



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 21st January 2019**

PRESENT; Cllr A Hibberd (Vice Chairman)
Cllr S Greenland
Cllr H Morris
Cllr D Tooke
Mrs M Humby (Clerk)
1 member of the public

Min No	Title	Owner
01/19	<p>WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES</p> <p>In the absence of the Chairman, Cllr Hibberd presided over the meeting. Cllr Hibberd welcomed all in attendance to the meeting and advised of fire escape procedure.</p> <p>The following apologies were received and accepted; Cllr Gina Logan Chairman and District Cllr, Cllr Kate Murton Cllr Janet Walker and Cllr Martin Smethers. Also Dorset County Cllrs Spencer Flower and Toni Coombs.</p>	
02/19	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</p> <p>None received</p>	
03/19	<p>TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</p> <p>Cllrs unanimously resolved to agree the minutes of the Ordinary Parish Council meeting dated 10th December 2018 as a correct record of that meeting. They were signed by the Chairman</p>	
04/19	<p>CLERK'S REPORT AND NOTICES</p> <p>1. <u>Policing</u></p> <p>Alderholt no longer has a designated PCSO with Neil Mansell having left in December. I contacted Sgt Lee to determine our position and he has advised that; <i>Currently we do not have anyone occupying that role. Having said that there is some hope that the Inspector has a plan to cover the role. PC Andy Robertson continues to be your beat officer. I have been covering Verwood and now the whole of Christchurch for the last 6 months. I shall be formally replaced at Verwood in the next few weeks by Sgt Jane Moore and I will remain in Christchurch. The vital work carried out by Neil will be reallocated in the meantime. I have asked the remaining rural PCSO, Andy Flanagan, and the Ferndown PCSOs to keep an eye on in the incidents and follows up in your area.</i></p> <p>I have diarised to follow this up at the end of February if we still have no information on a PCSO for Alderholt.</p>	MH

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	<p>2. <u>APC office IT issues in December</u> An explanation of the IT problems which occurred in December have been explained in an email by Assist Business IT and circulated to members. This was a one off caused by an internal auto download in their systems to which they have apologised for and now rectified.</p> <p>3. <u>Alderholt Drama Club Pantomime</u> Access to Parish rooms required from Friday 1st – Sunday 10th February inclusive (after 6pm on office working days). Office will require clearing</p> <p>4. <u>DAPTC 2019 Nominations for Royal Garden Party</u> Dorset is allocated 4 places for current Chairmen of Parish Councils or Town Mayors at a Royal Garden Party this year. The Dorset nominations will be entertained on Wednesday 15th May 2019. Cllr Gina Logan has been nominated as Chair of Alderholt Parish Council.</p> <p>5. <u>Grit Bins</u> Cllr Hibberd has now installed the 2 replacement grit bins ordered for Park Lane/Earlswood Drive</p> <p>6. <u>Training</u> DAPTC Planning Training 21st Feb 3 Cllrs and 2 officers- parish office to be closed for day. Notices already given.</p> <p>All noted</p>	<p>KB/MH</p> <p>MH/KB/ AH/HM DT</p>								
<p>05/19</p>	<p>TO RECEIVE THE COUNTY COUNCILLORS' REPORT County Cllrs were not present at this meeting but their report had been circulated and is attached to these minutes as Appendix A. It is also available under County Cllrs report page on the APC website. The report was discussed including the item on HCC Recycling charging. At this point, the clerk informed Cllrs of the responses from HCC and DWP to letters sent by APC (as agreed previously) which were listed under correspondence. They were noted by Cllrs.</p>									
<p>06/19</p>	<p>TO RECEIVE THE DISTRICT COUNCILLOR REPORT Cllr Gina Logan, District Cllr was not present at this meeting.</p>									
<p>07/19</p>	<p>PUBLIC OPEN FORUM There was 1 member of the public present. They had no questions to raise.</p>									
<p>08/19</p>	<p>FINANCE</p> <p>1. Cllrs unanimously agreed to sanction the following payments;</p> <p><u>PAYMENTS FOR SANCTION</u></p> <table border="0"> <tr> <td>Assist IT Support - Dec and January</td> <td style="text-align: right;">278.40</td> </tr> <tr> <td>AVA Quarterly Inspection and Repairs/Maintenance</td> <td style="text-align: right;">724.20</td> </tr> <tr> <td>DCT- 97 Bus 4th Quarter</td> <td style="text-align: right;">3700.00</td> </tr> <tr> <td>War on Waste - Dog bin emptying</td> <td style="text-align: right;">124.80</td> </tr> </table>	Assist IT Support - Dec and January	278.40	AVA Quarterly Inspection and Repairs/Maintenance	724.20	DCT- 97 Bus 4th Quarter	3700.00	War on Waste - Dog bin emptying	124.80	
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	<p>C Beale - PAT Testing 204.00</p> <p>C Beale - Recreation Grd Path Lighting Inspection 192.00</p> <p>DCC-Annual Payroll Administration SLA costs 360.00</p> <p>A Hibberd Travel Expenses DAPTC and Planning Meeting 76.50</p> <p>G Logan Travel Expenses EDDC Chairman's Reception 8.10</p> <hr/> <p>TOTAL PAYMENTS FOR SANCTION 5668.00</p> <hr/> <p><u>CREDITS</u></p> <p>Allotment rent plot 24 25.00</p> <p>Co Op current account bank account interest 0.00</p> <hr/> <p>Total of credits received to Co Op current account 25.00</p> <hr/> <p>Other account credits received 0.00</p> <hr/> <p>TOTAL CREDITS RECEIVED 25.00</p> <hr/> <p><u>DDR's</u></p> <hr/> <p>TOTAL DDR'S 0.00</p> <hr/> <p><u>PAYMENTS MADE IN BETWEEN MEETINGS</u></p> <p>Blissford Signs-allotment number signs 155.00</p> <hr/> <p>Total of Payments made between meetings 155.00</p> <hr/> <p><u>CASHPLUS DEBIT CARD</u></p> <p>Balance 737.41</p> <p>Credits 0.00</p> <p>Payments 0.00</p> <hr/> <p>Total expenditure on Debit Card 737.41</p> <hr/> <p><u>PETTY CASH</u></p> <p>Balance 32.36</p> <p>Credits 0.00</p> <p>Miscellaneous receipted expenditure 0.00</p> <hr/> <p>Balance 32.36</p> <hr/> <p><u>GARDEN VOUCHERS</u></p> <p>Balance 65.00</p> <p>Vouchers spent 0.00</p> <hr/> <p>Balance 65.00</p> <hr/> <p>2. Total cash book funds for the Council is £135183.34cr Noted</p> <p>3. Cllr Hibberd to carry out next month's financial control checks</p>	
09/19	<p>TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES</p> <p>1. Planning Committee Meeting Minutes 17th December 2018 Noted</p> <p>2. Local Plan Liaison Committee Meeting Minutes 10th</p>	AH

