

Charmouth Parish Council

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MINUTES OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE MEETING HELD AT 6:30PM ON TUESDAY 29th JUNE 2021

In attendance: Cllrs Martin Sayers; Katie Moore; Andrew Lightfoot, Maralyn Hinxman, Peter Noel, and the Deputy Clerk, Melissa Kirkby

PCS20.21 PROCEDURES

- a. Andrew Lightfoot was nominated as Chair and following no other nominations, it was **RESOLVED** that Andrew Lightfoot serve as Chair of this Committee for the coming year.
- b. Maralyn Hinxman was nominated as Vice Chair and following no other nominations, it was **RESOLVED** that Maralyn Hinxman remain as Vice Chair of this Committee for the coming year.

PCS21.21 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

None present.

PCS22.21 APOLOGIES FOR ABSENCE

Apologies were received from Jane Bremner, away.

PCS23.21 DISPENSATIONS

None were received.

PCS24.21 DECLARATIONS OF INTEREST

There were none declared.

PCS25.21 MINUTES

RESOLVED that the minutes of the meeting of the Playing Field, Cemetery and Street Management Committee held on the 27th April 2021 and circulated to members, were agreed and signed by the Chair.

PCS26.21 PROGRESS REPORTS

a. Footpaths gates

Cllr Sayers reported that the gates at the playing field have been repaired on Footpath W9/3.

Cllr Sayers reported that art gate on footpath W9/8 going up to Stonebarrow was very stiff and the catch wasn't quite in line. This had been reported to Dorset Council on 4th May. Dorset Council have reported back that the issue is resolved.

b. Bio-diversity - Environmental Group

(i) The members received a report of the planting proposals, Appendix A (previously circulated). It was agreed to propose their acceptance to Full Council

(ii) The members received the draft Terms of Reference, Appendix B (previously circulated). It was agreed to propose their acceptance to Full Council with one amendment. To remove the sentence "A person cannot be appointed to the Group if he/she would be disqualified from being elected or becoming a councillor."

c. "No Mow May"

The Deputy Clerk reported that there had been some confusion by the Facilities Manager over what areas of the Playing Field could be left uncut and so it had been cut as normal. The verges in the village had been left until they were 300mm high and then cut. There had been no complaints received about leaving the verges to grow.

d. Speeding – SID devices

The Deputy Clerk had emailed Dorset County about the cost of installing SID device and what the procedure was. A reply had been received. It was agreed to contact Dorset Council again to find out if there was a "Slow Down" sign available and if the SIDs were available to rent.

PCS27.21 HAZARD / INCIDENTS TO REPORT

a. Fenced area of new seeded goal areas broken into

CLlr Sayers reported that the area fenced off to allow the new grass seed to grow has been broken into. He had placed signs on the fencing explaining the area was fenced off to allow the grass to grow. There have been no reports of any further incidents.

PCS28.21 NEW ITEMS FOR DISCUSSION

a. Verge Cutting Agreement

A Verge Cutting Agreement with Dorset Council had been previously circulated to the members. It was agreed to recommend approval to full Council, but to note that in the agreement, the word 'principal' had been changed to 'principle' on two occasions (12.2 and 12.4) and should be rectified.

b. Council Shrub Cuttings/Dumping

Further correspondence had been received from Mr Duke about the shrub cuttings left on the allotment track. It was agreed that although the cuttings produced by the Council had already been removed, any pruning waste that had been left prior to the Council using the area, would be removed.

