



### **NOTICE OF NEXT COUNCIL MEETING**

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **COMMUNITY SERVICES COMMITTEE**  
Time... **19:00**  
Date... **Tuesday 13 August 2024**  
Place... **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

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

Catherine Horsley  
Town Clerk  
7 August 2024

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 24/15**      **To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- CS 24/16**      **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 24/17**      **Paper A - To Approve minutes of meeting held on 11 June 2024** LGA 1972, sch 12, para 41
- CS 24/18**      **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 24/19**      **Paper C - To Note Update on Amenities**

- CS 24/20**      **Paper D - To Note Update on Allotments**
- CS 24/21**      **Paper E – To Consider and Agree How to Proceed with Issues Raised by Corfe Mullen Allotment Association**
- CS 24/22**      **Paper F - To Note Update on the Cemeteries**
- CS 24/23**      **Paper G – To Note Highways Update**
- CS 24/24**      **Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>
- Summary of Findings from the 2024 Parish Tour
- CS 24/25**      **To Agree a date and time for the next meeting** – Meeting to be held on Tuesday 12 November 2024 at 19:00 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.
- CS 24/26**      **Close of Meeting**

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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)



**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 .....*

<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)



## COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 August 2024

Agenda Item: TC 24/18

Paper: B

<b>Subject:</b>	Accounts for Payment
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To approve the accounts for payment as scheduled on the attached PDF.
<b>Key Points:</b>	<p>Accounts for payment is created direct from Scribe, the Council's accounting software.</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 details of the transaction, stating 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>
<b>Recommendation:</b>	To APPROVE Accounts for Payment totalling £19,363.54.

## Accounts for Payment - 13 August 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
454	14.08.2024	£500.50	Maintenance	Unique Fire & Security Ltd.	IB	Additional Cameras at Towers Way
453	14.08.2024	£1,392.85	Maintenance	Unique Fire & Security Ltd.	IB	Office Replacement Hard Drive Recorder
452	14.08.2024	£8.00	CMVH Items	Trade Uk (B&Q)	IB	To be reimbursed
451	14.08.2024	£38.97	CMVH Items	Trade UK (Screwfix)	IB	To be reimbursed
450	12.08.2024	£119.94	Health & Safety	Skyguard Limited T/A Peoplesafe	DD	Monthly Lone Working Devices Fee
449	14.08.2024	£576.00	Fees	Neil Bichard (Bradbury Bichard)	IB	Architect Fees for Accessible Parking at Council Office/VH
448	14.08.2024	£120.00	Training	Dorset Association of Parish and Town Councils	IB	Finance Training SF, JL, AC & LH
447	14.08.2024	£1.90	Materials & Supplies	Corfe Mullen Village Hall	IB	To be reimbursed
446	09.08.2024	£363.00	Fees	Portal Plan Quest Limited	Card	Planning Fees for Accessible Parking Council Office/VH
445	14.08.2024	£11.98	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
444	14.08.2024	£56.74	Materials & Supplies	Amazon Payments UK Ltd.	IB	A4 Photocopying Paper & gloves for GT
443	31.07.2024	£15.78	Lanyards & Badges	Badgemaster Limited	Card	New Cllrs & Staff
442	14.08.2024	£304.00	Training	Dorset Association of Parish and Town Councils	IB	Standards in Public Life & Introduction to Local Council
441	06.08.2024	£6,180.00	Equipment	Fresh Air Fitness	IB	First installment for Outdoor Gym Equipment
440	20.08.2024	£498.95	Waste Collection	Dorset Council	DD	Various sites
439	14.08.2024	£294.00	Maintenance	Stanner Electrical Contractors	IB	Replacement Extractor fan in Office
438	14.08.2024	£300.00	Maintenance	Stanner Electrical Contractors	IB	Additional works to RCD main switch at Pavilion

## Accounts for Payment - 13 August 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
437	06.08.2024	£28.87	Lanyards & Badges	We Print Gifts Limited	Card	CLLrs & Staff
436	17.07.2024	£91.60	Materials & Supplies	Mark Harrod Ltd.	Card	Goal post parts
435	14.08.2024	£82.48	Maintenance	Longham Garden Machinery Ltd	IB	Service GT Blower
434	25.09.2024	£22.40	Fire Safety	Chubb Fire Limited	DD	Fire Extinguisher Monthly Fee
433	14.08.2024	£21.00	Materials & Supplies	Amazon Payments UK Ltd.	IB	Replacement Tennis Courts Padlock (to be reimbursed by CMLTC)
432	16.07.2024	£11.39	Monthly Subscription	EE	DD	Monthly Mobile Phone fee
431	14.08.2024	£5.99	Equipment	Amazon Payments UK Ltd.	IB	Hose Connector
430	01.08.2024	£432.00	Rates	Dorset Council	DD	Office
429	01.08.2024	£227.00	Rates	Dorset Council	DD	Cemetery
428	15.08.2024	£68.40	IT & Software	Newburgh Networks Limited	DD	Monthly IT Fees
427	15.08.2024	£150.00	IT Support	Newburgh Networks Limited	DD	Support time
426	16.08.2024	£131.17	Water Usage	Waterplus	DD	VH & Office (VH to be reimbursed)
425	18.08.2024	£47.76	Monthly Subscription	Buzz Networks Ltd.	DD	Digital Phones
424	12.08.2024	£79.28	Fuel	UK Fuels Limited	DD	Truck
423	14.08.2024	£99.00	Equipment	Trade Uk (B&Q)	IB	Replacement Storage Box for Allotment Holder
422	14.08.2024	£48.86	Materials & Supplies	Trade Uk (B&Q)	IB	Timber for Rec Play Area repairs
421	05.08.2024	£198.72	Maintenance	Corfe Mullen Cars Ltd	Card	Truck Service & MOT
420	01.08.2024	£64.98	Office Furniture	Wayfair Stores Ltd	Card	Office Chair

