

LYTCHETT MINSTER AND UPTON TOWN COUNCIL



All members of the **Environment/Planning (ENPLAN) Committee** are summoned to attend meeting to be held on **Tuesday 21 July 2026** in the Council Chamber, 1 Moorland Parade, Moorland Way, Upton and will commence at **6.30pm**.

A handwritten signature in black ink, appearing to read 'Kate Osborne'.

Signed: Kate Osborne
Town Clerk & Responsible Finance Officer
15 July 2026

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee. Following the democratic session, members of the public are welcome to remain in the meeting to observe, as per the Public Bodies (Admission to Meetings) Act 1960.

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

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

A G E N D A

1. Public Session
2. To receive Declarations of Interest (Councillors are reminded of their obligations to declare their interests under the Model Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011) and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.

3. Apologies for absence.

To receive and approve apologies for absence (including reasons) – please can Members aim to give their apologies by email or telephone by 5pm on the day of the meeting.

4. Clerk's Report Environment. (MAENVJULY26CR)

5. Correspondence Environment: None

6. To agree to move the meeting scheduled to be held on 22 September 2026 to 23 September 2026.

7. To receive quotations to replace the boardwalk at Lytchett Bay View and select a preferred contractor. (MAENVJULY26Doc1)

8. To consider the Committee's environment priorities and actions for 26/27 and 27/28. (MAENVJULY26Doc2)

9. To receive and approve an updated Tree Management Policy. (MAENVJULY26Doc3)

10. To receive updates from the Environmental Champions.

11. To receive financial reports for Environment. (MAENVJULY26Doc4)

12. Correspondence Planning: None

13. Update on local/national planning reform changes.

14. Neighbourhood Plan: To receive an update on the progress of the plan, and receive the draft terms of reference for the Steering Group to consider and approve. (MAPLANJULY26Doc1)

15. Dorset Council Decisions. (MAPLANJULY26Doc2)

16. To consider Planning and Tree Applications received up to the date of the meeting. (MAPLANJULY26Docs3/4)

17. To receive and consider a variation to the existing premises licence at Harbour View Woodland Burial Ground (application no 168559). (MAPLANJULY26Doc5)

18. Items of report and matters for future agendas relevant to the Committee's Terms of Reference.

19. Date and time of next meeting (TBC) and close of meeting.

CLERKS REPORT (ENVIRONMENT) – JULY 2026

- a) **Minute 129/23 20 mph Speed Limit Sandy Lane and adjoining road.** This is now in force. Some residents have complained that the speed limit is not being adhered to. Speed Watch plan to carry out a session along this road in September.

- b) **Minute 150/24 To Discuss A Safer Routes To Lytchett Minster School.**

Work on the traffic calming / crossing point at the exit of Lytchett Minster School will commence on 22 July so that it is completed by the start of the school year in September. A site meeting with the scheme's project engineer from Dorset Council took place a couple of weeks ago which was attended by Councillors Griffin, Evans and Wilson and the Outside Operations Manager to go through the final scheme arrangements. It proved to be a very useful meeting. Dorset Council has advised that the 'Welcome to Upton' sign and planter will need to be repositioned which they are happy to do. The existing planter is to be replaced so will be removed and disposed of.

A query was raised as to whether a 20mph speed limit could be introduced along this section of the road. The Town Council would need to follow the same procedure it did for the Sandy Lane speed reduction.

- c) **Dorset Local Plan Options Consultation:** The next stage in the development of the Local Plan is public consultation on a final draft plan which is expected to take place from August 2026. More details can be found on Dorset Council's website: [Dorset Council - Local Plan](#)

- d) **Minute 276/25 Neighbourhood Plan** – See Agenda Item 14.

- e) **Minute 494/25 Repair to the boardwalk at Lytchett Bay View:** See Agenda Item 7.

- f) **Minute 68/26 Replacement of sleeper wall at top of Moorland Parade.**

BCP Council has now been instructed to carry out these works. They were scheduled to carry out these works in October however, if the Committee agrees to instruct them to carry out the works to replace the bridge at Lytchett Bay View, this project will come as a priority over the sleeper wall which will be deferred to 2027.

- g) **Unsafe garages at The Triangle**

This has been reported to Dorset Council's Building Control Team and a surveyor has attended site to assess the garages. Their response is as follows:

I attended site and saw the owners and management company had their names on the carpark wall, (normally a quick win), on Thursday 3th June 2026, so initially tried to make contact following, however both parties are not now involved.

We then sort to establish ownership the following day, and believe the garages to be in multiple ownerships.

My colleague attended the site as I was going on leave from the 5th June 2026. He removed the loose guttering and some loose trim which had nails in it and could be subject to wind.

His assessment was the immediate danger was removed. It is apparent that the building is in a state of deterioration, however the statutory mechanisms under our powers dealing with "Dangerous Structures" we can utilize include limitations.

No further action will be taken at this time.

h) Limberlost

At the last meeting it was reported that the vegetation surrounding the bench needed cutting back. This was reported back to the Outside Operations Team who advised that they had only recently attended site to maintain that area. See photo below taken 3 July 2026.



At the site visit, the OOM made a number of positive observations about the site, as follows:

The prevalent early season wildflowers there, are Ox Eye Daisies, which are ambitious perennials and profuse self seeders that provide excellent food source for many pollinators. Now that these have died back, several excellent, native, wildflower species are present, namely Lesser Birdsfoot Trefoil, Achillea, Meadow Cranesbill and Clovers. I observed a good number of 6 spot Burnet moths, Small Skipper butterflies, many micro moths that I disturbed whilst walking through and a Bush Cricket that perched happily on our van (pics of all attached). These species are all noted as declining due to habitat loss and lack of food sources, so this really does illustrate how even a small area can provide an excellent refuge for rare and declining species, especially without any intervention, or indeed removal of any of the area that is providing a home for them! #biodiversity



Spot Burnet Achillea



Spot Burnet Moth



Meeting: ENPLAN Committee	Date: 21 July 2026
Agenda Item No: 7 To receive quotations to replace the boardwalk and Lytchett Bay View and select a preferred contractor.	Document Ref: MAENVJULY26Doc1
Does the Committee have delegated authority to approve the decision? Yes	Author: Kate Osborne, Town Clerk & Paul Merifield, Outside Operations Manager

Background:

The bridge / boardwalk at Lytchett Bay View requires replacement. As it forms part of an established and well utilised recreational route, its replacement is a priority.

The current structure is constructed from 2 differing methods. One section is a steel base sited on concrete platforms approx. 50 cm long by 1.2 metres wide which spans the drainage channel that is primarily fed by the Wessex Water pumping station into Lytchett Bay. The other section is constructed entirely from recycled plastic and is 15 metres in length. This spans an additional ditch adjacent to the “wet” channel. The recycled plastic section is gradually sinking, having not been constructed on suitable base material.

It is therefore necessary to remove the existing, recycled plastic section and replace with a steel based section to mirror that which already exists spanning the main channel, supported by concrete base blocks.

The Outside Operations Manager has submitted the relevant information including a Habitats Regulations Assessment to Natural England as part of the requirement to obtain their consent for the work to proceed. Natural England has responded and agreed the works.

Quotations:

Two external contractors have been asked to provide quotations to carry out this work. Their quotations are as follows:

1. Bison Bridges:

1no. 16m x 1.8m pedestrian Bison Bridge kit, 8m spliced beams, Re-Life recycled plastic deck and parapet, delivered to BH16 5SB including Moffett unloading.

