

CORFE MULLEN TOWN COUNCIL
Towers Way, Corfe Mullen, Wimborne
Dorset, BH21 3UA
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NOTICE OF NEXT COUNCIL MEETING

Meeting of... **TOWN COUNCIL**
Time... **19.30**
Date... **TUESDAY 26 JANUARY 2021**
Place... **ZOOM ONLINE**

Join Zoom Meeting

<https://zoom.us/j/95637700734?pwd=TDZBV0F3TkJZdnRZUTBtaHR2MFpyZz09>

Meeting ID: 956 3770 0734

Passcode: 579323

A handwritten signature in purple ink that reads 'N Gray'.

Nicola Gray
Town Clerk
20 January 2021

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the meeting commences to enable members of the public to bring issues relevant to the Agenda to the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

Councillors will be discussing all the items listed on the agenda below.

AGENDA

PAPER

- | | | |
|------------------|--|----------|
| TC 20/131 | To Receive and Accept apologies for absence (LGA 1972 s85 (1)) | |
| TC 20/132 | To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations) | |
| TC 20/133 | To Approve minutes of meeting held on 12 January 2021 LGA 1972, sch 12, para 41 | A |

TC 20/134	To Note minutes of Committees: -	B
	<ul style="list-style-type: none"> • Finance & Administration Committee held on 10 November 2020 • Planning Committee held on 24 November 2020 • Planning Committee held on 15 December 2020 	
TC 20/135	To Approve Accounts for Payment	C
TC 20/136	To Approve Bank Reconciliations	D
	<ul style="list-style-type: none"> • December 2020 	
TC 20/137	To Approve the Draft Budget	E
TC 20/138	To Approve remaining Grants	F
TC 20/139	To Consider the Update on Flooding Issues at the Allotment Site	G
TC 20/140	To Consider Tree Planting in the Parish – Cllr Jefferies	Verbal
TC 20/141	To Note the Dorset Local Plan and Consultation	H – to follow
TC 20/142	To Consider a Neighbourhood Plan for Corfe Mullen	I
TC 20/143	To Note Clerk’s Update	Verbal
TC 20/144	To Note Mayor’s Report	Verbal
TC 20/145	To Note Dorset Councillors’ Report	Verbal
TC 20/146	Matters for Forthcoming Agendas No decisions can be taken ¹	Verbal
TC 20/147	To Resolve to exclude members of the press and public – to agree that agenda items TC 20/57 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admissions to Meetings) Act 1960.	
TC 20/148	To Consider Quotes for CCTV and Approve Successful Quote.	J – to follow
TC 20/149	To Consider and Approve Recommendations from Staffing Sub-Committee	K – to follow
TC 20/150	To Agree a date and time for the next meeting – the date of the next meeting will be 23 February 2021 at 19:45 via ZOOM.	
TC 20/151	Close of meeting	

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 12 January 2021 via Zoom on the rising of the Finance & Administration Committee

Present:

Councillors
D Sowry-House (Mayor)
M Barron
A Craven
D Everett
P Harrison
A Holland
P Holland
B Honeyman
T Howard
S Jefferies
J Lortie
D Mattocks
P Purvis
J Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Town Clerk) (minute taker)

Public Participation

There were no members of the public present.

TC 20/123 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

No apologies for absence were received.

TC 20/124 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

The following declarations of interest were made:

Cllr Harrison as a Trustee of the Youth Trust, Growing Compassionate Communities, and a member of the Carnival Committee.

Cllr Craven as Clerk to the Phelipps Trust.

Cllr Jefferies as Chairman of the Youth Trust and a Trustee of Corfe Mullen Sports Association.

Cllr Honeyman as a Trustee of the Youth Trust.

TC 20/125 To Approve minutes of meeting held on 15 December 2020 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 15 December 2020 were APPROVED.

TC 20/126 To consider recommendation from the Finance & Administration Committee regarding Grant Applications: **B**

The recommendations from the Finance & Administration Committee relating to small grant applications for 2020/21 were considered and discussed by members and it was agreed to award the following grants:

Organisation	Project Cost £	Requested £	Suggested £	Approved £
East Dorset Beekeepers Association	170	170	170	170
Phelipps Charity	Varies upon number of applicants	500	250	100
Corfe Mullen Foodbank	520.81	520.81	520.81	520.81
Vision Wimborne Dial-a-ride	None specified, as ongoing costs.	500	250	150
Corfe Mullen Carnival	10,000	1,250	800	800
Growing Compassionate Communities	800	800	350	200
Corfe Mullen Carnival Christmas Lights Appeal Fund	7,500	2,000	1500	1500
East Dorset Tourist Information Centre	Unknown	500	400	200
		Total: £6240.81	£4240.81	£3,640.81

Remaining grant applications from East Dorset Citizens Advice, Legs and Company Leg Club and Corfe Mullen Fun Run and Children's one-mile Fun Run were all held and would be further considered once further information from the organisations had been received.

It was agreed at the request of the Mayor to have the Remembrance Sunday wreath donation of £50 allocated from the Chairman's allowance rather than awarded as a small grant.

A total of £710 remained unallocated. Cllr Sowry-House proposed to agree the recommendations from the Finance & Administration Committee, which was seconded by Cllr Harrison as Chair of the Finance & Administration Committee and unanimously agreed by members.

It was **RESOLVED** that the Council in accordance with its powers under sections 137 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

East Dorset Beekeepers Association £170
Phelipps Charity £100
Corfe Mullen Foodbank £520.81
Vision Wimborne Dial-a-ride £150
Corfe Mullen Carnival £800
Growing Compassionate Communities £200
Corfe Mullen Carnival Christmas Lights Appeal Fund £1,500
East Dorset Tourist Information Centre £200

It was **RESOLVED** to consider the outstanding grants once further information was received and reallocate the poppy donation from the Chairman's allowance.

Cllr Jefferies noted discussion at the Finance & Administration Committee relating to organisations returning unspent grants and asked if the Carnival Committee would be returning monies due to event not going ahead during the Covid-19 pandemic. Cllr Harrison understood the unspent grants relating to the Carnival had been returned.

