



Town Hall
East Street
Wareham
Dorset
BH20 4NS

19 November 2025

To: All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **WAREHAM TOWN COUNCIL** to be held on **TUESDAY 25 NOVEMBER 2025** in the Council Chamber, Town Hall, East Street, Wareham at **7.30pm** (or on the rising of the Planning and Transport Committee if later) for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray
Town Clerk

Please contact the Town Hall Office (01929 553006) if you need further information on this agenda.

Members of Wareham Town Council

Councillor Z Gover (Mayor)
Councillor K Critchley (Deputy Mayor)
Councillor D Budd
Councillor D Cleaton
Councillor M Cotton
Councillor A Dallimore
Councillor I Davey
Councillor B Dean
Councillor S Dean

Councillor V Green
Councillor M Hill
Councillor R Holloway
Councillor L Kirk
Councillor D Robinson
Councillor M Tighe
Councillor S Wheatley

**25 November 2025 at
7.30pm**

1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest

To declare any interest relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Policy for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on Tuesday 28 October 2025

To confirm, as a correct record, the minutes of the previous meeting of the Council (LGA1972 sch12).

5. Matters arising from the minutes of the last meeting held on Tuesday 28 October 2025

To consider any matters arising from the previous minutes.

6. Reports by the Dorset Council Ward Councillors and representatives on outside bodies

To receive the written report of the Dorset Ward Councillors and any further written reports from Town Council representatives on outside bodies.

7. Payment of outstanding creditors – TO FOLLOW

To receive the list of outstanding creditors and balances due for payment including reports of any outstanding payments made, note any queries and approve payments. (LGA1972 s150).

Queries on payments should be notified to the Clerk in advance of the meeting as the financial systems of the Council will not be available for interrogation at the meeting.

8. To receive such communications as the Town Mayor may wish to place before the Council

9. Reports of Committees and Sub-Groups

To note the approved minutes of the following committees:

- a) Neighbourhood Plan Steering Group – 9/10/2025
- b) Planning and Transport Committee – 14/10/2025
- c) Policy, Resources and Finance Committee – 9/9/2025

10. December Saturday Parking

To consider December dates on which Howard's Lane parking charges will be suspended to allow free Christmas parking.

11. Neighbourhood Plan Steering Group Terms of Reference

To consider an amendment to the Neighbourhood Plan Steering Group Terms of Reference.

12. Ride on Mower Expenditure Approval

To consider the recommendation from the Policy, Resource and Finance Committee for the purchase of a ride on mower.

13. 2025/26 Local Organisation Grant Awards

To consider the recommendation from the Policy Resources and Finance Committee as to Local Organisation Grant Awards.

14. Town Council Action List

To note the actions and progress from previous Town Council and Committee Meetings.

15. Report of Museum Co-ordinator

To note report of Museum Co-ordinator.

16. Town Clerk's Update – TO FOLLOW

To note update from Town Clerk.

17. Any other items the Mayor deems urgent

For report, information or for the agenda at the next meeting. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

18. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 16 December 2025 at 7.30 pm.**

19. Confidential Session

At the conclusion of this part of the Agenda, the Chairman will move the following resolution:

That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

20. Volunteer of the Year Award Recommendation

To consider the recommendation from the Volunteer of the Year Award Panel.



Item 4

Minutes of a meeting of the Town Council held on 28 October 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Members Present: Councillors Z Gover (Mayor), K Critchley (Deputy Mayor), D Budd, M Cotton, I Davey, B Dean, S Dean, V Green, R Holloway, L Kirk, M Tighe and S Wheatley.

Officers present: N Gray, Town Clerk & RFO, S Dickins, Deputy Town Clerk

TC 101/25-26 **Apologies for absence**

Apologies were received and accepted from Cllr D Cleaton, Cllr A Dallimore, Cllr M Hill and Cllr D Robinson.

TC 102/25-26 **Declarations of interest**

There were no declarations of interest.

TC 103/25-26 **Public participation time**

There were four members of the public present, two of whom spoke in relation to the former skate park at Hauses Field.

One resident raised disappointment at the skate park's removal and historic requests for copies of reports relating to its decommissioning due to safety, and the qualifications of officers who undertook the inspections. A second resident noted disappointment at the skate park's removal citing that the facility appeared safe and that residents are now required to travel to use alternate skate parks.

TC 104/25-26 **Confirmation of the minutes of the previous meeting**

TC 095/25-26 "Cllr Hollway" corrected to "Cllr Holloway".

TC 095/25-26 to more clearly reflect the in-principle nature of the investigations into the feasibility of a skate park prior to an asset transfer being pursued.

TC 097/25-26 "undertaking" corrected to "undertaken".

It was **RESOLVED** the minutes of the meeting of the Town Council held on 23 September 2025 were APPROVED subject to the above amendments and would be signed by the Mayor following the meeting.

TC 105/25-26 **Matters arising from the minutes of the previous meeting**

Cllr Holloway noted his discussions relaying the Town Council's concerns at The Former Middle School Field's lease length with the Dorset Council Asset Transfer team and Cllr Biggs, Deputy Leader and Cabinet Member for Property & Assets and Economic Growth. Cllr Holloway noted that Cllr Biggs had promised to investigate the transfer to identify a mutually acceptable solution. The Mayor thanked Cllr Holloway and requested that he keep Council updated.

TC 106/25-26 **Reports by Dorset Councillors and representatives on outside bodies**

The report from Cllr Ezzard was NOTED.

Cllr S Dean noted the Wareham Community Growers' success in the South & South-East in Bloom 2025 awards, having received the following awards:

Wareham Small Town	Gold
Wareham Churchyard	Gold
Wareham Town Pound Level 5	Outstanding
Northmoor Wildlife Haven Level 4	Thriving
Moreton's Lane Garden Level 4	Thriving
Wareham Hospital Gardens Level 4	Thriving
Carey Hall Gardens Level 3	Advancing

The Mayor led a vote of thanks to the Wareham Community Growers and asked that thanks be relayed in writing.