£50,725 +VAT – this does not include installation as they do not undertake installation work outside of their immediate location. This would therefore incur an additional cost.

2. BCP Council:

BCP is familiar with the site and their land lies adjacent. They were responsible for the construction of the existing steel bridge section, on whose construction the replacement section will be mirrored.

£17,552 +VAT. Inclusive of removal of existing bridge, and provision and installation of new bridge and base. Can commence work in October 2026. This would be prioritised over the Moorland Parade sleeper wall replacement which will be deferred to the new year.

The Outside Operations Manager (OOM) has estimated that it would cost circa £16,000 to carry out this work in-house however, his preferred option is for BCP to carry out the works as they have greater resources including machinery and staff.

The Committee has budgeted £10,000 towards this (budget 201, 4363). It is suggested that a grant application is submitted to local landfill operators .i.e. Suez, to cover the shortfall. It is unlikely these will be successful due to the tight timescales and grant cannot be awarded for retrospectively. In the event that grant applications are unsuccessful, Ear Marked Reserves will need to be used. The Environment Reserve stands at £10,245. If this reserve is utilised the balance would be £2,693.

RECOMMENDATIONS:

1. To consider the quotations received to replace the bridge at Lytchett Bay View and select a contractor to carry out the works.
2. To seek a grant to meet the shortfall of £7,552 and, in the event that a grant cannot be secured, to agree to use the Environment Ear Marked Reserve.

ENPLAN Committee

Environment Actions

Protecting our environment:

- Wild flower areas – continue to concentrate on the 3 allocated areas for wild flowers as it can take some years to ‘take’. Wild flower sites are Factory Road, Meadow Gardens and Warbler Park
- Reduce grass cut frequency and increase height to on council green spaces to allow clover and native Hawkbit and Daisy to flower, providing crucial nectar for pollinators.
 - Marsh Lane: Prolific Daisy field. Cut a path through the middle as commonly used by school pedestrian traffic.
 - Foxgloves, Dorchester Road: Prolific Hawkbit.
 - Meadow Garden: Currently leave half as an actual meadow
 - Library: Good evidence of bee and dragonfly activity

Sites that will be cut in the same rotation to avoid negative “appearance related” comments, and that present lower pollinator potential will be :

- Clocktower.
- Gablehurst, Poole Road.
- Moorland Corner/Parade.
- Ask Dorset Council to carry out regular pollution surveys in the town and to share the results with the Town Council.
- Promote sustainable travel:
 - Encourage residents to walk short distances, where they can. For example, parents are encouraged to walk with their children to school. Investigate initiatives such as [Beat the Street](#) and [Street Tag](#).

Promote biodiversity:

- Follow a perennial planting scheme using native species this are pollution absorbing (“Green Lungs”).
- Promote the use of nesting boxes amongst residents (Swifts and Swallows). Consider gifting to residents.
- Encourage residents/schools/businesses to plant tree via existing nationwide schemes, such as the Woodland Trust: <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

Move to alternative energy sources:

- When replacing power tools, move to battery-powered options.
- Investigate options for electric/alternative fuels vehicles when replacing Council owned vehicles.
- Consider opportunities to improve the energy efficiency of the Council's assets.

Promoting our local environment:

- Trial the introduction of a bench at the Lytchett Bay View viewpoint.
- Replace the information board at the entrance to the view point with a board solely dedicated to information on those bird species known to nest in this beauty spot.
- Plant an apple tree in Warbler Park and members of the public passing by can pick an apple to enjoy on route to their destination. A councillor would need to volunteer to collect fallen apples and water it.



Meeting: ENPLAN Committee	Date: 21 July 2026
Agenda Item No: 9 To receive and approve an updated Tree Management Policy.	Document Ref: MAENVJULY26Doc3
Does the Committee have delegated authority to approve the decision? Yes	Author: Kate Osborne, Town Clerk

As a Council in ownership of land with a number of trees thereon, a tree management policy is an essential document to have in place to primarily fulfil the Council's legal duty of care regarding public safety, managing environmental assets consistently, and to outline clear guidelines for handling resident requests.

It provides officers with a clear reference for handling public requests (such as demands to prune or fell trees). It also sets out clear rules on what works the Council will and will not do, such as declining to prune trees merely to stop seasonal issues like falling leaves, sap, or bird droppings.

The Council's policy has been reviewed by the Outside operations Manager and is attached at Appendix 1 for Members to review and adopt.

RECOMMENDATIONS:

To consider and adopt the reviewed Tree Management Policy.



Lytchett Minster and Upton Town Council Tree Policy

Introduction

This policy defines the intentions, actions and responsibilities of Lytchett Minster and Upton Town Council ("the Council") with respect to the stewardship of the Council's trees through planned maintenance, reactive actions and renewal. Its objective is to sustainably manage tree stock, preserve local character, and enhance the town's canopy cover while protecting public health and property as part of the Council's legal obligation to manage risks and prevent damage, injury, or death from falling trees or branches.

It is to be considered in conjunction with Dorset Council's Tree Policy for Council Owned Trees (2021) as the licensing authority responsible for maintaining records of Preservation Orders, granting felling permissions and ensuring government policies are adhered to. A link to this is below. These documents provide the framework within which management decisions regarding trees will be made.

[Dorset Council Tree Policy Adapted.pdf](#)

This policy includes trees that are either owned or managed by the Council in parks, green spaces, footpaths, cemeteries, car parks, woods and other sites where trees exist.

Town Council Duty and Legal Responsibility

The Council has a duty to inspect trees under its management to ensure it meets all legal obligations which include maintaining public safety and knowing the location and condition of the trees for which it is responsible.

As the owner and manager of trees, the Council has a legal duty of care to take all reasonable steps to ensure that any foreseeable hazards can be identified and made safe. This duty is laid down in the Occupiers Liability Act 1984 and the Health and Safety at Work Act 1974 Section 3.

Governance Breaches of this duty may give rise to a claim of negligence. It is not possible to eliminate all risks from trees however there are often indications that a tree may be in decline. The Council will carry out regular inspections to identify foreseeable hazards and specify the works needed to reduce these risks to an acceptable level.

Tree Inspections

The Council will ensure that an inspection of all trees is undertaken every 3 years by qualified arboriculturists. Inspections will provide the following information:

- Location map;
- Tree species (common name);
- Size (height and trunk);
- Age class;
- Condition;
- Recommendations.



In addition to the above, the Council will visually inspect trees:

- As part of their day-to-day work;
- As a result of feedback from third parties regarding a specific tree(s);
- Following periods of extreme weather.

Tree Works

Should the Council deem that works to any tree are necessary within the context of the tree policy, tree strategy and recommendations following inspection, an assessment will be made regarding how the work will be safely undertaken and by whom. At time of writing, members of the Outside Operations Team are professionally qualified in pole pruning, cross cutting and felling. The Council will continue to provide appropriate tools, on-going training and health and safety provision to ensure such works are undertaken safely and professionally.

Assessments will consider the size, location, associated risks, required works and in-house resource available. Based upon this, a decision will be made to undertake the work directly or via engagement of a suitably qualified contractor. It should be noted that Council employees will not climb trees in order to undertake any works.

