

# Community Action Lytchett Matravers (CALM)

## Minutes of the steering committee meeting held at 7.30pm on Tuesday 3 June 2008 in the Blanchard Room, Village Hall, High Street, Lytchett Matravers

### Present

Andrew Carmichael – Chairman	Adrian Russell
Paula Taylor – Treasurer	Sue Haines
Jim Cunningham – Acting Secretary	David Howe
Sara Powell - Webmaster	Sue Mothersole
David Newman	Sandra Coleman
Martyn Colvey	Jayne Morris
John Hyde	Gill Bobin
E Ann Patrick	Linda Carmichael
Ann Richardson	+ 2 people who left the meeting early
Geoff Reynolds	

### Pre-meeting

1.0 Ahead of the formal steering committee meeting, the Chairman called a short pre-meeting. He proposed that, in future, a focus meeting be held before each formal meeting. He suggested that in decision making, active members of the association be guided by the process summarised by the acronym FADE: Focus; Analyse; Decide; Execute.

### Meeting

The Chairman opened the meeting at 7.35pm.

An Agenda and proposed Constitution and Articles of Association had been circulated to all members of the association with known email address in advance. Hard copies were available at the meeting.

#### 1. Constitution

The proposed Constitution and Articles of Association was tabled by the Chairman.

**1.1 Resolution: The proposed Constitution and Articles of Association was accepted unanimously by those members present.**

#### 2. Executive

**2.1 Appointment: David Newman offered to act as Secretary of the association for documentation and minute taking purposes. His offer was accepted unanimously by those members present.**

**2.2 Appointment: Ann Richardson offered to act as Press Officer of the association. Her offer was accepted unanimously by those members present**

2.3 Ann Richardson offered to help, additionally, with secretarial duties.

### 3. Finances

#### 3.1 Bank Account

3.1.1 The Treasurer had investigated Treasurer's accounts and proposed opening an account with the Poole branch of the Royal Bank of Scotland.

**3.1.2 Resolution: It was resolved that a Treasurer's Account be opened at the Poole branch of the Royal Bank of Scotland.**

**3.1.3 Action: Treasurer to open a Treasurer's Account with the Poole branch of the Royal Bank of Scotland. Chairman and Secretary to call into Royal Bank of Scotland, Poole branch, with necessary personal documents to meet the requirements of anti-money laundering legislation.** As soon as possible. To be co-ordinated by Treasurer

#### 3.2 Request to Parish Council for a grant of funds

3.2.1 Parish Council funding for the association will be discussed at the Parish Council meeting on Monday 16 June 2008. It was suggested that the association asks for not more than £800 at this stage as this would minimise processing delays.

**3.2.2 Action: Treasurer to write to Lytchett Matravers Parish Council to request a grant of funds for the association.** Ahead of the Parish Council meeting on 16 June.

### 4. Communication

#### 4.1 Website

4.1.1 The domain name [www.lytchett-matravers.net](http://www.lytchett-matravers.net) has been purchased. Individual members may choose to have on-line addresses linked to this site in the form: [name@lytchett-matravers.net](mailto:name@lytchett-matravers.net).

4.1.2 As a minimum, the website should initially aim to have the following pages: home page; links to other relevant websites, including Purbeck District Council; articles relating to this and other relevant local developments published in the local and national press; a transcript of the recent Radio 4 interview with Hazel Blears where she talked about the sanctity of the green belt; other MPs' prognostications on the subject, including those of local Liberal Democrat MP Annette Brooke; the constitution of the association. Later, forums for comment can be added.

**4.1.3 Action: Sara Powell to develop website with aim of having basics in place by time of next steering committee meeting on Tuesday 10 June.** Ongoing, with basics in place by 10 June.

**4.1.4 Action: Association members to submit relevant material to** Ongoing.

## **Sara Powell.**

### *4.2 Letter writing*

4.2.1 The Chairman has developed a list of people to whom he wants the association to write letters. Letters may be composed by members of the association on behalf of the Chairman, but are to go out in the name of the Chairman with the Chairman's personal address. The list includes: Christopher Lees; BBC Radio 4 Today Programme; Lord Rogers the architect; Prince Charles; Tamsin Ormond. The Chairman also wants links with the Lytchett Minster and Christchurch groups.

4.2.2 The formation of a sub-group to compose letters was proposed. Paula Taylor, John Hyde, David Howe and Jim Cunningham volunteered.

**4.2.3 Action:**            **Letter writing sub-group to meet at 7.30pm on Monday 9 June in the Parish Office to develop a plan of action and report back to the next steering committee meeting on Tuesday 10 June.**            **Meeting on 9 June; report back to steering committee on 10 June.**  
**A timetable of key letter writing milestones to be established.**

4.2.4 Jim Cunningham gave his apologies for the sub-group meeting on 9 June.

### *4.3 Logo*

4.3.1 Various logos for the association were presented for consideration. The Chairman identified a need for them on: (1) headed letter paper; (2) T-shirts.

