

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **AMENITIES COMMITTEE** meeting held on **TUESDAY** the **3 February 2026** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30 p.m.

PRESENT: Councillor M Pryor (in the Chair)
Councillor D White (Vice-Chair)
Councillor R Griffin (ex-officio)
Councillor S McKell (ex-officio)
Councillor F H Drane
Councillor C Squires
Councillor R Wood

Also in attendance: Acting Town Clerk, Mrs K Osborne
Admin Officer, Mrs S Samways

400/25 PUBLIC SESSION:

No members of the public were present.

401/25 DECLARATIONS OF INTEREST:

No declarations of interest were received.

402/25 APOLOGIES:

Councillor S Gabriel – no apologies
Councillor V Whittingham (non business)
Mrs K Cane, Town Clerk (non business)

403/25 CLERKS REPORT:

1. **Minute 516/24 Plans community and civic events** - See Minute 405/25.
2. **Minute 192/24 To Review Future Burial Provision Within the Town and To Receive Any National Updates Regarding Policies to Address this Matter.** All remedial work from the independent survey has now been completed. The cemetery is still closed to new interments and will be revisited in the new year when we will have a better picture of the effectiveness of the drainage works. Plans and costs for a scattering area are being developed and have been incorporated into next year's budget. The Outside Operations Team continue to monitor the drainage at the cemetery – there is a marked improvement, despite the heavy rainfall recently there have been no reports of standing water from visitors to the cemetery.
3. **Minute 49/25 To Receive And Approve The Hire Agreement With Poole Town Wessex FC For Use Of The Recreation Ground Pitches And Facilities** This arrangement is now in operation and working well. To be reviewed in April 2026.
4. **Minute 48/24 Youth Services In The Town.** See Minute 407/25.

5. **Minute 234/25 To Approve Match Funds For New Goalposts At The Recreation Ground.** We have now formally accepted the FA Grant and have 6 months in which to purchase the goalposts. These will be purchased in March 2026 and sited.
6. **Minute 349/25 Cemetery interment fees for those residents at the time of death, were in a nursing/care home outside of the parish for more than 2 years:** This will be taken to the February 2026 Town Council meeting.

404/25 CORRESPONDENCE:

None.

405/25 TO RECEIVE A REPORT ON CIVIC AND COMMUNITY EVENTS AND CONSIDER THE RECOMMENDATIONS THEREIN:

The Acting Town Clerk presented the detailed report including:

1) Christmas 2025 event:

It was agreed attendance was lower than previous years, possibly due to the severe weather conditions and another local event but feedback from those present was positive. Members discussed holding the event earlier in December and various options for a different format.

It was **PROPOSED, SECONDED** and **RESOLVED** unanimously to:

- a) Investigate with the school re: sponsoring a Christmas Disco event to be held at the school, with Father Christmas appearing in a grotto and giving out presents.
- b) Provisionally book the Community Centre for Thursday 10 December 2026 for a Mayor's Carol service / Community Carol event, with Father Christmas appearing in a grotto and giving out presents (this will ensure inclusion of pre-school children who will not attend the school Disco event). The school choir will also be invited to perform.

2) Community Picnic in the Park – 27 June 2026:

The Community Projects & Support Officer (CP&SO) presented his report detailing preparations for this event with a theme of 'History of the Town'. The CP&SO advised all is going well with bookings made; the previous supplier of hay bales is unable to provide this year, any suggestions for alternate suppliers would be welcomed. Assorted suggestions for entertainment (Dorset Militia, ferret racing, classic cars, marching band) were discussed. CP&SO will continue preparations.

3) Mayor's Civic Day:

Following a very successful 2025 Civic Day, visiting Harbour View Burial Ground and Crematorium, Lytchett Bay View and Lytchett Minster School, it was **PROPOSED, SECONDED** and **RESOLVED** unanimously to defer the next Civic Day to 2027, with the event taking place every other year. Members discussed making the Christmas Community Carol event a combined civic event.

