Minutes of the meeting of LYTCHETT MATRAVERS PARISH COUNCIL
Meeting of Full Council, Weds 28th February 2024 at 7.00 p.m. in the Blanchard Room, Village Hall.

PRESENT were A Huggins (Chair), M Attridge, H Khanna, R Aspray, B Barker, V Abbott, K Morgan, P Webb, K Korenevsky and Mrs A Clothier (Locum Parish Clerk / RFO).

Also present: Dorset Cllrs A Brenton and A Starr.

PUBLIC PARTICIPATION SESSION (Standing orders suspended)
There was one member of the public present. There were no comments.

DORSET COUNCILLORS' REPORT
The Dorset Councillors' report is attached at Appendix 1.
Councillors asked about the reedbed treatment site at Bulbury being postponed and questioned whether development would still be allowed to go ahead. New terms have been discussed but not agreed, in the meantime development can go ahead.

1. **To receive and consider apologies for absence.**
   Cllr A Bush. Dorset Cllr B Pipe also sent his apologies.
   Cllr Khana left at 8.15pm.

2. **To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011.**
   Cllr Barker declared an interest in Agenda item 3 and left the room whilst this item was discussed.

3. **To receive and consider applications for co-option to the council.**
   One application had been received, from Mr Roger Ong. The Council Chair thanked the applicant for his interest. Mr Ong took the opportunity to clarify that he no longer worked for Charity Bank. He explained his roles with St Marys Church and the Youth Hall. He is interested in supporting and helping the local community and has helped with the Jubilee and Coronation celebrations. The applicant was then asked to leave the meeting room whilst the Council considered the application. By a majority, the Council **RESOLVED to APPOINT Mr. Roger Ong** to the vacancy. Cllr Ong then signed his "Acceptance of Office" and joined the meeting as a Council member for the rest of the session.

4. **To receive and resolve to approve minutes of Council meeting held on 24th January 2024.**
   It was **RESOLVED** to approve the minutes of this meeting as true records of it. The minutes were duly signed by the Council Chair.

5. **To receive and consider reports of past subject matters on the minutes of the Full Council meetings (for purposes of report only).**

It was **RESOLVED** to receive and note the contents of the following report, which had been prepared and circulated in advance of the meeting by the Parish Clerk. Italics below indicate additional comments made during the meeting.

Minute	Action Point	Progress
Minute 29, Full Council 26th July 2023	Continued failure of Aster Housing to maintain their children's play area between Lockyers Way and The Spinney, or the pathways around it and the pathway connecting Abbotts Court and Wareham Rd.	The communal drying area is trimmed back. The tree opposite number 8 has been reviewed The 3 trees next to the street lamp will be removed in March. *The trees have been cut. The condition of the play park is still an issue and the role of Aster is to be clarified.*
Minute 17, Full Council 25th October 2023	Parish Clerk to instruct the preferred contractor for the repairs to the Churchyard / cemetery wall.	Ongoing. The contractors are delayed due to the weather and will now be starting in Spring
PP Session, Full Council 24th January 2024	Cllr Webb to speak to the landowners about reinstating ditch in the field behind Glebe Road. Parish Clerk to enquire about sandbag store	The landowners have said that there was never a ditch in the field behind Glebe Road. *Further investigation to take place.* There two community sand stores in Lytchett Minster. This was introduced via the Dorset Council Community Sandbag Scheme in 2019. The Town Council purchased 2 sand stores and 2 sand bag stores (grit bin type), and Dorset Council supplied the sand bags, and sand. They contact them each year to see if we require more. We sought consent from landowner to site the stores on their land. *The member of the public now has sandbags. Item Closed.*
Minute 5, Full Council 24th January 2024	Parish Clerk to seek three quotes for drop bollards	Ongoing
Minute 5, Full Council 24th January 2024	Parish Clerk to seek three quotes for cemetery path	Cllr Morgan requested 3 quotes for cemetery path. *On main agenda.*
Minute 16, Full Council 24th January 2024	Cllr Bush to ask Rob Camp if the school crossing patrol could be moved.	Ongoing. *Awaiting outcome of zebra crossing consultation.*
Minute 18, Full Council 24th January 2024	Cllr Aspray to circulate timetable for D Day. Cllr Abbott to arrange a meeting with Mrs Dominey	As discussed at February F&GP *Cllr Abbott is speaking to the school about involvement.*

	about the participation of the school, either music or crafts	
Minute 19, Full Council 24th January 2024	Clerk to establish whether the potential candidate wishes to apply for Co-Option.	Complete
Minute 20, Full Council 24th January 2024	Clerk to confirm tree works with Poole Arbor.	Complete
Minute 21, Full Council 24th January 2024	Clerk to chase enforcement case for Water Tower Field.	Response as follows: Dorset Council received an application to retain a new shipping container and caravan on site which was determined in favour of the application. I have looked at the other aspects of the complaint raised by different parties. In relation to points raised noise of excavators and generators this unfortunately is not within planning enforcement remits. If this is of a concern then I recommend keeping a log and report this to environmental heath, but please bear in mind that that this working agricultural land and that there is always expectation that there will be noise and smells as a result. I note a mentioned about the burning of waste on the site. There are rules in relation to this, but this would need to be reported to the Environment Agency as sits outside that of the council. In relation to the gates, these are set back off the road with an intervening feature of the driveway and hedgerow. There has been comments made regarding the maintenance of a driveway, this includes the removal of overgrowth, this would be permitted, I have experienced leaving the site and the entrance does suffer from a blind spot on a bend. Having attended the site I do not feel there are any further breaches of planning that our service would be

		able to enforce. As there are no further breaches and planning now been granted to the site we are now closing this complaint and thank you for being this to our attention. *The Parish Council expressed disappointment with the decision and noted that this sets a precedent around the village.* *It was suggested that a formal complaint be made about the decision making process.* ***Action: Cllr Aspray to put together the wording for a formal complaint for approval.***

6. **Chair's announcements (for the purposes of report only).**

- LMYH have been awarded a grant from the Shared Prosperity Fund
- The Chair gave a reminder to everyone wishing to stand again as a Parish Councillor to fill in a nomination form and book an appointment with Dorset Council.
- The Clerk vacancy has been readvertised on the DAPTC website
- A reminder was given to post reports on to Dropbox as early as possible.

7. **To receive and note the content of the minutes of the Finance & General Purposes Committee Meeting on 14th February 2024 (for purposes of report only)**

   It was **RESOLVED** to receive and note the contents of these draft minutes.

