

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **AMENITIES COMMITTEE** meeting held on **TUESDAY** the **19 May 2026** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30p.m.

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

Also in attendance:

Town Clerk, Mrs K Osborne
Admin Officer, Mrs S Samways
Community Projects & Support Officer (CPSO), Mr S Lewis

33/26 PUBLIC PARTICIPATION:

No members of the public were present.

34/26 DECLARATIONS OF INTEREST:

A declaration of interest re: Minute 41/26 was made by Cllr V Whittingham.

35/26 APOLOGIES FOR ABSENCE:

Councillor R Wood – without apologies

36/26 CLERKS REPORT: AMENITIES MAY 2026

1. Minute 516/24 Plans community and civic events - See Minute 39/26.
2. Minute 192/24 To Review Future Burial Provision Within the Town and To Receive Any National Updates Regarding Policies to Address this Matter. See Minute 40/26.
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 has now been agreed and signed.
4. Minute 406/25 To Review and Approve the Allotment Management Agreement with ULMAA: See Minute 41/26.
5. Minute 408/25 To introduce the Volunteer of the Year Awards: The nominees were considered at an Extraordinary meeting of the Committee on 31 March 2026. The successful nominees were presented with their awards at the Annual Assembly on 29 April and were well received.

37/26 CORRESPONDENCE:

None.

38/26 TO ELECT A VICE -CHAIR FOR THE COMMITTEE:

Upon nominations being called for, Cllr D White was **PROPOSED** and **SECONDED**. In the absence of any further nominations, Cllr White was **UNANIMOUSLY** elected Vice-Chair of the Amenities Committee.

39/26 TO RECEIVE A REPORT UPDATING THE COMMITTEE ON THE ARRANGEMENTS FOR THIS YEAR'S PICNIC IN THE PARK:

The CPSO updated the Committee that most attractions had been confirmed and the final arrangement were being finalised.

The CPSO requested confirmation regarding the attendance of a 1998 vintage fire engine – all members agreed this would be a welcome addition to the day; the CPSO to invite them.

Promotion of the Picnic in the Park, leading up to the event was discussed. It was felt that a leaflet drop to every household was not necessary and it was agreed that leaflets should be shared with all the local schools and pre-schools/playgroups/nurseries. The schools will also be asked to share the details of the event with parents via email. Additionally, there should be regular updates via the Council's social media platforms leading up to the event highlighting different attractions taking place at the event.

The Committee discussed ways in which the Town Councillors could be more visible and accessible to the public at the event. The idea of Town Council branded T-shirts and lanyards were considered options for the future, once there were structured communication and community engagement strategies in place. The Town Council would endeavour to source such merchandise from local suppliers.

It was **PROPOSED, SECONDED** and **RESOLVED** that a branded tablecloth, a feather banner and 'business cards' for Councillors would be procured, plus branded hi-vis vests for all councillors as specified in the Risk Assessment.

Regarding adverse weather conditions preventing the event, it was agreed to keep checking weather forecasts in the couple of weeks leading up to 27 June, with a final decision being made at the Amenities Committee meeting on 23 June. It was agreed that the event could always be cancelled on the day should there be unexpected bad weather in the morning.

40/26 TO RECEIVE A REPORT AND CONSIDER RECOMMENDATIONS THEREIN RELATING TO UPTON CEMETERY AS FOLLOWS:

Members considered reports reference MAAMMIMAY26Doc2 which considered the following matters:

- i) The cemetery's land capabilities to support full burials within regulations and alternative options.

At its meeting on 31 March 2026, the Amenities Committee agreed to re-open the cemetery (subject to a positive test dig) to new interments with immediate effect but exclude the land running alongside Blandford Road North. This was on the basis that the drainage work carried out last year seemed to have had a positive impact on the water levels in the cemetery.

The test dig completed by an independent grave digger found that the groundwater levels remain high potentially preventing any grave being dug to regulations, which specify six inches of earth between each coffin in a grave, plus three feet of earth between the final coffin and the surface. The high water level is due to the impermeable clay rich soil. Interments of ashes can still be offered. Historic pre-purchased graves exist in the North cemetery, these will need to be assessed, and Grant holders advised accordingly, if necessary.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** that

1. Upton Cemetery no longer offers full burials in the north section (the 'New' Cemetery) but will continue to offer interment of ashes.
2. Further research to establish the Council's legal obligations around the reserved plots in the north area of the cemetery will be carried out. The findings will be brought to the next meeting of the Amenities Committee on 23 June.
3. the piece of land in the middle of the old cemetery will be considered for its suitability for burials. If the Council is unable to honour the burials in the reserved plots, the use of this land would need to be seriously considered as an alternative.

- ii) Receive quotations to remove and replace the existing ceramic pipe, joining the east-west drainage ditch.

It had previously been reported to the Committee that the old clay pipe running under the path over the ditch was collapsing; it is deemed structurally safe but needs replacing this year.

At this stage, 2 quotations had been sought and a third contractor had been invited to provide a quote; this contractor has finally confirmed they do not have the capacity to carry out the works so will not be providing a quote.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to accept the quote from BCP Council (£2,704.00 plus VAT) using budget line 4380.

