



**Minutes of the Community Services Committee held on Tuesday 11 June 2024 at 19:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen**

**Present:**                   **Councillors**  
A Craven (Chair)  
P Holland  
S Jefferies  
J Lortie  
D Sowry-House

**In Attendance:**       Catherine Horsley (Town Clerk & RFO – Minute taker) (via MS Teams)  
Rachel Virrill (Deputy Clerk)

**Public Participation**

There was five members of the public present, none of whom wished to speak.

Cllr Craven opened the meeting as the presiding Chair.

**CS 24/01       To Elect a Chair for the Municipal Year 2024/25**

Cllr Jefferies proposed Cllr Craven as Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Paul Holland with all members voting in favour.

Cllr Craven accepted the position.

It was **RESOLVED** that Cllr Craven be elected as Chair of the Community Services Committee for the municipal year 2024/25.

**CS 24/02       To Elect a Vice-Chair for the Municipal Year 2024/25**

Cllr Craven proposed Cllr Jefferies as Vice-Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Lortie with all members voting in favour.

Cllr Jefferies accepted the position.

It was **RESOLVED** that Cllr Jefferies be elected as Vice-Chair of the Community Services Committee for the municipal year 2024/25.

**CS 24/03       To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr Papilio who was unwell.

**CS 24/05       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 Craven declared a non-pecuniary interest relating to agenda item no. CS 24/07 – Amenities Items for Approval, due to a family members request for a bus shelter on Wareham Road at the Windgreen roundabout.

**CS 24/05 Paper A - To Approve minutes of meeting held on 9 April 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 9 April 2024 were **APPROVED**.

**CS 24/06 Paper B - To Approve Accounts for Payment**

Cllr Craven raised the following query:

Line 212: What sites did the cleaning costs relate to? The Deputy Clerk confirmed the costs related to the monthly cleaning of the sports pavilion – twice weekly, public toilets - daily, office – monthly and grounds unit – weekly.

It was **RESOLVED** to **APPROVE** the Accounts for Payment totalling £6,479.00.

**CS 24/07 Paper C - Amenities**

The Deputy Clerk presented the report, noting the following updates:

**a) Items to Note**

- **Streetlighting:** Three lamps on Pine Road, one on Wayground Road and two at the Recreation Ground had been updated to LED. The remaining lamps would be updated during 2025/26, when budget allowed.

Repairs to one lamp on Towers Way adjacent to the Co-op car park were ongoing due to Enerveo confirming there was no power supply to the lamp which was being followed up with SSE.

- **Corfe Mullen Carnival:** The Grounds Team had worked hard to ensure the Recreation Ground looked its best ahead of the Carnival and Fun Run on 8 and 11 June 2024, respectively. The team had received positive feedback from members of the Carnival Committee and the public.
- **Recreation Ground General Waste/Recycling Bin:** The Grounds Team had installed a concrete base for the newly purchased bin in the play area.
- **Ground Unit Utilities:** The water meter was installed on 4 June 2024 to enable the Council to monitor its water usage. However, contact with the 2<sup>nd</sup> Corfe Mullen Scout Group to gain access to the Scout Hut to enable the electrical contractor to install an electric meter was outstanding due to no contact received. This was being followed up at District level.
- **Henbury Play Area:** Unsafe bench had been removed to be repaired by the Village Hall Handyman/Caretaker and installed by the Grounds Team onto a concrete base.
- **Sports Pavilion:** Cllrs Neil and P Holland met with the electrical contractor on 10 June 2024 to discuss the upgrade works to the DB1 & DB2 panels with a new TPN panel. The revised quotation to be presented to the next Full Council meeting on 25 June 2024.
- **Parish Tour 2024:** Members to consider timings and logistics for the next parish tour during the summer months.
- **Vandalism:** Dorset Council public toilets at Towers Way had been closed again, due to further vandalism, and it was unclear when or if they would reopen. The astro-turf MUGA surfacing had been set fire to and melted in two areas, along with the new commemorative bench at Towers Way, albeit this was unsuccessful due to fire resistant staining applied ahead of installation. Wooden posts at the Recreation Ground entrance had been removed and found strewn across the Recreation Ground. Glass bottles smashed on headstones at the cemeteries and the MUGA at Towers Way. Two sets of signs at Springdale Road Open Space warning users

of ticks and adders had been removed and displaced. Quotations being obtained for replacements.