8. **To consider the following recommendations from the Finance & General Purposes Committee meeting of 14th February 2024: -**
   8.1 Approval of updated / amended Risk Register for 2023-25 as set out in minute 11 and appendix 4 of the F&GP minutes 14th February 2024.
   It was noted that this is an interim measure for 3 months with a commitment to review by May 2025. **RESOLVED** to **APPROVE**.
   8.2 Approval of updated / amended Schedule of Governance / Internal Controls responsibilities for 2023-25 as set out in minute 12 and appendix 5 of the F&GP minutes 14th February 2024. **RESOLVED to APPROVE.**
   8.3 Approval of proposals from Dorset Council Highways for dropped kerb options for The Spinney, Vineyard Close and Burbidge Close as set out in minute 15 of the F&GP minutes 14th February 2024. **RESOLVED** to **APPROVE**.
   8.4 Approval of review of Parish Council policies including an environmental policy as set out in minute 16 of the F&GP minutes 14th February 2024. **RESOLVED** to **APPROVE**.
   8.5 Approval of grant request from Life Education Wessex for £625 as set out in minute 18 of the F&GP minutes 14th February 2024. **RESOLVED** to **APPROVE**.

9. **To receive a report from the Village Environment Working Group (VEWG).**
   A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 2 to these minutes.

The next working group meeting is scheduled 6th March. The Sports Store work has begun on site. The excavation work has gone well and the slab will be concreted at the end of the week. An issue has been raised by the Scouts and Cllr Abbott agreed to act as a liaison with the Scout Group.

10. **To consider report and resolve to accept recommended quotation to extend Sports Pavilion Terrace.**
    A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 3 to these minutes.
    The terrace is rolled into the budget item for Sports Pavilion frontage and there is money in the budget for this. Three quotations were sought with one company declining to submit a quote. After discussion it was **RESOLVED** to accept the lowest quote which was from Gould Groundworks at a total of £11,000 +VAT to include at 10% contingency.

11. **To consider report and resolve to accept recommended quotation to construct 2x Boules/Petanque pitches.**
    A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 4 to these minutes.

    This was challenged because, in the minutes from the previous Full Council meeting, the project plans were signed off, which included the boules pitches falling in the following years budget. However it was explained that this project, which has been talked about for a number of years, is bring brought forwards as there was a natural opportunity following discussions with contractors about the Sports Pavilion works, to tender for and undertake the construction of the Boules pitches this year, and in fact the combined cost of the Sports Pavilion works and the Boules pitches will come in under budget.

    Three quotations were sought with one company declining to quote. After discussion it was **RESOLVED** to accept the lowest quote which was from Fletchamoore (Poole) at a total £9250+VAT (including 10% contingency). It was concluded that this was a positive decision to proceed with this project.

12. **To consider report and resolve to accept recommended quotation to extend Cemetery Path.**
    It was initially clarify whether this project was part of the village environment working group and concluded that it was.

    A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 5 to these minutes. It was highlighted that this is the best solution to extending the cemetery which is essential. This wasn't something that was budgeted but it is needed.
    Three quotations were sought with one company declining to quote. After discussion it was **RESOLVED** to accept the lowest quote which was from Goulds Groundworks for £8,500+VAT (including 10% contingency)

    It was raised that the work does need to be handled carefully in terms of the dates as there will be burials booked in on site – Cllr Morgan to liaise with Gould Groundworks. Once the

dates are known then the Clerk will contact the local funeral directors to let them know not to book burials in for this period. Cllrs gave thanks to Cllr Morgan for his hard work.

13. To receive a report from the Highways Working Group.

A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 6 to these minutes.
There has been no detailed feedback from Dorset Council on the Zebra Crossing consultation - main key response words were safety, loss of school patrol and parking. Some of the concerns can be mitigated. The Parish Council Highways Survey is live at the moment – 110 responses have currently been received. The survey will remain open until the end of March. The 20 mph speed limit application needs a demonstration of public support and this will hopefully deliver this.

14. To receive a report from the Neighbourhood Plan 2 Working Group.
In the discussion about the Purbeck Local Plan the advice was to look to the future and a revision of the Neighbourhood Plan.

15. To consider report on progress of Purbeck Local Plan (PLP2) including advice received from appointed planning Barrister.
A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 7 to these minutes.
A budget of £5000 was previously agreed to for a barrister's opinion on a Judicial Review. The meeting was held and it was concluded that it is highly unlikely that there will be any legal loopholes. The Judicial Review does not challenge any planning decisions. The potential cost of JR would be a very high proportion of the budget. It was suggested that the Parish Council should concentrate efforts on Dorset Local Plan and the Neighbourhood Plan. Councillors asked if there was any way of working collectively with other Parish Council's to challenge the Purbeck Local Plan – it was thought this is unlikely to work as there are no other villages are in the same situation.

16. To receive a report from the Lytchett Matravers Youth Hall Working Group (YHWG).

A summary report had been made available to all members ahead of this meeting. A copy of the report is associated at Appendix 8 to these minutes. The Open Day will take place on 9th March.

17. To consider report and resolve to accept recommended quotation to repair Youth Hall car park
Final quotes have not been received so this was be deferred to the next meeting. The two contractors gave a very different approach – for an appropriate tender process both parties need to quote against the same brief. The agreed spec will be circulated to the contractor and it was agreed that a third quote would be sought for proper process.

Action: Cllr Ong to obtain a third quote

18. To discuss parking arrangements at the Youth Hall Car Park
Currently Gables Garage pay a small amount to use the car park. A discussion took place and it was concluded that the Youth Hall should have the use of the spaces. This will be

communicated to the Garage. A sign will be put up to say car park for use of Youth Hall and Cadets only. The safety aspect of using the access was raised and this will be monitored.

Action: To give Gable Garage notice for the Youth Hall car park.

19. To approve £1,242.54 towards Youth Hall expenditure funded by DC Shared Prosperity Fund Community Grant.

The Youth Hall Committee have been working hard to get grant applications in and have had success with the Shared Prosperity Fund for £9.5K. This needs matched funding from the Parish Council of £1,242.54. The money needs to all spent by the end of March. The contractor for the heaters is available early March and they are waiting for the electrical company for the lighting, hand dryers and water heaters. The Parish Council will have to cash flow and then claim the money back. The work is planned anyway so it was concluded that it was low risk. Energy costs will be reduced with the new works.
It was **RESOLVED** to **APPROVE** the budget of £1242.54 and to cash flow the work covered by the Community Grant.

20. To consider a review of Parish Council charges.
A list of Council charges were detailed. This included the High Street Car Park, Allotments, Cemetery and Scout Hut rent. This will be discussed in more detail at F&GP once the Clerk and Cllr Ong have had opportunity to meet with the Church about the cemetery. A list of charges and suggested amendments will be circulated in advance of the meeting.

Action: Clerk and Cllr Ong to meet with Church to discuss cemetery arrangements.

