

**Minutes of the meeting of LYTCHETT MATRAVERS PARISH COUNCIL  
Wednesday 27 May 2020 at 7:00 online.**

**PRESENT** were A Bush (Chairman), M Attridge, M Colvey, A Huggins, P Webb, and Mr T Watton (Parish Clerk).

**Also present:** Dorset Cllrs A Brenton and A Starr

No members of the public were present.

**PUBLIC PARTICIPATION SESSION**

There was none.

**DORSET COUNCILLORS' REPORT**

Dorset Cllr Alex Brenton reported as follows:

**Key message to the media:** The Dorset Council message to public is still 'Think Twice' about visiting Dorset. Some beaches are open, some car parks are open but with reduced capacity. Payment for car parks is now expected using cash or contactless card or using the Just Park App on a smart phone. There was a short campaign to allow cash payments as many older people do not use smart phones or cards. Many carparks are not yet updated to card payments. Ongoing.

**Toilets:** Some Dorset toilets in busy areas have been opened due to concerns over hygiene with visitors using 'informal' places for toileting. However cleaning regularly is an issue for staff and concern that the washing facilities need to allow 20 second hand wash.

**Fire and tinder dry heathland.** The fire on Sugar Hill/ Woolsbarrow/ Black Heath started on 18th May and flared again several times. It is still a danger if winds stir up embers so a fire crew is still on watch. Fire crews from all Dorset attended and were helped by crews from Hampshire, Wiltshire and Somerset. This was the largest heath fire for many years, started probably by disposable BBQs. Two properties were under notice to evacuate. The fire helicopter scooped water from Morden Lake to help. Many volunteers helped by supporting the fire crews with food and refreshment. The Silent Woman road is still closed to allow emergency vehicles to patrol and to deter overnight camping and BBQs by visitors. On Monday night there were also heath fires on Stoborough Heath and 16 other callouts.

**Covid 19:** The care hospital at Weymouth has been stood down as no longer needed as the hospitals now have enough room.

The helpline numbers at Dorset Council for Covid-related problems have been very busy, and increasing problem appears to be mental health issues like depression in lonely 'shielded' individuals who just feel exhausted and worn down with worry.

Dorset leaders and Cabinet are in weekly meeting with Local MPs, who sometimes appear to be less well informed than Dorset Council about the developments.

**Information technology / home working:** ICT changes are going ahead with up to 50% of Council employees now adapted to working from home. Dorset is going ahead with hybrid meetings where some councillors meet with social distancing while others can join in virtually. The first Full Council meeting with about 20 live councillors is on June 11th.

Planning meetings have started using Microsoft Teams – the next one is June 3<sup>rd</sup>. The SANG at Flowers Drove is on the agenda.

**5G Trial:** The rollout of the 5G trial is happening, and a grant has been received to support this. The only area which may affect the general public is the scheme with Lulworth Castle estate. The

shoreline and under cliff coverage in association with RNLi should make it safer for rescue teams in the area.

**Household recycling:** The Wareham tip is open with queuing in place. Many people are leaving clothes for recycling by the Salvation Army clothes banks in community locations. These will not be collected, but will be treated as fly tipping and eventually go to land fill. Please discourage this dumping of clothes.

**1. Election of Chairman of the council**

Cllr Bush was nominated by Cllr Colvey, seconded by Cllr Webb. No other nominees. Duly **ELECTED**.

**2. To receive the declaration of acceptance of office of the Chairman of the council.**

The Parish Clerk forwarded the Acceptance of Office form to Cllr Bush for signature and return to him.

**3. To receive and consider apologies for absence.**

Cllrs R Carswell, A Cottman, C Maher and R Watts.

**4. To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011.**

There were none.

**5. Election of Vice Chairman of the council.**

Cllr Huggins was nominated by Cllr Bush, seconded by Cllr Webb. No other nominees. Duly **ELECTED**.

**6. To receive the declaration of acceptance of office of the Vice Chairman of the council.**

The Parish Clerk forwarded the Acceptance of Office form to Cllr Huggins for signature and return to him.

