# Parish Council LogoMinutes of the meeting of LYTCHETT MATRAVERS PARISH COUNCIL

# Combined meeting of Full Council with Finance & General Purposes Committee, Weds 9th August 2023 at 7.00 p.m. in the Blanchard Room, Village Hall.

**PRESENT** were A Bush (Council Chair), V Abbott, R Aspray, H Khanna, K Morgan, P Webb, and Mr T Watton (Parish Clerk / RFO).

**Also present:** Three members of the public.

## PUBLIC PARTICIPATION SESSION (Standing orders suspended)

A local resident expressed concerns about the quality of service and communication with patients by the local GP practice. He wondered what role, if any, the Parish Council might play in obtaining some level of reliable assessment of the service. He explained that he was acting in response to comments he had received from other residents with various levels of complaint. He went on to explain that he had written to the local GP practice to ask some questions and express some concerns, but apart from an acknowledgment he had not received any detailed responses to the points he had raised. He also stated that the last Care Quality Commission (CQC) assessment, carried out in 2019, had rated the local practice as “outstanding”, and therefore as a consequence no further assessment was due for 5 years.

In response, the Council Chair confirmed that the Parish Council had did not have any input to the provision of local health services. He suggested that he could raise the issue with the DC Ward members for Lytchett Matravers to see if they are aware of any formal process and /or statutory body residents may approach to ask for an assessment of the performance of the GP practice and to obtain empirical evidence of annual levels of service or similar non-anecdotal figures which could provide a reliable measure of actual service provided.

## DORSET COUNCILLORS’ REPORT

The Dorset Council Ward members for Lytchett Matravers were unable to be present. No written report was available in time for this meeting.

## 1. To receive and consider apologies for absence.

Cllrs M Attridge, B Barker, A Huggins, and K Korenevsky.

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

None.

## 3. To consider any applications for the casual vacancy on the Parish Council.

The Parish Clerk reported that one expression of interest had been received with a request for an application pack. This pack had been forwarded with an offer that the person contacts the Clerk if they have any questions about the process, or difficulties in completing and submitting the application.

## 4. To receive and resolve to approve minutes of F&GP Cttee meeting held on 12th July 2023.

It was **RESOLVED** to approve the minutes of the meeting as true record of it. They were duly signed by the Council Chair.

## 5. To receive and resolve to approve minutes of Full Council meeting held on 26th July 2023.

It was **RESOLVED** to approve the minutes of the meeting as true record of it. They were duly signed by the Council Chair.

## 6. To receive and consider reports of past subject matters on the minutes of the F&GP Cttee meeting (for 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 during the meeting.

1. **F&GP Cttee 9th Nov 2022, Minute 19 – approach arboriculturists for quotes for an independent general survey of the health / stability of trees on Council owned land.** At the April 2023 F&GP Cttee meeting it was suggested that as well as the recreation ground and any other Council land it was particularly important that the survey includes the Foxhills Open Space, Willow Walk, Hannams Close, Church Walk and Jubilee Walk. The Parish Clerk reported that he had approached two Arboriculturists. It was noted that a detailed map of the village would be needed marking all land owned and / or maintained by the Council which may need to be included in the tree survey. The Parish Clerk will prepare this in draft form and seek input / confirmation of completeness from members before it is forwarded to the arboriculturists to prepare comparative quotes for this survey task. In the meantime Cllr Morgan suggested a further arboriculturist to approach, which the Parish Clerk has noted and has since approached.Access has at last been provided to the *“*Parish Online” mapping facility, and a map layer has been prepared showing all land within the Parish which is either owned or managed by the Parish Council. Copies of the draft maps intended for the information of the arboriculturists to enable them to prepare quotes had been made available to all members for them to comment.
2. **F&GP Cttee 14 June 2023, Minute 9 – Wessex Water notification of non-compliant taps: Clerk to seek the advice of Wessex Water about preferred suppliers to carry out work to install pip interrupters on all Allotment taps.** Wessex Water were contacted and a local supplier identified. This was discussed with the Council chair and the supplier appointed to do the work, which was completed on Friday 7th July. ***DISCHARGED***
3. **F&GP Cttee 14 June 2023, Minute 21 – Clerk to contact “Cuppa Crew” and set up the necessary Trading Licence.** Contact was made, as agreed, with a draft licence. However this company is not yet ready to go ahead. They will be in touch again when they are ready. ***DISCHARGED***
4. **F&GP Cttee 14 June 2023, Minute 23 – Clerk to contact Steve Mills again to request to cut the War Memorial hedge.** This request was made. However, due to the urgent need the hedge was cut by Mr Selby. ***DISCHARGED.*** It was agreed that the Clerk should approach Mr Selby to see if he will cut the hedge on a regular basis. ***Action: Parish Clerk to contact Mr Selby accordingly.***
5. **Planning applications (22 applications listed of which 5 are now shown as refused, granted or dismissal on appeal – therefore 17 remain 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/FUL/2022/01066 Land adjoining, 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 portacabins; 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/2022/05152 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.

