

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday December 7th 2022, at 7.00 p.m. in the Sports Pavilion, High St car park.

**PRESENT:** M Attridge (Committee Chair), R Aspray, B Barker, A Bush, A Huggins, B Lister, K Korenevsky, K Morgan, P Webb, and Mr T Watton (Parish Clerk).

No members of the public were in attendance.

**PUBLIC PARTICIPATION:**

There was none.

## 1. Apologies:

Cllrs V Abbott, and H Khanna.

## 2. Declarations of Pecuniary Interest - and consideration of requests for Special Dispensations under Section 33 of the Localism Act 2011.

None.

## 3. To receive and approve minutes of the Finance & Policy Committee meeting held on 9th November 2022.

The minutes were **ACCEPTED** as a true record and signed by the Committee Chair.

## 4. To receive and consider reports of past subject matters.

The following matters were included in the Clerk’s report of past subject matters. [nb: comments made or decisions taken at the meeting are shown *in italics]*

1. **F&GP Cttee 11th May 2022, Minute 12 - improvement of bunds on recreation ground.** Regarding the bund around the Village Hall at the Vineyard Close / High Street junction, Cllr Bush indicated that he would follow-up with Mr Colvey regarding information on the cost of the required plants. At the meeting on 28th Sept Cllr Huggins reported that he had followed up with Mr Colvey who will approach the resident concerned to find out what the costs are expected to be.
2. **F&GP Cttee 13th July 2022, Minute 7 – Clerk to contact Mr Selby to continue the clearance work of allotment plot 33.** Following chasers by the Clerk Mr Selby confirmed in late October that he had visited and undertaken further work, but that here was still more to do. As well as the buried rubble he had discovered a layer of carpet buried beneath the surface of parts of the plot. He commented that he would visit the allotment again to get this clearance job finished. *As at 5th Dec 2022 no further action had happened and so a further chaser message had been left on Mr Selby’s voicemail. He responded on 7th Dec to advise that he expected to visit the allotments during the week ending 10th Dec.*
3. **F&GP Cttee 13th July 2022, Minute 13 – Youth Club Building, water leak. The clerk spoke to Wessex Water. The contractor appointed by DC Estates reported back only on finding a faulty toilet cistern and has assumed that is this is the sole source of the leak.** Cllr Bush had indicated that he wished to speak to the contractor to explore things further because there was some evidence of continued leakage even when this toilet cistern is isolated. However, it is believed that there has been no further evidence of a leak in recent weeks. ***DISCHARGED***
4. **F&GP Cttee 9th Nov 2022, Minute 19 – approach independent aboriculturalists for quotes for independent general survey of the health / stability of trees on Council owned land.** Outstanding action. *It was agreed to arrange for this to take place in the Spring of 2023, once the trees are in leaf.*
5. **Planning applications (29 outstanding, awaiting LPA or Inspectorate decisions)**

**Planning application 6/2021/0282 Land east of Wareham Road Lytchett Matravers.** Phased residential development of site for 95 dwellings, new vehicular and pedestrian access onto Wareham Road and other associated works including landscaping and open space.DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2021/02674 Cuckoo Hill Deans Drove Lytchett Matravers Dorset BH16 6EQ.**  New dwelling with associated access and parking.

Planning application P/FUL/2021/02738 Land Adjacent 68 The Spinney Lytchett Matravers Dorset BH16 6AS. Erect 1 No 2 bed house with parking. DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2021/0365 Caroline Cottage Prospect Road Lytchett Matravers Poole BH16 6ED - Revised.** Alteration to listed building to install a new wood burner and new chimney pot. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HABR/2021/00066 The Barn Sandy Lane Lytchett Matravers Poole BH16 6DB.** Change of use from agricultural to dwelling house. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/00806 Deans House Deans Drove Lytchett Matravers Dorset BH16 6EQ.** Sever land adjacent Dean House and erect new detached dwelling; create new vehicular access. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/01066 Land Adj, Clouds Hill Burbidge Close Lytchett Matravers Poole Dorset.** Sever land and erect 3 bed chalet bungalow with associated parking. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/01095 Land at Blaneys Corner To the east of Wareham Road and south of Wimborne Road. Lytchett Matravers.** Erect 25 dwellings (C3 use class), new vehicular and pedestrian access onto Wimborne Road and other associated works including landscaping and open space. DC planning portal shows that this application has still not yet been determined.