The Council will wherever possible recycle and reuse any arisings from tree works. This may include creating and retaining chippings, creation of habitat stacks or log piles, dependant on location. Contractors may, with former approval, utilize the Council's green waste pile or, if suitable, tip chippings in the respective piles, located in the overflow car park at the Grove.

Tree Planting

Where possible and practical, LMUTC will look to increase tree stock in recognition of the noted benefits that they provide (cooling, aesthetics, mental wellbeing). However it should be noted that Upton in particular is a predominantly urban environment, and suitable areas, especially for trees of significant size, are limited due to the prevalence of underground utilities, highway sight lines and adjacent buildings.

The Councils' Memorial Tree planting programme has been suspended since 2022 due to the lack of remaining suitable sites, and a separate programme is ongoing to remove tree guards and improvement of these trees health and appearance. This can be found here:

[Tree guards Plaques\Tree Guards Plaques.xlsx](#)

Tree Removal/Pruning

Trees provide many important features, particularly in predominantly urban settings. These include improving air quality, mitigating heat buildup, providing wildlife "highways and sources of increased biodiversity and providing green areas increasingly acknowledged for mental and physical health benefits. Consequently, the Council will look, where possible, to avoid felling of trees with the exception of sound arboricultural reasons such as:

- Dead, dying or dangerous
- Proven to be causing significant structural damage in subsidence claims
- Considered by the Arboricultural Team to be an inappropriate species for the location i.e. poplars or Robinia's in pavements.

The following reasons will **NOT** constitute grounds for the pruning or removal of trees by the Council.

- Aphid honeydew, leaf fall, the dropping of fruits, flowers and seeds



- Obstruction of light and / or view
- Renewable energy systems such as solar panels or wind turbines
- To improve satellite / digital television reception
- To clear telephone lines
- Roosting birds in a tree and their droppings
- Where a tree is perceived to be too large
- Allergies associated with trees, for example pollen and seed dispersal
- Someone willing to pay for the removal and replacement of a tree(s)
- Causing disturbance to pavements or kerbs (in such cases an engineering solution will be sought)

However, if it is possible to improve the situation through general maintenance, this work will be carried out at the appropriate time as part of the cyclical maintenance regime:

If trees are removed due to disease or natural fall and the location is suitable for replacement, the Council should seek to replace that tree due to the factors mentioned above. The following factors should be considered when selecting a replacement tree:

Site suitability;

Mature height and spread;

Retainment and extension of canopy;

Disease resistance;

Increasing the diversity of the Council's tree stock;

Climate change, including increased potential for drought conditions;

Access to enable early years watering and tending;

Vulnerability to wind and vandalism.

The exception to this is Lytchett Bay View, where tree management will differ to some extent. Trees here will be managed primarily for habitat and wildlife benefit (i.e. spoil and chipping would remain on site, or left for standing or fallen deadwood). They may be felled in situ due to safety concerns (e.g. willow crossing paths).

All works would be undertaken by either in house teams or approved contractors in accordance with all relevant legislations and regulations.

This document will be reviewed at least annually and in conjunction with changes in relevant legislation and best practice.

Detailed Income & Expenditure by Budget Heading 01/07/2026

Month No: 4

Environment Budget Report 30 June 26

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Street Lighting								
4301 Street Lighting Maintenance	0	0	500	500		500	0.0%	
4302 Street Lighting Supply	0	566	1,044	478		478	54.2%	
Street Lighting :- Indirect Expenditure	0	566	1,544	978	0	978	36.6%	0
Net Expenditure	0	(566)	(1,544)	(978)				
201 Environmental Services								
4350 Street Services	291	4,504	7,000	2,496		2,496	64.3%	
4355 Trees	0	0	7,000	7,000		7,000	0.0%	
4363 Lytchett Bay View	0	16	10,000	9,984		9,984	0.2%	
4365 Flower Beds	0	673	2,750	2,077		2,077	24.5%	
4370 Damage & Vandalism	0	58	500	442		442	11.7%	
4378 Climate Change	0	0	1,000	1,000		1,000	0.0%	
4379 Devolved Sevices	0	0	2,100	2,100		2,100	0.0%	
4381 Street Furniture	0	507	3,150	2,643		2,643	16.1%	
4387 Moorland Parade Wall	0	0	10,000	10,000		10,000	0.0%	
Environmental Services :- Indirect Expenditure	291	5,758	43,500	37,742	0	37,742	13.2%	0
Net Expenditure	(291)	(5,758)	(43,500)	(37,742)				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	291	6,324	45,044	38,720	0	38,720	14.0%	
Net Income over Expenditure	(291)	(6,324)	(45,044)	(38,720)				
Movement to/(from) Gen Reserve	(291)	(6,324)	(45,044)	(38,720)				

Detailed Balance Sheet - Excluding Stock Movement**Month 4 Date 01/07/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	1,408	
202	Unity Bank	51,048	
204	CCLA A/c	540,142	
205	Unity Fixed 2-yr A/C	100,000	
210	Petty Cash	133	
	Total Current Assets	692,732	
	<u>Represented by :-</u>		
300	Current Year Fund	168,683	
310	General Reserves	312,029	
320	Asset Replacement Reserve	16,685	
326	Security Reserve	800	
327	Capital Projects Reserve	4,908	
328	Amenity Reserve	15,624	
329	Environment Reserve	10,245	
330	Commuted Sum Poole Rd Wall	3,776	
331	Transitional Grant Reserve	25,000	
332	EMR LM Defibrillator	620	
333	The Grove Reserve	43,429	
335	Town/Neighbourhood Plan	4,000	
337	CIL Money 2019/20	1	
339	CIL Money 2021/2022	(0)	
340	Capital Receipts Reserve	37,500	
342	EMR Pavilion	29,433	
343	Youth Services	20,000	
	Total Equity	692,732	



Meeting: ENPLAN Committee	Date: 21 July 2026
Agenda Item No: 14 Neighbourhood Plan: To receive an update on the progress of the plan, and receive the draft terms of reference for the Steering Group to consider and approve. MAPLANJULY26Doc1	Document Ref: MAPLANJULY26Doc1
Does the Committee have delegated authority to approve the decision? Yes	Author: Kate Osborne, Town Clerk

Steering Group:

At the Committee's previous meeting it was agreed that the Clerk would draft the Neighbourhood Plan Steering Group Terms of Reference for the next meeting. A draft is attached at Appendix 1 for Members to consider and agree, subject to amendments.

It was also agreed to move forward with a whole town leaflet drop inviting interested residents to register their interest in joining the Steering Group. A leaflet has been designed and the Community Projects and Support Officer is currently liaising with the company who did the leaflet drop for the Annual Assembly to arrange a date in mid-late August for the distribution to take place. A call-out has also been included in Upton Link and The Clarion. Two members of the public have already been in contact to register their interest in joining.

Consultant:

The Council's instructed consultant, Martha Covell from ECA Architecture and Planning, was invited to attend this meeting but due to other commitments is not able. She has advised that she would be able to commit to Wednesday evenings to support the Steering Group. Members have been asked to change the date of the next Committee meeting in September so that she is able to attend. She will cover the following:

1. An effective steering group.
2. Introduction and background to the Neighbourhood Plan.
3. Potential scope of the Neighbourhood Plan.
4. Next steps: General timescales and stages.

Neighbourhood Area and Application to Dorset Council:

The first step in the process is to apply to Dorset Council to designate the Neighbourhood Area being the parish boundary. At the Town Council meeting held on 16 June 2026, it was

agreed to prepare a Neighbourhood Plan that covered the entire administrative area of the Parish without extension to incorporate adjacent Parishes. The application is attached at Appendix 2. It has been sent to a Senior Planner at Dorset Council to review.

