



# Christchurch Town Council

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

## Full Council Agenda

**Monday, 12 July 2021, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA on **Monday, 12 July 2021 at 6.00pm.**

### **Membership:**

Mayor: Cllr Mrs S Bungey

Deputy Mayor: Cllr A E Coulton

Cllr V Charrett

Cllr F J M Cox

Cllr M Cox

Cllr L Dedman

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 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**

6 July 2021

For further information please contact Daniel Lucas on 01202 022479 or email [townclerk@christchurch-tc.gov.uk](mailto: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 5 May 2021 and the extraordinary meetings held on 22 June 2021 and 1 July 2021 (to follow).

7 – 22

**5. Announcements**

To receive 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**

The Council is asked to consider a motion proposed by Cllr M Tarling and seconded by Cllr G Jarvis as follows:

**That this Council acknowledges the state of “Climate Change Emergency”, and that hereby this Council declares a state of Climate Emergency and undertakes the following:**

**a) To ensure that the activities of this Council become net carbon neutral by 2030; and to work towards a carbon neutral Christchurch by 2050 in conjunction with BCP Council;**

**b) At the earliest available opportunity, will switch energy supplier to a Net Zero energy supplier;**

**c) Within this Council year to implement Carbon & Energy monitoring, including CO2e reporting and to publish these figures on an annual basis;**

**d) To actively consider climate impact as part of all the activities of this Council, including but not limited to: Planning, Communities & Resources. This may include seeking to exceed the statutory requirements of the Climate Change Act 2008; and**

**e) To actively promote Climate Change mitigation and Zero carbon targets within Christchurch, and will join as a signatory to the Covenant of Mayors for Climate & Energy.**

**10. To Receive any verbal reports from Partner Organisations**

**11. Committee Minutes**

23 - 39

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 June 2021**

To receive the Minutes of the meeting held on 1 June 2021

**Resources Committee, 8 June 2021**

To receive the Minutes of the meeting held on 8 June 2021

and to consider the recommendations arising therefrom: -

minute 42: **Job Specifications**

RECOMMENDATION: to Full Council the creation of a Personnel sub-committee for the purposes of recruitment and annual appraisals for the year 2021/2022.

Minute 43: **Carbon Calculators**

RECOMMENDED to Full Council that:

- 1) the Council adopts the Climate Emergency Action Plan Matrix approach and methodology outlined at Appendix 5; and
- 2) adopts a Carbon Calculator used to establish the Council's baseline carbon footprint and for benchmarking and comparison purposes going forwards outlined at Appendix 6.

Appendix 5

Appendix 6

**Extraordinary Community Committee, 17 June 2021**

To receive the Minutes of the extraordinary meeting held on 22 June 2021.

**Community Committee, 29 June 2021**

To receive the Minutes of the meeting held on 29 June 2021 and to consider the recommendations arising therefrom:

Minute 62. **Druitt Hall**

RECOMMENDATION to Full Council the replacement of Druitt Hall roof in principle and the extension of the 30-year lease.

Appendices 1, 2 & 3

Minute 63. **Scott Hill lane Playpark**

RECOMMENDATION to Full Council that The Town Council:

- a) step-in to the Scotts Hill Lane Playpark lease position currently occupied by BCP Council; and
- b) writes to BCP Council conveying the strong desire and wish to take responsibility for the site; and
- c) considers allocation from Community Infrastructure Levy a capital expenditure project to bring Scotts Hill Lane Play Park back into safe use.

**Resources Committee, 6 July 2021**

To receive the Minutes of the meeting held on 6 July 2021 and to consider the recommendation arising therefrom:

To follow

**12. Terms of Reference and Scheme of Delegation to Committee.**

40-43

Members to review the Council's Terms of Reference and Scheme of Delegation to Committee.

Appendix 4

**13. Transfer of Funds from Public Sector Deposit Fund to Unity Trust bank account**

RECOMMENDATION: That Members agree to transfer £100,000 from the Public Sector Deposit Fund to Unity Trust Current Account so as to allow operational costs to continue.

**14. Update of signatories to the Council's Public Sector Fund Deposit Mandate**

Following Cllr Neale's resignation, a new signatory is required to be appointed to the Public Sector Fund Deposit Mandate. RECOMMENDED: Cllr Cox be added to the mandate as the Chairman of Resources Committee.

**15. BCP Council's Flood & Coastal Erosion Risk Management (FCERM) Strategy**

Presentation  
Transport and  
Engineering BCP  
Council

- |     |   |                                       |
|-----|---|---------------------------------------|
| 16. | <b>Queen’s Platinum Jubilee Event</b>   | Cllr Charrett<br>Oral Report          |
|     | <p>To consider setting up a Working Group for the consideration and preparation of marking the Queen’s Platinum Jubilee (2-5 June 2022).</p> <p><b>RECOMMENDATION:</b> That Members consider creating a Working Group comprising no more than 6 members and that the quorum shall be a minimum of 3 Members to facilitate the consideration and preparation of marking the occasion</p>   |                                       |
| 17. | <b>Twynham School presentation</b>  | Presentation from<br>Twynham Learning |
| 18  | <b>Service Level Agreement – Legal Agreement</b>  | Oral Report                           |
|     | <p>RECOMMENDATION: Members agree to the sum of £48,345 plus VAT for the SLA grounds maintenance and event management agreement with BCP Council for the period 1<sup>st</sup> April 2020 for 1 year – 31<sup>st</sup> March 2021 (retrospective). DELEGATES to the Town Clerk to sign the Agreement and to authorise the payment of the sum upon receipt of invoice from BCP Council.</p> |                                       |
| 18. | <b>Exempt Business</b>  |                                       |
|     | <p><b>To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the personal information of the matter relating to the financial and business affairs of the authority.</b></p>  |                                       |
| 19. | <b>Civic Possessions' Storage &amp; Safe procurement (exempt)</b>   |                                       |

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 5 May 2021 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 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.

Also in attendance: Honorary Freeman Michael Turvey, Past Mayors Mrs Denise Jones and Mrs Sally Derham-Wilkes.

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

Apologies: Cllr Mrs F Cox

Members of the Public present: 16

Members of the Press present: 0

**1. Prayers**

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

**2. Declarations of Interest**

There were no declarations of interest on this occasion.

**3. Minutes of Previous Meeting**

The minutes of the meeting held on 15 March 2021 and the Extraordinary meeting held on 27 April 2021 were agreed and signed as an accurate record.

Voting: nem.

**4. Announcements**

There were no announcements on this occasion.

**5. Public Participation**

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

**6. Public Questions**

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

**7. Questions from Councillors**

There were no questions submitted from Members in accordance with the Council's Standing orders.