**Planning application P/VOC/2022/01291 164 Wareham Road Lytchett Matravers Poole BH16 6DT.** Variation of Condition 2 & 5 of planning approval 6/2020/0314 (sever plot and erect a detached two storey dwelling with associated access, parking, landscaping and amenity space) to agree to the new building location 700mm further forwards towards the highway and the new foul water drainage connection. DC planning portal shows that this application has still not yet been determined.

**Planning application P/CLE/2022/02881 (Cert of Lawfulness) Valley Farm Middle Road Lytchett Matravers Poole BH16 6HJ.** The erection without planning permission of 3 storage/workshop buildings, an agricultural building, a music studio and a toilet block in the positions shown on the attached site plan. DC planning portal shows that this application has still not yet been determined.

**Planning application P/CLE/2022/02911 (Cert of Lawfulness) Valley Farm Middle Road Lytchett Matravers Poole BH16 6HJ.** A mixed use comprising the fabrication and repair of horsedrawn vehicles (caravans, carts and wagons); the display and sale of bric-a-brac and collectables; open storage of assorted items including vehicles and portakabins; hobby farming and music festivals within the areas identified on the attached use plan. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/02848 Owls Farm Dolmans Hill Lytchett Matravers BH16 6HP.** Retain a structure used for the storage of agricultural machinery, including a tractor, and an adjacent wood store. DC planning portal shows that this application has still not yet been determined.

**Planning application P/HOU/2022/03673 Owls Farm Dolmans Hill Lytchett Matravers Dorset BH16 6HP.** Retain conservatory. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/04372 Owls Farm Dolmans Hill Lytchett Matravers Poole BH16 6HP.** Change of use of agricultural land to storage of 2no. shepherd huts, to be used for personal use by the applicant's family. DC planning portal shows that this application has now been **refused.**

**Planning application P/FUL/2022/05152 15 Dillons Gardens Lytchett Matravers Dorset BH16 6DW** Demolish existing dwelling and erect 6no 4-bedroom detached houses with associated parking and access. DC planning portal shows that this application has still not yet been determined.

**Appeal to the Planning Inspectorate re: P/FUL/2021/03207. 113 Wareham Road Lytchett Matravers Poole BH16 6DZ.** Erect detached 3 bedroom bungalow with associated access, parking and amenity space. **[Appeal Reference: APP/D1265/W/22/3298943].** DC planning portal shows that this appeal has still not yet been determined.

**Appeal to the Planning Inspectorate re: 6/2020/0459 Land off Eddy Green Road, Lytchett Matravers, Poole, BH16 6HL.** Demolish existing outbuildings & erect a new dwelling with associated parking and access. **[Appeal Reference: APP/D1265/W/22/3295769]** DC planning portal shows that this appeal has still not yet been determined.

**Appeal to the Planning Inspectorate re: P/PAAC/2021/05701 (Planning appeal) Land off Eddy Green Road Lytchett Matravers BH16 6HL.** Convert existing agricultural building to a dwelling. **[Appeal Reference: APP/D1265/W/22/3295773].** DC planning portal shows that this appeal has still not yet been determined.

**Planning application P/HOU/2022/05257 Eldon House Eldons Drove Lytchett Matravers Poole BH16 6HH.** Retain walls to rear garden. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2022/05484 27 Huntick Estate Lytchett Matravers Dorset BH16 6EB.** Erect a detached double garage. DC planning portal shows that this application has still not yet been determined.

**Appeal to the Planning application P/HOU/2022/05639 16 Paddock Close Lytchett Matravers Poole BH16 6AZ.** Proposed exterior cladding and rendered panel. DC planning portal shows that this application has now been **approved.**

**Planning Inspectorate re P/FUL/2021/05598 (planning appeal) Owls Farm Dolmans Hill Lytchett Matravers BH16 6HP.**  Temporary retention of one storage container - permission needed until 31st December 2022. **[Appeal reference P/D1265/W/22/3303352**]. DC planning portal shows that this appeal has still not yet been determined.

**Planning application P/HOU/2022/02013 Viewfield, Deans Drove Lytchett Matravers Poole BH16 6EQ.** Create accommodation at second floor level within new roof with dormers. DC planning portal shows that this application has now been **approved**.

**Planning application P/HOU/2022/06230 2 Lions Court Wimborne Road Lytchett Matravers Poole BH16 6HQ.** Proposed single storey extension to rear of existing dwelling with some internal alterations to form an annex accessible via the main property. DC planning portal shows that this application has still not yet been determined.

**P/HOU/2022/06339 Harbour View Middle Road Lytchett Matravers Dorset BH16 6HJ**. Erect front extension & install rear dormers. DC planning portal shows that this application has still not yet been determined.