**Planning application 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 now been **refused.**

**Planning application P/FUL/2023/00458 Land known as Dyett's Field High Street Lytchett Matravers.** Erect an agricultural building. DC planning portal shows that this application has still now been **refused.**

**Planning application P/CLE/2023/00412 Beaconfield Middle Road Lytchett Matravers BH16 6HJ.** The use of six units of accommodation as permanent dwellings at Beaconfield. DC planning portal shows that this application has still not yet been determined.

**Appeal to the Planning Inspectorate against the refusal of P/CLP/2022/05533 Glenwoods Poole Road Lytchett Matravers Dorset BH21 3RP.** Certificate of Lawfulness for the proposed enlargement of the dwellinghouse consisting of a side extension. [Appeal ref **APP/D1265/X/23/3314683**]. DC planning portal shows that this appeal has still not yet been determined.

**Planning application (cert of Lawfulness) P/CLE/2023/01028 Chartley Jennys Lane Lytchett Matravers Poole BH16 6BP.** Garden shed, 14' x 10', pent roof, timber. For storage of garden tools, chairs, etc. DC planning portal shows that this application has still now been **granted.**

**Planning application P/HOU/2023/01186 2 Hannams Close Lytchett Matravers BH16 6DN.** Loft Conversion with side access from first floor. DC planning portal shows that this application has still now been **refused.**

**Planning application (amended plans and/or additional information) 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. DC planning portal shows that this application has still not yet been determined.

**Planning Application P/HOU/2023/01729 Larks Rise Dolmans Hill Lytchett Matravers BH16 6HP.** Extension to Bedroom 1 and Garden Room.DC planning portal shows that this application has still not yet been determined.

**Planning application P/CLP/2023/02828 93 Wareham Road Lytchett Matravers BH16 6DY.** Certificate of Lawfulness for new dormer and rooflights. DC planning portal shows that this application has now been **granted.**

**Planning application P/HOU/2023/02397 6 Hann Gardens Lytchett Matravers BH16 6FD.** Erect front extension to garage and second floor added. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2023/02958 38 Wareham Road Lytchett Matravers BH16 6DR.** Demolish existing stable and erect new stable/ barn on land to the rear of 38 Wareham Road. DC planning portal shows that this application has still not yet been determined.

**Planning application P/FUL/2023/02603 36 Glebe Road Lytchett Matravers Poole BH16 6EH.** Erect 5 bedroom detached house with associated garage and parking. DC planning portal shows that this application has still not yet been determined.

**Appeal to the Planning Inspectorate re: 6/2021/0376** (planning appeal) 27 Huntick Estate Lytchett Matravers Dorset BH16 6EB. Sever land and erect a detached dwelling with parking. **[Appeal reference: APP/D1265/W/23/3316590]**. DC planning portal shows that this appeal has still not yet been determined.

**7. To receive and consider reports of past subject matters on the minutes of the Full Council meeting (for 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 during the meeting.