Cllr Cotton noted the Christmas Lights Committee were installing Christmas lights in North, South, East and West streets on 01.11.2025 and 02.11.2025. Cllr Cotton reported that the Christmas Lights Committee had also been able to purchase additional lights this year.

TC 107/25-26 Payments for outstanding creditors

Council considered the list of payments for approval.

Cllr Budd noted payments to Suez and that Council had resolved to change commercial waste provider to Dorset Council. He asked whether this transfer had taken place. The Deputy Town Clerk noted that the delay in transfer was due to the Suez contract's cancellation period and that the new waste provision by Dorset Council would commence by 17.11.2025.

It was **RESOLVED** that payments in the sum of £47,458.18 be approved.

TC 108/25-26 To receive such communications as the Town Mayor may wish to place before the Council

There were no communications placed before Council.

TC 109/25-26 Reports from committees and sub-groups

The minutes from the following meetings were NOTED:

- a) Amenities Committee – 12/08/2025
- b) Neighbourhood Plan Steering Group – 11/09/2025
- c) Personnel Committee – 12/08/2025
- d) Planning and Transport Committee – 09/09/2025 & 23/09/2025

TC 110/25-26 Dorset Council Draft Framework for Developing Town Plans

The Town Clerk noted that members' comments and feedback were sought for the Draft Framework for Developing Town Plans. The document had been received at short notice and the requested deadline for feedback was the end of the working day on 29.10.2025. The Town Clerk highlighted that the document had been shared with Town and Parish Clerks initially with limited understanding that Town Council feedback would need to be considered by Council, which had compounded the tight timeline for response.

Councillors discussed the document's impact on Town and Parish Councils and the resources available to them to be able to complete the work. It was felt the fundamental principles of the document were very good and that Wareham would benefit from the document's approach. The Town Clerk noted the next Strategic Plan could incorporate the basis of the document.

It was **RESOLVED** that the Town Clerk request an extension to allow councillors to feed back by 31.10.2025 for inclusion in the response, and that the Town Council would express its willingness to engage with the Draft Framework for Developing Town Plans in principle.

TC 111/25-26 External Audit Report 2024/25 Financial Year

Councillors noted the External Audit Report.

TC 112/25-26 Council Insurance Renewal

Councillors considered the insurance renewal cost for the 2025/26 year.

It was **RESOLVED** that the Town Council renew its insurance policy with Zurich Municipal at a cost of £8528.48 with the expenditure being taken from Office Costs – Insurance.

TC 113/25-26 PWLB Resolution Update

Councillors considered the paper in respect to the adding of the potential precept increase figure to the loan application with an indicative caveat clause.

It was **RESOLVED** that, for transparency and in addition to the resolution made at the Council meeting on 26 August 2025, the annual loan repayment for the first year could increase the precept by 21.99% or approximately £51.36 per annum per band D property, based on the 2025/26 budget and Tax Base. The exact figure is not known until Dorset Council release the 2026/27 tax base figures and the Town Council's final budget has been agreed; therefore, this figure is subject to increase or decrease.

TC 114/25-26 Town Council Action List

Cllr Tighe noted that herself, Cllr Cotton and the Deputy Town Clerk had met with students at The Purbeck School with a view to realising a Youth Council. Cllr Tighe noted insightful student feedback regarding library service visibility and public safety at the train station. The Town Clerk noted that the original purpose of the meeting was reaching consensus on a Terms of Reference for a Youth Council, and this would need to be done to ensure the Council fulfilled its governance commitments and that safeguarding for students was considered.

Cllr Holloway noted he too had raised concerns of library visibility and had been in discussions regarding train station lighting with the Police, but that this was Network Rail's responsibility.

The Town Council action list was noted.

TC 115/25-26 Report of Museum Co-ordinator

The Mayor noted another object handling event on 31.10.2025, which had previously been very successful. The Mayor highlighted that Wareham had been bustling with pumpkin trail participants and shared her gratitude to the Museum Co-ordinator and Administration Officer for their efforts.

The Museum Co-ordinator's report was noted.

TC 116/25-26 Town Clerk's Update

The Town Clerk noted an uncommunicated heritage lamppost head replacement at The Quay which had been reported by the Mayor. The light had reportedly been damaged requiring a temporary replacement. A replacement heritage lamppost head was to be installed soon. Replacements would be closely monitored. The Mayor noted the reportedly damaged light was within view of Council CCTV cameras and could be investigated.

The Town Clerk noted a letter from Vikki Slade, MP for Mid Dorset and North Poole, regarding a resident's concerns over 2 North Street's purchase for the Town Museum. The Town Clerk expressed disappointment that misinformation had been relayed to the Member of Parliament by the resident and that Cllr Holloway's response, noted in the letter, was that he was unable to clarify the questions raised, directing the MP to the Clerk.

The Town Clerk confirmed that the letter and response would be shared with Council and that she would respond with the factual information and full responses to the questions. Cllr Davey noted disappointment at the Member of Parliament's lack of support for the project and her lack of engagement with the Council regarding the project's development along with the tone of correspondence.

The Town Clerk noted that the Council had received a visit and caution from Ofcom regarding a Council CCTV camera's operating channel. The Town Clerk noted that the CCTV camera had been erroneously set to the wrong channel by the installer, but that remedial action was in hand.

The Town Clerk proposed that Council explored suspending a Christmas Reception this to minimise any financial impact on the local taxpayer. The Town Clerk noted that the awarding of the Volunteer of the Year award could either take place alongside the Full Council meeting on 16 December 2025 or alternatively could be incorporated as part of the Wareham Business Awards being hosted in the Town Hall on 22 January 2026.