**P/HOU/2022/06039 18 Scutts Close Lytchett Matravers Poole BH16 6HB. Erect two storey rear extension.** DC planning portal shows that this application has still not yet been determined.

**P/HOU/2022/06647 Hill House Jennys Lane Lytchett Matravers Dorset BH16 6BP.** Erect stable block. DC planning portal shows that this application has still not yet been determined.

**P/HOU/2022/06650 4 Wareham Road Lytchett Matravers Poole BH16 6DP.** Single storey rear extension, demolish existing conservatory. DC planning portal shows that this application has still not yet been determined.

**P/FUL/2022/06570 Charborough Park Estate Charborough Park Wareham BH16 6BT.** Proposed rooftop telecommunications installation upgrade and associated ancillary works. DC planning portal shows that this application has still not yet been determined.

**P/FUL/2022/06690 8A High Street Lytchett Matravers Poole BH16 6BQ.** Change of use of the offices to a hot food takeaway outlet (use class A5) and the installation of an external flue on the side elevation. DC planning portal shows that this application has still not yet been determined.

**P/HOU/2022/06908 Achill Castle Farm Road Lytchett Matravers Poole BH16 6BY. Erect a single storey rear extension.** Form a raised terrace and steps. DC planning portal shows that this application has still not yet been determined.

**P/OUT/2022/06101 Bexington Lime Kiln Road Lytchett Matravers Poole BH16 6EL.** Demolish existing buildings and erect 3 dwellings (outline application all matters reserved). DC planning portal shows that this application has still not yet been determined.

**P/HOU/2022/06960 Bay View Middle Road Lytchett Matravers Poole BH16 6HJ.** Retain timber outbuilding which serves as storage and laundry ancillary to the main dwelling. (Retrospective). DC planning portal shows that this application has still not yet been determined.

## 5. To receive and note the 2022-23 year to date bank reconciliation (for purposes of report only).

A copy of the bank reconciliation is attached at Appendix 1 to these minutes. It was **RESOLVED** to accept and approve this reconciliation.

## 6. To receive and consider a report covering 2022-23 year to date income and expenditure (for purposes of report only).

The report was circulated to all members by the Parish Clerk. It was **RESOLVED** to accept and approve this***.*** The income and expenditure report is included in Appendix 1 to these minutes.

## 7. To receive and consider a report on the current uptake and waiting list for the allotments (for purposes of report only).

**Waiting list** There had been one further joiner to the waiting list since the last report in November. As a result there were a total of six people actively seeking a plot. In addition there were a further three who had indicated an interest for the future, but when last offered a plot (during 2022) had reported that the time was not quite right. These three people wished to stay on the list.

**Vacancies.** As a result of the rental renewal process (communication sent to all plot holders on 4th and 5th December), at least three plots will become vacant as at 1st January 2023. This is in addition to plot 33. As previously reported, there is still rubble and other rubbish to be cleared from this plot, which Mr Selby has agreed to tackle during December.

## 8. To consider planning application P/HOU/2022/06167 2 Hannams Close Lytchett Matravers Poole BH16 6DN. Loft Conversion with side access from first floor.

The Council members had **NO OBJECTION** in principle**.** However, it was noted that the dormer part of the extension has its side/south flank flush to the roof verge, creating an ungainly clash of building planes and materials - and it is understood it was the reason given for refusing a recent roof extension elsewhere in the village. The Parish Council members wished to suggest therefore that the dormer flank wall should be set back from the verge by about 600mm in common with the other roof extensions along this row.

## 9. To further review and develop the budget proposal and precept requirement for 2023/24 - for recommendation to Full Council.

The Parish Clerk introduced this matter - by reminding members that the principles behind the Budget Planning Tool, which had been made available to all members ahead of this meeting, were identical to that which had been used successfully for the past several years. Current actual expenditures per line have been entered per month for the year to date, with forecasts per month for each line for the rest of this year. The totals of these had then been used, in combination with other knowledge of suppliers’ intentions for 2023/24 where available, to provide suggestions for members consideration for each of the business as usual (BAU) lines. Suggestions for figures for the project / working group capital initiatives had deliberately been left blank for the WG members to complete.

After some brief comments / questions on individual BAU figures, the discussion focussed on the sources of funding – most notably the use of CIL, which members felt should be included in the Expenditure Planning Tool. These suggested changes were noted and Cllr Bush and the Parish Clerk agreed to look at adding this. In the meantime the Working Group leads were encouraged to further develop their thoughts about the project figures for 2023/24 to add in for overall Council consideration and approval ahead of the discussion at the January Full Council meeting when the precept requirement for 2023/24 must be decided.