RECOMMENDATIONS:

1. To note the update on the plans for the Neighbourhood Plan.
2. To consider and approve, subject to alterations agreed by the Committee, the terms of reference for the Neighbourhood Plan Steering Group.



NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

1. Purpose and objectives

Lytchett Minster and Upton Town Council has resolved to produce a Neighbourhood Plan to cover the area within the Parish boundary. A Neighbourhood Plan Steering Group has been created to lead the project to successful completion.

The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for Lytchett Minster and Upton which will then progress to Independent Examination and a successful community referendum, and ultimately be adopted by Dorset Council to become planning policy.

The Steering Group will engage the local community to ensure that the Plan is representative of the ambitions of Lytchett Minster and Upton. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

The objective of the Steering Group is to produce a sound Neighbourhood Plan for Lytchett Minster and Upton that defines the planning policy priorities identified by the community, taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which those policy priorities may be implemented.

2. Role

The steering group will meet monthly to:

- Determine the overall scope and objectives of the plan;
- Manage the process of preparing the plan and prepare and monitor a project plan;
- Report to the Environment and Planning Committee (ENPLAN) and Full Council to ensure effective progress;
- Build and maintain links with the Local Planning Authority, Dorset Council.;
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;
- Manage and maintain links with TMBC Planning's appointed liaison officer

- Manage relationship with the chosen consultant;
- Make recommendations to the ENPLAN and Full Council on involving the wider community in the plan;
- Managing all public consultations including the final Neighbourhood Plan referendum;
- Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan;
- Identify and assess options available in respect of each issue and prepare a draft plan for wider consideration;
- Produce minutes, reports and documents relating to the plan;
- Oversee the production of the final plan to go to final community referendum;
- The Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

3. Membership and Structure

The Steering Group has the following membership and will be chaired by the person elected by the Group or their elected deputy. Both of these will be members of the Town Council.

The Group will be self-servicing and responsible for producing and circulating its own minutes.

It will report to ENPLAN and to Full Council. Its membership will be:

- Up to 5 Council Members of Lytchett Minster and Upton Town Council.
- Up to 6 members of the public including residents or those with a strong connection to the town, including business owners.

And also in addition:

A Dorset Council Ward Councillor (Non-Voting).

Dorset Council Planning Support Officer (Non-Voting).

A Town Council officer to clerk meetings (Non-Voting).

Group membership will be reviewed from time to time.

The Steering Group will be established for a time-limited period. This is expected to be for at least two years. The Steering Group will remain active until at least the independent examiners report is published.

4. Thematic Groups

The Steering Group will oversee the setting up of a series of Thematic Groups, as seen as necessary, who will feed evidence back into the Steering Group for consultation with the wider community. Such Thematic Groups may cover more than one theme.

Some Thematic Groups will lead directly to statutory provisions in the Neighbourhood Plan and therefore form material planning concerns, while other Thematic Groups will lead to more tangential leads to planning concerns. Those seen as directly leading to planning concerns are marked with (X).

The Thematic Groups will cover:-

- (X) Transport / Highways / Parking;
- Education and childcare;
- (X) Housing / Economy / Business / Retail;
- (X) Green Belt;
- (X) Green spaces / environmental considerations;
- Services for older people;
- (X) Local heritage, key historic sites, conservation areas and listed buildings;
- (X) Community facilities;
- Healthcare;
- (X) Adaption to climate change.

When necessary and relevant, input from the following groups will be sought:-

- 1 Representative for local businesses (Chamber of Commerce)
- 1 Representative for Youth Groups
- 1 Representative for Sports & Recreation
- 1 Representative for Healthcare
- 1 Representative for Schools
- 1 Representative for Community facilities
- 1 Representative for Housing
- 1 Representative from Police / Emergency Services
- 1 Representative for Heritage / Conservation
- 1 Representative from local churches

Representatives of specific organisations will be expected to give feedback to the organisations that they are representing.

5. **Meetings**

Steering Group meetings will take place monthly at a time and a place to be agreed by the Steering Group. i.e. The 1st Wednesday of each month at 6.00pm, at the Town Council office.

6. **Code of Conduct and Conflicts of Interest**

All members of the Steering Group will follow the Lytchett Minster and Upton Town Council's Code of Conduct for Members adopted May 2026 and available from the Town Council website at [LMUTC Code of Conduct](#). This includes the requirement for members of the Steering Group to declare any pecuniary or other significant interests on matters to be discussed and to either absent themselves from that part of the meeting or to not take part in discussions or votes on that matter, as directed by the Group's Chair. The Code also requires that you do not bully or harass any person while acting as a member of the Steering Group.

7. **Decision Making**

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A simple majority will be required to support any motion.

A minimum of four members shall be present where matters are presented for decisions to be taken.

Lytchett Minster and Upton Town Council is the qualifying body for the purposes of preparing the plan.

The Steering Group has full delegated authority to manage the process of preparing the plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation draft plan. Regular reports will be made to the Council's ENPLAN Committee and Full Council to ensure effective progress.

Lytchett Minster and Upton Town Council will approve the final draft Neighbourhood Plan prior to submission to the local planning authority

Neighbourhood Plan Area Designation

Lytchett Minster and Upton Town Council

Submitted by: Kate Osborne, Clerk to the Council

Prepared by Lytchett Minster and Upton Town Council

1 The purpose of this document is to apply to Dorset Council for designation of a neighbourhood plan area, in accordance with Regulation 5 of The Neighbourhood Planning (General) Regulations 2012.

The application is made by Lytchett Minster and Upton Town Council.

2. Background

At the a Town Council meeting held on 20 January 2026, it was resolved by Councillors to proceed with the preparation of a Neighbourhood Plan (Minute No 394/25). At the same meeting it was agreed to instruct an independent consultant to guide the process and provide technical advice.

A Steering Committee is in the process of being set up set up, comprising residents and local Councillors, with the purpose of managing the task of preparing the Neighbourhood Plan on behalf of the Town Council, who will remain the qualifying body. The Area of Designation for Lytchett Minster and Upton is proposed to be consistent with the existing Parish boundary.

The name of the proposed Plan has been agreed to be "Lytchett Minster and Upton Neighbourhood Plan". The intention is that this Plan will be produced in accordance with the provisions of the Localism Act, the National Planning Policy Framework, and the emerging Local Plan for Dorset.

3. The Application

Regulation 5 requires the submission of the following to the local planning authority: (a) a map which identifies the area to which the application relates; (b) a statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and(c) a statement that the organisation or body making the area application is a relevant body for the purpose of Section 61(G)2 of the Town and Country Planning Act 1990 (as amended by the Localism Act 2011).

3.1 The proposed Neighbourhood Plan Area

A map of the proposed area is shown in Appendix 1.

3.2 Appropriateness of Neighbourhood Plan Area of Designation

At the Town Council meeting held on 16 June 2026, it was agreed to prepare a Neighbourhood Plan that covered the entire administrative area of the Parish without extension to incorporate adjacent Parishes.