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	December 2018 Noted	
10/19	<p>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES</p> <ol style="list-style-type: none"> 1. LGR Update 10th December 2018. Noted 2. ARA Minutes 4th December 2018. Noted 	
11/19	<p>TO CONSIDER DRAFT 2 OF THE 2019/20 BUDGET AND PRECEPT</p> <p>2019/20 Draft 2 Budget Forecasts (Excel Spreadsheet) had been circulated to members. Other background papers were circulated and discussed at December Meeting. The Tax base (the number advised to APC by the Billing authority which is used in our calculation to determine the cost of our Precept on a Band D resident) has now been received and it has decreased in number hence resulting in higher costs for our residents. It is understood that this is caused by the harmonisation of Council Tax required due to the amalgamation of councils into the new Unitary, Dorset Council.</p> <p>Draft Budgets 2 include;</p> <ol style="list-style-type: none"> 1. New 2019/20 Tax Base; 1247 (previously 1260) 2. The amendments agreed at APC meeting on December 10th 2018; <ul style="list-style-type: none"> • Establishment fees-small increase for renewal of IT contract £108.00 • £5000 for additional planning consultant fees 3. A new budget provision for War Memorial Refurbishment of £1700. Agreed that a site visit to be carried out by War Memorial Restoration Company at a cost of £350.00 and then works following this as per their estimate (unless further works required following the site visit in which case the clerk will need to take it back to council to consider funding from other budgets). 4. Following receipt of the tax base and discussions between the clerk, Chairman and Vice Chairman suggestions to reduce the overall cost to residents; <ul style="list-style-type: none"> • Service Devolution budget be reduced by £1000 to £4000. In December it was set at £4000 for 97 Bus for 2020 and a further £1000 set aside for other devolved services. Suggest removing the £1000 for other devolved services (await New Dorset Council to determine which services to be devolved) • Capital Project Grants Budgets be reduced from £2500 to £1000. <p>This results in a Precept Demand of £93243.00 which is an overall annual payment for an Alderholt resident of a Band D property of £74.76 (£6.23 per month) and an annual increase of £6.65</p> <p>Cllrs unanimously agreed draft 2 budgets with amendments as detailed above. The budget summary is attached to these minutes</p>	MH