**8. Verbal Reports from Partner Organisations**

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

**9. Committee Minutes**

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

**Planning Committee, 23 March 2021**

The Minutes of the meeting held on 23 March 2021 were received.

Voting: nem. con

**Community Committee, 31 March 2021**

The Minutes of the extraordinary meeting held on 31 March 2021 were received.

Voting; nem. con

**Resources Committee, 6 April 2021**

The Minutes of the meeting held on 6 April 2021 were received.

Voting: nem. con.

### **Community Committee, 13 April 2021**

The Minutes of the meeting held on 13 April 2021 were received.

Voting: nem.con.

### **Extraordinary Community Committee, 23 April 2021**

The Minutes of the Extraordinary meeting held on 23 April 2021 were received.

Voting: nem.con

### **Planning Committee, 27 April 2021**

The Minutes of the meeting held on 27 April 2021 were received.

Voting: nem.con

### **Resources Committee, 4 May 2021**

The Minutes of the meeting held on 4 May 2021 were received.

Voting: nem. con

## **10. Mayor 2021/22**

It was proposed by Councillor David Jones, seconded by Councillor Michael Cox, and unanimously –

**RESOLVED that Councillor Mrs Susan Bungey be elected Mayor of Christchurch Town Council for the 2021/2022 Municipal Year.**

Voting: unanimous

## **11. Town Mayor's Acceptance of Office**

The new Mayor ,Councillor Mrs Susan Bungey made the Statutory Declaration of Acceptance of Office. The Mayor then delivered the Mayor's Speech during which she:

- thanked her proposer and seconder;
- thanked the Council for her election;
- thanked the Town Clerk, Daniel Lucas and the Administrator for all of their work undertaken setting up the newly formed Town Council;
- thanked Michael Trowman for agreeing to act as her Consort;
- thanked Reverend Canon Charles Stewart for agreeing to be her Chaplin;

- announced that her Mayoral Charities for the 2021/22 Civic Year are the Somerford Youth Centre and Community Centre and Christchurch Scouts and Guides;
- announced that the Civic Service will be held at Christchurch Priory on 27<sup>th</sup> May 2021 at 12 midday and she hoped that many residents and local organisations would be able to attend; and
- referred to the Book of Remembrance to remember all of those who have given their lives for the life we have today.

**12. Mayor 2020/21 - Vote of Thanks**

It was proposed by Cllr S McCormack, seconded by Cllr Tarling and unanimously-

**RESOLVED that the Council places on record its appreciation to Councillor Lesley Dedman for her services as Mayor of Christchurch during the 2019/2020 and 2020/2021 Municipal Years.**

Voting: unanimous

**13. Deputy Mayor 2021/22 Appointment**

It was proposed by Councillor Tom Lane, seconded by Councillor Gillian Jarvis, and unanimously –

**RESOLVED that Councillor Mrs Avril Coulton be elected Deputy Mayor of Christchurch Town Council for the 2021/2022 Municipal Year.**

Voting: unanimous

**14. Deputy Town Mayor's Acceptance of Office**

The new Deputy Mayor (Councillor Mrs Avril Coulton) made the Statutory Declaration of Acceptance of Office.

**15. Appointment of Mayor's Chaplain**

The Mayor appointed the Reverend Canon Charles Stewart, Priest in Charge of the Priory, as her Chaplain for the 2021/2022 Municipal Year.

**16. Appointment of Mayor's Guide & Scout 2021/22**

The Mayor appointed Emily Lakin as her Mayor's Guide and Charlotte Smith as her Mayor's Scout for the 2021/2022 Municipal Year.

**17. Mayor' Guide & Scout 2019/21 - Vote of Thanks**

It was proposed by Cllr Mrs Sue Bungey, seconded by Cllr Lesley Dedman and unanimously -

**RESOLVED that the Council places on record its appreciation to Nayah Bailey as the Mayor's Guide 2019/2021 and Joseph Haskell, Mayor's Scout 2019/21 Municipal Years.**

Voting: unanimous

**18. Standing Committees, Committee Memberships and Outside Bodies Representation 2021/22**

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

Members were asked to approve the arrangements made for the appointment of Members to Committees:

**COMMUNITY COMMITTEE (9)**

Cllr Mrs S Bungey  
Cllr V Charrett  
Cllr A Coulton  
Cllr L Dedman  
Cllr C A Gardiner  
Cllr W Grace  
Cllr G R Jarvis  
Cllr S McCormack  
Cllr F F T Neale

**PLANNING & REGULATORY COMMITTEE (9)**

Cllr J A Abbott  
Cllr V Charrett  
Cllr M Cox  
Cllr S Fotheringham  
Cllr G R Jarvis  
Cllr D C Jones

Cllr T Lane  
 Cllr Mrs S Spittle  
 Cllr M J Tarling

### RESOURCES COMMITTEE (9)

Cllr Mrs S Bungey  
 Cllr A Coulton  
 Cllr M Cox  
 Cllr L Dedman  
 Cllr C A Gardiner  
 Cllr W Grace  
 Cllr P Hilliard  
 Cllr S McCormack  
 Cllr F F T Neale

The appointment of Councillors as the Council's representatives on the following Outside Bodies for 2021/21 were noted:

### REPRESENTATION ON OUTSIDE BODIES 2021/22

OUTSIDE BODY	VENUE OF MEETINGS	DETAILS OF MEETINGS	REPRESENTATIVE (Councillor)	REPORTS TO COUNCIL
Christchurch Harbour Association		March & Nov 5.30pm	1 Councillor representative Cllr Tom Lane	yes
Citizens' Advice Bureau		tbc	1 Councillor representative Cllr Carol Gardiner	yes
Christchurch BID Steering Group	Zoom meetings	4.30pm monthly: • 13th May • 17th June • 15th July • 12th August • 9th September	1 Councillor representative Cllr Mrs Sue Spittle	yes
Christchurch and District Sports Council		tbc	Cllr Mrs S Bungey Cllr C Gardiner Cllr G Jarvis	yes
Friends of Druitt Gardens		tbc	1 Councillor representative Cllr A Coulton	yes

Legate's Charity – Representative Trustees		Jan, April, July & Oct	The Mayor (ex officio) Charity status to be reviewed	yes
Regent Centre Liaison Meeting		Last Monday of Jan, April, July & Oct 5.00pm	(Chairman of Resources Cllr M Cox	yes
Stanpit Marsh Advisory Panel	Stanpit Marsh Information Centre, Stanpit Marsh Local Nature Reserve, Christchurch.	May & Oct	2 Councillors representatives Cllr Gill Jarvis Cllr Paul Hilliard	yes

**RESOLVED that:**

- (a) the appointment of Members for committees for the 2021/2022 municipal year be approved as set; and**
- (b) the appointment of members as the Council's representatives on Outside Bodies for the 2021/22 municipal be confirmed.**

Voting: unanimous

**19. Renewal of Council Policies**

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 renewing the Town Council Policies for a further 3 years as listed in the agenda.