1. **Minute 17, Full Council 10th Aug 2022 – dog exercise area. Actions:**

**Removal of the bramble roots and re-seeding with grass.** The Parish Clerk received an update on this from Mr Warr on 26th June. Although it had originally been arranged to carry out this work during week commencing 22nd May 2023, the ground conditions were considered unsuitable for seeding. Mr Warr advised that throughout June it continued to be very dry and therefore remained unsuitable conditions. However, he is continuing to monitor it and will carry this work out as soon as conditions are right. *Cllr Webb indicated that he would speak to Mr Warr about this again.*

1. **Minute 18, 22nd Feb 2023 - Replacement of the windows and frames in the Parish Council office.** A site meeting was arranged with the contractor in July, the original £1000 quote was confirmed, and the order has been placed.
2. **Minute 20.1, 22nd Feb 2023 - communication of outcome of grant request and the confirmation of Council responsibility for churchyard maintenance including the boundary wall.** The Parish Clerk had written to the PCC; and also suggested that they may wish to seek additional quotes from providers approved by the diocese. A response from Rev. Partridge thanked the Council for this and confirmed that they would seek the additional quotes. In the meantime a “Churchyard Maintenance policy” was prepared and approved by the Parish Council at its March 2023 meeting. In June 2023 a communication was received from the Fabric Chair of St Mary’s Church which reiterated the original quote obtained in August 2022 plus one further one. At a site meeting held on 10th July the Fabric Chair confirmed that the August 2022 quote was still valid, and he agreed to try to obtain one further quote. **ON HOLD – awaiting one further quote for the required work on the boundary wall.** In the meantime the notes / action points from the site meeting held on 10th July – which had covered several other maintenance matters - have been distributed to those present at the meeting for confirmation of the above, plus the other points which were discussed and agreed. An action plan will drawn up once all have agreed.
3. **Minute 25, 22nd Feb 2023 - offer from a mobile catering company to operate from the High St Car Park on Saturday mornings / Cllr Bush to speak to the Football Club about this.** The Parish Clerk wrote to Cuppa Crew offering the company a 3 month trial licence at an admin fee of £50*.* As reported to the F&GP Cttee meeting of 12th July 2023 (see minute 4 iii), the company replied to say that they were currently not ready to take up that opportunity, but would be in touch again later*.* ***DISCHARGED***
4. **Minutes 3, 4 and 5, Extraordinary Full Council meeting, 12th April 2023 – Opening of Lloyds bank account.** The progression of Lloyds Bank account opening was the subject of the Extraordinary Council meeting at Full Council meeting on 26th April 2023. The Lloyds application process required submission of evidence of the declaration, plus a signed copy of the minutes. This final part of the submission was posted to Lloyds on Thursday 27th April. A response from Lloyds is now awaited. Each signatory should be contacted directly by Lloyds with their log-in details. It is understood that the account opening process can take up to 6 weeks. Still awaiting finalisation by Lloyds. A formal complaint was lodged with Lloyds bank over the excessive delay in them activating this account. A response to that complaint was received on Friday 4th August to say that the hold on all applications for this type of account has now been lifted by the bank and LMPC can expect the account to be opened. A letter of apology from Lloyds Bank is also to be forwarded to the Council.
5. **Minute 6, Extraordinary Full Council meeting, 12th April 2023 – to open bank account with The Charity Bank.** All administration work for this application is now complete. Its submission will include a signed copy of the Full Council minutes of 26th July 2023 and a copy of the Standing Orders.
6. **Minute 18, 22 March 2023 - mandate for inactive Santander accounts.** All administration work for this application is now complete. Its submission will include a signed copy of the Full Council minutes of 26th July 2023 and a copy of the Standing Orders.
7. **Minute 16, Full Council, 26 April 2023 - to provide a mobile phone for the use of the Parish Clerk on Council business in support of remote working.** The Parish Clerk followed up on a mobile phone deal with Tesco Mobile identified by Cllr Huggins. However following two lengthy calls with Tesco mobile, plus a visit to their phone shop, Tesco were unable to successfully progress the request in a way which treats the Parish Council as the customer. **ON HOLD** - This matter will be picked up again when time permits.
8. **Minute 9, Full Council, 28th June 2023 (VEWG) – to clarify the Council’s opinion on the possibility of a restriction, such as a kissing gate or chicane, at each end of Jubilee Walk to prevent access for cycles and horses.** As requested, the Parish Clerk wrote to Katie Black DC Rights of Way Ranger. She advised that both Jubilee Walk and Church Walk are designated as

“public footpath[s] so bikes and horse should not be travelling down […].” Regarding the matter of installing gates or chicanes she advised that **“**Sadly, installing a gate is not as easy as it sounds as permission needs to be sort from the Highway Authority (is me) and I need to advertise and there may be objections.   There are also limited reasons which enable gates to be installed, and standards which need to be maintained.”