Unfortunately, the CCTV hard drive at the office had corrupted and was therefore unavailable to provide footage to Dorset Police relating to the acts of vandalism at Towers Way. A quotation to replace the hard drive along with two additional CCTV cameras at the front of the Village Hall to be presented to the next Full Council meeting on 25 June 2024.

- **Grounds Unit Drains:** The office was contacted by the Guides relating to drainage issues at the Guide Hut. The Guides instructed Canford Drains to investigate the issues. Following investigation, it highlighted an issue with the Grounds Unit drains and pump. Canford Drains to investigate further and advise on the works required to resolve the issues. The Guides had indicated that they would seek recompense for their costs incurred.
- **Recreation Ground Play Area:** Replacement parts for the Octagonal Climbing frame had been received, to be installed by the Grounds Team.

Members discussed the anti-social behaviour and vandalism on Town Council sites, acknowledging the drug problems within the village and the recent drug related arrests. Cllr Lortie noted Corfe Mullen Homewatch Annual General Meeting was scheduled on 17 June 2024 at the Village Hall, with the Dorset Police Crime Commissioner, David Sidwick in attendance.

It was noted due to the pre-election period, the Chair/Mayor of the Council was unable to write his article for the Link Magazine. However, the Clerk was able to, on behalf of the Council. The article to include updates on anti-social behaviour, vandalism and associated costs to the Town Council.

The update was **NOTED**.

#### **b) Items for Approval**

- a) **Bus Shelters on Wareham Road:** Dorset Council Highways had confirmed prior to providing final approval for the Cantilever bus shelters to be installed, both north and southbound on Wareham Road at the Windgreen Roundabout, negating the need for additional bases as the bus shelters were installed roadside, that should complaints be received from members of the public relating to accessibility of the pavement, the Town Council would be liable for the costs to widen the pavement. Should Council wish for the Town Council crest and name on the edge of the shelters, there was an additional cost of £150+VAT per bus shelter. The total cost including supply and installation of bus shelters with Town Council name and crest was within the £11,000 2024/25 budget allocated.
- b) **Fencing between County Field and Wimborne Road:** The current fencing of wooden posts with barbed wire had become unsafe due to numerous repairs over the years as a result of being damaged by users exiting the Recreation Ground onto Wimborne Road, rather than using the designated entrances. It was noted Dorset Police were not in favour of multiple entrances. The total cost to supply and install fencing was within the £6,000 budget allocated during 2024/25.
- c) **Tennis Courts Remedial Works:** Users of the tennis courts had reported the surfacing of tennis courts 1 and 2 had deteriorated and were unplayable, albeit the surfacing was not unsafe for users. No budget had been allocated for remedial works, therefore any works carried out would be an unbudgeted spend.

- d) **Two Seat Metal Playground Swing Replacement:** The current swings had been out of use for over a year, due to the deterioration of the wooden structure. The total cost to supply and install replacement swings which could be relocated in the future, to be funded from CIL monies or £15,000 play area budget allocated in the 2024/25 financial year.
- e) **Vandal proof Refurbishment of Public Toilets at the Recreation Ground:** Quotes obtained to replace current sanitary ware. The total cost to supply and install vandal proof sanitary ware was unbudgeted, albeit £5,500 was allocated in the 2024/25 financial year budget to cover ongoing cleaning and maintenance.
- f) **Topographical/Information Board at the Recreation Ground:** Requests received from members of the public for a board to be located in the County Field overlooking the view towards the Stour Valley and Badbury Rings as an added amenity to the site. The total cost to create, design and supply board would be unbudgeted, albeit the requestors had indicated they would fundraise to meet the costs of the board.
- g) **Outdoor Gym Equipment at the Recreation Ground:** Site visit conducted by contractor, to view location and design package of equipment offering strength and cardiovascular training. The contractor felt the equipment should be located in a line along the fence of the County Field overlooking the Stour Valley and Badbury Rings. The total cost to supply and install outdoor gym equipment could be funded from £10,000 exceptional/capital expense allocated in the 2024/25 financial year budget, albeit there would be a small overspend.