## Accounts for Payment - 13 August 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
419	01.08.2024	£6.80	Postage	Swanage Post Office	Card	Stamps
418	01.08.2024	£28.98	PPE	Garden Machines	Card	Harness Belt for GT
417	20.08.2024	£48.00	Monthly Subscription	Central Computer Management Ltd	DD	Payroll
416	01.08.2024	£12.78	Equipment	L&S Engineers Limited	Card	Hose clamp
415	14.08.2024	£744.00	Security	K9 Security (Guarding) Ltd.	IB	Recreation Ground
414	14.08.2024	£416.16	CMVH Items	Dorset Fire & Security	IB	To be reimbursed
413	14.08.2024	£1,168.80	Cleaning	Clean Deep Services Limited	IB	Various sites
412	14.08.2024	£2,803.80	Grounds Maintenance	Bournemouth, Christchurch & Poole Council	IB	Grounds Maintenance
411	30.07.2024	£48.90	Lanyards & Badges	Badgemaster Limited	Card	CLlr & Staff
410	14.08.2024	£29.03	Equipment	Amazon Payments UK Ltd.	IB	Whiteboard for GT
409	14.08.2024	£24.99	Equipment	Amazon Payments UK Ltd.	IB	Webcam for Office
408	14.08.2024	£6.50	PPE	Amazon Payments UK Ltd.	IB	Suncream for GT
407	14.08.2024	£14.78	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
406	14.08.2024	£17.60	Stationery	Amazon Payments UK Ltd.	IB	Replacement Calculators
405	14.08.2024	£10.33	Stationery	Amazon Payments UK Ltd.	IB	Mouse mat for office
404	14.08.2024	£8.45	Equipment	Amazon Payments UK Ltd.	IB	Memory sticks for CCTV
403	14.08.2024	£21.00	Equipment	Amazon Payments UK Ltd.	IB	Flash mop for office

## Accounts for Payment - 13 August 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
402	27.07.2024	£316.08	Health & Safety	Peninsula Business Services Limited	DD	Monthly fee
401	14.08.2024	£43.99	Maintenance	Longham Garden Machinery Ltd	IB	Replacement Strimmer head
399	19.07.2024	£260.40	Office Furniture	Furniture at Work	IB	Office Desk
398	14.08.2024	£5.61	Materials & Supplies	Trade UK (Screwfix)	IB	Masking Tape for GT
397	14.08.2024	£13.49	Materials & Supplies	Trade UK (Screwfix)	IB	Masking Tape for GT
396	14.08.2024	£78.00	Maintenance	Stanner Electrical Contractors	IB	Call out charge for Pavilion electrical fault
395	14.08.2024	£258.95	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Streetlighting
394	22.07.2024	£2.00	Gift	Co-op Supermarket	Card	Card for PH
393	14.08.2024	£175.00	Waste Collection	Nigel Christopher (NC Services)	IB	Waste at Grounds Unit
392	05.08.2024	£3.98	BACs Charges	The Co-Operative Bank	DD	
391	14.08.2024	£111.00	Room Hire	Corfe Mullen Village Hall	IB	Monthly Council meetings
390	14.08.2024	£11.99	Stationery	Amazon Payments UK Ltd.	IB	Desk organiser for Office
389	14.08.2024	£70.73	Materials & Supplies	Amazon Payments UK Ltd.	IB	Painting overalls & masking tape for GT
388	14.08.2024	£7.91	Stationery	Amazon Payments UK Ltd.	IB	Office Notice Board
<b>TOTAL:</b>		<b>£19,363.54</b>				



## COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 August 2024

Agenda Item: CS 24/19

Paper: C

<b>Subject:</b>	Amenities Update
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To provide members with an update on the progress of amenities-related work.
<b>Background:</b>	The report provides updates on ongoing amenities-related work.
<b>Key Points:</b>	<p><b>General</b></p> <ul style="list-style-type: none"><li>• Public Consultation for the redevelopment of the Recreation Ground and Sports Pavilion: Working Party to be established including Cllrs Craven and Sowry-House and other stakeholders to consider the next steps.</li><li>• Streetlighting: Streetlights on Pine Road (3 lamps), Wayground Road (1 lamp) and Recreation Ground (2 lamps) have been updated to LED bulbs. The remaining lamps will be updated during 2025/26.</li><li>• Streetlighting Repairs: Investigations completed into one column in Towers Way next to the Co-op car park which appears to have been disconnected. Enerveo and SSE are not taking responsibility for the post being disconnected, however, SSE has provided an estimated quotation of £704.90+VAT to reconnect the lamp. One column at the Recreation Ground car park next to Guide hut was reported as working intermittently. Enerveo has investigated and was unable to find any faults. No further reports received of lamp not working.</li><li>• Soak Aways: Following gully clearing on all sites in October 2023, it identified an issue with saturated soakaways at the Council Office/Village Hall car park and the Recreation Ground driveway adjacent to the tennis courts. Quotes to replace with fit-for-purpose soakaways will be progressed alongside Village Hall improvement works.</li><li>• Christmas tree which was kindly donated by Dorset Council is thriving after being nurtured by the Grounds team. The tree will continue to be nurtured in a pot until the end of autumn/winter when it will be planted at Windgreen.</li></ul> <p><b>Recreation Ground</b></p> <ul style="list-style-type: none"><li>• Outdoor Gym Equipment scheduled for installation on 8/9 August 2024. A bench has been removed ahead of installation and will be re-installed in a different location at a later date.</li><li>• Cricket Nets: Met with Contractor who is progressing quotes to replace 2 damaged posts during the 2024/25 financial year whilst taking down the cricket nets at the end of the cricket season.</li><li>• Damage caused to the Community Orchard surface by contractors on behalf of Dorset Council has not been restored. However, the grass in very long in this area, hiding the unlevel surface. Contractors have been chased, however have not responded.</li></ul>