**7. To receive and resolve to approve minutes of Council meetings held on 22<sup>nd</sup> April and the Extraordinary Council meeting on 30<sup>th</sup> April 2020.**

It was **RESOLVED** to approve both of these sets of minutes as a true record of the meetings. The minutes were then duly forwarded by email to the Council Chairman for signature and return to the Parish Clerk.

**8. To receive and consider reports of past subject matters (for the purposes of report only).**

It was **RESOLVED** to receive and note the contents of the following report, which had been prepared and circulated in advance of the meeting by the Parish Clerk. Italics below indicate additional comments made by members during the meeting.

i. *Dorset Cllrs Report, Minutes 23rd October 2019 – DC Criteria for placement of SIDs.*

The SID unit has been ordered for delivery to the Road Safety Team at Dorset Council, who will install it with the solar panels when the poles have been installed. A request has gone to Dorset Council to install the poles at the three locations agreed with them. The S72 agreement has been signed to enable DC staff to regularly move the SID unit between the three poles.

ii. *Minute 13, 23rd October 2019 – Replacement fence for Rocket Park play area.*

All of the materials for the fence have been delivered to Poole Business Services' Hatch Pond Rd Depot ready for them to install it.

iii. *Minute 7.1, 26 February 2020 – Contact Santander to close the two dormant bank accounts.*

Deferred due to the current health crisis, i.e. (i) bank advisor availability, and (ii) the possibility that the accounts might be needed for some purpose during the crisis. **DEFERRED**



- iv. Minute 7.2, 26 February 2020 – PBS to lay 5 square metres of rubber flooring inside Rocket Park south side gateway to address worn, sharp concrete edge.

This has been booked with Poole Business Services. This will be done at the same time as the new fence is installed.

- v. Minute 7.3, 26 February 2020 – Request Poole Business Services to supply and installation of 48 recycled plastic posts, plus relocation of 2 dropping posts.

Order placed. Installation date may be affected by the current health crisis. A site meeting has been arranged with Cllr Huggins for Thursday 28th May 2020.

- vi. Minute 20, 26 February 2020, bullet 1 - Sutcliffe Play South West to order and install replacement parts for the zip wire at Rocket Park.

This work has now been completed. **DISCHARGED**

- vii. Minute 20, 26 February 2020, bullet 2 - PBS to arrange for repair of the safety surfacing adjacent to the "Record" roundabout at Rocket Park.

PBS advise that this work has been completed. **DISCHARGED**

**9. Chairman's announcements (for the purposes of report only).**

The Chairman referred to the request made to Dorset Council for the "Social Distancing" banners. The Parish Clerk advised that these were expected to be delivered on Wednesday of week commencing 1<sup>st</sup> June. Some discussion took place about the most suitable locations for these. It was noted that the Primary School will receive a separate supply for their own use.

The Chairman also reported that the letters regarding the transfer of contact data for volunteers and those on the support list had been distributed and responses were being received and noted.

**10. To consider appointment of council representatives to the DAPTC Area Committee and the Larger Councils Committee.**

It was **RESOLVED** that the Council would retain its membership of both the DAPTC Area Committee and the Larger Councils Committee, and that Cllrs Attridge and Colvey would be its representatives on both. It was also **RESOLVED** that the Parish Clerk would write to the Chair of the DAPTC Area Committee to point out the occasional clash between the dates of the meetings of that committee and the Parish Council's own meetings. **Action: Parish Clerk to write to Peter Bowyer accordingly.**

**11. To consider appointments of Lytchett Matravers Youth Group Link, Litter Picking events co-ordinator, Rights of Way (footpaths and bridleways) representative; and liaison roles to other village organisations as required.**

The following points were **RESOLVED**:

- Youth Groups Link: Invite Cllr Wood to continue in this role.
- Litter picking events co-ordinator: Invite Cllr Carswell to take on this role.
- Rights of Way (footpaths & bridleways) representative: Cllr Attridge.
- School liaison: Cllr Attridge
- Village Hall Cttee representative: Cllr Cottman.
- Volunteer Groups liaison: Cllrs Colvey and Barker. **Action: Cllr Colvey to speak to Cllr Barker about this.**