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	<p>as Appendix B Clerk to advise EDDC of Precept demand</p>	
12/19	<p>TO CONSIDER THE PROPOSED FORMAT FOR THE 2019 ANNUAL PARISH MEETING Cllrs agreed the draft format as proposed by the clerk for the 2019 Annual Parish Meeting; 4th March 2019, Main Village Hall, Doors open at 6.30pm for 7.00pm start Agenda; Chairman’s report including 2019 Budget summary Promotion of 2019 Parish Elections Local Plan Review Update Handouts and display boards including details of Planning Consultant Attendees to be counted on door to ensure compliance with fire regulations Cllrs to wear ID badges-contact office if new badges required. The clerk gave a brief overview of elections timetable and format. She is currently working on a document to compile all the relevant information for potential Alderholt Parish Cllrs. This will be sent out to existing Cllrs and elections will also be promoted on the APC website with links to relevant information.</p>	<p>MH/GL MH/KB Cllr/KB Cllrs/KB MH/KB</p>
13/19	<p>TO CONSIDER A NEW DCC SECTION 72 LICENCE TO REPLACE THE SERVICE LEVEL AGREEMENT REGARDING THE DEPLOYMENT OF ALDERHOLT SPEED INDICATOR DEVICES Cllrs agreed to the new DCC section 72 Licence and the APC Internal RA3 Volunteers document, in which Cllr Smethers is the SID Project leader. Both items are attached to these minutes as Appendices C and D Details of the DCC risk assessment and training plan, confirmation of the 3rd location all to be finalised between the clerk, Cllr Smethers and DCC officers at a meeting on 30th January 2019.</p>	<p>MH/MS</p>
14/19	<p>TO RESPOND TO EDDC QUESTIONS REGARDING THE CONTINUATION OF DOG WARDEN PROVISION Cllrs agreed to respond to these questions as drafted by the clerk in which APC strongly object to losing the Dog Warden service and commented as follows; <i>Although the presence of a Dog Warden does not stop all dog fouling in Alderholt, the perception that a warden is available helps to deter the level of dog fouling. When complaints are received, or if there is a particular problem, the dog warden is referred to and details can be passed on to him to monitor the problem. This helps to keeps dog fouling under</i></p>	



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	<p><i>control and without a dog warden, there would be no deterrent at all.</i> EDDC to be advised</p>	KB
15/19	<p>TO CONSIDER DECEMBER RECREATION GROUND EQUIPMENT QUARTERLY INSPECTIONS AND AN AMENDMENT TO THE APC EQUIPMENT INSPECTION POLICY REGARDING ACTIONS FOR DEALING WITH INSPECTIONS</p> <p>The clerk reported that the AVA quarterly Inspection and repair work outstanding from Annual Inspection (min 100/18) were carried out on 14th December 2018. The only item now outstanding from the Annual Inspection is to reinstate surfacing (soil and seed) which AVA have agreed to carry out in the spring months.</p> <p><u>Items reported in the AVA quarterly inspection Report</u>-No urgent or unsafe items reported however some items identified as either very low or low risk. All noted</p> <p>Cllrs agreed that the Play Equipment Inspection Policy be amended to include details of how Operational and Annual inspections are to be dealt with by adding the following wording;</p> <ul style="list-style-type: none"> • <i>Report sent to parish office</i> • <i>Assistant clerk to check for any risk items identified. Any urgent safety issues (high risk) to be discussed with clerk and action taken as appropriate (i.e taping off equipment and organising emergency works as per standing orders)</i> • <i>Items flagged as moderate risk and above to be reported to full council for consideration of action.</i> • <i>Items flagged as low risk to be monitored at next qtly inspection.</i> <p>It was therefore agreed no action is required for low risk items identified. Full policy attached to these minutes as Appendix E</p>	MH
16/19	<p>TO CONSIDER AMENDMENTS TO THE APC LOCAL GOVERNMENT PENSION SCHEME 2014 DISCRETIONARY POLICY</p> <p>Cllr Morris had agreed to look at amendments to the policy as directed by DCC. He reported that he wasn't an expert but had looked at Dorset CC's outline framework, other councils' policies, APC previous statement of policy, and Local Government Pension Scheme (LGPS) regulations. The draft amended document, addresses the policies in a way that is fair to APC, our employees and our ratepayers.</p> <p>Cllrs agreed to adopt the amended APC LGPS Discretionary Policy copy of which attached to the paper minutes. Clerk to forward a copy to DCC LGPS</p>	MH
17/19	<p>TO CONSIDER CORRESPONDENCE RECEIVED</p>	