Cllr Sowry-House asked if options for advertising on the bus shelters had been investigated. The Deputy Clerk confirmed the cost of bus shelters offering the capacity for advertising was significantly higher than the allocated budget.

Members discussed the need to progress with the public consultation for the redevelopment of the sports pavilion at the Recreation Ground, due to a number of issues impacted by the redevelopment of the site, namely the location and position of the tennis courts, play area and parking.

Members discussed the robustness of the outdoor gym equipment and the proposed location for the equipment, noting it was away from neighbouring properties, play area and skate park.

It was **RESOLVED** to recommend to Full Council to **APPROVE** the following:

- **Bus Shelters on Wareham Road:** To seek Dorset Council final approval prior to purchasing from Contractor, Ace Shelters to supply and install two 3.06 x 1.3m black Cantilever bus shelters with barrel roof and perch seating, both north and southbound on Wareham Road by the Windgreen Roundabout with the Town Council name and crest at a **total cost of £6640.75+VAT** funded by earmarked exceptional & capital budget allocated in 2024/25 financial year.
- **Fencing between County Field and Wimborne Road:** BCP Contractors to clear vegetation, supply and install option 1, 1.5m high green safe top fencing at a **total cost of £4981.98+VAT** funded by earmarked exceptional & capital budget allocated in 2024/25 financial year.
- **Tennis Courts Remedial Works:** To not progress with remedial works described in quotation and to liaise with users to negotiate a reduced fee for use of tennis courts 1 and 2.
- **Two Seat Metal Playground Swing Replacement:** Sutcliffe Play, Contractor to remove existing frame and supply and install 2.4m high 2 seat swing steel/galvanised frame including two bumper seats **at a total cost of £3,617.84+VAT** funded by CIL monies received.

- **Vandal proof Refurbishment of Public Toilets at the Recreation Ground:** To not progress with the refurbishment described in quotation and to liaise with the contractor to provide a revised quotation for metal/steel sanitary ware.
- **Topographical/Information Board at the Recreation Ground:** To approve in principle, installation of topographical/information board on the County Field overlooking the Stour Valley and Badbury Rings funded through fundraising and/or local sponsorship by the requestors.
- **Outdoor Gym Equipment at the Recreation Ground:** Fresh Air Fitness to supply and install option 1, park bumper package including 7 pieces of outdoor gym equipment at a **total cost of £10,300+VAT** funded by earmarked exceptional & capital budget allocated in 2024/25 financial year.

## CS 24/08 Paper D - To Note Update on the Allotments

The Deputy Clerk presented the report, noting the following updates:

- Plot inspections had been completed, with the majority of plots cultivated and in a good tidy state. However, some plot holders to be sent letters advising of non-cultivation and notice of a re-inspection within 28 days.
- Two ponds identified on the site, with both plot holders written to, requesting removal as they were in breach of their tenancy agreement.
- Several fruit trees were also identified above 4ft high, as permitted in the tenancy agreement. Plot holders advised to either prune or remove trees above 4ft high.
- One plot holder had given notice to quit by the 30 June 2024, with their plot being offered to the next person on the waiting list.
- Deputy Clerk had met with BCP Contractors to provide a quotation to infill potholes on the driveway and car parks. The Contractors advised that there were other materials available to infill potholes, which were longer lasting. Awaiting quotation.
- Should members approve purchasing of Dorset Limestone to be placed on each side of the driveway leading up to the top car park to stop vehicles driving on the grass verges adjacent to the channel running across the driveway to the balancing pond, investigations were required as to how the limestone would be delivered and installed on site.
- Ongoing maintenance of individual plots edging was an issue in the interim period up to 1 April 2025, when it would then be the responsibility of plot holders to maintain. To be discussed at the meeting with the Chair and Secretary of the Allotment Association on 19 June 2024 with the Clerk and the Chair of the Council.

Cllr Sowry-House asked if the plot with the telegraph pole on the right-hand side of the site had been let, as this would either provide adjacent plot holders with larger plots or provide more starter plots. The Deputy Clerk confirmed it had not and would be investigated.

Cllr Sowry-House noted the requirement for the use of hoggin for the driveway and car parks on the site was a stipulation of Natural England, due to the site being within the Green Belt.