	<ul style="list-style-type: none"> <li>• Grounds Unit Utilities: Electrician due to meet with the Scouts Deputy District Commission to allow access to the building to carry out works to install meter to measure electricity usage of the Grounds Unit and Scout Store on 12 August 2024.</li> <li>• Moss/weed spraying: Completed on the tennis courts in June, however required further weed spraying. Other sites being progressed by the Grounds Team when weather conditions allow.</li> <li>• Pit Area: Quotations being obtained for an alternative contractor to carry out groundwork in the Autumn 2024. The area is not accessible and very overgrown.</li> <li>• Picnic Benches: Plastic picnic benches have warped due to warm weather and being installed on uneven surface. Bases to be installed by Grounds Team rather than benches being sited on the grass.</li> <li>• Grounds work to level off grassed areas in the play area that became damaged due to wet weather have been completed.</li> <li>• CCTV has been installed at the sports pavilion, covering the main entrance and public toilets.</li> <li>• Public Toilets Brick Wall: At the Full Council meeting on 23 July 2024, members noted consideration should be given to removing the brick wall outside the sports pavilion public toilets due to young people using it to get onto the Pavilion roof and bricks at the top of the wall missing.</li> <li>• Fence post at the Recreation Ground dog walking/picnic field/community orchard boundary with the Dorset Council farm, has rotted. Currenting in communication with Dorset Council to ascertain who is responsible for repairs. Dorset Council and the tenant farmer have responded advising of an agreement made between the then Parish Council and Dorset County Council several years ago for the Town Council to be responsible for maintenance of boundary fencing. <i>Investigations continue into ownership and responsibilities of ongoing maintenance.</i></li> <li>• Repairs, general maintenance and re-painting have been carried out on the large fort in the play area.</li> <li>• New swing set has been ordered. Awaiting delivery and installation.</li> <li>• The safety fencing on the boundary of the Recreation Ground and Wimborne Road is currently being installed.</li> <li>• Herbicide treatment will be carried out on the cricket pitch during August 2024.</li> <li>• Football goals have been re-installed and pitches line-marked ahead of the new football season.</li> <li>• Quotes being obtained to clear green waste from the Recreation Ground picnic field as it is reaching capacity.</li> </ul> <p><b>Henbury View Play Area</b></p> <ul style="list-style-type: none"> <li>• Rotten wooden edging posts on pathway to be replaced by the Grounds Team.</li> <li>• The wooden bench located at the bottom of the play area became unstable. The Grounds Team have repaired the bench and will be installing a concrete base to give the bench a more stable base.</li> <li>• Repairs, general maintenance and re-painting to be carried out on the large fort.</li> </ul> <p><b>Towers Way</b></p>
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	<ul style="list-style-type: none"> <li>• Replacement Duo Recycling/Waste Bin has been ordered for installation outside the Village Hall/Council Office. Awaiting delivery.</li> <li>• Additional CCTV has been installed along the driveway of the Village Hall and to capture the front of the main hall which were previously hidden.</li> </ul> <p><b>Sports Pavilion</b></p> <ul style="list-style-type: none"> <li>• Contractor carried out an Electrical Installation and Condition Report (EICR) which highlighted additional electrical works were required. Following approval at the Full Council meeting on 25 June 2024, EICR remedial works were carried out to upgrade the DB1 &amp; DB2 panels to a RCD protection for circuits 1-8 via a standalone RCD in a separate enclosure. Unfortunately, there were further issues which caused all electrical fuses to trip on numerous occasions, resulting in users being unable to access the building and facilities. Due to the urgency of users being able to access the building, additional works were required which involved replacing the top row RCD main switch to a standard main switch with RCBO protection for the circuits at a total cost of £250+VAT.</li> <li>• Roof: Quotations being obtained to repair a broken slat. Awaiting a response, which has been followed up.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Annual Health and Safety Assessment was carried out on all Town Council sites on 10-11 April 2024. Actions are being progressed with report to be presented at a future Full Council meeting.</li> <li>• Annual Playground Inspections (2023): See Appendix 1 - actions list being progressed by the Grounds Team. Next inspection due in October 2024.</li> <li>• Tree Survey Actions: Phase 2 of non-urgent tree works at the Cemeteries, Recreation Ground and Broadmoor Road Allotments has been completed including additional works to remove an ash tree at the Recreation Ground due to dieback causing the large ash to be unstable causing a risk to public safety.</li> </ul> <p><b>Parish Tour 2023</b></p> <ul style="list-style-type: none"> <li>• Updates shown in Appendix 2.</li> <li>• Members have been emailed regarding locations of responsibility for the 2024 Parish Tour which should be completed and reported back to the Council Office by 30 September 2024. Locations for wildflower planting to be considered as discussed at the Planning &amp; Highways Committee meeting held on 28 May 2024.</li> </ul>
<b>Implications:</b>	<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 &amp; Safety risk should be progressed as soon as practicably possible.</p>
<b>Recommendation:</b>	<p>To NOTE the update and consider the following items:</p> <ul style="list-style-type: none"> <li>• To approve SSE reconnecting lamp on Towers Way by Co-op carpark at an estimated cost of £704.90+VAT.</li> </ul>

	<ul style="list-style-type: none"> <li>• To approve removal of brick wall outside Recreation Ground public toilets.</li> <li>• To retrospectively approve replacing the top row RCD main switch to a standard main switch with RCBO protection for the circuits at Corfe Mullen Recreation Ground Sports Pavilion at a total cost of £250+VAT.</li> </ul>
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Appendix 1 - Playground Inspection Actions List

Towers Way Play Area

Equipment	Observation	Action Required	Notes	Open/Closed/Monitoring
Swings	Chains displayed signs of surface rust.	Monitoring checks to be carried out and if deterioration increases the chains must be replaced.		Monitoring
Yellow Fort	The rotating observation binoculars moved freely; however, this has generated a pinch hazard for small fingers.	Repair the rotating binoculars so the pinch hazard is removed or remove rotating binoculars.	Tightened to reduce movement. Temporary fix in place. Grounds team monitoring. Replacement parts to be ordered when required.	Open
MUGA Fencing	The Basketball Unit fencing structure appears to be missing a protective cover on the bottom back fence.	Replace protective cover	Does not present a safety risk.	Open

Henbury View Play Area

Equipment	Observation	Action Required	Notes	Completion Date
Trampoline	The recess for the trampette has a build-up of leaves and detritus.	Periodically clear the recess of leaves and detritus.	Being checked regularly.	Monitoring
Basket Swing	Plastic protective eye cover displayed damage.	Replace/protect rope eye protector.	The eye protector cannot be replaced, the whole swing would need to be replaced. Rough edges filed. Chance of injury is very low.	Monitoring
Yellow & Grey Fort	Areas of wooden support displays cracks which have increased in size since last inspection.	Replace support.	2 x supports ordered. Recent delivery - awaiting installation	Open
	While the platforms have received a coat of paint, they still exhibit signs of fatigue, notably, the drop of the platform.	Replace the fatigued elements to maintain the integrity and profile of the platform.	Being progressed by Grounds Team	Open
Gate	The main entrance gate wedges on the ground to the front of the gate.	Adjust the yellow main entrance gate to allow the gate to close from the widest opening angle.	Gate has been adjusted as much as it can be.	Monitoring

