



Dear Councillor

15 September 2016

You are summoned to attend an **EXTRAORDINARY** meeting of the **TOWN COUNCIL** to be held on **TUESDAY 20 SEPTEMBER 2016 at 6.15 pm** in the **COMMITTEE ROOM**, Town Hall, West Borough, Wimborne Minster.

Members of the public may speak on items on the agenda, at the discretion of the Chairman, if notification is given to the Town Clerk prior to the meeting.

Yours sincerely

A handwritten signature in black ink that reads 'Laurence West'.

Town Clerk

### AGENDA

- 1 **SUSPENSION OF STANDING ORDERS**  
To suspend Standing Orders Number 1 (relating to venue), 30 (standing to speak) and those parts of Number 29 relating to speaking more than once.
- 2 Apologies for absence.
- 3 **COMMUNITY INFRASTRUCTURE LEVY (CIL)**  
(Min 51 – 07.07.15)  
To consider the report of the Town Clerk (copy herewith).
- 4 **LAND AT REAR OF 57 HIGH STREET & GLASSBLOWERS**  
(Min 37 – 28.06.16)  
To consider the report of the Town Clerk (copy herewith).
- 5 **CHRISTMAS LIGHTING SCHEME 2016**  
To consider the report of the Town Clerk (copy herewith).
- 6 **GRANT AID 2017/2018**  
To consider a schedule of applications and the recommendations of the Chairman and Vice Chairman of Resources Committee in relation thereto (copy herewith)
- 7 **EXCLUSION OF PRESS AND PUBLIC**



Extraordinary Town Council – 20 September 2016

**8 GROUNDSTAFF & MAINTENANCE OF WIMBORNE CEMETERY**

To consider the report of the Town Clerk (copy herewith).

**LOCALISM ACT 2011 and CODE of CONDUCT**

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

**GENERAL CONDUCT**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

**TO ALL MEMBERS OF THE COUNCIL**

## EXTRAORDINARY TOWN COUNCIL

Date: 20 SEPTEMBER 2016

Reference: LH/SF/Item 3 - Community Infrastructure Levy (CIL)

Author: Town Clerk

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### 1.0 Introduction and Background

- 1.1 Members will recall that in July 2015, the Planning & Environment Committee received a presentation from the Planning Policy Team Leader dealing with CIL in an attempt to help the Town Council decide whether to retain its share of the CIL receipts or to allow the Partnership to add them to the pool of CIL contributions to enable delivery of shared priorities for infrastructure. (Members had been given details of this as its previous meeting – see Minute 18 of 2 June 2015).
- 1.2 The presentation included details of what the CIL could be spent on, the charging schedules and the projected CIL income for Wimborne Minster. It also set out the obligations on the Town Council if it decided to retain the CIL receipts to which it was entitled.
- 1.3 Following questions by Members, the Planning Officer made additional points for Members' consideration.

Firstly, the Partnership had yet to formally set priorities for CIL spend. It was likely that the majority of CIL receipts would be spent on heathland mitigation and transport priorities, although the Partnership would also have access to additional funding sources to help deliver its priorities. If the Town Council's priorities for infrastructure spending coincided with those of the Partnership then those priorities would be more likely to be delivered by the Partnership.

Secondly, whether the Town Council decided to retain its proportion of CIL receipts or pool them, it needed to have discussions with the Partnership to establish what the shared priorities for infrastructure were and how they might best be delivered.

Furthermore, there was a time lag between any development subject to CIL payments and the receipt of those payments. Payments would be made by developers on commencement of development and through instalments (as set out in the Partnership's instalment Policy) to the charging authority. The Partnership would then transfer the neighbourhood proportion to the Town Council every six months (or alternative timescale to be agreed). Critically, Members noted that if it

## EXTRAORDINARY TOWN COUNCIL

retained CIL payments the Town Council was obligated to spend them within five years or hand them back to the Partnership.

**1.4** The Committee deferred a decision on this matter and subsequently the introduction of CIL charging rates was delayed following a legal challenge in the High Court brought by Reading & West Berkshire councils. However, although the case was won and the Partnership undertook a partial review of the Charging Schedules, an appeal by the Government succeeded and the Partnership is proposing to adopt the original charging rates.

**1.5** The CIL Regulations stipulate that CIL charging authorities must pass to every local council in its area a proportion of CIL receipts calculated in accordance with the Regulations. For development that takes place within Parish or Town Council areas the Council must pass on 15% of CIL receipts to the relevant parish or town council for the area, limited to a maximum of at £100 per existing council tax dwelling. The proportion of CIL to be passed on to Parish and Town Councils has been calculated for Wimborne Minster and the projected CIL income is estimated to be approximately £40K per annum. However, it is important to note that initially, particularly in the first year, CIL income is likely to be less as there will be a period of time before the first CIL liable developments are required to pay (on commencement).