Revenue funding for Corfe Mullen Youth Trust 2021/22

It was noted previously, the Town Council had unanimously agreed to support the Youth Trust for 2021/22 totalling £36,540 to cover rent and salary costs.

Members also noted the comments made at the previous year's meeting whereby discussion in respect of the Youth Trust pursuing funding from other sources took place and the need to discuss this further before awarding any further revenue grants to the Youth Trust.

The revenue funding for Corfe Mullen Youth Trust was NOTED.

TC 20/127 To consider recommendations from the Finance & Administration Committee on draft Budget and Precept for the 2021/22 financial year

The recommendations from the Finance & Administration Committee relating to the draft budget and Precept for the 2021/22 financial year were considered by members.

Cllr Sowry-House proposed to agree to the recommendations to increase the Precept for the 2021/22 financial year by 20%, which was seconded by Cllr Harrison. Of the 14 members present 10 members voted in favour and 4 members voted against the proposal. There were no abstentions.

It was **RESOLVED** to increase the Precept for the 2021/22 financial year by 20% which would equate to £16.04 per annum, or £1.34 per month, or 4p per day on a Band D Property.

It was **RESOLVED** to revisit the draft budget for final approval due to the lack of time left in the meeting to facilitate a line-by-line check, although any changes would not impact the precept agreed, only provide a minor decrease or increase to the level of reserves to be used.

The Clerk noted the Dorset Local Plan and Neighbourhood Plan would be included on the agenda for discussion at the next meeting scheduled on 26 January 2021.

Cllr Sowry-House asked if the Dorset Councillors present had any further updates to share with members. Cllr Barron advised all households would receive a 'stay at home, protect the NHS, save lives' Covid-19 campaign leaflet week commencing 18 January 2021. Cllr Harrison had no further update.

TC 20/129 To Agree a date and time for the next meeting

The date of the next meeting would take place Tuesday 26 January 2021 at 19:45 via ZOOM.

TC 20/130 Close of meeting

The meeting closed at 20:50.

Signed

Date

DRAFT

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



**Minutes of the Meeting of Finance & Administration Committee held at 7.45pm
on Tuesday 10 November 2020 on Zoom online**

Present: **Councillors**
Paul Harrison (Chair)
Adrian Craven
Anne Holland
Paul Holland
Tim Howard
Phil Purvis
Duncan Sowry-House
Julia Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Town Clerk) (minute taker)

Public Participation

There were two members of the public present.

FA 20/01 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

No apologies for absence were received.

FA 20/02 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Harrison declared interests relating to being a Trustee of the Youth Trust, Carnival Committee, and the Town Council's representative for the Corfe Mullen Sports Association along with being on the Committee of Corfe Mullen Dementia Friendly. No other declarations of interest were noted.

FA 20/03 To Approve minutes of meeting held on 14 January 2020 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 14 January 2020 were APPROVED.

FA 20/04 To Approve Accounts for Payment **B**

Cllr Craven noted the Sage monthly invoice costs for the Village Hall and asked if these costs could be recharged in line with the process followed for consumables. The Clerk confirmed the Sage costs relating to the Village Hall must be kept separate and therefore, a recharge was not possible.

It was RESOLVED to APPROVE the Accounts for Payment.

FA 20/05 To Note the Budget Monitoring Report for the quarter ended 30 September 2020

C

Members received the Budget Monitoring Report for quarter ended 30 September 2020. Cllr Craven queried entries within the report as follows:

1. Allotment Rents: why was the rental income lower than expected? The Clerk confirmed this was due to some raised beds being unoccupied.
2. Provision of pavilion and tennis income: this was believed to be related to the pavilion lease not being renewed resulting in the Town Council taking overall responsibility and the potential for income for the use of pitches and courts which did not happen due to the two year extension being granted. The Clerk agreed to investigate further and report back at the next meeting.
3. Provision for new posts: why was there an underspend? The Clerk confirmed 1.5 FTE Grounds Staff were in place from 1 September 2020 and 1 FTE Deputy Clerk post in place from 1 October 2020. Therefore, the actuals would fall in line with expected spend.
4. DAPTC: what did this relate to? The Clerk confirmed this was for annual membership to the county association, which was essential and had now been paid in full for the year.
5. Parish Newsletter: was the newsletter no longer being produced? The Clerk confirmed publishing had been put on hold because of the Covid-19 pandemic.
6. Youth Centre Revenue Grant: was the Youth Centre open? The Clerk confirmed the Youth Centre was closed and she was mediating between the Wimborne Academy and the Youth Trust on the re-opening of the Youth Centre. It was noted the grant covered Youth Centre staff salaries and as the youth staff had been furloughed it would be reasonable to request how the grant had been spent.
7. Section 106 Receipts: was recent receipt totalling £124,344.40 expected? The Clerk confirmed the monies related to the old allotment site and was not included in the 2020/21 budget by the previous Clerk as it was unclear when the monies would be received.

Discussion took place on how Section 106 receipts could be spent. The Clerk advised spending of Section 106 monies was quite prescriptive and agreed to provide the full Council with further information by email.

Cllr Harrison thanked the Clerk for the good report which was well formatted and straight forward to understand.

The Budget Monitoring Report for quarter ended 30 September 2020 was NOTED.

FA 20/06 Matters for forthcoming agendas No decisions can be taken¹

- Draft Budget and Precept for 2021/22 financial year

FA 20/07 To Agree a date and time for the next meeting - the date and time of the next meeting will be 7.45pm on Tuesday 12 January 2021 via Zoom.

Signed as a correct record of the meeting..... *Date*.....

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**Minutes of the Meeting of Planning Committee held at 7pm
on Tuesday 24 November 2020 on Zoom online**

Present: **Councillors**
A Holland (Chair)
M Barron
D Everett
B Honeyman
T Howard
D Mattocks
D Sowry-House
J Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Clerk) (minute taker)

Public Participation

There were two members of the public present.

Cllr A Holland welcomed everyone to the meeting and invited members of the public present to raise any issues pertaining to the agenda.

Mr and Mrs Hoar introduced themselves and thanked the Committee for letting them join the meeting to provide some background and to note their objection to planning application no: 3/20/1482/HOU, which impacted them as neighbours living at 6 Croft Close.