It was also agreed to contact Highways England to confirm if they are the land owner and to ask about wild seeding the area.

c. Fireworks Displays on Council owned lands Policy review

CLlr Lightfoot reported that the Policy is due for review. The Clerk has no alterations to recommend. The members had received the document Fireworks Displays on Council owned lands Policy (previously

circulated) Appendix B. It was agreed to recommend approval to full Council.

d. Playing Field, Cemetery & Street Management Committee Terms of Reference

A document - Draft Terms of Reference for the Playing Field Committee had been previously circulated to the members. Appendix C. It was agreed to recommend approval to full Council with changes to the public speaking section to make it clearer.

e. Bulb Planting

Cllr Noel reported that he had been approached with the thought that we could receive a donation of a 1000 to 2000 purple crocus bulbs. He asked if there are any options on the bulbs and waits to hear. It was suggested that they are planted on mass to produce a huge display. It was agreed to recommend acceptance of the bulbs to the full Council.

f. Wooden Surround to Play Area

The Deputy Clerk read a report from the Facilities Manager which requested permission to replace the wooden surround to the woodchipped play area. He wanted to renew the wooden area over the coming winter before ordering new chipping to go down before Easter of 2022. He estimated the cost to the Council of £239.26. It was

RESOLVED to replace the wooden surround and the cost of £240 to come from Playing Field General Maintenance budget.

PCS29.21 CORRESPONDENCE

a. Email received from Charmouth Scouts requesting permission for a permanent shelter on the end of the hut.

The Deputy Clerk reported that an email had been received from the Charmouth Scout group requesting the Committees view on a permanent shelter on the end of the hut being erected. They currently have a 'sail' which they put out as and when needed. They wondered whether they could put some kind of permanent roof onto the structure which is already there? They didn't know what or how this would be constructed, but wanted to know the council view before they go any further with this thought. The members discussed the possibility that a permanent shelter might become a congregation point for young people who are not part of the scouts and disrupt the peace of local residents. It was agreed to reply to the Scouts saying that the committee agree to the idea in principle but that further information would be required.

b. Email received from the Beaver Scouts requesting permission to camp overnight

It was noted that the Beaver Scouts had asked for permission to camp overnight on Saturday 5th June 2021 on the playing fields that are next to the Scout HQ in Charmouth. Permission was given by the Clerk.

c. Email received from the Bowls Club regarding the greens mower (not on the agenda)

An email had been sent from the Bowls Club thanking the Council for the donation of £200 towards their new mower. Noted.

PCS30.21 IN COMMITTEE

RESOLVED that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a. Pavilion Shower Pod repair

It was agreed to repair a broken shower cubical at the Pavilion, the cost to come from general maintenance budget if the cost below the estimated £270. Only one quote was obtained. If the repairs were going to be more expensive it was agreed that it should be reported to the Finance committee for approval.

The meeting closed at 7.27 pm.

Signed Dated

Referred to Full Council

PCS26.21 b. Bio-diversity - Environmental Group

- (i) To accept the planting proposals from the Environment Group (APPENDIX A)
- (ii) To accept the proposed new Environment Group Terms of Reference. (APPENDIX B)

PCS28.21 a. Verge Cutting Agreement

To accept the Verge Cutting Agreement from Dorset Council with the errors amended (spelling of Principal changed incorrectly to Principle in 12.2 and 12.4.)

PCS28.21 c. Fireworks Displays on Council owned lands Policy review

To renew the Firework Display Policy with no changes. (APPENDIX C)

PCS28.21 d. Playing Field, Cemetery & Street Management Committee Terms of Reference

To accept the proposed new Playing Field Committee Terms of Reference. (APPENDIX D)

PCS28.21 e. Bulb Planting

To accept a donation of a 1000 to 2000 purple crocus bulbs for a mass display.