Ms Blacksaid that she would be happy to meet to discuss this if required. The above response was passed back to the VEWG. It is understood that the Council Chair held a site meeting with her during week ending 5th August 2023. *The site meeting duly took place and covered a wide range of issues – however the above matter was overlooked. Cllr Bush indicated that he would raise this with Ms Black again.*

1. **Minute 13, Full Council 26th July 2023 –** **Proposed community event June 2023.** As requested the Parish Clerk contacted the Village Hall bookings Secretary to request a booking of the Village Hall for Saturday and Sunday 22nd and 23rd June 2024. This has been confirmed and the Council Chair was informed accordingly.
2. **Minute 13, Full Council 26th July 2023 –** **Proposed community event June 2023. Cllr Bush to contact the Lytchett Matravers Youth Football organisers to advise them that the Council has released its booking of the Village Hall on 8th and 9th June 2024 – which they may wish to contact the Village Hall bookings Secretary for regarding their football tournament.**
3. **Minute 19, Full Council 26th July 2023 - Cllr Bush to approach John Morgan of Dorset Council Estates Dept concerning the proposed survey of site adjoining the School for potential car park and sports facilities.** *It was confirmed that this survey took place during week ending 12th August.* ***DISCHARGED***
4. **Minute 20, Full Council 26th July 2023 - design for enhancement of Hannam’s Gate entrance to the Rec: Cllr Morgan to discuss this with Dorset Council and the Hannams Close Management Company.** It is assumed that the report back will be included within the VEWG reports in due course. ***DISCHARGED.***
5. Minute 29, **Full Council 26th July 2023 – continued failure of Aster Housing to maintain their children’s play area between Lockyers Way and The Spinney, or the pathways around it and the pathway connecting Abbotts Court and Wareham Rd.** As requested at the Full Council meeting on 26th July, The Parish Clerk copied the most recent correspondence on these matters to Dorset Cllr Brenton.

## 8. Chair’s announcements (for the purposes of report only).

There were none.

## 9. To receive a report from the Village Environment Working Group (for purposes of report only)

A summary report had been made available to all members ahead of this meeting and the contents were noted. A copy is associated at Appendix 1 to these minutes.

Cllr Morgan drew members’ attention the fact that the survey work on the field adjacent to the school site was being undertaken during week commencing 7th August. He also reported that he is working on the technical details of the proposals for the Sports Club / Scouts store between the Scout Hut and the Pavilion, Hannams Close gateway to the rec, and the village centre noticeboards.

## 10. To receive a report from the Highways Working Group (for purposes of report only)

A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 2 to these minutes.

Cllr Bush commented on the request from Cllr Huggins to carry out a survey of public opinions on a range of current highways-related initiatives. It was agreed that the matter of the school crossing should not be included in any such survey because this may cut across the consultation exercise which Dorset Council have indicated that they will be carrying out. However, it was agreed to include the following matters in the survey:

* 20mph speed limits
* High Street crossing
* Island in front of shops at Purbeck Parade.

## 11. Receive a report from the Neighbourhood Plan 2 Working Group (for purposes of report only).

A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 3 to these minutes.

**12. To receive a report from the Lytchett Matravers Youth Hall Working Group (for purposes of report only).**

A copy of the report was made available to all members ahead of the meeting, and is attached at Appendix 4 to these minutes. The Council Chair reminded members of the current position; i.e. that at the last meeting it had been agreed to undertake a reduced set of improvements extracted from the phase 1 planned works at a minimum spend of around £15K to get the building into operation as soon as possible – i.e. to include a refresh / refit of the toilet block, replace doors, refresh the kitchen area, install water heater and repaint internally. However, it is intended that Cllrs Barker, Bush and Morgan will meet week commencing 14th August to consider the longer term options for the building / site.