4.3.2 The formation of a branding sub-committee was proposed. Sandra Coleman, Jayne Morris, Gill Bobin and Linda Carmichael volunteered.

**4.3.3 Action:**            **Branding sub-committee to meet at 4pm on Wednesday 4 June at Hopman's Cottage, High Street to agree logo and any other branding matters and report back to the next steering committee meeting on Tuesday 10 June.**            **Meeting on 4 June; report back on 10 June.**

## **5. Events and publicity**

### *5.1 Lytchett Matravers carnival event*

5.1.1 The carnival will be held on 21 June 2008. There was discussion of a range of ideas for inclusion on the association's stall including: purchasing rubber wrist bands identifying CALM aimed at teenagers; the printing of T-shirts with logos; having maps of the development proposals for people to see; having available copies of the current Purbeck District Council survey for members of the public to complete. The committee was also informed that the planners from Purbeck District Council would like to be present so that they can speak to members of the public.

5.1.2 The formation of a carnival sub-committee to consider the association's carnival day stall was proposed. Sandra Coleman, Jayne Morris, Gill Bobin and Linda Carmichael volunteered.

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| <b>5.1.3 Action:</b> | <b><u>Meeting of the carnival sub-committee</u> to follow that of the branding sub-committee on Wednesday 4 June at Hopman’s Cottage, High Street, agree theme and content of stall and plan of action and report back to the next steering committee meeting on Tuesday 10 June.</b> | <b>Meeting on 4 June; report back on 10 June.</b> |
| <b>5.1.4 Action</b>  | <b><u>Carnival sub-committee</u> to produce a rota for manning the stall on 21 June and present to next steering committee meeting on Tuesday 10 June.</b>  | <b>Report back on 10 June.</b>                    |

*5.2 Bournemouth bus protest event; communication with the press*

5.2.1 Hazel Blears will be at the BIC at 4.45pm on Thursday 3 July. The cost of hiring a coach to register our concern with the proposed development would be prohibitively expensive. We should consider other ways of getting to Bournemouth. We need to decide on our message and means of delivery. It might be sensible to co-ordinate action with Lytchett Minster. The press should be kept informed, notably the Daily Echo and local free advertising papers. We have a contact at the Echo: Juliette Astrup, Chief Reporter – Poole, 85 Dolphin Centre, Poole, BH15 1SZ; tel: 01202 675503; fax: 01202 668829; [juliette.astrup@bournemouthecho.co.uk](mailto:juliette.astrup@bournemouthecho.co.uk).

5.2.2 The formation of a protest sub-committee to consider the protest event was proposed. Sandra Coleman, Sue Haines and Jayne Morris volunteered. Ann Richardson volunteered to act as press officer. It was agreed that in addition to other lines, the association should also communicate regularly with residents of Lytchett Matravers via the monthly Parish Magazine.

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| <b>5.2.3 Action:</b> | <b><u>Meeting of the protest sub-committee</u> to be held at Sandra Coleman’s house at a time and date to be agreed between sub-committee members, agree plan of action for protest and report back to the next steering committee meeting on Tuesday 10 June.</b> | <b>Date of meeting to be agreed; report back on 10 June.</b> |
| <b>5.2.4 Action:</b> | <b><u>Ann Richardson</u> to inform local press of our association, its aims and the protest once the plan of action proposed by the protest sub-committee has been agreed by the full steering committee.</b>  | <b>Following agreement of plan of action.</b>                |
| <b>5.2.5 Action:</b> | <b><u>Chairman</u> to write an article for the Parish Magazine informing the residents of Lytchett Matravers about the association, its aims and the proposed plan of action.</b>  | <b>Following agreement of plan of action.</b>                |

*5.3 Winter review*

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| <b>5.3.1 Action:</b> | <b><u>Adrian Russell</u> to pursue initiative for raising funds for a possible winter Review.</b> | <b>Report back to steering committee.</b> |
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## 5.4 Other events and publicity

### 5.4.1 Poster campaign

5.4.1.1 It was suggested that a poster campaign in the village would raise awareness of the proposed development, the association and its aims.

**5.4.1.2 Action:**        **Sara Powell to consider poster messages and how we might operate a poster campaign in the village.**        **Report back to steering committee.**

### 5.4.2 Stall at Lytchett Matravers School Summer Fair

5.4.2.1 It was agreed that the association should run a stall at the school summer fair on Friday 4 July.

**5.4.2.2 Action:**        **Linda Carmichael to lead on development and manning of association stall at Lytchett Matravers School Summer Fair on 4 July.**

## 6. Focus groups

### 6.1 Legal

6.1.1 It was pointed out that the Lytchett Minster group is chaired by a solicitor and that combined action between Lytchett Matravers and Lytchett Minster in this area was probably sensible.

**6.1.2 Action:**        **Martyn Colvey to contact the Lytchett Minster group regarding a joint legal focus group.**        **Report back to steering committee.**

### 6.2 History

6.2.1 It was felt that the association's case might be strengthened with an improved understanding of the history of the area being considered for development.