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	<p><u>Information for consideration;</u></p> <ol style="list-style-type: none">1. Hampshire proposed cross border recycling charging- Responses received from Karen Punchard, Director of DWP and Cllr Rob Humby, Hampshire County Council. Noted2. Notification from UK Cycling Events of cycling event taking place out of Somerley Estate on Saturday 13th and Sunday 14th April 2019. Parish office has requested Marshall at Station/Hillbury Rd Junction of which confirmation has been received. Noted <p><u>Invitations/Meetings:</u></p> <ol style="list-style-type: none">3. Invitation from Sandleheath Parish Council to a Parish liaison meeting at Whitsbury Village Hall at 7.3pm on 7th January 2019. Attended by Cllr Tooke4. Invitation to EDDC Chairman's Quiz Night on Friday 18th January 2019.5. Notification of a Dorset Police Roadshows to consult with the public for views on paying a slight increase in precept.6. DAPTC Annual Conference 26th March 2019 Kingston Maurward College, Dorchester - Price: £70. Agreed Cllr Hibberd to attend. Office to book.7. Pension Liaison Officer Group (PLOG) meeting rescheduled for Monday 11th March and Tuesday 18th June 2019.	KB
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Appendix A

**Verwood County Division Report – January 2019
Cllrs. Toni Coombs and Spencer Flower**

Highway Issues – East Dorset Local Plan Review – With the degree of local concern, regarding potential additional housing in Alderholt, we have recently sought a briefing from County Highways, who are statutory consultees.

Currently the Local Plan Review has been paused to allow East Dorset District Council to carry out some Master Planning work, which will cover the whole of the east Dorset area, not just the proposed housing in Alderholt.

The County Council is also undertaking a Multi Modal Study, which is vital to the review. This will be particularly important where possible new housing development may take place in a number of settlements in East Dorset. Data relating to the traffic impact is vital to appreciate the potential impact on an existing road network and what mitigation measures and investment would be required for development.

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Following an expression of concern we are assured by District Planning officers, that at this time, the only 'conflict' is the concern expressed by the County Highways regarding traffic issues, which will be covered by the Multi Modal Study.

It would be appropriate for discussions to take place with concerned residents once the outcome of the study is available, supported by the early thoughts regarding the key piece of work involving Master Planning, which was approved by the East Dorset Cabinet late last year. We are well aware of the issues, which concern Alderholt residents, following the representation made to the East Dorset Cabinet by members of the public and subsequent emails received from concerned residents.

The likely timescale for further public consultation regarding 'preferred options' is scheduled for the early Autumn of this year, which of course will be carried out by the new Dorset Council.

Examination of the Mineral Site Plan - The main point to make is that as the Examination is ongoing, the Mineral Plan Authority [MPA] no longer has control over the process, the timetable or what does or doesn't get included in the Plan. These matters are in the hands of the Inspector. The MPA considered including the AS08 and AS27 sites at Horton Heath, and rejected them. The Plan submitted to the Planning Inspectorate did not include either of these sites. It is the Inspector who has asked the MPA to specifically consider including them, following the arguments made by the agents of the owner of AS08 and AS27 at the Hearings.

The MPA is firmly of the opinion that AS08 is unsuitable, and has resisted its inclusion. The position is not as clear cut for AS27 – which is constrained, but would be a valuable source of sand and is therefore more difficult to resist, so the MPA are looking further at this site. Because this site wasn't included in the final Pre-Submission Consultation for the whole plan, it is undergoing its own focussed consultation now.

This is not a planning application – it is for the possible allocation of AS27 in the Mineral Sites Plan as a future sand extraction site. The MPA would strongly advise all interested parties to comment through the current consultation. If anyone wishes to appear before the Inspector, provided there is a Hearing session, it is important to OBJECT now and to request to appear at the Hearing.

However, it must be stressed again that the control of the process is in the hands of the Inspector.

Regarding the issues raised:

- High volume of heavy goods traffic in a rural area where the roads are narrow with concealed entrances and accesses.
- Noise pollution
- Air pollution
- Heavy goods traffic crossing foot paths and bridleways – conflict with users
- Areas of scientific interest affected

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- Water table contaminated for local farmers, farms running on water sourced from wells
- Area proposed for planning is within green belt

These are valid points, and the MPA has considered these (please note – mineral extraction is allowed in green belt designated land). However, for AS27 from the assessment to date no constraints have been identified that are so significant as to rule this site out, whereas for AS08 the biodiversity constraints are such that the site is considered unacceptable.

