



NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **COMMUNITY SERVICES COMMITTEE**

Time... **19:30**

Date... **Tuesday 14 March 2023**

Place... **Main Hall of the Village Hall, Towers Ways, Corfe Mullen**

A handwritten signature in black ink, appearing to read 'C Horsley'.

Catherine Horsley
Town Clerk
8 March 2023

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

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the business of the meeting commences to enable members of the public to raise any issues pertaining to the agenda for 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. **Members of the public wishing to speak should contact the Clerk before 1pm on the day of the meeting.**

AGENDA

- CS 22/46 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- CS 22/47 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)
- CS 22/48 Paper A - To Approve minutes of meeting held on 14 February 2023** LGA 1972, sch 12, para 41
- CS 22/49 Paper B - TO FOLLOW - To Approve Accounts for Payment** – a list of payments to be made will be sent out as close to the meeting as possible to ensure as many payments are captured as possible, therefore avoiding delays in payments to providers.
- CS 22/50 Paper C - To Note Update on Amenities**

- CS 22/51** **Paper D - To Note Update on Allotments**
- CS 22/52** **Paper E - To Note Update on the Cemeteries**
- CS 22/53** **Matters for forthcoming agendas** No decisions can be taken¹
- CS 22/54** **To Agree a date and time for the next meeting** – Meeting to be held on Tuesday 11 April 2023 at 19:00 in the main hall of the Village Hall, Towers, Way, Corfe Mullen.
- CS 22/55** **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)



CORFE MULLEN TOWN COUNCIL
Towers Way, Corfe Mullen, Wimborne
Dorset, BH21 3UA
01202 698600
office@corfemullen-tc.gov.uk

Minutes of the Community Services Committee held on Tuesday 14 February 2023 at 19:06 in the Main Hall of the Village Hall, Towers Ways, Corfe Mullen

Present: **Councillors**
S Jefferies (Chair)
A Holland
P Holland
P Neil
P Purvis

In Attendance: Catherine Horsley (Town Clerk)
Rachel Virrill (Deputy Town Clerk – Minute taker)

Public Participation

There were two members of the public present.

Cllr Jefferies welcomed everyone to the meeting and asked if any members of the public present wished to speak.

Two members of the public wished to speak pertaining to agenda item CS 22/40 - Update on Amenities relating to Henbury View play area.

A resident who lived adjacent to the play area expressed her distress at the recent cutting back of shrubbery and visual impact of the play area from her property. The resident shared photographs of the play area, past and present and conveyed her dismay at the increased noise levels, the fence height and the colour of the gate which could be seen from her property. The resident felt neighbouring properties should have been consulted and planning permission obtained prior to any works being carried out in the play area. The resident had witnessed children running onto the highway from the play area, due to no safety barrier being in position.

The second resident reported the play area was an intrusion of their privacy with cars parked over their driveway. Due to the cutting back of shrubbery, the school lights shone into their property and the school bins were more visible. The resident reported the fence was not fit for purpose as children were able to climb over it and a dog had been seen entering the play area through gaps under the fence. The resident understood guidelines stated that play areas should be at least 20 metres from neighbouring properties, however, the play area was within 15 metres of their property.

Cllr Jefferies thanked the members of the public for their representation and opened the meeting.

CS 22/36 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Mattocks who was recovering from Covid, Cllr Craven and Cllr Sowry-House who were unable to attend due to personal commitments.

CS 22/37 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.

CS 22/38 Paper A - To Approve minutes of meeting held on 8 November 2022 LGA 1972, sch 12, para 41

The minutes of the meeting held on 8 November 2022 were **APPROVED**.

CS 22/39 Paper B - To Approve Accounts for Payment

Cllr Jefferies sought clarification on the following items:

- Line 763: The cost of the pavilion deep clean appeared high and asked what this covered. The Clerk confirmed the cost related to two days cleaning pre-decorating and two days post-decorating.
- Line 746: What did the cleaning cost cover. The Clerk confirmed this was the routine weekly cleaning cost for the pavilion following re-opening and the public toilets at the Recreation Ground.
- Lines 759 & 749: What did the two costs for photocopying relate to. The Clerk confirmed line 759 was the printed copies to the end of the previous photocopier lease. Line 749 was the one-off installation charge for the new photocopier.

It was **RESOLVED** to **APPROVE** the Accounts for Payment, totalling £12,161.44.

