduction of Grants Aid Policy				10,000.00	12820.00	17180.00	30000.00	10000.00
C23	Red House Museum	Museum Grant	51,550.00		51,550.00				51550.00
	Funded by BCP		- 51,550.00		- 51,550.00				-51550.00
	Grant Class		-	0.00	12,000.00	12820.00	17180.00	30000.00	12000.00
			156,779.00	46180.73	220,750.00	28299.50	73753.01	102052.51	209780.00

			2019/20 Actual	2020/21 Budget	2020/21 Actual YTD	2020/21 Predicted	2020/21 Total Forecast	2021/22 Budget
Overheads Class								
Salaries		75,000.00	77348.26	104,000.00	60269.24	20088.00	80357.24	114970.00
Telephone		1,000.00	785.62	1,050.00	627.29	231.00	858.29	1050.00
Office General		2,500.00	2751.51	2,625.00	913.54	500.00	1413.54	2625.00
Training		2,000.00	380.00	2,100.00	55.00	200.00	255.00	2100.00
Postage		350.00	29.28	367.50	0.00	0.00	0.00	367.50
Photocopying		1,250.00	385.24	1,312.50	529.20	270.00	799.20	1312.50
Insurance		12,000.00	5686.62	12,600.00	0.00	-2750.00	-2750.00	12600.00
Legal		10,000.00	0.00	10,500.00	0.00	0.00	0.00	10500.00
Election		8,000.00	0.00	8,400.00	23626.18	0.00	23626.18	8400.00
Office Equipment		500.00	0.00	525.00	0.00	450.00	450.00	525.00
Refreshments		500.00	0.00	525.00	0.00	0.00	0.00	525.00
Travel		280.00	0.00	294.00	0.00	0.00	0.00	294.00
Advertising		600.00	0.00	630.00	0.00	0.00	0.00	630.00
Bin Liners		50.00	0.00	52.50	0.00	0.00	0.00	52.50
Membership Subs		2,000.00	1798.21	2,100.00	2198.97	0.00	2198.97	2100.00
Newsletter		1,000.00	0.00	1,050.00	0.00	0.00	0.00	1050.00
PR		1,000.00	320.00	1,050.00	0.00	0.00	0.00	1050.00
Professional fees		700.00	350.00	735.00	0.00	0.00	0.00	735.00
Audit fees		2,000.00		2,100.00	1650.00	0.00	1650.00	2100.00
IT & Web Site		10,000.00	5096.62	10,500.00	1158.00	343.20	1501.20	10500.00
Rent		10,000.00	0.00	10,500.00	0.00	0.00	0.00	10500.00
Rates		4,500.00	2618.31	4,725.00	0.00	0.00	0.00	4725.00
Contingency		18,500.00	3682.00	19,425.00	8333.34	4166.67	12500.01	19425.00
		163,730.00	101231.67	197,166.50	99360.76	23498.87	122859.63	208136.50
Exceptional Class								
Britain in Bloom				25,000.00	0.00	0.00	0.00	0.00
Christmas Festival/Lights								25000.00
Neighbourhood plan				50,000.00	5287.51	6900.00	12187.51	50000.00
Community Infrastructure Levy					-43994.76		-43994.76	
Reserves		21,500.00		21,500.00	0.00		0.00	20660.12
	Exceptions & Reserve Class	21,500.00	0.00	96,500.00	-38707.25	6900.00	-31807.25	95660.12
	TOTAL	342,009.00	147412.40	514,416.50	88953.01	104151.88	193104.89	513576.62
No of Properties		12,263.00		12,184.00				11927.00
Precept per Property		27.89		42.22				43.06



Christchurch Town Council

Training and Development Policy

Policy name	Version	Owner	Date Adopted	Review Date
Training & Development Policy	V1.0	Town Clerk	January 2021	January 2022

CHRISTCHURCH TOWN COUNCIL TRAINING AND DEVELOPMENT POLICY

1. INTRODUCTION

Statement of Intent

“Learning and Development is about creating the culture and environment for individuals and organisations to learn and grow. It’s the current and future capability needs of the organisation, as well as how to create a learning culture that drives engagement in continuous professional development.” (Chartered Institute of Professional Development, 2021²)

Christchurch Town Council is committed to the continual training, learning and development of all councillors and employees. Where resources allow it shall promote the pursuit of relevant qualifications and training opportunities to all councillors and staff when requested. The Town Council also takes seriously its statutory obligations as a prudent and diligent employer³ and where necessary any statutory qualifications or certifications are required these shall be supported.

This policy also underpins two out of four of the Council’s core values identified in its Strategic Plan (2021-2025):

3. *“We embrace knowledge to learn and adapt”.*

4. *“We strive for excellence”.*

This undertaking and statement of intent towards training and development of both its staff and officers reflects the Council’s organisational commitment to serving our communities.

2. IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS

An employee who feels they need further support and training to perform their role shall discuss this need with their immediate line manager. The line-manager shall note the request and if necessary escalate the matter so that any suitable training needs can be delivered in a timely and cost-effective fashion. Likewise, if a line-manager feels that an employee would benefit from training, a dialogue shall be established with the employee to see whether any further support or assistance is required by identifying any training needs.