**RESOLVED That the Town Council renews its existing Council Policies for a further 3 years to the end of the 2024 Municipal Year.**

Voting: unanimous

**20. General Power of Competence – Declaration**

Section 1 of the Localism Act 2011 ("LA") provides that a local authority has the power to do anything that individuals may generally do. "Local Authority" is defined in section 8 of the LA2011 and includes an "eligible" parish/town council. The prescribed criteria

which a local council is required to fulfil in order to become an eligible parish council are set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It confirms that a local council is eligible to use the general power of competence if:- it has a qualified clerk; a minimum of two-thirds of the total number of councillors have been elected; and it has resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions. "Qualified Clerk" means one who has attained one of: the Certificate in Local Council Administration; the Certificate of Higher Education in Local Policy; the Certificate of Higher Education in Local Council Administration; or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications and the clerk completed training on the General Power of Competence, unless such training was part of obtaining a qualification mentioned above.

**RESOLVED that the Council meets the criteria as defined in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in having a qualified clerk and a minimum of two-thirds of its councillors have been elected and as a matter of law has the right to exercise the general power of competence as defined.**

Voting: unanimous

## **21. Future Meeting Venue for Face-to-Face Council meetings**

The Town Clerk updated Members that the law had changed regarding holding Council meetings virtually and from 7 May 2021 all Local Governments including Parish and Town Councils must hold their meetings in person. As the Council Chamber was no longer available for use to hold meetings due to Covid testing being undertaken there, a new venue was now required. The Mayor and Town Clerk had undertaken a site visit to Homelands Hall at Kings Avenue, Christchurch and established that this was a suitable venue to hold Council meetings as it was covid secure and accessible and would be the new venue for Council meetings.

A member enquired whether it was possible to hold hybrid meetings and if there was internet access. The Town clerk advised that currently the law did not allow for hybrid meetings, but this is being lobbied by the Local Government sector.

**RESOLVED that Homelands Hall, Kings Avenue, Christchurch be approved as the new venue to hold Town Council meetings.**

Voting: unanimous

**22. Exempt Business**

**RESOLVED to pass a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to personal information of an employee/individual.**

Voting: unanimous

**23. Staffing Review (Exempt)**

Members were asked to consider the report on the Staffing Review.

Meeting ended at 7.40pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**FULL COUNCIL**

Minutes of the extraordinary Meeting held on 22 June 2021 at at Homelands Hall,  
Kings Avenue, Christchurch, BH23 1NA

Present:-

Cllr Mrs S Bungey – Mayor

Cllr A E Coulton – Deputy Mayor

Present: Cllr V Charrett, Cllr M Cox, Cllr S Fotheringham, Cllr C A Gardiner, Cllr D C Jones, Cllr T Lane, Cllr G E E Polson, Cllr Mrs S Spittle and Cllr M J Tarling.

Apologies: Cllr Mrs F Cox, Cllr W Grace, Cllr P Hilliard, Cllr G R Jarvis, and Cllr S J McCormack.

Officers Cllr Daniel Lucas, Town Clerk  
Present: Susan Roxby, Democratic Services Officer

Members of the  
Public present: 2

Members of the 0  
Press present:

**48. Declarations of interest**

Cllr Jones declared a non-pecuniary interest in minute number 56. d) (Application: 8/21/0437/FUL 1 High Street Christchurch BH23 1AE) for the purposes of transparency as Tony Hair although the business is not affected by the application, both he and his wife use this business and remained present.

Cllr Tarling declared a non-pecuniary interest in minute number 57. (Application: 186175 The Boathouse, 9 Quay Road, Christchurch) as he knew the resident who spoke in objection to this application socially, but this was not a close social relationship which could create any appearance of bias and remained present.

Cllr M Cox declared a non-pecuniary interest in minute number 56. a)(Application: 8/21/0386/FUL 7 Bailey Drive Unit 8A Christchurch BH23 2BN) as his ex-brother in-law was his client and was a McDonalds franchisee and his son had previously worked for McDonalds.

Cllr Fotheringham joined the meeting at 6.19pm

#### **49. Internal Audit Report**

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

Members were asked to consider the Internal Audit Report.

The Chairman of the Resources Committee congratulated the Town Clerk for a good audit and further stated that the Town Council should publicize what its plans were for the Reserves figure.

**RESOLVED that the Internal Audit Report be noted.**

Voting: unanimous

#### **50. Annual Governance Statement 2020/2021**

The Annual Governance Statement 2021/2021 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 the Annual Governance Statement be approved (Section 1 of the Annual Governance and Accountability Return "AGAR") and that the Statement be signed by the Mayor and the Town Clerk of the meeting where approval was given.**

Voting: unanimous

#### **51. Annual Accounts 2020/2021**

The Annual Accounts 2020/2021 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.

**RESOLVED that:**

- a) Full Council NOTED the Income and Expenditure Account and Balance Sheet for the Council's year end position as at 31 March 2021; the explanation of variances and the period for the exercise of public rights for inspection of the financial accounts; and**
- b) Full Council APPROVED the Annual Accounting Statements for the year ending 31 March 2021 (Section 2 of the AGAR) and the Annual Statements be signed by the Mayor of the meeting where approval was given.**

Voting: unanimous

## **52. Outside Bodies – Christchurch Harbour Association**

Members voted for a second Councillor representative for the Christchurch Harbour Association Outside Body.

**RESOLVED that Cllr Avril Coulton be appointed as the second Councillor representative to the Christchurch Harbour Association Outside Body.**

Voting: unanimous

## **53. Confirmation of appointment to Committees:**

The Town Clerk updated Members on the appointment to Committees.

**RESOLVED that the following appointment to Committees were noted:**

- a) Cllr Polson be appointed to Resources Committee;**
- b) Cllr Polson be appointed to Climate Change Working Group; and**
- c) Cllr Spittle be appointed to Community Committee.**

## **54. New Code of Conduct and Training**

The Town Clerk submitted a report, 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 new LGA 2020 Code of Conduct and Training.

**RESOLVED that:**

- a) the Council adopts the new Code of Conduct from the Local Government Association (2020); and**
- b) Members be trained accordingly by the DAPTC at a date and time which suits.**

Voting: 8:1:0

## **55. Update of signatories to the Council's Bank Account Mandate**

The Town Clerk updated Members that following Cllr Neale's resignation, the Council was required to update the Unity Trust Bank Account mandate. The Council's financial regulations required that signatories should be reviewed regularly for safety and efficiency and updates to the mandate were required due to appointments to office for the 2021-2022 municipal year as follows:

- the Mayor, Cllr Mrs Bungey and Deputy Mayor, Cllr Mrs Coulton were already signatories and therefore would remain on the mandate;
- Cllr Cox to be added as the new Chairman of Resources Committee;
- Cllr Hilliard had confirmed that he is happy to continue as a signatory;
- Cllr Grace to be added as the new Vice-Chairman of Resources Committee;
- Cllr Dedman to be removed as she is no longer Mayor for this civic year; and

- Cllr Neale to be removed as he has resigned as a Councillor.