Mr and Mrs Hoar annotated their objections in respect of the impact to their property due to loss of sunlight, privacy, and detriment to their quality of life along with the proposed extension changing the character of Croft Close. They further noted the incorrect elevations which had been submitted in the application.

Cllr A Holland thanked Mr and Mrs Hoar for their clear explanation and opened the meeting.

PC 20/38 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence.

PC 20/39 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

PC 20/40 To Approve minutes of meeting held on 10 November 2020 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 10 November 2020 were APPROVED.

PC 20/41 To Note Planning Decisions Report **B**

Cllr A Holland noted the planning application at Berkeley, Newton Lane for which the Committee had made no objections. However, Dorset Council had refused permission due to the proposed development being within the south east green belt and the outline application for 69 new dwellings on land south of Lambs Green Lane being withdrawn.

The report was NOTED.

PC 20/42 To Consider the following applications received from Dorset Council:

Application No: 3/20/1482/HOU Applicant: Mr & Mrs V Allen Agent: Williams Lester Architects, Colehill	Two storey side extension, demolish existing single storey extension. 8 Croft Close
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117176&cuuid=FF623427-D9D5-4D26-A163-06B97A220173	

Cllr A Holland advised she had visited the site and met with Mr and Mrs Hoar of 6 Croft Close to discuss the planning application and could understand their objections.

Cllr Sowry-House advised he had also looked at the site as the plans appeared large and not consistent with the neighbouring properties. He further noted the Committee could only comment on the material planning considerations, which Mr and Mrs Hoar had expressed very well, however to further emphasise, the design was not consistent with the neighbouring properties, there was loss of visual amenity, loss of daylight, and a serious impact on privacy by being overlooked.

Cllr Everett noted Central Avenue was designated an area of special character due to the trees, which was adjacent to Croft Close.

The Committee agreed to object to the application based on the material considerations discussed.

RESOLVED to object to the proposed planning permission as follows:

- Loss of visual amenity
- Loss of privacy to neighbouring properties by being overlooked
- Loss of daylight to neighbouring properties
- Design of proposed extension disproportionately large and not consistent and in character with neighbouring properties
- Adjacent to special character area

The two members of the public left the meeting.

Application No: 3/20/0775/FUL Applicant: Ray Russell	Erect palisade fencing around perimeter approx. 400 meters by 2.4 meter high. Gandel Ltd, Beacon Hill, Wareham Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=116468&cuuid=06194899-B478-4153-BB41-72D555958939	

Cllr A Holland noted the application was to erect a metal fence to protect the business premises and stock. Cllr Sowry-House asked how the current business was managing without a perimeter fence and Cllr A Holland believed the business was changing and required additional protection.

RESOLVED there were no objections or issues noted.

Application No: 3/20/1095/HOU Applicant: Mr C Hamling Agent: BeMa Architects, Poole	Single storey side extension with the addition of a dormer roof and two rooflights. (Amended plans) 34 Blythe Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=116789&cuuid=6915B65F-9DAE-47CE-8963-67150F2C9FF5	

Cllr A Holland noted the Committee did not object or raise any issues with the previous application. However, the amended plans included the addition of a dormer roof with roof lights. Cllr A Holland advised the neighbours at 36 Blythe Road had written in relating loss of privacy due to roof lights looking directly into their back garden and requested obscure glazed windows. Members agreed this was a reasonable request.

RESOLVED there were no objections, however, consideration to be given to a request for obscure window glazing as part of granting permission.

Application No: 3/20/1414/HOU Applicant: Mr R Butler, Pure Town and County Planning, Bournemouth Agent: Mr D Howells, Pure Town and County Planning, Bournemouth	Application to vary condition 2 of planning application 3/17/0708/FUL. Remove derelict dwelling and replace with five bedroom house and garage' in order to alter the design of the roof 150 Springdale Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117109&cuuid=751FF94A-B1B4-4417-9D2C-87860AAD5BE2	

Cllr A Holland advised the dwelling had been derelict for some time and noted planning permission was granted in 2017 with the garage already built. However, the application to vary condition of planning application was to alter the roof design and fenestration of the house.

RESOLVED there were no objections or issues noted.

Application No: 3/20/1644/HOU Applicant: Mr J Ringsell Agent: Mr N White, Corfe Mullen	Single storey rear extension. 4 Buddens Meadow, 32 Hillside Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117338&cuuid=BBD18982-9B51-4753-9283-D557FB9D2EE9	

RESOLVED there were no objections or issues noted.

Application No: 3/20/1728/HOU Applicant: Mrs Horne Agent: mk3designs, Broadstone	Replacement Conservatory. 77 Highfield Road
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117422&cuuid=76F0CF30-55F0-46B9-985F-FF5CF955F33E	

RESOLVED there were no objections or issues noted.

PC 20/43 Matters for forthcoming agendas No decisions can be taken¹

The zoning on the Dorset Local Plan was discussed in respect of the implications for Corfe Mullen. Cllr Barron and the Clerk advised an update would be provided at the full Town Council Meeting following this Planning meeting.

PC 20/44 To Agree a date and time for the next meeting - the date and time of the next meeting will be 19:00 on Tuesday 15 December 2020 via Zoom.

Signed as a correct record of the meeting.....

Date.....

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**Minutes of the Meeting of Planning Committee held
on Tuesday 15 December 2020 at 19:00 via Zoom**

Present: **Councillors**
A Holland (Chair)
M Barron
D Everett
D Mattocks
D Sowry-House
J Stennett

In Attendance: Nicola Gray (Town Clerk)
Catherine Horsley (Deputy Clerk) (minute taker)

Public Participation

There was one member of the public present.

PC 20/45 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr T Howard, due to personal reasons. Cllr B Honeyman was not present.

PC 20/46 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

PC 20/47 To Approve minutes of meeting held on 24 November 2020 LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 24 November 2020 were APPROVED.

PC 20/48 To Note Planning Decisions Report **B**

Members noted the number of tree decisions during the reporting period.

The report was NOTED.