41/26 TO RECEIVE INFORMATION RELATING TO THE WATER SUPPLY AND INFRASTRUCTURE AT THE SLOUGH LANE ALLOTMENT SITE:

Cllr Whittingham declared an interest in this item, as a member of the Allotment Association.

Members considered reports reference MAAMMIMAY26Doc3. The report summarised the actions being taken by ULMAA to meet the requirements of the Section 75 notice issued by Wessex Water to ensure compliance with the Water

Supply (Water Fittings) Regulations 1999. These works were significant in scale and involve elements of the site's water infrastructure. To obtain further clarification on the matter, the Town Clerk and Outside Operations Manager met members of the Committee on site on 17 April.

Members were advised that it was very clear that the Committee were working constructively to address these requirements and had already begun implementing a phased plan of works. The amount of work to be carried out was significant and would be costly. ULMAA have asked for clarification from the Council on the extent of its responsibility for these works as the management agreement is unclear. At the site meeting, the Town Clerk requested a full synopsis of the history and works required by the notice, and an estimate of costs, which has been provided.

The Allotment Management Agreement does not confirm which party is responsible for the maintenance/repair/upgrade of the water supply and plumbing. Such agreements normally infer minor maintenance responsibilities on an allotment association and the works required under the notice fall into the category of major repairs / upgrade which are beyond ULMAA's financial scope. It is recommended that an addendum is added to the Allotment Agreement detailing maintenance responsibilities.

ULMAA have requested financial assistance from the Town Council to carry out the works and will also be seeking grant funding. It is clear that ULMAA and its Committee have been pro-active and have made a lot of progress in the works despite limited resources. This is mainly owed to the goodwill of members of its Committee and other plot holders. There is no allocated budget for repairs/maintenance to the allotment site and it would be prudent that this is considered as part of the 2027/28 budget setting process as it is a Council asset. Any financial support from the Council would need to be financed from Ear Marked Reserves.

ULMAA have appointed a dedicated member of their committee for Town Council liaison.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to

- i) note the current status with the works essential to fulfil the requirements under the Wessex Water Section 75 notice issued to ULMAA.
- ii) support ULMAA in carrying out these works by;
 - i. in principle, providing a grant to the sum of £5,000 to carry out these works under the agreement that Council is provided with regular updates on the work; this is subject to further detailed quotes being obtained by ULMAA.
 - ii. offering the assistance of the Council's Outside Operation Team in some aspects of the work but only when the Team has capacity and during normal working hours.
 - iii. add an addendum to the Allotment Management Agreement which provides more detail on maintenance responsibilities (subject to consideration and acceptance by ULMAA).

Cllr Whittingham will provide the Council with a list of the upcoming ULMAA social events, so Councillors can attend and support these events.

42/26 TO REVIEW AMENITIES CHAMPIONS AND RECEIVE UPDATES AS BELOW:**Allotments (Cllr Mikka Pryor):**

An inspection of the site is due; the Clerk to liaise with ULMAA (Martin Adcock) proposing 23 June at 5:30pm; this is in advance of the Amenities meeting, so all councillors can have the opportunity to visit the site.

Recreation Ground, Pavilion & Play Areas (Cllr Stewart McKell):

The Weekend Caretaker has reported ongoing issues with broken glass from smashed bottles, on the football pitches – which requires clearing in advance of matches.

Cllr's Griffin and McKell visited the Rec at 6:30pm to investigate reports of unauthorised use of football pitch 1 – it is thought this has now ceased due to the close of the season.

REDDIES Play Area: two of the properties neighbouring this park had reported issues with ball games inside the play area – despite 'No Ball Games' signage in place. The Clerk and Outside Operations Manager to discuss options and the findings will be presented at the next meeting on 23 June.

Cemetery (Cllr Mikka Pryor):

A Cemetery inspection date will be set.

43/26 TO RECEIVE COMMITTEE FINANCIAL REPORT AND RESERVES UPDATE:

Members noted the contents of the reports.

44/26 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS RELEVANT TO THE COMMITTEE'S TERMS OF REFERENCE:

- 1) Cllr McKell requested presentation certificates to be awarded ie: Volunteer of the Year etc should be framed.
- 2) Cllr Griffin – Lytchett Minster School has invited the Town Council to attend their PTA Fair on Saturday 11 July 2026, 10am to 4pm. This is a good community engagement opportunity. Volunteers were asked for and Cllrs Whittingham, Pryor, Walker, McKell and Griffin offered to do a shift on the Town Council stand.
- 3) Cllr Griffin advised that Dorset Council Parking Services are visiting Upton on Wednesday 3 June to discuss local parking and enforcement issues – a list will be compiled including parking on cycleways, enforcement of the temporary closure for school access and exit on St Martins Road, vehicles using e-charging bays are parking etc.
- 4) The Clerk advised of an Extraordinary Finance and Administration Committee meeting on 27 May to receive the recommendation to accept the appointment of a new Deputy Clerk.

45/26 DATE AND TIME OF NEXT MEETING, AND CLOSE OF MEETING.

The date of the next meeting is Tuesday 23 June 2026 at 6:30pm.

The meeting closed at 8:00pm.

Chair.....

Date.....