**1.6** Local Parish and Town Councils must use CIL receipts passed to it in accordance with the CIL Regulations to support development of the local council's area, or any part of that area by funding –

- 1) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- 2) Anything else that is concerned with addressing the demands that development places on an area.

The neighbourhood proportion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area'. The neighbourhood proportion can be used to fund affordable housing where it would support the development of the area by addressing the demands that development places on the area.

### **2.0 Action required by Town Council**

**2.1** The Town Council is asked to decide whether it wishes to retain its proportion of the CIL income bearing in mind the obligations placed upon it.

## EXTRAORDINARY TOWN COUNCIL

**Date:** 20 September 2016

**Reference:** LH/SF/Item 4 – LAND AT REAR OF 57 HIGH STREET & GLASSBLOWERS (Min 37 – 28.06.16)

**Author:** Town Clerk

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### **1.0 Introduction and Background**

**1.1** At an Extraordinary meeting in June, the Town Council agreed to accept the ownership of these two parcels of land on the understanding that commuted sum of £11000 would be forthcoming for maintenance purposes.

**1.2** An email dated 9 September 2016 has been received from the Community & Open Spaces Manager (shown on the reverse of this report) advising that this was an error and the amount would instead be £3637.50.

**1.3** The email also informs the Town Council of the link of the amenity areas to a riverside walk to Quarterjack Mews, the maintenance responsibility for which rests with the owners.

### **2.0 Action Required by Town Council**

**2.1** The Town Council is asked to decide whether it is still prepared to take the ownership of the land together with the maintenance responsibilities on the revised terms.

## Town Clerk

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**From:** Matthew Reeks <MReeks@christchurchandeastdorset.gov.uk>  
**Sent:** 09 September 2016 12:56  
**To:** Town Clerk  
**Cc:** David Gallagher; Sue Bessant  
**Subject:** Land at Glassblowers and Crown Mead

Dear Laurence

The District Council had previously offered these two parcels of land to the Town Council on the understanding that a commuted sum for maintenance purposes in the order of £11000 would be forthcoming. This was accepted by the Town Council.

I have now been advised that this will in fact now be £3637.50 for the two parcels not the higher sum previously mentioned.

It is also important to note that since the Town Council agreed to adopt these two parcels of land on the basis that they would provide public open space but no further access it has come to light that due to a previously unknown legal agreement dating back to the mid-nineties there is in fact in place a linkage from the land in question behind numbers 79-81 High Street over an existing bridge and into Quarterjacks Mews in East Street. This greatly increases the value of the land at Crown Mead and Glassblowers as it opens up an additional riverside access.

With this in mind is the Town Council still prepared to take the ownership of this land together with the maintenance responsibilities?

If you require any additional information please do not hesitate to contact me

Kind regards

matt

### Matthew Reeks

**Community & Open Spaces Manager  
Christchurch and East Dorset Councils**

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Web: [www.dorsetforyou.gov.uk](http://www.dorsetforyou.gov.uk)

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#### Virus checking:

Whilst all reasonable steps have been taken to ensure that this electronic communication and its attachments whether

## EXTRAORDINARY TOWN COUNCIL

**Date:** 20 September 2016

**Reference:** LH/SF/Item 5 – Christmas Lighting Scheme 2016

**Author:** Town Clerk

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### **1.0 Introduction and Background**

**1.1** Wimborne BID has asked if the Town Council would consider sharing the cost of extending the Christmas lighting scheme to include Rodways Corner and the western section of Leigh Road.

**1.2** The BID has obtained a quotation from LITE Ltd, the company which supplied and installs the existing scheme, and this is attached. Assuming no additional works to the electrical connections on the columns, 50% of the cost would be £584.50 per year over 3 years. A photocopy of a similar installation on the lamp columns is shown on the reverse of the quotation.

**1.3** SSE, which maintains the street lights on behalf of Dorset CC, has no objection to the installation of lights on the columns referred to in the quotation.

**1.4** There is £11965 included in this year's budget for Christmas lighting and the switch on arrangements whilst the actual cost is £10,963. There is therefore £1000 remaining from which the additional lighting could be met.

### **2.0 Action Required by Town Council**

**2.1** The Town Council's decision is requested.

## Quotation

### ***Rodways Roundabout Columns 2L86, 1L88 & 6R122***

These columns already have separate external electrical supplies that were most likely installed for previous Christmas displays. Assuming that these are in good working order

- Bypass 3no timers.
- Supply 3no sets 300no cool white mini LEDs.
- Wrap the LEDs around each of the columns, subsequently remove and store.

£444.00 pa for 3 years

### ***Leigh Road Column S6L75***

- Supply & install new column mounted electrical infrastructure without timer.
- Supply 1no sets 300no cool white mini LEDs.
- Wrap the LEDs around each of the column, subsequently remove and store.

£235.00 pa for 3 years

### ***Tree outside Summers & Co***

- Supply 1,500 cool white mini LEDs.
- Install along the branches and leave in situation.
- Supply & install new column mounted electrical infrastructure without timer to column 6R122 adjacent to the tree.
- Switch them on & off each of the three display periods.

