



Council Agenda

Monday, 15 December 2014, 6.30 pm

You are summoned to attend a meeting of the **EAST DORSET DISTRICT COUNCIL** to be held in the Council Chamber, Council Offices, Furzehill, Wimborne on **Monday, 15 December 2014 at 6.30 pm.**

Membership:

Chairman:

Cllr R D Cook

Vice Chairman:

Cllr S M Lugg

Cllr M C Birr
Cllr P G Bennett
Cllr Mrs S J Burns
Cllr D B F Burt
Cllr S Butler
Cllr Mrs L J Clark
Cllr A A J Clarke
Cllr Mrs T B Coombs
Cllr Mrs J Dover
Cllr R C Dudman
Cllr M R Dyer
Cllr P J Edwards

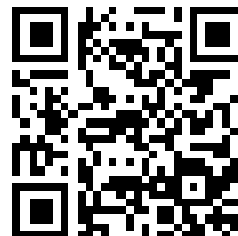
Cllr Mrs G S Elliot
Cllr S G Flower
Cllr S Gibson
Cllr Mrs J M Hazel
Cllr Mrs A Holland
Cllr J P Holland
Cllr Mrs P A Hymers
Cllr J E Little
Cllr Mrs B T Manuel
Cllr I J Monks
Cllr D Morgan
Cllr B E Mortimer

Cllr D G L Packer
Cllr Mrs P A Reynolds
Cllr P W Richardson
Cllr G W Russell
Cllr D W Shortell
Cllr A Skeats
Cllr S S Tong
Cllr Mrs A Warman
Cllr J L Wilson
Cllr B Roberts

The business to be transacted is set out overleaf

DAVID MCINTOSH
CHIEF EXECUTIVE

5 December 2014



For further information please contact Richard Jones 01202 495170 or email democraticservices@christchurchandeastdorset.gov.uk

Corporate Plan Key Themes – 2012 to 2016

Leader of the Council: Councillor Ian Monks

Deputy Leader of the Council: Councillor Simon Tong

Our priority areas...

COMMUNITY

Lead Member: **Councillor Barbara Manuel**

During the plan period we will:

- Provide communities with opportunities to take greater involvement in running public services
- Improve opportunities for young people to live healthy and successful lives
- Work with partners to ensure crime levels in 2016 do not exceed 2011 levels
- Improve life chances for vulnerable people
- Deliver improvements for health and wellbeing across Christchurch and East Dorset communities

ENVIRONMENT

Lead Member: **Councillor Mike Dyer**

During the plan period we will:

- Minimise waste to landfill and optimise recycling
- Manage the conflicts between developing the built environment and protecting the natural environment
- Ensure that the principles of sustainability are embedded in the conduct of the Council's business

ECONOMY

Lead Member: **Councillor Simon Tong**

During the plan period we will:

- Create conditions for existing and new businesses to thrive
- Encourage thriving and welcoming town centres and a strong rural economy

HOUSING

Lead Member: **Councillor Simon Gibson**

During the plan period we will:

- Enable provision of housing appropriate to meet all needs
- Promote sustainable housing development
- Facilitate innovative approaches to housing need

PERFORMANCE

Lead Member: **Councillor Paul Bennett**

During the plan period we will:

- Maximise Partnership activities which maintain services and increase efficiency
- Ensure Council resources are used efficiently and effectively
- Promote a positive reputation with residents, customers and businesses

To view the Corporate Plan in full please go to <http://www.dorsetforyou.com/362527>



Access to Information - This agenda together with the reports and details of how to make a public presentation is available on the council's corporate website at www.dorsetforyou.com/committees Members of the public are welcome to attend and observe committees. Admittance is strictly on a first-come basis.



Disabled access is available at this meeting venue. A hearing loop system is installed in the Council Chamber.



Emergency Procedure – Please ensure that you are familiar with the location of all emergency exits which are clearly marked. In the unlikely event of an emergency an alarm will sound. Please evacuate the building immediately. Do NOT re-enter the building until authorised to do so.

Agenda

1. Prayers

Prayers will be said by the Reverend Peter Breckwoldt of St John's Church, Wimborne.

Mr Neill Evans

The Chairman to report the recent death of a former Member of the Council Mr Neill Evans, who represented the Corfe Mullen South Ward on the District Council from 1991 to 1999, and was Chairman of the Council for the Civic Year 1996-1997.

2. Apologies for absence

To receive apologies for absence.

3. Minutes

To confirm as a correct the Minutes of the Meeting held on 27 October 2014.

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4. Declarations of Interests by Members

To receive declarations of disclosable pecuniary interests from Members in respect of the following items.

5. Announcements

To receive any announcements from the Chairman, Council Leader or Chief Executive.

5 - 6

6. Questions by Members of the Public

To deal with questions to the Council Chairman, Council Leader, Committee Chairmen or Lead Members submitted in writing by members of the public under Council Procedure Rule 8(2).

7. Petitions by Members of the Public

To deal with petitions or similar communications submitted by Members of the public under Council Procedure Rule 8(3).

8. Deputations by Members of the Public

To deal with deputations from members of the public under Council Procedure Rule 8(4).

Note: Deputations by members of the public have to be received by 12 noon on the Friday prior to the meeting.

9. Questions by Members of the Council

To deal with questions to the Council Chairman, Council Leader, the

Chairman of any committee or sub-committee or Lead Members submitted in writing by Members of the Council under Council Procedure Rule 9(2).

Note: Questions by Members of the Council have to be received by 12 noon on the Friday prior to the meeting.

10. Committee Minutes - 2014/15

To receive the Committee Minutes for the last cycle of meetings and to consider and recommendations arising from those meetings as follows:-

- | | |
|---|------------------|
| <p>(a) Planning Committee, 14 October 2014
To receive the Minutes of the meeting held on 14 October 2014</p> | <p>7 - 20</p> |
| <p>(b) Community Committee, 4 November 2014
To receive the Minutes of the meeting held on 4 November 2014</p> | <p>21 - 26</p> |
| <p>(c) Planning Committee, 11 November 2014
To receive the Minutes of the meeting held on 11 November 2014</p> | <p>27 - 40</p> |
| <p>(d) Licensing Sub-Committee, 12 November 2014
To receive the Minutes of the meeting held on 12 November 2014</p> | <p>41 - 42</p> |
| <p>(e) Scrutiny and Policy Development Committee, 18 November 2014
To receive the Minutes of the meeting held on 18 November 2014</p> | <p>43 - 50</p> |
| <p>(f) Resources Committee, 26 November 2014
To receive the Minutes of meeting held on 26 November 2014</p> | <p>51 - 76</p> |
| <p>(g) Scrutiny and Policy Development Committee, 10 December 2014
To receive the Minutes of the special meeting held on 10 December 2014</p> | <p>To Follow</p> |
| <p>(h) Special Resources Committee, 15 December 2014
To receive the minutes of the meeting held on 15 December 2014</p> | <p>To Follow</p> |
| <p>11. Executive Style Governance - Outcome of Consultation
Members are requested to note the responses received to the consultation exercise on changing to Executive style of governance and to support that change for implementation from May 2015</p> | <p>77 - 112</p> |
| <p>12. Corporate Plan Progress Report
To inform Members about the Council's achievements against the 2012-2016 Corporate Plan</p> | <p>113 - 132</p> |

13. Review of East Dorset Polling Districts and Polling Stations

To approve a scheme of polling districts and polling places for the East Dorset District Council administrative area

14. Approval of Leave of Absence

The Chief Executive to report that owing to illness Councillor R. C. Dudman has not been able to attend meetings since 7 July 2014.

Section 85 of the Local Government Act 1972 states that “if a Member of a local authority fails throughout a period of 6 consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a Member of the authority”.

It is RECOMMENDED that due to ill health, a period of 6 months leave of absence be granted to Councillor R. C. Dudman with effect from 16 December 2014.

15. Representations from Outside Bodies

To receive reports from Members on those Outside Bodies which have met since the previous meeting.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

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EAST DORSET DISTRICT COUNCIL

FULL COUNCIL

Minutes of the Meeting held on 27 October 2014 at 6.30 pm

Present:-

Cllr R D Cook – Chairman

Cllr S M Lugg – Vice-Chairman

Present: Cllr M C Birr, Cllr P G Bennett, Cllr Mrs S J Burns, Cllr S Butler, Cllr Mrs L J Clark, Cllr A A J Clarke, Cllr Mrs T B Coombs, Cllr M R Dyer, Cllr Mrs G S Elliot, Cllr S G Flower, Cllr S Gibson, Cllr Mrs J M Hazel, Cllr Mrs A Holland, Cllr J P Holland, Cllr Mrs P A Hymers, Cllr J E Little, Cllr Mrs B T Manuel, Cllr I J Monks, Cllr D Morgan, Cllr B E Mortimer, Cllr D G L Packer, Cllr Mrs P A Reynolds, Cllr G W Russell, Cllr A Skeats, Cllr S S Tong and Cllr J L Wilson

Apologies: Cllr D B F Burt, Cllr Mrs J Dover, Cllr R C Dudman, Cllr P J Edwards, Cllr P W Richardson, Cllr D W Shortell and Cllr Mrs A Warman

204. Prayers

Prayers were led by the Reverend David Paskins, the Rector of the quintet group of villages of Cranborne with Boveridge, Edmondsham, Wimborne St Giles and Woodlands.

205. Minutes

The Minutes of the Council meeting held 1 September 2014 and the special meeting held on 24 September 2014 were confirmed and signed as a correct record.

206. Declarations of Interests by Members

There were no declarations of interest made on this occasion.

207. Announcements

The Chairman of Council referred to his list of engagements attended since the last Council meeting which was included within the agenda, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Chairman advised Council that September and October had proved to be a busy period for Civic Days, visiting some very interesting and entertaining events. In addition the Chairman made particular reference to the New Forest Civic Day on 19 September, the 'Elvis' evening at the Barrington Centre on 20 September and the Royal Aeronautical Society Sir Alan Cobham Lecture held at Bournemouth University on 16 October.

There were no announcements made by the Leader of the Council or Chief Executive on this occasion.

208. Questions by Members of the Public

The Chairman reported that no questions had been submitted under Council Procedure Rule 8(2).

209. Petitions by Members of the Public

The Chairman reported that two petitions had been received under Council Procedure Rule 8(3).

The Chairman advised that the first petitioner, Mr Taylor, could not attend the Council meeting to present the petition which requested the Council to take over the running of Pennington Coppice, West Moors from the landowner, due to the lack of maintenance being carried out. The petition would be referred to a future meeting of the Corporate Capital Property Strategy Group for their consideration.

Councillor Graham Smith (Chairman of Colehill Parish Council) was invited to present the petition signed by residents of Colehill relating to the Community Governance Review. The petition would form part of the response to the consultation.

210. Deputations by Members of the Public

The Chairman reported that no deputations had been received under Council Procedure Rule 8(4).

211. Questions by Members of the Council

The Chairman reported that no questions had been submitted under Council Procedure Rule 9(2).

212. Planning Committee, 19 August 2014

The minutes of the meeting held on 19 August 2014 were submitted.

RESOLVED that the minutes as submitted be adopted.

Voting: Unanimous

213. Planning Committee, 2 September 2014

The minutes of the meeting held on 2 September 2014 were submitted.

RESOLVED that the minutes as submitted be adopted.

Voting: Unanimous

214. Community Committee, 9 September 2014

The minutes of the meeting held on 9 September 2014 were submitted.

RESOLVED that the minutes as submitted be adopted.

Voting: Unanimous

215. Planning Committee, 16 September 2014

The minutes of the meeting held on 16 September 2014 were submitted.

RESOLVED that the minutes as submitted be adopted.

Voting: Unanimous

216. Resources Committee, 24 September 2014

The minutes of the meeting held on 24 September 2014 were submitted.

RESOLVED that the minutes as submitted be adopted.

Voting: Unanimous

217. Joint Audit Committee, 25 September 2014

The minutes of the meeting held on 25 September 2014 were submitted.

RESOLVED that the minutes as submitted be adopted.

Voting: Unanimous

218. Scrutiny and Policy Development, 30 September 2014

The minutes of the meeting held on 30 September 2014 were submitted.

RESOLVED that the minutes as submitted be adopted.

Voting: Unanimous

219. Scrutiny and Policy Development Committee, 7 October 2014

The minutes of the meeting held on 7 October 2014 were submitted.

RESOLVED that the minutes as submitted be adopted.

Voting: Unanimous

220. Review of Council Governance Model

The Leader of the Council presented the submitted report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Council was asked to consider the principle of changing the Council governance model to an Executive/Cabinet model and to undertake consultation.

It was proposed and seconded that this matter be deferred for consideration by the Council at a meeting after the elections scheduled for May 2015.

Upon being put to the vote, the motion was declared lost - 5:19 (3 abstentions).

RESOLVED that the principle of moving to an Executive / Cabinet model of governance be supported and a consultation exercise be undertaken with Council stakeholders, including public consultation via the web site and a press release, the outcome of which to be reported back to the Council meeting to be held on 15 December 2014.

Voting: 23:3 (2 abstentions)

221. The Constitution - Amendments to Scheme of Delegation

The Solicitor to the Council submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The report asked Members to consider minor changes to the Scheme of Delegation to be approved by Council.

RESOLVED that the changes to the Scheme of Delegation within the Constitution, as detailed in the submitted report, be approved.

Voting: 27:0 (1 abstention)

222. Representations from Outside Bodies

The Chairman advised that there were no reports from Members of the Council with respect of Outside Bodies on this occasion.

The meeting ended at 7.30 pm

CHAIRMAN

Agenda Item 5

Chairman/Vice-Chairman of Council's Engagements From 28 October 2014 to 15 December 2014

Chairman		
31 October	Poole	Poole Civic Afternoon
02 November	Verwood Hub	Variety Remembrance 2014
05 November	Bournemouth International Centre	Bournemouth University School of Tourism Awards Ceremony
08 November	County Hall	DAPTC AGM
09 November	The Petwyn, West Moors	West Moors Remembrance Parade & Service
09 November	Wimborne Minster	Wimborne Minster Remembrance Service & Parade
11 November	Furzehill	Two Minutes Silence
13 November	Furzehill	Charity Race Night
18 November	Ferndown Middle School	Chief Scout's Awards Presentation Evening
21 November	Colehill Memorial Hall	Colehill Parish Council Reception
23 November	St Peter's Church Dorchester	Sheriff of Dorset's Legal Service
28 November	Bournemouth	Streetwise VIP Event
28 November	Blandford	Blandford TC Christmas Tree Lights
29 November	Wimborne Square	Wimborne TC Christmas Lights
30 November	Verwood	Verwood Town Council Winter Reception
08 December	Wimborne Minster	Trustees of BSO Endowment Trust Advent Carol Concert
12 December	Wimborne	Ward Goodman Christmas Drinks
13 December	Wimborne	Great Pudding Stir at PHM
13 December	Wimborne	Save the Children Parade
Vice-Chairman		
09 November	Ferndown	Ferndown Remembrance Parade & Service
11 November	Ferndown	RBL Open Air Service
Immediate Past Chairman		
07 November	Bournemouth International Centre	Bournemouth University Media School Awards Ceremony
04 December	Poole Crematorium	Funeral of Past Chairman Neill Evans
Cllr Mrs Anne Holland		
09 November	Corfe Mullen	Corfe Mullen Remembrance Parade & Service

EAST DORSET DISTRICT COUNCIL

PLANNING COMMITTEE

Minutes of the Meeting held on 14 October 2014 at 9.30 am

Present:-

Cllr M R Dyer – Chairman

Cllr Mrs P A Reynolds – Vice-Chairman

Present: Cllr S Butler, Cllr R D Cook, Cllr Mrs P A Hymers,
Cllr Mrs B T Manuel, Cllr D Morgan, Cllr D W Shortell, Cllr S S Tong
and Cllr Mrs A Warman

Apologies: Cllr D B F Burt, Cllr Mrs T B Coombs, Cllr S G Flower, Cllr S Gibson,
Cllr Mrs A Holland and Cllr B E Mortimer

197. Declarations of Interest

Cllr Mrs B Manuel declared a non-pecuniary interest in Minute No. 201 Schedule of Planning Applications (Application No. 3/14/0201/FUL – Ringwood Waldorf School, Folly Farm Lane, Ashley) and remained present.

198. Background Papers

The Chairman informed the Committee that in addition to any specific background papers referred to, the relevant background papers for written reports and agenda items comprise of replies to consultations, objections and representations; relevant structure and Local Plans; and the file of the Council's related policies, copies of which had been available for inspection by Members prior to the meeting.

199. Minutes

The Minutes of the meeting held on 16 September 2014 were confirmed and signed as a correct record.

200. Presentations by the Public

Representations by the public to the Committee on individual planning applications are detailed in Minute 201 below. There were no questions, petitions or deputations received on other items on this occasion.

201. Schedule of Planning Applications

A report was submitted, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members considered the planning applications contained within the schedule.

RESOLVED that the applications contained in this schedule be determined or otherwise dealt with in accordance with the Development Management Manager's recommendation.

1. 3/14/0201/FUL

Extension to provide a laboratory at ground floor level and four classrooms and an art room at first floor level together with walkways, a staff room and a lift on the north side of the existing school complex (additional information and amended plans rec'd 8.8.14). Ringwood Waldorf School, Folly Farm Lane, Ashley.

The Committee was updated on the number of public comments registered to date, which included 62 in support, 24 in objection, and 9 neutral. They were also updated on corrections to Page 16, which should read: 'The existing floor area of the school is 2657sqm and the development would represent a 29% increase', and Page 17, which should read: 'The result would be a building which is three times the floor area and almost four times the volume of the existing'.

Public Speaking

Mr I Miller spoke in objection to the application on behalf of the parents of local residents in the Lantern Community. He raised concerns with the disproportionate size of the proposal, the proximity of the proposal to the Lantern Community, Greenbelt issues, the failure to consider alternative sites, and the danger to local residents due to increases in traffic.

Mr M Hirsh, the agent for the applicant, spoke in support of the application and stated that the extension was not disproportionate in size as it was only a 29% extension. He felt there were very special circumstances according to the National Planning Policy Framework and great weight should be attached to create these schools.

Ms E Holt, a teacher at Ringwood Waldorf School, spoke in support of the application and stated that the proposal was the only viable option. She stated that the Department for Education confirmed that area needs should be based on registered number and they were only asking for basic provision to meet the essential standards of state maintained schools.

REFUSED AS PER OFFICER RECOMMENDATION

Voting: Unanimous

2. 3/14/0245/FUL

Conversion of the existing building that forms the main Stapehill Abbey Complex and its curtilage buildings to 19 dwellings and the refurbishment of one dwelling. Demolition of a two storey element in the south east part of the complex extending to the flat roofed area behind the south range and demolition of the single storey elements in the north courtyard. The demolition of the museum building to the east of the Abbey complex and the erection of 25 dwellings together with associated modification to the existing access arrangements and the provision of car parking and garaging. The restoration by

landscaping of the 250 vehicle car and coach park, the installation of a foul drainage system including a new pumping station and the provision of land amounting to approximately 1.87 hectares for use as allotments as amended by plans rec'd 18.9.14 showing revised layout and some changes to house types. Stapehill Abbey, 276 Wimborne Road West, Wimborne.

The Committee was updated on comments made on the updated plans, in which the Town Council reiterated their previous statement of support, 4 representations continued to object, and 1 continued to support.

The Committee was also updated on the Tree Officers comments stating that they recommended approval subject to conditions relating to tree protection; work to be carried out strictly in accordance with approved plans; and replacement planting.

Public Speaking

Dr Ottley, a neighbour on Keepers Lane, spoke in objection to the application on behalf of various neighbouring properties. He raised concerns with the size and bulk of the proposal, Greenbelt issues, overdevelopment, the destruction of wildlife, traffic increases, road safety, and setting an unwelcome precedent for future development. He felt the proposal was of no benefit to the public as it destroyed the attractiveness of the Abbey.

Mr M Hirsh, the agent for the applicant, spoke in support of the application and stated that many hours and funds had been put in to provide the best solution for the Abbey. He stated that the National Planning Policy Framework supported the conservation of heritage assets and that there was a lot of support from the public and the Town Council.

Mr G Worsfold, the architect, spoke in support of the application and stated that the finalised scheme was a result of a thorough process of consultations and expert assessment. He stated that the condition of the Abbey was decaying at an exponential rate going beyond routine maintenance, and the proposal was a clear solution to address the urgent conservation need, provide long-term use, and return history.

Cllr G Russell, the Ward Member, spoke in support of the application as Heritage Champion. He stated that Stapehill Abbey did not qualify for any money from English Heritage, and felt that although the proposal was not ideal, it was the best solution to preserve an ancient building. He highlighted the support from the Town Council and the advantages and importance of the proposal to the local area.

GRANTED AS PER OFFICER RECOMMENDATION

Voting: Unanimous

3. 3/14/0246/LBC

Conversion of the existing building that forms the main Stapehill Abbey Complex and its curtilage buildings to 19 dwellings and the refurbishment of one dwelling. Demolition of a two storey element in the south east part of the complex extending to the flat roofed area behind the south range and demolition of the single storey elements in the north courtyard. The demolition of the museum building to the east of the Abbey complex and the erection of 25 dwellings together with associated modification to the existing access arrangements and the provision of car parking and garaging. The restoration by landscaping of the 250 vehicle car and coach park, the installation of a foul drainage system including a new pumping station and the provision of land amounting to approximately 1.87 hectares for use as allotments as amended by plans rec'd 18.9.14 showing revised layout and some changes to house types (for amended plans see application 3/14/0245/FUL). Stapehill Abbey, 276 Wimborne Road West, Wimborne.

GRANTED AS PER OFFICER RECOMMENDATION

Voting: Unanimous

4. 3/14/0487/COU

Construct 65m x 35m Lake to Join 2 Existing Ponds for Recreational Angling for Service People, New Access, Car Park and Storage Shed. Derelict Land, 300 SW Julians Bridge, Wimborne.

The Committee was updated on the depth of the lake, which would vary between 1m and 3m to give fish deep spots to go to in hot temperatures. They were also informed that there was no hard surfaced track shown around the proposed lake to give access for wheelchair users of Marines with walking difficulties, but it would be covered by a condition.

Public Speaking

Cllr Mrs A Cross spoke in objection to the application on behalf of Pamphill and Shapwick Parish Council. She raised no objection to the proposal, but raised concerns with flooding, the proximity to the river, the height of the proposed fencing, planting around the lake, and the storage of oil and chemicals.

In response to the speaker's comments, it was stated that there would be no storage of oil or chemicals on the proposed site.

GRANTED

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
2. The development hereby permitted shall be carried out in accordance with the following approved plans:
 - 1:1250 Location Plan
 - 1:2500 Location Plan (Lake area shown indicatively only)
 - 1:500 Site Plan

3. There shall be no raising of ground levels above existing levels in the Flood Plain, and all spoil arising from the development hereby approved shall be removed from the site within a period of 3 months from the completion of the excavation works to form the lake, unless otherwise agreed in writing by the Local Planning Authority. Ground level surveys of the application site shall be undertaken before works commence and when works are completed, and these shall be submitted to the Local Planning Authority following the completion of the works.
4. Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 (as amended), or any subsequent re-enactment, the site shall be used for recreational angling only and for no other purpose.
5. The number of vehicles parked at the site shall not exceed 5 at any one time, and these vehicles shall only be parked in the area marked as car park on the approved plans.
6. There shall be no more than 5 visits to the site per year by vehicles bringing anglers (equating to 10 vehicle movements). In this respect the applicant shall keep an up-to-date record of the number of visits to the site for the Local Planning Authority's (LPA) inspection. In the event of a request for this information, the applicant shall provide it to the LPA within 7 working days of the request, unless otherwise agreed in writing by the LPA.
7. Prior to its erection at the site, scale plans of the approved maintenance shed (4m long, 2m wide and 3m tall) shall be submitted to and approved in writing by the Local Planning Authority. The shed shall then be constructed in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.
8. Before the development is commenced that part of the access within the public highway shall be laid out and re-constructed to a specification submitted to and approved in writing by the Local Planning Authority.
9. Prior to introducing any fish into the approved lake, a fence shall be erected around the lake in accordance with details that have been submitted to and approved in writing by the Local Planning Authority in conjunction with the Environment Agency. Thereafter the approved fence shall be retained as approved, unless otherwise agreed in writing by the Local Planning Authority.
10. Should it be necessary to provide disabled access to the lake hereby approved, details of a permeable surfaced path from the car park to and around the lake shall be submitted to and approved by the Local Planning Authority. Once approved the path shall be constructed in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

11. Prior to commencement of development, a construction method statement shall be submitted to and agreed in writing by the Local Planning Authority. The submitted details shall include depths for the lake, its lining material and proposed measures for spoil removal. The development shall be carried out in accordance with the agreed method statement.

Notes

1. In accordance with paragraphs 186 and 187 of the NPPF the council, as Local Planning Authority, takes a positive and proactive approach to development proposals focused on solutions. The Council works with applicants/agents in a positive and proactive manner by;
 - o offering a pre-application advice service, and
 - o as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions. In arriving at a decision to APPROVE the application:
 - o the applicant/agent was updated of any issues after the initial site visit,
 - o the applicant was provided with pre-application advice,
 - o The applicant was provided with the opportunity to address issues identified by the case officer and permission was granted.
2. Regard was had to the advice contained in the National Planning Policy Framework 2012, national Planning Practice Guidance 2014 and Policies KS12, ME1, ME6, HE2 and HE3 of the Christchurch and East Dorset Core Strategy in the determination of the application.
3. The applicant is advised that notwithstanding this consent, Section 184 of the Highways Act 1980 requires the proper construction of vehicle crossings over kerbed footways, verges or other highway land. Before commencement of any works on the public highway, Dorset County Council's Dorset Highways should be consulted to agree on the detailed specification. Contact can be made by telephone to Dorset Direct (01305 221000), by email at dorsetdirect@dorsetcc.gov.uk, or in writing at Dorset Highways, Dorset County Council, County Hall, Dorchester, DT1 1XJ
4. The applicant is advised to contact the Fisheries Section of the Environment Agency before any fish are stocked in the lake to obtain the necessary consents.
5. In view of the potential flood risks in this locality, the developer of this site is advised to consider the use of flood resilient construction practices and materials in the design and build phase. Choice of materials and simple design modifications can make the development more resistant to flooding in the first place, or limit the damage and reduce rehabilitation time in the event of future inundation. It should be ensured that new structures are appropriately constructed to withstand the likely

flood conditions in this area, and that any flood sensitive equipment is stored above the design flood level.

6. The Environment Agency has confirmed that it has no objection to construction of the proposed lake and would give consent to stock it with all-female triploid brown trout if the following conditions are met:
 - Valid health check prior to application for consent to introduce fish
 - There is no hydraulic connection between the proposed lake and any existing watercourse
 - An escape trench, as detailed in the proposal supporting information, is not installed, as this would provide a connection to the river which is not desired
 - Stocked fish are prevented from escaping from the proposed lake during flood events.