**10. To receive an update report on the Skate Ramp refurbishment (for purposes of report only)**.

Cllr Huggins summarised the background to the current 100% refurbishment activity for the riding surfaces, and the condition of the sub-structure which had been discovered when the riding surfaces were removed to be worked on – thereby causing an extended time period for completion of the works. Cllr Huggins clarified that parts of the substructure had been found to have failed prematurely, but that these were being replaced free of charge.

**11. To consider location proposals, for submission to Dorset Council Highways, for additional dropped kerbs in the village.**

Cllr Huggins referred to a report he had prepared which had been made available to all members ahead of this meeting. He summarised the approach which had been taken to seeking local residents’ views and the suggestions which had been made by them. It was **RESOLVED** to contact Dorset Council Highways with the following individual kerb requests:

1) Deans Drove Junction with Wareham Road. Both sides of the road. Note: The kerbs appear low, but it was reported that a resident with a mobility scooter struggles daily with these.

2) Burbidge Close junction with Wareham Road. North Side only. Note: DC Highways had previously created a temporary tarmac ramp which only works to a limited extent. Residents with mobility scooters have reported problems, so it is requested to replace it with a dropped kerb.

3) Vineyard Close, behind the Village Hall adjacent to retirement flats where a pathway meets the road with a high kerb.

In addition it was agreed to also enquire of DC Highways about three additional pairs on The Spinney, as follows. It was noted that the Parish Council could offer to fund this additional three pairs if necessary:

1. 40m down on the right side - driveway entrance.
2. 5m further along - entrance to a parking area.
3. Between numbers 18 and 44 The Spinney.

**12. Receive report on and consider proposal for 20mph areas for the village,**

Members’ attention was drawn to a series of three maps prepared by a working group of councillors. These show:

1. the principal high footfall / public areas of the village such as the shops, school and its drop off / pick up surrounds, commercial areas, and open spaces. It also identifies (colour coded 30, 40 and 60) the existing speed limits on all roads in the village.
2. The “home zones” – i.e. current and planned housing areas accessed via cul-de-sacs. It also shows the three main through roads passing through housing areas – Huntick Estate, Old Pound Close (a through-road, despite its name) and Lockyers Way / Foxhills Drive.
3. Two suggested areas for 20mph to be introduced (a) the High St / Wareham Rd crossroads, and (b) the area adjacent to the school - Wareham Rd from Eldons Drove to Burbidge Close and including the Wareham Rd end of Deans Drove. It was suggested that (b) above might be part time only to align with school drop off and pick up times. Suggestions were also included for “gateway signage”. There was some discussion about joining these two areas (a) and (b) together to make the whole of lower Wareham Rd as far as Burbidge Close 20mph.

The above ideas were debated in some detail. It was noted that the Dorset Council process of applying for 20mph requires professional speed surveys to be carried out first, and that DC Highways have offered to arrange and undertake these at a reasonable cost (i.e. below the de-minimus). It was agreed to arrange for the surveys to be carried out in the areas identified in (3) above, and then to consider the outcomes.

It was also agreed to seek clarification from DC Highways regarding the situation of related side roads to a 20mph designated road which is not formally applied for as a “zone”. Specifically, whether those linked side roads would also be 20mph automatically or, alternatively, whether they would need to be part of a “zone” or remain 30mph by default. Also, if the latter was the case, whether such side roads would need 30mph gateway signage.

 Consideration also turned to the “scoring system” included in the DC 20mph policy. It was noted that Lytchett Matravers would currently score very low, and therefore the introduction of any 20mph limits in the village would almost certainly have to be locally funded.

On a related matter Cllr Morgan referred to information he had obtained regarding a “platform” crossing of the High Street in Langton Matravers, which he suggested would be a good model / example to refer to with DC Highways when discussing the solutions for the Lytchett Matravers High Street crossing.

**13. To consider a consultation response to the provisional Tree Preservation Order TPO/2022/0094 - Land east of Wareham Road, Lytchett Matravers (emailed to council members 2nd Dec 2022).**

**NO OBJECTION**

## 24. To consider items for an article in the next Parish Magazine.

The following items were suggested:

* Priorities for the coming year
* Continued discussions with DC on the High Street crossing
* Update on measures on Wareham Rd adjacent to the school

## 25. To note correspondence received.

Cllr Barker referred to contact she had received from a resident who queried the value of the current Council phone / Broadband contract.

The meeting closed at 20:40

Annotated by/on ………………………….Approved by/on ………………………

## Appendix 1

Bank reconciliation and 2022/23 year to date report covering income and expenditure.

See separate report.