Cllr Critchley noted his reluctance to suspend a Christmas Reception and suggested whether the Volunteer of the Year presentation may be included in the Mayor Making ceremony. Council considered when would be the most suitable dates to hold the Volunteer of the Year presentation and presentations of grants to Community organisations.

It was **RESOLVED** that the Volunteer of the Year Award be granted at the Wareham Business Awards on 22 January 2026, with consideration to making the award at the Mayor Making Ceremony annually going forward. The Annual Grant cheques would be presented at the Town Council Meeting in December.

TC 117/25-26 Any other items the Mayor deems urgent

There were no other items deemed urgent.

TC 118/25-26 Date of next meeting

It was noted that the next meeting of the Town Council was scheduled to be held on Tuesday 25 November 2025 at 19:30.

Mayor..... Date.....



Wareham Neighbourhood Plan Steering Group

Notes of the meeting held 7.00pm, on the 9th October 2025 in the Town Hall, East Street, Wareham

	Item	Outcome of discussion	Action/ Responsible member
	Present	Cllr D. Budd, Cllr K Critchley, Cllr R Dean, D Evans, H Evans, N Fagan, Cllr B Ezzard, Cllr Z Gover, Cllr V Green, Cllr D Robinson, T Warrick.	
	Public gallery	N Baggs	
2	Apologies	Apologies: Cllr M Cotton, Cllr A Dallimore, Cllr S Dean, S Dickins (Deputy Town Clerk), Cllr R Holloway, Cllr M Hill, L. Kenyon,	
3	Notes of meeting held on 7 th September 2025 and Matters arising	Agreed as a correct record. Matters arising: Awaiting response from Cllr Ryan Holloway regarding the agreement with Network Rail regarding Wareham Railway Crossing.	
4	Revised Terms of Reference	The Deputy Clerk has raised a number of issues regarding the draft terms of reference and will be meeting with the Chair, Vice chair and Hilary Evans to discuss amendments. The terms of reference will then be brought back to the Steering Group for consideration.	Chair, Vice- chair and HE to meet with Deputy Clerk to discuss

5	Former Middle School and Hospital, Surgery and Ambulance Station sites	No response had been received from Adam Fitzgerald regarding progress on these sites. Agreed that he, Di Mc Loughlin and Cllr Gill Taylor be invited to the next meeting.	Vice- chair to invite Adam Fitzgerald, Di McLoughlin and Cllr Gill Taylor to the next meeting
6	Review of Wareham Neighbourhood Plan Budget	The Vice-Chair explained that there were three types of modification of a neighbourhood Plan allowed for in the legislation and that we were likely to be the 2nd type. This is where there are material amendments but that the strategy remains largely the same. The Chair, Vice Chair, HE and Deputy Clerk had met with Dave Chapman of Locality and Ed Gerry of Dorset Council to discuss the likely costs of a review of the Wareham Neighbourhood Plan. Dave Chapman explained that they will be supporting neighbourhood plan groups and will also assist in making contact with appropriate consultants where technical studies are required. There is expertise in the Steering Group to assist with carrying out the review but some studies will be required which require additional expertise. When the original neighbourhood plan was developed a number of studies were prepared including a Habitats Regulation Assessment (HRA), Strategic Environmental Assessment (SEA) and a Retail Impact Assessment. For a full study to be undertaken the cost would be in the region of £10k to £15k but as we are doing a review it is likely that we can refresh the original study rather than carry out a full one. A response has been received from AECOM who carried out the SEA and they have estimated that the cost of refreshing this is likely to be in the region of £5000. Ed Gerry confirmed that he would be supporting Wareham's neighbourhood plan review. Dorset Council receives government funding to provide support to neighbourhood plan groups and to make arrangements for independent examination, the Reg 16 statutory	Chair, Vice Chair and HE meet with Deputy Town Clerk to discuss draft budget

		consultation and referendum if required. However, there are no funds for Town and Parish Councils apart from receiving 10% of CIL funding when sites are developed. A draft costing has been prepared allowing for consultation, publicity, a refresh of the SEA, HRA and retail impact assessment, Reg 14 consultation and independent examination. The likely cost is in the region of £2000 in 2025/26 and £23000 in 2026/7. It was agreed that the Chair, Vice- Chair and HE discuss this with the Deputy Town Clerk.	
	Former Middle School Playing Fields – proposed land transfer to Wareham Town Council	Wareham Town Council has been informed by Dorset Council officers that the maximum length of lease they can offer is 30 years for the transfer of the former playing fields. However, this is not adequate for applying for grants for a new skate park and the provision of new changing facilities. It is understood that only the Council's Cabinet has authority to authorise the transfer of land on a 99 year lease or as freehold. Cllr Ezzard will ask DC if this has been considered by Cabinet in the past.	Cllr Ezzard to ask DC if an item on transfer of the former Middle School Playing Fields has been considered by the Cabinet in the past.
	Any urgent items	There were none.	
7	Date of next meeting	Thursday 13 th November 2025	ALL



Minutes of a meeting of the Planning and Transport Committee held on Tuesday 14 October 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors M Tighe (Chair), D Robinson (Vice Chair), D Budd, M Cotton, A Dallimore, B Dean and M Hill.

Officers present: N Gray, Town Clerk & RFO, K Babbs, Administration Officer

P&T 075/25-26 Apologies for absence

Apologies for absence were received and accepted from Cllr D Cleaton

P&T 076/25-26 Declarations of interest

Cllr M Hill declared a non-pecuniary interest in agenda item P&T 080/25-26 application reference P/VOC/2025/05847.

P&T 077/25-26 Public participation time

There was one member of the public present who did not wish to speak.

P&T 078/25-26 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on Tuesday 23 September 2025 were approved and were signed by the Chair.

P&T 079/25-26 Matters arising from the minutes of the previous meeting

The committee noted its thanks to the Deputy Clerk for his hard work in putting together the responses for the Local Transport Plan (2026-41) and Dorset National Landscape Management Plan (2026-31) consultations.