CS 22/40 Paper C - To Note Update on Amenities

The Deputy Clerk presented the report and the Clerk provided an update on the points raised by the two residents during the public participation as follows:

- RoSPA guidelines state that exit gates must be easily accessible in a colour easily identifiable to everyone, including those who are visually impaired with the recommended colours of red, orange or yellow.
- No shrubbery had been removed; it had been cut back to allow for the fence installation. Once the shrubbery had re-established, this should alleviate the concerns over noise and the visual impact of the play area. However, additional planting as required was planned to commence in the Spring 2023.
- Quotation awaited from Dorset Council Highways for installation of a safety barrier on the highway.
- A reminder that dogs should be kept on a lead, and it was the owners responsibility to ensure dogs did not enter the play area.

Members discussed the points raised and whilst they sympathised with the residents, they felt the play area was a 'work in progress' and the matter should be revisited in 3 months' time when the shrubbery and additional planting had had time to re-establish. Consideration should also be given to a temporary barrier of some kind to shield the school bins from view, whilst the shrubbery re-establishes.

It was **RESOLVED** to revisit the residents concerns and progress of shrubbery planting at the Henbury View play area at the Community Services Committee meeting scheduled on 13 June 2023.

It was **RESOLVED** that the Parish Tour arrangements for 2023 would be agreed at the next Community Services Committee meeting scheduled on 14 March 2023, due to the number of members present.

The report was **NOTED**.

CS 22/41 Paper D - To Note Update on Allotments

The Clerk advised work was progressing with the Allotment Association relating to the proposed self-management agreement, which was anticipated to be in place by 1 April 2023.

The report was **NOTED**.

CS 22/42 Paper E - To Note Update on the Cemeteries

The Clerk advised of an issue with an interment of ashes in an existing grave in the old cemetery and that the Deputy Clerk was seeking advice from the Institute of Cemetery and Crematorium Management (ICCM) on how to proceed.

The report was **NOTED**.

CS 22/43 Matters for forthcoming agendas No decisions can be taken¹

- Progress update on the shrubbery planting at the Henbury View play area at meeting scheduled on 13 June 2023.
- Parish Tour arrangements 2023 at the next meeting scheduled on 14 March 2023.

CS 22/44 To Agree a date and time for the next meeting – Meeting to be held on Tuesday 14 March 2023 at 19:00 in the main hall of the Village Hall, Towers, Way, Corfe Mullen.

CS 22/45 Close of Meeting at 20:00

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

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)



COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 14 March 2023

Agenda Item: CS 22/49

Paper: B

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is created direct from Scribe Accounting.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the detail of the transaction for what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs) DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE the Accounts for Payment.

Accounts for Payment - 14 March 2023

Voucher						Payment	
No	Date	Total	Description	Supplier	Ref	Comments	
842	20.03.2023	£ 145.83	Fuel	UK Fuels Limited	DD	Trucks & Equipment	
			Neighbourhood Plan			Photos for display boards at drop in events	
841	15.03.2023	£ 24.51	Payments	Wimborne Photo Centre Ltd	IB		
840	15.03.2023	£ 84.02	Supplies	St John Ambulance (Supplies)	IB	First Aid kit supplies	
839	15.03.2023	£ 101.00	Play Area Repairs	Online Playgrounds	IB	Materials for flooring repairs at Henbury View Play Area	
838	20.03.2023	£ 48.00	Payroll Service	Central Computer Management Ltd	DD		
			Neighbourhood Plan			Page & leaflet drop for drop in events	
837	15.03.2023	£ 289.50	Payments	Broadstone Link Ltd.	IB		
836	15.03.2023	£ 672.00	Security	K9 Security (Guarding) Ltd.	IB		
835	15.03.2023	£ 420.00	Staffing - Occupational Health	Health Assured Ltd	IB	CC	
			Neighbourhood Plan				
834	15.03.2023	£ 69.00	Payments	Corfe Mullen Village Hall	IB	Room hire for drop in events	
833	15.03.2023	£ 50.00	Meeting Room Hire	Corfe Mullen Village Hall	IB	Room hire for APM	
832	15.03.2023	£ 48.40	Play Area Repairs	Online Playgrounds	IB	Materials for flooring repairs at Henbury View Play Area	
831	15.03.2023	£ 117.00	Street Light Repair	Enerveo Limited	IB	Towers Way	
830	22.03.2023	£ 331.38	Waste Collection	Dorset Waste Partnership	DD	All sites	
			Neighbourhood Plan				
829	15.03.2023	£ 82.00	Payments	Corfe Mullen Village Hall	IB	Room hire for drop in events	
			Neighbourhood Plan				
828	15.03.2023	£ 40.00	Payments	Corfe Mullen Village Hall	IB	Room hire for drop in events	
			Grounds Maintenance			Service for zero turn ride on mowers	
827	15.03.2023	£ 1,042.50	Equipment	Christchurch Garden Machinery	IB		
			Office Telephone & Broadband				
826	20.03.2023	£ 47.76		Buzz Networks Ltd.	DD	Digital lines	
825	15.03.2023	£ 89.98	Uniform	Arco Ltd.	IB	Boots for PW	
			Grounds Maintenance				
824	15.03.2023	£ 29.02	Equipment	Amazon Payments UK Ltd.	IB	Strimmer cord	
			Neighbourhood Plan			Sticky dots for maps at drop in events	
823	15.03.2023	£ 7.89	Payments	Amazon Payments UK Ltd.	IB		
			Neighbourhood Plan				
822	15.03.2023	£ 12.48	Payments	Amazon Payments UK Ltd.	IB	Plastic wallers for drop in events	