**RESOLVED that the Council:**

- (a) appoints a minimum of 4 Members to be given authority on behalf of the Town Council to authorise payments and sign cheques;**
- (b) the Mayor and Deputy Mayor be authorised and that the Chair and Vice-Chair of Resources Committee also be authorised;**
- (c) appoints 1 additional Member to also be authorised from Resources Committee for business continuity purposes; and**
- d) confirms the following members to be appointed as bank account signatories on behalf of the Town Council to authorise payments and sign cheques:**

**Cllr Mrs Sue Bungey**

**Cllr Avril Coulton**

**Cllr Michael Cox**

**Cllr Wendy Grace**

**Cllr Paul Hilliard**

Voting: unanimous

## **56. Planning Applications**

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

- a) Application: 8/21/0386/FUL 7 Bailey Drive Unit 8A Christchurch BH23 2BN**  
Demolition of existing Class E(b) unit, construction of a replacement construction Class E(b)/Sui Generis (including take away) use, with associated car park and site alterations.

The Town Clerk read out a statement on behalf of the applicant's agent, a copy of which appears at appendix 'E' to these minutes in the minute book.

Members considered that McDonalds was a well-run business, although concerns were raised for any additional traffic caused by the application.

Cllr Jones proposed a motion that no objection be raised, this proposal was seconded by Cllr Tarling.

**RESOLVED that that no objection be raised to this application.**

Voting: 6:1:3

Cllr M Cox declared a non-pecuniary interest in this item as his ex-brother in-law was his client and was a McDonalds franchisee and his son had previously worked for McDonalds and remained present.

**b) Application: 8/20/0695/FUL 140 Stanpit Christchurch BH23 3NE**

Demolition of existing home. 2 storey replacement dwelling.

The Committee was divided as one Member objected to this application as it was in a conservation area and felt that the development would block the light and views for residents, whilst other Members did not object as they considered that there was no right to a view.

Cllr Tarling proposed a motion that no objection be raised, this proposal was seconded by Cllr Spittle.

**RESOLVED that no objection be raised to this application.**

Voting: 8:0:2

**c) Application: 8/21/0447/DCONS 140 Stanpit Christchurch BH23 3NE**

Demolition of existing home. 2 storey replacement dwelling.

**RESOLVED that no objection be raised to this application.**

Voting: 8:0:2

**d) Application: 8/21/0437/FUL 1 High Street Christchurch BH23 1AE**

Erect a block of 8 no. flats, a commercial unit and integral cycle store; and a detached block of 3 no. terraced houses with integral car ports, with associated car parking and vehicular access off Sopers Lane.

Cllr Tarling felt that this development was in keeping with the area and proposed a motion that the Town Council supports this application, this proposal was seconded by Cllr Spittle.

**RESOLVED that the Town Council supports this application.**

Voting: 8:1:1

Cllr Jones declared a non-pecuniary interest in this item for the purposes of transparency as Tony Hair although the business is not affected by the application, both he and his wife use this business and remained present.

## 57. Licensing Application

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

**Application: [186175](#) The Boathouse, 9 Quay Road, Christchurch. BH23 1BU**

Application to Vary Premises Licence. Remove condition 2.10 to allow Off Sales of alcohol on a permanent basis Monday to Sunday until 23:00.

A resident spoken in objection to this application raising concerns for antisocial behaviour, a copy of which appears at appendix 'F' to these minutes in the minute book.

The Town Clerk informed Members that the Quomps is a public space, the premise were only able to do so much, and that once people walk off the premise, then the control stops and any antisocial behaviour becomes a Police matter.

Members objected to the application as the public left the Boat House premises and drank alcohol on the quay causing antisocial behaviour, noise, and left rubbish which included broken bottles near the children's play area.

A Member felt that the Council should write to the Police reporting the antisocial behaviour.

Cllr Tarling proposed a motion that the Council raise objection due to the off-sales application having an impact upon crime and disorder on the quayside contributing to anti-social drinking and the impact upon residents' amenity thereby causing concerns with public nuisance. Cllr Tarling also expressed dissatisfaction due to there being no consultation with the Town Council on land that they manage, and that a letter should be sent to the Police reporting the antisocial behaviour on behalf of the Town Council Cllr Jones seconded this proposal.

**RESOLVED that that the Council raise objection due to the application having the clear potential to cause noise related concerns late at night and thereby public nuisance to residents due to off-sales drinking in extremely close proximity to residential premises and the associated litter such as bottles and glass; as well as crime and disorder as a result of off-sales drinking at the quayside which could cause gatherings contributing to drinking-related crime and delegate to the Town Clerk to write on behalf of the Town Council to report antisocial behaviour to Dorset Police.**

Voting: unanimous

Cllr Tarling declared a non-pecuniary interest in this item as he knew the resident who spoke in objection to this application socially, but this was not a close social relationship which could create any appearance of bias and remained present.

The meeting ended at 19.55pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**PLANNING AND REGULATORY COMMITTEE**

Minutes of the Meeting held on 1 June 2021 at Homelands Hall, Kings Avenue,  
Christchurch, BH23 1NA

Present:-

Chairman: Cllr M J Tarling

Vice-Chairman: Cllr V Charrett

Present: Cllr J A Abbott, Cllr M Cox, Cllr S Fotheringham, Cllr G R Jarvis,  
Cllr D Jones, Cllr T Lane and Cllr S Spittle.

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer

BCP Unitary Ward Member present: 1

Members of the Public present: 7

Members of the Press present: 0

**24. Election of Chairman**

Cllr Jarvis proposed a motion that Cllr Abbott be elected as Chairman of the Committee for the 2021/2022 Municipal year, this proposal was seconded by Cllr Jones. On being put to the vote the motion fell.

Voting 3:6

Cllr Cox proposed a motion that Cllr Michael Tarling be elected as Chairman of the Committee for the 2021/2022 Municipal year, this proposal was seconded by Cllr Lane.

**RESOLVED that Cllr Michael Tarling be elected as the Chairman of the Committee for the 2021/2022 Municipal year.**

Voting: 6:3

**25. Election of Vice-Chairman**

**RESOLVED that Cllr Charrett be elected as the Vice-Chairman of the Committee for the 2021/22 Municipal year.**

Voting: unanimous

**26. Declarations of Interest**

Cllr Abbott declared a non-pecuniary interest in Minute No.28 (Application B: 8/21/0387/HOU 23 Wick Lane Christchurch BH23 1HT) as she knew the applicant as both were UKIP members and remained present. Cllr Abbott confirmed the acquaintance did not amount to a close friendship which could create any appearance of bias.