21. To approve a proposal to install a bench in memory of Shirley Percival in conjunction with the U3A History group (U3A will purchase bench, PC to install – deminimus charge)

It was queried whether this was U3A and not just the History Group. The bench will be located on Church Walk and the quote for the suggested bench will be shared with the History Group.
Action: Cllr Huggins to provide a quote for the supply of a bench to the clerk and the History group
It was **RESOLVED** to **APPROVE** the proposal.

22. To approve a direct debit to Dorset Waste Partnership for a garden bin collection at St Marys Churchyard

Currently the Church pay for the garden waste service which is used for cemetery flowers/plants but it would be more appropriate that the Parish Council pay this. The cost is £69.50 – the price was checked with Dorset Council. It was **RESOLVED** to **APPROVE** the proposal.

23. To confirm arrangements for the Spring Litter Pick.

This was agreed for March 24th at 2pm. Any areas outside of the 30mph area would be carried out at individuals own risk as they would not be covered by the Parish Council risk assessment. The event will be advertised on social media.

24. To discuss Lytchett Matravers Summer Events

Deferred to Full Council in March.

25. To approve the engagement as internal auditor of Darkin-Miller Chartered Accountants for 3 years based on provided estimates.

This was positively received and it was concluded that a consistent approach with one auditor would be a good idea. It was **RESOLVED** to **APPROVE** the proposal.

26. To resolve to approve the following payments already made:

To Whom	For What	Net	VAT	Total
BT	Office phone and broadband fee	55.98	11.19	67.17
SSE	Public lighting – December	19.50	0.98	20.48
SSE	Youth Hall Electricity	169.27	8.47	177.74
Octopus	Sports Club Electricity – January	48.20	2.41	50.61
O2	Parish Clerk Mobile Phone – January	11.00	2.20	13.20
Propel Finance Plc	Monthly repayment for LMPC Clerk's mobile phone -	7.42	1.48	8.90
HSBC	Bank account fee - January	5.00	0	5.00
Dorset Council	Building Regulation Fees – Sports Pavilion	480.00	96.00	576.00

27. To resolve to approve the following payments due:

To Whom	For What	Net	VAT	Total
T Homer	Handyman duties, Jan 2024	351.68	0.00	351.68
Alison Clothier	Clerk's Cover 22/01/24-23/02/24	1366.94	0.00	1366.94
Alison Clothier	Clerk's Expenses including A4 paper, plastic wallets and 5 stamps (allotments and burials letters)	16.12	2.08	18.20
Cllr R Aspray	Expenses for youth hall renovation	66.79	0.00	66.79
Cllr A Bush	Expenses for youth hall renovation	61.27	3.53	64.80
Cllr A Huggins	Solar lights for astro driveway	170.17	0.00	170.17
East Dorset & Purbeck CAB	Provision of weekly advise sessions at Lytchett Matravers 2024/25	6824.00	0.00	6824.00
BCP Council	Replace missing bolts and penalty sort at MUGA	501.84	100.37	602.21
Matred Ltd	Decorating Work at LM Youth Hall	700.00	0.00	700.00
Idverde	Grounds Maintenance for St Marys and Row Park Cemetery	350.60	70.12	420.72

Homestyle Glazing Ltd	Trim and seal ext of windows at Youth Hall	475.00	95.00	570.00
Landmark Chambers	Professional fees – Landmark Chambers (JD Purbeck Local Plan)	3000.00	600.00	3600.00
Poole Arbor	Works to Parish Council trees as advised in Tree Survey	1200.00	240.00	1440.00
Lytchett Matravers Village Hall	Rent of rooms August 2023-Feb 2024	275.00	0.00	275.00

It was noted that Homestyle was for the Youth Hall not the Scout Hut as quoted on the invoice. It was **RESOLVED** to approve all of the above payments.

28. Training by members or the Clerk in the past month (for the purposes of report only).

The Clerk is attending the 7th March DAPTC Event

29. To note any decisions / action taken by Parish Clerk under "Openness of Local Government Bodies Regulations 2014", Part 3, Paragraphs 6-10, record of decisions and access to documents (for purposes of report only).

30. To note correspondence received.

- Letter to Cllr Flower regarding Dorset Local Plan from Dorset Deserves Better Alliance and CPRE – proposal to send a joint letter to Cllr Flower and Cllr Walsh which was approved.
- Cllr Barker – catapult issues – cats and property have been attacked.
- Cllr Abbott – school road closure suggestion from Dorset Council – Cllr Abbott will send to the school
- Cllr Morgan – village hall would like to discuss internet connection. A resident has suggested Community Sale Day – it was thought it might be easier to do a village car boot sale. The Parish Council would not stand in the way of someone organising it.
- Clerk - Antisocial behaviour – this should be reported to the Housing Association. Any threatening behaviour would be a Police matter. Need a mechanism to report these issues. North Purbeck Neighbourhood Police to be asked to come to a Parish Council meeting.
  Action: Clerk to ask policing team to attend Parish Council meeting.

The meeting closed at 21:19 Annotated by/on ……..Signed by……

Appendix 1

It has been a busy month as there is a push to get decisions made before the Elections.

- ✓ **Council Tax.** Dorset Councillors have approved proposals for a council tax premium on second homes and an amendment to agree an earlier commencement date for the existing Long Term Empty Homes premium, under the new flexibilities for councils provided in the Levelling Up and Regeneration Bill, which received Royal Assent in October 2023

- ✓ For those properties classified as Long-Term Empty and Unoccupied a 100% premium will, from 1 April 2024, be applied after one year rather than the existing 2 years.

- ✓ The introduction of the 100% council tax premium on second homes will come into effect on 1 April 2025, making a total council tax charge of 200%. Unlike empty dwellings, there is no requirement for a property to have been used as a second home for a fixed period of time before the premium can apply so it becomes chargeable from day one that a property is considered a second home (or dwelling periodically occupied).

Several Councillors had to leave the chamber during this debate as they were second home owners. There was an amendment that 40% of moneys raised in this tax should go directly into a housing fund to provide Affordable Housing.

Unusually this opposition amendment was passed against the Cabinets advice.

20mph zones or speed limits.

The town/parish councils for Langton Matravers, Bridport, Wimborne, Pimperne and Winfrith successfully applied to Dorset Council in 2023 for the new limits and zones.

Residents gave their comments, support, or objections to the applications through a process called a Traffic Regulation Order (TRO) consultation.

Installation of the new signs will begin in April in these towns and villages.

Further applications for Okeford Fitzpaine, Child Okeford, Milborne St Andrew, Winterborne Kingston, Cheselbourne and Wimborne (Allenview Road/Burts Hill) are now being assessed by Dorset Council.

Dorset Council has been named as the best unitary council in the country for recycling.