The latter can be achieved by surrounding the lake with a fence of 12mm maximum gap. The River Stour at Wimborne provides one of very few salmon spawning sites in this river and it is important that we protect this habitat from the introduction of triploid trout.

7. With regards to fish welfare, the Environment Agency (EA) recommend that enough time is left for conditions to mature before fish are introduced to a new fishery. A newly dug lake seldom provides a suitable habitat or adequate food for newly introduced fish. The level of stocking into the proposed lake needs to be considered and the EA is happy provide advice on these matters.

Since the lake will be fed by springs and ground water seepage, the EA recommend the applicant considers arrangements to protect stocked fish during prolonged periods of hot weather, prior to stocking. Natural colonisation or planting using native species of aquatic plants will provide good levels of oxygen, and provision of deeper areas and shading from over-hanging vegetation will help to lower water temperature and reduce the likelihood of oxygen levels crashing. However, during prolonged periods of hot weather it may be necessary to increase oxygen levels in the lake using a water pump. These can be readily hired if the need arises.

In addition, the EA would like to draw the applicant's attention to the pre-application advice given in our letter of 11 February 2013 regarding otter predation.

Please note that the EA would be happy to offer further advice in regards to the design of the pond to maximise biodiversity.

8. Oil or chemical storage facilities should be sited in bunded areas. The capacity of the bund should be at least 10% greater than the capacity of the storage tank or, if more than one tank is involved,

the capacity of the largest tank within the bunded area. Hydraulically inter-linked tanks should be regarded as a single tank. There should be no working connections outside the bunded area.

9. Safeguards should be implemented during the construction phase to minimise the risks of pollution and detrimental effects to the water interests in and around the site.

Such safeguards should cover the use of plant and machinery, oils/chemicals and materials; the use and routing of heavy plant and vehicles; the location and form of work and storage areas and compounds and the control and removal of spoil and wastes. The EA recommend the applicant refer to its Pollution Prevention Guidelines, which can be found at:

<https://www.gov.uk/government/collections/pollution-prevention-guidance-ppg>

10. If any controlled waste is to be removed off site, then site operator must ensure a registered waste carrier is used to convey the waste material off site to a suitably authorised facility.

If the applicant requires more specific guidance it is available on the EA website <https://www.gov.uk/how-to-classify-different-types-of-waste>

Voting: Nem Con (1 Abstention)

5. 3/14/0659/FUL

Extension to Dwelling to Form Granny Annex with Staff Facilities Over. Forest Edge Nurseries, Verwood Road, Woodlands.

The Committee was updated on a letter of support received on 13 October from the book-keeper/payroll administrator for the Nursery, in favour of separate office accommodation, as she was currently using the main dwelling.

Public Speaking

Mr AJ Monroe, the agent for the applicant, spoke in support of the application and stated the proposal was the most sensible use of space with the least harm to the Greenbelt as it incorporated two desperate needs into one. He stated that there would only be a 44.5% increase in residential scope of the dwelling and a unilateral undertaking would prevent it from ever being used as a separate dwelling.

Cllr T Brown spoke in support of the application on behalf of Knowlton Parish Council. He stated that the current caravan did not enhance the Greenbelt, and the proposal would comprise two components in one cutting the footprint in half. He felt that the proposal supported economic growth as well as the government strategy for elderly people living in a domestic and family supported environment.

Some Members felt the proposal was acceptable in the Green Belt as it provided a needed annex for elderly care as well as offices for a growing business. Approval was proposed, seconded, and then subsequently Fell 2:4 (2 Abstentions).

REFUSED AS PER OFFICER RECOMMENDATION

Voting: 4:1 (3 Abstentions)

6. 3/14/0666/HOU

Retain enclosure around Astro Turf Pitch and retain zip wire.(For information it is advised that it is only that part of the enclosure over two metres in height that requires express planning permission. 21 Avon Castle Drive, Avon Castle, Ringwood.

Public Speaking

Mr R Riley, neighbour on Avon Castle Drive, spoke in objection to the application and raised concerns with loss of amenity to neighbouring properties and the local area due to changes to the environment visually. He also raised concerns with harm from noise.

Mr M Hirsh, agent for the applicant, spoke in support of the application and stated that the majority of the proposal did not need planning permission. He stated any harm to the visual amenity of the area was mitigated by the landscaping plan.

Mr P Rowles, neighbour on Avon Castle Drive, spoke in support of the application and stated that all his original objections were addressed. He stated that the proposal was in line with national guideline, would be screened off, and added no difference in noise.

Mrs A Jacobs spoke in objection to the application on behalf of St Leonards and St Ives Parish Council. She raised concerns with the impact on the Special Character Area, impingement on the value of neighbouring properties, and the proximity of the proposed structure to the neighbour's garden. She felt that if approved, additional conditions should include painting the metal structure, restricting the hours of use, preventing floodlights, and restricting use for the applicant only.

GRANTED

1. The development hereby approved shall be carried out in accordance with the approved plans SMT-1176C1, SMT-1176C2, SMT-1176C3 stamp dated received 9th July 2014 unless otherwise agreed in writing with the Local Planning Authority.
2. The proposals for the landscaping of the site, as shown on the approved plans (including provision for landscape planting, the retention and protection of existing trees and other site features, walls, fencing and other means of enclosure and any changes in levels) shall be carried out as follows:
 - a) the approved scheme shall be fully implemented with new planting carried out in the planting season October to March

inclusive following or in accordance with a timetable to be agreed in writing with the Local Planning Authority;

b) all planting shall be carried out in accordance with British Standards, including regard for plant storage and ground conditions at the time of planting;

c) the scheme shall be properly maintained for a period of 5 years and any plants (including those retained as part of the scheme) which die, are removed or become damaged or diseased within this period shall be replaced in the next planting season with others of a similar size and the same species, unless the Local Planning Authority gives written consent to any variation; and

d) the whole scheme shall be subsequently retained.

3. Notwithstanding the submitted plans, no part of the zip wire shall be attached or secured to any trees or landscape features on the site.
4. The Astro Turf Pitch shall not be illuminated or any lighting installed without prior permission in writing of the local planning authority.

Notes

1. In reaching this decision regard has been taken of the National Planning Policy Framework

In accordance with paragraphs 186 and 187 of the NPPF the council, as local planning authority, takes a positive and proactive approach to development proposals focused on solutions. The council works with applicants/agents in a positive and proactive manner by;

- o offering a pre-application advice service, and
- o as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions.

In arriving at a decision to approve the application:

- o the applicant/agent was updated of any issues after the initial site visit,
- o the applicant was provided with pre-application advice,

Voting: Nem Con (2 Abstentions)

7. 3/14/0675/HOU

Retain Fence along Front Boundary, Erect Wooden Summerhouse in Front Garden. (Revised proposal - reducing height of fence to 1.4m and providing landscaping). 38 Glenwood Road, West Moors, Ferndown.

Public Speaking

Mrs A Fraser, the applicant, spoke in support of the application and stated the necessity to improve the landscape of the front garden for

safety reasons. She stated that only one neighbouring property complained about the fence.

Cllr J Ware spoke in objection to the application on behalf of West Moors Parish Council. She stated that they were pleased to see the fence height reduced, but were still concerned about the summerhouse being an overdevelopment, visually intrusive, and setting a precedent in the neighbourhood.

GRANTED

1. Within 3 months of the date of this permission, or as otherwise agreed in writing with the Local Planning Authority, the existing fence shall be altered to reduce the overall height to 1.4m in height.
2. The development hereby permitted shall be carried out in accordance with the following approved plans:
Location Plan
Block Plan
Summerhouse Details
Fence Height Confirmation (Dated 05/09/14)
3. Notwithstanding details already submitted with the application, no development shall commence on site until a construction method statement and the foundation design for the proposed summerhouse have been submitted to and approved in writing by the Local Planning Authority. The summerhouse shall then be erected as per the approved documents.
4. Within 2 months of this decision; unless otherwise agreed in writing, a scheme for the landscaping of the area immediately behind the boundary fences shall be submitted to the Local Planning Authority and approved in writing. Upon approval such new planting shall be carried out during the following planting season October/March inclusive, in accordance with the appropriate British Standards for ground preparation, staking, etc., in BS5837:2012 The approved landscaping shall thereafter be maintained for five years during which time any specimens which are damaged, dead or dying shall be replaced and hence the whole scheme shall thereafter be retained in perpetuity.
5. Prior to commencement of works for the summerhouse, details of the colour finish to the summerhouse shall be submitted to and approved in writing by the Local Planning Authority. The works shall then be carried out in accordance with the approved details.
6. The summerhouse hereby approved shall be used for domestic purposes only, and not for any trade or business.

Notes

1. In assessing this proposal the local planning authority has had regard to the guidance contained within the Government's National Planning Policy Framework (NPPF).

2. In accordance with paragraphs 186 and 187 of the NPPF the council, as local planning authority, takes a positive and proactive approach to development proposals focused on solutions. The council works with applicants/agents in a positive and proactive manner by offering a pre-application advice service, and advising applicants/agents of any issues that may arise in the processing of their application and where possible suggesting solutions.

Voting: Unanimous

8. 3/14/0743/FUL

New 2/3 bedroom detached dwelling on land at the rear of 14 Marlborough Place, Wimborne, BH21 1HW as amended by Drwg 1737 - 10G. 14 Marlborough Place, Wimborne, Dorset.

The Committee was updated on a late objection from the occupants of 15 Badbury View, who raised issues in relation to the blind-bend, access for emergency vehicles, insufficient parking, and loss of wildlife habitat.

Public Speaking

Mr R Rowland, neighbour on Bradbury View, spoke in objection to the application and raised concerns with the impact on the streetscene and the outlook, the loss of green space and mature trees, and road safety issues due to increased traffic.

Mr R Matthews, another neighbour on Bradbury View, spoke in objection to the application and stated that he was not against the proposal but had concerns on the impact it would have on the streetscene with the proposed loss of trees.

GRANTED

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
2. The development hereby permitted shall be carried out in accordance with the following approved plans: 1737-10G and 11E.
3. Details and samples of all external facing and roofing materials shall be submitted to and approved in writing by the Local Planning Authority before any on-site work commences. All works shall be undertaken strictly in accordance with the details as approved.
4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 or any subsequent re-enactment no further windows or doors shall be above ground floor ceiling joist level of the building hereby permitted, unless otherwise agreed in writing by the Local Planning Authority. Furthermore, any window framing shall be in metal and set back in 100mm reveals unless otherwise agreed in writing by the Local Planning Authority.

5. Before the development is commenced, proposals for the landscaping of the site, to include provision for the retention and protection of existing trees and shrubs, if any, thereon, together with any means of enclosure proposed or existing within or along the curtilage of the site shall be submitted to and approved by the District Planning Authority by means of a large scale plan and a written brief. All proposed and existing trees and shrubs shall be correctly described and their positions accurately shown. Upon approval such new planting shall be carried out during the planting season October/March inclusive, in accordance with the appropriate British Standards for ground preparation, staking, etc., in BS5837:2012 immediately following commencement of the development. The landscaping shall thereafter be maintained for five years during which time any specimens which are damaged, dead or dying shall be replaced and hence the whole scheme shall thereafter be retained.
6. The development hereby permitted shall not be occupied or utilised until the parking indicated on the submitted details has been constructed. Thereafter, these areas shall be maintained, kept free from obstruction and available for the purposes specified.
7. The development hereby permitted shall not be occupied or utilised until provision has been made to ensure that no surface water drains directly from the site onto the adjacent public highway.
8. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 or any subsequent re-enactment thereof no extension to the dwelling, outbuilding, or other works permitted by Class A, B, C, D, E, F, G and H shall be constructed or erected without express planning permission first being obtained.

Notes

1. In accordance with paragraphs 186 and 187 of the NPPF the Council, as Local Planning Authority, takes a positive and proactive approach to development proposals focused on solutions. The Council works with applicants/agents in a positive and proactive manner by offering a pre-application advice service, and as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions. In arriving at a decision to APPROVE the application:

The application was acceptable as submitted and no further assistance was required.
2. The applicant is advised that notwithstanding this consent, Section 184 of the Highways Act 1980 requires the proper construction of vehicle crossings over kerbed footways, verges or other highway land. Before commencement of any works on the public highway, Dorset County Council's Dorset Highways should

be consulted to agree on the detailed specification. Contact can be made by telephone to Dorset Direct (01305 221000), by email at dorsetdirect@dorsetcc.gov.uk, or in writing at Dorset Highways, Dorset County Council, County Hall, Dorchester, DT1 1XJ.

3. The Sweet Chestnut is located in a neighbouring property and should the owners decide to retain this tree following grant of planning permission the development hereby permitted would have a significant adverse impact on the tree's safe future retention. The damage that would be caused to its rooting environment as a result of the building being constructed could potentially leave it unstable. Therefore it is strongly advised that the applicant obtains independent arboricultural advice in order to identify and implement means of construction that minimises harm to this tree and this should be done in discussion with the owner of the land on which the tree is growing.

Voting: Nem Con (1 Abstention)

202. Delegated Decisions

A report was submitted, for information, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members noted the delegated decisions listed.

203. Outcome of New Appeals Lodged and Appeal Decisions

A report was submitted, for information, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were informed of notified appeals and appeal decisions and were requested to take them into account as a material consideration in the Planning Committee's future decisions.

The meeting ended at 2.00 pm

CHAIRMAN

EAST DORSET DISTRICT COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on 04 November 2014 at 6.30 pm

Present:-

Cllr S S Tong – Chairman

Cllr Mrs B T Manuel – Vice-Chairman

Present: Cllr M R Dyer, Cllr S G Flower, Cllr S Gibson, Cllr S M Lugg,
Cllr I J Monks and Cllr D Morgan

Also in attendance: Cllr S Butler and Cllr B E Mortimer

Apologies: Cllr B Roberts and Cllr Mrs A Warman

223. Declarations of Interest

There were no declarations of interest submitted on this occasion.

224. Minutes

The Minutes of the meeting held on 9 September 2014 were confirmed and signed as a correct record.

At the request of the Committee, the Head of Community and Leisure provided a verbal update on Grounds Maintenance operations. Members were informed that a report was going to the next Resources Committee for equipment and machinery and work was on track to begin in house operations for 1st January 2015. It was further advised that Dorset County Council had agreed the terms in principle, and the process of transferring Sodexo staff had commenced.

225. Presentations by the Public

There were no presentations by the public on this occasion.

226. Review of Street Cleaning Services

The Head of Property and Engineering submitted a report, a copy of which has been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members were invited to comment on the proposals contained in the Dorset Waste Partnership's consultation on street cleaning services. Members were informed that the consultation period was extended to allow this Committee to make comment.

Members noted and endorsed the comments raised at the Scrutiny and Policy Development Committee, highlighting and adding the following comments:-

- The removal of all litter bins from remote areas, with the provision to advise people to take litter home, should be carefully considered as there is concern over the likelihood of the procedure being adhered to, which could lead to further cost implications. A proper communication plan is required to educate the public on this change.
- The replacement of dog bins with mixed litter bins should be carefully considered and planned to avoid the loss of any existing facilities.
- All wheeled containers must be properly secured to prevent misuse.
- Any housing for bins should not be the responsibility of the district council, but should fall upon the local town or parish council.

RESOLVED that the Committee's comments be included in East Dorset District Council's response to the Dorset Waste Partnership's consultation on street cleaning services.

Voting: Unanimous

227. Christchurch and East Dorset Local Development Scheme

The Partnership Planning Policy Manager submitted a report, a copy of which has been circulate to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were asked to consider and endorse the proposed content of the latest revision of the Local Development Scheme, setting out the latest timetable for preparation of the Local Plan.

Members were informed that the Joint Heathland Mitigation SPD was delayed due to ongoing negotiations, but had now found a way forward. The delay, however, will cause the document to slip back by at least 1 to 2 months.

It was agreed by Members that 3.4 of the Local Development Scheme be clarified to state that the designated sites in Part 2 of the Local Plan would be existing urban areas and rural villages and did not include new neighbours.

RESOLVED that the first joint Local Development Scheme for Christchurch and East Dorset be endorsed for publication.

Voting: Unanimous

228. Forward Plan

The Solicitor to the Council submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The Committee were asked to note the Forward Plan for monitoring the work programme of the Community Committee.

RESOLVED that the report be noted.

Voting: Unanimous

The Chairman asked the Committee to note the recent acquisition of a street cleaner in Ferndown, as well as the recent work of the Wimborne BID to keep streets clean for Wimborne in Bloom. The Committee commended the Town Councils for taking action and encouraged all parish and town councils to follow suit and take responsibility for the improvement of their communities.

229. Exclusion of Press and Public

RESOLVED that in view of the nature of the business to be transacted it is likely that if members of the public were present during the following item there would be disclosure to them of ‘exempt information’ as described in the category indicated and they be therefore excluded from the meeting in accordance with Section 100(A) of the Local Government Act 1972.

230. Update on the Allendale Centre Wimborne

Exempt Information – Category 3 (Information relating to the financial or business affairs of any person (including the authority holding that information)).

The Head of Community and Leisure presented a verbal report to Members updating on the current situation with regards to the Allendale Community Centre.

231. Update on the Verwood Leisure Facilities

Exempt Information – Category 3 (Information relating to the financial or business affairs of any person (including the authority holding that information)).

The Head of Community and Leisure presented a verbal report to Members updating on the current situation with regards to the Verwood Leisure Facilities.

The meeting ended at 7.45 pm

CHAIRMAN

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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EAST DORSET DISTRICT COUNCIL

PLANNING COMMITTEE

Minutes of the Meeting held on 11 November 2014 at 9.30 am

Present:-

Cllr M R Dyer – Chairman

Cllr Mrs P A Reynolds – Vice-Chairman

Present: Cllr D B F Burt, Cllr S Butler, Cllr R D Cook, Cllr Mrs T B Coombs,
Cllr S Gibson, Cllr Mrs P A Hymers, Cllr Mrs B T Manuel,
Cllr B E Mortimer, Cllr D W Shortell, Cllr S S Tong and
Cllr Mrs A Warman

Apologies: Cllr S G Flower, Cllr Mrs A Holland and Cllr D Morgan

232. Declarations of Interest

Cllr D B F Burt declared non-pecuniary interests in Minute No. 233 Schedule of Planning Applications (Application Nos. 3/14/0787/FUL – Unit 5, Jessop House, Mill Lane, Wimborne and 3/14/0788/COU – 2 Avon Park, St Leonards, Ringwood) and remained present.

233. Background Papers

The Chairman informed the Committee that in addition to any specific background papers referred to, the relevant background papers for written reports and agenda items comprise of replies to consultations, objections and representations; relevant structure and Local Plans; and the file of the Council's related policies, copies of which had been available for inspection by Members prior to the meeting.

234. Minutes

The Minutes of the meeting held on 14 October 2014 were confirmed and signed as a correct record.

235. Presentations by the Public

Representations by the public to the Committee on individual planning applications are detailed in Minute 233 below. There were no questions, petitions or deputations received on other items on this occasion.

236. Schedule of Planning Applications

A report was submitted, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members considered the planning applications contained within the schedule.

RESOLVED that the applications contained in this schedule be determined or otherwise dealt with in accordance with the Development Management Manager's recommendation.

1. 3/14/0479/FUL

Two storey extension to hotel. Amended plans rec'd 28.8.14 show a reduction in size of extension from 20 bedrooms to 18 bedrooms and alterations to proposed parking. Amended by plans rec'd 07.10.14 remove two parking spaces and AC compound. Landscaping plan rec'd 27/10/14 to add hedging and improve landscaping to southern boundary. Premier Inn , Ringwood Road, Ferndown.

The Development Management Manager provided Members with further representations received from the previous objector at 15 Ford Close, regarding the need for a soundproof fence along the boundary with Ford Close in addition to the hedging to ensure noise disturbance is kept to a minimum and for ease of maintenance. It was also stated that the Biodiversity Mitigation Plan was now approved by Dorset County Councils' Natural Environment Team.

GRANTED

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
2. Notwithstanding the fencing details alongside the boundary with Ford Close, shown on drawing Proposed Site Plan: 3615-101 Rev E, the development hereby permitted shall be carried out in accordance with the following approved plans:
 - Existing Site Plan: 3615/P1
 - Existing Floor Plans: 3615/P22
 - Proposed Floor Plans: 3615/P23
 - Proposed Elevations: 3615/P24
 - Proposed Roof Plans: 3615/P25
 - Proposed Site Plan: 3615-101 Rev E
 - Topographical & Utilities Survey 3578/10/001
 - Overall Landscape Proposals: 508-01
 - Detailed Landscaping Plan: 508-02
 - Transport Statement PJB/WIT/14/2042/TN01- dated May 2014
 - Planning Statement, Walsingham Planning- dated May 2014
 - Energy Recovery Statement 210-265/ENERGY/R01- dated May 2014
3. The materials and finishes to be employed on the external faces of the development, hereby permitted, shall be identical in every respect to those of the existing building unless otherwise first agreed in writing by the Local Planning Authority.
4. **CONTAMINATED LAND CONDITION**
Before the change of use is implemented a scheme shall be submitted to the Local Planning Authority to deal with potential contamination of the site. Such scheme shall include the following actions and reports, which must be carried out by appropriately qualified consultant(s):

(a) A Site History Report, which shall, by reference to site layout drawings of an appropriate scale, include a history of the site, past land uses, current and historical maps, site plans, locations of any known spillages or pollution incidents and the location and condition of old tanks, pits, fuel or chemical storage areas. (Please note it is the responsibility of the landowner, developer or consultant to provide and disclose all relevant information).

(b) A Site Investigation Report (based on the information contained in the site history report), will be required where the appointed consultant and/or the Local Planning Authority anticipate that contamination may be present in, on or near the proposed development area. The site investigation report must characterise and identify the extent of contamination, identify hazard sources, pathways and receptors and develop a conceptual model of the site for purposes of risk assessment.

(c) Before any works commence on site, should (in the opinion of the Local Planning Authority) remedial works be required, consultants appointed to carry out intrusive site investigation work must submit their sampling strategy to the Local Planning Authority for approval.

(d) Where contamination is found which (in the opinion of the Local Planning Authority) requires remediation, a detailed Remediation Statement, including effective measures to avoid risk to future and neighbouring occupiers, the water environment and any other sensitive receptors when the site is developed, shall be submitted to the Local Planning Authority. Any remediation scheme(s), or part(s) thereof recommended in the remediation statement, shall require approval to be obtained in writing from the Local Planning Authority.

(e) No development shall occur until the measures in the remediation scheme have been approved in the remediation scheme have been implemented in accordance with the remediation statement to the satisfaction of the Local Planning Authority.

(f) If, during works on site, contamination is encountered which has not previously been identified, the additional contamination shall be fully assessed and an appropriate remediation scheme submitted to the Local Planning Authority. Any such scheme shall require approval to be obtained in writing from the Local Planning Authority.

(g) On completion of all the works detailed in the agreed Remediation Statement, a Remediation Completion Report must then be completed by the environmental consultant(s) who carried out the remediation work confirming that they have supervised all the agreed remediation actions. This report to be submitted to the planning authority confirming that all works as specified and agreed have been carried out to the point of completion. Until the Planning Authority is in receipt of said Remediation Completion Report and is satisfied with the contents of the statement and the standard of work completed it will be viewed that the remediation of the site is incomplete.

5. Notwithstanding details already submitted with the application, no development start on site until an updated Arboricultural Method Statement (AMS) and Tree Protection Plan (TPP) compiled in accordance with current BS5837 Recommendations and identifying all trees to be retained and removed for the proposes of development, have been submitted to and approved in writing by the Local Planning Authority.
6. Prior to commencement of works (including site clearance and any other preparatory works) a pre-commencement site meeting between the Tree Officer, Arboricultural Consultant and Site Manager shall take place in order to confirm the tree protection measures. are positioned as shown on the approved Tree Protection Plan and are to the correct standard. The fencing shall be erected before any equipment, materials or machinery are brought onto the site for the purposes of development. The protection shall be retained until the development is completed and nothing shall be placed within the fencing, nor shall any ground levels be altered or excavations made without the written consent of the planning authority.
7. The development hereby permitted shall be undertaken in accordance with the requirements of the Biodiversity Mitigation Plan approved by Dorset County Council's Natural Environment Team, unless otherwise agreed in writing by the Local Planning Authority.
8. The development hereby permitted shall not be occupied or utilised until the parking and turning indicated on the submitted details has been constructed. Thereafter, these areas shall be maintained, kept free from obstruction and available for the purposes specified.
9. Prior to commencement of development, details of an acoustic fence of 2metres in height, to run along the boundary of the site with Ford Close, shall be submitted to agreed in writing by the Local Planning Authority. The acoustic fencing shall be installed as approved prior to the first occupation of the extension hereby approved.
10. The proposal for the landscaping of the site, as shown on the approved plans, including the planting of additional trees shrubs and hedging , shall be carried out during the planting season October/March inclusive, (in accordance with the appropriate British Standards for ground preparation, staking, etc.) immediately following commencement of the development. Any plants found damaged, dead or dying in the first five years are to be duly replaced and the whole scheme thereafter retained.

Notes

1. In the determination of this application, regard was had to the policies and implications of National Planning Policy Framework 2012.

2. In accordance with paragraphs 186 and 187 of the NPPF the council, as Local Planning Authority, takes a positive and proactive approach to development proposals focused on solutions. The Council works with applicants/agents in a positive and proactive manner by;
 - o offering a pre-application advice service, and
 - o as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions. In arriving at a decision to APPROVE the application:
 - o the applicant was provided with pre-application advice,
 - o The applicant was provided with the opportunity to address issues identified by the case officer and permission was granted.

Voting: Unanimous

2. 3/14/0511/COU

Change of Use of footpath to form an external seating area to serve the Costa Coffee (Retrospective). Costa Coffee, Area B, The Square, Wimborne.

GRANTED AS PER OFFICER RECOMMENDATION with an additional condition to limit the use to 3 years in line with the licences after expiry of the Press Notice on 28th November 2014

Voting: Unanimous

3. 3/14/0579/FUL

Change of Use of Part Ground Floor to Restaurant and Bar (A3) Retaining Existing Staff Flat. Form En-suite Guest Accommodation within Single Residential Unit on First and Second Floors with Associated Internal Alterations. Form Ancillary Car Parking Area (as amended by plans received 14th August 2014). Cranborne Lodge, Castle Street, Cranborne.

Public Speaking

Mr Bagnall, the agent for the applicant, spoke in support of the application and stated that changes were made and all issues had been addressed. He stated that the Highways Authority considered the alternative access safe following some minor improvements, and a traffic management plan would be submitted.

Mrs Boon, the applicant, spoke in support of the application and described their concept for the future of Cranborne Lodge. She stated that minimal work would be done to the actual building in order to maintain its integrity and historical value.