Accounts for Payment - 14 March 2023

Voucher					Payment	
No	Date	Total	Description	Supplier	Ref	Comments
			Grounds Maintenance			
821	15.03.2023	£ 18.99	Equipment	Amazon Payments UK Ltd.	IB	Heavy duty garden waste bags
820	15.03.2023	£ 7,641.25	CMYT Grant	Corfe Mullen Youth Trust	IB	Q4 2022/23
815	01.03.2023	£ 5.25	Pavilion Maintenance	Amazon Payments UK Ltd.	IB	Chain for Paladin
819	15.03.2023	£ 144.00	CCTV Annual Maintenance	Unique Fire & Security	IB	Office Alarm & CCTV
741	15.03.2023	£ 72.00	CCTV Annual Maintenance	Unique Fire & Security	IB	Ground Unit CCTV
TOTAL:		£ 11,633.76				



COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 14 March 2023

Agenda Item: CS 22/50

Paper: C

Subject:	Amenities Update
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To provide members with an update on the progress of amenities-related work.
Background:	The report provides updates on ongoing amenities-related work.
Key Points:	<p>General</p> <ul style="list-style-type: none"> • Tree work – Arboricultural Consultant will commence Tree Survey of Town Council sites on 30 March 2023 to include: <ul style="list-style-type: none"> ○ Recreation Ground ○ Springdale Road Open Space ○ Henbury View Play Area ○ Towers Way Green Space, Village Hall, Council Office ○ Old & New Cemeteries ○ Broadmoor Road Allotments <p>The tree survey report will be presented to Full Council to agree how to proceed where trees are identified to present a significant risk of harm to people or property, appropriate and advisory recommendations will be made and may lead to additional tree works.</p> • Towers Way – Work has commenced by the Grounds Team to install base for the memorial bench/plaque to commemorate Her Majesty Queen Elizabeth II Platinum Jubilee. • Guttering has been cleared on all Council buildings. • Hedges at Recreation Ground, Towers Way, Allotments, Cemeteries have all been cut back by the Grounds Team ahead of the bird nesting season. • Street Lighting - Enerveo has been contacted regarding streetlight repairs. Towers Way P001 repairs have been completed. However, Pine Road P006 – Discussions are ongoing with SSE regarding payment of invoices to reconnect supply, as the reconnection was not the fault of the Council. <p>Play Areas</p> <ul style="list-style-type: none"> • Henbury Play Area – Fence installation was completed on 26 January 2023. The play area is still closed due to trip hazards at the edges of the play area where the jungle mulch flooring around the fence posts was damaged during installation. A trial to repair a small area of jungle mulch and resin purchased was used by the Grounds Team which has been successful. Further materials have been ordered to complete the repairs ahead of re-opening the play area. • Residents' Complaints – At the previous meeting two residents attended and spoke in the public participation regarding the newly installed fencing and the visual outlook from their property. The resident requested the following concerns be addressed. It was

resolved to revisit the residents concerns and progress of shrubbery planting at the Community Services Meeting scheduled on 13 June 2023. Concerns raised:

1. The yellow-coloured gate was too bright and requested it is painted a different colour. *As advised at the previous meeting, RoSPA recommended gate colours of either red, orange or yellow. Members to decide on whether the gate should remain yellow or be re-painted.*
 2. Noise from the park was an issue, due to shrubbery being cut back. *Planting to be carried out in the Spring 2023.*
 3. School refuse bins can be seen from their property due to the shrubbery being cut back. *Planting to be carried out in the Spring 2023.*
 4. There is an area of banking near the fence which makes the fence climbable and requested for it to be removed so children cannot climb over. *The area will form part of the planting area; therefore the fence will not be accessible.*
 5. The gate has no safety barrier next to the road. Some parents park cars with their engines running at this spot and remain in the car whilst their children are in the park unsupervised. *Dorset Council Highways have been contacted regarding a safety barrier on the footpath/highway adjacent to the gate. A quotation has been requested and followed up; however, Dorset Council have advised the quote could take some time to receive.*
 6. Residents do not want to be able to see into the park. Prior to the new fence being installed, planting made the park less visible. *Planting will be carried out in the Spring 2023.*
- Peninsula Health and Safety playground inspections were completed on 6 October 2022. The Grounds team has worked through the majority of the actions required as per attached **Appendix 1**.
 - The Health and Safety playground inspection recommended installing self-closing gates at all play areas. The Recreation Ground Play Area and Henbury View Play Area have gates that are not self-closing. Royal Society for the Prevention of Accidents (RoSPA) states that the use of self-closing mechanism on playground gates is strongly recommended. Members to consider if self-closing gates should be installed when gates require replacing or if quotations should be obtained for approval to proceed with replacements as soon as possible.
 - **Recreation Ground Play Area** - Quotations to replace yellow fort were presented to Full Council on 28 February 2023. Grant applications are being explored to raise funds for new equipment.

Parish Tour

- List of 2021 open/in progress observations shown in **Appendix 2**.
- 2023 Arrangements - Emphasis to be an informative exercise with any issues identified passed to the office. A list of sites shown in **Appendix 3** for members to decide which site(s) they wish to visit in June 2023. However, members need to decide how to proceed, bearing in mind Committee membership for the next municipal year will not be agreed until the Annual Town Council meeting scheduled on 9 May 2023, with the first Community Services Committee meeting for the municipal year scheduled on 13 June 2023.

	<p>Recreation Ground</p> <ul style="list-style-type: none"> • Gully Cleaning at the Recreation Ground – Await BCP Contractors to schedule in the work. BCP are currently carrying out similar work across BCP conurbation and will schedule the work when this is complete. • Benches – One of the wooden benches overlooking the cricket pitch has been removed due to one of the posts rotting. One remaining post is still in place. A member of the public has requested for the bench to be replaced. There is insufficient budget to purchase a new bench in the 2022/23 financial year, however a more cost-effective approach is to install a new telegraph post to enable the original bench to be repaired. A quotation has been obtained for a replacement telegraph post as at total cost of £18.50+VAT. • High Fence Cricket Posts/Nets – BCP Contractors have removed the cricket nets and damaged posts. New posts to be installed w/c 13 March 2023 with cricket nets put up during the first week in April 2023. • Tidying up of area northeast side of the Rec ('pit area') – The Grounds Team have completed the work they are able to complete. However, out of reach areas to be cut back by contractor, however, due to nesting birds, this will need to take place from September 2023. • Remaining tree debris which was left in the picnic field following tree works by a resident in Rectory Avenue has been cleared by the Grounds Team. <p>Tree Planting</p> <ul style="list-style-type: none"> • Delivery of free tree packs from the Woodland Trust received on 31 October 2022. Grounds Team will continue to nurture saplings until they have grown to a size where they are more likely to survive when being planted out. When ready, saplings will be planted in the community orchard at the Recreation Ground and Cogdean Elms green space as agreed with Dorset Council. Consideration will need to be given to the aftercare such as watering/mulching and weeding to promote healthy establishment during the first two years. • Trees for Local Schools – An apple tree to be ordered for Rushcombe First School ready for spring planting by the end of March 2023. Henbury View First School has declined the offer of a tree.
<p>Implications:</p>	<p>All outside items are weather dependent.</p> <p>Costs incurred for signage, materials, use of contractors and equipment.</p> <p>All items deemed to be a Health & Safety risk should be progressed as soon as practicably possible.</p> <p>2022/23 Budget set aside to carry out essential works at the 'pit area' to overgrown shrubbery on neighbouring properties is £5000. The 2023/24 budget is £2000.</p> <p>Antisocial behaviour at Henbury View play area needs to be considered when agreeing on planting, as previously drug paraphernalia has been found at the site due to the lack of visibility from high planting.</p>