PC 20/49 To Consider the following applications received from Dorset Council:

3/20/1748/FUL Applicant: Mr Paul Clarke	Erect new boundary fence/hedge to part of site. (Renewal of previous planning permission which has expired PA3/16/2439/FUL). The Caravan Company Co, Lake Gates
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<https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117442&cuuid=876A0510-765B-4DC5-B768-7F2AE6890126>

Cllr A Holland noted the application related to the renewal of the previous planning permission to erect a new boundary fence/hedge to part of the site.

RESOLVED there were no objections or issues noted.

3/20/1595/HOU Applicant: Mr Tobias Elliott	Raise roof to create first and second floor habitable accommodation and internal alteration. Erect new garage. 28 Central Avenue
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117289&cuuid=612FF721-E5B3-4867-BCEA-AFFFEF014409B	

Cllr A Holland advised the current dwelling was a bungalow with the plan to raise the roof and erect a garage, which would be in line with other nearby properties. The plan did not affect the trees; however, a tree survey had been carried out and one beech tree which bordered the footpath to Towers Way would be felled as it was considered dangerous.

RESOLVED there were no objections or issues noted.

Cllr Barron joined the meeting.

3/20/1642/HOU Applicant: Mr R Jeffreys Agent: Plan Build 3D, Poole	Front and rear extensions. 25 Southlands Avenue
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117336&cuuid=7D01347F-1C6F-403C-9B39-EAF88C45889C	

Cllr A Holland acknowledged the plan was for single storey extensions which provided a better layout with the dwelling being longer, in line with other nearby properties.

RESOLVED there were no objections or issues noted.

The following applications related to Certificate of Lawfulness for existing use or development and were not planning applications:

3/20/1720/CLE Applicant: Ms D Brown, Pure Town Planning, Bournemouth Agent: Mr Darryl Howells, Pure Town Planning, Bournemouth	Positioning and the use of a mobile home as a unit of self-contained habitable accommodation as a dwelling. Utopia, Brickyard Lane
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117414&cuuid=69532CB6-52DA-4105-930B-3726F13E1D8A	

Cllr A Holland noted the application related to the positioning and use of a mobile home as a unit of self-contained habitable accommodation as a dwelling. Members had no further information available, therefore were unable to comment.

RESOLVED no comments to note.

3/20/1828/CLE Applicant: Mr & Mrs Townsend Agent: Mr N Bichard	Separate residential dwelling. Annexe, 2 Insley Crescent
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Bradbury Bichard, Broadstone	
https://eastplanning.dorsetcouncil.gov.uk/plandisp.aspx?recno=117522&cuuid=BC72F4BB-2CD7-45F5-AAA1-27B8E2838C83	

Cllr A Holland advised the application related to a separate residential dwelling tied to the existing dwelling. It was noted in 2012 an application to convert the detached garage into a self-contained dwelling was refused and went to appeal, which was won along with damages.

Cllr Sowry-House noted other properties in Insley Crescent had also converted their garages and that the planning authority may not look favourably to the dwelling becoming a separate address as it was usual in respect of land registry purposes to remain part of the existing property. It was agreed there was no evidence of unlawfulness.

RESOLVED no comments to note.

PC 20/50 Matters for forthcoming agendas No decisions can be taken¹

No items were noted.

PC 20/51 To Agree a date and time for the next meeting - the date and time of the next meeting will be on Tuesday 12 January 2021 at 19:00 via Zoom.

Signed as a correct record of the meeting.....

Date.....

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CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 January 2021

Agenda Item: TC 20/136

Paper: D

Subject:	Bank Reconciliation		
Purpose of Report:	To approve bank reconciliation for December 2020		
Background:	Bank reconciliation provides the Town Council with details of bank statements and working balances		
Key Points:	Bank reconciliation 31.12.20		
	Scot Widows Business Deposit		500.88
	Petty Cash		0.18
	Cooperative current	24239.65	
	less unrec. Payments	0.00	
	add unrec. Receipts	25.00	24264.65
	Cooperative dep. a/c		2.86
	Coop Charge Card		-464.84
	Public Sector Deposit Fund		417187.05
	Total		441490.78
Implications:	Where figures do not tally, accounting errors may be the cause.		
Recommendation:	To recommend approval of bank reconciliation for December 2020.		

Nicola Gray
Town Clerk



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 January 2021

Agenda Item: TC 20/135

Paper: C

Subject:	Accounts for Payment
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Purpose of Report:	To approve the accounts for payment as scheduled.
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Accounts for Payment 26.01.21			
TOWN COUNCIL ITEMS			
DATE	METHOD	DETAILS	£
13.01.21	IB	Thomas A Tanner - living Christmas tree (retrospective)	35.00
18.01.21	IB	East Dorset Beekeepers - 20-21 Grant (retrospective)	170.00
18.01.21	IB	Corfe Mullen Foodbank - 20-21 Grant (retrospective)	520.81
18.01.21	IB	Vision Wimborne Dial a Ride - 20-21 Grant (retrospective)	150.00
18.01.21	IB	Growing Compassionate Communities - 20-21 Grant (retrospective)	200.00
01.01.21	IB	Vision ICT - Email hosted accounts for Councillors (annual charge)	302.40
04.01.21	IB	ESPO - locking toilet roll holders rec toilets	18.00
12.01.21	IB	AYS Skip Hire - skip exchange recreation ground	396.00
08.01.21	IB	Unique Fire & Security - office intruder alarm takeover	162.00
01.01.21	IB	K9 - Keyholding for groundstaff building Jan - Jun 2021 + 5 callouts	492.00
31.12.20	IB	K9 - December security & patrols for recreation ground	792.00
11.01.21	IB	Arco - groundstaff clothing	34.40
11.01.21	IB	Arco - groundstaff clothing	16.19
05.01.21	IB	Rigby Taylor - filters for line marking machine	43.80
22.12.20	IB	B & Q - toilet seat g'staff building	29.00
19.01.21	IB	Amazon - warning triangles for work vehicles & date stamp for office	16.96
19.01.21	IB	Amazon - Year planner for groundstaff	6.29
19.01.21	IB	Amazon - emergency torches for work vehicles	13.97
18.01.21	IB	Arco - gloves for groundstaff x 10	151.80
05.01.21	IB	Ellis Whittam - E-learning Jan 21 - Jan 22	788.40
19.01.21	IB	DAPTC - Neighbourhood Plan online training NG	39.00
06.01.21	dd	DWP - waste & recycling collections December	171.90
05.01.21	dd	S Electric - streetlight energy December	68.44
10.01.21	dd	UK Fuels - fuel	70.37
15.01.21	dd	British Gas - monthly office electricity	259.43
14.01.21	dd	Chubb - fire extinguisher rental g'staff building - February	18.06
17.12.20	card	Tesco Mobile - top up J Case	20.00
TOTAL			4986.22
VILLAGE HALL ITEMS			
11.01.21	dd	Gazprom - December usage	249.73
TOTAL			249.73