Cllr Spittle declared a pecuniary interest in Minute No.28 (Application D: 8/21/0346/FUL Avon Beach Huts Mundeford) as she owns Beach Hut no 89B, under licence to Avon Beach Co and remained present, but took no part in the voting thereon.

**27. Minutes of Previous Meeting**

The minutes of the meeting held on 27 April 2021 were agreed and signed as an accurate record.

Voting: unanimous

**28. Public Participation**

Electors spoke in objection to the following Planning Applications:

8/21/0410/OUT Land on the corner of The Grove and Barrack Road, Christchurch, Dorset

8/21/0387/HOU 23 Wick Lane Christchurch BH23 1HT

**29. Public Questions**

An elector raised a question at the meeting as follows:

“Is the chair of the CTC planning committee aware that BCP Council has granted planning permission (8/20.0859/FUL) under delegated powers to 22-24 High Street

for the closure and infilling of the present footway and agreed a diversion for this footway? The Town council submitted a recommendation that this application be refused. It appears that in the matter of the correct identification of the landowner BCP has ignored the important advice of CTC. May I ask the CTC planning committee to formally complain about this decision to the Head of BCP planning”.

It was proposed by Cllr Cox and seconded by Cllr Jones that the Council writes to BCP Council Planning raising the strongest complaints about the decision to grant Planning Permission.

**RESOLVED that the Council writes to BCP Council Planning Department raising the strongest complaints about the decision to grant Planning Permission for application (8/20/0859/FUL) under delegated powers to 22-24 High Street.**

Voting: unanimous

### **30. Planning Applications:**

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

**A. Application: [8/21/0410/OUT](#) Land on the corner of The Grove and Barrack Road, Christchurch, Dorset**

Outline planning application for a block of 51 flats and 4 dwelling houses with associated parking.

Unitary Cllr Vanessa Ricketts, BCP Commons Ward Member spoke in objection to this application raising concerns that this had been excluded from the local Strategic Housing Market Assessment (SHMA) due to the density zone and raised further concerns for flooding. 208 objections had been received online and Cllr Ricketts asked the committee to support local residents in objecting to this development citing numerous policy objections.

Cllr Gardiner spoke in objection to this application raising concerns for any temporary road closure of Barrack Rd and Grove Road required during construction of the development which would cause major disruption. Additional concerns were raised for inadequate parking spaces, high carbon levels created by traffic and whether the size of the flats would provide good living standards for residents.

Two electors spoke in objection to this application raising concerns for the following:

- traffic congestion and insufficient and overspill parking
- density, scale, bulk & height and design out of character of the area, and too dominant and overbearing.

- loss of amenity of neighbours with loss of privacy and noise issues
- infrastructure of local area would be overwhelmed.

Members objected to this proposal due to the pollution from traffic and parking issues and felt that an air quality monitoring report should be undertaken.

A motion was proposed by Cllr Spittle that objection be raised due to traffic and parking issues, this proposal was seconded by Cllr Charrett.

**RESOLVED that OBJECTION be raised due to**

- 1) The proposal locates 4 dwelling-houses in Flood Zone 2. The scheme fails the ‘exception test’ at paragraph 160 of the NPPF by not providing for the safety of these units for the lifetime of the development due to high resulting flood pressures upon elevational walls. The scheme would also increase the flood risk elsewhere because of resulting floodwater displacement from the footprint of the 4 units located in Flood Zone 2. The proposed layout also fails to locate the most vulnerable forms of development in the lowest area of flood risk contrary to paragraph 163(a) of the NPPF without providing an overriding justification. The scheme is therefore contrary to paragraph ME6 of the Christchurch and East Dorset Local Plan: Core Strategy.**
- 2) The proposal provides insufficient detail to mitigate the impact upon the Dorset Heathlands SPA. As such the Local Planning Authority is incapable of conducting an Appropriate Assessment so as to consider mitigation without further information being provided and re-consulted upon contrary to paragraph 4.8 of the Dorset Heathlands Planning Framework 2020-2025 SPD and policy ME2 of the Christchurch and East Dorset Local Plan: Core Strategy.**
- 3) The proposed location of the development acts as a ‘gateway’ to Christchurch. Given the prominent location of the development the size, bulk and scale of the development is overbearing in the street-scene and out of character for the area contrary to policy HE2 of Christchurch and East Dorset Local Plan: Core Strategy and saved policy H12 of the Christchurch Local Plan 2001.**

Voting: unanimous

**B. Application: [8/21/0387/HOU](#) 23 Wick Lane Christchurch BH23 1HT**

The remodel of an existing bungalow to provide an extension to the side and rear and first floor accommodation.

Cllr Coulton spoke in objection to this application due to the scale, bulk and overlooking and considered it was detrimental to the neighbour’s amenities.

An elector spoke in objection to this application raising concerns for the scale, bulk, height and intrusion of privacy of this application. The building would be overbearing for neighbouring properties with loss of light and privacy.

A motion was proposed by Cllr Lane that objection be raised due to the loss of privacy of neighbours, this proposal was seconded by Cllr Cox.

**RESOLVED that OBJECTION be raised due to the design, bulk, and height of the proposal and the loss of amenities to neighbours, contrary to policies HE2 of Christchurch and East Dorset Local Plan: Core Strategy and saved policy H12 of the Christchurch Local Plan 2001.**

Voting: unanimous

Cllr Abbott declared a non-pecuniary interest in this item as she knew the applicant as both were UKIP members and remained present and voted.

**C. Application: [8/21/0284/OUT](#) The Emporium Bridge Street Christchurch BH23 1DY**

Outline application for the demolition of the existing building and erection of a three storey (Class E) Building

Cllr Jones proposed a motion that no objection be raised, but raise comment expressing concerns that the development could be used to relieve pressure on housing, this proposal was seconded by Cllr Cox.

**RESOLVED that no OBJECTION be raised, but raise comment expressing concerns that the development could be used to relieve pressure on housing. The Committee noted the Use Class designation and possible permitted development rights allowing for changes to residential use.**

Voting: unanimous

**D. Application: [8/21/0346/FUL](#) Avon Beach Huts Mundeford Christchurch BH23 4AN**

Part retrospective application for (i) the retention of beach huts nos 63 to 99, and (ii) proposed forward extension of beach huts 23 to 62

Cllr Jones proposed a motion that an objection be raised as it was out of character of the area and detrimental to amenities of people who want to use the paved area, this proposal was seconded by Cllr Jarvis. On being put to the vote the motion fell.