P&T 080/25-26 Planning Applications

The following planning applications were received from Dorset Council, in its capacity as the local Planning Authority, for Wareham Town Council to consider:

Application Number: P/HOU/2025/05684
Location: 87 Carey Road Wareham BH20 4AZ
Proposal: Erect single storey front extension and single storey first floor extension over existing garage with internal alterations

Decision: NO OBJECTION

Application Number: P/HOU/2025/05509
Location: 10 Mill Lane Wareham BH20 4RB
Proposal: Erect porch extension, loft conversion with rear dormer, increase width of driveway entrance, and erect 1500 high stone wall, roof light, remove chimney, bike store

Decision: NO OBJECTION – COMMENT – Wareham Town Council highlights the need for the applicant to adhere to the Highways recommendation in respect of the turning

circle provision, and requests that this be checked following commencement of work.

Application Number: P/FUL/2025/05619
Location: 53 North Street Wareham BH20 4AD
Proposal: Change of use of shop (Use Class E(a)) to dwellinghouse (Use Class C3) with associated internal alterations

Decision: NO OBJECTION

Application Number: P/VOC/2025/05847
Location: 2 St Michaels Road Wareham BH20 4QU
Proposal: Demolish existing garage and erect a new 3-bedroom dwelling (with variation to condition 1 of planning permission P/FUL/2924/05786 to vary the approved plans to change flat roof to pitched roof and some alterations to the fenestration of the existing dwelling)

Decision: NO OBJECTION

Application Number: P/NMA/2025/05683
Location: 7 Mill Lane Wareham BH20 4QX
Proposal: Non-Material Amendment: Addition of 2 No. windows on south elevation to planning permission P/HOU/2024/03896 - Removing existing shed and erect garden studio

Decision: NOTED

P&T 081/25-26 Planning Decisions

The planning decisions report was noted.

P&T 082/25-26 Speed Indicator Device request – Bere Road

The committee considered a request from a resident to install a speed indicator device on Bere Road noting there was a need for traffic calming measures in the area as speeding was an issue. Suggestions made were for improvements to signage, as the 30 mph signs were barely visible having not been maintained sufficiently, and possible consideration for rumble strips. It was also requested that the Community Speed Watch team be asked to carry out a speed watch session on Bere Road to assist with data as well as being a deterrent.

It was **RESOLVED** to not support the request for the speed indicator device, but to approach Dorset Council with a request to improve signage and consider other methods of deterrent, whilst also contacting the Community Speed Watch Team to carry out a speed watch session on Bere Road.

P&T 083/25-26 Any other items the Chairman deems urgent

The Chair noted she had drafted a letter in respect of the lack of consultation when Tree Preservation Order's (TPO's) are being considered by the Tree Officer at Dorset Council which she will circulate to members after the meeting for any comments prior to submission.

P&T 084/25-26 Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled for Tuesday 28 October 2025 at 19:00.

Chairman..... Date.....



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 9 September 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.30pm.

Committee Members Present: Councillors S Dean (Chairman), Z Gover (Vice Chairman), D Budd, K Critchley, B Dean and M Tighe.

Officers present: N Gray, Town Clerk & RFO, S Dickins, Deputy Town Clerk

PRF 029/25-26 Apologies for absence

Apologies were received and accepted from Cllr Green, Cllr Kirk and Cllr Wheatley.

PRF 030/25-26 Declarations of interest

There were no declarations of interest.

PRF 031/25-26 Public participation time

There were no members of the public present.

PRF 032/25-26 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 8 July 2025, were **APPROVED** and were signed by the Chairman.

PRF 033/25-26 Matters arising from the minutes of the previous meeting

There were no matters arising.

PRF 034/25-26 Payment of outstanding creditors

The Committee considered the list of payments for approval.

It was **RESOLVED** that the payments to creditors in the sum of £6,414.32 be **APPROVED**.

PRF 035/25-26 Bank Reconciliation – August 2025

The Committee considered the bank reconciliation for August 2025.

It was **RESOLVED** to **APPROVE** the bank reconciliation for August 2025.

PRF 036/25-26 IT and Cyber Security Policy

The Committee considered the IT and Cyber Security Policy.

It was **RESOLVED** to **APPROVE** the IT and Cyber Security Policy.

PRF 037/25-26 Document Retention and Disposal Policy

The Committee considered the Document Retention and Disposal Policy.

The Town Clerk noted the IT and Cyber Security Policy referred to the Document Retention and Disposal Policy and therefore both policies should be considered at the same time.

It was **RESOLVED** to approve the Document Retention and Disposal Policy.

PRF 038/25-26 Environmental and Biodiversity Policy

Cllr Critchley asked whether Council was carrying out the Community Engagement and Support element of the Environmental and Biodiversity Policy. The Deputy

Town Clerk noted this related to the ways in which the Town Council supports community groups through facilitating events, presentations to Council as a stakeholder and supporting smaller environmental groups within the Town on an operational basis.

Cllr S Dean noted that Wareham Community Growers and Northmoor Wildlife Haven had merged and therefore the document should only reference Wareham Community Growers.

It was **RESOLVED** to approve the Environment and Biodiversity Policy, subject to the removal of the reference to Northmoor Wildlife Haven.

PRF 039/25-26 Howards Lane Signage

The Committee noted the purchase of the Howards Lane Signage which had been dealt with by way of email due to expediency, and the need to formally approve the payment retrospectively.

It was **RESOLVED** to retrospectively approve the expenditure of the Howards Lane Signage in the sum of £1172 (excl. VAT), with £833.33 being drawn from “Howards Lane Car Park” – “New Equipment” and the remaining £338.67 being drawn from “Howards Lane Car Park” – “Maintenance”.