6.2.2 The Lytchett Matravers library showcase has been booked by the association for the period 16 June 2008 to 19 July 2008.

**6.2.3 Action:**        **Ann Patrick to contact Shirley Percival and Peter Burbidge regarding the history of the area proposed for development.**        **Report back to steering committee.**

**6.2.4 Action:**        **Rosie Endecott to fill the library showcase to draw attention to the development, the association and its aims.**

### 6.3 Natural resources and amenities

**6.3.1 Action:**        **Rosie Endecott to arrange comprehensive wildlife and**        **Report back to**

**moth studies at site of proposed development.**

**steering  
committee.  
Report back to  
steering  
committee**

**6.3.2 Action: Chairman to contact David Bowsher and Lewis Williams about a study of the fungus at site of proposed development.**

*6.4 Managed resources and amenities (land use)*

6.4.1 The purpose is to develop an information base about the local area and proposed development site. It was noted that Purbeck District Council intends to make available during the summer a map showing land within built areas in Purbeck that people would be prepared to sell/release for infill and marginal development.

**6.4.2 Action: Martyn Colvey to send Wendy Meaden's email address to the Chairman.** As soon as possible.

**6.4.3 Action: Chairman to contact Wendy Meaden about local area land use and other relevant information.** Report back to steering committee

**7. Any other business**

*7.1 Margaret Cheetham, Planning Policy Team, Purbeck District Council*

**7.1.1 Action: Chairman to invite Margaret Cheetham, Planning Policy Team, Purbeck District Council to the next steering committee meeting on Tuesday 10 June.** Ahead of steering committee meeting on 10 June.

*7.2 Circulation of contact details for steering committee members*

**7.2.1 Action: Gill Bobin to produce a list of contact details of members present at the steering committee meeting on 3 June for circulation at the next steering committee meeting on Tuesday 10 June.** Steering committee meeting on 10 June.

The Chairman closed the meeting at 9.40pm.

J I Cunningham  
Acting Secretary, CALM  
5 June 2008

## Summary of appointments

- 2.1 Appointment:** David Newman offered to act as Secretary of the association for documentation and minute taking purposes. His offer was accepted unanimously by those members present.
- 2.2 Appointment:** Ann Richardson offered to act as Press Officer of the association. Her offer was accepted unanimously by those members present

## Summary of resolutions

- 1.1 Resolution:** The proposed Constitution and Articles of Association was accepted unanimously by those members present.
- 3.1.2 Resolution:** It was resolved that a Treasurer's Account be opened at the Poole branch of the Royal Bank of Scotland.

## Summary of actions

- 3.1.3 Action:** Treasurer to open a Treasurer's Account with the Poole branch of the Royal Bank of Scotland. Chairman and Secretary to call into Royal Bank of Scotland, Poole branch, with necessary personal documents to meet the requirements of anti-money laundering legislation. As soon as possible. To be co-ordinated by Treasurer
- 3.2.2 Action:** Treasurer to write to Lytchett Matravers Parish Council to request a grant of funds for the association. Ahead of the Parish Council meeting on 16 June.
- 4.1.3 Action:** Sara Powell to develop website with aim of having basics in place by time of next steering committee meeting on Tuesday 10 June. Ongoing, with basics in place by 10 June.
- 4.1.4 Action:** Association members to submit relevant material to Sara Powell. Ongoing.
- 4.2.3 Action:** Letter writing sub-group to meet at 7.30pm on Monday 9 June in the Parish Office to develop a plan of action and report back to the next steering committee meeting on Tuesday 10 June. A timetable of key letter writing milestones to be established. Meeting on 9 June; report back to steering committee on 10 June.
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<b>5.1.3 Action:</b>	<b><u>Meeting of the carnival sub-committee</u> to follow that of the branding sub-committee on Wednesday 4 June at Hopman's Cottage, High Street, agree theme and content of stall and plan of action and report back to the next steering committee meeting on Tuesday 10 June.</b>	<b>Meeting on 4 June; report back on 10 June.</b>
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<b>5.3.1 Action:</b>	<b><u>Adrian Russell</u> to pursue initiative for raising funds for a possible winter Review.</b>	<b>Report back to steering committee.</b>
<b>5.4.1.2 Action:</b>	<b><u>Sara Powell</u> to consider poster messages and how we might operate a poster campaign in the village.</b>	<b>Report back to steering committee.</b>
<b>5.4.2.2 Action:</b>	<b><u>Linda Carmichael</u> to lead on development and manning of association stall at Lytchett Matravers School Summer Fair on 4 July.</b>	
<b>6.1.2 Action:</b>	<b><u>Martyn Colvey</u> to contact the Lytchett Minster group re: a joint legal focus group.</b>	<b>Report back to steering committee.</b>
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| <b>7.2.1 Action:</b> | <b><u>Gill Bobin</u> to produce a list of contact details of members present at the steering committee meeting on 3 June for circulation at the next steering committee meeting on Tuesday 10 June.</b> | <b>Steering committee meeting on 10 June.</b>          |