Voting: 3:3 1 abstentions (the chairman & Cllr Spittle did not vote)

A motion was by proposed by Cllr Jones that objection be raised due to the restriction of the width of the footway, this proposal was seconded by Cllr Jarvis.

**RESOLVED that objection be raised due to the restriction of the width of the footway impacting upon the amenity of footpath users contrary to policies HE2 of Christchurch and East Dorset Local Plan: Core Strategy.**

Voting: 5:2 (1 abstention) Cllr Spittle did not vote

Cllr Spittle declared a pecuniary interest in this item as she owns Beach Hut no 89B, under licence to Avon Beach Co and remained present, but took no part in the voting thereon.

### **31. Licensing Applications**

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

**Application: [185363](#) The Boathouse, 9 Quay Road, Christchurch. BH23 1BU**

Minor Variation to add off-sales (on a permanent basis) delete condition 2.10 which restricts this (consultation end 25<sup>th</sup> May 2021).

The Town Clerk updated Members that since the agenda had been published the Council had received confirmation from BCP Licensing Department that this application had been refused by BCP Council and was not on the agenda for debate.

### **32. Quomps Tree Works - Quotation**

Members were asked to consider a quotation provided for tree works at the Quomps.

Cllr Jones proposed a motion that the quotation be accepted as set out, this proposal was seconded by Cllr Lane.

**RESOLVED that the quotation from Mark Hooper Tree Care for tree works at the Quomps be approved as follows:**

**Labour cost £6000.00 (approximately 10 days of work)**

**Tractor, chipper, digger, trailers and stump grinding including tip charges for debris cost £2850.00**

**MEWP hire for dangerous tree (Ash) and for Ariel inspection cost £750.00**

<b>Net Total</b>	<b>£9,600.00</b>
<b>Plus vat @ 20%</b>	<b>£1,920.00</b>
<b>Gross Total</b>	<b>£11,520.00</b>

Voting: 8:0 (1 abstention)

**33. Actions and Recommendations from the Neighbourhood Plan Working**

The Town Clerk updated the Committee on the Membership of the Neighbourhood Plan Working Group Civic Year for the 2021/2022 municipal year.

Members were informed that the Working Group had one voting Councillor vacancy following the resignation of the former Cllr Neale. The Councillor to fill the vacancy must not be a member of the Planning and Regulatory Committee, given that 3 elected Councillors currently on the Working Group are from this Committee, with Cllr Coulton not being on the Planning & Regulatory Committee. As such the vacancy must be filled by a non-planning committee Member according to the Terms of Reference and Council Resolution (13 July 2020, Minute number 47). The window would open tomorrow, 2 June for Members' expressions of interests in filling the vacancy.

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

Voting: unanimous

The meeting ended at 8.09pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**RESOURCES COMMITTEE**

Minutes of the Meeting held on 8 June 2021 at 6.00pm at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA

Present:-

Chairman: Cllr M Cox

Vice-Chairman: Cllr W Grace

Present: Cllr Mrs S Bungey and Cllr A Coulton.

Apologies: Cllr L Dedman, Cllr C A Gardiner and Cllr P Hilliard.

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer

Members of the Public present: 2

Members of the Press present: 0

**34. Election of Chairman**

**RESOLVED that Cllr M Cox be elected as Chairman of the Committee for the 2021/2022 Municipal Year.**

Voting: unanimous

**35. Election of Vice-Chairman**

**RESOLVED that Cllr W Grace be elected as Vice-Chairman of the Committee for the 2021/2022 Municipal Year.**

Voting: unanimous

**36. Declarations of Interest**

There were no declarations of interest on this occasion.

**37. Minutes of Previous Meeting**

The minutes of the meeting held on 4 May 2021 were agreed and signed as an accurate record.

Voting: unanimous

**38. Public Participation**

There was no public participation on this occasion.

**39. Public Questions**

There were no questions from the public on this occasion.

**40. Town Clerk's Report**

The updated schedule of payments for the period 01.05.2021 to 31.05.2021 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 May 2021 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 the Council meetings could be recorded and streamed to Facebook. The Town Clerk advised that he would investigate the recording of future Council meetings.

Members questioned the IT costs for unlocking Councillors' email accounts which they considered were high. The Town Clerk informed Members that the Council could take up a management account with its IT provider and pay a monthly set figure for this service. The Chairman felt that a management account for the Council should be considered. The Town Clerk advised that he would obtain costings for a management account for the Council and report back to a future meeting.

**RESOLVED that:**

- a) **the schedule of payments for the period 01.05.2021 to 31.05.2021 be approved; and**
- b) **the monthly accounts for the period to the end of May 2021 be noted.**

Voting: unanimous

#### **41. Allotment Invoicing**

An email report from Stour Valley & Poole Partnership (SVPP) 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 updated Members on the Allotment Invoicing undertaken by SVPP on behalf of the Council. Members were informed of the income and costs for the Council's allotments for the 2020/21 municipal year.

Members felt that the SVPP invoicing charge of £1,000 per year was good value for money.

Members asked the Town Clerk to benchmark what neighbouring authorities charged for allotment plots and to report back to committee.

**RESOLVED that Members noted the report.**

Voting: unanimous

#### **42. Job Specifications**

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 approve the Job Role Specifications for the 2 vacant roles of Project Officer and Mayor's Secretary.

The Chairman felt that a degree was not essential for the Project Officer role and requested that the first bullet point be amended with the addition of 'and/or equivalent 3 years' experience in the field'. The 2 job specifications were approved by the committee subject to the Project Officer's essential criteria for the role to read:

'Formal Project Management qualification (Degree, PRINCE2, and/or equivalent) and/or 3 years' experience in the field'

The Chairman recommended advertising the 2 vacant positions on 'Indeed'.

**RESOLVED that the Council:**

- 1) delegated to the Town Clerk the advertisement of the positions on the Council website and Facebook Page and to approach BCP Council for**

advertising accordingly, and to consider advertising on 'Indeed', with a one-month application window from the date of posting; and

- 2) authorised the expenditure of the Advertising budget (2021/2022 being £630) for the purposes above.

**RECOMMENDED to Full Council the creation of a Personnel sub-committee for the purposes of recruitment and annual appraisals for the year 2021/2022.**

Voting: unanimous

#### **43. Carbon Calculators**

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 asked to consider the recommendations from the Climate Change Working Group for the Council to adopt a Climate Emergency Action Plan Matrix and Carbon Calculator.

The Committee agreed to recommend to Full Council the 'Impact-tool.org.uk/about (Centre for Sustainable Energy)' as the Council's chosen Carbon Calculator.