PRF 040/25-26 PS Tax Consultancy

The Town Clerk noted the proposal to engage PS Tax Consultancy for tax and VAT matters which would assist with the upcoming projects that would have specialist construction, stamp duty and VAT implications. Although the Clerk held good knowledge of these areas, the size and complexity of the proposed major projects would need far greater and detailed knowledge, which this subscription would provide, ensuring Council is properly protected.

Cllr Critchley enquired whether the subscription fee was fixed and would cover Council’s requirements. The Town Clerk noted that the subscription fee of £2,750 (excl. VAT) was fixed and that only in the instance of requiring a high level of consultancy support outside the standard scope of the subscription would additional costs be incurred for the consultancy.

Cllr B Dean enquired whether the subscription would be automatically renewed or periodically renewed. The Town Clerk noted that this would be reviewed annually should Council still require the service.

It was **RESOLVED** to enter an annual “The Local Council Tax Club” subscription with PS Tax Consultancy at a cost of £2,750 (excl. VAT) to be taken from the Professional Fees – Consultancy Fees budget.

PRF 041/25-26 Speed Survey Costs

The Committee considered the recommended report in respect of the costs for speed surveys to facilitate a 20 Mph zone within Wareham’s Saxon Walls.

Cllr Tighe noted the potential benefits in respect of safety for road users, active travel users and vulnerable individuals within the proposed 20 Mph zone.

Cllr Critchley noted potential challenges in enforcement and implementation of 20 Mph zones within conservation areas given the increased amount of signage required. He also noted the historic requests from the Northmoor residents for speed surveys, which may be revived given there was no proposal to carry out a survey in that area.

Cllr B Dean questioned where the speed surveys would be conducted, noting that a survey carried out in a back lane of Wareham would skew the results for a busy main road through the town.

The Clerk suggested that the recently convened Community Speed Watch group be approached for information about which were the hot spots for speeding in the town from their patrols.

It was **RESOLVED** to refer the matter back to the Planning and Transport Committee for further investigation on the precise locations required for speed surveys, and to contact the Community Speed Watch Group to request speeding hot spots information to better inform the speed survey locations.

PRF 042/25-26 Chamber Clock

The Clerk advised that the Clock had been working following the work carried out by a local hobbyist resident, but it had been intermittent once returned to the Chamber, eventually stopping again. The Clerk asked the Committee to consider a donation to the suggested charity from Cllr Davey who had made the introduction for the hard work which had taken place, despite the attempt not being successful.

It was **RESOLVED** that a donation of £100 be made to the East Dorset and New Forest Branch of the Motor Neurone Disease Association to be taken from the Town Hall – Equipment & Buildings Maintenance budget.

PRF 043/25-26 Any other items the Chairman deems urgent

There were no items deemed urgent.

PRF 044/25-26 Date of next meeting

It was noted that the next meeting of the Policy, Resources and Finance Committee was scheduled to be held at 7.30pm on **Tuesday 11 November 2025**.

Chairman..... Date.....



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 25 November 2025

Agenda Item: 10

Subject:	December Saturday Parking
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider December dates for which Howard's Lane parking charges will be suspended to allow free Christmas Parking.
Background:	Each year the Town Council agrees which dates to suspend parking charges in December to assist with boosting the local economy prior to Christmas. Last year the following resolution was made: <i>PRF 038/24 December Saturday Parking - VERBAL</i> <i>Members considered the dates for suspending parking charges in Howard's Lane Car Park for Christmas shopping in December. The Clerk noted that Dorset Council would only be supporting a parking charges suspension for Small Business Saturday on 7 December 2024.</i> <i>It was RESOVLED that charges for Howards Lane Car Park would be suspended on the 7, 14 and 21 December 2024.</i>
Key Points:	Dorset Council will be honouring its usual Small Business Saturday support by suspending its parking charges on Saturday 6 December. Policy Resources and Finance considered the position but was not able to resolve as it was not an agenda item. Their recommendation was to suspend charges on Small Business Saturday only.
Implications:	Financial loss from a day's parking charges. Reputational damage from not supporting the Town's business community during its Christmas trade.
Recommendation:	To consider the recommendation from Policy Resources and Finance.



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 25 November 2025

Agenda Item: 11

Subject:	Neighbourhood Plan Steering Group Terms of Reference
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To consider an amendment to the Neighbourhood Plan Steering Group Terms of Reference.
Background:	Council approved the Neighbourhood Plan Steering Group Terms of Reference at the Annual Town Council Meeting on 13 May 2025 (TC 014/25). Following the adoption of the Neighbourhood Plan Steering Group Terms of Reference for the 2025/26 municipal year, concerns were noted by the Neighbourhood Plan Steering Group that the approved Terms of Reference may be restrictive in scope, preventing the group from fulfilling its purpose. Following consultation with the Neighbourhood Plan Steering Group, an amendment has been drafted to overcome such restrictions within Terms of Reference. This proposed amendment has been considered by the Neighbourhood Plan Steering Group and commended for Council approval on 13 November 2025.
Key Points:	The amended Neighbourhood Plan Steering Group Terms of Reference are included in Appendix A, with the added clause highlighted in yellow. This exact excerpt added to the group's "Areas or Responsibility" is also included below in <i>"quote marks and italics"</i>. No other text has been removed, added or altered. <i>"To recommend to Council, or an appropriate committee, consultation responses which impact the Neighbourhood Plan, and to submit supporting responses in keeping with Council's adopted response or existing policies. Such supporting responses should be distinct from and separate to the Town Council response so as to not infer a response on behalf of the Town Council."</i> Terms of Reference are a document that defines a Town Council group or committee's purpose, responsibilities, and authority, including its members, meetings, and how it operates. These are important documents which provide a clear framework for the group or committee's work to ensure accountability, and establish their relationship with Council, especially regarding decision-making powers. The Neighbourhood Plan Steering Group is an <i>advisory group</i> to Council. It is not a duly constituted <i>Council committee</i> of Wareham Town Council. An <i>advisory group</i> in a town council acts in a consultative role, researching issues within its scope and making recommendations without the power to make decisions. Recommendations are made to Council or an appropriate committee with the powers to act on behalf of Council.