Individual staff training needs will be discussed at an annual appraisal and: any requests for training documented; training or courses in progress noted; as well as any training or courses completed by the member of staff. The process for identifying training needs is however holistic and shall have the Council’s core values and strategic aims in mind when assessing need and may arise at any time during the year as and when a job role develops.

A councillor shall be able to approach the Town Clerk with any personal training they feel they would benefit from. The Town Clerk shall consider the request respecting the councillor’s rights to privacy and data-protection; however, the Town Clerk shall inform the councillor whether they feel all councillors would benefit from the suggested training. With the agreement of the individual councillor the request may be offered to all councillors, rather than on a bespoke individual need. The Town Clerk shall place on an Annual Council agenda any training needs the Members feel they would benefit from, as well as the continual review of this policy.

Training needs may also be identified through the following:

² CIPD Website: <https://peopleprofession.cipd.org/profession-map/specialist-knowledge/learning-development> (accessed 3/01/2020).

³ Health and Safety at Work etc Act 1974 and associated Regulations.

- During interviews;
- Following an election and/or co-option (especially when councillors new to local government/public service are elected);
- Mandatory legislative requirements and/or statutory guidance;
- Changes in Council systems such as IT programmes and/or software/hardware;
- New or revised qualifications become available;
- New working methods and practices (eg: Lean Systems methods, or AGILE practices);
- Complaints to the Council;
- Recommendations from an external body (Monitoring Officer, Independent Person following a complaint, auditors).

3. NEW COUNCILLORS AND EMPLOYEES

All new Councillors and employees will receive basic induction training on the workings of the Council, Council policies and governance. This will also include Council financial regulations, assets, and Code of Conduct Training. Planning training shall also be provided for those members who sit on Planning & Regulatory committee.

4. CONSIDERATION AND ALLOCATION OF TRAINING

Training will be allocated in a fair and consistent manner and shall be assessed with the added value to any essential job requirements. The Council shall consider where necessary its annual training budget and prioritise any mandatory training required to fulfil and/or to continue a role.

5. TRAINING METHODS

The Council shall use the most cost-effective measures available to provide and deliver the necessary training identified:

Internally

Training may be provided internally where any such specialist knowledge can be shared. For example this may include: legislation updates, computer software and IT training (website, social media etc..), council procedures and so on.

Collaboratively

The Council has links with other organisations and may utilise the expertise and share knowledge and skills through its many partner organisations. This may include: the Dorset Association of Parish and Town Councils (DAPTC), Hampshire Association of Local Councils (HALC), the Society of Local Council Clerks (SLCC), BCP Unitary Council and so on.

Seminars/Webinars

When Council Officers receive information on seminars and or webinars or similar this should be shared with employees and councillors, where relevant.

Conferences

The Town Clerk shall attend the national conferences of the Society of Local Council Clerks (if a member) and/or the National Association of Local Councils conference. Details of conferences should be shared with employees and councillors, where relevant.

External Training Providers

The Town Clerk should always consider the most effective way in which the training can be sourced and whether others may benefit from the training.

Continual Professional Development

All employees who have passed their probationary period are eligible to be considered for training and development. Employees can be absent for training for up to 10 days per financial year (75 hours equivalency). Study leave for assignment/exam preparation and/or attendance is not to be considered in this figure. Employees shall be asked to provide proof of attendance.

Corporate training programs

In certain situations, the Council may decide to collectively train both officers and councillors. The cost of this training shall be met by the Council.

Examples of this kind of training and development are:

- Conflict resolution training;
- First Aid training;
- Standards training.

6. MEMBERSHIP OF PROFESSIONAL BODIES.

The Council will consider applications from employees for membership of professional bodies relevant to job description and role.

7. PROCEDURES

Procedures for Employees

This procedure should be followed when employees wish to attend external training, courses, conferences, webinars etc..

The employee shall discuss the request with their immediate line-manager. In the case of the Town Clerk s/he shall discuss the request with the Mayor and Chairmen of all the Town Councils' committees. A record of the training need expressed and subsequently identified shall be recorded. The Town Clerk/Line-Manager shall then present a report to the Resources Committee for considerations (if necessary this matter can be placed into an exempted agenda item for the purposes of data protection relating to a living individual). The report shall contain as a minimum the rationale for the training request and the training identified and the cost, and any other relevant considerations (i.e current courses in progress, courses completed, amount of CPD hours expended in the current financial year etc). The Resources Committee shall then consider the request and officer report. If the matter is approved the Line-Manager/Town Clerk shall arrange and tend to the necessary administration in booking, monitoring, and reviewing the training. If the Resources Committee reject the request the employee shall be entitled to reasons in writing which shall be delegated to the Town Clerk/Line-Manager to send to the employee.

If the training identified shall culminate in sitting an examination any certificate, award or equivalent shall be notified to the Town Council and a record placed on the employee's personnel file.

The Town Council shall only pay for one third of the cost for any need to re-sit any module, assignment, or exam.