**RECOMMENDED to Full Council that:**

- 3) the Council adopts the Climate Emergency Action Plan Matrix approach and methodology outlined at Appendix 5; and
- 4) adopts the <https://impact-tool.org.uk/about> (Centre for Sustainable Energy) Carbon Calculator to establish the Council's baseline carbon footprint and for benchmarking and comparison purposes going forwards outlined at Appendix 6.

Voting: unanimous

The meeting ended at 19.16pm

CHAIRMAN

## APPENDIX 6

Carbon Calculators available:

<https://impact-tool.org.uk/about> (Centre for Sustainable Energy)

<https://www.carbonfootprint.com/calculator.aspx>

<https://localpartnerships.org.uk/greenhouse-gas-accounting-tool/>  
(LGA & Local Partnerships)

<https://scattercities.com/> Background info' for [SCATTER](#)

<https://carbonbudget.manchester.ac.uk/reports/E07000048/>  
(setting climate commitments for Christchurch)

## **CHRISTCHURCH TOWN COUNCIL**

### **COMMUNITY COMMITTEE**

Minutes of the Meeting held on 29 June 2021 at 6.00pm at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA

#### Present:-

Chairman: Cllr A E Coulton

Vice-Chairman: Cllr G R Jarvis

Present: Cllr Mrs S Bungey, Cllr V Charrett, Cllr C A Gardiner, Cllr S McCormack and Cllr Mrs S Spittle.

Apologies: Cllr L Dedman and Cllr W Grace.

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer

Members of the Public present: 7

Members of the Press present: 0

#### **58. Declarations of Interest**

There were no declarations of interest on this occasion.

#### **59. Minutes of the Previous Meeting**

The Minutes of the meetings held on 16 February 2021, 31 March 2021, 13 April 2021, and extraordinary meetings held on 23 April 2021 and 17 June 2021 were agreed and signed as an accurate record subject to:

Cllr Jarvis upon answering questions from the Town Clerk confirmed and clarified that her declaration of interest made on 23 April 2021 was incorrect. Cllr Jarvis explained that she is simply a member of Christchurch Citizens Association and apologised for the error.

Minute no. 294 on 23 April 2021 (Public Participation) to be amended to read 'a Trustee of Druiitt Hall Community Association.'

Cllr Spittle joined the meeting at 6.03pm.

#### **60. Public Participation**

2 electors read statements to Members relating to minute number 62. (Druitt Hall).

**61. Public Questions**

There were no questions from the public on this occasion.

**62. Druitt Hall**

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

Members had 2 Survey reports to consider which approach the Council should take for maintenance/repair or rebuild options.

A trustee of Druitt Hall Community Association (DHCA) raised concerns that there were further costs to be considered. He stated that the roof was sound and not leaking and there was no asbestos in the building and the remainder of building was in a robust condition. The Trustees were committed to maintaining the hall and would like the funding for the cost of refurbishing the windows considered, and hoped the Council would show support by granting funding to continue the Hall's use. He raised further concerns as to how the Town Council would service a loan for a new building.

An elector stated that Druitt Hall was an established town centre hall and raised concerns about the hall needing replacement. He felt that the Town Council should visit the hall to see the volunteers at work painting and maintaining the hall at no cost to the Council. He felt that the considerable amount of borrowing required by Town Council to replace the hall and to rebuild with a 2-storey new hall was not the answer. He stated that the Town Centre strategy envisaged glazing in of the lower arches of the Town Hall and he suggested this be invested to provide office space.

Mr Elcock stated that Druitt Hall was in a good state of repair and needed to be maintained and would be fit for purposes for up to 30 years.

Members considered that the hall was loved by residents and raised concerns that the community could not do without the use of the building for 2 years during any rebuilding.

Cllr Mrs Spittle proposed a motion that the windows be refurbished, this motion was seconded by Cllr Mrs Bungey.

**RESOLVED that the Council approves the refurbishment of Druitt Hall windows and the cost taken from the £40,000 earmarked in reserves for the refurbishment.**

**RECOMMENDED to Full Council the replacement of Druitt Hall roof in principle and the extension of the 30-year lease.**

Voting: unanimous

**63. BCP grass cutting - open spaces.**

Members were updated on BCP Council's changes to the way some green spaces across the Bournemouth, Christchurch and Poole area were managed.

Ward Councillors were invited to provide feedback from residents about problem areas and report to the Town Clerk to register on a spreadsheet to be considered at a future Community Committee at the end of the summer.

**RESOLVED that the Town Council:**

- a) **welcomed the opportunity to comment on BCP's Green Strategy and will monitor and update on Facebook; and**
- b) **delegate to the Town clerk in consultation with the Chairman and Vice-chairman to request mowing of Town Council sites in line with the Service Level agreement.**

Voting: unanimous

**64. Scotts Hill Lane Playpark**

Cllr McCormack updated members on the lease position for Scotts Hill Lane Playpark.

The Town Clerk informed Members that the Town Council did not have the budget to maintain the Playpark and that the precept would need to be increased to fund the maintenance.

**RECOMMENDED to Full Council that The Town Council:**

- d) **step-in to the Scotts Hill Lane Playpark lease position currently occupied by BCP Council; and**
- e) **writes to BCP Council conveying the strong desire and wish to take responsibility for the site; and**
- f) **considers allocation from Community Infrastructure Levy a capital expenditure project to bring Scotts Hill Lane Play Park back into safe use.**

Voting: unanimous

**65. Traffic in Sopers Lane**

Two letters received from a resident were submitted, copies of which had been circulated to each member and a copy of which appears as Appendices 'C' and 'D' to these Minutes in the Minute Book.

Members were informed of concerns raised by a resident for speeding along Sopers Lane.

The Town Clerk informed Members that a Speed Indicator Device in Sopers Lane could be considered as a deterrent to speeding and that the Community Speed Safety Partnership could get the public involved in this initiative.

A member stated that speed humps should be considered, another member felt that the school and residents should be consulted if speed humps were to be considered.

**RESOLVED that the Town Council approach BCP Council requesting the installation of a Speed Indicator Device in Sopers lane.**

Voting: unanimous

**66. Coring Survey in Druitt Gardens**

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

Members noted the Notice of the proposed works and rationale for coring at Druitt Gardens by Christchurch Antiquarians.

**RESOLVED that Members noted the Notice of the proposed works and rationale for coring at Druitt Gardens by Christchurch Antiquarians.**

**67. Strategic Plan- quarter 1 report**

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

Members were asked to consider the Council's Strategic Plan achievements for quarter 1.

**RESOLVED that the Strategic Plan- quarter 1 report be noted.**

**68. Zyair Circus**

Members were informed of a complaint from a resident concerning the Zyair circus and the impact it had upon residents who lived close to where the event was held.