3.3 Relevant Body

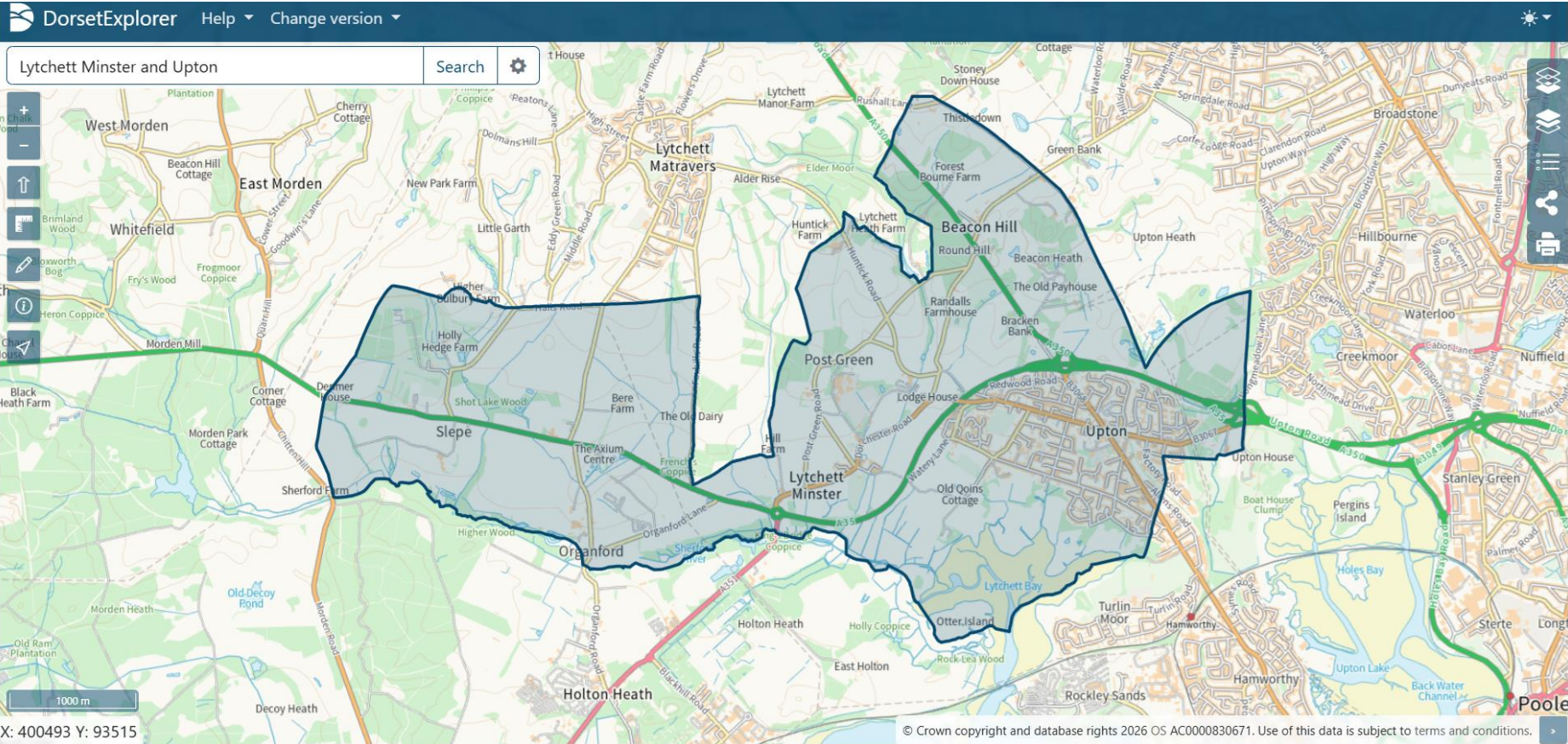
Under Section 61G(2) of the Town and Country Planning Act 1990, a relevant body is defined as a Parish Council or an organisation or body which is, or is capable of being, designated a Neighbourhood Forum. This application for designation of a Neighbourhood Area is submitted by Lytchett Minster and Upton Town Council, which is a relevant body for the purposes of this matter and therefore authorised under Section 61G(2).

4. Conclusion

Lytchett Minster and Upton Town Council formally requests that Dorset Council acknowledge the intention to produce a Neighbourhood Development Plan for Lytchett Minster and Upton, and confirm agreement to the existing Parish boundary being designated as the area that this proposed Plan will cover.

It is requested that Dorset Council, as the local planning authority, publicise this application in accordance with Regulation 6, this being for a required six week period.
The Town Council confirms that no previous applications have been made for designation of the neighbourhood area for Lytchett Minster and Upton.

APPENDIX 1 – NEIGHBOURHOOD PLAN DESIGNATED AREA



****ONLY TAKE ROLLING 12 MONTHS TO MEETING PLUS ANY not granted ****

MAENVPLAN 21Jul 2026 Appendix A - Dorset Council decisions at 15Jul 2026

Month of Meeting	P.A. NUMBER	ADDRESS	Committee	LMUTC comments	DC DECISION	DC decision date
July 2026	P/HOU/2026/03558	5 Gwenlyn Road Upton BH16 5HA	21.07.2026		No DC decision @ 15.07.2026	24.07.2026
July 2026	P/HOU/2026/03417	Olde Qoins Cottage 34 Slough Lane Upton BH16 5NB	21.07.2026		No DC decision @ 15.07.2026	24.07.2026
July 2026	P/HOU/2026/03418	Olde Qoins Cottage 34 Slough Lane Upton BH16 5NB	21.07.2026		n/a	24.07.2026
June 2026	P/FUL/2025/07220	Forge & Forge Hall Dorchester Road Lytchett Minster BH16 6HT	30.06.2026	n/a	GRANTED by Planning Committee	24.06.2026
June 2026	P/HOU/2026/02173	144 Dorchester Road Upton BH16 5NX	30.06.2026	No Objection	No DC decision @ 15.07.2026	24.06.2026
June 2026	P/HOU/2026/03240	15 Beacon Park Road Upton BH16 5NZ	30.06.2026	No Objection	No DC decision @ 15.07.2026	
May 2026	P/FUL/2026/02678	588 Blandford Road Upton BH16 5EQ	26.05.2026	No Comment	No DC decision @ 15.07.2026	09.06.2026
May 2026	P/PAPA/2026/02603	Farmer Palmers Farm Wareham Road Organford BH16 6EU	26.05.2026	No Comment	Prior Approval Refused	09.06.2026
May 2026	P/NMA/2026/02534	Land at Policeman's Lane Upton BH16 5FF	26.05.2026	No Comment	Granted	01.06.2026
May 2026	P/HOU/2026/02455	3 Pearce Road Upton BH16 5LF	26.05.2026	No Comment	Granted	07.07.2026
May 2026	P/HOU/2026/02349	8 Slough Lane Upton BH16 5NB	26.05.2026	No Comment	Granted	26.06.2026
April 2026	P/PASO/2026/01896	Lytchett Minster School Post Green Road Lytchett Minster	21.04.2026	n/a	WITHDRAWN 17/04/2026	n/a
April 2026	P/HOU/2026/01547	Race Farm Huntick Road Lytchett Matravers BH16 6BB	21.04.2026	No Comment	Granted	11.06.2026
April 2026	P/PAAC/2026/00366	Papushka Fields Dorchester Road Lytchett Minster BH16 6FE	21.04.2026	No Comment	Prior Approval Refused	30.04.2025
March 2026	Pre-Application consultation	upgrade (install a permanent back up power generator with associated fuel apparatus) to existing telecommunications installation substation Blandford Road North	24.03.2026		n/a	n/a
March 2026	P/PALH/2026/01615	40 Heights Road Upton BH16 5QN	24.03.2026	n/a	Non Determination	05.05.2026
March 2026	P/PADC/2026/01471	6 Moorland Parade Upton BH16 5JS	24.03.2026	No Comment	n/a	n/a
March 2026	P/OUT/2026/01057	27 Dorchester Road Upton BH16 5NL	24.03.2026	Objection i)Access issues including emergency access ii)Loss of privacy iii)Loss of light iv)increased noise v)parking shortfall vi)overbearing and dominant development	No records currently match the search criteria	13.04.2026
March 2026	P/PALH/2026/01533	21A Moorland Crescent Upton BH16 5LA	24.03.2026	n/a	No DC decision @ 15.07.2026	
March 2026	P/NMA/2026/01102	Land at Policeman's Lane Upton BH16 5NE	24.03.2026	n/a	Prior Approval Granted WITHDRAWN 25/03/2026	29.04.2026 n/a