Members discussed the issue with vehicles either driving or parking on the grass verges and felt in the first instance, plot holders should be educated to negate the need to position Dorset limestone at a cost to the Council.

Cllr Sowry-House noted the grass verges along the driveway up to the top car park could also be utilised as starter plots, which would deter vehicles either driving or parking on the grass verges.

The update was **NOTED**.

It was **RESOLVED** to recommend to Full Council not to purchase and install Dorset Limestone on each side of the allotment's driveway leading up to the top car park to stop vehicles driving on the grass verges adjacent to the channel running across the driveway to the balancing pond and to educate plot holders not to drive and/or park vehicles on the grass verges.

#### **CS 24/09 Paper E - To Note Update on the Cemeteries**

The Deputy Clerk presented the report, noting the following updates:

- Contact with the Council's insurers relating to the damaged headstone and claims process was complex, should the family involved wish to make a claim against the Council.
- Complaints from cemetery visitors unable to park in the new cemetery car park due to users of the Royal British Legion and Lockyers School using the car park as an overflow car park.
- Reseeding of the grass bank following the grounds works to the driveway at the old cemetery had been carried out.

The update was **NOTED**.

It was **RESOLVED** to recommend to Full Council to instruct Minster Stone Memorials to carry out repairs to damaged headstone T367B in the old cemetery at a **total cost of £1,114+VAT**.

#### **CS 24/10 Paper F – To Note Highways Update**

The Deputy Clerk presented the report, noting the following updates:

- Working party meeting scheduled with Wimborne Minster Town Council on 21 June 2024 to agree how to progress jointly with road safety improvements on Julian's Bridge and Julian's Road, Wimborne.
- Following contact with the Dorset Council School Road Safety Officer, educational resources had been sent to Lockyers School to share with the school children relating to road safety with a suggestion for the Officer and/or Dorset Police Road Safety Officer to attend a school assembly to raise awareness, particularly during school drop off/pick up times.

The update was **NOTED**.

#### **CS 24/11 Paper G – To Consider and Approve Requests at Corfe Mullen Recreation Ground**

The Deputy Clerk presented the report, noting the following:

- a) **Siting of Mobile Coffee Business:** Two previous businesses had failed due to the low footfall, making their businesses unviable. The requestor had asked to locate their mobile coffee business in the car park next the play area and skate park on Saturday's from 8am-3pm from 7 September 2024, noting Corfe Mullen Juniors Football Club also offered drinks and snacks during this time as a fundraiser for the club.
- b) **Relocation of Carnival Committee Shed:** The Carnival Committee had requested to relocate their shed from the Scouts outdoor space which they felt was unsafe and store new safety barriers in the Grounds Unit compound.

Members discussed both requests and felt as they had approved two other mobile coffee businesses to trade at the Recreation Ground, they could not decline this request.

It was hoped that communications and relations with the 2<sup>nd</sup> Corfe Mullen Scout Group would improve following the change in leader and that the Carnival Committee may want to reconsider their position, albeit members were content to accommodate the Carnival Committees shed and store new safety barriers, if necessary.

It was **RESOLVED** to recommend to Full Council to approve the following:

- Pony Expresso, Coffee business to trade on Saturday's only at Corfe Mullen Recreation Ground from 7 September 2024 from 8am-3pm on the following basis:
  - Refundable deposit of £100.00 be paid to cover additional costs that may be incurred as a result of littering and/or removal of waste.
  - Evidence of insurance(s) and food safety certificates to be provided prior to trading.
  - Agreement to be drafted by the Clerk to be reviewed six monthly.
  - Sited at car park space by the skate park and play area to be accessible to all, to be agreed with the Clerk.
- For the Carnival Committee to reconsider their options to relocate their shed and store new safety barriers in the Scout Grounds Unit compound. However, the Council could accommodate, on the basis their items were self-insured in a designated area with restricted access to the compound.

**CS 24/12 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

No items were noted.

**CS 24/13 To Agree a date and time for the next meeting** – Meeting to be held on Tuesday 13 August 2024 at 19:00 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

Cllr Sowry-House noted his apologies for the next meeting due to personal commitments.

**CS 24/14 Close of Meeting at 20:48.**

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

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<sup>1</sup> 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)