**RESOLVED that the Zyair Circus complaint be noted following Ward Councillors' intervention and Council notes to invite residents to a future Planning and Regulatory Committee should there be future approaches from the Circus to be held on the Quomps.**

**69. BCP Council's Green Infrastructure Strategy – Parks and Open Spaces**

Members were asked to consider BCP Council's Green Infrastructure Strategy and resolve a response from the Council accordingly.

**RESOLVED that the Town Council delegated to the Town Clerk to write to BCP Council with the following response:**

**Promote more biodiversity initiatives in parks, to consider and provide more thought to the concessions and/or commercialisation of open spaces; and to celebrate the diversity and different types of parks/open spaces in Christchurch.**

Voting: unanimous

The meeting ended at 8.20pm

CHAIRMAN

## **APPENDIX 4**

### **TERMS OF REFERENCE AND SCHEME OF DELEGATION TO COMMITTEES**

#### **COMMUNITY COMMITTEE**

The supervision and management of the Town Council's:

Recreation grounds;

Open spaces;

allotments and land interests;

The furtherance and pursuit of health and well-being by co-operation with local sports clubs and associations with leisure, recreational and past-time activities as part of its cause;

The advancement of the present recreational facilities available;

The promotion of the arts and heritage across the Town;

The oversight and management of large external events held upon Town Council land and the grant of licences accordingly;

The exercise of statutory functions relating to nominations of assets of community value, Town Greens and those discretionary powers outside the terms of reference of the Planning and Regulatory Committee;

Matter relating specifically to Druitt Gardens and Hall.

#### **Delegated to Community Committee**

- 1) To be responsible for the supervision and management of the Town Council's recreation grounds and open spaces;
- 2) To be responsible for the supervision and management of the Town Council's allotments and land interests;
- 3) To liaise with external organisations, and other local authorities responsible for providing sport and recreation;
- 4) To be responsible for the advancement and maximisation of the use of the Town Council's recreational offering;
- 5) To promote and encourage an expansion of sport and leisure activities within the community
- 6) To promote and encourage the arts and conservation and heritage of the Town;
- 7) To recommend to Resources Committee any changes required in terms of the management and supervision of the Town Council's recreation grounds, open spaces and allotments, including personnel;
- 8) To oversee and recommend to Council any changes to the Council's annual budget concerning the Terms of Reference of the Committee;

- 9) To liaise and promote the holding of events upon Town Council property and oversee any application process for large external events including the grant or otherwise of a licence to hold the event;
- 10) To recommend to Resources Committee charges, rates and fees for services within the purview of the Committee.

### **PLANNING AND REGULATORY COMMITTEE**

Planning recommendations (objections, approvals or neutral) to the Bournemouth Christchurch and Poole Unitary Council (the “Unitary Council”);

The consideration of comment and participation in planning appeals (inclusive of all planning related matters such as enforcement, tree works consent, compulsory purchase or otherwise within the remit of the Planning Acts and associated regulations);

The recommendation to the Unitary Council of the issue of formal Notices concerning enforcement, as well as notices such as section 215 notices (untidy land notices) not considered “enforcement” by the 1990 Act;

Highway, footpath and waterway matters;

To monitor traffic management through the town and its environs and make the necessary recommendations as appropriate;

To monitor Tree Preservation Orders and those trees within Conservation Areas as defined;

To monitor Christchurch Town Council’s Conservation Areas and issues relating to such;

To monitor tourism and employment across the town;

To monitor the tidiness of the Town;

To encourage conservation and environmental protection and the furtherance of bio-diversity across the Town and its environs;

Matters relating to the Licensing Act 2003 and associated Regulations, as well as those Acts which deal with environmental protection inclusive of air quality, pest control, pollution control and statutory nuisances inclusive of litter.

### **Delegated to the Planning and Regulatory Committee**

- 1) To comment on all planning applications and associated applications including those related to listed buildings and conservation areas, advertisements, trees, and so on. To delegate to the Town clerk as necessary to comment upon any application before the Unitary Council which is placed before a Committee or otherwise of the Unitary Council for its consideration within the terms of the comment as resolved by the Committee. Such delegation may direct the Town Clerk to appear in person before the Committee of the Unitary Council to present the Town Council’s comments;

- 2) To recommend the service of any statutory notice under the Planning Acts or associated primary and secondary legislation including matters relating to enforcement, compulsory purchase and so on;
- 3) To respond on behalf of the Council to planning appeals and the consideration of whether the Town Council should appear in person at an appeal;
- 4) To oversee and recommend to Council any changes to the Council's annual budget concerning the Terms of Reference of the Committee;
- 5) To liaise with other agencies on matters concerning roads, footpaths and waterways;
- 6) To monitor on behalf of the Council the tidiness of the town;
- 7) To be responsible for the Conservation Area issues in the town;
- 8) To liaise with statutory undertakers and local authorities on matters relating to their own street furniture, signage, building structures and public seating;
- 9) To be responsible to the Council for any action in respect of conservation and environmental protection;
- 10) To assist other agencies with the promotion of tourism and employment across the town, including but not limited to signage;
- 11) To be responsible for the Town Council's public lighting;
- 12) To make representations where appropriate to the Unitary Council in matters concerning the Licensing Act 2003 and other regulatory Acts.

### **RESOURCES COMMITTEE**

Receive financial statements on the Council's accounts;

The preparation of the Annual Accounts;

Grants to outside bodies including to individuals under the Legate's Legacy;

The fixing of charges and rents and fees taking in to account recommendations from Council or other Committees;

The instruction and authorisation and negotiation of land transactions;

Preparation of any leases and the heads of terms for such leases;

The overview and management of any insurance provision required of the Town council;

The overview and management of any office equipment and furniture required by the Town council;

The management and maintenance of the Council's buildings;

The management and performance of the Council's staff including annual appraisal of the Clerk and recommendations to Council as appropriate;

Matters relating to salaries and pensions of the Council's staff;

Assigning co-signatories to the Council's Bank accounts and updating as and when required.

### **Delegated to the Resources Committee**

- 1) To receive the Town Clerk's report on the position of the Council's account at least once per cycle;
- 2) To oversee and recommend to Council any changes to the Council's annual budget concerning the Terms of Reference of the Committee;
- 3) To consider and determine applications for grant aid including those within the Legate's Legacy fund and its specific terms of reference;
- 4) To fix charges for services, licences and fees within the purview of the committee taking into account recommendations from Council or other Committees;
- 5) To fix rents for any premises under the control of the committee;
- 6) To negotiate land transactions on behalf of the Council including the content of leases;
- 7) To be responsible for all of the Council's insurance matters;
- 8) To be responsible for the repair and maintenance of all the Council's built assets, fixtures and fittings with the exception of any shelters upon open space/recreational land which falls within the purview of Community Committee;
- 9) To deal with the Council's Human Resources including matters relating to staff such as performance, salaries and pensions, as well as hiring and dismissal and make recommendations to Council as necessary.