GRANTED

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
2. The development hereby permitted shall be carried out in accordance with the following approved plans: Drwgs. 1407/05C - Proposed Ground Floor Plans, 1407/06C - Proposed First Floor

Plans, 1407/07C - Proposed Second Floor Plans, 1407/08A - Stud Wall Details and Un referenced 1:200 Site Plan.

3. The development hereby permitted shall not be brought into use until the access, turning space and parking shown on the approved plan has been constructed and these shall be maintained and be kept available for that purpose at all times.
4. Before works associated with the laying out of the car parking area commences details of the proposed surfacing material shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.
5. The development authorised by this permission shall not begin until the Local Planning Authority has approved in writing a full scheme of works showing the precise details of the laying out of a surface treatment providing a contrasting strip of surface (texture and/or visual) on both sides of the access to the site. The occupation of the development shall not begin until those works have been completed in accordance with the Local Planning Authority's approval and have been certified as complete by or on behalf of the Local Planning Authority.
6. The number of wedding events incorporating the use of a single marquee shall be limited to no more than 12 in any calendar year and its use shall not take place other than between the hours of 12:00 and 24:00 unless otherwise agreed in writing by the Local Planning Authority.
7. The wedding marquee shall be sited, erected and thereafter dismantled after each wedding event in accordance with a method statement that shall be submitted to and approved in writing by the Local Planning Authority before commencement of the first such event.
8. The development authorised by this permission, in respect of the holding of 12 wedding events in any calendar year, shall not begin until a Traffic Management Plan incorporating an entrance, other than that off Castle Street, and temporary car parking layout has been submitted to and approved in writing by the Local Planning Authority following consultation with the Local Highway Authority. Thereafter, on the occasion of each such event, the approved Traffic Management Plan shall be carried out in full.
9. Prior to commencement of development associated with the laying out of the car park detailed construction drawings including, where necessary, cross sections shall be submitted to and approved in writing by the Local Planning Authority. For the avoidance of doubt the details shall include the following information:
 - A maximum excavation depth of 100mm;
 - Use of an air/water permeable base and sub base capable of accommodating the load and frequency of vehicles;

Use of a permeable wearing course that is Disability and Disablement Act compliant;
Protective tree fencing in accordance with British Standard Specification BS5837:2012
Use of non-invasive edging, and
A method of construction that avoids damaging the root area.
Thereafter the works shall be carried out in accordance with the agreed details.

Notes

1. In accordance with paragraphs 186 and 187 of the NPPF the council, as Local Planning Authority, takes a positive and proactive approach to development proposals focused on solutions. The Council works with applicants/agents in a positive and proactive manner by;
 - o offering a pre-application advice service, and
 - o as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions. In arriving at a decision to APPROVE the application:
 - o the applicant/agent was updated of any issues after the initial site visit,
 - o the applicant was provided with pre-application advice,
 - o The applicant was provided with the opportunity to address issues identified by the case officer and permission was granted.
2. The highway improvements referred to in Condition 5 above shall be carried out to the specification and satisfaction of the Local Highway Authority in consultation with the Local Planning Authority and it will be necessary to enter into an agreement with the Authority (Section 278 of the Highways Act 1980) before any works commence on the site.
3. It is noted deliveries by large vehicles may be restricted by either the physical constraints of the access or on street parking. The applicant should take this into account and not rely on the imposition of traffic regulation orders which may not be forthcoming.
4. To fight fires effectively the Fire and Rescue Service needs to be able to manoeuvre its equipment and appliances to within a specified distance of any premises. The applicant should be advised to consult with Building Control and Dorset Fire and Rescue Service to ensure that Fire Safety - Approved Document B of the Building Regulations 2000 - can be fully complied with as this may be an issue.
5. In assessing this proposal the local planning authority has had regard to guidance contained within the Government's National Planning Policy Framework and Policies KS1, KS12, HE1, HE2 and HE3 of the Christchurch and East Dorset Core Strategy adopted April 2014.

Voting: Unanimous

4. 3/14/0580/LBC

Change of use of part ground floor to restaurant and bar (A3) retaining existing staff flat. Form en-suite guest accommodation within single residential unit on first and second floors with associated internal alterations. Form ancillary car parking area. Cranborne Lodge, Castle Street, Cranborne.

GRANTED AS PER OFFICER RECOMMENDATION

Voting: Unanimous

5. 3/14/0787/FUL

Change Of Use From Patio/Recreation Area To Customer Seating And Outdoor Services (Food And Drinks). Unit 5, Jessop House, Mill Lane, Wimborne.

The Development Management Manager informed Members of further representations received raising the following additional concerns:-

- Too much traffic in area
- Littering on neighbouring land
- Car parking blocking access to neighbouring properties
- Noise issues
- Trees being a potential hazard for customers seated outside
- Sleep disturbance for residents of Mill Lane

Following some questions raised by these representations, it was stated as follows:-

- It is anticipated that table would be put away when not in use
- If table is permanent, it would be accessible to the public outside normal operating hours
- Managers of Jessop House will be responsible for this area, but it will be accessible to the public
- Hot food could be transferred across the footway access.

Members were also informed of a request from Cllr D Packer for deferral in order for this application to be considered alongside a second application for a take-away at the Agra Restaurant operating from 5 Jessop House, which had just been submitted. Officers advised that both applications raised different issues and that the applications should not be linked.

It was proposed and seconded to grant subject to additional conditions requiring the removal of table and chairs to concur with opening times and also to limit the seating area to temporary permission for one year.

An amendment to the motion was proposed to modify the temporary permission to five years. This was seconded and subsequently fell 5:6 with 1 abstention.

GRANTED

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

2. This permission shall expire on 11.11.2015 by which date the use shall have been discontinued and the land restored to its previous authorised stage as a paved in all respects.
3. The development hereby permitted shall be carried out in accordance with the following approved plans:
1:1250 scale Location Plan rec'd 13.8.2014
4. The application site shall not be used as a seating area outside the hours of 08:00 a.m to 18:00 p.m on Monday to Saturday, and shall not be used on Sundays. All tables and chairs shall be removed from the site outside the hours of permitted use.

Notes

1. In accordance with paragraphs 186 and 187 of the NPPF the council, as Local Planning Authority, takes a positive and proactive approach to development proposals focused on solutions. The Council works with applicants/agents in a positive and proactive manner by;
 - o offering a pre-application advice service, and
 - o as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions. In arriving at a decision to APPROVE the application:
 - o the applicant/agent was updated of any issues after the initial site visit,
 - o The applicant was provided with the opportunity to address issues identified by the case officer and permission was granted.
2. Regard was had in the decision to the National Planning Practice Guidance and National Planning Policy Framework.
3. The applicant is advised that if the proposed site is used for the service of alcohol, the Council's licensing department should be contacted as a licence will be required.

Voting: 6:5 (1 Abstention)

6. 3/14/0788/COU

Change of Use of Garden Outbuilding to Hairdresser's Salon (Additional Information). Additional car parking space (Retrospective). 2 Avon Park, St Leonards, Ringwood.

The Development Management Manager advised Members that the Parish Council had withdrew their representations. Members were also advised on a further letter of representation received raising the following additional concerns:-

- The applicant and stylist park their cars in a variety of locations away from their home, often in Hurn Road
- The applicant is now actively advertising in "The Ringwood Focus" with likely consequence being increased business activity.

Public Speaking

Mr Skinner, resident of Avon Park, spoke in objection to the application and raised concerns with summerhouse being a larger size than what was stated in the application, and being a fire hazard. He raised concerns with overlooking into his garden, business hours not being adhered to, smells arising from business run-off, the public passageway running alongside his property, and road safety issues due to increased car parking on the road.

Mr Cohen, resident of Avon Park, spoke in objection to the application and questioned the validity of the 25 letters in support as only 6 were neighbours. He raised concerns with traffic safety due to on-road parking on a blind bend, and felt the proposal went against the community covenant.

Mrs Wood, the applicant, spoke in support of the application and stated that she ran a specialised business of a discreet nature for people suffering from medical hair loss. She stated that she operated by appointment only dealing with only 1 client at a time, and ensured clients parked on the driveway coming and going quietly.

Mrs Evans, the agent for the applicant, spoke in support of the application and stated that all clients parked on the driveway and any road parking was not a result of the business. She highlighted that the neighbour at 3 Avon Park observed no problems and the Parish Council withdrew their objections. She further stated that there was no external advertising for the business, which only added 2 movements a day above a normal household.

Some Members felt that any detrimental impact on the residential amenities of adjacent households was minimal, and on balance, the benefits of the development outweighed any adverse impact caused.

GRANTED

1. The approval of planning permission is based on Drwg's Ref: 2014-22-01 - Block/Location Plan, 2014-22-02 - Site Plan and 2014-22-03 - Photographs & Elevations
2. No other outbuilding, extension to any building or room within the dwellinghouse or within the curtilage of 2 Avon Park other than the outbuilding identified as "The Salon" on drawing no. 2014-22-02 and 2014-22-03 shall be used as a commercial premise without the submission of a planning application to the Local Planning Authority.
3. No more than 2 chairs for the cutting and styling of hair and 1 chair for the washing of hair shall be accommodated within the building identified as "The Salon" as shown on approved drawings no. 2014-22-02 and 2014-22-03.
4. "The Salon" as shown on the approved drawing no. 2014-22-02 and 2014-22-03 shall not be sold, rented, leased or severed in any other way from the main dwelling house at 2 Avon Park.

5. "The Salon" hereby permitted can only be operated by the applicant's Mr & Mrs Wood as occupiers of the principle dwelling house, 2 Avon Park.
6. With the exception of two and a half days a week, only one chair shall be in use in "The Salon" for visiting customers. The owners of "The Salon" shall at any time as seen fit by the Local Planning Authority, make available for inspection the appointment book for "The Salon" to ensure compliance with this condition.
7. During the hours of operation of "The Salon" as described in condition no. 4, a minimum of one car parking space shall be made available for visitors to "The Salon".
8. Within 3 months of the date of the decision notice, all windows to the east elevation of "The Salon" as shown on drawing no. 2014-22-03 shall be obscure glazed, fixed shut and retained as such.
9. Unless otherwise agreed in writing, the area shown on the submitted plans as an additional car parking space shall be constructed, laid out and provided in all respects within 2 months of the date of this permission and shall thereafter be kept available for use at all times.

Notes

1. The Council has had regard to the National Planning Policy Framework and Policies KS1, HE2 and KS11 together with saved Policy DES2 of the Christchurch and East Dorset Core Strategy adopted 28 April 2014
2. This permission is granted in accordance with Section 73A of the Town and Country Planning Act 1990.
3. In reaching this decision regard has been taken of the National Planning Policy Framework

In accordance with paragraphs 186 and 187 of the NPPF the council, as local planning authority, takes a positive and proactive approach to development proposals focused on solutions.

The council works with applicants/agents in a positive and proactive manner by;
 - o offering a pre-application advice service, and
 - o as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions.
Prior to the Committee decision to approve the application:
 - o the applicant/agent was updated of any issues after the initial site visit
4. The applicants have provided a unilateral undertaking and have paid the appropriate contribution in relation to Transport Infrastructure Contributions in accordance with the South East

Dorset Transport Contributions Supplementary Planning Guidance.

5. In the interests of highway safety, provision shall be made to ensure that no surface water drains directly from the site onto the highway.

Voting: 7:3 (2 Abstentions)

7. 3/14/0822/FUL

Revised Scheme for Replacement Dwelling (Planning Application 3/13/1170/Ful) including Erection of Garage and Alterations to Approved Dwelling as amended by plans rec'd 9.10.14 _ 24.10.14. Millmoor Farm, Kings Street, Sturminster Marshall.

Public Speaking

Mrs Norman, a neighbour, spoke in objection to the application and stated that she had no objection to the original plans, but raised concern with the additional garage block. She stated that although it had been reduced, it was still considerable in size for the Greenbelt and could set a precedent.

Mr Thompson, the architect, spoke in support of the application and stated that the proposal was amended due to wet conditions making it impossible to build underground. He stated that following consultation, the garage was reduced and included conditions to restrict the space above. He further stated that the garage would not affect the openness of the Greenbelt as he felt the floor space calculation was incorrect and should not be 3% over the allowance.

Cllr Godfrey spoke in objection to the application on behalf of Sturminster Marshall Parish Council. He stated that they had no objection to the original application, but raised concerns with the amended proposal as it was over a 50% increase in the Greenbelt. He raised further concerns with the enforcement of conditions and felt that tighter controls needed to be in place.

GRANTED

1. The development hereby permitted shall be carried out in accordance with the following approved plans: Drawing no. 471/16d (Plans/elevations) and Drawing no. 471/16d (1:200 Site/location plan).
2. The external facing and roofing materials to be used on the development hereby approved shall be Michelmersch 'Handmade Tile Dark Antique' tiles, Michelmersch 'Handmade Red Multi' bricks and Iroko timber details, unless otherwise agreed in writing by the Local Planning Authority.
3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 or any subsequent re-enactment thereof no additions or extensions to the dwelling or garage nor any outbuildings shall be constructed without express planning permission first being obtained.

4. Both in the first instance and upon all subsequent occasions the garage shall be used solely for the accommodation of private vehicles belonging to the occupiers of the property to which it is shown to be related by the terms of the application and the deposited plans. At no time shall the garage be used for industrial, trade, or business activity of any description whatsoever. Further, and notwithstanding the provision of the Town and Country Planning (General Permitted Development) Order 1995 as amended, or any further re-enactment, the garage shall be retained for this purpose and shall not be converted to any other domestic accommodation without express planning permission first being obtained.
5. The landscaping of the site, including the provision for the retention and protection of existing trees and shrubs, together with any means of enclosure proposed or existing within or along the curtilage of the site shall be carried out in accordance with the landscape plan dated 25/04/2014 (Drawing No. TLG/Millmoor001). Such new planting shall be carried out during the planting season October/March inclusive, in accordance with the appropriate British Standards for ground preparation, staking, etc., in BS5837:2012 immediately following commencement of the development. The landscaping shall thereafter be maintained for five years during which time any specimens which are damaged, dead or dying shall be replaced and hence the whole scheme shall thereafter be retained.
6. Both in the first instance and upon all subsequent occasions the first floor over the garage shall be used only for storage purposes and not for any other use whatsoever.
7. The development shall be carried out strictly in accordance with the terms of the approved Biodiversity Mitigation Plan signed and dated 20 November 2013.
8. Notwithstanding the foul drainage proposal indicated on the approved drawing and on the application form as a septic tank, the applicant shall remove the existing septic tank and shall install a package treatment plant prior to the first occupation of the replacement dwelling which shall be thereafter maintained and retained.

Notes

1. The applicant is advised that bats are protected in the UK by Schedule 5 of the Wildlife and Countryside Act 1981 and Part 3 of the Conservation of Natural Habitats and Species Regulations 2010 and they are also protected by European and International Law. Work should proceed with caution and if any bats are found, all work should cease, the area in which the bats have been found should be made secure and advice sought from Natural England (tel: 0300 060 2514).
2. In accordance with paragraphs 186 and 187 of the NPPF the council, as Local Planning Authority, takes a positive and

proactive approach to development proposals focused on solutions. The Council works with applicants/agents in a positive and proactive manner by;
offering a pre-application advice service, and
as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions. In arriving at a decision to APPROVE the application:

the applicant/agent was updated of any issues after the initial site visit,

the applicant was provided with pre-application advice,

The applicant was provided with the opportunity to address issues identified by the case officer and permission was granted.

3. In reaching this decision regard was had to paragraphs 87, 88 and 89 of the NPPF.
4. As a retrospective application this permission is granted in accordance with Section 63 (2) (a) of the Town and Country Planning Act 1990.

Voting: Unanimous

237. Delegated Decisions

A report was submitted, for information, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members noted the delegated decisions listed.

238. Outcome of New Appeals Lodged and Appeal Decisions

A report was submitted, for information, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were informed of notified appeals and appeal decisions and were requested to take them into account as a material consideration in the Planning Committee's future decisions.

The meeting ended at 12.40 pm

CHAIRMAN

EAST DORSET DISTRICT COUNCIL

LICENSING SUB-COMMITTEE

Minutes of the Meeting held on Wednesday, 12 November 2014 at 10.30 am

Present:-

Cllr M C Birr – Chairman

Cllr Mrs L J Clark and Cllr D G L Packer

239. Election of Chairman for the Meeting

RESOLVED that Councillor M C Birr be elected Chairman of the Sub-Committee for the duration of the meeting.

240. Procedure of Hearing and Withdrawal of Representation

The Sub-Committee was informed of the hearing procedure rules for the determination of the application and that there were no withdrawals of representations.

241. Old Inn, Holt, Wimborne - Variation Application - Licensing Act 2003

A report was submitted, a copy of which had been circulated to Members and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Public Health and Protection Manager presented the report to the Sub-Committee which requested that Members consider an application from Hall and Woodhouse Ltd to vary a Premises Licence for the Old Inn, Holt, Wimborne under the Licensing Act 2003.

Interested parties and the applicant were invited to address the Sub-Committee.

Mr T Linnell, a local resident, spoke in objection to the application and stated that neighbours were not consulted, nor were the Parish Council. He raised concerns with road safety issues, noise nuisance from film, live music, recorded music, and traffic, and the affect this would have on the neighbouring Parish Hall. He felt the activities proposed were inappropriate in a quiet rural village.

Mr C Waring, a local resident, spoke in objection to the application and raised concerns with traffic safety issues, noise and disturbance running until 2am, and how the consultation process was managed. He stated that he accepted some noise from the pub, but felt that with this application, the balance was lost. He raised concerns with the films, which could be inappropriate for neighbouring children who can hear it, and felt that they should be limited to 8 a year and should exclude all Sundays. He felt that appropriate action needed to be taken now to avoid any problems in the future.

Mr P Day, the applicant's solicitor, spoke in support of the application and stated that the appropriate legal procedure was followed for notifying residents of the proposed application. He stated that the application would

allow for conditions to be attached that could not be attached with a temporary event notice, and highlighted that further conditions were proposed on film nights. He stated that the police and the Council's Environmental Health Officer raised no objections, and further stated that the pub will continue to operate as a dine-first village pub, but the Licence would allow for more flexibility on special occasions.

Following questions and comments by Members, it was stated that:-

- The notification procedure followed by the applicant was implemented in the appropriate legal manner.
- All interested parties were submitted all additional information including photographs.
- The Old Inn is considered as a destination pub due to its reputation for its food, and its small percentage of passing trade.
- Majority of the pubs in the area are licenced until 1.30am.
- There was only one complaint during the first film shown, which was responded to and resolved. The police and council had received no complaints from the public.

Members retired to make their decision.

RESOLVED that the Premises Licence be **GRANTED** as submitted, with the amended conditions proposed as follows:-

1. No more than 12 outside film performances shall take place in any calendar year.
2. Film performances outside the premises shall only take place on:
 - 2.1 Fridays and Saturdays
 - 2.2 Sundays, provided that the following day is a Bank Holiday Monday and
 - 2.3 On Boxing Day and New Year's Day
3. No more than 1 outside film performance shall be permitted in any period of 14 days, other than between 18th December and 1st January.

Reasons for Decision:-

The reasons for the decision were that after considering all the relevant issues, including the officer's report, and verbal submissions at the Hearing, the Licensing Sub-Committee considered that if all of the mandatory conditions and the applicant's operating schedule were complied with, along with the amended conditions, it would be possible to uphold the Licensing Objectives.

The meeting ended at 12.20 pm

CHAIRMAN

EAST DORSET DISTRICT COUNCIL

SCRUTINY AND POLICY DEVELOPMENT COMMITTEE

Minutes of the Meeting held on 18 November 2014 at 6.30 pm

Present:-

Cllr A Skeats – Chairman
Cllr S Butler – Vice-Chairman

Present: Cllr M C Birr, Cllr A A J Clarke, Cllr J P Holland, Cllr Mrs P A Hymers,
Cllr J E Little, Cllr B E Mortimer and Cllr J L Wilson

Also in attendance: Cllr Mrs B T Manuel

Apologies: Cllr Mrs S J Burns, Cllr D B F Burt, Cllr R D Cook, Cllr R C Dudman,
Cllr P J Edwards and Cllr Mrs A Holland

242. Declarations of Interest

There were no declarations of interest made on this occasion.

243. Minutes

The Minutes of the meeting held on 30 September 2014 and the Special Meeting held on 7 October 2014 were confirmed and signed as a correct record.

244. Regulation of Investigatory Powers Act - Annual Partnership

The Solicitor to the Council submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members were requested to consider the Annual Update on the use of covert surveillance by the Council.

The Committee discussed the Annual Update and in relation to this were advised that the Induction Programme in May 2015 would include RIPA training as part of the induction.

RESOLVED that Members noted the details of the report regarding the usage of covert surveillance pursuant to the Regulation of Investigatory Powers Act 2000.

Voting: Unanimous

245. Staff Survey Action Plan Update Quarter Two Update

The Head of Organisational Development submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were provided with an update on the delivery of the staff survey action plan.

Members discussed the issue of appraisals and whilst it was felt that it was a positive step that the percentage of staff to have received an appraisal had risen to 88% that concern was expressed that this figure wasn't 100%. Members stressed the importance of every staff member receiving an appraisal, in relation to this it was felt that by 2015 all staff should be receiving annual appraisal. In addition it was felt that the carrying out of appraisals should form part of the managers performance.

Members further discussed the role of personnel in respect of appraisals and questioned why the personnel department weren't involved more with appraisals.

Further to this Members discussed the work of the change agents and training for staff.

Members were reminded that a further report will be submitted to the March meeting of the Scrutiny and Policy Development Committee.

RESOLVED that the report is noted.

Voting: Unanimous

246. Customer Services Update

The Head of Organisational Development submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were provided with an update on the partnership's customer services.

Members were advised that abandoned calls were down to 2% and that many of the outstanding issues had now been resolved. Members queried whether other authorities had been visited when looking to use Lync? In relation to this Members were advised that although other authorities weren't visited, that we weren't the first authority to use this system, and that unfortunately the roll out had coincided with some other issues.

Concern was expressed over there still being issues, particularly with regards to calls relating to Planning. In relation to this Members were advised that Officers had been sitting down with individual users to ensure that their call forwarding was set up correctly which should ensure that all calls are dealt with in the agreed way.

The Shadow Lead Member for Performance (Councillor Clarke) advised that he had had an in-depth session with the Head of Organisational Development, and that he was satisfied that all of the problems had been identified, and that work was being carried out to deal with these issues.

Members expressed the importance of the matter, particularly in relation to reputational issues. And in relation to this highlighted the importance of Members being kept up to date regularly.

RESOLVED that the report is noted.

Voting: Unanimous

247. Shadow Lead Members

A verbal update was provided by the Shadow Lead Members on work that they had undertaken since the previous meeting of the Scrutiny and Policy Development Committee:-

- Councillor Wilson (Economy) advised that he had attended the Growth Board meeting on 28 October along with Councillor Mrs Bath (Portfolio Holder for the Economy – Christchurch Borough Council), and officers Dave Barnes and Nick James. The Board was updated on the LEP. Councillor Wilson further advised that Local Businesses had been invited to attend one of the Christchurch and East Dorset Growth Plan Launch events, the first two of which had already sold out. Councillor Wilson informed Members that he would be attending the event and would continue to shadow Councillor Tong.
- Councillor Butler (Environment) advised that he had attended several events over the last few weeks. Councillor Butler expressed concern with regards to the overspend by the Dorset Waste Partnership and the subsequent financial implications to the Council. Councillor Butler advised that the overspend had been reported to be due to factors relating to and increase in waste production, a reduction in recycling income, the cost of the hire of vehicles and the high levels of sickness. Members expressed concern with regards to this issue and requested that a Members Briefing be organised as soon as practicable in order that all Members may be briefed on the matter.

In addition Councillor Butler updated Members with regards to the ongoing Fly-Tipping task and finish group which had had its first meeting and the ongoing Community Governance Review.

- Councillor Clarke (Performance) advised that he had had another very useful meeting with Cllr Paul Bennett reviewing issues connected with Planning, including the outcome and progress of the Peer Challenge, and also items from the recent Partnership Board agenda and telephony matters. Progress on the Electoral Review of Towns and Parishes was discussed as were issues arising from the Dorset Waste Partnership relating to budget shortfall and proposals for garden waste and consultation on Household Recycling Centres.

Councillor Clarke has met with David Barnes and Matti Raudsepp for a briefing and discussion of issues relating to telephony and ICT. The former included call handling, response times, resolution at first point of contact, 'abandoned call' rate, staff practices if away from desk, Link Client software issues at the outset, etc. These will be addressed at the report on customer service at the meeting on 18 November.

ICT issues were also discussed, including the mix of up to date provision and the problems associated with legacy systems. The new system in Planning, towards which a major grant had been gained, was going out for procurement with likely deployment in

February, completed in May. An independent review of the network would be taking place to assess efficiency and three companies were being approached. Problems associated with power fluctuations and outages were discussed, including the lack of generator back-up at CBC from where our data emanated. Protective shutdown had been automatically initiated on a number of occasions due to fluctuations in supply. After May, a member digital working project was scheduled to explore efficient digital conduct of business, including reporting problems/issues.

It was agreed that January would be a suitable time for a report to Scrutiny on ICT, possibly in bullet point format, covering issues, solutions, timescales.

In both the discussion with Paul Bennett and with David Barnes and Matti Rausepp, the capacity of Legal Services and ability to commit to standards of service to the planning process were considered, including the implications for the efficient progression of major development schemes and Section 106 agreements. Progress in this matter would be reported in the New Year.

Cllr Clarke has waited for confirmation from the Finance officers regarding the timing of availability of budget information for presentation to and discussion by the Task & Finish Group which he has been asked to convene for a single meeting. Last week, it was confirmed by Finance that the earliest date for draft budget information was Friday, 30 January. The Task & Finish will thus need to convene as soon as possible on or after that date. Cllrs Birr, Hymers and Little have agreed to join the Group. The earliest availability for Dan Povey is Monday 2 February and the Group will meet on that date. To ensure access to the earliest information possible, Cllr Clarke has asked to attend the Chairman's briefing for the Resources Committee on 27 January when the draft papers will be finalised. The Leader of Council has kindly agreed to this – and, indeed, issued an open invitation to all such briefings.

The timing of the Task & Finish Group is later than anticipated and will thus not be in time to report to Scrutiny & Policy Dvpt on 20 January. This presents a choice: either there could be a provisional extra Scrutiny meeting scheduled before Resources on 11 February or the Group could express any concerns/points direct to Resources, probably after consultation with the Chairman of Scrutiny. The latter route does, however, mean that the T & F would not report to its parent committee.

- Councillor Mortimer (Community) advised that he had attended several useful meetings and that Councillor Mrs Manuel continued to keep him involved in relevant matters.
- Councillor Birr (Housing) advised that it was with regret that he was standing down as the Shadow Lead for Housing, but that following the difficulties with making contact with the relevant Lead Member he had found the experience frustrating and as such would be stepping down.

RESOLVED that:-

- (a) the updates from the Shadow Lead Members be noted;**
- (b) that Councillor Mrs P Hymers be appointed as the Shadow Lead for Housing.**

Voting: Nem.Con.