The Department of Environment, Food and Rural Affairs (DEFRA) has announced that Dorset Council was named number one unitary council in England for recycling.Each year DEFRA produces its findings which detail the collection and management of waste under the possession or control of local authorities in the country. The recycling figures for 2022/23 confirms Dorset Council as the number one unitary and disposal authority in England for the first time.

On 2nd May Dorset residents will go to the polls to elect 82 councillors for Dorset Council as well as over 150 Town and Parish councillors.

The Dorset Police and Crime Commissioner election will also take place on the same day.

Each year Dorset Council employs hundreds of staff at election time to make sure that the process is run smoothly, in an open and transparent way.

There still are a number of roles available,if you're interested in working with them, particularly if you have previous experience working in a polling station.

Lobbying Parliament . On 12th January, 46 Members of Parliament jointly signed an open letter to the Prime Minister and Levelling Up Secretary, demanding 'additional funding for local government'. The letter, titled 'Impact of the Autumn Statement on County and Unitary Council Finances', highlighted the challenges faced by country and rural areas, and their MPs, with an expected shortfall over the next three years of more than £4 billion. Two MPs from this region were signatories of the letter: Chris Loder, MP for West Dorset, and Sarah Dyke, MP for Somerton and Frome.
Following the letter's publication, Levelling Up Secretary Michael Gove and Local Government Minister Simon Hoare, who is MP for North Dorset, announced a £600 million funding boost for councils in England.
This funding package, will benefit both Dorset Council and Somerset Council. It is estimated that the allocation could be between £4m and £5m for each local authority. The Government has been clear that it should not be put aside for later use or spent on areas that are not a high priority.

Digital Champions a success.

When take-up figures of the new superfast broadband were lower than expected, Digital team realised that some people needed to be motivated and supported to take up the new technology now at their disposal. Volunteer Digital champions were recruited.

The volunteers help with things like online shopping, Zoom meetings, comparison sites, apps, GP booking appointment systems and getting to grips with new devices like smart phones, tablets and laptops.

They also provide help over the phone via the Digital Hotline – 01305 221048 – which was set up during the Covid pandemic.

700 Ukrainian refugees are currently living in Dorset, and part of a thriving Ukrainian community with a number of Ukrainian businesses, craft and food markets as well as regular large-scale Ukrainian events.

For many of the refugees, the challenges they face now are finding stable employment and self-employment, pursuing training and qualifications as well as more permanent housing options. If you feel able to offer a room, annex or property, please contact Dorset Council's Ukraine Response Team on 01305 221000 or register online Providing accommodation - refugee services - Dorset Council.

Investment in new gritting vehicles keeps Dorset moving



During this winter's freezing conditions, our gritting crews have been making full use of their new vehicles.

We invested £3.5 million in 25 new gritting vehicles. Ten are being used now, and 15 more are on order for delivery before next winter.

SThe new vehicles are the cleanest and most efficient diesel heavy goods vehicles available in the UK, meeting Euro 6 requirements to reduce exhaust emissions.

The vehicles treat 684 miles of roads that form our 23 main gritting routes .

We use a route-based weather forecasting system to identify which roads need to be gritted. This enables us to grit roads only when needed. This is better for the environment, and saves money, with less salt used and fewer lorry journeys.

Ninety members of our regular highways team are on standby during the winter months for on-call duties day and night. It is a core requirement of the council to keep its primary salting network free of snow and ice so this takes priority night or day over all other works. This can sometimes impact delivery of planned highways works during the winter. **Drive with care on freshly gritted roads**

The Climate Change panel has been meeting more frequently discussing the implications of BNG (Biodiversity Net gain) on Planning. All developments must now produce 10% BNG either onsite or offsite. Meadows/ponds/hedges/trees roosting areas Open green or blue space. On developments where there is no opportunity for BNG onsite, developers must find a nearby site – there are worries that developments in BCP may need to take on open space in Purbeck or East Dorset to meet criteria.

However the Biodiversity team have been doing good work on many environmental schemes in Dorset working with the AONB and Wildlife trusts. Encouraging Regenerative Farming, and soil carbon sequestration along with hedge and woodland planting schemes as well as newt ponds and Owl boxes.

Wessex Water. Sadly it seems that the reedbed water treatment site at Bulbury is postponed due to Wessex Water not being able to agree a contract with the Landowner. It was agreed on a handshake in September but they altered the terms and now an impasse.

I have had some residents asking for help in coping with the impacts of Domestic Abuse, I do attend the Domestic Abuse forum so advised contacting Paragon which offers help and support with resettling, and dealing with legal implications.

There have been problems with Aster Housing in overcharging for septic tank management and with ignoring banks caving in on their properties. Other RPs are also having problems.

Win on Waste continues monthly collection sessions at the Scout Hut. We have collected 6 bin bags of milk bottle tops, 1kg of printer ink cartridges, 5kg of dead pens and biros, 2 kg of toothbrushes (sadly the scheme has stopped collecting tubes) and approx. 30 kg of Aluminium foils and trays. A well as many other items in smaller quantities. There is a possibility of again collecting Pill Blister Packets and we are looking for partial sponsorship, Would the Parish Council consider match funding a collection box scheme?

Rural Crime unit There have been reports of hare coursing and running dogs on local farms and would recommend reporting any suspicious incidents to the Police.org site. Even if no officer attends at the time, logging the site means that the Rural Crime Police unit based in Blandford is aware and can send patrols in that area and may attend quicker in future.

Appendix 2

Lytchett Matravers Parish Council

VILLAGE ENVIRONMENT WORKING GROUP

FEBRUARY 24
Working Group Objective:

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

Working Group Participants:
Ken Morgan, Alf Bush, Andrew Huggins , Karen Korenevsky, Vicky Abbot, Hannah Khanna

- Details:- Hannams Gate, Pond, Sports Pav/Scout/TT works, Boules, Rocket Park, School C Pk/SpProject.

1. Hannams Gate. Design presented to PC July 23. Details worked up for costing.
2. Sports Store between Pavilion and Scout Hut – B Regs submitted to DC. Construction starts 26th Feb. Detailed junction issues being discussed with Scouts.
3. Sports Pavilion Terrace – Quotation recommended for acceptance – See Agenda Item 10.
4. Pavilion Heat Pump guard – temporary protection in place. Enclosure to follow.
5. Pavilion – retractable bollards + Entrance Porch/widened door + adjacent TT tables to follow.
6. Pond – Survey measurements + levels + detailed design required.
7. Eldons Drove ditch – inexplicably blocked and diverted onto road. To be realigned to run to pond position. Is this a Highways ditch?
8. Boules/Petanque Pitches – Quotation recommended for acceptance – See Agenda Item 11.
9. Village Notice Board Replacement – Complete detailed design + invite tenders.
10. Finger Post Renovations – Progress on Upper X with discounted parts available. Assemble volunteer team for training + seek sponsorship. CPRE grant possibility.
11. School Parking/Sports Project. Car park/School drop off layout issued and on hold pending zebra crossing.
12. Cemetery Path Extension –VEWG? - Quotation recommended for acceptance – See Agenda Item 12.