APPENDIX A - Environment Group Proposals June 2021

Proposal details	Committee		Time frame	Work to be done by	South West in Bloom	Grant suggestion & approx. cost
	PF & S	FS				
<p>Fruit trees in recreation area</p> <p>The aim is to put in 8-10 fruit trees in the large green area just beyond and slightly North of the bowling green. Grass in that area can be left longer as part of the project to increase biodiversity and water retention with a path mown through it. Trees would be planted Autumn – winter 2021 – 2022. Maintenance around the area of each tree would be carried out by designated tree guardians from the volunteer group who would weed around the tree.</p>	Y	N	Autumn 2021	Accessing trees and planting by Julie Leah and volunteers. Help from maintenance team if available. Grant application – Environment group and Clerks for final stages.	Y	Queen’s Jubilee Grant Approx £60 / tree plus costs of root grown fungi, stakes and tree guards.
<p>Bulb and Wild flower project</p> <p>Bulbs:</p> <p>Crocus and daffodils could be planted in the following areas: Grass areas beside the top entrance to Double Common. Grass verge as you enter the village past Newlands. Planters on Lower Sea Lane and The Street. Recreation area – various sites along the edges and around the fruit tree area. Grass area at top of The Street on the turning to Higher Sea Lane. Cemetery – main central bank</p> <p>Snowdrops, crocus and blue bell could be planted in the bank verges on the way into the village from Lyme direction. Some blue bells are already there so this is just enhancing. Non grassy banks of the cemetery could be planted up.</p> <p>Wild flowers:</p> <p>Until issues of long “grass” cut and collect are resolved only three areas lend themselves easily to wild flowers: the bank as you enter from Lyme direction and the area opposite this under the trees on the left hand side of the pavement which could be re-seeded and left long. Campion, cow</p>	Y	N	Autumn 2021	Volunteers (ideally school involvement).	Y	No grant as yet found. Groves may donate bulbs as they are very generous. Hogchester may be happy to give wild flower and bluebell seed. Julie Leah might be able to provide local meadow seed.

parsley, ox eye daisy, knapweed would all grow here. May need to clear some ground ivy. The third area would be the cemetery central bank.						
Rejuvenating street planters and planting up with low maintenance native perennials and bulbs	y	N	Autumn 2021	Volunteers as part of bulb project	Y	Donations for plants, cost of paint – maintenance budget
<p>Hedging – improving existing hedging / introducing hedging into SSSI.</p> <p>This will require Notice of Proposal forms to be sent to NE.</p> <p>Two areas would benefit from hedging:</p> <p>Hedging around the reed bed in front of the fencing. Mixed native species of hawthorn, blackthorn, willow and field maple are recommended densely planted but allowing scope for one tree growth every 6 meters. Final species advice would be from NE and DWT.</p> <p>Hedging put in to replace hedging removed (when ?) alongside Thallatta to re-establish a key resting site for incoming migrating birds. Mixed species including tamarisk to look attractive. Planting regime dense with trees allowed to grow every 6 meters.</p>	N	y	Autumn 2021- winter 2022	<p>Julie Leah to help with the Notice of Proposal to NE.</p> <p>Maintenance Team.</p> <p>Julie Leah and Volunteers.</p>		Close the Gap. Woodland Trust More Hedges Trees for Dorset
<p>Cemetery:</p> <p>Two – three native trees on the central bank.</p> <p>Wild flowers- as above</p>	y	N	Autumn 2021 – Winter 2022	?	N	Trees for Dorset
Apply for South West in bloom.	Y	Y	Ongoing	Env Group and Clerks	Y	N/A
<p>SSSI. Helping to review Foreshore maintenance regime – creating specific procedural documentation i.e reduction mowing & strimming frequencies, maintenance of the critical ant hill area, bramble refuge areas and reed bed area, ensuring no herbicides of any kind are used.</p>	N	Y	Ongoing now for submission to NE and other bodies.	Env group helping Foreshore committee.	N/A	N / A

APPENDIX B

Terms of Reference of the Charmouth Environment Working Group

1. FUNCTION OF THE GROUP

The group will aim to have a core function of being a filter for the Council on environmental issues. This will have the following aims:

1.1 Biodiversity and Carbon capture

To promote or enable projects within the Parish that contribute to local environmental improvements of protecting and increasing biodiversity, flood and wind management and natural carbon capture. This would be on Parish owned or managed land and through liaison with private landowners, local businesses and residents.

1.2 Encouraging Good Environmental Practice

To support the Parish Council in promoting and enabling good environmental practice with regard to issues such as waste management, transport infrastructure, chemical pollution and promoting green energy concepts within the Parish. Much of this might involve acting as an informed body to assess relevant environmentally linked documentation from outside bodies that is passed to the Parish Council for review and response. This would include influencing activities of the Parish Council and residents and businesses that exist within, or impact upon, the Parish.