****ONLY TAKE ROLLING 12 MONTHS TO MEETING PLUS ANY not granted ****

MAENVPLAN 21Jul 2026 Appendix A - Dorset Council decisions at 15Jul 2026

Month of Meeting	P.A. NUMBER	ADDRESS	Committee	LMUTC comments	DC DECISION	DC decision date
February 2026	P/HOU/2026/00340	134 Dorchester Road Upton BH16 5NX	24.02.2026	No Comment	Granted	12.06.2026
February 2026	P/PAAC/2026/00366	Papushka Fields Dorchester Road Lytchett Minster BH16 6FE	24.02.2026	n/a	Prior Approval Refused	30.04.2025
January 2026	P/CLP/2025/07537	The Old Lodge Dorchester Road Lytchett Minster BH16 6JB	27.01.2026		Granted	25.02.2026
January 2026	P/FUL/2025/07490	Kids Love Nature Kindergarten Dorchester Road Lytchett Minster BH16 6JE	27.01.2026		Granted	17.03.2026
January 2026	P/FUL/2025/07161	Gilleve Beacon Hill Lane Corfe Mullen BH21 3RU	27.01.2026		Granted	13.03.2026
January 2026	P/FUL/2025/07220	Forge and Forge Hall Dorchester Road Lytchett Minster BH16 6HT	27.01.2026	ENPLAN Chair comment	Granted	24.06.2026
January 2026	P/FUL/2025/06705	Land south of Shore Lane Upton	27.01.2026		REFUSED 24.02.2026	26.12.2025
January 2026	P/PACD/2025/07169	Race Farm Huntick Road Lytchett Minster BH16 6BB	27.01.2026		Prior Approval Granted	27.01.2026
December 2025	P/HOU/2025/06950	620 Blandford Road Upton BH16 5EQ	02.12.2025	No Objection	REFUSED	23.01.2026
December 2025	P/NMA/2025/06931	The Courtyard Craft Centre Cottage Farm Huntick Rd Lytchett Matravers BH16 6BA	02.12.2025	No Comment	REFUSED	28.11.2025
December 2025	P/PAMF/2025/06768	6 Moorland Parade Upton BH16 5JS	02.12.2025	Objection email sent to Planning Support Officer 3.12.2025	PRIOR APPROVAL REFUSED	31.12.2025
December 2025	P/CLE/2025/06145	9 Coach Road Cottages post Green Road Lytchett Minster BH16 6AP	02.12.2025			23.01.2026
December 2025	P/HOU/2025/04568	14 Blandford Road North Upton BH16 5PR	02.12.2025	No Comment	REFUSED	
December 2025	P/LBC/2025/06415	North Holton Farmhouse Dorchester Road Lytchett Minster BH16 6JF	02.12.2025	No Comment	Granted	12.12.2025
				No Comment	Granted	09.12.2025
November 2025	P/HOU/2025/06404	6 Upton Close Upton BH16 5HG	04.11.2025		Granted	06.12.2025
November 2025	P/HOU/2025/05628	122 Dorchester Rd Upton BH16 5NX	04.11.2025		Granted	23.12.2025
November 2025	P/NMA/2025/06284	63 Sandy Lane Upton BH16 5EJ	04.11.2025		Granted	19.11.2025
November 2025	P/FUL/2025/03615	1 Sea View Road Upton BH16 5NF	04.11.2025		Granted	03.12.2025
November 2025	P/LBC/2025/05705	57 Dorchester Road Lytchett Minster BH16 6JE	04.11.2025		Granted	19.11.2025
November 2025	P/HOU/2025/04903	114 Sandy Lane Upton BH16 5LX	04.11.2025		Granted	24.11.2025
November 2025	P/CLP/2025/05702	Springvale 18 Old Wareham Road Beacon Hill BH16 6AQ	04.11.2025		Granted	27.10.2025

MAENVPLAN 21Jul 2026 Appendix A - Dorset Council decisions at 15Jul 2026

Month of Meeting	P.A. NUMBER	ADDRESS	Committee	LMUTC comments	DC DECISION	DC decision date
September 2025	P/HOU/2025/05453	The Old Lodge Dorchester Road Lytchett Minster BH16 6JB	23.09.2025	No Objection	REFUSED	10.11.2025
September 2025	P/FUL/2025/04687	Bere Farmhouse Wareham Road Lytchett Minster BH16 6ER	23.09.2025	No Objection	Granted	20.04.2026
September 2025	P/HOU/2025/05175	87 Bulbury Cottages Bulbury Lane Lytchett Minster BH16 6HR	23.09.2025	No Objection	Granted	11.11.2025
September 2025	P/HOU/2025/05408	Lytchett Hard Beach Road Upton BH16 5NA	23.09.2025	No Objection	Granted	23.12.2025
September 2025	P/CLP/2025/05420	Bulbury Golf Course Bulbury Lane Lytchett Minster BH16 6HR	23.09.2025	n/a	Granted	18.11.2025
September 2025	P/HOU/2025/04261	4 Ropers Lane Upton BH16 5HR	23.09.2025	No Objection	Granted	06.10.2025
September 2025	P/NMA/2025/05222	Land at Policemans Lane Upton BH16 5NE	23.09.2025	n/a	Granted	16.09.2025
September 2025	P/HOU/2025/05155	Heatherbrae Heatherbrae Lane Upton BH16 5LZ	23.09.2025	No Objection	Granted	30.09.2025
August 2025	P/HOU/2025/04749	97 Sandy Lane Upton BH16 5LT	19.08.2025	No Objection	Granted	25.09.2025
August 2025	P/HOU/2025/04743	147 Sandy Lane Upton BH16 5LT	19.08.2025	No Objection	Granted	06.10.2025
August 2025	P/CLP/2025/04528	4 Blandford Road North Upton BH16 5PP	19.08.2025	No Objection	Granted	18.09.2025
August 2025	P/HOU/2025/04503	10 Pinewood Close Upton BH16 5LN	19.08.2025	No Objection	Granted	19.09.2025
August 2025	P/FUL/2025/03164	Land adjacent to Slepe Park Dorchester Road Lytchett Minster BH16 6HT	19.08.2025	OBJECTION submitted 13Aug25	No DC decision @ 15.07.2026	13.08.2025
August 2025	P/FUL/2025/03858	Papushka Fields Dorchester Road Lytchett Minster BH16 6FE	19.08.2025	No Objection	REFUSED	23.09.2025
August 2025	P/HOU/2025/04002	18 Moorland Crescent Upton BH16 5LB	19.08.2025	No Objection	Granted	09.09.2025
July 2025	P/CLP/2025/03036	606 Blandford Road Upton BH16 5EQ	22.07.2025	n/a	REFUSED	28.07.2025
July 2025	P/HOU/2025/01425	92 Blandford Road North Beacon Hill BH16 6AD	22.07.2025	n/a	REFUSED	01.05.2025
July 2025	P/HOU/2025/04114	Hérons Reach Beach Road Upton BH16 5NA	22.07.2025	No Objection	Granted	09.09.2025
July 2025	P/PACD/2025/04148	Race Farm Huntick Road Lytchett Matravers BH16 6BB	22.07.2025	No Objection	Prior Approval REFUSED 22.09.2025	09.09.2025
July 2025	P/FUL/2025/03615	1 Sea View Road Upton BH16 5NF	22.07.2025	OBJECTION - over development / setting precedence / extra traffic, road safety / support Building Control comments on fire vehicle access	Granted	03.12.2025
July 2025	P/HOU/2025/03811	22 Stuart Close Upton BH16 5PU	22.07.2025	No Objection	Granted	22.08.2025
July 2025	P/CLP/2025/03781	89 Swingate Dorchester Road Lytchett Minster BH16 6HT	22.07.2025	n/a	Granted	11.07.2025
February 2025	P/OUT/2024/07627	29-31 Dorchester Road Upton BH16 5NJ	25.02.2025	Objection	No DC decision @ 15.07.2026	04.03.2025
June 2021	6/2021/0041	4 Poole Road			No DC decision @ 15.07.2026	