Recommendation:	To NOTE the update and agree how to proceed with the following items: <ul style="list-style-type: none">• Colour of gate at Henbury View play area.• Self-closing gates at Henbury View Play Area and Recreation Ground play areas.• Type of shrubbery planting at Henbury View Play Area.• Arrangements for the next parish tour.• Replacement telegraph post to repair bench at Recreation Ground at a total cost of £18.50+VAT.
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	Monitor and repair as required
	Urgent
	As soon as practically possible

Towers Way Park				
Equipment	Observation	Recommendation	Comments	Date Completed
Stand Up Rotator	There were no signs of significant corrosion; however, the protective cover on the top handle had minor damage.	Replace protective red cover.	Received. Awaiting installation by Grounds Team	
	Metal fencing surrounding play area is missing securing bolts.	Replace missing bolts with an equivalent type of bolt.	Further investigation required	Investigating rubber caps/grommets

Henbury View Play Area				
Equipment	Observation	Recommendation	Comments	Date Completed
Gates	The main entrance gate wedges on the ground to the front of the gate.	Adjust the yellow main entrance gate to allow the close from the widest opening angle.	Grounds team to investigate further and adjust as required	
	The alternative gate (lower Gate) does not have a self-closing device fitted, therefore the gate will not self-close.	Ensure all gates self-close, this will reduce the risk of an animal (dog) getting in and fouling the location.	Grounds team to investigate further	Council to decide if they want self-closing gates.

Recreation Ground Play Area - Badbury View				
Equipment	Observation	Recommendation	Comments	Date Completed
Swing Sets	The area directly under the first set of swings displayed damage to the flooring material.	Ensure the ground beneath the swings is reinstated to provide maximum level of user protection.	Grounds team to investigate and report back	Monitoring
Yellow Fort with Tube & Slide	The structure dips down at one end.	You must investigate the ground conditions for the side of the structure as this seems to be dipping down. Ensure any remedial action is taken to stop further movement.	Grounds team to investigate and repair/replace/fence off as required	Monitoring. Quotes being obtained for new equipment
Balance Circuit	Various sections of wood along the length of multiple sections show signs of rot and fatigue.	Rotten sections should be removed and replaced. Salvageable sections must be protected from future corrosion by applying a protective coat.	Grounds team to investigate and repair	Investigating and looking into repairs. Painting will take place in spring/summer
	Some of the metal components were viewed with their protective cover being rubbed off.	Reapply protective covering to all metal components that require it.	Grounds team to investigate and repair	Will be repainted in Spring/Summer 23
Large Yellow Fort with Two Slides	Some of the wooden vertical slats displayed damage that could cause significant splinter damage.	Wooden components that are damaged must be replaced at the earliest opportunity	Grounds team to investigate and repair	Investigating and looking into repairs.
	Top caps were observed loose. The arching climbing wall was secured in position by counter sunk screws.	Secure top caps. Replace counter sunk screws with a suitable round head screw.	Grounds team to investigate and repair	Grounds team to replace.
	The platforms showed signs of wear and fatigue.	Replace the platform wood slats.	Grounds team to investigate and repair	Investigating and looking into repairs.
Gold Octagonal Climbing Frame	The wooden supports displayed wooden damage halfway up and the section of wood where the base plate is attached displayed signs of rot.	Ensure areas of damage on the vertical support columns are protected from further damage. Sections displaying rot should be removed or treated for rot.	Grounds team to investigate and repair	Will be repainted in Spring/Summer 2023.
Zip Slide	The take-off area on the zip wire displayed damage.	Repair the take-off area to reduce the trip hazard from pushers.	Grounds team to investigate and report back	Jungle mulch quotes being investigated
Gates	The main entrance gate latch can catch skin when closed.	Adjust the main entrance gate latch to stop the pinch hazard.	Grounds team to investigate and adjust as necessary	Council to decide if they want self-closing gates
	There was no closer device fitted.	Ensure all gates self-close, this will reduce the risk of an animal (dog) getting in and fouling the location.	Grounds team to investigate and adjust as necessary	Council to decide if they want self-closing gates
Skate Park	A section of concrete is missing from one of the lower drop-in ramp corner.	Repair the corner with the missing concrete patch	Office in contact with contractor	Awaiting response from contractor.