Dependencies:
Sports/Football Club. DC Highways. School. Funding/Grants.
Status/Next Steps:

- Heat Pump enclosure detailed and ready for fabrication – invite quotations.
- Notice Board + Hannams Gate + invite tenders.
- Sort Ditch - Pond– Clear vegetation, survey levels dims, develop + agree designs and invite tenders.
- WG review meeting scheduled for 6th March 1900hrs.

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

Appendix 3

Lytchett Matravers Parish Council

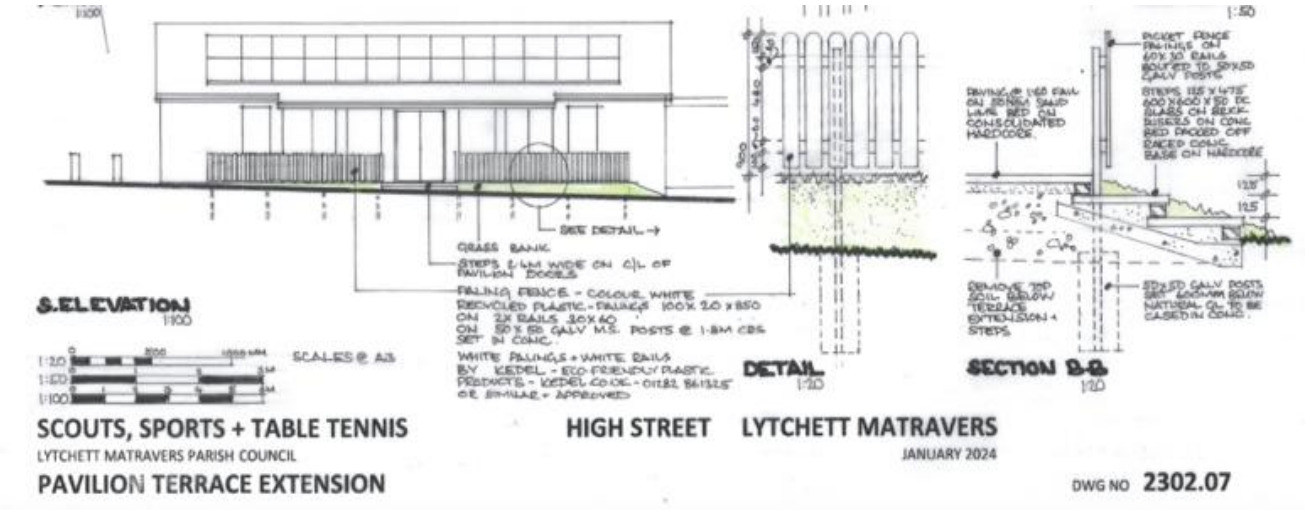
Sports Pavilion Terrace Extension

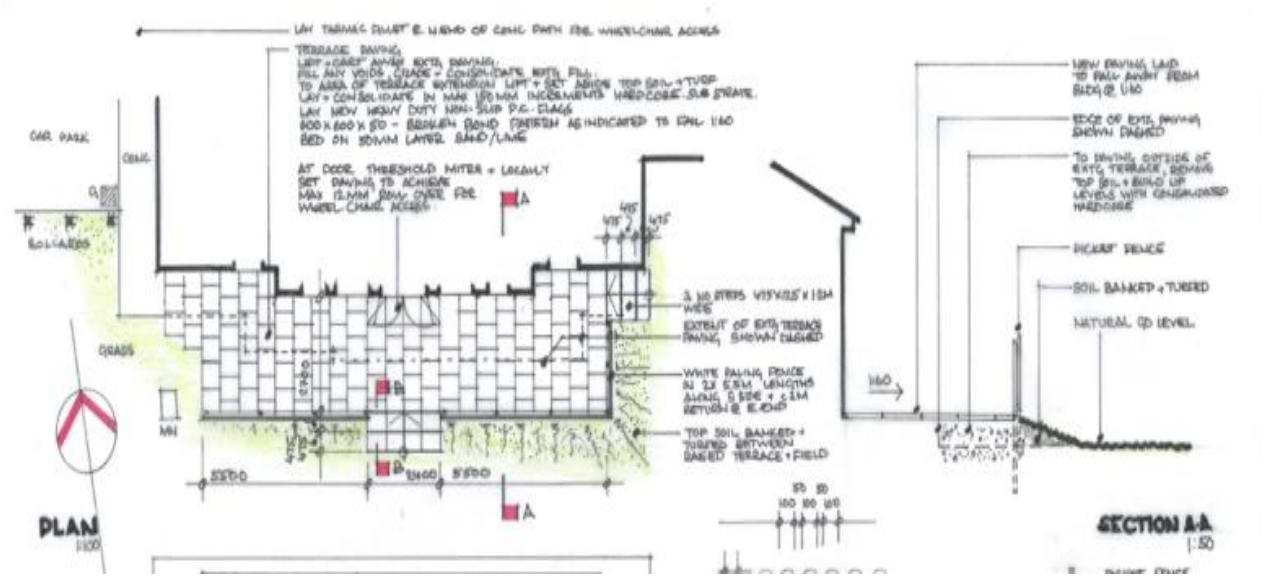
February 2024

Objective:
The Pavilion originally featured a verandah recess along much of its south side. This was infilled and extended outwards some years ago. The windows and doors were recently replaced but the double doors cannot swing back flush against the outside walls. Consequently when open they restrict the manoeuvring space outside on the already narrowed terrace. Given the sharp fall off from the terrace this is potentially dangerous and should be addressed.

Proposal:
To widen the terrace southwards by approximately 1.5m to give 3m clear width and ample clearance around the doors. To address the sharp fall off, which would be marginally exacerbated by this widening, a set of central steps will be provided in line with the double doors. The other parts of the fall off will be guarded with a picket fenced and a grassed bank. The paving is to be completely renewed. The traditionally styled picket fence is to comprise recycled plastic components, colour white, to be mounted on galvanised steel posts set in concrete. The proposal

is described on drawing 2302.07, presented to the PC at the January 2024 meeting and reproduced (at small scale) below for ease of reference:-





Appendix 4

Lytchett Matravers Parish Council

Boules/Petanque Pitches

February 2024

Objective:
The intention of laying out 2x Boules (sometimes referred to as Petanque) Pitches goes back to the car park project in 2019. Boules is a game of gentle exercise, unhurried, outdoors, sociable and ideal for older people, hence very suitable for this village. Placing the Pitches close to the car park makes them convenient for those with limited mobility.
Siting the pitches in the north east corner of the rec also avoids encroachment onto the football pitches and this has been agreed with the Football Club.
The pitches featured in the car park landscape drawings and largely determined the setting out of the new tree planting. They again featured in the overall strategy for Recreation Ground projects (others included the dog exercise area, the adult exercise equipment, picnic tables/benches and the 'Hannams Gate' improvement).
The project has now been brought to the Parish Council on the basis that the design drawings were already prepared so could simply be added to 2x other PC landscape projects (pavilion terrace + cemetery path) being sent out for quotations.