Recommendation:	To APPROVE the Accounts for Payment.
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Nicola Gray
Town Clerk



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 January 2021

Agenda Item: TC 20/137

Paper: E

Subject:	Budget and Precept Setting
Purpose of Report:	To agree the budget for 2021-22 along with subsequent Precept for recommendation to Full Council.
Background:	Each year the Council agrees its income and expenditure budget which in turn determines the precept to be applied for from Dorset Council.
Key Points:	<p><u>Budget</u></p> <p>The following should be noted in respect of income for the 2021-22 financial year:-</p> <p><u>Income</u></p> <p><i>Cemetery</i> – There are now no further burial plots available and only a few ashes plots remaining, therefore income from the cemetery will be significantly reduced.</p> <p><i>Remaining income streams</i> – remain static or reduced based on the current year.</p> <p><i>CIL Receipts</i> – estimated.</p> <p><u>Total Draft Income (not including precept or exceptional income)</u> <u>= £15,110</u></p> <p><u>Expenditure</u></p> <p><i>Employees</i> – the new posts provided for in the previous financial year were amended and the new structure is now in place, therefore no further provision is required. There is no provision for a cost of living or pay award in 2021 as the indication from NALC is that there will be no pay increase awarded in the 2021-22 financial year for Local Authority staff. However, an increase has been factored in respect of the contractual agreement for the Clerk and Deputy Clerk rising by 1 SCP on completion of the CiLCA and ILCA qualifications due no later than May and October 2021.</p> <p><i>Staff Travel</i> – has been decreased due to the reduced travel which has taken place and is likely to continue in 2021-22.</p> <p><i>Recreation</i> – This budget covers all the Ground Staff work, including any vandalism repairs within the parish and ad hoc work not planned, such as fly tipping removal. The parish has seen an increase in vandalism and general anti-social behaviour which results in additional work and therefore there is an overall increase to facilitate this, along with the planned works required in respect of security, increased maintenance due to wear and tear and cleaning provision of public toilets in light of the Covid-19 pandemic.</p>

Dog Warden – a small increase to cover any additional increase in the charge made from Dorset Council.

Tree Planting – the increase is to provide funds for a potential project in respect of tree planting which has already been agreed in addition to possible tree planting for the platinum jubilee in early 2022 which has not yet been agreed.

Pavilion/Tennis Courts – reduced to zero as the lease was agreed to be renewed for a further 2 years.

Professional Services – decreased but still required for possible neighbourhood plan consultancy and initial pavilion investigations.

Staff Training – increased to allow for new grounds staff to receive training and Clerk and Deputy Clerk training.

Hire of Rooms – reduced due to the online meetings continuing and NALC's indication that some meetings would continue to be held virtually with a minimum number held face to face in the future.

Parish Newsletter – reduced as this has not been produced during 2020-21, but consideration for communication to the parish required in respect of any neighbourhood plan, consultations, and potential restart of the newsletter in 2021-22.

Chairman's Allowance – reduced due to lack of expenditure for the last 2 years.

Website/Computer costs – has seen an increase due to the Covid-19 pandemic and resulting working from home arrangements. Despite any vaccine, it would be prudent to maintain the arrangements in future to provide resilience for the Town Council.

Election Costs – reduced due to the likelihood of an election being required in 2021-22, but a modest amount retained as a precaution.

Office Expenses – increased due to the additional member of staff and the proposed security arrangements in respect of CCTV.

Climate Change – reduced due to lack of action because of Covid-19 but modest budget remains for any potential expenditure in 2021-22.

Vehicle and Plant – maintained with modest increase due to the older truck which is requiring more maintenance expenditure each year, along with a number of pieces of plant equipment which also aging, all of which will require increased maintenance.

Allotments – increased due to the maintenance required at the site, including the provision of compost bay turning which cannot be done in house as the Council do not own the necessary equipment.

Exceptional and Capital Expenditure

	<p>Loan Repayments – based on payment statements forecast for the remaining 3 years.</p> <p>Plant Replacement – to replace several larger maintenance items such as line painting machine, drill etc., requested by Head Groundsman.</p> <p>Chapel Repairs – several issues with the chapel have been raised by the Community Services Committee, including exterior works required.</p> <p>Platinum Jubilee Celebration – the initial jubilee falls within the 2021-22 year with the main bank holiday celebration falling within the 2022-23 financial year. This budget is to provide for any celebration the Town Council may like to consider in addition to the tree planting already budgeted for.</p> <p>Building revaluation – required every 3-5 years and is due in 2021-22 financial year to provide accurate information to insurers and updating of the Town Council’s asset register. The monies cover the surveyor’s costs.</p> <p>Trailer for Grounds Team – request to purchase a trailer to facilitate the movement of the ride on mowers around the village more quickly and efficiently, along with the ability to make less journeys with rubbish and cutting etc, which is beneficial to both cost and environment.</p> <p>Allotment Improvements – communal shed and other ongoing works not covered in the general allotment budget such as consideration for the flooding issue.</p> <p>Remaining items are zero as historical but remain in the budget list for comparison information.</p> <p><u>Total Draft Expenditure = £433,643</u></p> <p><u>Precept</u></p> <p>The Town Council agreed a 20% precept which requires the Town Council to use £60,599 of reserves, however, the Council could were not able to finalise the draft budget due to time restrictions.</p>
<p>Implications:</p>	<p>Application for Precept cannot be made without the Budget being agreed.</p> <p>Members not knowing what the budget is set at may result in projects not being achieved due to lack of funds.</p>
<p>Recommendation:</p>	<p>To recommend the Committee considers and approves the draft budget.</p>