Recreation Ground Play Area & Skate Park

Equipment	Observation	Action Required	Notes	Completion Date
Balance Circuit	Some of the metal components were viewed with their protective cover being rubbed off.	Reapply protective covering to all metal components that require it.	To be investigated further.	Open
Octagonal Climbing Frame	The wooden supports displayed wooden damage halfway up.	Ensure areas of damage on the vertical support columns are protected from further damage.	Grounds team investigated and advised that damage is due to design of the equipment. Will require dry conditions to attempt repair.	Open
Zip Slide	The rope attachment components looked like they had corrosion and the clamps have been fitted incorrectly with one end alternating.	Investigate the corrosion on the Steel Wire rope clamps and securing eyes, remove or replace. Refit rope clamps correctly.	Contractor to carryout repairs at height.	Open
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.	Awaiting product delivery so team can repair.	Open

Location	Finding	Comments/Update	Open/Closed/ In progress	CIlrs
Allotments	Fencing between allotment site and adjacent land requires repairs.	Quotes to be obtained.	Open	PP
Allotments	Pot holes in driveway and car parks to be filled	Completed by contractor, however, due to heavy rainfall, much of the hoggin has washed away. To be revisited in spring/early summer when the hoggin will have time to set in drier weather. Quotation to be discussed at CS meeting on 13 August 2024	Open	PP
New Cemetery	External bottom boundary walls cracked, bowing and also needing repointing	New quotations being obtained to rebuild new wall.	Open	AC
New Cemetery	Topping on right boundary wall needs sorting as damaged/ lose	New quotations being obtained to rebuild new wall.	Open	AC
New Cemetery	Entrance pillar on left and right cracks and pointing issue and also left topping is degrading/broken	New quotations being obtained to rebuild new wall and pillars.	Open	AC
Old Cemetery	Chapel window sill is peeling.	Grounds team to investigate and repair as necessary.	Open	AC
Henbury Play Area	Lower gate needs painting yellow.	To be progressed by Grounds Team.	Open	PH/AH
Recreation Ground	Pit area inaccessible	Pit area cleared by contractor and grounds team maintaining. New contractor to be agreed for additional maintenance as per amenities report.	In progress	AC
Recreation Ground	Several cracks appearing in the base of heavily used areas of skate park.	Bendcrete to carry out works highlighted. Reponse has been followed up.	In progress	AC
Recreation Ground	Sports Pavilion fascias rotten and out of alignment in places.	One remaining fascia board to be repaired. Awaiting quotation, has been chased.	In progress	AC
Recreation Ground	Obstacle course to be repainted.	Grounds team to progress.	In progress	AC
Towers Way/Village Hall	MUGA - rubber side pieces on mesh panels are cracking,	Being monitored by grounds team.	Open	AC
Towers Way/Village Hall	Fascia boards to front need repainting.	To be progressed by the Handyman/Caretaker.	Open	AC



## COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 August 2024

Agenda Item: CS 24/20

Paper: D

<b>Subject:</b>	Update on Allotments
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To provide members with an update on the work on the allotment site and update on resolutions from previous meetings.
<b>Background:</b>	The allotments have ongoing flooding and other issues which require monitoring.
<b>Key Points:</b>	<ul style="list-style-type: none"> <li>• Mechanical Turning of compost bays will be carried out w/c 12 August 2024.</li> <li>• Allotment inspections have been completed with the majority of plots being well tended and cultivated. Two ponds were identified on two plots, which have since been removed. There were a number of trees over 4ft in height, reminders have been sent to all plot holders. Follow-up inspections to be carried out shortly.</li> <li>• Grounds Team notified the office during their rounds, the perimeter hawthorn hedge had been cut back by an allotment holder, with the cuttings left alongside of the hedge. All plot holders have been sent a letter advising that the Town Council are responsible for hedge cutting which must not take place between March-August due to bird nesting season. Grounds Team to progress hedge cutting from September 2024.</li> <li>• A waste bin has been installed next to the compost bays as requested by the Allotment Association.</li> <li>• There are currently 11 people on the waiting list as follows: <ul style="list-style-type: none"> <li>- 2 people are awaiting a new plot.</li> <li>- 9 existing plot holders awaiting an additional or specific plot number.</li> </ul> </li> <li>• Works to infill potholes and hoggin ramp to portaloo were carried out in November 2023. However, following adverse weather conditions, the majority of the hoggin washed away and requires infilling again during drier weather. A quotation has been received at a total cost of £360.00+VAT.</li> <li>• Damage caused to a plot holders' storage box whilst the Grounds Team were strimming the adjacent paths. A replacement has been provided.</li> <li>• Currently an issue with mole holes all across the Allotment site. The Grounds team have attempted to deal with the issue by using natural moth balls in the tunnels on paths/communal areas only. However, this does not appear to be working.</li> <li>• Purchasing and installing sheds on behalf of plot holders to be progressed later this year.</li> </ul>
<b>Implications:</b>	<p>There is a £2500 budget for allotment maintenance in the 2024/25 financial year.</p> <p>All items deemed to be a Health &amp; Safety risk should be progressed as soon as practicably possible.</p>

<b>Recommendation:</b>	To NOTE update and APPROVE quotation of £360.00+VAT to carry out hoggin infill to driveway and carpark.
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## COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 August 2024