It was also reported that Cllrs C Maher and R Watts had formally written to the Council to advise that they were standing down from the Council with effect from the end of May. The Parish Clerk reminded the members of the process followed to advertise vacancies – which includes a 2 week period during which Dorset Council display a notice inviting the local electorate to request a by-election; and if one is not requested the Parish Council may then advertise casual vacancies. In preparation for this the Parish Clerk confirmed that he would notify Dorset Council Democratic Services Dept, and also commence a local review process of a draft person spec for Council



membership he had previously produced. **Action: Parish Clerk to notify Dorset Council and begin the review of the person spec accordingly.**

- 12. To receive and note the content of the minutes of the Finance & General Purposes Committee meeting on 13<sup>th</sup> May 2020 (for the purposes of report only).**

It was **RESOLVED** to note the content of these minutes.

- 13. To receive and note the Notes of a Meeting with Dorset Council Highways on 11th May 2020: Cllrs Bush, Carswell and Watts.**

Cllr Bush summarised the key points of these notes for the members present. A copy of the notes are associated at Appendix 1 to these minutes. It was observed with some frustration that not much progress has been made by Dorset Council on any of the issues discussed with them last November. Some matters seem to be in the hands of Mark Osborne, Dorset Council, awaiting his response or action. This was noted by DC Ward Cllr Alex Brenton to chase up with Mr Osborne.

- 14. To consider the council's views in response to a resident's suggestion of a community Scarecrow Festival to be held in the autumn as a fundraiser for Forest Holme.**

It was **RESOLVED** to respond to the WI to confirm that the Council supports this idea. It was noted that no request has been made for the use of any Council land, nor for any particular material support of this initiative.

- 15. To agree to provide interim funding to LMSC for utilities and grass cutting until group activities can resume.**

The Chairman referred to a £500 reimbursement which they have paid to the Council for water previously provided to the Scout Hut via the Pavilion supply. It was noted that this money is due to the Sports Club and therefore negates the proposal in this agenda item. However please see the footnote to minute 19 below regarding the need to reduce this payment by the net cost (i.e. excl VAT) of two grass cuts of the playing pitches by Idverde Ltd, the cost of which are being met by the Parish Council.

- 16. To consider planning application 6/2020/0228 Tall Tree Cottage, Lime Kiln Road, Lytchett Matravers, Poole, BH16 6EL. Remove rear porch and erect single storey rear extension.  
NO OBJECTION.**

- 17. To consider planning application 6/2020/0168 4 High Street, Lytchett Matravers, Poole, BH16 6BG. Demolish existing side extension & replace with new porch canopy. Erect a single storey side extension with rooflights & form a loft conversion with rooflights & side dormer.  
NO OBJECTION.**



**18. To receive and consider reports of the following Working Groups:**

- i. **Village Centre:** Cllr Carswell produced a report, a copy of which is at Appendix 2 to these minutes. The Chairman summarised the circumstances leading to a necessary change of approach for the tendering process for the works.
- ii. **Library:** Cllr Bush commented that responses are awaited from Mark Osborne at Dorset Council regarding this proposed transfer. Dorset Cllr A Brenton remarked that she understood Mr Osborne was seeking to ascertain whether the Library Managers actively supported this transfer.
- iii. **Astro:** It was noted that the land transfer for this is in the hands of Mr Mark Osborne, Dorset Council.
- iv. **Village Hall:** Cllr Cottman was not present. No report.
- v. **Huntick Rd Cycle Path:** Cllr Huggins referred to the summary provided to him by Cllr Watts.
- vi. **LM Charitable Trust:** It was noted that in the light of Cllr Watts stepping down from the Council a new lead is required. It was suggested that this initiative might be segmented, and a start made with the Sports Club.
- vii. **Parish Council communications:** Cllr B Barker was not present. No report.
- viii. **Climate Emergency:** Cllr Bush indicated that he would request a summary of the latest position from Cllr Watts before his tenure on the council ends on 31<sup>st</sup> May.
- ix. **Broadband provision improvements:** Cllr Huggins referred to some further communication with the landowner who is currently in dialogue with Wessex internet about the connection route to remaining properties in Middle Rd.
- x. **Defibrillator project:** Cllr Huggins provided the latest update regarding work towards operational status for the units at The Chequers and in the former telephone kiosk opposite the school. It was noted with regard to the telephone kiosk location that, whilst desirable, replacement of the obscured glass panels and the installation of bespoke signage is not critical to bringing this unit into use. Discussion then turned to the unit on Tesco's wall, which is currently damaged. It has been established that this is not owned or maintained by the Parish Council. It is also noted that it does not appear on a published map of units registered with the South West Ambulance Service. Further urgent investigation is therefore required into the ownership, maintenance regime and current status of this unit.