248. Exclusion of Press and Public

RESOLVED that in view of the nature of the business to be transacted it is likely that if members of the public were present during the following item there would be disclosure to them of 'exempt information' as described in the category indicated and they be therefore excluded from the meeting in accordance with Section 100(A) of the Local Government Act 1972.

249. Verwood Leisure Facilities

Exempt Information – Category 1 (Information relating to any individual (Personal information))

The Leisure Services Partnership Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Members were updated on the transfer of the Verwood Leisure Facilities, progress to date, and future proposals for service provision.

250. Minutes of Scrutiny Panels and Joint Committees

The Minutes of the Stour Valley and Poole Partnership Joint Committee were submitted, copies of which had been circulated to each Member of the Committee and copies of which appear as Appendix 'E' to these Minutes.

RESOLVED that the Minutes, as submitted, be noted.

Voting: Nem.Con.

251. Forward Plan

The Scrutiny Officer submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

RESOLVED that the Committee's Forward Plan be noted.

Voting: Nem. Con.

The meeting ended at 8.10 pm

CHAIRMAN

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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EAST DORSET DISTRICT COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 26 November 2014 at 9.30 am

Present:-

Cllr I J Monks – Chairman

Cllr P G Bennett – Vice-Chairman

Present: Cllr Mrs L J Clark, Cllr Mrs J Dover, Cllr M R Dyer, Cllr Mrs G S Elliot,
Cllr S G Flower, Cllr Mrs B T Manuel, Cllr D Morgan,
Cllr D G L Packer and Cllr G W Russell

Also in attendance: Cllr S Butler

Apologies: Cllr S S Tong

251. Declarations of Interest

There were no declarations of interest made on this occasion.

252. Minutes of Previous Meeting

The Minutes of the meeting held on 24 September 2014 were confirmed and signed as a correct record.

253. Presentations by the Public

There were no questions, petitions or deputations received on this occasion.

254. Grounds Maintenance

The Community and Open Spaces Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Committee was asked to consider the allocation of capital expenditure for the provision of grounds maintenance services in East Dorset.

RESOLVED that the capital sum of £354,000 be invested to facilitate the in-house delivery of Grounds Maintenance operations in East Dorset.

Voting: Unanimous

255. Capital and Revenue Budget Monitoring Quarter Two 2014/15

The Group Accountant submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were provided with a update regarding the 2014/15 budget position for East Dorset. The Committee was advised that since the publication of the agenda, the Council had received notice that the potential overspend on Dorset Waste Partnership was greater than predicted, and the potential variance falling upon East Dorset was predicted to £143,000

and not £81,000 as referred to in paragraph 3.4(c) of the submitted report, and the small surplus of £3,000 referenced in paragraph 3.1 was now predicted to be a deficit of £60,000.

RESOLVED that the content of the report be noted.

Voting: Unanimous

256. Medium Term Financial Strategy (MTFS) Update

The Group Accountant submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were updated on the 2015/16 budget and the Medium Term Financial Strategy.

RESOLVED that the content of the report be noted.

Voting: Unanimous

257. Dorset Waste Partnership Draft Budget 2015/16

The Financial Services Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Before the report was presented the, the Chairman of the Committee advised Members that the draft budget for the Dorset Waste Partnership was inaccurate and a revised version was to be prepared. The Committee was advised that the Chief Executive had been requested to request the Dorset Waste Partnership budget on the Dorset Chief Executives and Leaders' meeting on 16 December, 2014 for consideration.

RESOLVED that the Dorset Waste Partnership budget for 2015/16 be deferred for consideration at the meeting of the Resources Committee scheduled for 14 January 2015.

Voting: Unanimous

258. Provision of a Customer Contact Centre Service for the Stour Valley and Poole Partnership

The Stour Valley and Poole Partnership Performance and Training Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Members were requested to consider the adoption of the recommendations of the Stour Valley and Poole Partnership Joint Committee regarding the provision of Contact Centre Services for the Partnership.

RESOLVED that the recommendations of the Stour Valley and Poole Partnership Joint Committee held on 23 September 2014, as set out in the submitted, be adopted, and the establishment of a Customer Contact Access Team with effect from 1 April 2015 for the Partnership, through the Poole Customer Services Centre, be agreed.

Voting: 9:0 (1 abstention)

259. Review of the Treasury Management Policy

The Financial Services Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

Members were advised of the necessary amendments required to the Treasury Management Policy.

RECOMMENDED that, subject to reference to Audit and Scrutiny Committee be amended to read Scrutiny and Policy Development Committee, the revised Treasury Management Policy, as submitted, be approved.

Voting: 9:0 (1 abstention)

260. Land Drainage Works at Camel Green Road, Alderholt

The Head of Property and Engineering submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'G' to these Minutes in the Minute Book.

The report sought agreement to making a contribution towards the cost of works to improve land drainage in Camel Green Road, Alderholt.

RESOLVED that:-

- (a) **the principle of contributing up to £35,343 towards the cost of land drainage improvements in Camel Green Road, Alderholt, be agreed;**
- (b) **authority to agree the detail of the engineering works funded by the council be delegated to the Head of Property and Engineering in consultation with the Chairman of the Resources Committee.**

Voting: 9:0 (1 abstention)

261. Committee Forward Plan

The Democratic Services and Elections Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'H' to these Minutes in the Minute Book.

The report advised Members of the work programme for the Resources Committee for 2014/15. Members were advised that the Dorset Waste Partnership budget for 2015/16 would be considered by the Committee at the meeting scheduled for 14 January 2015.

RESOLVED that the Forward Plan be received and noted.

Voting: Unanimous

The meeting ended at 10.35 am

CHAIRMAN

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Review of the Treasury Management Policy

1. PURPOSE AND RECOMMENDATIONS

Purpose of Report:	To advise members of necessary amendments to the Treasury Management Policy
Recommendations:	It is RECOMMENDED that: Members recommend the revised Treasury Management Policy for approval by the Council.
Lead Members:	Cllr Paul Bennett – Lead Member for Performance
Wards:	None
Contact Officer:	Debbie Wiltshire – Partnership Financial Services Manager Dan Povey – Group Accountant

2. BACKGROUND

- 2.1. The Council generates significant income from treasury management operations which is important in supporting the revenue budget. The Council has a policy of prioritising the security of investments whilst aiming to ensure the best return from investments is achieved.
- 2.2. The review of the Treasury Management Policy takes place against a background of a continued low base rate, and in turn low investment returns. The budget for investment returns for this financial year is £90,000 a reduction of £30,000 on the budget in the previous year. Although The Quarter 2 budget monitoring suggests the Council is on target to meet this forecast income but this is dependent on continuing access to a range of counterparties. Without revising the Treasury Management Policy the Council will have extremely limited access to suitable counterparties. As volatility in the national and international economies continues, which is reflected in the credit ratings of potential counterparties, it can also be difficult to find counterparties that meet the Council's strict investment criteria.
- 2.3. The current Treasury Management Policy was approved by Council on the 24th February 2014. This mid-year review of the Policy and the proposed changes to it reflects changes in the banking environment and advice from the Council's Treasury Management Advisors, Arlingclose.
- 2.4. The revised Treasury Management Policy presented today includes a change that will introduce the use of certain unrated Building Societies but within only tightly controlled limits and the use of certain UK Banks, other than the Council's own bank with a credit rating of BBB+.
- 2.5. In the New Year it is likely that the Government will withdraw its financial support (Bail Out) from UK banks. Currently credit ratings for UK banks contain an uplift for this Government support. Consequently when this support is withdrawn it is likely that banks with a current AAA rating will fall to BBB+.

Under the current policy this would mean that the Council could use only its own bank, Money Market Funds and the Debt Management Office. Advice from our Treasury Management Consultants, Arlingclose, is that we should consider using those UK banks that we currently use but might be reduced to BBB+ rating in order to maintain a diverse portfolio. We would only be using those BBB+ rated UK banks that Arlingclose advise are still suitable counterparties.

- 2.6. Arlingclose have also advised us that we can include Unrated Building Societies within our policy in order to maintain a diverse portfolio of counterparties. Building Societies do not use the rating scheme because of cost and the lack of necessity for them to be rated to undertake their business.

3. SUMMARY OF PROPOSED CHANGES

- 3.1. The inclusion of unspecified investments as advised by the Council's Treasury Management advisors, Arlingclose in the form of
- Unrated Building Societies
 - UK Banks with credit rating of BBB+
- 3.2 An adjustment to the time limits for Banks with certain credit limits.
- 3.3 A reduction of the overall limits for certain category of investment.

4. IMPLICATIONS

Corporate Plan & Council Objectives

- 4.1. Treasury Management falls under the Performance priority area within the Corporate Plan, ensuring the investment of surplus monies generate maximum interest whilst minimising risk.

Legal

- 4.2. There are no legal implications arising directly from this report.

Environmental

- 4.3. There are no environmental implications arising directly from this report.

Financial and Risk

- 4.4. The primary risks to which the Council is exposed in respect of its Treasury Management activities are adverse movements in interest rates and the credit risk of its investment counterparties.

Equalities

- 4.5. There are no equalities implications arising directly from this report.

5. CONCLUSION

- 5.1. That Members recommend the revised Treasury Management Policy to the Council for approval.

Background Papers: None

EAST DORSET DISTRICT COUNCIL
TREASURY MANAGEMENT STRATEGY

1. Purpose & Policy Content

- 1.1 The purpose of this report is to present to Members the Treasury Management Strategy Statement and Prudential Indicators for the 2014/15 financial year which is required annually by the Council's Treasury Management Policy.

2. Decisions Required

It is recommended that the Resources Committee recommend to Council;

- 1) 2014/15 Treasury Management Strategy for the Council
- 2) The Prudential Indicators for 2014/15 and future years
- 3) The Treasury Management Policy, Practices and Procedures

3. Background

- 3.1 The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice, the Council adopted the CIPFA Treasury Management Code of Practice with effect from 1 April 2002 as amended by subsequent revisions of the Code. The Code sets out a framework of operating procedures for Members and Officers in order to reduce treasury risk and improve dialogue about the Council's Treasury position. Authorities are required to approve a Treasury Management Strategy before the start of each financial year. Treasury management is defined as "the management of the organisation's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."
- 3.2 Local Authorities also need to comply with the requirements of The Local Government Act 2003, this states that the Annual Strategy Statement should provide details of the use of non-specified investments (See Section 10 below).
- 3.3 The production of a Treasury Management Strategy Statement details the expected activities of the Treasury function in the forthcoming 2014/15 financial year. The proposed strategy links with existing policies and approved strategies including the Council's Medium Term Financial Strategy (MTFS) as well as the Responsible Financial Officer views on interest rates, supplemented with market forecasts from a variety of sources.
- 3.4 The report covers:
- Investment Projections;

- Treasury Management Prudential Indicators;
- The objectives of the strategy;
- Prospects for interest rates;
- 2014/15 strategy;
- Approved organisations for investments;
- External fund managers and treasury consultants.
- Treasury Management Policy, Practices and Schedules

4. Investment Projections 2014/15

4.1 The current forecast for average investment balances is £19 million and the forecast annual return is expected to be £90,000.

5. Borrowing

5.1 Whilst the MTFs does not have any specific plans to borrow at this stage the strategy will be that should the need or opportunity arise where borrowing might be considered a business case will be presented to Council for approval.

5.2 Any borrowing will be in line with the prudential borrowing guidance and be with the Public Works Loans Board PWLB.

6. Treasury Management Prudential Indicators

6.1 The revised CIPFA Treasury Management Code of Practice requires a number of treasury management prudential indicators to be compiled. These are attached to this report.

6.2 With regard to Treasury Management the following indicators must be considered and are based on the current premise that the Council does not have specific plans to borrow;

- **Authorised Limit** - The authorised limit sets a parameter for the level of affordable debt. It should not be set so high that it would never in any possible circumstances be breached. It should reflect a level of borrowing which, while not desired, could be afforded but may not be sustainable. In this way it may include provision for additional borrowing that may be required for a short period in order to deliver the agreed treasury management strategy. The authorised limit for 2014/15 will be set at £1m

- Operational Boundary -This indicator is the focus of day-to-day treasury management activity within the authority. It is a means by which the authority manages its external debt to ensure that it remains within the self-imposed authorised limit. The appropriate limit for 2014/15 will be set at £0.
- Interest Rate Exposure – This indicator sets out the maximum level of borrowing, as a proportion of total borrowing, that would be taken out at variable or fixed rates. If borrowing did take place the limit would be for a maximum of 50% to be taken out as Variable Rate Loans or 100% Fixed Rate Loans.
- Fixed Rate Debt Maturity Structure – This indicator sets out the maximum levels of borrowing, as a proportion of total borrowing, that would be taken out over different maturity profiles.

7. Objectives of the Strategy

7.1 The key objectives to be followed in 2014/15 are:

(a) *Borrowing (Should borrowing be considered)*

- i) To minimise the revenue costs of debt commensurate with exposure to future risk.
- ii) To manage the Council's debt maturity profile i.e. to leave no one future year with a disproportionately high level of debt principal repayments that could lead to difficulties in terms of re-borrowing.
- iii) To borrow in accordance with forecasted average future interest rates, (i.e., current best practice dictates that we borrow using short term and/or variable finance when rates are 'high', or use long term and fixed rate loans when rates are 'low'. Similarly, maturity loans can be taken when rates are relatively low, to lock in the principal for the maximum period, annuity loans and equal instalments of principal loans when rates are considered higher).
- iv) To monitor and review the level of variable interest rate loans in order to take advantage of future forecasted interest rate movements.

(b) *Investment*

- i) The Council's investment priority is to maintain the security of capital.
- ii) To maintain policy flexibility through liquidity of its investments.
- iii) The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

8. Prospects for Interest Rates 2014/15

- 8.1 The Bank of England's Monetary Policy Committee through its recent forward guidance is committed to keeping interest rates low for an extended period using the Labour Force Survey unemployment rate of 7% as a threshold for when it would consider whether or not to raise interest rates. Unemployment was 7.7% in August 2013, but is not forecast to fall below the threshold until 2016. The Council's treasury management adviser, Arlingclose, believes that interest rates will remain low until the economic recovery is convincing and sustainable.

Arlingclose central interest rate forecast – December 2013

	Bank Rate	3 month LIBID	12 month LIBID	20-year gilt yield
Q1 2014	0.50	0.45	0.95	3.30
Q2 2014	0.50	0.50	0.95	3.35
Q3 2014	0.50	0.55	0.95	3.40
Q4 2014	0.50	0.65	1.00	3.45
H1 2015	0.50	0.75	1.10	3.55
H2 2015	0.50	0.75	1.20	3.75
H1 2016	0.50	0.80	1.30	4.05
H2 2016	0.50	0.80	1.40	4.15

9. The Strategy for 2014/15

Capital finance

- 9.1 To utilise all existing usable capital receipts and revenue funding and where possible to maximise the use of capital grants. The Council has no immediate plans to borrow but consideration of a number of strategic projects is taking place which may require investment. Should borrowing be required to progress the projects a full business case will be presented to Council.

Borrowing

- 9.2 At the start of the current financial year the Council has no external debt.

Temporary investments

- 9.3 The Council continues to invest its temporary surplus funds prudently in accordance with its Treasury Management Policy. Priority is given to security and liquidity rather than yield, although it is reasonable to seek the highest rate of interest consistent with the proper levels of security and liquidity.

- 9.4 The Council may place large amounts of money with the Debt Management Office at the Bank of England when overall market risks increase to unacceptable levels.
- 9.5 The Council banks with HSBC which currently meets the minimum credit criteria of A- (or equivalent) long term rating. It should be noted that if the credit rating falls below the authority's minimum criteria, HSBC will continue to be used for short term liquidity requirements (overnight and weekend investments) and business continuity arrangements for the respective councils. However, the situation will be kept under review by the Responsible Financial Officer.

10. Approved Organisations for Investment

10.1 In the main the Council intends to use Specified investments, these are short-term investments offering high security and high liquidity. To qualify automatically as Specified Investments the investment must be:

- in sterling and with a maturity of no more than 364 days;
- such short-term investments made with the UK Government or a local authority or parish council will automatically count as specified investments;
- in addition, short-term sterling investments with bodies or investment schemes with "high credit ratings" (i.e. with a Fitch Long, or equivalent rating of A- or better).

10.2 The Council does not have plans to use non specified investments which are **but limited to:**

- **unrated Building Societies as advised by the Council's Treasury Management Advisors, Arlingclose.**
- **Banks with long term rating of Fitch BBB+, Moody's BAA1 or S&P BBB+ only as advised by the Council's Treasury Management Advisors, Arlingclose.**
- ~~any investment of more than a year;~~
- ~~investments with unrated Building Societies with assets in excess of 3bn.~~

11. Annual Minimum Revenue Provision Statement 2014/15

11.1 Due to the Council not having any debt a Minimum Revenue Provision is not required. Where a Council does not finance capital expenditure from grants, capital receipts, third party contributions or direct revenue contributions, it will finance it by making revenue provision from future years' revenue accounts.

Regulation requires that the Council shall determine an amount of minimum revenue provision that it considers to be prudent.

12. Treasury Management Policy, Practices and Schedules

12.1 A copy of the Policy, Practices and Schedules is attached.

13. External Fund Managers and Treasury Advisers

13.1 The Council re-appointed Arlingclose as its treasury management advisers from October ~~2014~~ 2013. The company provides advice and support to the Council in the following ways:

- Economic and interest rate analysis
- Debt Management Advice including advice on Debt Rescheduling and the timing of new borrowing
- Credit Rating information from the three main credit rating agencies
- Technical support on treasury matters

13.2 Whilst the advisers provide support to the Council's treasury function, under current market rules and the CIPFA Treasury Management Code of Practice the final decision on treasury matters remains with the Council.

Treasury Management Policy Statement

Definition

The Council defines its treasury management activities as the management of the Council's investments and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

Objectives

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation. Priority for investment decisions will be based on security and liquidity.

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

Management and Decision Making

The Responsible Financial Officer, being the officer appointed to have responsibility for the Council's financial affairs for the purpose of Section 151 of the Local Government Act 1972, shall be responsible for the management of the Council's funds and for reporting to the Council and Committees on these affairs.

All executive decisions on borrowing, investment or financing shall be delegated to the Responsible Financial Officer and through that post to staff, who shall be required to act in accordance with CIPFA's "Treasury Management in the Public Services: Code of Practice (Revised 2011).

Methods of Raising Finance

The following methods of raising finance may be adopted:

- Revenue Receipts

- Capital Receipts

- Internal Funds

- Borrowing from the Public Works Loans Board

- Borrowing from institutions included on the Bank of England's approved list

- Borrowing from other Local Authorities

- Leasing

No other methods of raising funds may be adopted without the approval of the Council. Limits on borrowing shall be as determined annually by the Council under the requirements of the Local Government Act 2003.

Approved Organisations for Investment

Surplus funds may be invested in the following institutions:

- a) The Council's account holding bank for deposits requiring less than 24 hours notice of withdrawal irrespective of its credit rating up to a maximum of **£8m**
£10m
- b) Any bank or building society with a UK branch, with at least the following ratings:
 - i. long term Fitch A- , Moody's A3, S & P A- and
 - ii. Sovereign Fitch AA, Moody's Aa2, S & P AA
- c) **An unrated Building Society with society assets in excess of £250m, only as advised by the Council's Treasury Management Advisors, Arlingclose, up to a maximum investment per institution of £1m for a maximum time period of 100 days. The maximum overall limit for unspecified investments will be £3m.**
- d) **A bank with a long term rating of Fitch BBB+, Moody's BAA1 or S&P BBB+ only as advised by the Council's Treasury Management Advisors, Arlingclose, up to a maximum investment per institution of £1m for a maximum time period of 100 days. The maximum overall limit for Banks in this criterion will be £3m.**
- e) Any **British** ~~English~~ Local Authority, whether rated or not, up to a maximum of £2m. The maximum time limit for a Local Authority investment is 364 days.
- f) AAA rated Money Market Funds, up to a maximum of £2m for Funds with assets up to £1bn, and up to a maximum of £3m for Funds with assets of £1bn or more. The maximum amount that can be placed with a single Money Market Fund provider is £3m. The maximum amount of the Council's total portfolio that can be held with MMFs is **£10m** ~~£12m~~. The maximum notice period for a MMF investment is 364 days.
- g) UK Government

The time limit and investment limit for banks and building societies is linked to the credit rating of the counterparty as follows.

Credit Rating (lowest)	Time limit	Counterparty Limit
AAA, Aaa, AAA	364 days	£3 million
AA+, Aa1, AA+	364 days	£3 million
AA, Aa2, AA	364 days	£2 million
AA-, Aa3, AA-	364 days	£2 million
A+, A1, A+	364 days	£2 million
A, A2, A	6 months 3 months	£2 million
A-, A3, A-	3 months	£2 million

The rating of each institution by Fitch, Moody's and Standard and Poor will be confirmed before each transaction is entered into. If there is a negative watch/review against any credit rating of the institution which, if applied, will take it below the minimum rating defined in this policy, then no further investments may be made with that institution until such time as the rating meets the minimum. Any existing funds will be withdrawn as they mature or at any earlier time provided that no penalty is incurred.

For a counterparty to be eligible for investment they must have a minimum of two ratings from the three rating agencies.

The maximum amount that may be invested with any one non UK country, UK bank, institution, or group of institutions with the same parent, is shown in the table according to the credit rating of the counterparty. There will be no limit for money deposited with the UK Government.

The Section 151 Officer and Deputy Section 151 Officer can authorise a transaction which exceeds the maximum investment limit with any one institution and must record the reason for any departure from the policy and report this to Members. In such cases the appropriate authorising signature should be recorded in the central register.

Interest Rate Exposure

The maximum and minimum proportion of interest on outstanding debt which may be subject to fixed or variable rates of interest shall be as determined annually by the Council under the requirements of the Local Government Act 2003.

Treasury Management Practices

Introduction

This document forms part of the Treasury Policy Statement as approved by the Resources Committee and sets out in detail the arrangements for the management of the Council's funds.

1. Risk Management

General : The Responsible Financial Officer will design, implement and monitor all arrangements for the identification, management and control of treasury management risk, will report at least annually on the adequacy and suitability of these arrangements and will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the organisation's objectives in this respect, all in accordance with the procedures set out in Treasury Management Practice 6 *Reporting Requirements and Management Information Arrangements*.

Liquidity Risk: The Responsible Financial Officer will ensure that cash resources are adequate, though not excessive, and that borrowing arrangements and overdraft or standby facilities are available at all times to enable the Council to achieve its business objectives.

The council will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current capital programme or to finance future debt maturities. No borrowing in advance of need will be undertaken unless approved by the Responsible Financial Officer and the reasons for this borrowing recorded.

Interest Rate Risk: The maximum and minimum proportion of interest on outstanding debt which may be subject to fixed or variable rates of interest shall be as determined annually by the Council under the requirements of the Local Government Act 2003.

Interest rates will be reviewed by the Senior Accountant with responsibility for Treasury Management as part of the on-going monitoring arrangements to ensure that as far as is possible investments are made so as to maximise the return to the Council having regard to the objectives and limits imposed by the Treasury Policy Statement and the requirements as set out below in relation to Credit and Counterparty Risk.

Borrowings, particularly the spread of loan maturity dates, will be kept under active review by the Senior Accountant to ensure that the Council's exposure to interest rate variations is minimised.

Inflation Risk: Fluctuations in interest rates will be managed with a view to containing interest costs, or securing interest revenues, in accordance with the amounts provided in the budgetary arrangements as amended in accordance with Treasury Management Practice 6 *Reporting Requirements and Management Information Arrangements*.

The effects of varying levels of inflation, insofar as they can be identified as impacting directly on treasury management activities, will be controlled as part of the Council's overall strategy for managing its exposure to inflation.

This will be achieved by the prudent use of approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility to

take advantage of unexpected, potentially advantageous changes in the level and structure of interest rates or inflation. The above is subject at all times to the consideration and approval, if required, of any policy or budgetary implications.

Credit and Counterparty Risk: The prime objective of treasury management activities is to be the security of the principal sums invested. Accordingly, counterparty lists and limits reflect a prudent attitude towards organisations with which funds may be deposited, and investment activities will be limited to the instruments, methods and techniques referred to in Treasury Management Practice 4 *Approved Instruments Methods and Techniques*.

The counterparty policy, with respect to those institutions from whom the Council may borrow or with whom funds may be invested is set out in the Treasury Management Policy Statement.

Credit ratings will be used as a starting point when considering credit risk. Employees engaged in treasury management activity should have regard to other sources of market information when considering the suitability of counterparties.

Refinancing Risk: The Council's borrowing, private financing and partnership arrangements will be negotiated, structured and documented, and the maturity profile of the monies so raised will be managed, with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favourable to the Council as can reasonably be achieved in the light of market conditions prevailing at the time.

Legal and Regulatory Risk: The Monitoring Officer will ensure that all of the Council's treasury management activities comply with its statutory powers and regulatory requirements. The Council will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. The Responsible Financial Officer will ensure that Counterparties possess the necessary powers, authority and compliance in respect of the transactions they may effect with the Council, particularly with regard to duty of care and any fees charged.

The Council recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as reasonably possible, will seek to minimise the risk of these impacting adversely on the Council.

Fraud, Error, Corruption and Contingency Arrangements: The Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error corruption or other eventualities in its treasury management dealings. The Responsible Financial Officer will maintain suitable systems, procedures and contingency arrangements to this end.

Market Risk: The Responsible Financial Officer will monitor the Council's treasury management policies and objectives to ensure that it is not compromised by adverse market fluctuations in the value of the principal sums invested, and will seek to protect the Council from the effects of such fluctuations.

2. Performance Measurement

The Council is committed to the pursuit of value for money in its treasury management activities, and to the use of performance methodology in support of that aim.

Accordingly the treasury management function will be appraised for the value it adds in support of the Council's business objectives and will be the subject of examination through the Council's scrutiny process regarding alternative methods of service delivery, the availability of fiscal or other grant or subsidy incentives and of the scope for potential improvements.

The performance of the treasury management activity will be measured by reference to the parameters set out in the Treasury Management Policy Statement, the base rate for the relevant period and reference to other local authority performance.

3. Decision Making and Analysis

Full records will be maintained of treasury management decisions, and the processes and practices applied in reaching those decisions, both for the purposes of learning from the past and for demonstrating that reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at the time.

Documentation: The following documents are to be used when making loans:

- (a) Money Market rates form
- (b) Loan record sheet
- (c) Confirmation of Loan letter

Where an investment decision is made which does not reflect the prevailing market rates as recorded by the Senior Accountant then the reason for that decision shall be recorded (e.g. no bids, late notification of loan on call being repaid etc.).

A register of all loans shall be kept. Once a loan has been agreed the details should be recorded in the register and on a loan record sheet.

Confirmation of the loan should be sent to the borrower the same day using a "Confirmation of Loan" letter.