Proposal:
To lay out 2x pitches, each 15m x 4m set at an angle to the car park to follow the general contours. The rec slopes at approximately 1:12 so the pitches are separated to allow stepped levels and thus avoid excessive excavation. The rec surface can be very wet, especially in winter, despite previous schemes of land drainage below the football pitches. Therefore a 'french drain' will be run adjacent to the higher side of each pitch to intercept ground water run off. The pitches need to be level, firm and surfaced with a fine grit eg granite.
The proposal is described in drawing 1805.29A, an extract of which is reproduced below for ease of reference:-



Quotations:
The offers from 3x contractors who have all worked on various projects for the PC. are set out below:-

Fletchamoore (Poole) Ltd	£8,463.00 + VAT
Gould Groundworks Ltd	£13,871.06 + VAT
BCP Operations Team	Declined to quote – size of project – timescale – heavy workload.

Both of the contractors include a comprehensive set of payment terms, exclusions, conditions etc but these can be accommodated. Nevertheless, in anticipation that some unforeseen circumstances may arise, a contingency of c 10% should be allowed over and above the quoted figures.

Recommendation:

To appoint Fletchamoore (Poole) Ltd and to approve a total of £9,250 + VAT as a project cost.

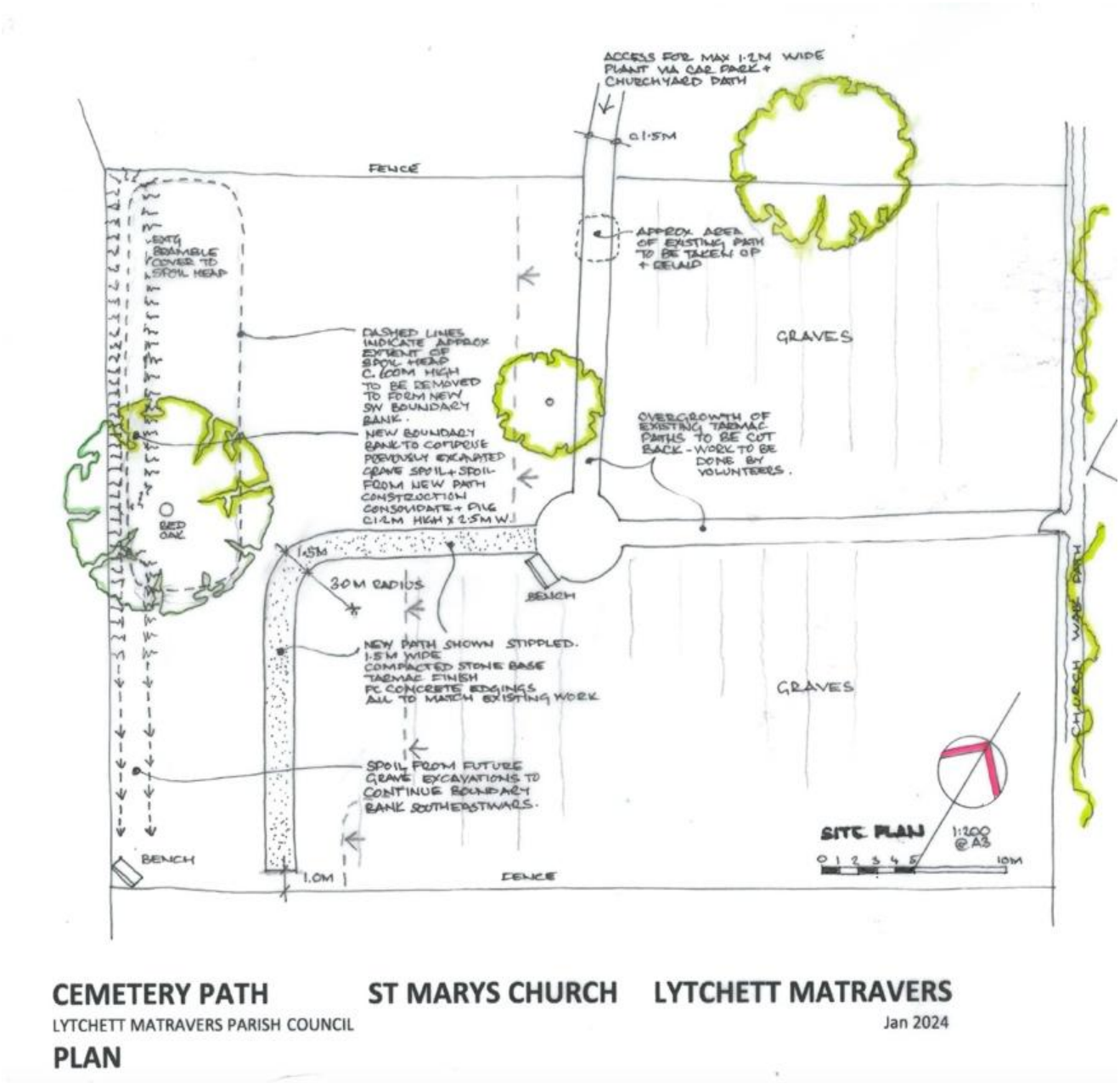
Appendix 5

Lytchett Matravers Parish Council

Cemetery Path Extension

February 2024

Objective:
The newer part of the cemetery to the south of St Marys and adjoining Church Walk is now about two thirds occupied. Access comes vis the original church yard and then via a central path linking the 2x newer burial grounds. Unfortunately in laying out the most recent graves, no account was made of the future need for access to what one day will be a further southward extension. The intention is to now provide a path, primarily for that future extension.
In addition, spoil from excavations has been dumped in the western part of the burial ground taking up a wide space and now appearing haphazard and unsightly being overgrown with brambles.