**19. To resolve to approve the following payments due:**

Inv	To Whom	For What	Net	VAT	Total
4302	T Watton	Clerk's salary – May (12 equal monthly payments by SO)	945.54	0.00	945.54
4303	Dorset County Pension Fund	LGPS pension contrib May 2020	373.14	0.00	373.14
4304	SLCC	Membership fees 2020/21	202.00	0.00	202.00
4305	Idverde Ltd	Cemetery maintenance – April 20	303.49	60.70	364.19
4306	Idverde Ltd	Grass cutting area adjacent to playing pitches 6 April 20	24.00	4.80	28.80
4307	Information Commissioners Office	Data Protection registration annual renewal fee	35.00	0.00	35.00
4308	Lytchett Matravers Village Hall	Electricity used in Parish Office Mar 2019-Apr 2020	455.82	0.00	455.82
4309	Sutcliffe Play (South West) Ltd	Zip wire repairs – trolley, spring and stopper	782.00	156.40	938.40
4310	T Watton	Reimbursement of expenses:			
		postage	65.28	0.00	65.28
		stationery	24.42	4.88	29.30
		Key cutting	16.67	3.33	20.00

		<b>Total</b>	<b>106.37</b>	<b>8.21</b>	<b>114.58</b>
4311	SLCC Enterprises Ltd	Clerk's training course: "Operation London Bridge"	30.00	6.00	36.00
4312	Alpha Rail Ltd	Balance of cost of goods supplied (extra over-raked panels)	1015.62	203.12	1218.74
4313	A Huggins	Reimbursement of cost of purchase of MIFI unit for defib phone box.	33.32	6.67	39.99
4314	J Chamberlain	Refund of £5 allotment fee transferred to LMPC in error.	5.00	0.00	5.00
4315	LM Sports Club	Transfer of reimbursement from Scouts for water supplied via Pavilion	500.00	0.00	500.00
4316	Idverde Ltd	Cemetery maintenance – May 20	303.49	60.70	364.19
4317	Idverde Ltd	Grass cutting area adjacent to playing pitches 27 April 20	24.00	4.80	28.80
4318	Idverde Ltd	Grass cutting playing pitches area of rec 27 Apr 20	87.50	17.50	105.00
4319	Idverde Ltd	Grass cutting playing pitches area of rec 6 Apr 20	87.50	17.50	105.00

NB: The above £500 to Sports club is to be reduced by value of the net cost of 2 x grass cutting of pitches area by Idverde Ltd i.e. £500-£175 = £325.00.  
It was **RESOLVED** to approve all of the above payments.

**20. To note any training undertaken by members or the Clerk in the past month.**

The Parish Clerk has undertaken three training session webinars arranged by the SLCC: (i) Website accessibility standards (2 x 2 hour sessions), (ii) Creating accessible Word and PDF documents (1 x 90 min session).

**21. To note any decisions and / or action taken by Parish Clerk under "Openness of Local Government Bodies Regulations 2014", Part 3, Paragraphs 6-10, Record of Decisions and Access to Documents.**  
There were none.

**22. Correspondence.**

Clr Webb referred to correspondence he had received from a local resident earlier this week regarding when the road sweeper truck is due. It was noted that this has since visited the village.


The Parish Clerk reported that he had been in correspondence with a potential new allotment holder and this had revealed the poor condition of the plot in question. As a result, and reflecting on the fact that we are almost at the halfway point of the rental year, the Clerk proposed that the plot in question is taken off offer and action is taken to clear the rubbish from it and bring it back into a reasonable condition to let.

**23. To note date of next meeting and items for future agendas.**

The next full council meeting is scheduled to take place online on Wednesday 24<sup>th</sup> June 2020 at 7pm. The access link to this meeting will be made available to members of the public on request from the Parish Clerk (tel 07824 829491 or email [lytchettmatravers@dorset-aptc.gov.uk](mailto:lytchettmatravers@dorset-aptc.gov.uk))

The meeting closed at 20:13

Annotated by/on .....