The County Council still awaiting further comments from various consultees, including Historic England on heritage constraints. There may yet be arguments put forward that might rule this site out. The level of information required for a proposed allocation in a Plan is not as detailed as it would be for a planning application. All that is really required at this stage is that the Inspector has a degree of confidence that the site can reasonably be allocated, and can be developed and restored. Should it get to a planning application stage, much more detailed information would be required.

Regarding the recent permission for the Redman’s Hill site, immediately to the east of AS27 – this is a much smaller site (c. 100,000 tonnes, as opposed to up to 3.5 million tonnes for AS27) which was formerly used for sewage disposal, it is not a strategic site, but would provide a small amount of sand which is in relatively short supply in Dorset. It will be worked relatively quickly and restored. It is adjacent to a solar farm, and it is possible to create an access route that limits impacts on users of Rights of Way in the area. The MPA considered that this was an appropriate use for this site.

The Somerley HRC – Discussions continue with Hampshire County Council and representatives from Dorset Waste Partnership [DWP] seeking a way forward for Dorset residents living in the eastern part of the Dorset Council area for them to have continued access to the Somerley HRC..

As Local Councillors we have been involved in lobbying for a pragmatic solution in support of Verwood, Alderholt, Cranborne, Three Legged Cross, West Moors and St Leonards and St Ives. News of further progress is expected during February 2019.

SGF/TBC January 2019

Appendix B

BUDGET HEADING	2018/19	2019/20
ESTABLISHMENT COSTS (A) Includes Salaries, NIC's & Pension, Office rent & operating costs, Insurance and Audit costs	55897.00	59000.00
RECREATION GROUND COSTS (B) Includes maintenance of Amanda Harris Recreation Ground and funding to Alderholt Recreation Association for management of large Recreation Ground	8172.00	8840.00

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OTHER AMENITY COSTS (C) Includes War memorial land maintenance and refurbishment, allotments and general street furniture upkeep and maintenance	1400.00	3700.00
CONTINGENCY @ 5% OF A,B,C	3273.45	3577.00
ANNUAL ASSET REPLACEMENT RESERVES (D) Annual provision for replacement of APC owned assets eg, Play equipment, street furniture, office equipment	7881.00	8157.00
SERVICE DEVOLUTION BUDGET (E) Monies for services no longer provided by principal authorities eg, 97 Community Bus	3000.00	4000.00
ANNUAL GENERAL GRANT FUND (F) Grants for local organisations towards running costs (£300 max per application)	1200.00	1200.00
ANNUAL CAPITAL PROJECTS (G) Grants for local organisations towards Capital Project Costs	5000.00	1000.00
PROVISION FOR PLANNING CONSULTANT Provision for any additional costs towards planning consultant fees for the Local Plan Review	0.00	5000.00
SUBTOTAL FORECASTED COSTS	85823.45	94474.00
ESTIMATED INCOME Allotment rents and investment income	0.00	1231.00
NET BUDGET REQUIREMENT (PRECEPT)	85823.45	93243.00

2018/19		
Net Budget required for 2018/19 (Precept)		85823.45
Tax base		1260.00
Resulting Band D Council tax (A / B)		68.11
2019/20		
Net Budget required for 2019/20	D	93243.00
Adjusted tax base	E	1247.20
Resulting Annual cost to Band D (Council Tax) (D/E)		74.76
Monthly Payment 2019/20 Band D		6.23
Annual Increase £ per Band D		6.65

Appendix C

LICENCE PURSUANT TO s72 ROAD TRAFFIC REGULATION ACT 1984

DORSET COUNTY COUNCIL and ALDERHOLT PARISH COUNCIL

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LICENCE pursuant to s72 Road Traffic Regulation Act 1984

DATE 22 JANUARY 2019

BETWEEN

DORSET COUNTY COUNCIL of County Hall, Colliton Park, Dorchester, Dorset. DT1 1XJ
("the County Council") and

COUNCIL NAME of Alderholt Parish Council ("the Organisation")