CEMETERY PATH **ST MARYS CHURCH** **LYTCHETT MATRAVERS**

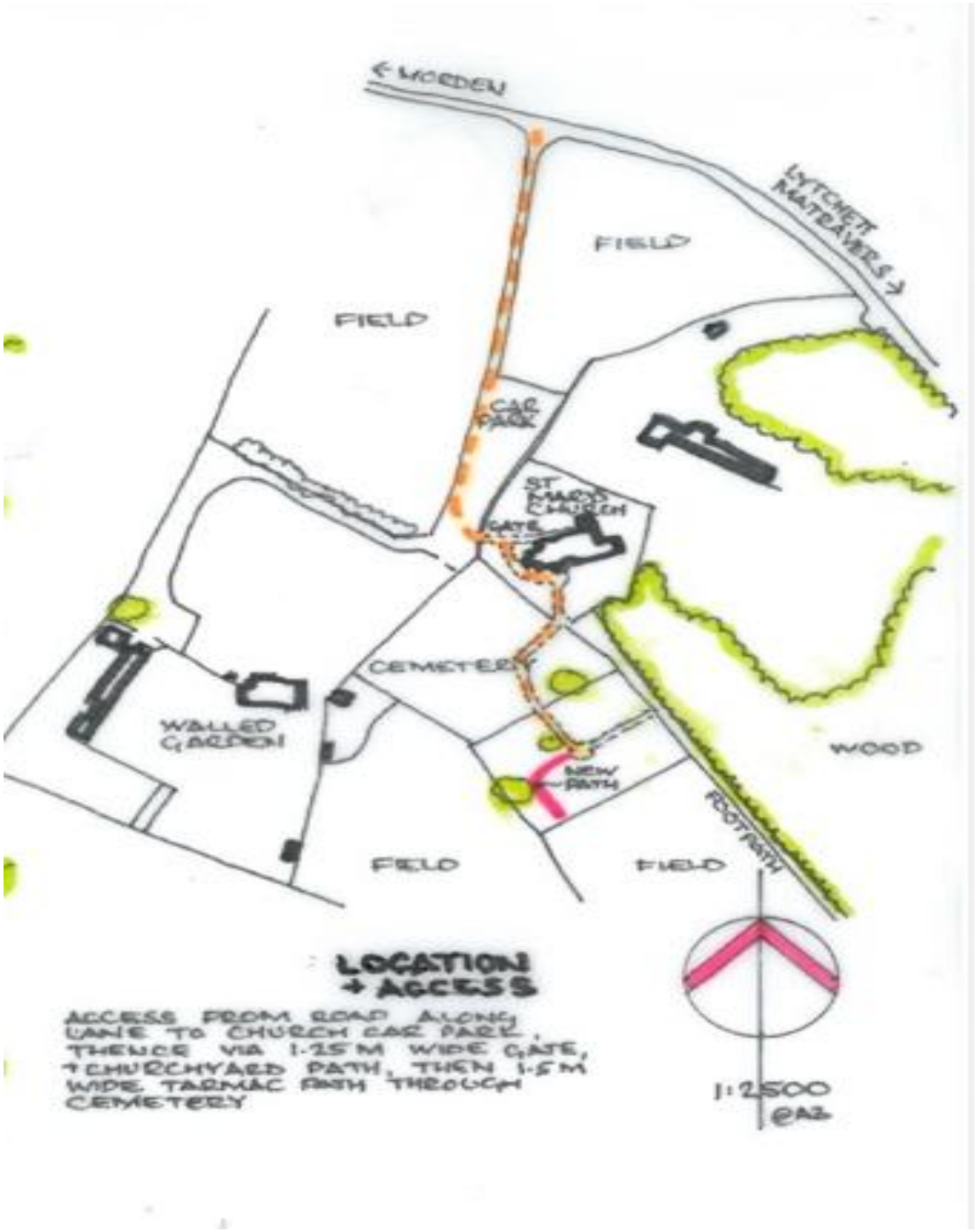
LYTCHETT MATRAVERS PARISH COUNCIL Jan 2024

PLAN

Proposal:

To extend the existing path from the present circular paved area westwards and then, beyond the present limit of recent graves, to turn southwards towards the boundary of the future burial ground. The spoil to be excavated from the path line, together with the existing spoil, will be formed into an earth bank along the west boundary, for subsequent planting as a planned feature appropriate to the countryside setting.

The path extension will match the existing, 1.5m wide, with a coarse textured tarmac surface contained between rounded top precast concrete edgings. The proposal is described in drawing 2401.01 reproduced below for ease of reference:-



Quotations:

Quotations were invited from 3x contractors who have all worked on various projects for the PC. Their offers are set out below:-

Fletchamoore (Poole) Ltd	£9,908.00 + VAT
Gould Groundworks Ltd	£7,621.01 + VAT
BCP Operations Team	Declined to quote – size of project – timescale – heavy workload.

Both of the contractors include a comprehensive set of payment terms, exclusions, conditions etc but these can be accommodated. Nevertheless, in anticipation that some unforeseen circumstances may arise, a contingency of c 10% should be allowed over and above the quoted figures.

Recommendation:

To appoint Gould Groundworks Ltd and to approve a total of £8,500.00 + VAT as a project cost.

Appendix 6

Lytchett Matravers Parish Council

Summary Report – Dorset Council Highways WG

February 2024
Working Group Objective:
Review of all Highways related projects and establishing close liaison with Dorset Council Highways.
Working Group Participants:
Andrew Huggins (Chair), Ken Morgan, Alf Bush, Peter Webb, Beverly Barker, Rob Aspray
Background:
PC projects that require Dorset Council Highways interaction and agreement. To set up a more formal working arrangement with DC Highways to progress those projects.
Dependencies:
DC Highways approval and partial funding

Status/Next Steps:

1. School Crossing – Highways have been given the green light to proceed with the Zebra crossing proposal, subject to various checks. Consultation has started – Statutory consultees first.
2. Huntick Road Cycleway – apply for approval for next section - Rozalia Meadows to Jubilee Walk
3. High Street Crossing – apply for permission to install as a 'place' project.
4. Tesco Island – Create formal notice to Tesco of intentions with DCH approval. **AH to write to Tesco CEO office again and CC Southampton Distribution centre and local store manager – not done yet.**
5. 20 MPH Zones – Apply for central village area to be set to 20 mph. **Traffic survey results received – we asked DC if the results indicated the site was a good candidate for 20mph – no response received.**
6. Drop kerbs – proposal deferred to Sept 2023 F&GP meeting for installation of dropped kerbs on the Spinney, Burbidge Close and Vineyard Close. Cost confirmed as 18.5K. Budgeted £15K- **for proposal at Full council Feb 2024.**
7. **Public Consultation finished. Some overview data provided from DCHighways 59 responses. Biggest concerns were "Safety", "Loss of Lollipop lady" and "Parking". Awaiting advice from DC on next steps.**
8. **LMPC Highways Survey now online to End March.**

Financial Forecast: **(£000's, excluding VAT)**	**2024-25**	**2025-26**	**2026-27**
Expense to date			
Forecast	175[1]	80[2]	250[3]
Total	175	80	250

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

3. Huntick cycleway stage 3 – 250 LMPC contribution to overall cost.

Appendices:
None

Appendix 7

LYTCHETT MATRAVERS PARISH COUNCIL

Emerging Purbeck Local Plan (PLP2) – Report to update the PC at the February 28th meeting.

