

LYTCHETT MINSTER & UPTON TOWN COUNCIL

Minutes of the **AMENITIES COMMITTEE** meeting held on **TUESDAY** the **7 July 2026** in the Council Chamber, 1 Moorland Parade, Moorland Way at 6.30pm.

PRESENT:

- Councillor M Pryor (in the Chair)
- Councillor F H Drane
- Councillor R Wood
- Councillor V Whittingham
- Councillor R Griffin (ex-officio)
- Councillor S McKell (ex-officio)

Also in attendance: Town Clerk, Mrs K Osborne
Community Projects and Support Officer, Sebastian Lewis
Deputy Town Clerk, Mrs K Babbs

126/26 PUBLIC PARTICIPATION:

No members of the public were present.

127/26 DECLARATIONS OF INTEREST:

No declarations of interest were received.

128/26 APOLOGIES FOR ABSENCE:

Councillor C Squires (non-business).
Councillor K Walker (non-business)
Councillor D White (non-business)

129/26 CLERKS REPORT : AMENITIES JULY 2026

1.Minute 516/24 Plans community and civic events. See minute 131/26

2.Minute 192/24 To Review Future Burial Provision Within the Town and To Receive Any National Updates Regarding Policies to Address this Matter. Independent advice currently being sought and a paper will be brought to a future Committee meeting.

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. The new agreement commences from August. It is unlikely that the Grove will be able to be utilised to service refreshments due to a lack of volunteers. An independent mobile catering van may be invited to serve refreshments on match days from the car park. The Club will ensure that the company has the required food hygiene certificate and insurance.

4.Minute 406/25 To Review and Approve the Allotment Management Agreement with ULMAA: As agreed at the last Committee meeting, an addendum has been included to the Allotment Management Agreement which provides more detail on maintenance

responsibilities. This has been sent to ULMAA for consideration and agreement. In terms of the current status with the works to improve the water supply infrastructure under the Wessex Water Section 75 notice issued to ULMAA, the Allotment Committee is currently obtaining quotations from appropriate contractors and will share this with the Council as soon as they have been received.

The Town Clerk reported at the meeting that the amendment to the Allotment Management Agreement had been agreed and signed by ULMAA to provide more details of maintenance responsibilities.

ULMAA have received two quotations for the works required to improve the water supply infrastructure following the Wessex Water Section 75 notice issued. It was agreed in principle to award a grant of £5000 towards the works.

130/26 CORRESPONDENCE

None

131/26 TO RECEIVE A REPORT ON THE REVIEW OF THE 'PICNIC IN THE PARK' HELD ON SATURDAY 27 JUNE 2026 AND CONSIDER ARRANGEMENTS FOR AN EVENT IN 2027 (MAAMMIJUL26DOC1)

The Town Clerk expressed her thanks and how proud she was of the team and to the Councillors who attended and supported the event.

The Community Projects & Support Officer (CPSO) presented a 'debrief' report on the Picnic in the Park event. Overall the event was well received with lots of positive feedback from those attending, both residents and vendors. Members felt attendance was down a little on last year, most likely due to the hot weather.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to hold next year's 'Picnic in the Park' on Saturday 26 June 2027.

Members discussed the quantity of stalls for next year's event and in order to make the event more sustainable to introduce a non-refundable pitch fee for private vendors attending. The CPSO will confirm bookings for the following;

1. Bouncy castle
2. Climbing wall
3. Face Painter
4. Birds of Prey
5. Mr Merlin (children's entertainer)
6. Christchurch and District Band
7. Fish and Chip Van
8. Ice-cream Van
9. Coffee Van

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to have a maximum of 25 stalls and to charge an early bird pitch fee of £25 (deadline date TBD) for commercial stall holders only with an increase to £35 for bookings post the 'early bird date'

The committee discussed having a focal seating point for the stage area with the possibility of hiring chairs and tables (CPSO to research) and to consider shelter provision for both warmer weather and rainier conditions.

It was **PROPOSED, SECONDED** and **RESOLVED UNANIMOUSLY** to hire a Trussing stage, 6x6m) including PA/engineer and an additional single sun shade at a total cost of £2000.

The Committee expressed its thanks to the Community Projects & Support Officer for their hard work and dedication in ensuring the success of the event.

132/26 TO CONSIDER OPTIONS FOR THIS YEAR'S CHRISTMAS COMMUNITY EVENT. (MAAMMIJUL26DOC2)

Members considered options for this year's Christmas Community Event. It was agreed to move forward with the options to hold a Christmas disco at the Community Centre to include a children's entertainer, a Christmas craft table, a letter-writing station for children to write to Father Christmas, and a visit from Father Christmas. Members agreed that, in light of the ongoing cost of living pressures affecting many residents, the event should be provided free of charge wherever possible. Potential dates for the event were identified as 5 and 12 December.

Members would await further information relating to a possible joint event with Sr Dunstan's Church.

133/26 TO REVIEW AMENITIES CHAMPIONS AND RECEIVE UPDATES AS BELOW

Allotments (Cllr Mikka Pryor)

The Chair of ULMAA has recently stepped down and Cllr Vickie Whittingham has been subsequently appointed as the new Chair.

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

Cllr McKell highlighted an issue with the Oakley Gardens access which emerged at the Picnic In The Park. The Outside Operations Manager was aware of this.

Cemetery (Cllr Mikka Pryor)

No issues to report.

134/26 ITEMS OF REPORT AND MATTERS FOR FUTURE AGENDAS RELEVANT TO THE COMMITTEE'S TERMS OF REFERENCE

1. Cllr Griffin reminded members of the upcoming Summer Fayre at Lytchett Minster School on Saturday 11th July 2026. The Councillors manning the Town Council stall have been informed of their time slots on the day.
2. The Town Clerk reminded members of the need to update their Register of Interests on the Dorset Council Website.

135/26 DATE AND TIME OF NEXT MEETING, AND CLOSE OF MEETING

The date of the next meeting is Tuesday 8 September 2026 at 6.30pm

The meeting closed at 7:57pm.