2. WORKING GROUP COMPOSITION, MEETINGS AND DECISION MAKING

2.1 Composition

The Group shall consist of a minimum of four elected or co-opted members of the Council. The Chairman of the Council may attend ex-officio.

Up to two members of the public may be appointed to the Group. In addition, the Group may co-opt members of the public with specific experience or expertise in a particular topic for the term of that project.

The Group will elect from amongst its number a willing Chair.

A person cannot be appointed to the Group if he/she would be disqualified from being elected or becoming a councillor.

2.2 Voting rights

The ex-officio attending Chair of the Parish Council shall have full voting rights. Members of the public will not have voting rights. The quorum shall be 50 % of voting members and a minimum of three. In the event of an equality of votes the Group Chair shall have the right to a second and casting vote.

A duly convened meeting of the Group at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions invested in or exercisable by the Group.

2.3 Meeting frequency

A minimum of six formal meetings a year should be convened, and these can be attended either virtually or in person as circumstances allow. Other meetings may be in the form of site visits and, for practicality, may only involve some of the Group members. On these occasions, information will be relayed back to the group via email to give a summary of the visit.

The conduct of meetings shall have regard to the standing orders of the Council and to national legislation.

3. FINANCE

The Group will submit proposals for expenditure to the appropriate Committee and will endeavour to attract grants and funding from external sources. The Group will operate under the Financial Regulations of the Parish Council regarding dispersal of this funding.

4. RESPONSIBILITIES

The Chair of the Group shall draw the attention of the Council to any issues that require disclosure to the Council or require action by the Council. The Chair of the Group shall also report to the Parish Council at any relevant meetings on the activities of the Group if it impacts upon that Committee.

5. AMENDMENT TO TERMS OF REFERENCE

The full Parish Council may amend the terms of reference with one month's written notice.

APPENDIX C

Policy Statement – Firework Displays on Parish Council Owned Lands

Introduction

This policy statement is intended to provide guidance to those organisations wishing to hold a firework displays on or over Parish Council owned lands at Charmouth's Foreshore, the Playing Fields and Cemetery. This policy statement has been prepared to ensure organisations wishing to hold events on and over Parish Council's lands plan and conduct the event in an appropriate manner and ensure that the Parish Council discharges its responsibilities as the land owner as required by law.

Planning

Firework displays shall only be held on or around Guy Fawkes Night and New Year's Eve at the Foreshore as well as during the 'Party-in-the-Park' event held in the summer on the Playing Fields. The display of fireworks on other occasions will be exceptional and will require the specific prior approval of the Parish Council.

Organisations wishing to hold firework displays shall inform the Clerk to the Parish Council four week before the proposed date. The application shall also include the following information:

- (a) The name of the lead organisation and the name(s) of all subsidiary organisations involved in the proposed event;
- (b) A comprehensive risk assessment and risk mitigation plan; and
- (c) A copy of the public liability insurance policy cover note or other documentation that provides insurance cover for each organisation involved in the event. The public liability insurance shall specifically include insurance cover for firework displays as well as for those persons responsible for and operating the discharge of the fireworks.

On receipt of the required information the Clerk to the Parish Council shall conduct due diligence and ensure that the Facilities Manager or other like person within the Parish Council reviews the risk assessment and risk mitigation plan to ensure that the document is correct and complete and thus ensures that the Parish Council discharges appropriately its responsibilities as the land owner.

Firework Safety

The person responsible for the discharge of the fore works shall be appropriately trained to the requirements of the insurance company.

If the proposed site for the discharge of the fireworks involves the closure of any public footpath then application shall be made to Dorset County Council as the Highway

Authority and the Parish Council shall be provided with copies of any permission(s) granted by the Highway Authority.

Fund Raising

Any funds, net of expenses, raised through events held on Parish Council owned lands shall be distributed exclusively to good causes within the Parish of Charmouth.