Signed by.....  


## LYTCHETT MATRAVERS HIGHWAYS PROPOSALS

### MEETING WITH PARISH COUNCIL REPRESENTATIVES AND DORSET COUNCIL OFFICERS VIA SKYPE

11<sup>th</sup> May 2020 11am-12:45pm

#### MEETING NOTES

#### 1. Attendees:

Helen Jackson (HJ), Andrew Bradley (AB), Stephen Mepham (SM), Neil Turner (NT) – Dorset Council  
Alf Bush (ABu), Ralph Watts (RW), Ken Morgan (KM), Rob Carswell (RC) – LM Parish Council

#### 2. Update on actions from last meeting

All actions complete apart from the following:

- ABu/RW to speak to the school to see if they would support the school entrance being moved. **ABu will speak to the school.**
- AB to check landownership/highways extent and then the PC can approach the relevant residents (by letter). **AB/SM have already checked the Highways extent and will send to PC.**
- SM to talk to Paul Hutton, Head of Parking Services to clarify EVCP TROs/TMOs situation. **HJ will take this on and confirm situation to PC.**
- SM to visit site with an estimator to arrange for the cost of repair of the damage to the island, etc to be available in advance of discussions with Tesco. **SM has been unable to do this due to lockdown but will do so when situation changes.**

#### 3. Progress on Projects

- a. Huntick Road Cyclepath  
First section- Offsite works for Morrish/Wyatt Homes Development  
Remainder - Purbeck Local Plan Developers Contributions
- b. School Crossing
- c. Eldons Drove Pathway
- d. High Street Crossing
- e. Recreation Ground Car Park (access to High St)
- f. Tesco Forecourt

#### a. Huntick Road Cycleway

Update from Neil Turner on the s278 agreement. Wyatts/Morrish have now formally agreed to widen the footway from 2m to 3m to provide the required width for a cycleway as part of the off-site works for the site off Huntick Road for which planning consent was granted last year. NT showed the group the plan showing the extent of the cycleway. The group discussed the provision of an additional 200m of 3m wide cycleway from the access road to the Wyatt/Morrish development on land off Huntick Road to Jubilee Walk which had been discussed previously. NT explained that the contractors are starting on site in early July and the PC asked if the contractors could build the additional 200m (not included in the agreement plan) whilst still on site. The PC had previously said that they would pay for this work. However, NT explained that there would be a need for detailed design work to be completed for the extended section. If the developers were agreeable, they would need to update their detailed design – especially the legal agreement plan – to include this additional work which would have an impact on time and cost. However negligible this may be, the developer has already turned down the option to deliver this section at their cost, and their

timeframes are currently tight in terms of completing a s278 agreement for the design that they have already provided. In addition, if these works were included within the developer's agreement with Dorset Council, they would be responsible for workmanship, materials, and all other standard indemnities etc. which they may not agree to.

NT concluded that as there are no detailed designs for this additional section and no consultation of the landowners has been undertaken, it would be premature to construct this section of the cycleway without further discussions and detailed design.

SM provided a plan showing the highways extent of Huntick Road (attached).

AB explained that although technically this verge has highway rights over it (not in DC ownership), it is still good practice to consult and gain permission from the landowners effected.

**ACTION: There was discussion on how to move this forward. Agreed that HJ and AB will discuss with Highways Improvements Team Leaders to agree a way forward, which could be as follows:**

- **Parish Council to undertake a consultation exercise with the landowners (by letter) in advance of Dorset Council design/consultation**
- **Dorset Council provide detailed design for the section between the end of the cycleway (constructed as part of the s278 works) and Jubilee Walks which is approx. 200m**
- **Ken Morgan to provide illustrative plans for further reference (already received)**
- **This section will be the first phase of the Huntick Road cycleway which will be progressed through the LTP programme in further phases and constructed by Dorset Council.**

Delivery of the Huntick Road Cycleway is programmed for 2022-23, but this first section could be progressed earlier as the PC have agreed to pay for it, although this will be dependent on the cost and any unknown risks.

b. School crossing

This scheme is based upon the Sustrans Report and will provisionally focus on the informal school crossing and possible parking restrictions/measures along Wareham Road during school drop-off and pick-up times in term time.