## 13. To receive and note the 2023-24 year to date bank reconciliation (for purposes of report only).

A copy of the bank reconciliation was made available to all members ahead of the meeting, and is attached at Appendix 5 to these minutes. It was **RESOLVED** to accept and approve this reconciliation.

## 14. To receive and consider a report covering 2023-24 year to date income and expenditure (for purposes of report only).

The report was made available to all members by the Parish Clerk. It was **RESOLVED** to accept and approve this***.*** The income and expenditure report is included in Appendix 5 to these minutes.

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

**Waiting list** There had been one new joiner to the waiting list since the last report, plus one other person who is an existing tenant who wishes to be considered for a specific second plot (next to his current one), if it ever becomes vacant. One person from the waiting list had taken a plot which became vacant at the end of July.

**Vacancies.** Currently all plots are let. One existing tenant who had been considering their capacity to work the plot, handed it back since the last meeting / report. It was offered to and immediately accepted by the next person on the list.

**Condition of plots.** Five plots are currently showing little or no signs of any recent activity. Of these, one had been re-let within the past 2 weeks. Of the other four, the tenants of two particularly neglectful ones have had personal home visits from the Clerk. It was proposed that if this did not result in improvement action by the end of August the Council should advise the tenants concerned that the plots will be taken back for re-letting. This action was **AGREED.** The tenants of the remaining two plots had indicated their intentions to bring the plots back into good condition as the weather improves. These plots are continuing to be monitored.

**16. To resolve to approve the following payments already made:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| British Telecom  | Office phone and broadband – July 2023 | 55.98 | 11.19 | 67.17 |
| SSE | Youth Hall electricity supply, quarter 2 2023/24 | 80.87 | 4.04 | 84.91 |

It was **RESOLVED** to approve the above payments already made.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total**  |
| T Watton | Clerk’s salary – August 2023.  | 1138.80 | 0.00 | 1138.80 |
| HMRC | PAYE & ENI – August 2023.  | 388.75 | 0.00 | 388.75 |
| Dorset County Pension Fund | LGPS pension contrib August 2023  | 420.13 | 0.00 | 420.13 |
| T Homer | Handyman duties, July 2023 | 354.28 | 0.00 | 354.28 |

It was **RESOLVED** to approve all of the above payments.

## **18. To note any training undertaken by members or the Clerk in the past month (for purposes of report only).**

None.

## 19. 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 (for purposes of report only).

None.

## 20. To note correspondence received (for purposes of report only).

The Parish Clerk reported on two items of correspondence, both of which had been provided to members ahead of the meeting:

* A letter from a resident requesting that Flowers Drove be included in any application to Dorset Council for 20mph zone(s) in the village.
* Two questions regarding the proposed Huntick Rd cycleway - in response to sight of the Working Group reports to the Full Council meeting on 9th August.

The meeting closed at 19:59 Annotated by/on ……………………………..Signed by……………………

**APPENDICES**

## APPENDIX 1

**Village Environment Working Group – Summary Report. August 2023**

**Working Group Objective:**

* Development and improvement of village amenities, principally within PC control
* Particular focus on Recreation Ground + Library Green areas + School Car Park/Sports Project.

**Working Group Participants:**

Ken Morgan, Alf Bush, Andrew Huggins, Karen Korenevsky, Vicky Abbot, Hannah Khanna

**Details:- Hannams Gate, Pond, Sports Pavilion/Scout Hut works, Boules, Table Tennis, Rocket Park, School Car Park/Sports Project.**

1. Hannams Gate. Design approved by PC.
2. Sports/Scout Bldgs Entrances, Stores, Terrace + T Tennis. Design approved by PC.
3. Pond – Survey measurements + levels + detailed design required.
4. Boules/Petanque Pitches – Layout/positions agreed. Detailed design required.
5. Village Notice Board Replacement – Design approved by PC.
6. Rocket Park – Surface – Continue with bark or replace with rubber compound – whole or part?
7. Finger Post Renovations – Progress on Upper X with discounted parts available. Assemble volunteer team for training + seek sponsorship.
8. Dog Area – additional planting required – Woodland Trust to supply. Autumn planting preferred.
9. Jubilee Walk – restriction required at Huntick Road end? See DC advice.
10. School Parking/Sports Project. Topographical survey quotation accepted.