Rubbish

The event organiser shall be responsible for clearing away all rubbish from both the site used for the discharge of the fireworks and the vicinities where the general public have watched the display or consumed refreshments, beverages, etc. The details about disposal of the collected rubbish shall be agreed with the Parish Council's Facilities Manager or other like person within the Parish Council.

APPENDIX D

PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE TERMS OF REFERENCE

Constitution and Authority

The Playing Field, Cemetery and Street Management Committee is constituted as a Standing Committee of Charmouth Parish Council.

The Committee is authorised by the Council to manage any activity within its Terms of Reference.

The Committee's Terms of Reference will be reviewed at the first meeting after the Annual Meeting of the Council or when necessary and make appropriate recommendations to Full Council. The Council may also amend the Committee's Terms of Reference at any time.

The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.

The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the Playing Field, Cemetery and Street Management Committee.

The committee shall meet a minimum of 4 times per year.

All external correspondence shall be conducted by the Clerk of the Parish Council and then copied by email to the Chair of the Committee.

Agenda and Minutes of all meetings shall be prepared, published, posted and kept by the Clerk. The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council website, and considered for approval at the next meeting of the Committee.

The Council delegates the roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole.

Membership & Voting

The Committee shall be appointed at the Annual Council Meeting, or at a full Council meeting during the year if necessary.

The Committee will consist of not less than three and not more than five Councillors. In addition, the Chair and Vice Chair of the Council shall have the opportunity to sit on the Committee as ex officio members and be entitled to vote. The Footpath Liaison Officer is also entitled to attend without voting rights.

The Committee shall elect a Chairman and Vice Chairman (if appropriate) annually at its first meeting following the Annual Council Meeting, or do so after the post is vacated.

Three members of the Committee shall constitute a quorum.

Voting shall be by a show of hands, or, if at least two members so request, by ballot. The Chair of the Committee shall have a second or casting vote in the case of an equality of votes.

Other Council members shall have the right to attend the Committee meetings, and with the right to speak if invited to do so by the Chairman. There is no right to vote.

Members of the public may attend the Committee meetings and make verbal representation. A member of the public shall not speak for more than three minutes and no group of speakers shall speak on the same or a similar subject for a combined total of more than fifteen minutes.”

Responsibilities and Principal Objectives

Effectively to manage and maintain holdings owned by the Council for the benefit of the public for their pleasure, ease and safety. Such holdings include the allotments, recreation ground, children's playground, football pitch, bowls green, and war memorial.

To effectively manage and maintain the Cemetery.

To identify requirements for the repair/replacement of items or areas. Any proposals for expenditure outside the budget shall be submitted to the Finance Committee.

The Committee will have delegated authority to manage all contracts for work in connection with the specified areas.

The Committee shall prepare the annual estimates for the Playing Field and Cemetery and submit them to the Finance Committee in time for its budget meeting.

To ensure external funding opportunities are utilised to fulfil objectives. The Committee shall oversee the submission (in agreement with the Finance Committee) of any application for funding by external bodies and agree any resultant contract or conditions.

To make proposals to the Council for the improvement of existing, or the development of new Council infrastructure, assets, facilities, amenities, services provided.

To instruct the clerk to prepare any response or request to appropriate bodies, and to organise any meeting between various bodies.

To prepare any 'working party' reports, as appropriate, to present to Full Council.

To request the Highways Authority and local landowners to maintain footpaths, gates and stiles in a satisfactory condition.

To make observations/comments on matters relating to Highways, footpaths, speeding and road safety. To make representations to the Dorset Council on Highways and Transportation related consultations and to encourage public participation in this process.

Encourage the provision and maintenance of Street Furniture including: - bus shelters, street lighting, notice

boards, seating, bins and other street furniture which is or becomes the property, or the responsibility, of the Parish Council.

Consider heritage areas in the village;

The Committee shall oversee all legal matters pertaining leases, rentals, waivers of Rights of Way and make recommendations to the Full Council. Any proposals for changes in the rents shall be submitted to the Finance Committee.

APPENDIX D