Procedure for Councillors

Councillors who wish to attend training (other than that recommended by the Town Clerk or other bodies) must discuss the training under consideration with the Town Clerk. For any training courses costing over £150 or for attendance at a conference, seminar, or other outside training where the councillor will be representing the Council a proposal to Full Council shall be made by the Town Clerk. The Full Council will consider the report with attention focussed upon meeting the Council's strategic objectives in mind along with the budget and training content. For training under £150 the Town Clerk shall consider the proposal with the same focusses in mind. If the request is rejected the Town Clerk shall provide the councillor with reasons in writing. Any approved request and the Town Clerk shall make any necessary arrangements such as reserving places and any associated administration.

If the training identified shall culminate in sitting an examination any certificate, award or equivalent shall be notified to the Town Council and a record placed on the employee's personnel file.

The Town Council shall only pay for one third of the cost for any need to re-sit any module, assignment, or exam. This payment shall only be made once.

Training identified by an individual councillor which in the Town Clerk's opinion may further the development of all councillors shall also be considered by Full Council upon receipt of a written report detailing how the strategic objectives of the Town Council would be met, along with the budget and training content.

8. FINANCIAL IMPLICATIONS

Training Budget

Training and development resourcing shall be allocated in the budget (precept). This shall take into account any identified needs following annual appraisals or any mandatory changes to job roles (which have come about due to legislative changes or membership qualification criteria, etc..) as well as expressed training needs from councillors. Consideration shall also be budgeted for any mandatory training required for newly elected/co-opted councillors.

When sourcing training from any external provider the Council shall always be directed by the principle of achieving best value and the proximity of any provider given that travel expenses may be a variable to account for.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one-third payment towards re-take of one failed examination/module/unit.

Recovering Costs

The Council shall consider where appropriate to ask for a return of service as a condition to any training or development activity. Where the employee or councillor resigns or the employment is terminated prior to the return of service having been completed, the employee/councillor shall be liable to repayment of the course/training fees. Such measures shall be considered for courses or awards which have an impact upon the Council's strategic objectives and shall not normally be considered for courses or awards which are short in duration (less than a month). The employee or councillor shall be asked to sign a contractual obligation agreeing to the return of service as a condition of meeting any fees, which shall be proportionate to the cost to the Council in providing the necessary training.

Travel Expenses

Employees or councillors attending training outside of Dorset may submit an expenses claim to cover travel costs to and from the venue, including parking. Where possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made. Any expenses claim must be supported by receipts and evidence.

9. TIME OFF WORK FOR STUDY

Where an employee requires time off work for a work-related exam or study leave prior to a work-related exam, the Council will be flexible when considering the request.

10. EVALUATION

All training shall be recorded and assessed for value for money, content and its usefulness.

11. RECORD KEEPING

Any training, CPD courses, webinars or learning and development activity shall be recorded on the employee's file. Any certificates and awards shall also be kept, as shall any training requested, refused, awarded and completed. This shall be held in-line with the Data Protection Act 2018 and the Council's data retention policies.

**Christchurch Town Council
Schedule of Meetings – 2021/2022**

Date 2021/22	Meeting – 6pm
Monday 10 May 2021	Annual Council
Tuesday, 1 June 2021	Planning Committee
Tuesday, 8 June 2021	Resources Committee
Tuesday, 22 June 2021	Planning Committee
Tuesday, 29 June 2021	Community Committee
Tuesday, 6 July 2021	Resources Committee
Monday, 12 July 2021	Council
Tuesday, 20 July 2021	Planning Committee
Tuesday, 3 August 2021	Resources Committee
Tuesday, 17 August 2021	Planning Committee
Tuesday, 31 August 2021	Community Committee
Tuesday, 7 September 2021	Resources Committee
Tuesday, 14 September 2021	Planning Committee
Monday, 20 September 2021	Council
Tuesday, 28 September 2021	Planning Committee
Tuesday, 5 October 2021	Resources Committee
Tuesday, 19 October 2021	Planning Committee
Tuesday, 26 October 2021	Community Committee
Tuesday, 2 November 2021	Resources Committee
Tuesday, 9 November 2021	Planning Committee
Monday, 22 November 2021	Council
Tuesday, 30 November 2021	Planning Committee
Tuesday, 7 December 2021	Resources Committee
Tuesday, 14 December 2021	Community Committee
Tuesday, 4 January 2022	Planning Committee
Tuesday, 11 January 2022	Resources Committee
Monday, 17 January 2022	Council
Tuesday, 25 January 2022	Planning Committee
Tuesday, 8 February 2022	Resources Committee
Tuesday, 15 February 2022	Community Committee
Tuesday, 22 February 2022	Planning Committee
Tuesday, 8 March 2022	Resources Committee
Monday, 14 March 2022	Council
Tuesday, 22 March 2022	Planning Committee
Tuesday, 5 April 2022	Resources Committee
Tuesday, 12 April 2022	Community Committee
Tuesday, 26 April 2022	Planning Committee
Tuesday, 3 May 2022	Resources Committee
Monday, 16 May 2022	Annual Council