**Dependencies:**

Hannams Close Management. Sports/Football Club. DC Highways. Funding/Grants.

**Status/Next Steps:**

* Proceed to detailed technical designs for Sports Pav/Scout Hut/PC stores Notice Board + Hannams Gate (Clear with Hannams Close Management) + Invite tenders.
* Boules/Petanque Pitches + Pond– Develop + agree designs and invite tenders.
* Arrange access/horse control and proceed with school car park/sports project topographical survey.

| Financial Forecast:(£000’s, excluding VAT) | 2023-24 | 2024-25 | 2025-26 |
| --- | --- | --- | --- |
| Expense to date |  |  |  |
| Forecast  | Sp/Pav /TT/Terrace 55Topo survey 1Hannams Gate 5Pond 15Notice Board 5Contingencies 20 | Rocket Park Surface 80Fingerposts 5Contingencies 30 | ? |
| Total | 101 | 115 | ? |

## APPENDIX 2

**Highways Working Group – Summary Report**

**August 2023**

**Working Group Objective:**

Review of all Highways related projects and establishing close liaison with Dorset Council Highways.

**Working Group Participants:**

Andrew Huggins, Ken Morgan, Alf Bush, Peter Webb, Beverly Barker, Rob Aspray

**Background:**

PC projects that require Dorset Council Highways interaction and agreement. To set up a more formal working arrangement with DC Highways to progress those projects.

**Dependencies:**

DC Highways approval and partial funding

**Status / Next steps:**

1. School Crossing – Highways have been given the green light to proceed with the Zebra crossing proposal, subject to various checks, audits, orders, etc. Probably Easter 2024 for installation.
2. Huntick Road Cycleway – apply for approval for next section - Rozalia Meadows to Jubilee Walk
3. High Street Crossing – apply for permission to install as a ‘place’ project.
4. Tesco Island – Create formal notice to Tesco of intentions with DCH approval. **\*AH to write to Tesco CEO office again.**
5. 20 MPH Zones – Apply for central village area to be set to 20 mph.
6. Drop kerbs – proposal deferred to Sept 2023 F&GP meeting for installation of dropped kerbs on the Spinney, Burbidge Close and Vineyard Close. Cost Approx £13.5K. Budgeted £15K
7. **Put together Survey Monkey survey go gauge public support for items 3,4,5 above.**

**Financial Forecast:**

| **Financial Forecast:****(£000’s, excluding VAT)** | **2023-24** | **2024-25** | **2025-26** |
| --- | --- | --- | --- |
| Expense to date |  |  |  |
| Forecast | 2551 | 802 | 1,0003 |
| Total | 255 | 80 | 1,000 |

Notes:

1. School crossing – 100, High St crossing 75, 20MPH – 30, Drop kerbs – 15, Huntick cycleway stage 2 – 35
2. Tesco forecourt - 80
3. Huntick cycleway stage 3 – 1,000

**Appendices:**

None

## APPENDIX 3

**Neighbourhood Plan 2 Working Group – Summary Report**

**August 2023**

**Working Group Objective:**

To renew the Lytchett Matravers Neighbourhood Plan (LMNP) in readiness for the Dorset Local Plan.

**Working Group Participants:**

Alf Bush (Chair), Ken Morgan, Micki Attridge, Karen Korenevsky, Peter Webb, Ian Taylor

**Background:**

The current NP1 was limited in scope by Purbeck District Council and further by the examiner. The plan was prevented from identifying any type of development and in addition many policies/strategies for the community were removed. e.g. infrastructure and employment requirements. A renewed plan is required to address the chronic erosion of the green belt over the last 40 years, to ensure development is beneficial to the community in addressing its needs. i.e. sustainability, CCE net zero, design standards, local employment, community infrastructure and amenities.