Agenda Item: CS 24/21

Paper: E

<b>Subject:</b>	Update on Meeting with Corfe Mullen Allotment Association
<b>Prepared by:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To provide members with an update on the Clerks meeting with the Allotment Association.
<b>Background:</b>	<p>The Clerk met with the Chair and Secretary of the Allotment Association on 19 June 2024 to discuss items raised by their members and Committee along with general updates for the site. Unfortunately, the Chair of the Council, as the Allotments Representative was unable to attend.</p>
<b>Key Points:</b>	<p>At the Full Council meeting held on 19 December 2023, it was resolved to approve the updated tenancy agreement and increase annual allotment rents effective from 1 April 2025 as follows:</p> <ul style="list-style-type: none"><li>• Full plot (125 sqm) - from £25 to £35</li><li>• Half plot (62.5 sqm) - from £12.50 to £17.50</li><li>• Raised bed – from £10 to £15</li><li>• Starter plot (31 sqm) - from £10 to £15</li></ul> <p>Plot holders to be responsible for maintaining paths adjacent to their plots and plot edging. Vertical paths must be grass with remaining paths either grass or woodchip. Weed matting should not be used as it may cause a trip hazard. Revised Tenancy Agreement states under clause 1, y) allotment holders shall maintain and keep allotment plot edging clearly defined and adjacent paths kept clear and tidy.</p> <p>Appendix 1 - Allotment Association (AA) issues raised Appendix 2 – Plan of site &amp; proposed guidance for maintenance of communal areas and paths Appendix 3 – Establishing ponds advice note</p>
<b>Implications:</b>	<p>There is a £2500 budget for allotment maintenance in the 2024/25 financial year.</p> <p>All items deemed to be a Health &amp; Safety risk should be progressed as soon as practicably possible.</p>
<b>Recommendation:</b>	<p>To NOTE update and agree how to proceed with the following:</p> <ol style="list-style-type: none"><li>1. Responsibilities and materials to be used on all site paths.</li><li>2. Maintenance of raised beds structures.</li><li>3. Annual allotment rents effective from 1 April 2025.</li><li>4. Balancing pond wildlife project.</li><li>5. Investigate installation of additional starter plot(s) on plot 52 and adjacent to driveway to the top of the site.</li><li>6. Installation of additional compost bays at the top of the site.</li><li>7. Delivery and use of raw seaweed on the allotment site.</li></ol>

## Appendix 1 – Allotments Update

No.	Allotment Association Comments	Town Council Comments	Proposed Response/Action(s)
1.	<p>Tenancy breaches of non or insufficient cultivation of plots.</p> <p>Some plot holders do not tend to their plots and are unlikely to tend to adjacent paths.</p> <p>How will the Council enforce those plot holders who do not maintain paths.</p>	<p>All plots are inspected annually by the office staff. From 1 April 2025, paths will also be included as part of the inspections. Any plots and/or paths not cultivated/maintained, plot holders will be sent a letter to rectify within 28 days, if this is not forthcoming, plot holders will be issued with a notice to quit as per their Tenancy Agreement.</p>	<p>For frequent offenders, plots and paths to be monitored monthly by the office staff. Grounds Team perform visual checks of the site as part of their rounds. Any plots and/or paths of concern to be reported to the office and letter sent to plot holder.</p>
2.	<p>Why must the vertical paths be grass as this will not solve the flooding issue. Woodchip if laid thickly stays in situ, easier to walk on during the winter months, safer and more effective to absorb excess ground water than grass.</p> <p>Plot holders feel if they are being forced to take responsibility to maintain adjacent paths that they should have the choice of materials. Grass paths are slippery during the winter/wetter months, creates uneven surfaces from mole activity, risk of injury, grass cutting, harbours weeds and slugs.</p>	<p>At previous Council meetings, members felt grass paths were the best option for the site during the winter/wetter months to try and alleviate some of the flooding on the site, rather than water running down the site and washing away woodchip into the lower car park.</p> <p>Note: Woodchip is provided to the AA free of charge.</p>	<p>Council to agree how to proceed.</p>
3.	<p>If Council insist on vertical grass paths, will all vertical paths be turned over to grass and all woodchip removed on those paths. Plot holders should not be expected to do this.</p>	<p>Not all vertical paths have been turned over to grass. In some places the grass/weeds have seeded on top of the woodchip/membrane and cut. Membrane trip hazards have been removed.</p>	<p>Council to agree how to proceed.</p>
4.	<p>Plot holders do not have the equipment to maintain grass paths. The AA cannot store flammables in their communal shed and are not insured for theft. AA will not provide necessary equipment.</p>	<p>The Council to continue to maintain communal areas.</p>	<p>Council to agree how to proceed.</p>



5.	New plots established on the right-hand side of the site only have grass paths. Would those plots adjacent to communal grassed areas be responsible for all edges.	The Council to continue to maintain communal areas. Maintaining paths guidelines to be issued to all plot holders as shown in Appendix 2.	Council to agree how to proceed.
6.	Would raised bed plot holders be responsible for accessible hoggins paths, which have grass, weeds and bindweed growing within it as they have not been maintained.	The hoggins previously installed by contractors in 2020 has not been maintained. In some parts grass/weeds have seeded, making accessibility difficult for those plot holders who may have mobility issues. Ideally, the area would be sprayed, however, this is not possible on the allotment site.	Council to agree how to proceed.
7.	Should an injury occur on a path, who is responsible.  Not all plot holders are AA members, therefore are not covered by the Allotmenters Liability insurance provided by the National Allotments Society (NAS) membership.	As part of the revised tenancy agreement to be in place from 1 April 2025, all plot holders will be required to be a member of the AA and therefore, have insurance to cover injury and/or damage.  The Council has public liability insurance which covers any accident or injury in the communal areas.	
8.	What materials can be used for plot edging and who is responsible for shared plot boundary edging (half and starter plots).	Up to plot holders how they maintain the plot edging, as long as it is safe and tidy. Those plots with shared boundaries/edging should reach an agreement with their adjacent plot holder.	
9.	Raised beds are deteriorating, who will be responsible for maintaining.	The structure of some of the raised beds is not fit for purpose with some deteriorating and requiring maintenance and/or replacing. Raised beds plot holders should not be responsible for the structure.	Materials to be procured for maintenance and/or replacement of raised beds.
10.	Disappointed with increased allotment rents between 40-50% (dependant on plot size) and yet the Council are reducing their responsibility i.e. Plot holders to take on responsibility of paths. Will the Council reconsider decision.  Percentage of allotment rent increases are very large and unfair.	Full Council agreed to increases as a fixed amount (£5) across all plot sizes, not a percentage in December 2023. Rent has not increased since plot holders moved to the Broadmoor Road site in 2019/20.  Allotment rents will never cover all the running costs of the site including maintenance and/or water charges.	Allotment rents could be revisited as it is >6 months since the Council resolved to increase rents. Council to agree how to proceed.
11.	Who will be responsible for installation of additional delivery bay and hard standing once installed and where can the bay be located.	Permission for an additional delivery bay using the same materials and sited next to the existing delivery bays (mid-way up driveway to top car park) has been agreed by Dorset Council Planning.	Clerk to clarify with Dorset Council Planning who must install the additional delivery bay in line with permitted development rights of the site.