WHEREAS

- (1) The County Council is the Highway Authority for DORSET
- (2) The Organisation wishes to enter into a Licence for the purposes of providing on or near any road, other than a footpath or bridleway, traffic signs indicating a warning of the existence of any danger and associated equipment (hereafter referred to collectively as ("the Speed Indicator Device"))
- (3) The County Council is satisfied pursuant to s72 Road Traffic Regulation Act 1984 that the Speed Indicator Device will be used for the purposes of warning of the existence of a hazard such as excessive speed and further that pursuant to s2 of the Local Government Act 2000 that the presence of the Speed Indicator Device on or near the highway is likely to promote the economic social and environmental wellbeing of DORSET
- (4) The County Council hereby grants to the Organisation and the Organisation hereby agrees to a Licence pursuant to s72 of the Road Traffic Regulation Act 1984 s2 Local Government Act 2000 s111 of the Local Government Act 1972 and all other enabling powers

NOW THIS LICENCE WITNESSES AS FOLLOWS:

- 1.This Licence is personal to the Organisation and its successors and shall not be assigned to any third party
- 2.The ownership of the Speed Indicator Device shall be vested in the Organisation at all times
- 3.Any operating or maintenance costs associated with the Speed Indicator Device shall be the responsibility of the Organisation
- 4.The Speed Indicator Device's must be approved by the Dorset County Council and only these approved models are allowed to be used
- 5.The Organisation shall be responsible for ensuring that all necessary consents for the positioning of the Speed Indicator Device have been obtained from the appropriate authorities prior to work commencing on the installation of the Speed Indicator Device. This will include a site specific risk assessment for each location, t
- 6.The Organisation shall be responsible to adhere to all the appropriate Operational Guidelines, the required Induction Training, all the Risk Assessment guidelines and the 'Information Sheet for Local Communities' provided by the Dorset County Council

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7.The Organisation shall ensure that they obtain the written agreement of the County Council to the precise deployment location, by way of a site specific risk assessment, which outlines the direction and deployment time periods and shall not move the Speed Indicator Device to an authorised location without prior approval.

8.The Organisation shall ensure that any operations involved in transmitting or moving the Speed Indicator Device from site to site comply with all relevant safety measures including the wearing of personal protective clothing and safety equipment at all times as stated in the induction training, the generic & site specific risk assessments, method statement and operational guidelines

9.It is the Organisation's responsibility to pay for the cost of repairs or replacement of the Speed Indicator Device if it is damaged or stolen

10.The Organisation deciding to manage a Speed Indicator Device will be responsible for ensuring that safe systems of work are adopted by volunteers, taking into account the risks to both volunteers and road users. The County Council can offer advice on setting up a managing a SID

11.The Organisation shall be responsible for ensuring that the installation use and maintenance of the Speed Indicator Device complies with existing and future United Kingdom legislation so long as the Speed Indicator Device remains on the highway

12.The Speed Indicator Device shall remain the sole responsibility of the Organisation and the County Council shall not accept responsibility for any damage to The Speed Indicator Device or interference with such sign howsoever caused

13.The Speed Indicator Device must be set up to an approved specific speed parameter and shall only display the County Council's pre- approved speed information and messages. The Speed Indicator Device shall not be adjusted without the prior written consent of the County Council

14.The County Council may inspect all equipment before use (to include SID & approved post)

15.The Organisation' operators and volunteers shall be responsible to wear County Council's approved high visibility/reflective clothing and shall wear appropriate safety footwear

16.The Organisation hereby indemnifies the County Council in respect of all actions demands expenses and proceedings arising out of or in connection with or incidental to the placing or presence of the Speed Indicator Device on the highway

17.The Organisation shall without prejudice to its liability to indemnify the County Council be insured against public liability risks for a sum of at least £5 million pounds in respect of any one claim and shall ensure that any person or persons carrying out installation repair maintenance work to remove or replace the Speed Indicator Device or move such sign from site to site is similarly insured

18.The Organisation shall upon the reasonable request from the County Council produce its policies of insurance together with receipts for the premiums paid

19.Should the highway cease to be a highway for motorised vehicular use at any time then the Speed Indicator Device shall be removed forthwith at the expense of the Organisation and to the satisfaction of the County Council

20.Should the Speed Indicator Device in the opinion of the County Council cause an obstruction to users of the highway then the County Council reserves its right to serve the appropriate notice under the Highways Act 1980 requiring removal of the obstruction

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21.This License shall be terminable by either party upon three months written notice being given by one party to the other at the addresses recorded in this Licence

22.The County Council may withdraw this Licence on giving fourteen (14) days' notice in writing to the Licensee if:

- (i) the Organisation fails to comply with any of the conditions specified in the Licence
- (ii) the Organisation ceases to use or has abandoned the Speed Indicator Device, or intends to do so
- (iii) the County Council as Highway Authority considers the withdrawal necessary for the purpose of the exercise of their powers and duties as Highway Authority