	As an <i>advisory group</i>, as opposed to a <i>Council committee</i>, the Neighbourhood Plan Steering Group is not subject to the same governance requirements as a <i>Council committee</i>. This allows the group to call meetings freely, conduct its meetings as the group agrees appropriate in line with its Terms of Reference, and allows for non-Councillors to more easily participate in discussions and form the recommendations to be put to Council. This equally means it cannot act independently on behalf of Council as a <i>Council committee</i> would. The Neighbourhood Plan Steering Group noted concerns that, with its <i>TC 014/25</i> Terms of Reference, it would be unable to: 1. Respond to consultations whose outcomes impact The Neighbourhood Plan or neighbourhood planning matters. 2. Appoint professional advisors and commission studies within an approved budget to deliver the Neighbourhood Plan. Following consultation with the Neighbourhood Plan Steering Group, a recommended addition to the Terms of Reference has been proposed to allow for the Neighbourhood Plan Steering Group to respond to consultations to address concern 1, with the following effect. - To respond to consultations using the recommended responses it makes to Council, to amplify Council's response, while ensuring the Neighbourhood Plan Steering Group's response is in keeping and complimentary to Council's approved response. These responses will be clearly identifiable as being separate to the Council and not Council's official response for the avoidance of doubt. Following consultation with the Neighbourhood Plan Steering Group, Wareham Town Council officers will work closely with the Neighbourhood Plan Steering Group so the group can consider expenditures and make recommendations to Council or an appropriate committee, or Town Clerk & RFO for officer-level spending to meet the needs highlighted in concern 2. No amendment to the Neighbourhood Plan Steering Group Terms of Reference is required to overcome concern 2, and amending the Terms of Reference to include the ability to spend public money would raise concerns surrounding the lawful spending of public money, financial and auditory concerns.
Implications:	Inappropriately amending Terms of References would undermine the Council's compliance with legislation, strong governance practices, and protection of public money and against acting unlawfully. Failure to amend the Terms of Reference to meet the Neighbourhood Plan Steering Group's requirements will prevent the Neighbourhood Plan Steering Group from developing and safeguarding an effective Neighbourhood Plan on the Town Council's behalf.
Recommendation:	To consider the amendment of Neighbourhood Plan Steering Group Terms of Reference and approve and adopt them.

Terms of Reference Neighbourhood Plan Steering Group

Purpose

The Neighbourhood Plan Steering Group (“the NPSG”) is an advisory body to the Wareham Town Council for all matters that directly relate to the Neighbourhood Plan. The NPSG’s purpose is to oversee the review of the Neighbourhood Plan and ensure that any amendments to the Plan are recommended to Wareham Town Council for approval and submission to the Unitary Authority following the statutory process.

Authority, Powers and Duties

- (a) The NPSG has delegated authority from the Council under Standing Order No. 4 to consider the Wareham Neighbourhood Plan, and to make decisions in accordance with its Terms of Reference.
- (b) The Chairman and Vice Chairman shall be elected at the first meeting of the Committee following the Annual Town Council meeting and shall be composed of a Chairman and Vice Chairman. All Councillors shall be members, and the Committee may have non-Councillors also sitting as Committee members. The quorum for the group is six.
- (c) All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Town Council.
- (d) All power and duties of a Town Council in respect of the powers conferred on it from time to time under the Localism Act 2011, remain with the Town Council.

Areas of Responsibility

The following shall constitute the NPSG’s areas of responsibility:

- (1) To make observations in respect of the existing Neighbourhood Plan and to monitor its success, advising the Town Council accordingly.
- (2) To make the Town Council aware of any updates and changes within Planning legislation and frameworks which may pertain to the Neighbourhood Plan.
- (3) To oversee the review of the Neighbourhood Plan and make a recommendation to the Town Council to approve the review and arrange the necessary steps for adoption.
- (4) To carry out any necessary consultation within the community and local businesses to facilitate any review of the Neighbourhood Plan.
- (5) To recommend to Council, or an appropriate committee, consultation responses which impact the Neighbourhood Plan, and to submit supporting responses in keeping with Council’s adopted response or existing policies. Such supporting responses should be distinct from and separate to the Town Council response so as to not infer a response on behalf of the Town Council.

Review

Terms of Reference for the Neighbourhood Plan Steering Group shall be reviewed annually at the Council's Annual Meeting.

WAREHAM TOWN COUNCIL – REPORT



Meeting Date: 25 November 2025

Agenda Item: 12

Subject:	Ride on Mower Expenditure Approval
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To consider the recommendation from the Policy, Resource and Finance Committee for the purchase of a ride on mower.
Background:	Council included an earmarked reserve of £30,000 for the purchase of a ride on mower within its budget for the 2025/26 financial year. On 11 November 2025, the Policy, Resource and Finance Committee considered the purchase of a ride on mower in pursuance of this earmarked reserve's purpose (PRF 055/25-26). This expenditure exceeds £10,000 and must be authorised by Full Council in line with Council's Financial Regulations (1.7).
Key Points:	Officers had investigated numerous machines from nine mower manufacturers to identify machines most closely meeting Council's requirements and the Policy, Resource and Finance Committee carefully considered ten potentially viable machines. The Committee resolved to recommend a FD 13.09 Stage5 4WD (Grillo) with 61" rotary cutting deck¹ be purchased at a cost of £27,750 (excluding VAT) from Hunt Forest, subject to satisfactory demonstration, with the expenditure to be drawn from the "Ride on Mower" earmarked reserve (PRF 055/25-26). A satisfactory demonstration occurred on 18 November 2025 with all Grounds Operatives on The Recreation Ground and Hauses Field. This expenditure is favourably within the allocated budget, representing an underbudget saving of £2,250 (7.5%).
Implications:	Selection of a machine which does not meet Council's needs will constitute a significant single expenditure with diminished value for money for the local taxpayer. Failure to identify a machine for purchase may delay or totally prevent Council conducting its own grass cutting, reducing future contract savings and operational flexibility. The purchase of a mower is a significant single-item asset. Council should consider ensuring its safety from theft or damage, securing and insuring it appropriately. Use of a ride on mower requires staff training and Council should ensure it has a suitable process in place to ensure compliance.
Recommendation:	To approve the purchase of a FD 13.09 Stage5 4WD (Grillo) with 61" rotary cutting deck from Hunt Forest at a cost of £27,750 (excluding VAT) with the expenditure to be drawn from the "Ride on Mower" earmarked reserve.