12.	<p>AA have been awarded grant funding from Dorset Community Foundation/Wessex Water towards the allotment wildlife pond project. AA Committee members met with the Wessex Water Environment Officer on site to provide some advice on wildlife ponds.</p> <p>The existing habitat (surrounding plant species/grasses) provides a good variety of established marsh plant species, with little need for many more pond/marginal plants. The officer suggested that when the pond was dug, to skim the turf around it, and try to retain turf sections to replace once the pond has been lined to retain those established species. Recommendation to include some additional native species/selective plants to offer a wider variety.</p> <p>The existing pond measures approximately 4m x 2.5m. However, with a pond of this size, and the debris washed down the driveway running into the pond, it is recommended to install a type of trench/silt trap around 1m sq x 1m deep. This would catch the debris washed down the site before it enters the pond. Without such a trench the pond would continue to fill with debris and require regular maintenance to remove the silt, risking damage to the liner and disturbance to established wildlife. The installation of a trench/silt-trap means the debris would be caught in the initial trench which would be easier to manage and maintain and require minimal future maintenance.</p> <p>If the wildlife pond project is contained within the existing fence, there is insufficient space for an effective trench/silt-trap for the current</p>	To act on the advice of the Wessex Water Environment Officer.	Council to agree how to proceed.
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	<p>pond size, resulting a reduction in size of the pond by half to allow for the trench.</p> <p>A 'stepped' trench/silt trap using wooden planks with lowering levels would be best suited and easier to maintain as the top-level fills with silt first and then it overflows to the lower levels, making it easier to see when the top level is full and requires maintenance. The trench/silt-trap would also accommodate more run-off/divert more water from the driveway, it slows the flow to the pond and reduces the current/disturbance to the pond, filtering the water before it enters the pond removing both sediment and unwanted nutrients.</p> <p>Council to consider the following, subject to permission obtained from Dorset Council Planning:</p> <ul style="list-style-type: none"> <li>• Trench/silt-trap to be sited in the grass area in-front of the existing pond, by the gully outlet at least 1msq in surface area outside the existing fence boundary.</li> <li>• AA to cover the cost and installation of additional fencing required and take responsibility for maintaining the wildlife pond and trench/silt trap.</li> <li>• To commence work in September 2024, as any pond creatures/amphibians etc would have matured and left the pond by this time.</li> </ul> <p>Copy of proposed trench/silt trap shown in Appendix 3.</p>		
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13.	Growing Compassionate Communities (GCC) Raised Beds: AA Committee members continue to maintain two raised beds. GCC representatives have not attended the site.	Clerk has tried to make contact with GCC to gain an understanding of the intended purpose of the beds, as representatives were not attending the site, with no success. Produce from the beds are being passed to Corfe Mullen Foodbank. GCC continue to pay rent and fund the portaloo on the site.	
14.	Corfe Mullen WI commemorative bench previously located in the Chapel at the Old Cemetery to be relocated and installed at the top of the Allotment site adjacent to the car park.	Grounds Team to install when work schedules allow.	
15.	Driveway gully	Gully across the driveway is in place as run off for excess ground water from the site into the balancing pond. The gully must be kept clear at all times. Unfortunately, the materials used (hoggin) wash into the gully and balancing pond. Those plot holders using the driveway should drive slowly over the gully, to not cause damage to their vehicles and not drive on grassed areas/verges.	
16.	Could the entrance up to main gate from Broadmoor Road be tarmac.	Consideration to be given as this area is uneven.	Discussion as part of budget process for 2025/26.
17.	Bindweed located at the bottom of the site, particularly by the main gate, car park and raised beds.	Bind weed is an invasive weed and very difficult to eradicate. No chemicals can be used on site, therefore, Grounds Team to continually dig out to try and weaken and remove from communal areas.  Plot holders to do the same on their plots and/or use natural materials to try and eradicate.	
18.	Uneven surfaces of car parks and driveway to the top of the site.	Contractors carried out groundwork to fill potholes with hoggin earlier in the year. However, due to the heavy rainfall, it has all washed away. Contractor has revisited the site and suggested installing hoggin whilst the weather is drier and warmer so it could set ahead of wet weather. Due to when the site was established, Natural England stipulated that only hoggin could be used.	

19.	Could a community orchard be established on the site under a recent DEFRA initiative.	Only trees up to 4ft are allowed on site. Should allotment holders wish to be involved in a community orchard, they could be involved in the already established community orchard at Corfe Mullen Recreation Ground.	
20.	Plot 52 (telegraph pole located) could be split with an additional starter plot on the northern side of the plot (when viewing the site from the main gate).	Bee bomb was sown in Spring 2024 on plot 52, to attract wildlife to the site, which is now flourishing. Should Council wish to create an additional plot, the fencing around the plot will need to be repurposed, incurring additional costs. Plot should not be too near to the structure and groundwork associated with the telegraph pole.	Council to agree how to proceed.
21.	Could the AA hold a BBQ social event on the site.	BBQ's or any fires are not allowed on site.	
22.	Waste bin to be relocated on site.	Removed from near the communal shed due to AA shed insurance policy exclusions. Bin should not be used for green waste.	Grounds Team has reinstalled general waste bin by compost bays.
23.	Request for additional compost bays at the top of the site for composting and transposing soil from existing bays at the bottom of the site for use by plot holders at the top of the site.	Additional expenditure to the Council to locate additional bays at the top of the site and permission would need to be sought from Dorset Council Planning. There would be a reduction in parking area with access for machinery (tractor mechanical turning) limited.	Council to agree how to proceed.
24.	Use of hosepipes and pumps on site.	No hosepipes and/or pumps to be used on site. The water charges for the site are high, therefore, plot holders should be encouraged to capture water on their own plots i.e. water butts from structures.	
25.	Installation of plot holder sheds.	Costs for purchasing and installing sheds on behalf of individual plot holders to be investigated and communicated in the Autumn 2024.  Purchasing and installation was paused, whilst there was a reduced Grounds Team. The costs may be prohibitive due to rising costs of sheds/materials.	
26.	Some water troughs have gathered algae.	Grounds Team have drained and cleaned affected troughs.	