Transmission Procedures: Once a loan has been agreed details of the loan are put onto a loan sheet record by the officer arranging the loan. Each loan is given a unique reference which is quoted on all dealings regarding the loan. The details must be checked with the broker / Counterparty by a second authorised officer and the form signed as verified.

The payment is then entered into the on-line system of each Council's bank, usually by the initiator of the loan. The details are checked by a second authorised officer and a screen print made recording the details, which is signed by both officers.

Notification in the form of a letter must be sent to the recipient of the loan. A copy of the letter is retained and filed. The recording of the transaction in the Financial Information System and the processing of the relevant documentation in the Creditors System shall not be undertaken by the officer initiating the deal.

4. Approved Instruments Methods and Techniques

Only those instruments, methods and techniques as set out in the Treasury Management Policy Statement will be employed, including compliance with any parameters set out in that policy.

5. Organisation Clarity and Segregation of Responsibilities and Dealing Arrangements

Organisation: It is essential, for the purposes of the effective control and monitoring of treasury management activities, for the reduction of the risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner and that there is at all times clarity of treasury management responsibilities.

The principle on which this will be based is a clear distinction between those charged with setting treasury management policies and those charged with implementing and controlling those policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decisions and the audit and review of the treasury management function.

If, as a result of lack of resources or other circumstances, it is necessary to depart from these principles, the Responsible Financial Officer will ensure that the reasons are properly reported in accordance with Treasury Management Practice 6 *Reporting Requirements and Management Information Arrangements*.

The Responsible Financial Officer will ensure that there are clear written statements of the responsibilities for each post engaged in treasury management and that there are arrangements to cover for absence. All employees engaged in treasury management must follow the procedures set out in the Treasury Management Policy Statement and the Treasury Management Practices. The Responsible Financial Officer Services will ensure that at all times those engaged in treasury management activity follow these procedures.

The Responsible Financial Officer will ensure that there is proper documentation for all deals and transactions and those procedures exist for the effective transmission of funds.

The delegation of responsibilities is set out in Schedule 1.

Dealing Procedures: Where practicable rates should be obtained from at least two sources before a deal is made. Dealing will normally be undertaken by either the Senior Accountant or the Accountants. The Senior Accountant and Accountants may authorise deals up to the limits specified in the Treasury Policy Statement. These limits may be varied by the Responsible Financial Officer and any variation reported to the Audit & Scrutiny Committee.

Treasury management operations will be organised in such a way as to ensure adequate division of duties between policy formulation, dealing and treasury administration.

In the absence of the Responsible Financial Officer the Partnership Financial Services Manager shall assume responsibility for all aspects of the treasury management function as delegated to them as set out in Schedule 1.

In the absence of the Senior Accountant with responsibility for Treasury Management, the Senior Accountant shall assume responsibility for all aspects of the treasury management function delegated to them as set out in Schedule 1.

The Group Accountant will be responsible for supporting the Senior Accountant with Responsibility for Treasury Management, and reviewing the operation of the Treasury Management Policy as set out in Schedule 1.

6. Reporting Requirements and Management Information Arrangements

Regular reports will be prepared and considered on the implementation of the Council's treasury management policies; on the effect of decisions taken and transactions executed in the pursuit of those policies; on the implications of changes, particularly budgetary, resulting from regulatory, economic, market or other factors affecting treasury management activities; and on the performance of the treasury management function.

The Senior Accountant with responsibility for Treasury Management shall report to the Audit & Scrutiny Committee and the Responsible Financial Officer on a quarterly basis on the placement, amount and terms of all investments, including interest earned.

The Responsible Financial Officer shall report to the Audit & Scrutiny Committee on the exercise of Treasury Management powers delegated to him. These reports shall include the Annual Report on Treasury Management for presentation by 30 September of the succeeding financial year and a mid- year review.

The Responsible Financial Officer shall report on the investment strategy to be pursued in the forthcoming financial year, which shall be approved by the Policy & Resources Committee before the start of the financial year.

7. Budgeting Accounting and Audit Arrangements

The Responsible Financial Officer is responsible for preparing an annual budget for the treasury management function which will include any matters required by statute or regulation, together with information in support of compliance with Treasury Management Practices 1 (Risk Management), 2 (Performance Measurement) and 4 (Approved Instruments Methods and Techniques).

The Responsible Financial Officer will exercise effective controls over this budget and will report upon and recommend any changes required, in accordance with Treasury Management Practice 6 *Reporting Requirements and Management Information Arrangements*.

Treasury management activities, decisions made and transactions executed will be accounted for in accordance with appropriate accounting practices and standards and with statutory and regulatory requirements in force at the time.

Auditors and other persons charged with regulatory review will have access to all information and papers supporting the activities of the treasury management function as are necessary for the proper fulfilment of their roles and that such information and papers demonstrate compliance with external and internal policies and approved practices.

8. Cash and Cash Flow Management

Unless statutory or regulatory requirements demand otherwise, all monies in the hands of the Council will be under the control of the Responsible Financial Officer and will be aggregated for cash flow and investment management purposes.

A model of the Council's cash position on a month to month basis shall be maintained by the Senior Accountant. A model of the quarterly cash flows shall also be maintained. The Senior Accountant will monitor actual cash flows against those predicted by the model and make adjustments as necessary.

9. Money Laundering

The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Procedures will therefore be maintained for verifying the identity of Counterparties and reporting suspicions and ensuring that staff are properly trained.

Any employee who considers that a transaction may be suspicious must report this to the Responsible Financial Officer, who will consider what action, if any, should be taken.

10. Staff Training and Qualifications

The Council recognises the importance of ensuring that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. Individuals will be appointed who are both capable and experienced and training will be provided for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills.

Members tasked with treasury management responsibilities, including those responsible for scrutiny, should have training relevant to their needs and those responsibilities.

The Accountants and Senior Accountant shall receive training in the general aspects of treasury management at an approved training course and shall receive training on the internal aspects of the Council's debt management operations from the Partnership Financial Services Manager and the Group Accountant.

11. External Providers

The Council recognises the potential value of employing external providers of treasury management services in order to acquire access to specialist skills and resources. External managers of the Council's funds shall not be appointed without the approval of the Council, following a full evaluation of the costs and benefits of doing so.

Where external managers are appointed their appointment and methods by which their value will be assessed will be properly agreed and documented and subject to regular review. Where feasible and necessary, a spread of service providers will be used to avoid over reliance on one, or a small number of companies. Where services are subject to formal tender legislative requirements will always be observed. The monitoring of any such arrangements will be the responsibility of the Responsible Financial Officer.

External providers of treasury management information shall be used to provide information required in making treasury management decisions that is not freely available. The use of such providers should be approved by the Council and the arrangements kept under review.

12. Corporate Governance

The Council is committed to the pursuit of proper corporate governance throughout its services and to establish the principles and practices by which this can be achieved. Accordingly, the treasury management function will be undertaken with openness, transparency, honesty, integrity and accountability.

The Council has adopted and has implemented the key principles of the Code. This, together with the other arrangements detailed in this document are considered vital to the achievement of proper corporate governance in treasury management and the Responsible Financial Officer will monitor and, when necessary, report upon the effectiveness of these arrangements.

Division of Responsibilities

The Council

1. Under the Local Government Act 2003 determining the prudential indicators for the year.

The Resources Committee

1. Agreeing the Treasury Policy Statement.
2. Agreeing the division of responsibilities.
3. Approving the investment strategy for the financial year.

The Audit & Scrutiny Committee

1. Receiving an annual report on the treasury management function and commenting thereon.
2. Receiving quarterly reports on the treasury management function, including a mid-year review and commenting thereon.
3. Receiving the investment strategy for the financial year and commenting thereon.
4. Review the Treasury Management Policy mid-year and comment there-on.

The Responsible Financial Officer

1. Preparing the Treasury Policy Statement.
2. Deciding on funding and short term policies for the ensuing period, including variations to investment limits.
3. Advising on the acceptability and characteristics of treasury instruments.
4. Establishing the vires of the proposed action and the instruments to be used.
5. Reviewing the performance of the treasury management function.
6. Ensuring that the Treasury Management Practices are regularly reviewed.
7. Ensuring that the organisation of the treasury management function is adequate to meet current requirements.
8. Monitoring adherence to the approved policy by the treasury management team.
9. Assessing and appointing brokers if approved by the Council.
10. Reporting to elected members and advising the Monitoring Officer where appropriate.

Partnership Financial Services Manager

1. Ensuring an appropriate division of duties.
2. In the absence of the Responsible Financial Officer, to carry out those duties.

Group Accountant

1. Review the operation of the Treasury Management Policy.
2. Support the Senior Accountant (TM) as required.

Senior Accountant (with responsibility for Treasury Management)

- 1 Producing regular performance reports.
- 2 Monitoring performance of brokers, if appointed.
3. Manage the treasury function having regard to the requirements of the Treasury Policy Statement and Treasury Management Practices.

Senior Accountant

1. In the absence of the Senior Accountant (TM), to carry out those duties.

Accountants

1. Arrange investments as specified by the Treasury Policy Statement and Treasury Management Practices.
2. Produce monthly statements of investments outstanding.
3. Ensure that interest due is received and recorded correctly.

Monitoring Officer

1. Ensuring that the Responsible Financial Officer reports regularly to elected members on treasury policy, activity and performance.
2. Ensuring compliance by the Responsible Financial Officer with the Treasury Policy Statement and that the Statement complies with the law.
3. Satisfying himself that any proposal to vary treasury policy or practice complies with the law or any code of practice.
4. Advising the Responsible Financial Officer where the advice of the Monitoring Officer is sought.

Internal Audit

1. Reviewing compliance with the approved policy and procedures.
2. Reviewing the division of duties and operational practice.
3. Assessing value for money from treasury activities.
4. Undertaking probity audit for the treasury function.

Prudential Indicators

Prudential Indicator 1: Ratio of Financing Costs to Net Revenue Stream

2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
-0.92	-0.89	-0.91	-0.83	-0.79

Prudential Indicator 2: Incremental Impact of Capital Expenditure

	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Council Tax at Band D	£0.02	£0	£0.03

Prudential Indicator 3: Treasury Management

The *Code of Treasury Management in the Public Sector* issued by CIPFA was adopted on 19th February 2003 and has been incorporated into the Council's Constitution.

Prudential Indicator 4: Estimates of Capital Expenditure

2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
£1,819k	£2,368	£1,003k	£789k	£403k

Prudential Indicator 5: Capital Financing Requirement

2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
£59k	£58k	£57k	£56k	£55k

Prudential Indicator 6: Authorised Limit for External Debt

	2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Borrowing	£1,000k	£1,000k	£1,000k	£1,000k	£1,000k
LT Liabilities	£59k	£58k	£57k	£56k	£55k
Total	£1,059k	£1,058k	£1,057k	£1,056k	£1,055k

Prudential Indicator 7: Operational Boundary

	2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Borrowing	0	0	0	0	0
LT Liabilities	£59k	£58k	£57k	£56k	£55k
Total	£59k	£58k	£57k	£56k	£55k

Prudential Indicator 8: Interest Rate Exposure (investments not including MMF)

	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Fixed Interest Exposure -	100%	100%	100%
Variable Interest Exposure –	0%	0%	0%

Prudential Indicator 9: Sums Invested for more than 364 Days

It is not expected that any sums will be invested for more than 364 days.

Prudential Indicator 10: Maturity Structure of Borrowing

Debt Maturing Within	Amount £k
12-24 Months	0
24 months – 5 years	0
5 years – 10 years	0
Over 10 years	0
Total	0

COUNCIL

15 December 2014

Executive Style Governance – Outcome of Consultation

1. PURPOSE AND RECOMMENDATIONS

Purpose of Report:	Members are requested to note the responses received to the consultation exercise on changing to Executive style of governance and to support that change for implementation from May 2015
Recommendations:	<p>It is RECOMMENDED that:</p> <ul style="list-style-type: none"> (1) Members formally resolve to move to Executive style of governance , being a Leader and Cabinet model , from May 2015; (2) Constitutional changes be prepared by officers for approval by Council to give effect to the change to Executive style of governance; (3) Within the Constitutional changes , Members agree that the Scrutiny and Policy Development Committee will be chaired by a Member of the Opposition; (4) A schedule of meetings for post May 2015 be submitted to the next meeting of Council based upon the change to Executive style of governance;
Lead Member:	Councillor I Monks – Leader of the Council
Wards:	None
Contact Officer:	Keith Mallett – Solicitor to the Council

2. BACKGROUND

- 2.1. Members will be aware that at the last Council meeting it was decided that a consultation exercise be undertaken with stakeholders regarding the proposal to move the governance of the Council from a Committee system to an Executive / Cabinet system.
- 2.2. Appended to today’s report are the representations received from the consultation exercise. Both Ferndown Town Council and Wimborne Minster Town Council intend to consider what representations they wish to make on the proposal at their meetings in the week commencing 8th December and those representations will be reported verbally to the Council meeting .As part of the consultation exercise a press release has been issued and a website page on Dorsetforyou has been published to encourage any other representations on the governance proposal. No responses have been received from the public. The result of the consultation responses received show a mixed response to the proposal – some Councils in favour , some against and some offering mixed views / comments. The content of the responses often pick up some of the concerns regarding a move to Executive style of governance which Members themselves have previously raised and debated in meetings and seminars / workshops.

- 2.3. In addition to this report Members will be aware that a special meeting of the Scrutiny and Policy Development Committee has been scheduled to take place on the 10th December 2014 and the comments of Members from that meeting will be before Council for consideration.
- 2.4. During the consultation period , Members requested and have been provided with a further workshop on the issue of Executive style of governance vis a vis the existing Committee system. That workshop took place on the 26th November 2014 and the presentation material used for the workshop is appended to today's report as background papers , together with the outcome of questions debated by Members at the workshop. Your officers have also produced a further briefing paper on this matter , the details of which are appended to today's report.

3. IMPLICATIONS

Corporate Plan & Council Objectives

- 3.1. The Council aims to operate an efficient and effective governance style to meet future challenges where Members engage in decision making and policy development .

Legal

- 3.2. The Council currently operates under a Committee style of governance as provided for in the Local Government Act 1972. Movement to Executive arrangements will need to comply with the provisions of the Local Government Act 2000 , the Local Government and Public Involvement in Health Act 2007 and the Localism Act 2011.

Environmental

- 3.3. There are no environmental implications associated with this report.

Financial and Risk

- 3.4. There are no financial implications associated with consideration of the outcome of the consultation exercise.

Equalities

- 3.5. There are currently no equalities implications associated with this report.

4. CONCLUSION

- 4.1. The consultation exercise has demonstrated a range of responses to the proposal to change the style of governance , some in favour , some against and some non-committal. It is recommended that Members support the formal proposal to move to a Leader and Cabinet style of Executive governance from May 2015

Background Papers:

Appendix 1 – Appended to today's report are copies of the representations received from stakeholders together with material produced for and arising from the Member's workshop held on the 26 November 2014.

Keith Mallett

From: maria humby <clerk@alderholtparishcouncil.co.uk>
Sent: 25 November 2014 16:16
To: Keith Mallett
Subject: Consultation on cabinet style Governance

Dear Keith,

Please find below the response from Alderholt Parish Council to your letter on the Council's proposal to change from a Committee style Governance to a Cabinet model;

Councillors do not object to nor support the proposals but would like the following comments to be considered when Council make a final decision;

Parish Councillors appreciate that a cabinet style governance will lead to greater efficiency but express concern that this is a weakening of the democratic process. The role of the Scrutiny Committee will be key to its success.

Regards,

Maria

Mrs Maria Humby
Clerk
Alderholt Parish Council

Tel; 01425 657587
Office Telephone Hours 9.30am -1.00pm Monday and Thursday
Office Open to the Public;9.30am-12 noon Mondays (excl bank holidays)
Parish Office, 1 Station Road, Alderholt, Fordingbridge, Hants, SP6 3RB

Keith Mallett

From: Tracey Paine <clerk@colehill.gov.uk>
Sent: 27 November 2014 16:48
To: Keith Mallett
Subject: Consultation on proposal to change from Committee style governance to a cabinet model

Keith,

The Members of Colehill Parish Council have considered the proposal to change from committee style governance to a cabinet model and think that as the Council has never experienced a problem with the pace of decision making from EDDC they do not see any reason to change to a cabinet model.

Best regards,

Tracey Paine
Clerk to the Council
Colehill Parish Council

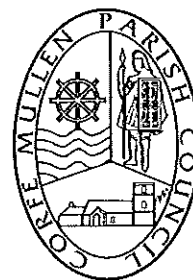
Tel: 01202 900821

Web: <http://www.colehill.gov.uk>

Twitter: <http://www.twitter.com/colehillnews>

CORFE MULLEN PARISH COUNCIL

Telephone: 01202 698600
Fax: 01202 696906
Email: office@corfemullen-pc.gov.uk
Website: www.corfemullen-pc.gov.uk



Mr K Mallett
Solicitor to the Council
Christchurch and East Dorset Councils
Legal and Democratic Services
Council Offices
Furzehill
Wimborne
Dorset
BH21 4HN

Mrs Katrina M Blee
Clerk To The Council
Council Office
Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

26 November 2014

Dear Keith

Consultation on proposal to change from Committee style governance to a Cabinet model

Thank you for your recent letter regarding the above. My Members have now discussed the idea and are against the change.

Members felt that the Cabinet model is undemocratic and less transparent than the Committee style. The Cabinet model would mean that less District Councillors would be involved in decision making. Having a smaller group making decisions would mean less debate and less opportunity to capture the talent of all elected members. Elected members not involved in the Cabinet would be out of touch with District Council policy and direction, and therefore less able to communicate this to their electors and take ownership of District Council decisions. It could also lead to a feeling of disenfranchisement among District Councillors.

My Members also felt that as both councils are working jointly, and Christchurch is considering staying with the committee system, that it would be preferable for East Dorset to do the same, so that both councils have the same governance style and officers work under the same system.

Yours sincerely

Katrina M Blee
Parish Clerk

Keith Mallett

From: Sally Fairchild <sally.fairchild@btinternet.com>
Sent: 27 November 2014 17:14
To: Keith Mallett
Subject: Consultation on proposal to change from Committee style governance to a cabinet model

Dear Keith

Thank you for your letter of 30th October 2014 re the above.

The only comment that the parish council came back with was it should be made up of multi-party.

Hope this is satisfactory.

Regards
Sally.

Sally Fairchild
Parish Clerk
Cranborne & Edmondsham PC

GUSSAGE ST MICHAEL PARISH MEETING

Bridge House, Gussage St Michael, Wimborne,
Dorset BH21 5JG

Tel: 01258 840061

Email: clerkgsm@gmail.com or rosemary@sandrtong.co.uk

Mr K Mallett
East Dorset District Council
Furze Hill
Wimborne
Dorset

28th November 2014

Dear Mr Mallett

EDDC Governance Consultation

The Committee of the Gussage St Michael Parish Meeting has considered the issues relating to the change of governance for the District Council and would like to express strong support for moving to a Cabinet model.

The Committee considers that this will lead to speedier decision making and more open accountability. Cabinet Members will have meaningful decision-making powers and the public will be more aware of their responsibilities. This should increase public interest in the work of the District Council and help members of the public to have more confidence in the operation of the democratic process at a local level.

Yours sincerely

Rosemary Tong

Clerk to the Parish Meeting

Keith Mallett

From: Krystyna Bradbury [REDACTED] on behalf of Krystyna Bradbury <vapc01@gotadsl.co.uk>
Sent: 19 November 2014 09:01
To: Keith Mallett
Subject: Changes to Governance at EDDC

Dear Keith

The Vale of Allen Parish Council welcomes the change to a cabinet style structure of Governance at EDDC as this will definitely speed up the decision making and improve efficiency.

Regards
Krystyna



EAST DORSET
DISTRICT COUNCIL

13 NOV 2014

LEGAL SERVICES

Verwood Town Council

Council Offices, 28 Vicarage Road
Verwood, Dorset BH31 6DR

Tel/Fax: **01202 820880**

email: verwoodtc@btconnect.com

web: www.verwood.gov.uk

Town Clerk: **Valerie J. Bright** PILCM

Mr.K.Mallett
Solicitor to the Council
Christchurch and East Dorset Councils
Legal and Democratic Services
Council Offices
Furzehill
Wimborne
Dorset BH21 4HN

12th November 2014

Dear Keith,

Consultation on proposal to change from Committee style governance to a Cabinet model.

Thank you for your letter dated 30th October regarding the above.

I have been instructed to write that the Town Council have no objections to the Council changing from Committee style governance to a Cabinet. They hope that this will give a greater accountability to the public, reduce time in making decisions and lead to greater clarity especially when working with Town and Parish Councils.

Yours sincerely

Town Clerk



West Moors Parish Council

4 Park Way, West Moors, Ferndown, Dorset BH22 0HL
Tel: 01202 861044 E-mail: westmoorsparish@btconnect.com
Clerk: Judi Weedon

Mr K Mallett
Legal and Democratic Services
Council Offices
Furzehill
Wimborne
Dorset
BH21 4HN

EAST DORSET
DISTRICT COUNCIL

Emailed to KM.

19 NOV 2014

LEGAL SERVICES

14 November 2014

Dear Keith

Consultation on proposal to change from Committee style governance to a Cabinet model

Members of West Moors Parish Council have considered the above proposal along with the background documents and wish to submit the following comments.

- There is concern that the leader of the council appoints the cabinet and that a significant amount of power is confined to a smaller number of councillors.
- The current committee system is seen as more open and allows for more members to be involved in the decision making process, but the Parish Council does understand that a cabinet model could produce a quicker decision making process.
- There is concern that some meetings may not be held in public and that key decisions may be made behind closed doors.
- As this would be a constitutional change for East Dorset District Council, West Moors Parish Council feel that the wider public should be consulted in this matter before any decision is made.
- The background documents do not quantify the savings or advantages that changing to a cabinet model may produce.
- Evidence from other councils with cabinet models is not seen as encouraging.

Therefore the members of West Moors Parish Council do not support a change from the current committee system to a cabinet model of governance.

Yours sincerely

Judi Weedon
Clerk to the Council

Keith Mallett

From: West Parley PC Clerk <wppc_clerk@talktalk.net>
Sent: 02 December 2014 14:31
To: Keith Mallett
Subject: Consultation on proposal to change from committee style governance to a cabinet model

Good afternoon Keith,

The Parish Council discussed this at the meeting held on 19th November and have no opposition to the proposed plan for the change to the cabinet model.

However, would like to recommend that if the change goes ahead, that a review is undertaken after a period of time.

Please accept my apologies for the late reply, I noted down that I had until 15th December to reply, and it is only now that I realise the deadline was in fact 27th with the matter being debated on 15th.

Kind Regards
Linda

Clerk to West Parley Parish Council

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Changing Governance Arrangements

1. Introduction

- 1.1 There are about 21,000 councillors in England and Wales. The authorities on which they serve vary significantly, with sharp contrasts in political balance, spending, council size, and electoral representation. The time members devote to council business also varies widely between authorities.
- 1.2 Elected members of all local authorities have three important and different jobs. In the first place they are **politicians**; they represent electors as citizens of the local community, reflecting party differences. At the same time, they **represent** the interests of those who pay for and those who receive the services the council delivers. Finally they are responsible, like **directors of a company board**, for the organisation of the council they control.
- 1.3 Every local council needs some members who can do all three jobs well regardless of the structure it operates under.
- 1.4 Constitutions and procedures which were established in easier times and designed to deal with simpler issues do not always help councillors match their political and service aims to the management needs of a complex organisation working across a number of different partnerships. The processes of local authority management, which are seen most clearly in the committee system, it is argued by some, can, tend to focus on day to day problems rather than on policy, strategy and results.

2. Pressure for Change

- 2.1 Does it matter that so much attention is given to operational management? That has, after all, historically been the major part of what councillors do. This operational bias may not matter if they are addressing the strategic and important issues too. Members have come under increased pressure in each of their three roles; in particular, the expanded and more complex Board Member role is leaving insufficient time for the other two roles, particularly the representative role. This pressure is demonstrated by the growing burden of operational management. Committees can become overloaded with detail, and the setting of objectives and monitoring of outcomes just get squeezed out.
- 2.2 Councillors are now under more pressure as Politicians. The tendency to organise on party lines has continued to grow with the majority of members elected on party tickets, with most councils dominated by party groups. Therefore it follows that at Political Group meetings are the places where crucial decisions are made.
- 2.3 Lastly the representative role has also become more demanding. Ward areas can be large and their electorate diverse and more volatile in their tastes and more demanding in their preferences. Consumers of council services have become more expectant, less 'grateful' with increasing concerns about service quality, not merely quantity. It is not just have the bins been emptied or the grass cut but how have they been emptied and how good the cut was.

- 2.4 Local authorities are undoubtedly more complex than they were and the task of managing them is made harder by the difficulty of recruiting high quality employees. The same can also be said of recruiting elected members.
- 2.5 Effective management of a council by elected members can only happen where the balance between the Political, Representative and Board Member roles take account of both the internal and external forces being placed upon it.

3. Changing Landscape

- 3.1 Since 2000 with the Local Government Act 2000 and the Localism Act 2010 a number of changes have occurred in the local government landscape. The potential for greater delegated powers for councillors and officers has changed the culture of decision making and led to a swifter decision-making process and clear operational responsibility for officers. Under the committee system members have not had the same increase in powers to make swifter decisions.
- 3.2 This Council has recognised that often the big issues for the community need to be tackled through public services working together and have entered into formal partnerships to achieve this. Partnering with Christchurch Council, the creation of the Dorset Waste Partnership, the Stour Valley & Poole Partnership and the Dorset Local Enterprise Partnership are examples of formal partnerships.
- 3.3 The creation of a Pan Dorset Growth Board moving towards a Combined Authority structure only shows that the way we conduct business in the future will be more by partnership working. More and more Councillors will be required to attend meetings in a representative role with the powers to make executive decisions.
- 3.4 For the democratic process to work in the future an element of delegation to senior councillors will need to be made which goes beyond that of the current system.
- 3.5 We live and work in a rapidly changing environment and any proposed changes to the structure of local decision making needs to take into consideration public concerns about accountability, openness, transparency and democracy. Any new governance model needs to be designed to respond to and tackle issues in a way that enhances the genuinely effective involvement of councillors and the public, in the decision making process.
- 3.6 A new culture of swifter decision making, with more member and officer having delegated authority must be balanced with effective scrutiny and should be built on the following principles:
 - Allow scope for individual or collective decision making within a transparent cabinet structure e.g. through a Forward Plan, call-in powers, and ward councillors being allowed to address directly individually or collective cabinet members at all levels of the decision making process;
 - Recognition that a number of leading councillors will always lead strategic direction and development of policy and that the Cabinet system can actually be more transparent than the existing committee system;
 - Engage with partner bodies in a realistic way, allowing individual councillors (whether they be committee chairs or cabinet members) to

represent the council on outside bodies and partnership boards with clear delegated decision making authority;

- Give a strong role to all councillors in directing strategy and policy through effective performance management as part of the Audit and Scrutiny processes;
- Provide the maximum possible opportunity for actively engaging the public in influencing policy and improving services, with there being a specific way to feed public views into the decision making process;
- Limit the bureaucratic and administrative burdens on the decision making process;
- Enable councillors to work together on a cross party basis to resolve issues of local concern;
- Provide a means for all councillors to hold to account the work of the authority.