The Parish Council have previously approved a budget of £5000 to obtain Counsel's Opinion on the emerging PLP2, primarily to consider whether there may be legal grounds to challenge what appeared to be several breaches of accepted planning policy and NPPF guidance. Stephen Morgan of Landmark Chambers was duly appointed but advised from the outset that his final opinion would necessarily have to follow publication of the final version of PLP2.

The process has been extended for a variety of reasons including the uncertainty regarding run-off contamination into Poole Harbour.

The final consultation regarding Modifications closed on 22nd December 2023. LMPC put in a detailed response (available on the DC website – SMM Responses – pp 107-123). DC have shared all the documents with the Inspectorate and their final response/approval is now awaited, after which, assuming approval, PLP2 will be put to DC Members for adoption. That is the point at which, if appropriate, a JR would be launched.

To better understand the likely outcome of the process and certainly before seeking approval to commit more PC funds, a video conference with Stephen Morgan was held on 20th February. Peter Webb and Ken Morgan 'attended' on behalf of the PC.

The principal points to come out of that conference were:-

1….As background, since this process started there have been numerous uncertainties, the absorption of Purbeck DC into a wider unitary authority, repeated reiterations of the NPPF and political statements, unanticipated delays and now impending local elections in May 24 and a general election, mooted for Nov 24. Things have changed and will change.

2….Possibility of DC having taken account of representations made by LMPC (and others) in respect of Green Belt following Mr Gove's speech of 19th Dec and simultaneous update of NPPF, seems unlikely. His comments, and also the typical wording of NPPF guidelines, were not mandatory but simply offer a choice to LPAs. It was agreed that DC officers and Members seem 'wedded' to their proposals and now appear determined to follow them through regardless of what we may deem to be a more common-sense approach.

3….The LP can only be challenged on points of law/irregularity, not generally on planning judgements. Such planning judgements include sustainability, harm to Green Belt, selection of sites. SM would need to thoroughly scrutinise the LP and its supporting documents to find any (unlikely) vulnerable points

4….A 6 week 'window' to launch a JR follows from Notice of Adoption. Costs would begin to accrue from thereon. The unsuccessful party will probably bear all costs.

5….Conclusion – That we wait to see the final PLP2 and probably accept its findings. LMPC should now concentrate on the emerging Dorset LP (adoption anticipated early 2026) with our focus being to update the Neighbourhood Plan adopted 2017. With sufficient energy, that can influence the DC proposals for the village.

26th Feb 24

Appendix 8

Lytchett Matravers Parish Council
Lytchett Matravers Youth Hall Working Group (LMYH WG) February 2024

Working Group Objective:

- Renovate LM Youth Hall for community use & Youth Club. Develop business plan for use.
- Fundraise to enable rebuild of purpose-built, energy-efficient building.

Working Group Participants:

Council members: Beverly Barker (Chair), Ken Morgan, Alf Bush,
Community members: Clare Duran, Chris Wilson, Roger Ong, Kris Knudsen, Ben Cross, Alex Brenton

Background:

The Youth Hall (YH) is owned by LMPC and sits on land leased from DC till 19/12/2056 and covenanted for youth-oriented purposes. Returning to LMPC management in July 2022, a survey showed the old building was structurally sound, but with asbestos in the roof and in need of general repair to improve accessibility, sustainability, etc. Ideas for a large-scale renovation were rejected in favour of 2-stage approach:

- Stage 1: minor works required to building back into immediate use. Overall budget £25k
- Stage 2: Develop business case, designs and funding plan for full rebuild within 24-months. All approvals debated at Full Council. See minutes for further details https://lytchettmatraverspc.org/full-council/.

Dependencies on long-term ownership: DC – land transfer

Stage 1 Progress

- 2022: plans approved for new windows and doors. Budget £10k.
- 2023: Minor work tendered and approved [WC: make accessible, install Doc-M pack. Widen partition door. Kitchen: repair/replace water heater, fridge, cooker, etc. Repaint throughout] Budget £15k.
- Nov ’23: LMYH charity structure approved. Trustees nominated. Application to Charity Commission submitted. LMPC financial support of LMYH approved.

Fundraising

- Nov’ 23: Lord Rockley grant to LMYH&YC £6,000 for 2024 and 2025

Current requirements and recommendations.

- LMPC to confirm ground maintenance contract has been formally increased for 2024-25, with a start date.
- Car park flooding: Concepts received Dec’23. Revised schedule of work done Jan’24. LMPC to get quotes.
- Gutters: adjustment/replacement needed to overcome spillage/wall damage. LMPC to get quotes.
- Lighting: Car park to LMYH needed [PI & time delay, etc]. Upgrade centre lights to LED. Check fire exit requirements. AEC (SW) to quote.
- **Feb ’24: DC/ UK Shared Prosperity Fund: £9.5k awarded to fund heating, lighting, cloakroom services, etc. Requires £1,250 matched funding.**
- **DC/ UK Shared Prosperity Fund (c£9500 inc VAT) will need to be cashflowed by LMPC. This needs to be spent before late March 2024 and fully itemised claim form submitted to Dorset Council by 31.3.24**

LMPC Financial Forecast:

Excluding VAT	Detail		2023-24	2024-25	2025-26
Budget			25,000		80,000
Capital £10k Windows/ doors	**Replacement windows & doors**		**Stage 1**		**Stage 2**
	18/04/23: Replacement windows	4075			
	26/05/23: Replacement windows	4075	10,930		
	19/10/23: Front/Fire Doors, int trim	2780			
Capital £15k minor internal work	**Minor internal work: spend to date**				
	17/11/23: WC & partition, extra int fire door	2330			
	23/12/13: Plumbing & water heater	1217	4,997		
	9/1/24: Waste removal	275			
	28/2/24: Ceiling painting	700			
	28/2/24: External window trim	475			
	Minor internal work: forecast estimate				
	Kitchen Equipment	830	7,830		
	Car Park groundworks, lighting, etc	7000			
Capital DC Grant & funding	DC/ UK Shared Prosperity Fund (c£9500 inc VAT)*		1,243		
	LMPC funding contribution (c£1243 in VAT)	1243			
Reserved for new-build					80,000
Total			25,000		80,000

Notes:

* DC/ UK Shared Prosperity Fund (c£9500 inc VAT) will need to be cashflowed by LMPC. This needs to be spent before late March 2024 and fully itemised claimed form submitted to Dorset Council by 31.3.24