¹ https://www.grilloagrigarden.co.uk/fd_1309_stage5_4wd#schedatecnica



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 25 November 2025

Agenda Item: 13

Subject:	2025-26 Local Organisation Grant Awards
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the recommendation from the Policy, Resources and Finance as to Local Organisation Grant Awards.
Background:	Wareham Town Council reserves a budget each year to make grants to local organisations. The 2025/26 budget for grants is £8,000. Policy Resources and Finance Committee considers the grant applications and makes a recommendation to Full Council as to the award for each application made.
Key Points:	There were 13 applications totalling received, totalling £24,848. The following grant awards were recommended which totals £8,660. The £1000 to Purbeck Youth and Community Foundation to be made up of £340 from the remaining grants budget and £660 from the Purbeck Youth Group budget line. - £1,000 granted to the Father Christmas Parade - £1,000 granted to the Christmas Lights Committee - £1,000 granted to the Wareham Carnival Committee - £500 granted to Sustainable Wareham - £1,000 granted to Wareham Area Men's Shed - £500 granted to Wareham Town Band - £400 granted to Wareham Disabled Club - £750 granted to Wareham & District Swimming Club - £1,000 granted to Prime-Time Kids Club - £250 granted to Wareham Community Growers - £260 granted to Wareham Choral Society - £1,000 granted to Purbeck Youth and Community Foundation The reason for the lower amount for the Youth Group was because their financial position was discussed at length having been shown to be over £90,000 in credit.
Implications:	Risk of Precedent: Going outside your policy (e.g., awarding more than the stated maximum or ignoring eligibility criteria), you set a precedent that could undermine the integrity of the program. Fairness and Transparency: Deviating from policy can lead to perceptions of favouritism or unfairness, which may damage trust among applicants and stakeholders. Audit and Accountability: during audit, granting outside policy could be flagged as non-compliance, potentially leading to reputational or financial consequences.
Recommendation:	To consider the recommendation from the Policy Resources and Finance Committee and make the Grants Awards as appropriate.

Item 14

ACTION LIST						
DATE OF MEETING	COMMITTEE	SUBJECT	MINUTE NUMBER	ACTION	PROGRESS & DATE COMPLETED	PROJECT OWNER/ RESPONSIBLE
11.11.2025	PR&F	Card Financial Collections for HL Car Park and Toilets / Cash Payments HL Car Park only	PRF 054/25-26	Financial collection quotes to be sought for HL Car Park and Toilets following not being includable for the meeting of 11.11.2025	Companies being identified and contacted for quotes	Deputy Clerk
14.10.2025	Amenities	Carey Play Area Replacement Trampoline Padding	A028/25-26	Further quotes to be obtained from other play equipment suppliers and return to next amenities.	UPDATE: Companies contacted for quotations. Quotes to be brought to Amenities 09.12.2025. Deputy Clerk working on obtaining quotes.	Deputy Clerk
12.08.25	Amenities	Carey Hall Play Area Fencing	A 019/25-26	The Committee considered the report in respect to the installation of additional fencing at the Carey Hall Play Area.	UPDATE: Repair still outstanding. HA chased 18.11.2025 Housing Association confirmed the repairs are the responsibility of housing tenants. DC will keep checking with HA to ensure completed. Housing Association owning both properties identified and repairs requested, awaiting response from HA maintenance team 17/09/2025. Deputy Clerk to establish whether a local housing association owned the adjoining failing fences and liaise accordingly for the repairs	DEPUTY CLERK

24/10/23	PR&F	Public Engagement	PRF 054/23	Town Clerk to draft a Community Engagement Strategy and Policy for consideration at a future meeting.	UPDATE: Item delayed due to PWLB work and Dorset Consultations, will present to Council in early 2026. Scheduled for 11.11.2025 PR&F. Being drafted alongside the Corporate Plan and Museum Strategy Plan. 1st draft initially scheduled for 26th Nov, postponed to PR&F 08/07/25. Strategy currently being drafted for consideration by the newly elected Council. Being prepared for September PR&F Meeting.	Town Clerk / Deputy Clerk
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11/07/23	Full Council	Youth Council Proposal	TC 042/23	Council supported Cllr Cotton in investigating the possibility of a Youth Council in Wareham and bring back any proposals for approval.	UPDATE: Meeting held on 21 October with School, Cllr Cotton, Cllr Tighe and Deputy Clerk. Draft TOR's being developed with the school and will be presented to Council for consideration when ready. Meeting arranged for 21.10.2025. Terms of Reference for the Youth Council to be brought to 28.10.2025 FC Meeting. Teacher contacted to establish next steps for student recruitment and working to establish a Youth Council at an operational level by Deputy Clerk (16.07.2025). Clerk presented to group of students at Purbeck School, all of whom expressed an interest in being part of the Youth Council. Contact passed to Deputy Clerk to pursue with teacher and Cllrs Tighe and Cotton in September. The Clerk has a meeting arranged with a Teacher and group of students on 26/6/2025 to discuss the initial steps required for setting up a Youth Council. Cllr Tighe advised that she has had contact with the school and will be updating the Deputy Clerk in due course.	Deputy Clerk/ Cllrs Cotton & Tighe
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Wareham Town Council – REPORT