3.7 What is important to realise is that any governance system allows both good and bad practice. Any system relies on the goodwill and ability of those involved, councillors and officers, to be effective. Most importantly a change in the culture of decision making is necessary. Scrutiny is about councillors coming together to investigate, to research, to probe and to make objective evidence based recommendations for improvement, on a cross party basis.

3.8 It should be seen as a means to provide internal assurance that business is being transacted properly, that issues of local concern are being considered, that stakeholders have a voice and that mistakes are being learned from.

3.9 What it is not is a forum for attributing blame.

3.10 A new transparent cabinet governance model, with strong scrutiny where the ward budget process is advanced from its current levels, with devolved decision making, gives the potential for direct operational involvement by backbench councillors in service delivery (being able to get things done) is likely to increase in importance. This will allow individual councillors to be given more independence to use funds for the benefit of local people.

4. Advantages and Disadvantages of Fourth Option and Cabinet Models

4.1 Below, listed in table 1, are potential advantages and disadvantages for and against both Cabinet and fourth option. The list is not meant to be definitive. Table 2 details how each model would meet criteria identified to improve the governance processes wanted as part of this review.

Table 1

Strong Leader and Cabinet	
Advantages	Disadvantages
Strategic decisions can be taken in a swifter and more coordinated way	Councillors not on the Cabinet can feel disengaged with the decision making process
Easier for partnership organisations to work with a Cabinet rather than a number of committees	Great deal of responsibility in the hands of a few
Portfolio Holders offer a clear point of contact within the council. This is a mechanism through which partners, ward members and the public can access and navigate the organisation and its information	Significant and timely changes to our constitution and working practices
Brings members with different responsibilities together into one unit to make decisions providing a cross cutting perspective for decisions across the entire Council	The disruption would come at a time when there is reduced capacity amongst the senior management structure
Strengthening Local Democracy is a key element of the Council's transformational agenda which is in the process of being implemented	
An improved Scrutiny system provides a means of ensuring all councillors can have an improved role in the development of council policy and review specific areas of concern. Non-executive councillors can question and challenge the performance of the executive in a manner that will enable public debate	
Widely regarded as a cost effective method of political governance representing Value For Money	
The authority will have post May 2015 up to 50% new members who will be more open minded to change. It is a good time to implement change	

Committee System	
Advantages	Disadvantages
All Councillors are involved or feel involved in part of the process of running the Council – especially backbench Councillors from all parties	There is a significant risk that the continuation of the committee system will re-enforce silos as cross-cutting issues can be difficult to identify and address. It may not therefore support our transformational programme.
It draws on all the talents and interests of Councillors	Widely considered to be inefficient, slow in decision making and overly focused on operational matters rather than policy and results.
New Councillors learn quickly	Some Councillors are more involved than others
It takes pressure off individual Lead Councillors	It is open on the surface, but decisions in reality may be taken by a ruling group behind closed doors
It can enhance Member officer working	It can be hard to know who is responsible for decisions
	Weak chairs are not always replaced
	Committees may avoid taking responsibility for difficult decisions
	There may be a knock-on impact on partners, and on partnership decision making, or new and different methods of service delivery
	More officer intensive than the Cabinet Model subject to the levels of Scrutiny adopted.

Table 2 – Governance System Matrix

Feature	Committee System	Hybrid Cabinet with Committee System	Cabinet and Leader System
Notice of decisions to be taken at the meeting published at least 5 clear days before the meeting	✓	✓	✓
Decisions published and available for all councillors within two days of meeting	✓	✓	✓
Call-in facility available for matter to be considered by scrutiny committee prior to implementation	✓	✓	✓
Senior officers have the ability to make decisions on matters of urgency which would otherwise require committee approval	✓	✓	?
Executive Members permitted to make decisions on matters of urgency which would otherwise require cabinet approval	x	?	✓
Executive Members permitted to make decisions which are within policy or budgetary limits	x	?	✓
Decision made by executive Members may be called-in by Scrutiny	x	?	✓
Executive Members permitted to make decisions where the authority is in partnership in accordance with policy direction	x	?	✓
Clearly defined responsibility and accountability for decision making that is easily understood by the public	x	x	✓
Co-ordinated approach to cross-cutting issues requiring decisions	x	x	✓

Summary

Committee System	Hybrid Cabinet with Committees System	Cabinet and Leader System
Pedestrian Decision-making	Less pedestrian decision-making	Faster decision-making
No executive powers	Limited executive powers	Full executive powers with (transparent & accountable)
Inefficient	Inefficient – High cost	Cost effective

5. Governance of the Council - How decisions might be made

- 5.1 The Cabinet is part of the Council and responsible for most day-to-day decisions.
- 5.2 The Cabinet is headed by the Leader of the Council, Deputy Leader and 5 other Councillors appointed by him/her.
- 5.3 When key decisions are to be discussed or made, these are published in the Cabinet's Notice of Intent to Make Key Decisions in so far as they can be anticipated.
- 5.4 If these key decisions are to be discussed with council officers at a meeting of the Cabinet, this will be open for the public to attend except where personal or confidential matters are being discussed. All members will be able to attend Cabinet and speak but may not vote.
- 5.5 The Cabinet has to make decisions which are in line with the Council's Constitution. If it wishes to make a decision which is outside the budget or policy framework, this must be referred to the Council as a whole to decide.

6. Potential areas of responsibility are as follows based on existing lead member roles:

Leader of the Council

- 6.1 Key Responsibilities - Financial Management (revenue and capital), Asset Management (including property services), Corporate Governance, Council Tax, Strategic Management, Policy Planning.

The role of the Leader is to:

- To provide effective political leadership and to actively engage with those who live in, work in and visit the District and reflect this in a clear strategic direction for change and improvement;
- To be the public face of the Council;
- To ensure effective corporate governance and the highest ethical standards;
- To Chair the Cabinet and lead its work, priorities and programmes;

- To ensure that the Council delivers high quality and value for money services.

Deputy Leader

6.2 Key Responsibilities - Financial Management (revenue and capital), Asset Management (including property services), Corporate Governance, Council Tax, Strategic Management, Policy Planning.

The role of the Deputy Leader is to support the Leader in his roles and responsibilities and his absence to:

- To provide effective political leadership and to actively engage with those who live in, work in and visit the District and reflect this in a clear strategic direction for change and improvement;
- To be the public face of the Council;
- To ensure effective corporate governance and the highest ethical standards;
- To Chair the Cabinet and lead its work, priorities and programmes;
- To ensure that the Council delivers high quality and value for money services;
- To monitor and report back on the transition to Executive style governance.

Lead Member – Community

6.3 Key Responsibilities – Public Health, Community Safety, Community Services, Diversity and Social Inclusion, Emergency Planning, Environmental Protection, Food Safety and Occupational Health and Safety, Grants and Community Assistance, Grounds Maintenance, Leisure and Open spaces, Licensing, Safeguarding Services, Tourism

The Lead Members Role is to:

- Provide communities with opportunities to take greater involvement in running public services ;
- Improve opportunities for young people to live healthy and successful lives;
- Work with partners to ensure crime levels in 2016 do not exceed 2011 levels;
- Improve life chances for vulnerable people;
- Deliver improvements for health and wellbeing across the Christchurch and East Dorset communities

Lead Member – Economy

6.4 Key Responsibilities – Development Management, Economic Development, Planning Policy, Transport and Highways,

The Lead Members role is to:

- Create conditions for existing and new businesses to thrive;
- Encourage thriving and welcoming town centres and a strong rural economy

Lead Member – Environment

6.5 Key Responsibilities – Building Control, Car Parks, Cleansing Services, Countryside Management, Markets, Waste Management

The Lead Members role is to:

- Minimise waste to landfill and optimise recycling;
- Manage the conflicts between developing the built environment and protecting the natural environment ;
- Ensure that the principles of sustainability are embedded in the conduct of the Councils' business;

Lead Member - Housing

6.6 Key Responsibilities – Homelessness, Housing strategy, Improving housing conditions, Private sector housing,

The Lead Members role is to:

- Enable provision of housing appropriate to meet all needs;
- Promote sustainable housing development;
- Facilitate innovative approaches to housing need;

Lead Member – Performance

6.7 Key Responsibilities – Audit, Benefits, Committee and Member support, Electoral Matters, Information Technology and communications, Local Land Charges, Performance Management, Procurement, Risk Management, Staffing (general)

The Lead Members role is to:

- Maximise Partnership activities which maintain services and increase efficiency;
- Ensure Council resources are used efficiently and effectively;
- Promote a positive reputation with residents, customers and businesses

6.8 Plus any other Lead Member roles the Leader may wish to appoint

7. What Decisions may be reserved for Full Council?

7.1 The following functions are examples and not a complete list of decisions likely to be retained by Full Council:

- Adopting and changing the Constitution
- Approving or adopting the Council's budget

- Approving a range of plans and strategies
- Decisions which are the responsibility of the Cabinet but where the Cabinet or other Cabinet decision makers wish to take a decision which would be contrary to the policy framework or not wholly in accordance with the budget.
- Appoint the Leader of the Council and the members of the Cabinet
- The Annual Council shall establish the Council committees and member level bodies for the municipal year.
- Appoint representatives to outside bodies
- Adopt a scheme for the payment of members allowances
- Confirm the appointment of the Head of Paid Service

8. What Executive Powers might the Cabinet have?

8.1 Most day to day operational decisions are delegated to Officers. The majority of decisions made at member level will relate to activities which are defined as 'executive matters' and can only be dealt with by the Cabinet collectively.

8.2 The following are pure examples and are not a complete list of potential executive powers:

- To make recommendations to the Council on the Council's key priorities and in respect of plans and strategies that form the Policy and budget Framework
- To utilise Council balances (capital and revenue) in responding to matters of urgency or to deliver the agreed policy framework provided that all uses of balances are reported to full Council in the budget and medium Term Financial Plan report and Audit Committee in the Annual Out-turn report.
- To approve policies and strategies with the exception of those which the Council has reserved to it, by legislation or through its own discretion.
- To co-ordinate the policy objectives of the Council, monitor progress towards the corporate objectives and give other committees strategic direction
- To agree the policy and guidelines for all grants made by the Council.
- To write off irrecoverable debts
- To maintain an awareness of the ongoing financial position of the Council
- To take decisions on budgetary matters, including budget virements, within the budgetary framework agreed by the Council and in accordance with the Financial Procedure Rules.
- To agree non delegated fees and charges
- To agree core standards for service delivery
- To approve the Audit Plan
- To agree, waivers of, or exemptions to, Contract Standing orders

- To approve strategic disposals and acquisitions including leases and sale of land valued in excess of £10,000
- To approve the Council's Emergency Planning arrangements
- To monitor and review the Human Resources Strategy
- To exercise all duties of the Council as Housing Authority

9. What might be the generic delegated powers of the Leader?

9.1 The Leader of the Council shall:

- Nominate the strategic lead members of the executive to the Council and allocate the portfolios ensuring that any changes to portfolios are reported to the Council for information.
- Determine the allocation and re-allocation of executive responsibilities where there is doubt where this should lie or where the matter is not specifically allocated.
- Decide when executive matters may be delegated to a Lead Member and decide which Lead Member may take a decision.
- Approve all other delegations identified in the constitution.
- Be the lead member for designated areas identified in the constitution.
- Be able to make any decisions on behalf of a Lead Member, if necessary, for any reason. Any such reason to be reported to the next executive.

9.2 Any changes to Executive responsibilities shall be reported to Council for information.

9.3 Any decisions taken by the Leader of Council, Deputy Leader and Lead Members will be reported via a weekly Executive Bulletin.

10. What might be the generic delegated powers of the Lead Members?

10.1 Each Lead Member:

- Shall hold a portfolio for part of the Council's activities, such as one or more services or cross-cutting issues, and steer the preparation, development and implementation of policies and plans relevant to the portfolio.
- Shall develop an annual programme of work to deliver the relevant Council objectives, and liaise with relevant officers to bring forward items and monitor progress.
- Shall approve annual service plans, monitor the performance of the services within their portfolio and bring issues of underperformance to the attention of the Executive.
- Shall assist with ad hoc reviews of policy as directed by the Scrutiny Committee within the remit set by that Committee.
- Shall represent the Council as required on issues relating to the portfolio, including briefing the media as appropriate, and be the spokesperson for the portfolio in consultation with the Leader.

- Shall develop and maintain effective consultation with all members of the Council, partner bodies and outside organisations, and take account of their views when making decisions.
- Shall organise representation on relevant executive outside bodies as required.
- may appoint other members of the Council to act as lead member for such purposes as the Leader and portfolio holder may agree but the lead member shall not be able to take decisions.(e.g. Digital Champion)
- Shall make annual portfolio statements outlining their achievements for the previous year and objectives for the coming year based on the Council's agreed priorities set out in the Corporate Plan and other appropriate matters.
- Shall take decisions within the remit of their portfolio as allowed for in the Executive Scheme of Delegation.

11. Scrutiny Role and Function

11.1 The generic roles and responsibility of Scrutiny dependent on its size and structure will be to:

- Review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive, including the power to recommend that the decision be reconsidered by the person who made it.
- To make reports or recommendations to the Council or the Executive with respect to the discharge of any functions which are the responsibility of the Executive or on matters which affect the authority's area or its inhabitants.
- To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the Executive, including the power to recommend that the decision be reconsidered by the person who made it. *(This does not include decisions in respect of individual applications or permissions such as decisions made in respect of planning or licensing applications).*
- To make reports or recommendations to the Council or the Executive with respect to the discharge of any functions which are not the responsibility of the Executive.
- To require Executive members or officers to appear before it.

12. Role of Ward Members

12.1 A key role of all elected members is to represent their ward and the people who live there. Elected member are uniquely placed to take an active lead locally because they have been democratically elected to represent the interests of their community and the Council. This should involve building relationships with individuals and groups within their ward and informing, consulting and empowering local people.

12.2 In general, the ward activities of an elected member include:

- representing the community within the Council and to other agencies, such as the police and health services;
- communicating the work of the Council and other public agencies to constituents;
- leading the community and others in developing a vision for the area and the steps to achieve it;
- holding surgeries and undertaking case work on behalf of individual constituents;
- developing links with all parts of the community, and seeking to help to negotiate solutions to meet their local needs;
- campaigning on local issues;
- attracting resources for the ward;
- meeting with other elected members, MPs and MSPs;
- supporting local partnerships and organisations.

13. Programme of Committee Meetings

13.1 The proposed cycle of meetings under a Cabinet model maybe as follows:

Full Council – every 8 weeks (6)

Cabinet – 1 a month (12)

Scrutiny – every 2 months with option for call-in or special meetings every other month (min 6 max 12)

Planning Committee – 1 a month (12)

Licensing Committee – every 12 weeks (4)

Joint Audit Committee – every 12 weeks (4)

Ethical Governance – as required

Other meetings (Partnership meetings, JCG, Task & Finish Groups) – as required

Governance Workshop – 26th November 2014
Questions and Answers

1. Do you want decisions taken by Cabinet Members on behalf of the Council to be swifter resulting in faster decision making?

Yes - 6	No - 3
<p>Response to the public better. To the benefit of residents to get quicker decisions and to reflect faster moving society today. In best interests of residents. More practical in partnership setting. If they were not there would be no point in having a Cabinet. Most decisions are unanimous. Why wait 8 weeks. Public demand suggests Councils are too slow to act.</p>	<p>Risk of making wrong decision. If decision is needed urgently then can be implemented now. If Scrutiny looks just then. Not until assured of the quality of contribution from said members. All members should be party to decisions.</p>
<p>Majority view of members – is that it is in the best interest of residents and for the Council to be in a position where it can make important decisions more quickly.</p>	

2. Would you agree that Cabinet Members when representing the Council need to have the authority to make strategic decisions on behalf of the Council without having to refer back to Cabinet or Council?

Yes - 6	No - 3
<p>There should be some limitation on the level of decision making allowed. Selection of Cabinet members very important. Experienced and in touch with ordinary members feelings. Demands of partnership. Speed of decision. Ideally – depending on outstanding calibre of members. Difficult to have partnership joint committees where members cannot vote without waiting for the next committee/council <u>but</u> if major impact e.g. voting huge financial commitment need control/check mechanism. Yes but limit value/cost. Cap</p>	<p>Need consultation with chair of committees. Not strategic – should be whole Council. Too risky.</p>
<p>Majority view of members – is that Cabinet members should have ability to make strategic decisions but that there should be checks and balances in place and perhaps some capping of financial decision making limits.</p>	

3. Should Cabinet members write (with support from officers) and present their own reports (officers only acting as technical advisors).

Yes - 4	No - 5
<p>Most accurate first hand reporting more likely. Cabinet members need to demonstrate that they are in control of their brief. Present but not write. Vary as appropriate.</p>	<p>Need technical advice. Unlikely to be as qualified as professional officers. Officers are the professionals and presumably have had superior training in most cases. Professionals should write reports. Believe officer input is of very high standards and value – Cabinet members should steer/lead but not write.</p>
<p>Majority view of members – is that officers should continue to write and present reports as they are the professionals and have a greater level of experience.</p>	

4. If a decision is taken to move to a Cabinet style governance arrangement should the current range of portfolios be retained (Community, Economy, Environment, Housing and Performance)?

Yes - 9	No - 0
<p>Good spread. To start with then review. But should be flexible and change as necessary. To start with. Is there a better mix? Seems the areas we are most involve with. Not sure - but would like to see a clear rational – probably continue & test. Partnership a theme or one to oversee. Yes, but review would need to take place.</p>	
<p>Majority view of members – is that the current range of portfolios is a good place to start from and that the scope and range of these areas should be kept under review.</p>	

5. Would you support the scrutiny process being chaired (led) by a member of the Opposition Group?

Yes - 9	No - 0
<p>Good for transparency Provide the necessary checks and balances. The public would consider this as a serious policy. Cause. I have heard that it works elsewhere. Some compensation. Maybe a Group policy – but open to</p>	

<p>either system – need to avoid political posturing for publicity i.e. call- in that is not needed. Shared - see Skeats Scrutiny model.</p>	
<p>Majority view of members – is that having Scrutiny chaired by a member of the Opposition Group is a workable idea.</p>	

6. Should Scrutiny Committee only be made up of those Councillors who enjoy this type of work or by all members not appointed to the Cabinet?

Yes - 7	No - 2
<p>No point including members that don't want to be there – i.e. 15ish Principally <u>but</u> if a councillor is not on Cabinet nor on Planning nor Scrutiny, is that a sufficient role. Minimum? 12 (might be organised us sub committees by theme – could be more). Some members will hate Scrutiny but will then not be aware of anything going on. Not the best qualification – knowledge & experience essential – but how do you get it? No point if they don't want to do it. Nine. Little point in having Scrutiny members not fully engaged in the process. Interest – 10.</p>	<p>Not the best qualification, knowledge. To ensure appropriate cross section of members are represented.</p>
<p>Majority view of members – is that Scrutiny should be made up of members who want to be on it. Number on Committee ranges from 9-15.</p>	

7. Would you support Cabinet Members as individuals having the authority to directly allocate resources from approved budgets (subject to call-in)?

Yes - 4	No - 5
<p>Reasonable level of determination. Need time to reflect – but if within a budget already approved & senior officers views OK for other headings, high cap. Whatever is agreed by Council? Really don't know to start with. Worth looking at what others do. Modify as experience builds.</p>	<p>Too risky. All members should have input into how our money is spent. Not entirely in favour. Cabinet would be better but do officers not carry out this function? Collective decision making. Would need a collective decision.</p>
<p>Majority view of members – is that collective decision making would be best to start with but as time and experience is gained levels of authority can be reviewed.</p>	

8. Would you support all ward members having the opportunity to attend both Scrutiny and Cabinet in order to question Cabinet Members and take part in debates but not vote?

Yes - 8	No - 1
<p>Maintain levels of control & input & influence on decision making. To hold Cabinet members to account. As we were recently advised such a system can be effective. Definitely or we'll never know what is going on at all. If a matter is not called in, this is the only chance to express a strong view. Because that is what Scrutiny is about.</p>	<p>Not all councillors are available to attend all meetings (work etc.).</p>
<p>Majority view of members – is that this is a good idea and good for democracy.</p>	

9. In order to help Members have a more direct influence in supporting their wards would you support an increase in the level of budget given to Members (currently £2,000)?

Yes - 6	No - 3
<p><u>But</u> perhaps a pool of money to allow bids for larger projects - i.e. £2k of £3k each + £50k pool to bid for if a project is a large one (pool might not always be used). Only if we can give it to the Parish Council to spend on things district & county no longer do. + Share funds evenly - may need more or less. Within budget to remove current T&F process & distribute non SLA grants evenly across the membership. £3,000.</p>	<p>£2,000 allows an impact. We haven't the money to spare.</p>
<p>Majority view of members – is that the use of ward budgets is a good idea and consideration should be given to its development.</p>	

10. As a ward member would you rather spend more time working directly with and for those you represent than sitting in committee meetings?

Yes - 5	No - 3
<p>Main reason for being a councillor. Contact & engagement with residents improved and would help better input to the decision makers. They elected me. Don't know - want to be proactive. Both vital & I presently probably give more time to the electorate.</p>	<p>I am a Parish Councillor and spend time dealing directly already and do not spend much time sitting in committee meetings. There is not a lot of ward work – most public moans are about county. We only get planning issues usually.</p>

Ok as now but need resources to enable community projects – officer support and finance.
Both are vital but as we all know you have to be in the game at the right level at the right time.

Majority view of members – is that representing their electorate remains the primary function of members but that the responsibilities of decision making must be maintained.

Officer Presentation to Governance Workshop – Wednesday 26th November 2014

New Governance Arrangements **Open, transparent, responsive and democratic**

Slide 1 - History says

- In short, the traditional committee system, designed to provide an open and public framework for decision - making, has grown into an opaque system with the real action off-stage. People lose confidence in their council's decisions, individual councillors become disillusioned with their ability to influence local decisions, and local people are discouraged from standing for election...unclear decision - making weakens the links between local people and their democratically elected representatives (DETR,1999:8-9).

Slide 2 - History also says

- Smaller authorities would have perhaps neither the political or administrative resources to implement one of the new executive models. Therefore a further fourth option was offered, of adopting 'alternative arrangements' based on adaptations of the existing committee system. This was available only to districts in two tier areas with a population under 85,000.
2000 (84,550) 2013 (87,900)

Slide 3 - Your Roles

- Elected members are politicians; you represent electors as citizens of the local community, reflecting party differences.
- You represent the interests of those who pay for and those who receive the services the council delivers.
- You are responsible, like directors of a company board, for the organisation of the council they control.

A shift in balance

Slide 4 - Decisions, Decisions, Decisions

Yesterday

- Tended to focus on day to day issues
- On our own individual Council business
- Decisions were on the whole easier to take

Tomorrow

- Its about Policy, Strategy and Results
- Its about working with others on joined up services for common ends
- More frequent and difficult decisions to take

Slide 5 - Fourth Option is like a Silence Cabinet with no executive function

- Key decisions are politically led
- Chairs act as cabinet members
- Lead members are quasi cabinet members
- Policy decisions are split between 2 committees (less transparent)

- Scrutiny is just a bolt on (less effective)
- Members only debate and make decisions on key issues before the committees they serve on

Slide 6 - Cabinet is not silence - it has executive function

- The public and government expect us to be more open, transparent, responsive and democratic

To do this we must:

- Make swifter strategic and policy decisions
- Make senior Members more accountable
- Put all Councillors at the heart of decision making
- Ensure effective Scrutiny is linked to key decision making

Slide 7 - Governance Model Matrix (1)

Feature

- (i) Notice of decisions to be taken at a meeting published at least 5 clear days before the meeting
Committee System – yes. Hybrid Cabinet System with Committees – yes. Cabinet and Leader System – yes.
- (ii) Decisions published and available for all councillors within two days of the meeting
Committee System – yes. Hybrid Cabinet System with Committees – yes. Cabinet and Leader System – yes.
- (iii) Call -in facility available for issue to be considered by scrutiny committee prior to implementation
Committee System – yes. Hybrid Cabinet System with Committees – yes. Cabinet and Leader System – yes.
- (iv) Senior Officers have the ability to make decision on matters of urgency which would otherwise require committee approval
Committee System – yes. Hybrid Cabinet System with Committees – yes. Cabinet and Leader System – depends of scheme of delegation.

Slide 8 -Governance Model Matrix (2)

Feature

- (v) Executive Members permitted to make decisions on matters of urgency which would otherwise require cabinet/committee approval
Committee System – no. Hybrid Cabinet System with Committees – depends on scheme of delegation. Cabinet and Leader System – yes.
- (vi) Executive Members permitted to make decisions which are within policy or budgetary limits
Committee System – no. Hybrid Cabinet System with Committees - depends on scheme of delegation. Cabinet and Leader System – yes.

- (vii) Decision made by executive Members may be called - in by Scrutiny
Committee System – no. Hybrid Cabinet System with Committees - depends on scheme of delegation. Cabinet and Leader System – yes.

Slide 9 - Governance Model Matrix (3)

Feature

- (viii) Executive Members permitted to make decisions where the authority is in partnership in accordance with policy direction
Committee System – no. Hybrid Cabinet System with Committees – depends on scheme of delegation. Cabinet and Leader System – yes.
- (ix) Clearly defined responsibility and accountability for decision making that is easily understood by the public
Committee System – no. Hybrid Cabinet System with Committees – no. Cabinet and Leader System – yes.
- (x) Co-ordinated approach to cross-cutting issues requiring decisions
Committee System – no. Hybrid Cabinet System with Committees – no. Cabinet and Leader System – yes.