LYTCHETT MINSTER & UPTON TOWN COUNCIL
PLANNING APPLICATIONS CONSIDERED at ENPLAN MEETING on
21 July 2026

P/LBC/2026/03418

Listed Building Consent for -
Removal of existing
conservatory and lean-to
extension; erection of single
storey extension to form GF
bathroom, utility and
kitchen; installation of new
door to existing opening and
thatched porch canopy to
rear elevation; external
alterations to sui and
finishes made good.
Olde Qoins Cottage 34
Slough Lane Upton
BH16 5NB

LMUTC Comment:

P/LBC/2026/03417

Householder Planning
Permission for -
Removal of existing
conservatory and lean-to
extension; erection of single
storey extension to form GF
bathroom, utility and
kitchen; installation of new
door to existing opening and
thatched porch canopy to
rear elevation; external
alterations to sui and
finishes made good.
Olde Qoins Cottage 34
Slough Lane Upton
BH16 5NB

LMUTC Comment:

P/HOU/2026/03558

Demolish the existing
garage and erect a ground
floor rear extension. Alter
the existing roof over the
existing and proposed
ground floor footprint. Minor
elevations changes to
modernize the dwelling.
5 Gwenlyn Road Upton
BH16 5HA

LYTCHETT MINSTER & UPTON TOWN COUNCIL
PLANNING APPLICATIONS CONSIDERED at ENPLAN MEETING on
21 July 2026

P/PAAC/2026/03901

Proposed conversion of
existing barn into two semi-
detached dwellings.
Forest Hill Farm Rushall
Lane Lytchett Matravers
BH16 6AJ

LMUTC Comment:

Online Application Details

General Details					
Licence Type		Premises Licence			
Application Type		Variation of Existing Premises Licence			
Fees		Type	Detail	Fee Multiplier	Total
		Business Rateable Value	Band E £125,000+	x1	£635.00
		Capacity at the Venue	0 to 4,999	x1	£0.00
Total Fee(s)		£635.00			
Location to be Licenced		Harbour View Crematorium, Randalls Hill, Lytchett Minster, Poole, BH16 6AN			
Trading Name		Tapper & Son			
I am the		Proposed Licence Holder			
Agent Details					
Proposed Licence Holder Details		Harbour View Crematorium Harbour View Crematorium Randalls Hill, Lytchett Minster Poole Dorset BH16 6AN Tel: +447879416537 			
Additional Proposed Licence Holder(s)					
Additional Contacts					
Premise Alcohol Licence					
Please give the details of what you want to vary on the Premises Licence		We propose to offer refreshments in new buildings on the premises in the same way that we do in the existing licensed areas following funeral and memorial services. All our catering is pre-booked and only available to those mourners attending services.			
Plays		No			
Plays Licence Location					
Plays Area					
Plays Standard Start Monday					
Plays Standard End Monday					
Plays Standard Start Tuesday					
Plays Standard End Tuesday					
Plays Standard Start Wednesday					
Plays Standard End Wednesday					

Plays Standard Start Thursday	
Plays Standard End Thursday	
Plays Standard Start Friday	
Plays Standard End Friday	
Plays Standard Start Saturday	
Plays Standard End Saturday	
Plays Standard Start Sunday	
Plays Standard End Sunday	
Plays Non Standard Times	
Plays Seasonal Variations	
Plays Further Details	
Films	No
If you only want a part of the premises covered for this activity please tell us which part should be covered. If you want the whole area covered please leave blank	
Will the activity be indoors or outdoors?	
Films Standard Start Monday	
Films Standard End Monday	
Films Standard Start Tuesday	
Films Standard End Tuesday	
Films Standard Start Wednesday	
Films Standard End Wednesday	
Films Standard Start Thursday	
Films Standard End Thursday	
Films Standard Start Friday	
Films Standard End Friday	
Films Standard Start Saturday	
Films Standard End Saturday	
Films Standard Start Sunday	
Films Standard End Sunday	
Films Non Standard Times	
Films Seasonal Variations	
Films Further Details	
Indoor Sporting Events	No
If you only want a part of the premises covered for this activity please tell us which part should be covered. If you want the whole area covered please leave blank	
Indoor Sporting Events Standard Start Monday	
Indoor Sporting Events Standard End Monday	
Indoor Sporting Events Standard Start Tuesday	
Indoor Sporting Events Standard End Tuesday	
Indoor Sporting Events Standard Start Wednesday	
Indoor Sporting Events Standard End Wednesday	

Indoor Sporting Events Standard Start Thursday	
Indoor Sporting Events Standard End Thursday	
Indoor Sporting Events Standard Start Friday	
Indoor Sporting Events Standard End Friday	
Indoor Sporting Events Standard Start Saturday	
Indoor Sporting Events Standard End Saturday	
Indoor Sporting Events Standard Start Sunday	
Indoor Sporting Events Standard End Sunday	
Indoor Sporting Events Non Standard Times	
Indoor Sporting Events Seasonal Variations	
Indoor Sporting Events Further Details	
Boxing Or Wrestling Entertainment	No
If you only want a part of the premises covered for this activity please tell us which part should be covered. If you want the whole area covered please leave blank	
Will the activity be indoors or outdoors?	
Boxing Or Wrestling Entertainment Standard Start Monday	
Boxing Or Wrestling Entertainment Standard End Monday	
Boxing Or Wrestling Entertainment Standard Start Tuesday	
Boxing Or Wrestling Entertainment Standard End Tuesday	
Boxing Or Wrestling Entertainment Standard Start Wednesday	
Boxing Or Wrestling Entertainment Standard End Wednesday	
Boxing Or Wrestling Entertainment Standard Start Thursday	
Boxing Or Wrestling Entertainment Standard End Thursday	
Boxing Or Wrestling Entertainment Standard Start Friday	
Boxing Or Wrestling Entertainment Standard End Friday	
Boxing Or Wrestling Entertainment Standard Start Saturday	
Boxing Or Wrestling Entertainment Standard End Saturday	
Boxing Or Wrestling Entertainment Standard Start Sunday	
Boxing Or Wrestling Entertainment Non Standard Times	
Boxing Or Wrestling Entertainment Standard End Sunday	
Boxing Or Wrestling Entertainment Seasonal Variations	
Boxing Or Wrestling Entertainment Further Details	