£490.00 pa for 3 years.







Applications for Grant Aid 2017/18

	Name of Organisation	Grant required	Ch/Vch Recommended Grant	Proposed use of funds	Previous Grant £	Unusual Expenditure / Notes	P/L in previous year?	accounts provided	W'borne beneficiaries
1	Brendoncare Clubs	£ 1,000.00	More information requested	To support the running costs of four weekly clubs for older people in Wimborne	£ 850.00	Club Dorset merged with Club Hampshire in April 2016 to form Brendoncare Clubs	P	Y	>70
2	Citizen's Advice East Dorset	£ 7,000.00	More information requested	To continue to provide free, independent, confidential & impartial advice	£ 7,000.00	None	P	Y	~9% of enquiries last year
3	Colehill & Wimborne Youth & Community Centre	£ 3,000.00	More information requested	To cover the salary of a qualified Youth Worker for the Reef Youth Club	£ 2,000.00	New building, fixtures & fittings - note see cover letter re: reserves	P	Y	~40% of membership
4	Community Learning & Resource Centre	£ 5,000.00	More information requested	Improvements to Centre to update fire alarm system which is now outdated	-	None	L	Y	Y
5	Dorset Blind Association	£ 250.00	£ 250.00	To cover the recruitment, training and travel expenses of volunteers	£ 250.00	Increased income & donations, increased expenditure on fundraising	L	Y	58
6	Dorset ME Support Group	£ 400.00	£ 400.00	To support costs of providing newsletter, advice & support in applying for benefits & support those at risk of isolation	£ 400.00	Insufficient detail available	L	Y	Y
7	Dorset Wildlife Trust	£ 100.00	£ 100.00	To support conservation work on The Great Heath Project & encourage interest from Wimborne residents	£ 100.00	None	P	Y	Y
8	Dreamboats	£ 500.00	£ 500.00	To buy new tables and chairs due to replacements needed and an increase in footfall	£ 500.00	None	P	Y	Y
9	Walford Mill Education Trust	£ 2,000.00	£ 2,000.00	To support s activities throughout the year in particular: 'To Make' Exhibition and a 'Dementia Project'	£ 1,000.00	None	P	Y	Y
10	Wimborne Camera Club	£400-£1,000	£ 750.00	To replace calibration equipment - the maximum would contribute to the replacement of the clubs ageing projector	-	None	P	Y	Y

Name of Organisation	Grant required	Ch/VCh Recommended Grant	Proposed use of funds	Previous Grant £	Unusual Expenditure / Notes	P/L in previous year?	accounts provided	W'borne beneficiaries
11 Wimborne Dementia Friendly Community	£ 3,000.00	More information requested	To continue the 'Step Outside' initiative providing an outside space for sufferers and carers to partake in allotment gardening at Kingston Lacey	-	None	P	N - Only had an account for 10mths	Y
12 Wimborne & East Dorset Macular Degeneration Support Group	£ 75.00	£ 75.00	To support the cost of providing a newsletter	-	None	P	Y	Y
13 Wimborne In Bloom	£ 600.00	£ 600.00	To support the ongoing provision and maintenance of floral displays	£ 600.00	None	P	Y	Y
14 Wimborne Minster Folk Festival	£ 4,000.00	£ 3,000.00	To support the cost of childrens' activities, entertainment and workshops	£ 3,000.00	Street cleaning as a new cost this year was offset by specific grant from EDDC	P	Y	Y
15 Wimborne Town Fair Trade Steering Group	£ 100.00	£ 100.00	To support the core costs of the group - annual insurance, website fees & promotional costs	£ 200.00	No accounts	Profit stated on application form	N	Y
16 Wimborne - Valognes Twinning Association	£ 100.00	£ 100.00	To support the ongoing activities of the association	£ 100.00	None	P	Y	Y
17 Vision Wimborne Dial A Ride	£ 750.00	£ 750.00	To maintain the availability of 3 wheelchair adapted vehicles - fuel, rent, repairs & maintenance, insurance & office consumables	-	None	P	Y	Y
18 Friends Of The Tivoli	£ 750.00	£ 750.00	To support the continued appointment of the Apprentice to the Technical Manager once he completes his 2yr course in Oct 16	£ 750.00	Accounts to follow		N - Not yet available	Y
19 East Dorset Heritage Trust	£ 350.00	£ 350.00	To support the running costs of a tractor trailer scheme allowing disabled people to access the countryside	£ 350.00	None	P	Y	Y
<b>Total Grants Requested</b>	<b>£29,025.00-£29,625.00</b>	<b>£ 9,725.00</b>						
Total grants awarded for 2016/17 including Wimborne Folk Festival	£25,330.00							

Y = These Applications were universally supported

Ym = These applications were supported by the majority

? = These applications require further discussion

Please note: Previous Grant refers to grants awarded for the 2016/17 Grant Aid.