Slide 10 - Full Council might

- Adopt and change the Constitution
 - Approve the Council budget
 - Approve a range of plan and strategies
 - Make decisions which are contrary to policy framework or budget
- And more

Slide 11 - Cabinet might (1)

- Recommend to Council key priorities in respect of plans, strategies that form the policy and budget framework
- Co -ordinate policy objectives of the Council and monitor
- Maximise use of Council balances and approved budget within agreed policy framework
- Agree core standards of service delivery

Slide 12 - Cabinet might (2)

- Agree non delegated fees and charges
 - Approve Emergency Planning arrangements
 - Monitor and review Human Resources Strategy
 - Exercise all duties of the Council as the Housing Authority
- And more

Slide 13 - Council Leader might

- Select and report to Council his Cabinet members
- Decide which executive matters may be delegated to Cabinet members
- Make decisions on behalf of his Cabinet members

- Be a portfolio holder in his own right
- And more

Slide 14 - Cabinet Members might

- Steer preparation, development and implementation of policies and plans relevant to their portfolios and make decisions within the scheme of delegation
 - Approve annual service plans
 - Support Scrutiny Committee in its work
 - Be decision makers on behalf of the Council in its partnership working •
- Be the face of the Council
- And more

Slide 15 - Scrutiny might

- Review where it feels necessary or requested to do so all decisions taken (except quasi-judicial) and recommend changes to those decisions
 - Make reports or recommendations to the Cabinet or Council
 - Require Cabinet members or officers to appear before it
 - Scrutinise both internally and externally
- And more

Slide 16 - Ward Members might

- Represent their community and respond to their concerns by holding the Cabinet and Council to account
 - Communicate the work of the Council to the Community
 - Lead community development within their wards
 - Hold surgeries and undertake case work on behalf of individual residents
 - Attract resources for their ward
- And more

Slide 17 - Programme of Meetings

Full Council Every 8 weeks (6)
 Cabinet Once a month (12)
 Scrutiny Every 2 months with option for call - in or special meetings every other month (min 6 max 12)
 Planning once a month (12)
 Licensing Every 12 weeks (4)
 Joint Audit Every 12 weeks (4)
 Ethical Governance as required
 Other meetings as required

Slide 18 - Workshop Questions

- 10 questions
- 3 minutes each
- Majority decision
- If yes why
- If no why
- No right and wrong answers just a sense check

Slide 19 - Democratic Decision making must be

- More open,

- More transparent,
- More responsive
- More democratic
- More inclusive
- Much quicker and
- Cost effective

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COUNCIL

15 December 2014

Corporate Plan 2012-2016 Progress report

1. PURPOSE AND RECOMMENDATIONS

Purpose of Report:	To inform Members about the Council’s achievements against the 2012-2016 Corporate Plan
Recommendations:	<p>It is RECOMMENDED that Members :</p> <ul style="list-style-type: none"> a) Note the progress made against the Christchurch and East Dorset Corporate Plan objectives b) instruct the Corporate Team to examine any areas of the Corporate Plan where there are concerns over the Council’s ability to achieve any of its objectives and report their findings to the relevant committee.
Lead Members:	Councillor P Bennett - Performance
Wards:	None
Contact Officer:	Matti Raudsepp – Head of Organisational Development

2.0 BACKGROUND

2.1 In April 2012, Christchurch and East Dorset councils agreed a joint Partnership Corporate Plan with 31 objectives to achieve during the period 2012-2016; progress against these objectives is reported to each council twice a year using an easy to read ‘traffic light’ system. The joint plan picks up on most of the themes within the previous Christchurch and East Dorset Plans, but there are areas where the priority emphasis is different due to changing circumstances and new needs being identified across the partnership area and within the respective partner council areas.

2.2 Details on progress have been gathered from the various lead officers involved in each theme, in liaison with their relevant Portfolio Holder. This is in line with the aim to ensure that the plan is “owned” throughout the partnership.

3.0 CORPORATE PLAN - 2012 – 2014 PROGRESS

3.1 The attached progress report covers the achievements against each of the Christchurch and East Dorset Corporate Plan objectives between April 2012 and October 2014.

3.2 There are a range of specific actions being implemented to help achieve the plan’s objectives. These actions have been included in relevant service plans to ensure that priorities are supported in the day to day work of the two Councils. Officers meet with Portfolio holders periodically to discuss progress.

Measuring progress

- 3.3 Most of the themes use a mixture of outcomes and outputs to measure progress. Outcomes are preferable because they can be used to record the “so what” factor of a range of initiatives which are implemented to support a particular objective. Delivering an outcome might take time and should not be dependent on any individual initiative; both councils are seeking to make a difference over the life of the whole plan, not just at particular points in time.
- 3.4 Progress has been made in the last 2½ years of the 4 year plan in a number of areas, including:
- The Partnership Core Strategy has been approved by the Secretary of State following a rigorous inspection
 - Overall Crime levels continue to fall
 - Superfast Broadband has moved in to phase 3 of 9
 - Recycling rates have significantly improved
 - Partnership working is helping to achieve saving targets and maintain key front line services
 - Both councils financial accounts are unqualified (auditors positive of the financial resilience)
 - An increase in the proportion of affordable social rented housing compared to the baseline)
 - The joint housing allocation policy has been adopted by both councils and is being implemented
 - The number of 16/17 years going into B and B has reached zero for both councils, a significant reduction (baseline 14)
 - The savings from service reviews is on target
 - The shared service timetable is due to be completed 12 months ahead of the original schedule
 - A reduction in staff sickness rates
 - Overall satisfaction with the Councils continues to be maintained and residents recognise the Partnership is providing value for money
- 3.5 The plan is beginning to show signs of achievement in many areas. However, a fundamental requirement will not only be to maintain and improve the current successes (green), but to advance the number of objectives which are middling (amber) and failing (red).

One area which remains a challenge is the number of statutory homelessness cases the partnership is dealing with. Throughout the last 18 months, homelessness cases have hit a high of 71 (March 2013). Yet, there has been an improvement, at September 2013, there were 48 a reduction of 23 and by March 2014 this had reduced further to 43 cases. Currently (at 30 September 2014), there are 27 cases, this is equal to the 2011/2012 baseline. The housing service has experienced a steady increase in homeless approaches over the last 2 years and due in part to the welfare reforms, this is likely to continue.

There is a time delay for reporting some areas due to the timing of availability of data. All objectives have established baselines and the direction of travel for each objective is shown in the attached progress report

IMPLICATIONS

Corporate Plan

- 4.1 The Corporate Plan is the key document for defining the priorities of the Council and should be driving service delivery.

Legal

- 4.2 Councils are required to make continuous improvements to services

Environmental

- 4.3 There are none directly arising from this report

Finance and Risk

- 4.4 Failure to deliver against the Partnership's objectives may have adverse impacts for its communities, and will also reflect poorly on the Partnership's reputation.

Equalities

- 4.5 There are none arising directly from this report

5.0 CONCLUSION

- 5.1 The Christchurch and East Dorset Corporate plan contains a comprehensive range of initiatives aimed at defending and improving the quality of life in Christchurch and East Dorset. The plan is based on the identified needs in each council area, and on a wide range of evidence and research sources and consultation with local people. Delivery arrangements reflect the close working and cooperation which exists between Members and Officers.

Background Papers:

Appendix 1 - Corporate and Service Planning Framework

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CHRISTCHURCH AND EAST DORSET COUNCILS

CORPORATE PLAN 2012 – 2016

PROGRESS REPORT October 2014

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The role of the Councils

Christchurch and East Dorset are councils which are individually well regarded. Both understand that working in partnership to deliver common goals gives them greater capacity and resilience in delivering the services that are important to local people.

Over the life of the Partnership Corporate Plan our staff will be challenged to work differently and they will need to respond positively to make the Partnership a success.

In developing the Partnership Corporate Plan for the period 2012 to 2016 a number of information and research sources were used :

- National and regional policy
- The social and economic profile of each council
- Residents' and user surveys, especially the Residents Surveys 2011 and 2013
- Priority issues known to Councillors and Officers
- The Community Plans

The Councils' role is not to dictate what happens in Christchurch and East Dorset, it is to lead the response to meeting local needs and in doing so sustain services and where possible deliver more for their communities by achieving the objectives set out in the plan :

COMMUNITY

Lead Member: Cllr Davis (CBC), Cllr Mrs Manuel (EDDC)

Why this is important

Our aim is to use the greater freedoms handed down from central government to help our communities thrive and prosper; this means creating the conditions where communities are supportive of each other and have the confidence and skills to manage some local services for themselves. We will continue to work hard with our partners to keep crime at low levels and play our part in delivering new arrangements for the provision of public health services.

You will know we have achieved our objectives because you will see:

Measure / Outcome	Baseline						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
An increase in the number of people involved in volunteering as measured by the Residents' Survey	522 Volunteers	↩	↩	↩	↑	↑	The results from the Residents Survey 2013, shows a marginal increase compared to the baseline; total=529, and an increase in number of 7 (1.3%) The next residents' survey is expected to take place during the last third of 2015.
An increase in the numbers of young people involved in work based training opportunities with the councils compared to 2012	49 (CBC=24 EDDC=25)	↩	↑	↑	↓	↓	Although 2012/2013 saw an increase (4%) of young people involved in work based training opportunities during 2013/2014 fewer school age work placements took place; 28 in total. When compared to the baseline, there was a decrease of 21 (42%)
Crime levels at March 2016 do not exceed those recorded in 2011/12	4873 (CBC=2009 EDDC=2864)	↑	↑	↑	↑	↑	There were fewer crimes reported during April and September 2014/2015; CBC=852, EDDC=1159, Combined=2011, when compared to the same period in 2013, CBC shows a 9% (85) reduction and EDDC 11% (148) and a combined reduction of 10% (233). The trend over the last 2 years shows overall crime is continuing to fall.



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Measure / Outcome	Baseline						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
An increase in the percentage of people who feel safe walking after dark as measured by the Residents' Survey.	83%	←	←	←	↓	↓	The results from the Residents Survey 2013, shows a small decrease in the percentage of people who feel safe after dark compared to the baseline; 79%. This should be considered in the context of overall crime levels which are noticeably falling.
Service Level agreements (SLA) in place for all grants over 3 years in duration or greater than £2,000 pa in value.	21 CBC=1 EDDC=20	←	↑	↑	↑	↑	All SLAs are in place, have been issued and signed and will be reviewed regularly.
The production of an adopted Health and Wellbeing Strategy and Action Plan by 2013	Draft strategy in progress	←	↑	↑	↑	↑	The Dorset Health and Wellbeing (HWB) Strategy has been approved. The HWB board has developed a countywide framework and action plan for Dorset. Locality plans are being developed for Christchurch and East Dorset, with working group meetings with GPs to develop individual local actions plans. The Councils have drafted a Health Improvement Statement which sets out how our activities contribute to the HWB agenda.
An increase in the percentage of people using green space for exercise/health reasons (Data source= Public Health Outcome Framework (PHOF) statistics).	21.5%	←	←	←	↓	↓	The latest figure is: 19.9% is for a survey period March 2012 to February 2013 and this is for the whole of Dorset, and in the top quartile. The England average is 15.3%, the highest 29.1% and lowest 2.2%, (district level data is not yet available from the Public Health Outcome Framework). The 2013/2014 Sport England survey shows an average of 41.5% of CBC and EDDC residents aged 16 and over participate in sport once a week, (England=35.5% and Dorset=37.8%)

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Measure / Outcome	Baseline						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
A reduction in the proportion of adults classified as overweight or obese (Data source Public Health England-Health Profiles)	22.6 (CBC=22.3 EDDC=22.8)	←	←	←	←	↑	The Public Health Profiles 2014 -Adult Obese figures shows both CBC and EDDC have seen a reduction in the proportion of adult classed as obese for the first time in 2 years, CBC reduced by 6.1% (16.2%), EDDC by 1.2% (21.6%) jointly a 3.7% reduction to 18.9%. The England average is 23.2%, and England worst=35.2%.

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ECONOMY

Lead Member:

Cllr Bath (CBC), Cllr Tong (EDDC)











Why this is important

It is vital that the response to the challenging economic times we face is a positive and optimistic one. Although local councils have a limited impact on the global economy, at a local level we do have a role in encouraging enterprise and helping to establish the conditions which promote growth and prosperity. We will lobby hard at a regional and national level and invest our own resources wherever possible to maintain and improve the viability of our town centres.

You will know we have achieved our objectives because you will see:

Measure / Outcome	Base line	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	Comments
An adopted Core Strategy which includes allocation of employment sites sufficient to meet evidenced need	2011/12 Draft core strategy in progress	↻	↻	↻	↑	↑	The Core Strategy was adopted in March 2014. Progress is being made in bringing strategic Housing sites in to use and in taking forward the Partnership's efforts to promote Economic Growth
Increase in overall employment and specifically in the [C]are, [A]erospace and [T]ourism sectors during the plan period from a baseline established during 2012. There is a time lapse of 2 years in data publication, therefore baseline data is 2010:	3 sectors combined = 12.4% (A=1200 C=1300 T=3400)	↻	↓	↓	↑	↑	The 2012 employment rates are; aerospace 800, a decrease of 400 (33%) from the baseline, the majority of which can be explain by NATS moving out of Bournemouth airport. Tourism is showing an increase of 1100 (32%), with a total of 4500 and the care sector an increase of 600 (46%) moving to 1900, when compared to the baseline. The combined proportion of the 3 employment sectors has increased by 2.8% to 15.2% from the baseline of 12.4%

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Measure / Outcome	Base line						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
Superfast Broadband is available across the whole of CBC/EDDC area by 2016 (The target is that all premises (100%) will have speeds of not less than 2Mbps. 97% of premises will have speeds between 2Mbps and 24Mbps. 95% of premises will have speeds of not less than 24Mbps)							<p>The First stage of the Superfast Programme has now moved into phase 3 of 9. As at 4 October 2014, in line with the planned areas to be covered, 87 cabinets were live meaning that 17,851 properties now have access to superfast technologies if they wish to take them up. This is in line with project targets. Up take was 5% which is in line with projections.</p> <p>The Second stage of the Programme valued at about £4m is currently out to tender.</p>
<p>An increase in overall gross business rateable value by the end of the plan period. (Baseline established 2012 = 0.24%)</p> <p>For CBC the baseline = No. of properties 1731 , RV = £44,131,435</p> <p>For EDDC the baseline = No. of properties 2630 , RV = £54,057,826</p>	0.24%						<p>As at 1 October 2014, the partnership business rateable value decreased by 12.0%. Whilst the number of business units has increased by 152 (3.5%) since March 2012. This business increase has been offset by the number of successful appeals being made to the Valuation Office, which has led to the aggregate RV being reduced.</p> <p>At October 2014, CBC: No. of properties 1806 , RV = £43,331,881, a decrease of 1.8% and for EDDC: No of properties 2707 , RV = £52,867,881, a decrease of 2.2%</p>

Environment

Lead Member: Cllr Mrs Phipps (CBC), Cllr Dyer (EDDC)

Why this is important

Our important features such as Harbour, Heathland, rivers and beaches, Areas of Outstanding Natural Beauty and other designated sites play a fundamental role in enhancing the quality of life of our local communities and a wider setting that attracts businesses. We all have a responsibility to ensure that the decisions we make today do not have an adverse effect on future generations. We will also lead by example in our own internal environmental performance.

You will know we have achieved our objectives because you will see:

Measure / Outcome	Baseline	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	Comments
Reduced waste arising per head of population by 0.5% pa	2011/12 489kg php (1000) CBC=456 EDDC=465	↑	↑	↑	↑	↑	Waste arising per head of populations continues to reduce in 2014/2015; CBC 68.55 kg, EDDC 63.33 kg Extrapolated to a full year, the projected figures are: CBC 274.20 kg and EDDC 253.32 kg, indicating a decrease in the region of 42%.
Recycling and composting rate of 60% achieved by 2016.	38.5% CBC=34% EDDC=43%	↑	↑	↑	↑	↑	During Q1 2014/2015, Christchurch and East Dorset increased recycling rate: CBC=62.5% , EDDC=70.4% combined=66%. Overall, CBC increased by 28% and a proportional increase of 83% compared to the 2011/2012 baseline. EDDC increased by 27%, a proportional increase of 63%. The combined increases is 27% (72% proportional).
The Core Strategy, Heathland Development Plan Document and Community Infrastructure	Draft core strategy in progress	←	←	←	↑	↑	Consultation has been completed on the Preliminary Draft CIL Charging Schedule. Further viability work has been commissioned to answer questions raised.

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Measure / Outcome	Baseline						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
Levy will have been adopted during the Corporate Plan period							<p>A Draft document was published for consultation in May 2014.</p> <p>A Heathland DPD is no longer requires as robust policies for heathland protection and SANG now exist in the Core Strategy.</p> <p>The Heathland Mitigation SPD is currently being reviewed and consultation will commence shortly</p>
A reduction in Council business mileage. Baseline data : 2012/2013:	(2012/2013) CBC=17,121 EDDC=10,068 Combined =27,189 miles	↶	↶	↶	↱	↱	We continue to save business mileage, although the rate of mile saved has slowed, this is to be expected as, as each service review is implemented less officers are travelling between sites. In addition, the telephone and video conferencing facility is being used more by officers and members. Mileage saved between April are September 2014; CBC = 2,187, no of passengers 93, EDDC = 4,045, No of passengers 129
A reduction in energy and water use by the councils during the plan period Baseline data 2011/2012: CBC: Gas=2,286,955Kwh, Electricity=1,427,425Kwh, Water=37,899 cubic metres EDDC: Gas=396,447Kwh, Electricity=858,626Kwh,Water		↶	↶	↴	↱	↱	<p>The latest information available: shows, Energy usage decreased during 2013/2014, particularly in gas use.</p> <p>CBC reductions: Gas – 14% (387,324 kwh), Electricity – 2% (32,129 kwh), EDDC reductions: Gas - 18% (109,048 kwh) Electricity – 5% (42,720 kwh)</p> <p>Water data is not currently available.</p>

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Measure / Outcome	Baseline						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
=22,915 cubic metres							During 2013/2014 the following CBC sites changed occupancy and are no longer included: Cemetery Lodge West electricity (20 June) Mudeford Wood Community Centre (31 Oct) Christchurch Information Centre (31 Oct)
A reduction in waste to landfill from council buildings (Baseline 2011/2012 - data source Sita)	4545kg 72 collections (CBC only)	↶	↶	↶	↶	↶	The latest information available: shows, Progress against this objective is reported annually During 2013/2014, there was a further reduction; 3336kg and 64 collections a reduction of 73.5kg (2.1%) compared to March 2013 and a reduction of 1209kg (26.6%), compared to baseline Note: Data is for CBC only. EDDC landfill waste is collected by DWP and is not weighed at the time of collection so cannot be measured.

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HOUSING

Lead Member: Cllr Spittle (CBC), Cllr Gibson (EDDC)

Why this is important

Enabling the provision of appropriate housing according to need has been a priority in the whole of Dorset for a considerable amount of time. Housing is not just an end in itself; it is important in supporting a thriving mixed community, housing employees who will drive our economy in the future, catering for the needs of an ageing population and protecting the quality of life for vulnerable people.

You will know we have achieved our objectives because you will see:

Measure / Outcome	Baseline	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	Comments
Affordable rented housing increased as a proportion of new housing delivered	0 Affordable (62 new)						During 2013/2014, CBC had 8 new affordable social rent and 12 shared ownership units EDDC had 4 new affordable social rent, and 1 shared ownership units The total number of new housing completions in 2013/2014 was 289; CBC=149 and EDDC=140. 20 (6.9%) of the 149 CBC new housing delivered were affordable rented and 5 (1.7%) of the 140 in EDDC.
A joint housing allocations policy and procedure introduced by 2013	Draft joint allocations policy progress						The Joint Allocation Policy was approved by both Councils in December 2013. Some parts of the new policy were implemented immediately and others are pending until a new housing system is introduced. All applicants were sent letters in early October advising them to renew their housing applications. This will enable the Housing Service to



Christchurch and East Dorset Councils
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Measure / Outcome	Baseline						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
							look at whether applicants are eligible under the new policy. Work on re registration is due to end early December 2014. Bids for vacant homes under the new system are planned for mid December
An adopted LDF reflects the need to supply housing in support of the economy	Draft core strategy in progress	↻	↻	↻	↑	↑	The Core Strategy was adopted by both councils in Spring 2014. 3 of the new neighbourhood sites have already received planning approval and there are discussions on-going with other sites. Work is also on-going to obtain support from the Dorset LEP to help deliver some difficult to deliver sites
An Urban Design Code for new neighbourhoods in East Dorset by 2016		↻	↑	↑	↑	↑	Informal guides are being prepared, these include Cuthbury Gardens and North Wimborne.
The number of 16 and 17 year old in B&B declining over the plan period (Baseline established during 2011/2012 there was a total of 14, CBC=10, EDDC=4)	14 (CBC=10 EDDC=4)	↑	↑	↑	↑	↑	In the first 6 months of 2014/2015, (April to September), no sixteen year old were placed in B&B in CBC or EDDC. Over the last 2 years the number of 16/17 year olds in B&B has continued to decrease..
A reduction in the numbers of people in fuel poverty (Baseline established 2010/11, CBC=3181=14.9%, EDDC=5098=13.7%, Combined= 8279=14.1%)	14.1%	↻	↻	↻	↻	↑	Fuel poverty DECC statistics 2012 confirm CBC = 12.0% (2,667/22,139) EDDC 12.2% (4,743/28,744). This is a joint reduction of 2% compared to the baseline. this is reduction. On-going works are achieving an improvement in number of households in fuel poverty but must be recognised many factors influencing this indicator are outside of the control of the Partnership.

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Measure / Outcome	Baseline						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
A reduction in the number of statutory Homelessness (HLN) cases over the plan period. Baseline established March 2012	27 CBC=17 EDDC=10	↓	↓	↓	↓	↶	As at September 2014, the total combined number of statutory homelessness cases stood at 27; CBC=7 and EDDC=20. When compared to March 2013, there has been a reduction of 16 household (37%). Although some progress is being made, numbers are equal to the 2012 baseline (27). In addition, at this time the increase in homeless approaches are not expected to reduce due to the economic climate and the possible impacts of welfare reform

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PERFORMANCE

Lead Member; Cllr Duckworth (CBC), Cllr Bennett (EDDC)











Why this is important

Never before has the public sector been under so much pressure to reduce expenditure and become even more efficient in the procurement and delivery of services. Our partnership working is a key element in delivering the efficiencies demanded by nationally prescribed austerity measures. Our corporate Plan aims to deliver on these targets and maintain and improve the quality of services.

You will know we have achieved our objectives because you will see:

Measure / Outcome	Baseline						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
The required savings targets delivered over the life of the Corporate Plan	Business case estimates L=£810k M=£1,136k H=£1,620k	↑	↑	↑	↑	↑	The on-going savings strategy of the Councils which is mainly based on the shared services is currently on target.
A reduction in sickness absence rates for staff	7 (CBC=7 EDDC=6.9)	↓	↓	↔	↑	↑	Both councils sickness absence decreased during 2013/2014 compared to 2012/13 and the baseline. CBC=6.37, a reduction of 1.02 (13.8%) compared to 2012/13 and EDDC=6.26, a reduction of 1.62 (20.5%), when compared to the baseline, the combined reduction is 0.64 (9%).
The programme of Capital expenditure is achieved without recourse to borrowing	0 (zero)	↑	↑	↑	↑	↑	There has been no borrowing by either council.
Customer satisfaction levels are maintained at 2011 levels based on a place survey in 2015	67%	↔	↔	↔	↑	↑	The results from the Residents Survey 2013, shows a marginal decrease compared to the baseline; 65%., which falls in to the confidence interval of +/-3%;the partnership is maintaining customer satisfaction levels. Additionally, since the commencement of the

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Measure / Outcome	Baseline						Comments
	2011/12	Oct 12	Mar 13	Oct 13	Mar 14	Oct 14	
							partnership, there has been an increase in the proportion of residents who agree that council services have improved, up from 5% in 2011 to 12% in 2013. Furthermore, over 50% of residents agree there has neither been a decline or improvement in council services.
he external auditor is satisfied that our accounts are in order each year	Unqualified accounts						Both Councils received unqualified opinions on their accounts and received positive commentary regarding their financial resilience
The shared service timetabled completed by 2016	5 year SST agreed						The service review programme is nearing completion. The final service (HR) is now under review, a report will go to corporate team in December 2104. The share service programme remains on schedule.

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COUNCIL

15 December 2014

Review of East Dorset Polling Districts and Polling Stations

1. PURPOSE AND RECOMMENDATIONS

Purpose of Report:	To approve a scheme of polling districts and polling places for the East Dorset District Council administrative area
Recommendations:	It is RECOMMENDED that: the schedule of polling districts and polling places as set out in Appendices 1 and 2 to this report be approved for implementation for the May 2015 elections.
Lead Members:	Councillor Barbara Manuel (Lead Member for Communities) Councillor Paul Bennett (Lead Member for Performance)
Wards:	All Wards
Contact Officer:	Richard Jones, Democratic Services and Elections Manager

2. BACKGROUND

- 2.1. The Council has a duty under the Electoral Registration and Administration Act 2013 to carry out a review of polling arrangements by 31 January 2015.
- 2.2. By way of explanation, a polling district is a geographical sub-division of an electoral area such as a parliamentary constituency, a county electoral division or a district ward, whereas a polling place is the area in which the Returning Officer selects the polling station (e.g. a geographical area or a building).
- 2.3. The review of polling districts and polling places commenced on 22 October 2014. Notice of the review was published at the Council Offices and on the Council’s web site together with direct engagement with District and County Councillors; Parish Councils; Local Political Groups and Residents’ Associations.
- 2.4. The schedule of polling districts at Appendix 1 to this report, highlights the changes required following The East Dorset (Electoral Changes) Order 2014, and are based upon the requirements of the Community Governance Review Final Recommendations. If any changes are made to the Community Governance Review consequential alterations may be required to the polling districts.
- 2.5. In light of the anticipated turnout for the 7 May 2015 elections which will include Parliamentary, District/Borough and contested parish elections, it is recommended that minimal changes to the existing voting arrangements are made for these elections. A formal survey will be undertaken of each polling station during these elections by visiting Polling Station Inspectors to assess vehicular, pedestrian and disabled access, on-street and off-street parking arrangements, adequacy for hosting double stations and the adequacy of the

station for staff. Photographs will also be requested of the visiting inspectors so that an informed review can be undertaken for future elections.

- 2.6. A summary of the responses is provided below and where applicable the recommended action or change. A full schedule of the proposed polling stations for East Dorset is set out in Appendix 2 to this report.

3. Representations

- 3.1. At the conclusion of the consultation on 19 November 2014, a total of 7 responses had been received. A general response was received from the Christchurch Constituency Agent asking that all stations are clearly signposted and accessible.

Shapwick

- 3.2. Electors in Shapwick have previously voted at a portable building located within the village by the Old School Nursery. This polling station was closed in 2013 as the use of a temporary station in this location was cost prohibitive.
- 3.3. Since the closure the parish council, and a number of parishioners, have requested that an alternative location be found in the village. In response to this formal consultation, Pamphill and Shapwick Parish Council have advised that the landlord of the Anchor Public House and the vicar of St Bartholomew's Church can provide adequate space to be used as a polling station for Shapwick. The Church doesn't currently have toilet facilities but a grant for improvements has been received which will be used to provide inside facilities. The landlord of the Anchor has offered to provide a room separate from the public drinking area. Both locations provide for disabled access.
- 3.4. In light of the local support to vote within the village, it would seem appropriate to use the Anchor Public House as the Polling Station for elections in May 2015. There will need to be a strict no alcohol policy within the polling station itself. Longer term it may be more appropriate to use St Bartholomew's Church when the improvement works have been completed.