Nicola Gray
Town Clerk

	2019-2020	to	2020-21	to	to		2021-22		
	BUDGET	31.03.20	BUDGET	31.12.20	31.03.21		Projected		
	£	Actual	£	Current	Estimated		£		
INCOME	£	£	£	£	£		£		
Precept	297412	297412	312253	312253	312253		372635	60381.50	19.34%
Cemetery Fees	14400	17000	12000	6447	7000		3500		£16.04 increase
Bank interest	1650	1715	1650	541	600		750		(£1.34 per month)
Allotment Rents	34	1050	1235	1566	1600		1500		
Recreation	860	974	980	1505	2100		850		
FOI income	20	5	20	0	0		0		
Booklet sales	12	25	24	4	4		0		
Other income	60	70	72	53	53		10		
Provision: pavilion/tennis income (3m)	0	0	4200	0	0		0		
TOTAL INCOME	314448	318251	332434	322369	323610		379245		
EXPENDITURE									
Employees	£	£	£	£	£		£		
Salary & wages	162413	169500	193933	138115	170000		246000.00		
Provision for new posts	0	0	48434	18712	46100		0		
Travelling expenses	500	500	750	14	50		500		
TOTAL	162913	170000	243117	156840	216150		246500		
Recreation	£	£	£	£	£		£		
Grounds maintenance & staff facility, rec and Springdale	34000	30000	35400	22111	35000		39000		
Insurance	531	440	460	389	400		450		
Rent - DCC	550	550	650	0	0		650		
Play Equipment maintenance	2500	7500	2500	2154	4110		2500		
Dog wardening	4000	3705	5000	1520	6000		5500		

Community orchard maintenance	600	100	300	0	0	200		
Tree planting	0	0	500	0	0	2500		
Provision for pavilion/tennis courts maintenance	2400	0	3300	0	0	0		
Uniform	0	0	0	0	0	2000		
TOTAL	44581	42295	48110	26175	45510	52800		
General Admin	£	£	£	£	£	£		
Professional services	2882	4250	9950	2791	6000	9000		
Staff training and prof fees	770	355	1430	1960	2200	2000		
Member training	2000	1500	1200	0	0	1000		
Insurance	2500	2069	2000	1867	1900	2000		
DAPTC	1288	1287	1350	1314	1314	1400		
Audit fees	1550	1750	1850	850	1830	2000		
Hire of rooms	1200	1850	2400	0	0	1000		
Advertising	500	925	1250	398	398	1000		
Members travelling exps	185	150	185	0	0	150		
Chairman's allowance	1500	150	1500	28	28	500		
Parish Newsletter	1885	1955	2500	0	0	1500		
Publications & subscriptions	200	95	200	245	300	500		
Website/software/comp maint	1850	2500	2500	3622	4000	4000		
PWLB loan interest	1300	1073	1400	831	1215	590		
Election costs	10000	4421	2000	0	0	1000		
Miscellaneous	170	100	36	31	50	50		
Lockyers Hub rent (net of CMYT rent)	1854	900	0	0	0	0		
Civic expenses	0	0	0	0	0	0		
TOTAL	31634	25330	31751	13937	19235	27690		

Office Costs	£	£	£	£	£		£		
Postage, Printing & Stationery	915	550	750	530	700		800		
Telephone/Internet	1680	1250	650	715	850		1250		
Office Expenses	7625	7500	7380	7072	8000		9000		
TOTAL	10220	9300	8780	8317	9550		11050		
Climate Change event and measures	0	100	2000	0	0		1000		
Vehicles & Plant	£	£	£	£	£		£		
Licence & Insurance	990	990	1600	2051	2200		2500		
Petrol/Repairs	4000	2500	6000	2128	4000		6000		
TOTAL	4990	3490	7600	4179	6200		8500		
Cemeteries	£	£	£	£	£		£		
Insurance	373	309	340	266	270		300		
Rates and utilities	2750	2750	2795	2627	2750		2800		
Repairs & maintenance	2500	5500	3200	1397	2000		2500		
TOTAL	5623	8559	6335	4290	5020		5600		
Grants to outside organisations	£	£	£	£	£		£		
Small grants programme/donations	5650	5900	7500	50	7500		8000		
Youth Centre revenue grant	36619	37221	36350	27263	25000		37000		
Corfe Mullen Village Hall - contribution to improvements	0	0	15000	15000	15000		0		
Carnival Christmas Tree Project	0	475	500	0	500		2500		
TOTAL	42269	43596	59350	42313	48000		47500		

	£	£	£	£	£		£		
Street lighting/signs/bus shelters	5500	2200	1800	4053	4053		2000		
Allotments	£	£	£	£	£		£		
Rent of land	1	1	1	0	1		1		
Water	750	0	750	0	750		1000		
Maintenance	250	2000	2400	4558	5000		5000		
Legal fees new site	0	1297	0	0	0		0		
Compensation	0	0	0	-200	0		1000		
TOTAL	1001	3298	3151	4358	5751		7001		
	£	£	£	£	£		£		
TOTAL EXPENDITURE	308731	308068	409994	264461	359469		409641		
Net surplus/(deficit)	5717	10183	-77560	57907	-35859		-30397		
EXCEPTIONAL AND CAPITAL INCOME	£	£	£	£	£		£		
Capital Grant - Finger Post CPRE	0	0	0	800	800		0		
CIL receipts	7055	10273	5000	6248	6500		5000		
Section 106 Receipts	0	0	0	124344	124344		0		
TOTAL EXCEPTIONAL INCOME	7055	10273	5000	131393	131644		5000		
	£	£	£	£	£		£		
EXCEPTIONAL AND CAPITAL EXPENDITURE									
PWLB Loan repayments	8975	9211	9300	9453	9453		9702		
Earmarked reserves:	78945	48202							
Plant replacement			2500	0	1700		2000		
Display boards			1200	0	0		0		
Litter/dog bin replacements			2500	0	500		2000		