Location	Finding	Comments/Update	Open/Closed/In progress	CLLrs
New Cemetery	external bottom boundary walls cracked, bowing and also needing repointing	Quotes being obtained	In progress	PP/AC
New Cemetery	topping on right boundary wall needs sorting as damaged/ lose	Grounds team to progress	In progress	PP/AC
New Cemetery	entrance pillar on left and right cracks and pointing issue and also left topping is degrading/broken	Grounds team to progress	In progress	PP/AC
Old Cemetery	edging support concrete on right hand side of main path near front entrance is broken/being washed away	Budget allocation 2023/24 - to start engaging with contractors to obtain quotes.	In progress	PP/AC
Old Cemetery	tarmac at entrance threshold damaged and needs fixing as trip hazard	Budget allocation 2023/24 - to start engaging with contractors to obtain quotes.	In progress	PP/AC
Springdale Open Space	Signs mixed. Entrance from Springdale housing on to the Ball Field very worn and tatty and labelled East Dorset District etc, needs replacing. Rather scruffy one in the car park. The new Byelaws notice, Corfe Mullen Town Council excellent condition.	Signs to be replaced on entrance to car park. Quotes to be obtained from April 2023 under 2023/24 budget. Sign in ball field responsibility of DWT.	Open	DSH/SJ
Recreation Ground	Car park between play area and skate park linage wearing out in patches.	To be considered as part of works for Pavilion and sports provision.	Open	DM/MB
Recreation Ground	Several cracks appearing in the base of heavily used areas of skate park.	In contact with Bendcrete to carryout works highlighted in Play Inspection Report	In progress	DM/MB

Appendix 3 - Parish Tour 2023

AREA	SITE	LOCATION	POINTS OF INTEREST	NO. OF MEMBERS
1	Recreation Ground (whole site)	Off Badbury View Road, Corfe Mullen, Wimborne, Dorset, BH21 3HU	<ul style="list-style-type: none"> • Entrances (inc footpath from Stourview Gardens) • Car park areas • Green space around Sports Pavilion, Guide and Scout huts, Ground Staff Building • Play area grounds and equipment • Skate park • Cricket field • Football pitches • Pit area • Picnic field • Community orchard • Benches, dog bins and litter bins • Signage 	4
2	Old Cemetery	Off Newtown Lane, Corfe Mullen, Wimborne, Dorset, BH21 3EY	<ul style="list-style-type: none"> • Entrances • Chapel • War Memorial • Signage 	2
	New Cemetery	Off Newtown Lane, Corfe Mullen, Wimborne, Dorset, BH21 3EY	<ul style="list-style-type: none"> • Entrances • Car park area • Benches and litter bins • Signage 	2
	Allotments	Broadmoor Road, Corfe Mullen, Wimborne, Dorset, BH21 3RA	<ul style="list-style-type: none"> • Main gate entrance • Car park areas • Compost bays • Paths • Perimeter fencing/hedges • Signage 	2

AREA	SITE	LOCATION	POINTS OF INTEREST	NO. OF MEMBERS
3	Springdale Public Open Space	Springdale Road, Corfe Mullen, Wimborne, Dorset, BH21 3JT	<ul style="list-style-type: none"> • Entrances • Car park area • Litter bins • Ball games field • Green space around entrance and car park area • Signage 	2
	Henbury Play Area	Hillside Road (adjacent to Henbury View First School, Corfe Mullen, Wimborne, Dorset, BH21 3TR	<ul style="list-style-type: none"> • Entrances • Benches and litter bins • Play area grounds and equipment • Perimeter fencing/hedges • Signage 	2
4	Towers Way Play Area	Off Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA	<ul style="list-style-type: none"> • Entrances • Bench and litter bin • Play area grounds and equipment • Signage 	2
	Towers Way Multi-Use Games Area (MUGA)	Off Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA	<ul style="list-style-type: none"> • MUGA grounds and equipment • Perimeter fencing/hedges • Signage 	2
	Village Hall	Off Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA	<ul style="list-style-type: none"> • Entrances • Bench and litter bin • Green space surrounding Village Hall • Car park area • Signage 	2



COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 14 March 2023

Agenda Item: CS 22/51

Paper: D

Subject:	Update on Allotments
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To provide members with an update on the work being undertaken to handover the day-to-day management of the allotment site to the Allotment Association and update on resolutions from previous meetings.
Background:	<p>The allotments have ongoing flooding and other issues which require monitoring.</p> <p>Work with the Allotment Association in respect of the management of the site has been agreed in principle by the Full Council with work ongoing.</p>
Key Points:	<ul style="list-style-type: none"> • Mechanical Turning booked in for w/c 13 March 2023. • Day to Day Management – The final draft tenancy agreement and self-management agreement has been agreed with the Allotment Association and a joint statement prepared to distribute to all plot holders. An email with a link for plot holders to vote on the proposal will be sent w/c 13 March 2023. The voting will be progressed via survey monkey where plot holders will be asked to vote on the following: <ul style="list-style-type: none"> - If they wish to become a member of the Allotment Association. - If they are in favour of Corfe Mullen Allotment Association taking over self-management of the site. - If they would prefer grass or woodchip paths. <p>Plot holders will have 28 days to vote. Where 60% of all plot holders will be required to become a member of the Allotment Association and vote in favour of the proposal in order for the Allotment Association to take over self-management of the allotment site. Following the vote count, a communication will be sent to all plot holders.</p> • As a result of self-management not being in place by 1 April 2023, invoices have been sent out for 2023/24 allotment rent payments. Should self-management go ahead a proportionate amount of the rental income will be transferred to the Allotment Association effective from the date of the Self-Management Agreement, when signed. • Health & Safety - A quote was approved by Full Council on 26 July 2022 to proceed with the supply of covers for water troughs. The contractor has been unable to proceed with the covers due to the supplier being unable to supply the lids requested. Further investigation into other options is required.

	<ul style="list-style-type: none"> • There are currently 6 people on the waiting list, of which 2 are awaiting a first allotment plot and 4 are waiting for a second plot. • Disabled porta-loo was installed on 6 March 2023. The Grounds team will be raising the ground around the base to make it accessible for all. • Trees and bushes at the front of the allotments along Broadmoor Road have been cut back ahead of the birds nesting. • An allotment holder has contacted the office to inform that her purchased shed on her plot, which was installed April 2022 is leaking. The manufacturer was contacted and said they were unable to assist in repairing and/or replacing the shed. The allotment holder was appreciative of the support she received from the Town Council in trying to resolve the issue. However, she intends to take the matter to Citizens Advice, Consumer Rights and if required, the small claims court as she is unhappy with the response received from the manufacturer.
<p>Implications:</p>	<p>There is a £5000 budget for allotment maintenance in the 2022/23 financial year.</p> <p>All items deemed to be a Health & Safety risk should be progressed as soon as practicably possible.</p>
<p>Recommendation:</p>	<p>To NOTE update.</p>



COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 14 March 2023

Agenda Item: CS 22/52

Paper: E

Subject:	Update on the Cemeteries
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To provide members with an update on the ongoing works being carried out at the cemeteries.
Background:	None.
Key points:	<ul style="list-style-type: none"> • Adornments - The letter approved by Full Council to burial plot holders is still outstanding and will be sent as soon as practically possible. • Old Cemetery – Further investigations will be carried out to address the erosion/cracks to the concrete banking/retaining wall on the driveway from the entrance on Blandford Road to the Chapel, particularly on the right-hand side looking from Blandford Road towards the Chapel. This has been included in the budget allocation for 2023/24 financial year. • Two complaints received from residents regarding laurel hedging in the old cemetery adjacent to their properties. The Grounds Team have completed work to reduce height and width of hedges. • Office has been contacted regarding a damaged headstone in the Old Cemetery. A stonemason has been contacted to provide a quote for repair work, awaiting response. • An issue with the internment of ashes in an existing grave in the old cemetery has been resolved following advice received from the Institute of Cemetery and Crematorium Management (ICCM).
Implications:	<p>Costs incurred by the Town Council for tree surgeon work, grounds maintenance i.e., topsoil/grass seed.</p> <p>Cemeteries are very emotive for relatives of loved ones buried. Dealing with any issues which may arise need to be dealt with in a sensitive way.</p> <p>Health & Safety issues to be resolved as soon as practicably possible.</p>
Recommendation:	To NOTE update.