Verwood

- 3.5. Verwood Town Council has expressed concern that access and egress of the Verwood Guide Hall in Manor Road and the lack of parking will cause issues for electors using this station, suggesting the use of local schools as an alternative. Electors are familiar with this site, which has been used for many years and whilst the use of schools is a possibility, suitable space is often not available due to examinations in progress during summer months or the inability to secure an area which prevents unauthorised access to young children.
- 3.6. The number of electors voting at this station has also been reduced due to the boundary changes.
- 3.7. No change is therefore recommended.

Ferndown

- 3.8. Representations have been received from District Councillor G W Russell and District and Town Councillor S M Lugg on behalf of the Conservative Ferndown Branch.

- 3.9. Councillor Russell confirmed that he was content with the arrangements for Hampreston and Longham. Councillor Lugg confirmed the suitability of Ferndown United Reform Church Hall, Ferndown Village Hall, St Mary's Church Hall and Heatherlands Centre. However, combining Ferndown Village Hall with St Mary's Church Hall was considered to be a suitable option.
- 3.10. As stated in the consultation document, combining these two stations would require a triple station at St Mary's Church Hall, which may be confusing to electors but more importantly increases the risk of cross-contamination of ballot papers. It is recommended that no change be made for 2015 elections.

Corfe Mullen

- 3.11. Springdale Road Car Park is the only location within East Dorset where a portable building is used for polling. An alternative site towards the southern end of the village would be ideal. As an alternative, combining Corfe Mullen South and Corfe Mullen Central was suggested as a possible option but this would require a triple station at the Village Hall.
- 3.12. Corfe Mullen Parish Council responded to the consultation suggesting that combining all electors from Corfe Mullen Central and Corfe Mullen South would be too large for the venue and suggested a re-distribution of electors to equalise the split include Corfe Mullen North.
- 3.13. This will be worthy of consideration for future, however, to avoid confusion at 7 May 2015 elections, it is recommended that the use of a portable building at Springdale Road Car Park be continued and a review be undertaken for future elections.

4. IMPLICATIONS

Corporate Plan & Council Objectives

- 4.1. Performance – PER2 Ensure Council resources are used efficiently and effectively.

Legal

- 4.2. There are no legal implications arising from this report.

Environmental

- 4.3. The provision of polling stations located close and central to electors will result in fewer vehicular journeys.

Financial and Risk

- 4.4. The provision of an additional polling station in Shapwick will have a cost implication of approximately £500.

Equalities

- 4.5. Polling stations are assessed for their accessibility and a further survey will be undertaken during the May 2015 elections to identify any further improvements.

5. CONCLUSION

- 5.1. Members are asked to support the schedule of polling districts and polling stations for the May 2015 Elections.

Appendices:

Appendix 1 – Schedule of Polling Districts for East Dorset

Appendix 2 – Schedule of Polling Stations for East Dorset.

Background Papers:

Responses to the consultation from those listed in Section 3 of this report.

SCHEDULE OF PROPOSED POLLING DISTRICTS – CHRISTCHURCH CONSTITUENCY (PART), MID-DORSET AND NORTH POOLE CONSTITUENCY (PART) AND NORTH DORSET CONSTITUENCY (PART)

PD Ref	Polling District	Properties	Electorate	Projected electorate 2019	Parliamentary Constituency	County Division	District Ward	Parish Council	Parish / Parish Ward
AL	Alderholt (Subject to CGR final decision, amalgamate AN and AS)	1304	2569	2757	North Dorset	Cranborne Chase	Alderholt	Alderholt	None (CGR recommends removal of existing parish warding)
AN	Alderholt North								
AS	Alderholt South								
CE	Colehill East	2059	4010	4028	Mid Dorset and North Poole	Colehill & Stapehill	Colehill East	Colehill	Colehill East
CHY	Colehill Hayes (New) (Subject to CGR final decision)	544	1062	1080	Christchurch	Colehill & Stapehill	Colehill East	Colehill	Colehill Hayes
CH	Chalbury	61	119	119	North Dorset	Cranborne Chase	Holt	Knowlton	Chalbury
CL	Colehill Lacy (Subject to CGR final decision, amalgamate CL, CP and WMC to form WME)								
CMC	Corfe Mullen Central	2108	4186	4202	Mid Dorset and North Poole	Corfe Mullen	Corfe Mullen	Corfe Mullen	None (CGR recommends removal of existing parish wards)
CMN	Corfe Mullen North	967	1932	2220	Mid Dorset and North Poole	Corfe Mullen	Corfe Mullen	Corfe Mullen	None (CGR recommends removal of existing parish wards)
CMS	Corfe Mullen South	1130	2137	2146	Mid Dorset and North Poole	Corfe Mullen	Corfe Mullen	Corfe Mullen	None (CGR recommends removal of existing parish wards)
GP	Colehill Parmiter (Subject to CGR final decision, amalgamate CL, CP and WMC to form WME)								
CR	Cranborne	327	599	601	North Dorset	Cranborne Chase	Crane	Cranborne and Edmondsham	Cranborne
CW	Colehill West	544	1084	1185	Mid Dorset and North Poole	Colehill & Stapehill	Colehill West	Colehill	Colehill West

PD Ref	Polling District	Properties	Electorate	Projected electorate 2019	Parliamentary Constituency	County Division	District Ward	Parish Council	Parish / Parish Ward
ED	Edmondsham	80	169	169	North Dorset	Cranborne Chase	Crane	Cranborne and Edmondsham	Edmondsham
FAM	Ferndown Ameysford (to be redrawn coterminous with new parish ward)	1384	2495	2529	Christchurch	Ferndown	Ameysford	Ferndown	Ferndown (Ameysford)
FCN	Ferndown Central North (to be redrawn to align boundary with new Ferndown Ameysford parish ward)	890	1760	1832	Christchurch	Ferndown	Ferndown Central	Ferndown	Ferndown (Central North) (subject to CGR final decision)
FC	Ferndown Central (Subject to CGR final decision, amalgamate FCS with FLS)	1688	2680	2691	Christchurch	Ferndown	Ferndown Central	Ferndown	Ferndown (Central) (subject to CGR final decision)
FGL	Ferndown Golf Links (Subdivided to FLN and FLS)								
FHL FL	Ferndown Longham (to be redrawn to be coterminous with CGR proposal for Ferndown Hampreston and Longham parish ward). Amalgamate FL and FLE)	1037	2102	2354	Christchurch	Ferndown	Hampreston and Longham	Ferndown	Ferndown (Hampreston and Longham) (subject to CGR final decision)
FLC	Ferndown Longham Central (Subject to CGR final decision, amalgamate FLC with FCS as FC)								
FCS	Ferndown Central South (Subject to CGR final decision, amalgamate FLC with FCS as FC)								
FLE	Ferndown Longham East (Subject to CGR final decision, amalgamate FLE with FL as FHL)								
FLG	Ferndown Longham Glenmoor (Subject to CGR final decision, amalgamate FLG with FLS)								

PD Ref	Polling District	Properties	Electorate	Projected electorate 2019	Parliamentary Constituency	County Division	District Ward	Parish Council	Parish / Parish Ward
FLK	Ferndown Links South East (subject to CGR final decision amalgamate FLK with WPS)								
FLN	Ferndown Links (to be redrawn to extend southern boundary to be coterminous with the new Ferndown Links South parish ward) (includes former FGL)	1550	2684	2698	Christchurch	Ferndown	Ferndown Central	Ferndown	Ferndown (Links) (subject to CGR final decision)
FLS	Ferndown Links South West (to be redrawn coterminous with new Ferndown Links parish ward as proposed in CGR) (includes former FGL and FLG)	951	1618	1640	Christchurch	Ferndown	Parley	Ferndown	Ferndown (Links South)
FSN	Ferndown Stapehill East North (Amalgamate with FSW)								
FSS	Ferndown Stapehill South (Amalgamated with FC)								
FS FSW	Ferndown Stapehill (to be redrawn coterminous with new Ferndown Stapehill parish ward)	366	706	801	Christchurch	Colehill & Stapehill	Hampreston and Longham	Ferndown	Ferndown (Stapehill)
GLS	Gussage All Saints	99	184	184	North Dorset	Cranborne Chase	Handley Vale	The Vale of Allen	Gussage All Saints
GSM	Gussage St. Michael	90	173	173	North Dorset	Cranborne Chase	Handley Vale	None	N/A
HLT HL	Holt (change of PD Ref required to remove duplicate in North Dorset)	528	1097	1114	North Dorset	West Moors & Holt	West Moors and Holt	Holt	N/A

PD Ref	Polling District	Properties	Electorate	Projected electorate 2019	Parliamentary Constituency	County Division	District Ward	Parish Council	Parish / Parish Ward
HNT	Hinton (New)	175	350	350	North Dorset	Cranborne Chase	Handley Vale	The Vale of Allen	Hinton (subject to final decision of CGR)
HNM	Hinton Martell (subject to CGR final decision amalgamate with HNP to form new parish of Hinton HNT)								
HNP	Hinton Parva (subject to CGR final decision amalgamate with HNM to form new parish of Hinton HNT)								
HRE	Horton East (subject to CGR amalgamate with VDS)								
HRN HRW	Horton West	189	393	393	North Dorset	Cranborne Chase	Crane	Knowlton	Horton (subject to final decision of CGR)
CRH	Crichel (new)	112	196	196	North Dorset	Cranborne Chase	Handley Vale	The Vale of Allen	Crichel (subject to final decision of CGR)
LCR	Long Crichel (subject to CGR final decision amalgamate with MCR to form new parish of Crichel CRH)								
MCR	Moor Crichel (subject to CGR final decision amalgamate with LCR to form new parish of Crichel CRH)								
PE	Pentridge	85	153	153	North Dorset	Cranborne Chase	Handley Vale	Sixpenny Handley and Pentridge	Pentridge
PN	Pamphill North	180	352	352	North Dorset	Minster	Stour	Pamphill and Shapwick	Pamphill (North)
PS	Pamphill South	126	207	256	Mid Dorset and North Poole	Minster	Stour	Pamphill and Shapwick	Pamphill (South)
SH	Sixpenny Handley	552	1018	1018	North Dorset	Cranborne Chase	Handley Vale	Sixpenny Handley and Pentridge	Sixpenny Handley
SK	Shapwick	82	155	155	North Dorset	Minster	Stour	Pamphill and Shapwick	Shapwick
SLE	St Leonards & St Ives East	1649	3235	3245	Christchurch	St Leonards & St Ives	St Leonards	St Leonards & St Ives	St Leonards & St Ives (East)
SLS	St Leonards & St Ives South	491	843	1061	Christchurch	St Leonards & St Ives	St Leonards	St Leonards & St Ives	St Leonards & St Ives (South)
SLW	St Leonards & St Ives West	1116	2148	2154	Christchurch	St Leonards & St Ives	St Leonards	St Leonards & St Ives	St Leonards & St Ives (West)
SM	Sturminster Marshall	767	1539	1591	North Dorset	Minster	Stour	Sturminster Marshall	N/A

PD Ref	Polling District	Properties	Electorate	Projected electorate 2019	Parliamentary Constituency	County Division	District Ward	Parish Council	Parish / Parish Ward
VDN VDE	Verwood Dewlands North	350	590	693	North Dorset	Verwood & Three Legged Cross	Crane	Verwood	Verwood Dewlands North
VN	Verwood Newtown (Amalgamated with VDS)								
VNP VP	Verwood Newtown Potterne	717	1322	1348	North Dorset	Verwood & Three Legged Cross	Verwood East	Verwood	Three Cross and Potterne (CGR recommends amalgamation with Verwood Stephen's Castle)
VSE	Verwood Stephen's Castle East (Amalgamated with VSW to form VSC)								
VSC VSW	Verwood Stephen's Castle West	1769	3324	3635	North Dorset	Verwood & Three Legged Cross	Verwood East	Verwood	Verwood Stephen's Castle
VDS	Verwood Dewlands South	2895	5380	5410	North Dorset	Verwood & Three Legged Cross	Verwood West	Verwood	Verwood Dewlands South
VTX	Three Legged Cross	614	1209	1215	North Dorset	Verwood & Three Legged Cross	St Leonards	Verwood	Three Cross
WD	Woodlands	205	400	400	North Dorset	Cranborne Chase	Crane	Knowlton	Woodlands
WMC	Wimborne Minster Cranfield (Subject to CGR final decision, amalgamate CL, CP and WMC to form WME)								
WME	Wimborne Minster East	531	1018	1466	Mid Dorset and North Poole	Colehill & Stapehill	Colehill West	Wimborne Minster	Wimborne East
WMJ	Wimborne Minster St Johns	2060	3102	3465	Mid Dorset and North Poole	Minster	Wimborne Minster	Wimborne Minster	Wimborne Town
WMN	West Moors North	1600	2871	2873	Christchurch	West Moors & Holt	West Moors & Holt	West Moors	N/A
WMS	West Moors South	2070	3752	3755	Christchurch	West Moors & Holt	West Moors & Holt	West Moors	N/A
WMT	Wimborne Minster Town	1376	2101	2317	Mid Dorset and North Poole	Minster	Wimborne Minster	Wimborne Minster	Wimborne Town
WPN	West Parley North West	1000	1904	2151	Christchurch	Ferndown	Parley	West Parley	N/A
WPS	West Parley South East	632	1215	1357	Christchurch	Ferndown	Parley	West Parley	N/A
WSG	Wimborne St. Giles	146	311	311	North Dorset	Cranborne Chase	Crane	Knowlton	Wimborne St Giles
WT	Witchampton	183	333	333	North Dorset	Cranborne Chase	Handley Vale	The Vale of Allen	Witchampton

SCHEDULE OF POLLING PLACES AND POLLING STATIONS – CHRISTCHURCH CONSTITUENCY

No	Polling Place	Polling Station(s) if different	Polling District Code(s) and Electors	Comment	Recommended Action (Subject to Community Governance Review Outcome)
1	Alderholt Village Hall, Station Road, Alderholt, Hants		AL - 2569	<p>Alderholt is currently divided into two polling districts due to the sub-division of the parish by District Ward boundaries. The Electoral Changes (East Dorset) Order 2014 negates the requirement for two polling districts.</p> <p>The Community Governance Review draft recommendations proposed the abolition of the parish warding which would further negate the requirement for separate polling districts.</p> <p>The village hall is centrally located in the village, with limited off-street parking but plenty of on-street parking. Disabled access to the polling station is provided by a ground level entrance.</p>	<p>Amalgamation of the two polling districts.</p> <p>No change to the Polling Station</p>
2	Colehill Memorial Hall, Cannon Hill Road, Colehill, Wimborne, Dorset		CE – 4010 CHY - 1062	<p>The Memorial Hall is centrally located and has good off-street parking. Disabled access is good with a ground level entrance.</p> <p>The changes to the District Ward boundaries has resulted in the need to find a location for the electors in the proposed CHY polling district. The Memorial Hall is considered large enough to host three stations but will require careful management to avoid cross-contamination of ballot papers.</p> <p>Following the completion of the Community Governance Review and the County Division Electoral Review is will be necessary to review the polling districts for this area.</p>	<p>No change</p> <p>The provision of a third polling station at this location is recommended for the Colehill Hayes polling district.</p>

No	Polling Place	Polling Station(s) if different	Polling District Code(s) and Electors	Comment	Recommended Action (Subject to Community Governance Review Outcome)
3	St Michaels Church Hall, Colehill Lane, Colehill, Wimborne, Dorset BH21 7AB		CW – 1084 WME – 1018	This site has plenty of off-street parking and disabled access is good via a ground level entrance. Congestion can occur during school drop off and pick up times but this is a known issue at these peak periods.	Subject to the final outcome of the CGR the polling districts served by this station may be altered.
4	Corfe Mullen Village Hall, George Road, Corfe Mullen, Wimborne, Dorset BH21 3AU		CMC – 4186	The village hall is located centrally in the village. There is ample parking in the vicinity and disabled access is available via a ground level entrance. The polling station is large enough for a double station	No change
5	Corfe Mullen Scout Hall, Recreation Ground, Badbury View Road, Corfe Mullen, Wimborne, Dorset		CMN – 1932	The polling station has plenty of off-street parking and disabled access is good with a ground level entrance. It is possible that the Scout Hall could be used as a double station.	No change
6	Portable Building, Springdale Road Car Park, Corfe Mullen, Wimborne, Dorset		CMS – 2137	There are limited locations in the southern part of Corfe Mullen and a temporary portable building has had to be re-introduced at Springdale Road Car Park following the closure of Corfe Mullen Methodist Church. There is plenty of parking and disabled access is provided via a temporary ramp. The use of Corfe Mullen Village Hall for Corfe Mullen South was considered however, this would require either a triple station at the Village Hall or part of Corfe Mullen Central being relocated to the Scout Hall. Suggested alternative locations were invited.	Concern has been expressed regarding the use of the Village Hall as a triple Station. In light of the anticipated turnout at the May 2015 Elections, it is recommended that the use of the Portable Building at Springdale Road Car Park be continued.

No	Polling Place	Polling Station(s) if different	Polling District Code(s) and Electors	Comment	Recommended Action (Subject to Community Governance Review Outcome)
7	Cecil Memorial Hall, Cranborne, Wimborne, Dorset		CR – 599	The site has off-street parking facilities and good disabled access via a ground level entrance.	No change
8	Edmondsham Village Hall, Edmondsham, Wimborne, Dorset		ED – 169	<p>The village hall is located within this small and quiet village serving just 151 voters. The station has limited disabled access with a number of small steps to the entrance.</p> <p>The next nearest suitable polling station is located in Cranborne approximate 1¾ miles away and could be considered as an alternative combined station, although a separate ballot box would be required if parish council seats were contested.</p>	No change
9	Ferndown United Church Hall, Wimborne Road East, Ferndown, Dorset		FAM – 2495 FCN – 1760	This site has two polling stations. There is plenty of off-street parking and disabled access is provided via a permanent low level concrete ramp.	No change
10	Ferndown Village Hall, Church Road, Ferndown, Dorset BH22 9ET		FC – 2680	<p>This station is located close to St Mary's Church Hall in the same street and could be relocated. It would require the provision of a double/triple station which is likely to be confusing to electors and increases the risk of cross-contamination of ballot papers.</p> <p>There is some off-street parking although limited, however, safe on-street parking is available in Mountbatten Drive. Disabled access is good with a ground level entrance.</p>	No change

No	Polling Place	Polling Station(s) if different	Polling District Code(s) and Electors	Comment	Recommended Action (Subject to Community Governance Review Outcome)
11	St Mary's Church Hall, Church Road, Ferndown, Dorset		FLS - 1618	<p>There is excellent off-street parking available and disabled access is good via a ground level entrance.</p> <p>The site occupies two polling stations at present but would only require a single with the new boundary changes.</p>	No change
12	Longham United Reform Church Hall, Longham, Ferndown, Dorset		FHL – 2102	<p>The site is accessed via the staggered roundabouts at Longham. The junction is particularly busy and entering and exiting the site requires caution. There is plenty of off-street parking and disabled access is good.</p> <p>Despite the poor vehicular access, there are very few other locations in the vicinity.</p>	No change
13	St Marks Church Hall, New Road, West Parley, Ferndown, Dorset		WPN – 1904	<p>The polling station is centrally located and has plenty of off-street parking. Access to the front is via a series of steps, however, disabled access is provided via a ramp around the side of the building which returns to the main entrance.</p>	No change
14	Heatherlands Centre, Barns Road, Ferndown, Dorset BH22 8AG		FLN – 2684	<p>The site has no off-street parking, however, there is plenty of on-street parking in the vicinity. Disabled access is good via a ground level entrance.</p>	No change
15	Stapehill Village Hall, 224 Wimborne Road West, Stapehill, Wimborne, Dorset BH21 2DY		FS – 706	<p>This site is accessed via a narrow lane and can be difficult to locate. There is limited off-street parking which is unmade and therefore not ideal for disabled electors. The building itself is partially accessible with a ground level entrance, however, with the poor access and parking, an alternative location for voting would be preferred.</p>	No change

No	Polling Place	Polling Station(s) if different	Polling District Code(s) and Electors	Comment	Recommended Action (Subject to Community Governance Review Outcome)
16	Holt Parish Hall, Holt Lane, Holt, Wimborne, Dorset BH21 7DQ		HLT – 1097	The site has adequate off-street parking and access to the hall is satisfactory with a ground level entrance with a small plinth to navigate.	No change
17	Woodlands Village Hall, Verwood Road, Woodlands, Wimborne, Dorset BH21 8LJ		WD – 400	The station is located within the village serving 360 voters. The station has off-street parking facilities and good disabled access via a ground level entrance.	No change
18	Wimborne St Giles Village Hall, Wimborne St Giles, Wimborne, Dorset		WSG – 311	This site located centrally in the village has ample off-street gravel car parking and good disabled access via a ground level entrance.	No change
19	Horton & Chalbury Village Hall, Horton, Wimborne, Dorset BH21 7JA		CH – 119 HRN – 393	The village hall is a new build village hall and has excellent off-street parking and disabled access.	No change
20	Pamphill Parish Hall, Pamphill, Wimborne, Dorset		PN – 352 PS – 256	<p>This site is located off the main road and has plenty of off-street parking. The building has a low level entrance and a temporary ramp for disabled access if required. The building is currently the polling station for both Pamphill and Shapwick parishes.</p> <p>It is proposed to use the Anchor PH in Shapwick or the Church as the Polling Station in the village.</p> <p>This will have additional polling staffing requirements.</p>	<p>No change for Pamphill</p> <p>Subject to confirmation that the Anchor PH or Church can be secured for future elections as the polling station for Shapwick polling district (SK).</p>

No	Polling Place	Polling Station(s) if different	Polling District Code(s) and Electors	Comment	Recommended Action (Subject to Community Governance Review Outcome)
20a	Anchor Public House High Street Shapwick	The East Room	SK – 155	See notes above	To use the Anchor Public House as the Polling Station for elections in May 2015. There will need to be a strict no alcohol policy within the polling station itself. Longer term it may be more appropriate to use St Bartholomew's Church when the improvement works have been completed
21	All Saints Church Hall, Ringwood Road, St Leonards, Ringwood, Hants		SLE – 3225	All Saints Church Hall has plenty of off-street parking with good disabled access. The hall is large enough for a double station which is required as the number of electors in this polling district now exceeds the 2,500 limit.	No change
22	Oaktree Farm Caravan Park, Ringwood Road, St Leonards, Ringwood, Hants BH24 2RX	The Pavilion	SLS – 843	This site has been used for many years and electors are used to voting at this site. There is plenty of parking and disabled access is good.	No change
23	St Leonards & St Ives Village Hall, Braeside Road, St Leonards, Ringwood, Hants		SLW – 2148	This site has ample off-street parking and good access for the disabled with a ground level entrance. The station has sufficient space for a double station should this be required.	No change
24	Sturminster Marshall Memorial Hall, Churchill Close, Sturminster Marshall, Wimborne, Dorset		SM – 1591	The Memorial Hall is centrally located in the village with plenty of off-street and on-street parking. Disabled access is good via a low gradient ramp from the pavement.	No change

No	Polling Place	Polling Station(s) if different	Polling District Code(s) and Electors	Comment	Recommended Action (Subject to Community Governance Review Outcome)
25	Pentridge Village Hall, Pentridge, Wilts		PE – 153	<p>The village hall is located within this small and quiet village serving just 123 voters. The station has limited disabled access with a number of steps to the entrance.</p> <p>The next nearest suitable polling station is located in Sixpenny Handley approximate 3½ miles away and could be considered as an alternative combined station, although a separate ballot box would be required if parish council seats were contested.</p>	No change
26	Sixpenny Handley Village Hall, Sixpenny Handley, Nr Salisbury, Wilts		SH – 1018	<p>The site has ample off-street parking facilities and there is good disabled access with a ground level entrance.</p> <p>The use of the main hall is typically not available and the polling station is located to a side room. Disabled access to this room is via a small wooden ramp that can get slippery.</p>	No change
27	Gussage All Saints Village Hall, Gussage All Saints, Wimborne, Dorset		GLS – 184 GSM – 173	Located centrally in the village, the hall has some off-street parking from which a long low gradient ramp leads to the hall entrance.	No change
28	Hinton Martell Village Hall, Hinton Martell, Wimborne, Dorset		HNT – 350	<p>The village hall is located within the village and has adequate off-street parking. Access to the hall is via three concrete steps and there is no handrail. Disabled electors would need to be assisted outside the polling station.</p> <p>Ideally an alternative location would be better or improvements to the access. Alternative suggestions were sought.</p>	No change

No	Polling Place	Polling Station(s) if different	Polling District Code(s) and Electors	Comment	Recommended Action (Subject to Community Governance Review Outcome)
29	Witchampton Village Hall, Witchampton, Wimborne, Dorset		CRH – 196 WT – 333	This has adequate off-street parking and suitable disabled access.	No change
30	The Verwood Hub, Brock Way, Off Station Road, Verwood, Dorset BH31 6WW		VDS – 5380	This site has excellent parking facilities with dedicated spaces for disabled drivers. Access to the building is via a ground level entrance with automatic doors.	No change
31	Verwood Guide Hall, Manor Road, Verwood, Dorset		VNP – 1322	Concern was expressed by the Town Council regarding the Verwood Guide Hall, however, the number of electors has been reduced at this station due to revised boundary changes.	No change
32	Verwood Memorial Hall, Ringwood Road, Verwood, Dorset		VSC – 3324	This site is centrally located in the Town and has plenty of off-street parking. The disabled access is good with a ground level entrance.	No change
33	Three Legged Cross Village Hall, Three Legged Cross, Wimborne, Dorset		VTX – 1209	The village hall has adequate parking and access for disabled electors is via a ground level entrance.	No change
34	Allendale House, Hanham Road, Wimborne, Dorset		WMT – 2101	Allendale House has been used for many years and is a well-known location. Parking close to the station is limited, however, there are plenty of pay and display public car parks in the vicinity. Disabled access is limited with a number of steps at the front entrance. An alternative entrance is available with a ramp.	No change
35	Leigh Park Community Centre, Gordon Road, Wimborne, Dorset BH21 2AP		WMJ – 3102	Leigh Park Community Centre is a new build located adjacent centrally within Leigh Park and has plenty of off-street parking shared with the rugby club. Disabled access is good with a ground level entrance.	No change

No	Polling Place	Polling Station(s) if different	Polling District Code(s) and Electors	Comment	Recommended Action (Subject to Community Governance Review Outcome)
36	West Moors Memorial Hall, Station Road, West Moors, Ferndown, Dorset		WMN – 2871	This site has plenty of off-street parking with designated disabled parking bays. There is a small step at the main entrance but a secondary side entrance with a small ramp is available.	No change
37	St Anthony's Roman Catholic Church Hall, 8 Pinehurst Road, West Moors, Ferndown, Dorset		WMS – 3752	This site has plenty of off-street parking with good access for disabled electors with a ground level entrance.	No change
38	West Parley Memorial Hall, Christchurch Road, West Parley, Ferndown, Dorset BH22 8SQ		WPS – 1215	The station is well known by local electors and has plenty of off-street parking. Disabled access is provided via a small concrete ramp.	No change