**Dependencies:**

* PLP2 adoption – delayed due to need for new hearing on Morden Park (July 2022)
* Judicial review approach
* DLP next consultancy stage
* DC were asked by the examiners to respond to several points by June 30, 2023. To date, there is no update on the website of DC responding to that request.

**Status/Next Steps:**

1. Local residents have managed to apply TPO to the tree valley between Deans Drove and Glebe Road, essentially an extension of the Foxhills valley. This will add as an impediment for the development of that valley proposed by DLP.

2. Look for other TPO opportunities

3. Update action plan in line with ongoing dialogue between DC Planning and PLP2 Examiners

4. Follow up with Wessex Water on wetlands and Natural England nitrates/phosphates

5. Continue work on draft NP2 policies

6. Work with CAN/CPRE on DLP issues

7. Follow up with DC on government reply to DLP delay letter

| **Financial Forecast:****(£000’s, excluding VAT)** | **2023-24** | **2024-25** | **2025-26** |
| --- | --- | --- | --- |
| Expense to date |  |  |  |
| Forecast | 10 |  |  |
| Total | 10 |  |  |

**Appendices:**

None

## APPENDIX 4

**Summary Report – Lytchett Matravers Youth Hall Working Group (LMYH WG)**

**AUGUST 2023**

**Working Group Objective:**

To review status of LM Youth Hall, propose options for regeneration and establish business plan for use.

**Working Group Participants:**

Beverly Barker (Chair), Ken Morgan, Chris Wilson, Alf Bush, Roger Ong

**Background:**

LMPC owner the Youth Hall (LMYH) building. It sits on land leased from DC until December 19, 2056 and covenanted to be primarily for youth oriented purposes. LMPC in discussion regarding land transfer – previously approved by DCC [6/12/2017] but requiring new application to DC.

LMPC intends to renovate building to provide multi-purpose public community space with a youth focus.

Qualified inspection indicated building structure was sound but in need of repairs and general improvements to ensure accessibility and sustainability, etc.

Indicative scope of work divided into two stages to ensure thoughtful approach to design and funding.

* Stage 1 - Getting building back into use. Assessing demand and building a solid business plan.
* Stage 2 - Renovating building to meet longer-term sustainability and energy efficiency requirements.

All approvals debated at Full Council. See minutes for further details <https://lytchettmatraverspc.org/full-council/>.

**Dependencies:**

DC – land transfer

**Status/Next Steps: Immediate needs and Stage 1 progress**

* Sept 2022: Electrical inspection and certification completed. Building insurance, PI, etc., updated.
* Replacement windows & doors: tendered and approved Jan ‘23. New double-glazed windows installed April ’23. New front door & fire door awaiting go-ahead as dependent on floor insulation decisions.
* Building Regulation agencies required to oversee SoW: Tendered April ‘23. JHAI approved at May ‘23.
* Grant and funding applications ongoing (ACRE, Levelling UP, Rockley Trust, Screwfix, etc.)
* Internal work: Tendered and approved May ’23, but designs changed in light of asbestos report, impact of inflation and related issues. New schedule of work (SoW) developed. Re-tendering underway July ‘23.

**Recommendations:**

Due to anticipated increase in costs and time-line, WG recommend Stage 1 internal work is sub-divided:

Part A: Undertake absolute minimum within existing layout to get hall open for business asap. Est. £15k Recommendation approved July ’23.

* + Doors: fit new doors with raised sill to allow for future floor insulation. WCs: repair walls, create accessible WC area, install vinyl flooring, service/refit water heaters & sanitary ware. Kitchen: refit sink & water heater; install fridge, coffee machine, etc. Repaint throughout (with volunteer help)

Part B: complete Stage 1 in full across Q4 ’23-Q1 ’24.

| Financial Forecast:(£000’s, excluding VAT) | 2023-24 | 2024-25 | 2025-26 |
| --- | --- | --- | --- |
| Expense to date | 10 |  |  |
| Forecast | 15 (now) +50 (Stage 1) | 200 (Stage 2) |  |
| Total | 75 | 200 |  |

Appendices: None

## APPENDIX 5

Bank reconciliation and 202 3/ 24 year to date report covering income and expenditure.

See associated .pdf file