Live Music	No
If you only want a part of the premises covered for this activity please tell us which part should be covered. If you want the whole area covered please leave blank	
Will the activity be indoors or outdoors?	
Live Music Standard Start Monday	
Live Music Standard End Monday	
Live Music Standard Start Tuesday	
Live Music Standard End Tuesday	
Live Music Standard Start Wednesday	
Live Music Standard End Wednesday	
Live Music Standard Start Thursday	
Live Music Standard End Thursday	
Live Music Standard Start Friday	
Live Music Standard End Friday	
Live Music Standard Start Saturday	
Live Music Standard End Saturday	
Live Music Standard Start Sunday	
Live Music Standard End Sunday	
Live Music Non Standard Times	
Live Music Seasonal Variations	
Live Music Further Details	
Recorded Music	No
If you only want a part of the premises covered for this activity please tell us which part should be covered. If you want the whole area covered please leave blank	
Recorded Music Licence Location	
Recorded Music Standard Start Monday	
Recorded Music Standard End Monday	
Recorded Music Standard Start Tuesday	
Recorded Music Standard End Tuesday	
Recorded Music Standard Start Wednesday	
Recorded Music Standard End Wednesday	
Recorded Music Standard Start Thursday	
Recorded Music Standard End Thursday	
Recorded Music Standard Start Friday	
Recorded Music Standard End Friday	
Recorded Music Standard Start Saturday	
Recorded Music Standard End Saturday	
Recorded Music Standard Start Sunday	
Recorded Music Standard End Sunday	
Recorded Music Non Standard Times	
Recorded Music Seasonal Variations	

Recorded Music Further Details	
Performance Of Dance	No
If you only want a part of the premises covered for this activity please tell us which part should be covered. If you want the whole area covered please leave blank	
Performance Of Dance Licence Location	
Performance Of Dance Standard Start Monday	
Performance Of Dance Standard End Monday	
Performance Of Dance Standard Start Tuesday	
Performance Of Dance Standard End Tuesday	
Performance Of Dance Standard Start Wednesday	
Performance Of Dance Standard End Wednesday	
Performance Of Dance Standard Start Thursday	
Performance Of Dance Standard End Thursday	
Performance Of Dance Standard Start Friday	
Performance Of Dance Standard End Friday	
Performance Of Dance Standard Start Saturday	
Performance Of Dance Standard End Saturday	
Performance Of Dance Standard Start Sunday	
Performance Of Dance Standard End Sunday	
Performance Of Dance Non Standard Times	
Performance Of Dance Seasonal Variations	
Performance Of Dance Further Details	
Other Standard Activities	No
If you only want a part of the premises covered for this activity please tell us which part should be covered. If you want the whole area covered please leave blank	
Will the activity be indoors or outdoors?	
Other Standard Activities Standard Start Monday	
Other Standard Activities Standard End Monday	
Other Standard Activities Standard Start Tuesday	
Other Standard Activities Standard End Tuesday	
Other Standard Activities Standard Start Wednesday	
Other Standard Activities Standard End Wednesday	
Other Standard Activities Standard Start Thursday	
Other Standard Activities Standard End Thursday	
Other Standard Activities Standard Start Friday	
Other Standard Activities Standard End Friday	
Other Standard Activities Standard Start Saturday	
Other Standard Activities Standard End Saturday	
Other Standard Activities Standard Start Sunday	
Other Standard Activities Standard End Sunday	
Other Standard Activities Non Standard Times	

Other Standard Activities Seasonal Variations	
Other Standard Activities Further Details	
Late Night	No
If you only want a part of the premises covered for this activity please tell us which part should be covered. If you want the whole area covered please leave blank	
Will the activity be indoors or outdoors?	
Late Night Standard Start Monday	
Late Night Standard End Monday	
Late Night Standard Start Tuesday	
Late Night Standard End Tuesday	
Late Night Standard Start Wednesday	
Late Night Standard End Wednesday	
Late Night Standard Start Thursday	
Late Night Standard End Thursday	
Late Night Standard Start Friday	
Late Night Standard End Friday	
Late Night Standard Start Saturday	
Late Night Standard End Saturday	
Late Night Standard Start Sunday	
Late Night Standard End Sunday	
Late Night Non Standard Times	
Late Night Seasonal Variations	
Late Night Further Details	
Supply Of Alcohol	No
If you only want a part of the premises covered for this activity please tell us which part should be covered. If you want the whole area covered please leave blank	
Is the alcohol for consumption on or off the area covered by the licence	For consumption on the premises
Supply Of Alcohol Standard Start Monday	09:00
Supply Of Alcohol Standard End Monday	23:00
Supply Of Alcohol Standard Start Tuesday	09:00
Supply Of Alcohol Standard End Tuesday	23:00
Supply Of Alcohol Standard Start Wednesday	09:00
Supply Of Alcohol Standard End Wednesday	23:00
Supply Of Alcohol Standard Start Thursday	09:00
Supply Of Alcohol Standard End Thursday	23:00
Supply Of Alcohol Standard Start Friday	09:00
Supply Of Alcohol Standard End Friday	23:00
Supply Of Alcohol Standard Start Saturday	09:00
Supply Of Alcohol Standard End Saturday	23:00
Supply Of Alcohol Standard Start Sunday	09:00
Supply Of Alcohol Standard End Sunday	23:00

Supply Of Alcohol Non Standard Times	
Supply Of Alcohol Seasonal Variations	
Opening Hours Standard Start Monday	
Opening Hours Standard End Monday	
Opening Hours Standard Start Tuesday	
Opening Hours Standard End Tuesday	
Opening Hours Standard Start Wednesday	
Opening Hours Standard End Wednesday	
Opening Hours Standard Start Thursday	
Opening Hours Standard End Thursday	
Opening Hours Standard Start Friday	
Opening Hours Standard End Friday	
Opening Hours Standard Start Saturday	
Opening Hours Standard End Saturday	
Opening Hours Standard Start Sunday	
Opening Hours Standard End Sunday	
Opening Hours Non Standard Times	
Opening Hours Seasonal Variations	
Please supply the general steps that would apply to all four licensing objectives	Effective training of staff with particular attention to awareness of drunken behaviour and not selling to persons underage. Also, education on fire safety regarding procedures, exits and equipment.
The steps you will be taking to promote the prevention of crime and disorder	No selling of alcohol to intoxicated customers and regular collection of crockery cutlery and glassware.
The steps you will be taking to promote the prevention of public nuisance	Bins available for litter & cigarettes. All catering areas to be closed by 2300.
Opening Hours Protection Of Children Description	ID will be requested from anyone who appears to be under the age of 25 years that is attempting to buy or consume alcohol.
The steps you will be taking to promote public safety	Staff training in Health & Safety, Fire Safety and First Aid.

Customer Comments: