

Minute Number	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)
0623-27	12/06/2023	Clerk	Purbeck Park Footpath	Corfe Castle Parish Council write to Dorset Council to propose that Dorset Council underwrite the cost of an accessible and chargeable minibus which would act as a shuttle between Purbeck Park, the National Trust carpark and the village centre to operate from summer 2024.	For many years Dorset Council have agreed a need for a public footpath / cycle route from what was Norden Park & Ride to Corfe Castle. 30-06-23 letter sent via email to Cllr Bryan, & John Sellgren cc Cherry Brooks 30-06-23 email received from John Sellgren "Many thanks for your email. Cllr Brooks raised this in a meeting at Dorset Council earlier this week and this prompted me to ask my team about the progress being made. I am going to ask them to respond to you directly and others copied into this email." 04-07-23 Email received from David Brown with detailed update forwarded to Cllr's. 18-07-23 email response to David acknowledging offer of meeting bi-monthly or quarterly and accepting updated on either time scale depending on progress made. Also suggested instead of Face to Face happy with email updates if easier for David. 04-10-23 Email sent to David asking for an update, plus to set a future date for a meeting or to receive and email update. 11-10-23 Email received from David Brown "We are still committed to delivering a path between Purbeck Park and Corfe Castle Visitor Centre. However, it has become apparent that the 3rd party landowner opposes the preferred route and does not agree to Dorset Council acquiring the land for this path. For us to proceed from this point we need to do a lot of work investigating all other options and consider the most affective approach to securing a suitable route. Unfortunately, progress on schemes such as this are very unpredictable. I will provide a further update when investigation work has been completed and we hopefully have a clearer way forward. "
1123-72	13/11/2023	Clerk	Purbeck Path Consultation	Clerk contact Cllr Brooks & David Brown as project Manager to request Cllr Blinkhorn & Cllr Roberts meet up with the consultants when on site, to offer local knowledge of the area.	22-11-23 Email sent to Cherry. 27-11-23 Phone called received from David Brown stating "At present no consultants have not been appointed to carry out the feasibility study, however as and when they are appointed, (hopefully in the next month or two), you will consider our request for Cllr Roberts & Cllr Blinkhorn to meet with them to share their local knowledge. "
1123-72	13/11/2023	Clerk	Purbeck Path Consultation	Clerk contact David Brown (Dorset Council Engineering Project Manager) and invite him to attend a Corfe Castle Parish Council meeting to discuss the Purbeck Park footpath project.	23-11-23 Email sent to David 27-11-23 phone call received from David Brown stating "1.At present there are no further updates on the project, over and above what Cllr C Brooks has already passed to the Parish Council. 2.At present no consultants have not been appointed to carry out the feasibility study, however as and when they are appointed, (hopefully in the next month or two), you will consider our request for Cllr Roberts & Cllr Blinkhorn to meet with them to share their local knowledge. 3.You have met with a land owner in relation to the path from Purbeck Park to Corfe Castle in the Summer of 2023. 4.If the subject of a Compulsory Purchase Order is raised. You are happy for me to state, that a CPO is not on the table at present, and that Dorset Council are appointing a third party to carry out a feasibility study. 5.You respectfully decline our invite to attend a Parish Council meeting, as you would not be able to give any more updates over and above any updates already given by Cllr Brooks. Noting your time for the meeting is billable to the project and therefore your attendance is not a good use of resources."
1123-72	13/11/2023	Clerk	Electronic Signage Norden Roundabout	Clerk contact Cllr Brooks & a representative of the Traffic Signal Team to start engagement regarding electronic signage.	22-11-23 Email sent to Cherry
1123-73b1	13/11/2023	Clerk	Finance	Clerk to process monthly payments	
1123-73d	13/11/2023	Clerk	Policy	Clerk to publish Environment Policy	
1123-73e	13/11/2023	Clerk	Signage - Playpark	Clerk to order signage for play park "No Dogs"	
1123-74	13/11/2023	Clerk	Planning	Clerk to submit planning comments	22-11-2023 email and submission made
1123-75	13/11/2023	Clerk	Halves Cottage Signage	Clerk to contact Robert Nunn to repair Halves Cottages Sign	30-11-23 Repairs complete email invoice received. Email stating Halves Cottages & East Street.
1123-76	13/11/2023	Clerk	Black Top	Clerk to write to DC Highways to ensure the repairs to the pavement along East Street using tarmac is a temporary repair	05-12-23 Email S Mephram
1023-61	09/10/2023	Clerk	DC Budget Café	Request Cllr Brooks update further regarding what proposals she has proposed for the Purbeck area. It was hoped input would be put forward for: 1.Finance for transport to be defined (minibus or train) between Purbeck Park and Corfe Village. 2.Electronic signage close to Stoborough roundabout stating which car parks are full and where there is availability. Diverting cars to Purbeck Park when the National Trust and West Street Car Park's are full. 3.Progress off road, joined up access across Purbeck for cyclists, walkers, horse riders alike.	26-10-23 Email sent to Cherry. Response from Cherry "I think the Councillors may have misunderstood the purpose of the budget cafes. These are an opportunity for all elected members to take part in the overall budget setting for directorates (so the top line for each directorate), based on the income due in, mostly from central Government and historical spend. Individual budget lines are usually proposed by officers based on what they are doing in each area, plus what is set out strategically. All three instances that you have mentioned form part of ongoing discussions, but there is no guarantee of funding in the next financial year. I have passed this over to Jack Wiltshire and Giles Nicholson so they are aware of your comments, but I can tell you that Katie Black has offered to speak to the member of the public that spoke at your and other Parish Councils regarding routes for horses. "
0923-54c2	11/09/2023	Clerk	Playground Equipment	Clerk to investigate costings required to rectify all the points identified within the quarterly report, and report back to Council, with the aim of replacing the infant swing as a minimum this autumn	29-09-23 4 Contractors contacted with regards pricing for the swing unit. 3 acknowledge enquiry. 1 has quoted. 8-11-23 general update. 3 quotes received, all just for removal of old junior cradle swing, new double cradle swing. Preferable wooden with metal feet. 2 meetings set up for next week and week after. 01-12-23 Report created for presenting to Council December 23 meeting.
0923-54h2	11/09/2023	Clerk	Gods Acre	Clerk to have new plans drawn up for the New Extension Area showing the number of possible burial plots, when laying East to West.	Dec Meeting - Report submitted
0923-54h2	11/09/2023	Clerk	Gods Acre	Clerk to investigate if it would be possible to add a row at the foot of Row A in the New Extension Area for the interment of Cremated remains.	Dec Meeting - Report submitted
0923-54h3	11/09/2023	Clerk	Tender - Grounds Maintenance	Clerk to prepare a new combined tender for the Cemetery with the Playground / Sportsfield, for full Council approval.	19-09-23 Tender document drawn up and draft sent to Chairman and Vice Chairman for comment (typo's etc) 09-10-23 presented to full council for approval to publish. 16-10-23 Tender published CVN and online. 01-12-23 Tender envelopes opened in front of Chairman & Vice chairman. Report created for presenting to Council December 23 meeting.
0923-54j	11/09/2023	Clerk	New Cllr presentation	Identify local groups to speak to regarding "The life of a Parish Councillor"	29-09-23 Emails sent to various clubs. Aquarius, Castle ringers, FC, Gardening Club, Double Act, Castle Voices 26-10-23 No response
0923-58d	11/09/2023	Clerk	Hedge in Halves Cottages	Clerk to write to S Kennedy as the representative of Aster covering the Corfe Castle area and request the hedge running along the footpath to the common outside of 15 Halves Cottages be cut back to the originally intended hedge height of 4 foot.	18-09-23 Call from Aster of similar issue different location. Advise best email to contact is 'councillorenquiryinbox@aster.co.uk'. Email sent to 'councillorenquiryinbox@aster.co.uk' and S Kennedy 04-10-23 Response received "Further to our email of 18 September and as an update on this matter, Aster's Supervisor visited the site last week. The pathway at the rear is clear to walk but there is a bit of siding up to do, however, as you are aware from the photograph sent, there is a trailer there and cars which will need to be removed for works to be carried out. 23-10-23 Email from Liz "I understand that contractors were due to attend and deal with a very overgrown hedge last Thursday and Friday. Residents had moved their vehicles as requested, only to watch the contractors mow two tiny bits of grass and leave without touching the hedge concerned. A phone call to yourselves elicited the response that 'they would probably be back tomorrow then', but they have not reappeared to date. This has been somewhat of a saga, with the hedge not being cut in at least the past 12 years and many requests for the same being unactioned. Please could you advise me as a priority when this job will be completed so that I can reassure the residents." This will require the housing officer to arrange and then the contractor can be asked to cut back. As you can appreciate, it can take a little while to arrange this, but we will provide you with a further update as soon as possible." 24-10-23 Email from Katrina Aster "Thank you for your email of 23 October. Our apologies as the works had been arranged for our contractors to attend to cut the hedge and we fail to understand why this was not actioned. Our grounds maintenance team have contacted the contractor to firstly explain why they did not attend on the agreed date, and establish a new date (with lead time so residents can be written to). We will advise as soon as another date has been arranged." 25-10-23 Email from Liz "Thank you for your email, please would you ensure that I am copied in on any subsequent correspondence. The residents are understandably getting increasingly upset by continued delays and lack of action. One question that has come to light during this matter is that the residents state that a portion of their rental money is specified as a charge for 'grounds maintenance'. Several of them state that they have never seen any Aster (or contractors on their behalf) grounds maintenance workers in over ten years of living at those properties. Is there a regular programme in place that has somehow missed Halves Cottages? I noted on my dog walk this morning that someone has now cut some of the brambles and vegetation that was overhanging the carriageway and the resulting green waste is in the roadway. Please confirm that your contractors will take this away with them when they attend to deal with the hedge. I look forward to hearing from you with a new date for the contractors so that this matter can be finalised." 27-10-23 Email from Katrina "Please be advised that we finally have the date of 16 November 2023, for our contractors to attend the hedge works in the car park. In answer to your questions from your email of 25 October, our Estates Regional Supervisor, David Sparks, has advised that the program for works at Halves cottages is a bi-weekly program of works, which is monitored by Aster and internal colleagues during on-site inspections. Aster concedes that in recent months our contractor's standards have not been in keeping with the expectations of Aster and we are actively working with them on this matter. We acknowledge your statement over the works for that last 10 years, during which time a number of providers have been involved, however at this junction we are actively working on improvements with our current supplier so standards may be raised and kept moving forwards. David has spoken to a resident this week regarding the green waste as this matter was reported directly to him. In response Aster has raised an order to clear this green waste and these works will be concluded during the week of the 30/10/23." 16-11-23 Email from Liz "Thank you for getting back to me, however I have to confirm that no work has been carried out this afternoon. I checked at about 4.45pm and the hedge was the same as this morning. I can't imagine the contractors will work in the dark. I have asked the residents to leave the car park clear tomorrow. It would be a good solution to this if a team could be directed to complete this urgent job. The residents are understandably frustrated by

					to leave the car park clear tomorrow, it would be a good solution to this if a team could be diverted to complete this very overdue job. The residents are understandably very frustrated by these continued delays (though are nervous of confronting Aster themselves). "17-11-23 from from Katrina "The grounds maintenance supervisor, David Sparks, has this morning visited site and reported that the hedge has been cut but will need height reduction which will be done in the winter works. He did notice that the garage area needs to be cleared of leaves and weeds which will be done by the end of today, but other than that he is unsure what works you are referring to. Can you please advise the works you feel have not been carried out or alternatively David has offered to meet you on site next week if you feel this would be beneficial." 19-11-23 Email from Liz "Thank you for your email. I have to say, however, that it leaves me at a bit of a loss as to how to reply in a constructive manner. By your admission the hedge in question has been neglected for over ten years and had significantly overgrown, both in height and width. After my intervention on behalf of the residents, Aster engaged contractors to cut it back, but these contractors have now failed to attend on three separate occasions. One of the residents has cut back the side of the hedge so that he can continue to park there without damaging his vehicles - he informed Aster of this and they arranged collection of the resulting green waste. There is no evidence that Aster's contractors have ever attended this site and cut the hedge in any way. I appreciate your advice that the hedge will be significantly reduced in height during 'winter works' but given recent history you will understand that our first reaction is disbelief - are these the winter works that have not been done for the past ten years? Would there be any merit in engaging the local resident who is a gardening contractor to cut the hedge back properly on Aster's behalf? He is unable to dispose of green waste without incurring charges so this would need to be collected as before, but at least the job would get done. I'd be very happy to meet with David Sparks on site, however I am only available on Monday or Wednesday this week. Please ask him to contact me directly (07787 622711) if he'd like to do this." 20-11-23 Email from David Sparks Aster "I hope this email finds you well. I understand that there are some concerns with regards the recent hedge cutting works at Halves Cottages, Corfe Castle. I would like to extend an invite to visit the site with me to look at the hedge of concern as I often find the best solution to resolving such matters. I have some availability on Friday the 24th of November at 11am if this is convenient to yourself? 20-11-23 Email from Liz "Thank you for your email. I do indeed have concerns about the hedge cutting work, and would like to take you up on your offer to meet on site. However, as per my email to Katrina Campbell, I am only available today, Monday, and Wednesday of this week. Would either of these days work for you? (reasonably short notice should be fine as I only live 5 minutes away) 20-11-23 David "I can move a couple of things around and meet you on site on Wednesday 22nd November at 12pm if convenient." 20-11-23 Liz "That would be very much appreciated. 12 noon, Wednesday 22nd November in Halves Cottages by the overgrown hedge. My mobile no is 07787 622711 should you need it on the day."
0723-39a & 0923-54a	11/07/2023	Clerk	Planning	Clerk to investigate what if any application the model village submitted for the signage changes and report back to Council.	20-07-23 Email sent to Cllr's stating no application found for a change in signage after the one granted on 5th April 2016 which was granted for 5 years. 11-09-23 Clerk to contact Dorset Council planning and request they investigate the need for a retrospective planning application from the Model village regarding the new signage. 05-10-23 Email sent to planning East and Enforcement east requesting they insist on a retrospective planning application be applied for. 08-11-23 Enforcement enquiry raised.
0723-39a & 0923-54a	11/07/2023	Clerk	Planning	Clerk to investigate what if any planning permission has been received for the luxury bell tent business on Kingston Hill and report back to Council.	20-07-23 Email sent to Cllr's confirming 1. DC have a 28-day permitted development rule, 2. Campsite looks to have been open since May 2023 and closes mid Oct 2023 with more than 28 days available for camping. Email sent to planning to check if total bookings are less than 28 days and tents taken down in between time is this ok within permitted development. 20-07-23 During Quarry visit Clerk spoke with both DC planning enforcement and planning officer re the new regulations for campsites under permitted development. It was stated the belief was that PD is now 60 days not 28. 11-09-23 Clerk to investigate if the Bell tent campsite on Kingston Hill has registered with Dorset Council as a camping facility. 05-10-23 Business not listed on https://www.dorsetcouncil.gov.uk/-/register-of-licensed-caravan-and-camping-sites Email sent to Dorset Council with enquiry
0523-9	15/05/2023	Clerk	Funding for toilet block	Seek additional funding from all relevant organisations, such as Dorset Council & National Trust.	16-06-23 Email sent to Adam. 16-06-23 Adam responded acknowledging email and stating he would talk to his general manager and come back to us. 05-10-23 Email sent to James and Adam asking for update 6-10-23 Email received from James "Many thanks for the email about the toilet block. After discussion I am afraid that the National Trust is not able to assist in the request for financial assistance with the maintenance of the toilet block in West Street. Whilst we appreciate that costs of maintaining the toilet block have increased in recent times the National Trust, as a local business in the community, already cover the full costs of maintaining 3 public toilets available to visitors to the village. These being at the Ticket Office, Castle View Welcome Centre and the Tea-Rooms. We would ask if this request has gone to other businesses within the village, and if not, why? We are aware that visitors to the castle are likely to frequent and use the services of the other businesses within the local community, as such they are also benefitting from tourism that the castle attracts. Sorry that we are unable to help at this time." 6-10-23 Email from James "Many thanks for the email about the toilet block. After discussion I am afraid that the National Trust is not able to assist in the request for financial assistance with the maintenance of the toilet block in West Street. Whilst we appreciate that costs of maintaining the toilet block have increased in recent times the National Trust, as a local business in the community, already cover the full costs of maintaining 3 public toilets available to visitors to the village. These being at the Ticket Office, Castle View Welcome Centre and the Tea-Rooms. We would ask if this request has gone to other businesses within the village, and if not, why? We are aware that visitors to the castle are likely to frequent and use the services of the other businesses within the local community, as such they are also benefitting from tourism that the castle attracts. Sorry that we are unable to help at this time." 3-11-23 email from Cherry "I have to say that my first reaction is that this is a Parish Council commercial matter. However, if you can provide me with a costed business case I will look into it."
0623-24e & 0923-54h1	12/06/2023 & 11-09-23	Clerk	Establishing & Managing Gardens of Remembrance Training	Clerk to book and attend the ICCM Establishing & Managing Gardens of Remembrance training.	Mar 23 meet Nigel Dibden at the Councillors DAPTC Conference, arranged meeting with himself and DC designer Marta Kulik in Gods Acre in March 23. During meeting Marta advised there would be a small waiting period as they are busy but then she would be able to design and send over, Cost was asked for before work commenced and advised likely no cost as DC doing for PC, but this would be confirmed. 25-05-23 Chase email sent to Nigel & Marta as no communication received to date. 20-07-23 Chase email sent to Nigel & Marta as no communication received to date 20-07-23 Course booked for 5th October to understand legal requirements behind GOR 05-09-23 on September agenda for proposed planning discussion 11-09-23 Clerk to investigate costings for the design submitted from Dorset Council, to create a Garden of Remembrance. 04-10-23 Email sent to Nigel and Marta (DC) asking for quote to carry out landscaping works as designed 05-10-23 email sent to 3 other garden designers to request quotes.
0623-26	12/06/2023	Clerk	Annual Parish Meeting	Clerk to investigate costing for a banner. & Clerk to implement refreshments into the proposed APM agenda for 2024.	Costs average £40 ex VAT for a non-changeable banner 2m x 1m with eyelets
0623-31	12/06/2023	Clerk	5G	Contact Dorset Council to request an answer for information requested several months ago regarding the health and safety of 5G masts.	12-07-23 chase email sent to Cherry with questions raised and asking who best to contact at DC for answers 05-10-23 Email sent to Cherry asking for update on who to contact. 23-01-23 Email received from Cherry stating Huw Williams best Contact
0423-39	17/04/2023	Clerk	Perenco - Wytch Farm Oil Leak	Write to Perenco - see minutes for full details	28/04/25 Email / Letter sent to François Perrodo (Chairman of Perenco) & Ade Parvin Environmental Team Lead. 02-05-23 Email received from Ade acknowledging receipt. 22-09-23 Chase email sent asking for response to questions either via e-mail or by attending a CCPC monthly meeting. 28-09-23 Letter received and forwarded to Councillors. 30-09-23 Josey & Steve requesting to know why CCPC are not stakeholders 05-10-23 Email sent to Ade asking why PC are not a Stakeholder
			Woody Hyde		Update: A route was identified in 2020 and agreed in principle with Peake House (owners of field) and CCPC. In September 2020 Mark Singleton, Katie Black, the previous clerk & Michelle Harrington (as onlooker) walked the proposed route. The NT agreed to repair a gate at the bottom of the field, DC (Katie Black) agreed to install signage and CCPC agreed to pay for the installation of a new gate at the top of the field (installed by Katie Black and her team). The NT carried out the repair works with no issues. Katie Black and her team whilst installing the new gate was approached by people who claimed to be the tenants of the field, stating all work must stop. Peake House Business owners were not aware of anyone using their field and legal proceedings started after talks broke down. In 2022 the House was sold and the project was shelved, as it did not seem right that the PC ask the new home owners for permission to instate the new path, as they had a planning application going through and the PC are consultees. The Application was approved in early 2023. So talks can now take place. 23-06-23 Email sent to all interested parties asking for availability for meeting to discuss project. 5-7-23 meeting set for 21st July 2023. 12-07-23 Meeting postponed new email sent with more dates. 15-08-23 email received from Harry stating "we do feel quite strongly about the privacy of the property. Having a footpath along the bottom of the garden when we have a 2 year old is particularly unappealing."
			Electrical Charging		A need to electrical charging points was discussed at Council, and it was agreed Council should investigate the possibility of installing EV charging points in the resident's car park. PodPoint were commissioned to carry out a survey. The resulting quotes came back, and it was believed the prices quoted were too much for CCPC to justify at the time. The Working group were kept and the issue is on-going.
			Website Overhaul		
			Highways		10-07-23 Call from Stephen Mephram stating parking sign by church should have been replaced. Bankes Arms sign will be recovered and state the number of spaces available. The sign by the NT shop will be recovered and show, the number of spaces and the distance to the car park. The sign on the junction of Hollands Close & West Street will be removed but leaving the wood attached to the building, a new sign will then be attached to the wood. SM stated he will be visiting in a couple of weeks to look at the drop kerb requests with the intention of having them installed in October / November '23. It was mentioned all other requested items on the list will be worked on in due time. 19-07-23 Signage installed for Car park 17-08-23 email from SM "I want to put all amendments for Corfe Castle parking restriction TRO's through as part of one process – more cost effective. Putting this together (East and West St) is my next "Corfe Castle" project, following signage and dropped kerbs BUT I'm afraid Cllrs will at times have to be patient (and I know you all have been) as I have 80 Parishes in my area and must address safety issues as a priority. Promise to keep you informed as I interact with the Regulation Team on this one!"

			Planning Training	Planning training for all Cllr's & Clerk	Email clerks forum and ask if anyone has any contacts for training. (Material Considerations, responding to planning applications).
			Footpath update (National Trust)	Footpath from East Street to Playpark and West Street	Nov 23 meeting CCPC asked JG for update