27.	Request for delivery and use of seaweed on site supplied free of charge to the AA on a monthly basis. (equivalent to one dumpy bag per month).	Seaweed contains several useful plant nutrients, including nitrogen, potassium, phosphate and magnesium. Dried and liquidised forms are available from garden centres. Seaweed is also a common additive to fertilisers, both organic and non-organic. The shelf life of raw seaweed is limited (a few days to a week) when stored. If left and not spread/dug into individual plots, it will deteriorate and become slimy and unusable.	Council to agree how to proceed.
28.	Suggestion to create additional starter plots on either side of the driveway to the top of the site.	Space adjacent to driveway would stop plot holders parking on the grass. Space being measured and investigations taking place into location of water pipes to look at feasibility.	
29.	Mole mounds all across site and increasing.	Contractor contacted to attend site to look at what action could be taken without the use of chemicals. Suggestion to use natural methods i.e. moth balls or ground coffee inserted into the mole hole. Moles apparently do not like the smell.	
30.	Tenancy agreement from April 2025 will make plot edges the responsibility of plot holders. However, the AA has queried the plot holders' responsibilities during the interim period.	The Council will not be replacing any deteriorated wooden edging. If any become unsafe, plot holders should make safe or remove.	
31.	Compost bays: the concrete walls of the compost bays appear to have an increasingly large gap between the back and sides.	Contractor who installed compost bays in 2020 has been contacted and arranging for an excavator to attend the site to reposition the back against the sides.	

## Appendix 3

## Corfe Mullen Town Council

Off Towers Way, Corfe Mullen, Wimborne, BH21 3UA  
Tel: 01202 698600

**Corfe Mullen Allotments  
Broadmoor Road Site**

SCALE : 1 : 1000 @ A4	DATE : 05/05/2022
--------------------------	----------------------

DATE :  
05/05/2022



MAP FILENAME :  
Corfe Mullen New Allotment Site 030522

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supplied under OS PSMA licence number EUL 0100023148 .  
Terms and conditions apply : Refer to Ordnance Survey © website.

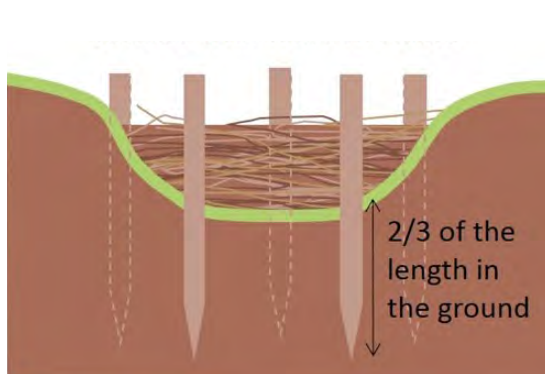


### What are in-ditch features for flood management?

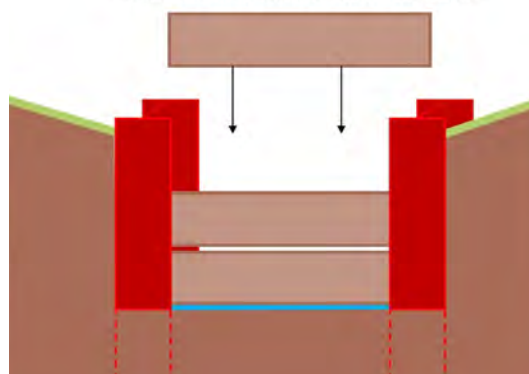
- Options:
  - Install barriers / traps within ditches to 'slow the flow' and allow sediment to settle
  - Widen ditches to hold more water and create wetland features
  - Create new ditches to carry water to other flood management features (e.g. leaky pond)
- Benefits:
  - Slow the flow
  - Filters sediment within the water. Sediment can be dug out and put back on the fields which may help with soil fertility, as nutrients and soil organic matter may be part of, or attached to, sediment particles
  - May help keep farm tracks drier

### Choosing the right site for in-ditch features

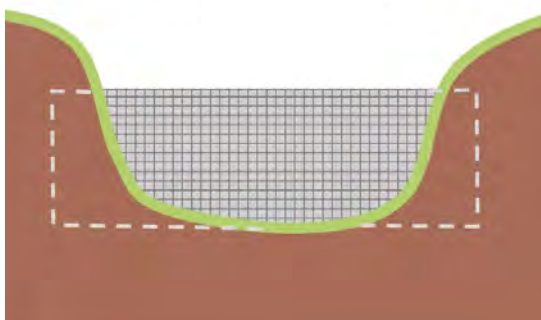
- In-ditch features are suitable for:
  - Any ditches that collect overland flow from fields and where it is desirable to slow the movement of water to reduce downstream flood risk
  - Dry ditches (channels that only carry water during periods of wet weather)
  - Ditches where fish and other wildlife, like water voles, are not present
  - Areas that are accessible for maintenance of the structures



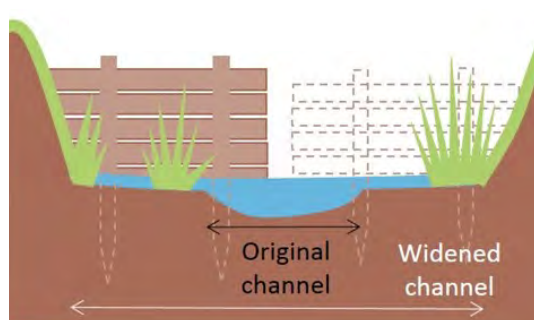
*Brush bundles secured with wooden stakes.*



*Adjustable planks to control water levels in ditches.*



*Gabion baskets are suitable for dry ditches and should be set into the bank.*



*Widening ditches and installing leaky barriers on alternating banks to slow the flow.*



## Design and Construction

Leaky Barriers	Widened ditches
<ul style="list-style-type: none"> <li>The barrier should be leaky and allow some water and fish through.</li> <li>Put in a series of wooden posts (two-thirds of the length should be buried, where possible).</li> <li>Faggots: lodge them between posts and secure with wire.</li> <li>Wooden boards: nail to the posts or fix between two posts. Settle the boards into the ditch bed and banks.</li> <li>Set the barrier at a level lower than the top of the bank.</li> </ul>	<ul style="list-style-type: none"> <li>Dig the ditch wider around the original channel (or divert the ditch to the wetland feature)</li> <li>Create regular barriers to 'slow the flow'. An alternating design with barriers narrower than the channel width, works well as it encourages a meandering flow.</li> <li>Plant wet-loving species (e.g. reeds, rushes, sedge, alder, willow) to reduce erosion and for habitat creation.</li> </ul>

### Management

Check the structure regularly for silt accumulation and de-silt to maintain the water storage capacity. Any silt removed can be spread back onto the land.