Accessibility enhancements	2000	2000	5000	0	0	0			
Allotments impts	10000	4766	2000	17650	20000	7500			
Highways impts net of CIL 20-21	0	5000	10000	4294	4294	2500			
Towers Way fence (net of CIL)	0	13000	0	0	0	0			
Van			25000	16511	16511	0			
CIL expenditure: Henbury 19-20, highways enhancements 20-21	7055	10273	5000	2413	2413	0			
New VoIP phones	0	215	0	0	0	0			
Live streaming equipment	0	151	0	0	0	0			
New bus shelter Wareham Road	0	6295	0	0	0	0			
Provision for staffing review/revaluation	2500	0	0	0	0	0			
Chapel Repairs						6000			
Platinum Jubilee Celebration						2000			
Building Revaluation						1000			
Trailer for Grounds staff Team						2500			
TOTAL EXCEPTIONAL EXPENDITURE	109475	99113	62500	50321	54871	35202			
Net exceptional/capital surplus/deficit	-102420	-88840	-57500	81072	76773	-30202			
NET OVERALL SURPLUS/DEFICIT	-96703	-78657	-135060	138979	40914	-60599			
Transfers to funds	77422	0	0	0	0	0			
Funded from reserves	19281	78657	135060	-138979	-40914	60599			
Balanced Budget:	0	0	0	0	0	0			



CORFE CASTLE TOWN COUNCIL – REPORT

Meeting Date: 26 January 2021

Agenda Item: TC 20/138

Paper: F

Subject:	Grants
Purpose of Report:	To consider the additional information received for those grants put on hold at the meeting on 12 January 2021.
Background:	<p>Three grant applications were placed on hold pending further information required. These were:</p> <p>Citizens Advice East Dorset – question over the closure and relocation of the CAB in East Dorset to the Purbeck area. Legs and Company Leg Club – Lack of accounts. Corfe Mullen 5k run and Children’s one-mile fun run – question in respect of last year’s funding given the event did not take place.</p>
Key Points:	<p>All three organisations were contacted with the following responses received:</p> <p><u>Legs and Company Leg Club – charity number 1111259</u></p> <p>Request for £1,500, recommend £1,000.</p> <p>Sue Gardner contact for the organisation has replied as follows: <i>“Unfortunately this is the only account that we have, as the club was only active for 4 months before being suspended by Public Health due to the Covid-19 Pandemic. The Nursing staff are still dealing with members but only in their respective surgeries, until such time as we are given the go ahead to recommence. This record does show an in-hand balance of £273.20. Unfortunately, we have no access to any of the assets of the club which can be recorded in a set of accounts.”</i></p> <p>The club is run on very minimal funding and the request was to help with the purchase of portable electronic couches to help the nurses treat patients. Currently nurses sit or kneel on the floor to treat patients and the couches would enable them to treat patients without needing to spend time on the floor, as well as provide elderly patients somewhere comfortable to sit whilst being treated. The couches range from £500 to £1,500, therefore £1,000 would see 1 or possibly 2 couches being purchased depending upon cost.</p> <p>The organisation does not receive NHS funding and exists solely on charitable donations and grants and there are no charges to patients for the treatment they receive. Last year’s grant was used on assisting with rent payments.</p> <p><u>Citizen’s Advice East Dorset</u></p> <p>Request for £2,000, recommend £1,500.</p>

	<p>At the Finance and Administration Committee on 12 January 2021, Cllr Harrison proposed £2,000 grant application be met in full with Cllr Howard as a seconder.</p> <p>Alan from East Dorset Citizen's Advice Bureau has advised the merger of the Purbeck and East Dorset CAB operations involves only a change to the management of the offices, in that, the Manager for Purbeck Citizen's Advice Bureau office will manage both Purbeck and Wimborne offices, splitting their time between the two. The office at Wimborne will remain open and available for Corfe Mullen residents.</p> <p><u>Corfe Mullen 5K and Children's One-Mile Fun Run</u></p> <p>Request for £255, recommend £150.</p> <p>The organiser of the Fun Run is the Carnival Committee and they have advised the run did not take place last year and the return of the funds was overlooked. This has now been arranged and is expected in the Town Council's account imminently. They are hoping to run the event this year.</p>
Implications:	<p>If granted, these remaining grants would amount to £3,150. This would take the total amount of grants being granted to £6,790.81.</p> <p>All grants being made in 2021/22 financial year, with the exception of the grant to the Citizens Advice Bureau, are made under Local Government Act 1972 s.137 as the Town Council does not hold the General Power of Competence. The grant to CAB is made under the power vested in the Town Council under Local Government Act 1972, s.142.</p> <p>This equates to £4,790.81 being granted under S.137 and £2,000 under S.142.</p>
Recommendation:	<p>To recommend the following grants be made:-</p> <p>Legs and Company Leg Club £1,000 East Dorset Citizen's Advice Bureau £2,000 Corfe Mullen 5k & Children's one-mile Fun Run £150</p>