The scheme is scheduled for delivery in 2020/21 in the LTP Programme.

c. Eldons Drove footway

The track from Eldons Drove to the new gate at rear of the school needs to be resurfaced. If the PC do this a work licence is needed. The Parish Council has requested a licence to carry out this work from Dorset Council's Assets and Property (Corry Provan) last year and since Corry's departure, this has been passed on to Mark Osborne. Still waiting for a response.

**ACTION: AB and HJ to contact Mark Osborne and update PC. Probably easiest to get DC to do the resurfacing work as this would include cover for public liability.**

**ACTION: AB/SM to check landownership/highways extent on Eldons Drove and then the PC can approach the relevant residents (by letter).**

The on-road section of footway on Eldons Drove is scheduled for delivery in 2021/22 in the LTP Programme.



d. High Street Crossing

The Parish Council strategy is as follows: *The raised crossing is specifically linked to the work on the Recreation Ground, the library grounds opposite and includes approach to the Pharmacy steps and the revisions to the Tesco island. This is to create an integrated village centre which gives pedestrian priority to residents crossing the road between the shops and library to the new car park and facilities and the Recreation Ground. The primary purpose in a revamped village centre that makes it safer for all residents to cross from one facility to another. The usage of the Recreation Ground is planned to be expanded to include other facilities as well. This is also the route of the path from Purbeck Road across the High Street and on its way to the school. This is all part of the environmental effort to encourage more walking and cycling to/from school and around the village in general.*

The group discussed whether the crossing should be a raised table crossing, or a build-out to narrow the road. A raised table will require road hump regulations which AB warned previously is a lengthy process. The PC are keen for the raised table option, so this will be included in the options for the crossing design. AB suggested using an imprinted brick surface to define the crossing, as currently being installed in Swanage, this can also be considered as an option.

The scheme is scheduled for delivery in 2021/22 in the LTP Programme.

e. Recreation Ground Car Park

The planning application for the new vehicular access onto the High Street has been approved.

The PC are looking to secure contractors to start the work shortly. The PC are talking with EVCP supplier JoJu and they will install these when the lockdown is over. There is still a question over TRO/TMO requirements.

**ACTION: HJ to clarify EVCP TROs/TMOs situation for PC owned car park.**

f. Tesco Forecourt

Due to the current lockdown, SM has been unable to visit the site or have a face-to-face meeting with the Tesco store manager. However, SM has spoken to the Manager since our last meeting in November and said that the store manager was keen to involve the other businesses that use the forecourt. However, the main issue is the large Tesco delivery lorry accessing the forecourt, not customers parking.

**ACTION: Currently on hold, SM will speak to the store manager again after lockdown**

AOB

None

**Date of next meeting** – October 2020 RW/HJ to liaise for suitable dates/times to be held virtually (depending upon Covid19 guidance).



# REPORT

May 2020

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## 1.0 Project Updates

### 1.1 Pharmacy Steps/Library Green

- All parties have received legal documents. We are still awaiting acceptance of legal agreements sent to landowners/tenants to formally agree to the works.

### 1.2 Tesco island & parking

- Still on-going whilst we wait to meet with Tesco regional management/H&S regarding highway safety, deliveries and damage to the island.
- Meetings with Dorset Council Highways (the area is adopted highway) have been largely positive. Designs are being drawn up along with costings.
- Stephen Mepham of DC Highways has approached the Store Manager, who advised that a meeting will be set up between all parties... Unfortunately, Lockdown has altered priorities somewhat for the foreseeable future.

### 1.3 Library Crossing

- DC Highways are drawing up options. They would prefer a non-raised solution but we are still pressing for all options to be explored.

### 1.4 Recreation Ground Car Park

- Planning Application for new access granted.
- Tenders were sent out to contractors and the winning bid instructed. The appointed contractor subsequently went bust. Before retendering it has come to light that we, as a public body, must use 'Contract Finder' for projects over £25k. This is being explored, as well as breaking up the project into it's component parts, which could easily be treated separately.