Meeting Date: 25 November 2025

Agenda Item: 15

Subject:	Report of the Museum Co-ordinator
Prepared by:	Katie Seal, Museum Co-ordinator
Purpose of Report:	To provide an update on issues arising and confirmation of Museum Co-ordinator's actions.
Background:	Wareham Town Museum provides historical and cultural opportunities for residents and visitors of Wareham. These services are provided through the running of the museum's exhibitions during the museum's open season as well as a range of community outreach activities, such as museum events, talks and workshops. The Report of the Museum Co-ordinator is a standing report to Council to inform members of the work undertaken by the Museum co-ordinator and volunteers and ongoing development work of the museum as a service.
Key Points:	Volunteers Our volunteer party on November 6th was a great success. Many volunteers shared how much they enjoyed the evening and appreciated the opportunity to meet and socialise with fellow members of the team. The activities — including Museum Bingo and "Guess the Visitor Numbers" — were very well received and added a fun element to the event. We also presented our Volunteer of the Year Award, voted for by the volunteers themselves. This year's recipient was Victoria, chosen in recognition of her contribution throughout the season. For the main season we welcomed 8,042 visitors to the museum, a figure that generated lots of enthusiasm during the guessing game. Several volunteers commented on how friendly and welcoming the museum network feels and expressed their thanks. This feedback was particularly meaningful, as creating a warm, supportive, family-like environment has been one of my key aims. Events and Engagement Pumpkin Trail (25–31st October) The Pumpkin Trail was a great success. Prize bags ran out by the third day, but families continued to participate, and we were still able to provide sweets and colouring sheets for children to take away. Running an event of this kind through the town created a real sense of community, and we received some wonderful feedback from parents. The trail also encouraged a number of visitors to come to the museum who might not have otherwise done so.

	Halloween Object Handling Session (31st October) Our Halloween object handling session was very well attended, with many children arriving in full costume, which added to the festive atmosphere. The library were, as always, excellent hosts. Special thanks go to our volunteers Richard and Pam, who brought two Saxon characters to life and engaged the children with an entertaining story about Wareham's Saxon origins. Their performance was extremely well received by the young visitors. Coasts in Mind Youth Event (27th November) The Coasts in Mind event, which was cancelled last month, has been rescheduled for November 27th. This youth-focused event will enable participants to create their own exhibition in the museum's temporary exhibition space. The exhibition will open in the New Year, once the temporary Christmas display has been taken down. Christmas Elf Trail (7th December) Following the success of the Halloween trail, I have partnered with Katy Babbs to organise a Christmas Elf Trail around the town. The trail will take place on Sunday 7th December, 10am–2pm, providing families with festive activities ahead of the Santa parade and grotto later that day. Participants who complete the trail will receive a Christmas surprise. We have increased the number of prize bags for this event, with any extras being saved for next year. The trail will see elves dotted throughout the town once again, in collaboration with local businesses. Christmas Dinosaur Competition We are also running a festive competition in the museum: "<i>Guess the Name of the Christmas Dinosaur!</i>" Thirty festive dinosaur names will be displayed, and participants can pay £1 to select a name and enter their details next to it. The winner will take home the nearly one-metre-tall, very fluffy dinosaur. This is another fun initiative to engage the local community during the festive season. Winter Lecture Series 2026 Planning for the Winter Lecture Series 2026 is progressing well. We now have nearly all ten slots filled, spanning January to March, with a varied programme covering archaeology, natural history, local history, social history, and maritime themes. Partnerships and Loans This month I met with Kevin Winter from the T. E. Lawrence Society, and we have now received the Society's full collection relating to Lawrence on long-term loan. We are not the owners of these items; rather, the museum is acting as the central home and care base for the Society's collection. The loan includes several remarkable pieces, most notably the pantry door from Lawrence's childhood home, marked with height measurements for Lawrence, his brothers, and his father.
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	This partnership strengthens one of our key assets as we move towards the new museum: we are the museum for T. E. Lawrence, and we hold a collection of genuine international importance. The plan is to display the pantry door when we reopen full-time at Easter, alongside a redesigned Lawrence room that will enable more of the collection to be shown in a clearer, less crowded layout. Shop and Museum Maintenance Although we are now operating reduced winter opening hours (Thursdays and Fridays, 10am–2pm), visitor numbers remain steady. For example, on Thursday 13th November we welcomed 19 visitors—very encouraging for an autumn/winter weekday. A special Christmas merchandise offer will run throughout the season: a travel mug, pen, and tote bag bundle for £10, providing an ideal stocking filler. The Halloween exhibition, “<i>Whispers & Wonders: Folklore from Wareham and Beyond</i>,” is being replaced imminently with a Christmas-themed display, “<i>A Victorian Christmas in Wareham</i>.” This rotation allows more objects to be shown while also encouraging repeat visits. Archiving Project With reduced opening hours, now is an ideal time to begin the long-term archiving project. I am currently planning the new archiving process and assessing the current condition of the collections to ensure the project is carried out to a professional standard. Oral History Project — Our Identity: Past, Present and Future Planning for this project is now underway. We have received the Dorset Council grant and purchased the necessary equipment. The next step will be to begin public outreach and advertise for participants willing to share their memories and experiences of life in Wareham.
Implications:	The museum is a significant public service to the town and the reporting of its activities for Council allows members to contribute more fully to shaping its future development. The strategic documents drafted by the Museum Co-ordinator are key enablers to future developments for the museum. Elements of the Museum’s services are supported by the successful application of grants, and their reporting is brought for information and report.
Recommendation:	To note the report of the Museum Co-ordinator for information.