23.Where the Licence is withdrawn or surrendered the Dorset County Council may:

- (i) remove the Speed Indicator Device to which the Licence relates and reinstate the highway and may recover from the Organisation the expenses incurred by them in so doing; or
- (ii) if satisfied that the Organisation can, within such reasonable time as the Dorset County Council may specify, authorise the Organisation at its expense to remove the Speed Indicator Device and reinstate the highway [NB: A further specific Licence would be required for such works]

24.The County Council shall have the authority to deploy the Speed Indicator Device as and when requested by the Organisations. Recommended period of deployment is within six weeks, from the signing of this licence

25.The Organisations shall provide an annual deployment schedule, in writing to the County Council road safety team for monitoring purposes. Information and the contact details are provided during the Induction Training, the Risk Assessment Guidelines and the Information Sheet for Local Communities

Appendix D

VOLUNTEER ACTIVITIES ORGANISED BY ALDERHOLT PARISH COUNCIL (RA3)

Speed Indicator Device (SID) in Alderholt

APC Insurance; Public liability £10mn, Employers liability £10mn,
In order to be covered under Alderholt Parish Council Insurance the following form should be given to any organisation/individual completing an activity on behalf of the Parish Council. The form and a completed risk assessment should be returned to the clerk. The clerk will need to sign confirming that all relevant information has been received and will then give authorisation for the activity to go ahead.

Section 1

(To be completed by the volunteer)

Activity Organiser;	Alderholt Parish Council <i>(New section 72 Licence between APC and DCC January 2019)</i>
Activity Leader;	Cllr Martin Smethers

Chairman's initials
Date;



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	Responsible for; <ol style="list-style-type: none"> 1. Adhering to the Section 72 Licence between APC and DCC dated January 2019 2. Organisation of volunteers including advising them of risk assessment, training and any other notices/information received from DCC 3. Liaison with clerk including advising of any DCC updates and list of volunteers 4. Monitoring maintenance of the SID and associated equipment 5. Monitoring suitability of locations
Activity;	Responsibility of Speed Indicator Device and associated equipment for Alderholt (as above)
Location;	<ol style="list-style-type: none"> 1. Hillbury Road (<i>Lower end-junction of Windsor Way</i>) 2. Station Road (<i>near Churchill Arms</i>) 3. Station Road (<i>Junction Park Lane</i>)
Date Of Activity;	From 21 st January 2019 onwards (<i>C/f from 2016 DCC SLA replaced with new section 72 Licence agreement with DCC</i>)
No. of Volunteers (and names if appropriate)	Cllr Martin Smethers Mrs Sue Smethers
Contact Name;	Cllr Martin Smethers
Contact Email;	martinsmethers1948@gmail.com
Contact Tel No;	██████████
Risk Assessment Attached;	DCC 2018 (<i>in folder</i>)

Section 2;

(To be completed by the clerk)

Form completed	✓
Risk assessment received	✓
APC permission minute;	

Authorisation for activity to go ahead Mrs Maria Humby (Proper officer) Signature;	M Humby
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If an individual goes ahead with work on behalf of the Parish Council without completing this form or following the risk assessment then they do so at their own risk and therefore may not be covered under Parish Council insurance

Notes;

1. The risk assessment to be attached to this form and held on file
2. It is the responsibility of the Activity leader to advise the clerk of all volunteers taking part in this activity
3. It is the responsibility of the Activity leader to ensure all volunteers are made aware of the risk assessment and follow guidelines at all times

Chairman's initials
Date;



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4. All volunteers to be aware of safety for themselves and others at all times
5. A common-sense approach to be given to the allocation of jobs taking into account ages and abilities.
6. Volunteer(s) to stop all activity if at any time it is deemed to be unsafe

Appendix E

Alderholt Parish Council Play Equipment Inspection Policy

There is no current legislation dictating that outdoor play safety should be managed and assessed via playground inspections; that said, there are several organisations and sectors that recommend their implementation as a matter of best practice. They include;

- The British Standards Institute
- The Health & Safety Executive
- Insurance companies

The Standards adopted by the play industry that are expected to be met by providers of children's outdoor play equipment are EN1176 (play equipment) and EN1177 (safety surfacing). By ensuring that regular playground inspections are carried out in accordance with these standards, owners and managers of outdoor play areas can be confident that they're meeting their ethical obligation to protect users of their equipment.