Nicola Gray
Town Clerk



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 January 2021

Agenda Item: TC 20/139

Paper: G

Subject:	Update on Allotment Site Flooding
Purpose of Report:	To provide members with an update on the flooding issues at the allotment site.
Background:	<p>At the previous Town Council meeting held on 15 December 2020, the Deputy Clerk provided members with an update on the flooding issues at the allotment site to enable members to consider what action should be taken. At the meeting it was RESOLVED to pause discussions until the publication of the Dorset Local Plan and to revisit the allotment flooding issue at future meetings to consider the latest position and any possible solutions which may arise following discussions with Wessex Water and the Environment Agency.</p>
Key Points:	<p>Heavy rain continues to be experienced with some allotments and paths still submerged under water with the high level of the water table at the site not dropping enough to stop plots from being waterlogged.</p> <p>Members discussed the proposed options provided by BCP Contractors and various solutions to try and alleviate the flooding issues. However, concerns were raised regarding the cost and expenditure in an area which was predominately waterlogged for substantial amounts of time in the year, which could be considered as disproportionate spend for the parish as only a small number of residents were allotment holders.</p> <p>The Deputy Clerk has pursued investigations with Wessex Water and the Environment Agency. Wessex Water only deal with sewage flooding externally or internally. Dorset Council as the principal local Flood Authority are responsible for managing flood risk from ordinary watercourses (not main rivers), surface water and groundwater. Dorset Council also ensure local flood incidents are investigated by the appropriate risk management authorities. Within Dorset, a flood is deemed 'significant' within a community if it:</p> <ul style="list-style-type: none">• caused internal flooding to five or more residential properties, or• flooded two or more business premises, or• flooded one or more items of critical infrastructure,• or caused a transport link to be totally impassable for a significant period <p>The flood investigation process is outlined in the Flood and Water Management Act. A flooding report has not been submitted to Dorset Council as the flooding experienced on the allotment site does not meet the criteria set out by Dorset Council. On viewing the flood map for Corfe Mullen, extent of flooding from rivers and sea is high on the allotment site as shown on the following link - https://flood-warning-information.service.gov.uk/long-term-flood-risk/map?eastings=398254&northing=97366.</p>

	<p>Cllr Sowry-House, Cllr Jefferies and Cllr Purvis visited the allotment site on 18 December 2020 to carry out a site visit to see for themselves the extent of the flooding. Suggestions were made as follows:</p> <ul style="list-style-type: none"> • for allotment holders to take some responsibility on their individual plots to raise the ground/soil height to help alleviate some of the flooding issues • to consider removing the weed membrane and woodchip from the paths along with wooden edging around perimeters of individual plots, to enable heavy rain to soak into the ground rather than flooding the paths and washing away the woodchip and wooden edging holding the water on individual plots. It was highlighted as the weed membrane is currently exposed due to woodchip being washed away, some work will need to be carried out by the Grounds Team to make the paths safe from trip hazards. <p>The Treasurer of the Allotment Associated has advised that the flooding at the allotment site appeared worse on the left hand side plots (when viewing the site from the main gate) with the plots on the right hand side above the scrub area and balancing pond, were not experiencing the same level of flooding, but remain waterlogged.</p>
<p>Implications:</p>	<p>If action is taken, the Town Council will incur costs which have not been budgeted for in the current 2020/21 financial year and would add to the already overspend.</p> <p>A nominal amount has been included in the 2021/22 budget for maintenance, but this is not significant enough to rectify this issue. A substantial sum of money would be required which would need either borrowing or substantial uplift to the precept.</p> <p>Consideration of the Dorset Local Plan and the Neighbourhood plan policies could ensure that any development which takes place around the allotments includes proper land drainage solutions, which could go some way to help alleviate this problem. This potential solution is some years away, however.</p> <p>Consideration should be given to allotment holders who have suffered sustained damage to their crops, particularly those who have tried to take evasive action themselves but have still been flooded.</p>
<p>Recommendation:</p>	<p>To note update and consider suggestions made following the allotment site visit on 18 December 2020.</p>

Catherine Horsley
Deputy Town Clerk



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 26 January 2021

Agenda Item: TC 20/142

Paper: I

Subject:	Neighbourhood Plan
Purpose of Report:	To decide whether to proceed with a Neighbourhood Plan for Corfe Mullen.
Background:	<p>Most parishes within Dorset have or have commenced a Neighbourhood Plan. Corfe Mullen has not yet decided whether to commence a plan.</p> <p>The Dorset Local Plan is under consultation and will impact Corfe Mullen in respect of planning. In order to manage the impact, a Neighbourhood Plan would provide some protection.</p> <p>The Planning White Paper currently proceeding through parliament places great emphasis on Neighbourhood Plans and recommends communities consider instigating a plan sooner rather than later.</p>
Key Points:	<ul style="list-style-type: none"> • Realistically it takes an average of 3 years to complete a Neighbourhood plan from registration to completion. • The process must be managed correctly with the policies being absolutely correct, or the plan can be ignored and worked around. • Once a Neighbourhood Plan is in place, CIL monies received from developers rises to 25% from the 15% with no plan in place. • The Dorset Local Plan only provides general information whereas a Neighbourhood plan can specify good clear policy which developers must adhere to, providing the Parish with control over what impact development has within the parish. • A Neighbourhood Plan constrains developers and forces them to provide things they wouldn't normally provide. • A Neighbourhood Plan would help the Town Council to prioritise any infrastructure spending, which it does currently struggle to do. • A Neighbourhood Plan will not prevent any allocated development from going ahead, it will merely ensure that development takes place with local knowledge in mind and with tighter constraints. • A Neighbourhood Plan cannot specify anything other than what comes under the definition of planning. Therefore, it cannot stipulate the need for schools, Dr's surgeries, or the suchlike. These are strategic rather than planning matters and are not in the gift of the Parish to decide. • Consultation is essential and residents of the parish should be involved and leading from the outset with support from Councillors, the Clerk and the professional consultant.

<p>Implications:</p>	<p>The decision to proceed is an important one and the workload for the Clerk and Council Office is immense, as although there is a forum required, the management (including project, risk, ToR's, financial, communications, Volunteers and information), funding applications, community consultation, registration and submissions are all required to be done by the Town Council, therefore the Clerk.</p> <p>It must be done with professional support as it is easy to stray into non-planning areas and for policies to not be tight enough to be of any worth rendering the Neighbourhood plan worthless.</p> <p>The funding obtained (£10,000 is the set amount) usually covers the full costs of the Neighbourhood Plan being completed with the exception of the Clerk's time.</p> <p>Once a decision to proceed is made and the application submitted to County the commitment is made and it is essential to maintain momentum to completion.</p> <p>To not proceed with a Neighbourhood Plan would leave developers a blank page from which they can build within the allocation made by the Dorset Local Plan.</p> <p>Increased CIL income to the Town Council from 15% to 25% once adopted.</p> <p>Requires review and update at least every 5 years as plans are considered to be outdated after 5 years.</p>
<p>Recommendation:</p>	<p>To recommend proceeding with a Neighbourhood Plan and agree 3 Councillors to be part of the focus group to involve local residents.</p>

Nicola Gray
Town Clerk