*Gabion basket, immediately after construction.*



*Leaky barrier using hazel bundles*

### In-ditch features and your farm business

Ditches can be beneficial to the farming system as they allow drainage of water to areas where it can be managed. In ditch features can slow the flow above areas susceptible to flooding, for example tracks or yards, but also act as a filtration system to remove sediment from the water. Ground levels should always be checked before constructing features to ensure that water levels will not back up and cause flooding elsewhere.

Ditch features are available as capital items through Countryside Stewardship:

- RP11: Swales (channels), £5.95 per square metre and should meet the specification
- RP12: Check Dams, £42 per dam and should meet the specification

### Consents and Licences

Land Drainage Consent from the County Council will be needed. FWAG SW can help with this. A waste exemption (U10) from the Environment Agency may be required when spreading silt. You may need consent from Natural England if the land is designated as a SSSI or in an agri-environment agreement.




## COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 August 2024

Agenda Item: CS 24/22

Paper: F

<b>Subject:</b>	Update on the Cemeteries
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To provide members with an update on the ongoing works being carried out at the cemeteries.
<b>Background:</b>	None.
<b>Key points:</b>	<ul style="list-style-type: none"> <li>• Mole hills in the old cemetery are being monitored by the Grounds Team.</li> <li>• The headstone requiring repairs due to a Council mower causing damage, is in progress. The family has been contacted and were very grateful to the Town Council. The Stonemason expects works to be completed by 20 December 2024.</li> <li>• A new waste bin has been installed at the entrance to the new cemetery opposite the Royal British Legion. There have been no further reports of littering in this area.</li> <li>• Following drainage works to the old cemetery driveway, the bank to the edge of the driveway requires levelling and re-seeding. To be completed by the grounds team in September 2024.</li> <li>• Quotations to replace the wall and pillars at the front of the new cemetery are being progressed.</li> <li>• Complaints from cemetery visitors being unable to park in the new cemetery car park due to Royal British Legion patrons using the car park as an overflow car park when the Royal British Legion car park is full. Quote obtained for signage at a total cost of £113.69+ VAT inc post and fixings:</li> </ul> 
<b>Implications:</b>	<p>There is £3,500 budget allocated for repairs and maintenance in the 2024/25 financial year.</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>

	Health & Safety issues to be resolved as soon as practicably possible.
<b>Recommendation:</b>	To NOTE update and APPROVE quote for car park sign at a total cost of £113.69+VAT.

## COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 August 2024



Agenda Item: CS 24/23

Paper: G

<b>Subject:</b>	Highways Update
<b>Prepared by:</b>	Catherine Horsley, Town Clerk
<b>Purpose of Report:</b>	To note the update on current Highways issues being progressed by the Town Council office with National Highways and/or Dorset Council Highways.
<b>Background:</b>	The update is for information only. Recommendations made by the Planning & Highways Committee with approval to proceed by Full Council.
<b>Key Points:</b>	<p><b>Currently working with Dorset Council to progress requests for new pedestrian crossings to be considered in the following locations:</b></p> <ul style="list-style-type: none"><li>• Blandford Road, from Roman Heights Estate</li><li>• Wareham Road, near Brownsea Avenue</li><li>• Wimborne Road, by Lambs Green Inn</li></ul> <p><b>Additional road safety measures are being investigated at the following locations:</b></p> <ul style="list-style-type: none"><li>• Wimborne Road, adjacent to Lockyer's School and the new housing development</li><li>• Improvements to existing zebra crossing on Lockyer's Road near the Windgreen Roundabout.</li><li>• Lockyers Road, adjacent to Roman Heights, following recent car accident.</li><li>• Awaiting installation date for safety railings on Hillside Road adjacent to Henbury View Play Area.</li></ul> <p><b>Repainting of line markings has been requested at the following locations:</b></p> <ul style="list-style-type: none"><li>• Roundabout by Hillview Post Office, repainting of roundabout.</li><li>• Pardy's Hill/Broadmoor Road.</li><li>• Wimborne Road adjacent to Lockyers School, repainting of hazard lines and bus stops.</li></ul> <p><b>Parking restrictions have been requested at the following locations to resolve issues with cars parking on main roads causing an obstruction/reduced visibility:</b></p> <ul style="list-style-type: none"><li>• Blandford Road from Windgreen Roundabout to Lockyers School, junction with Wimborne Road.</li><li>• Hillside Road, junction with Henbury View Road and Chapel Lane along with Viewside Close and Heckford Road.</li><li>• Corfe View Road junction with Wareham Road (Public Consultation in progress).</li><li>• Albert Road, junction with Wareham Road.</li></ul>

	<p><b>Reduced Speed Limit is being investigated at the following locations:</b></p> <ul style="list-style-type: none"> <li>• Mill Lane, A31 – The residents are petitioning at present due to concerns with road safety when accessing businesses and residential properties on this stretch of road.</li> <li>• Blandford Road (B3074) from Windgreen Roundabout to Badbury View Road, following serious accident.</li> <li>• Wimborne Road by Lambs Green Inn coming up from the A31 Lake Gates Roundabout.</li> <li>• Wareham Road from Windgreen Roundabout to Hillview Roundabout.</li> </ul> <p><b>Beryl Bike Bays:</b></p> <ul style="list-style-type: none"> <li>• Additional bay on Wimborne Road adjacent to the Lambs Green Inn.</li> </ul>
<b>Implications:</b>	<p>£7,500 has been allocated in the 2024/25 financial year for road safety measures.</p> <p>The safety of school children attending local schools and using play areas should be a priority for the Town Council. Even if the Town Council supports requests, the locations may not meet the criteria and/or are not guaranteed as other primary consultees may not support it.</p>
<b>Recommendation:</b>	To NOTE update.