This also offers site owners the peace of mind that if the worst should happen and an accident occurs, the courts will be satisfied that they have taken the appropriate measures to avoid such a scenario.

There are a series of inspections recommended for children's playgrounds:

1. Routine inspection (visual) This looks at the equipment's basic condition, especially faults due to recent vandalism, breakages and cleanliness of the playground.

Alderholt play area is in a low risk area;

It is not located next to a busy road

There are no ponds/lake or river nearby

There is little to no vandalism

A Parish Councillor nominated each month will carry out a weekly visual inspection for Alderholt play equipment. The Cllr will complete the Visual

Inspection Sheet which must be returned to the Parish Office at the end of each month so that it can be retained for insurance purposes (see end of document for recording sheet).

2. Operational inspection is more detailed, providing a quality control check on the regular inspection and used to identify certain types of minor wear and tear.

A specialist will carry out 3 quarterly operational inspections for Alderholt play equipment which will be dealt with as follows;

- Report sent to parish office
- Assistant clerk to check for any risk items identified. Any urgent safety issues (high risk) to be discussed with clerk and action taken as appropriate (i.e taping off equipment and organising emergency works as per standing orders)



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- Items flagged as moderate risk and above to be reported to full council for consideration of action.
 - Items flagged as low risk to be monitored at next qtlly inspection.
3. Annual inspection Covering a wide range of outdoor play safety issues, this inspection looks at vandalism, minor and major wear, long-term structural problems, changes in the Standards compliance and design practices, risk assessments etc. Annual playground inspections should be carried out by a specialist who has no affiliation with the playground operator or manager, ensuring that the subsequent written report is entirely independent.

A specialist will carry out an annual inspection for Alderholt play equipment on the 4th quarter which will be dealt with as follows;

- Report sent to parish office
- Assistant clerk to check for any risk items identified. Any urgent safety issues (high risk) to be discussed with clerk and action taken as appropriate (i.e taping off equipment and organising emergency works as per standing orders)
- Items flagged as moderate risk and above to be reported to full council for consideration of action.
- Items flagged as low risk to be monitored at next qtlly inspection.

Alderholt Weekly Visual Inspection (Parish Cllr) Report Sheet

To be completed by the Cllr nominated at each Parish Council Meeting.

The regular check of the children's play equipment is intended to be quick and simple. **Its primary function is to identify faults and dangers arising from vandalism and breakage.**

The Large Recreation Ground is leased and managed by Alderholt Recreation Association and as such they are responsible for carrying out inspections of this land and its facilities (excluding those listed on the checklist below which APC are responsible for)

Actions for Cllr Inspectors

Please check all items listed **once a week recording the day and time you completed the inspection and any action taken using the form below.** This form **must be returned to the parish office at the end of the inspection period** as it will be retained and will be used in the event of any insurance claim against the council.

If any minor problems are found and if it is safe and simple to do so, please action directly i.e removal of glass, litter and graffiti

If there is an immediate safety issue with the equipment, **tape off the area** and advise the Parish office.

If the office is closed contact the Chairman or vice Chairman and advise of the situation. If it is considered that urgent action is required in the interest of safety, contact DCC, Nigel Dibden tel: 01202 896916 to organise urgent repairs.

Safety tape, gloves and cleaning items are available from the Parish Office

Chairman's initials
Date;



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Cllr Name	Week 1	Week 2	Week 3	Week 4
Date				
Time				
Check Item	Y/N	Y/N	Y/N	Y/N
AMANDA HARRIS RECREATION GROUND				
Are signs present and legible				
Are fences complete and secure				
Are gates in working order				
Are pathways undamaged and unobstructed				
Is the site free of litter and dangerous objects				
Are the seats secure and undamaged				
Are litter/dog bins secure, undamaged				
Have litter/dog bins been emptied				
Are the pathway lighting columns secure and undamaged				
Is all safety surfacing undamaged				
Are loose fill surfaces at the right level				
Are there any obvious signs of damage/vandalism to the play equipment/MUGA/Gym equipment requiring action				
LARGE RECREATION GROUND				
Are there any obvious signs of damage/vandalism to the Basketball Net and Youth Shelter requiring action				
Are litter/dog bins secure, undamaged				
Have litter/dog bins been emptied				
Is the defibrillator light on green (if not advise Cllr Martin Smethers)				
Action Taken				

This sheet must be retained for insurance purposes. Return by email to Parish Office after inspection period

Chairman's initials
Date;



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Meeting ended 8.37 pm

Minutes Approved;

Chairman's Signature;

Date;

Chairman's initials
Date;