4) Remembrance Sunday Parade:

The 2025 Parade was again successful, with the route along Lytchett Minster School continuing to be the preferred and safest option. The road closure at 11am along

Dorchester Road, outside the parish church was well received and will be repeated in 2026. It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to adopt the parade format and route along Lytchett Minster School driveway for all future Remembrance Sunday Parades.

The uneven paving slabs surrounding the Memorial resulted in the third fall/slip in three years, the Acting Town Clerk to contact the church to confirm ownership and responsibility for repairing.

406/25 TO REVIEW AND APPROVE THE ALLOTMENT MANAGEMENT AGREEMENT WITH UPTON AND LYTCHETT MINSTER ALLOTMENT ASSOCIATION (ULMAA) FOR THE PERIOD 2026-2029:

Members reviewed the Allotment Management Agreement with ULMAA; Point 3.2.3 requires confirmation on the definition of 'living outside the Parish' with ULMAA – subject to this it was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously to approve this revised Allotment Management Agreement 2026-2029 and proceed with entering the 3 year agreement with ULMAA.

407/25 TO RECEIVE AN UPDATE REPORT ON YOUTH SERVICES AND APPROVE RECOMMENDATIONS:

The report on Youth Services was noted. Members were updated on the ongoing research on existing youth service providers in this Parish and neighbouring areas, with a survey going to The Lytchett Minster School pupils. It is the Council's aim to provide a flexible, hybrid youth service – in response to the results of this fact finding process.

The Terms of Reference for the Amenities Committee currently do not include youth services provision – an item to review Committee structure to be included on the Agenda of the Town Council 17 March 2026.

It was **PROPOSED, SECONDED** and **RECOMMENDED** unanimously:

1. To refer the review of youth services back to the Town Council as it does not fall within the Committee's terms of reference.
2. The allocated budget for youth services to be removed from General Amenities (304) budget and a new 'Youth Service' budget line be added to 'Finance' (100) which will hold all youth related funding.

408/25 TO RECEIVE PROPOSALS TO REINTRODUCE THE VOLUNTEER OF THE YEAR AWARDS FOR THE TOWN:

Members supported the re-introduction of the Volunteer of the Year Award, and reviewed the proposed scheme guidance, making the following amendments –

- i) Item 5 to be amended from 'Full Council' to 'Amenities Committee';
- ii) Item 6 the line 'To be active throughout the year' to be removed;
- iii) Item 7 the successful 'nominee' to be amended to 'candidate', plus the removal of the restriction to two guests.
- iv) The winners to receive:

- A printed certificate signed by the Mayor;
- A trophy made from sustainable material;
- Individual winners – a donation to their selected local charity;
- Group winners – a donation to the organisation.

It was **PROPOSED, SECONDED** and **RECOMMENDED** (with 1 vote against) to approve the scheme criteria for the Volunteer of the Year Awards, as per the amendments.

409/25 TO RECEIVE UPDATES FROM AMENITIES CHAMPIONS

Allotments:

Cllr Mikka Pryor

No issues to report.

Recreation Ground, Play Area and Pavilion

Cllr Stewart McKell.

No issues to report.

Cemetery:

Cllr Mrs Mikka Pryor

Despite very heavy rain recently the ground is still not waterlogged and the ditches are running freely.

Redwood Road Play Area

Cllr Stewart McKell

No issues to report.

410/25 TO RECEIVE COMMITTEE FINANCIAL SUMMARY OF ACCOUNTS AND RESERVES UPDATE:

Members noted the contents of the reports.

411/25 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS

1. Cllr McKell advised of the 2026 Easter Egg Hunt and Easter bonnet competition on Sunday 6 March 2026, asking for volunteers to help on the day.
2. The Acting Town Clerk reminded members that nominations for the Royal Garden Party is still open.
3. Cllr Griffin advised notes from his meeting with the Acting Town Clerk and Turbary Trust will be circulated to all Councillors.
4. Cllr Griffin advised the Heritage Trail plaques have all now been sited and well received.
5. Cllr Drane advised the Friends of Upton Library has disbanded – however they are still willing to provide support at events with refreshments.
6. The Acting Town Clerk reminded all members of the Data Protection training modules to be completed.

There being no further business, the Chair closed the meeting at 8:15 pm.

Chair.....

Date.....