



# WAREHAM

## Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

10 March 2021

To: All Members of the Amenities Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **AMENITIES COMMITTEE** to be held on **17 March 2021** via Zoom at **7.00pm** for the purpose of transacting the business set out in the Agenda below.

### Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details below:

The Zoom meeting ID is: 817 2846 9095

Or click here: <https://us02web.zoom.us/j/81728469095>

Vanessa Ricketts  
Town Clerk

***Please contact the Town Council office on 01929 553006 if you need any further information on this Agenda.***

### Members of the Amenities Committee

Councillor D Budd (Chairman)  
Councillor B Ezzard  
Councillor S Kemp  
Councillor C Turner

Councillor V Green (Vice Chairman)  
Councillor H Gooding  
Councillor L Kirk



**17 March 2021**

**1. Apologies for absence**

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

**2. Declarations of interest**

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

**3. Public participation time**

Members of the public have been encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these have been made available to all Councillors. The response to these questions or comments will be addressed at this point. (LGA1972 s100)

**4. Confirmation of minutes of previous meeting held on 2 December 2020**

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

**5. Matters arising from the minutes of the last meeting held on 2 December 2020**

To consider any matters arising from the previous minutes of the Committee.

**6. Budget Comparison Report**

To receive the latest budget comparison report for the 2020/2021 financial year.

**7. Officers' Update Report**

To receive an update from the Officers on the current projects that are for note

**8. 2 Mill Lane - Update**

To receive and update on 2 Mill Lane and consider the recommendation within.

**9. Any other items the Chairman deems urgent**

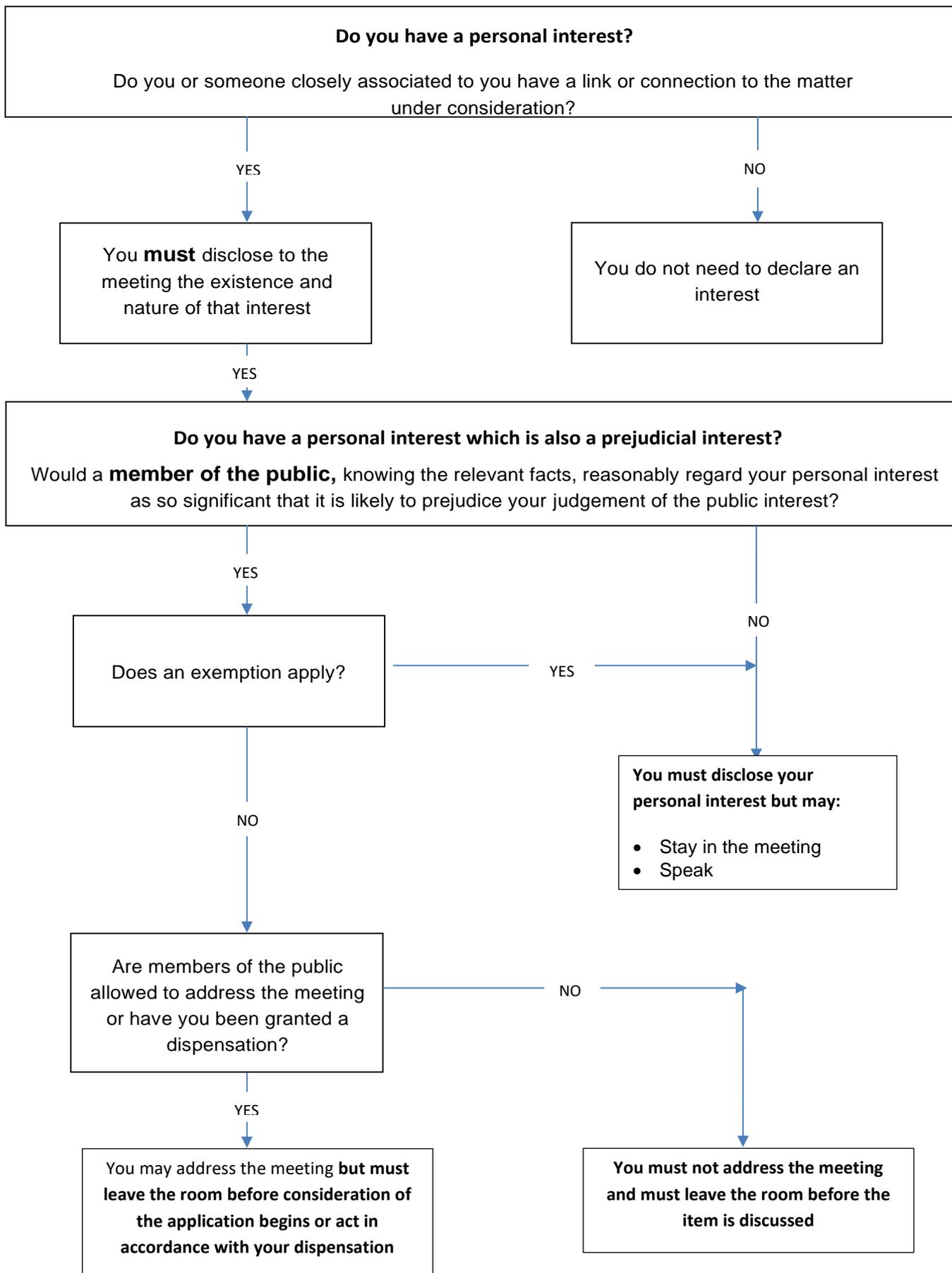
For report, information or for the agenda at the next meeting of the Amenities Committee.

**10. Date of next meeting**

To note the date of the next meeting, which is scheduled for **28 April 2021 at 7pm.**

# Declaration of personal and prejudicial interests

Questions to ask yourself. If in doubt you should ask your Clerk or your Monitoring Officer.





**Minutes of a meeting of the Amenities Committee held on Wednesday 2 December 2020 via Zoom at 7.00pm.**

**Committee Members present:** Councillors D Budd (Chairman), V Green (Vice Chairman), B Ezzard, H Goodinge, L Kirk, C Turner

**Officers present:** V Ricketts, Town Clerk; T Bailey, Operations Manager

**328. Apologies for absence**

Councillor S Kemp offered apologies due to ill health.

**329. Declarations of Interest**

There were no declarations of interest.

**330. Public participation time**

There was one member of the public present to speak in connection with Agenda item 6 – Hauses Field Skate park.

**331. Confirmation of minutes of previous meeting held on 21 October 2020**

The minutes of the previous meeting of the Amenities Committee held on 21 October 2020 were presented by the Chairman.

**Resolved that** the minutes be taken as read, confirmed and signed by the Chairman.

**332. Matters arising from the minutes of the last meeting held on 21 October 2020**

There were no matters arising from the minutes of the meeting held on 21 October 2020.

**333. Budget Comparison Report 2020/2021**

The budget comparison report was presented by the Town Clerk, for reference.

**334. Hauses Field Skate Park**

A report detailing the concerns of residents in the Northmoor Park area was considered.

**Resolved that** a working party be set up to examine the issues raised in the report and establish what action could be taken. Membership of the working party was agreed as being Councillor V Green (Chairman), Councillor Ezzard and Councillor Kirk, with the option to co-opt members of the public if deemed appropriate.

**335. Siting of bench on North Street**

A report was presented proposing a revision to the previously agreed location for the reinstalment of a bench on North Street, Wareham.

**Resolved that** subject to the approval of Highways, the bench would be installed adjacent to the bus stop outside of the post office on North Street.

**336. Gateway Stones**

A report recommending suitable locations for the gateway stones, commissioned as a result of the S106 money received by Bloor Homes, was presented.

**Resolved that** the 'Welcome to Wareham' stone would be placed in the proposed position off of the Worgret Roundabout, heading into Wareham town. An additional site for the 'Wareham' stone was proposed and it was agreed that subject to the approval of Highways, the second stone would be placed on Bere Road. In the event that the Bere Road location proved to be unsuitable, the remaining proposal of Saxon Roundabout would be considered.

**337. Proposed extension of car park charging by Dorset Council**

A report detailing the proposed extension of car park charging by Dorset Council was presented.

**Resolved that** it be recommended to Full Council to adopt the proposed extension to charging in the Howards Lane Car Park.

**338. 2 Mill Lane update**

The Operations Manager updated the Committee on progress that had been made to appoint a surveyor that would be able to manage the contract administration and tender process for the project to repair the roof at 2 Mill Lane.

**Resolved that** the services of the Property Surveying department at Dorset Council be engaged to manage the project at 2 Mill Lane and that a recommendation be put to Full Council to suspend Financial Regulations 11.1b, in respect of the Public Contracts Regulations 2015, so that a contractor from the Dorset Council Framework of contractors could be used on this specialist, listed building project.

**339. Further tree work**

A report detailing the recommended tree works as a result of the Tree Survey, along with associated costs was presented.

**Resolved that** the work be approved, at a cost of £2,140, and be financed by a virement from the Howards Lane Tree Works budget (2500/7) to the Tree Works budget (2800/1) to make up the short fall.

**340. Budget Setting 2021/2022**

The draft budget for 2021/2022 was presented.

**Resolved that** the budget, subject to an additional £1,000 being added to the Summer/Winter planting be recommended to the Policy, Resources and Finance Committee.

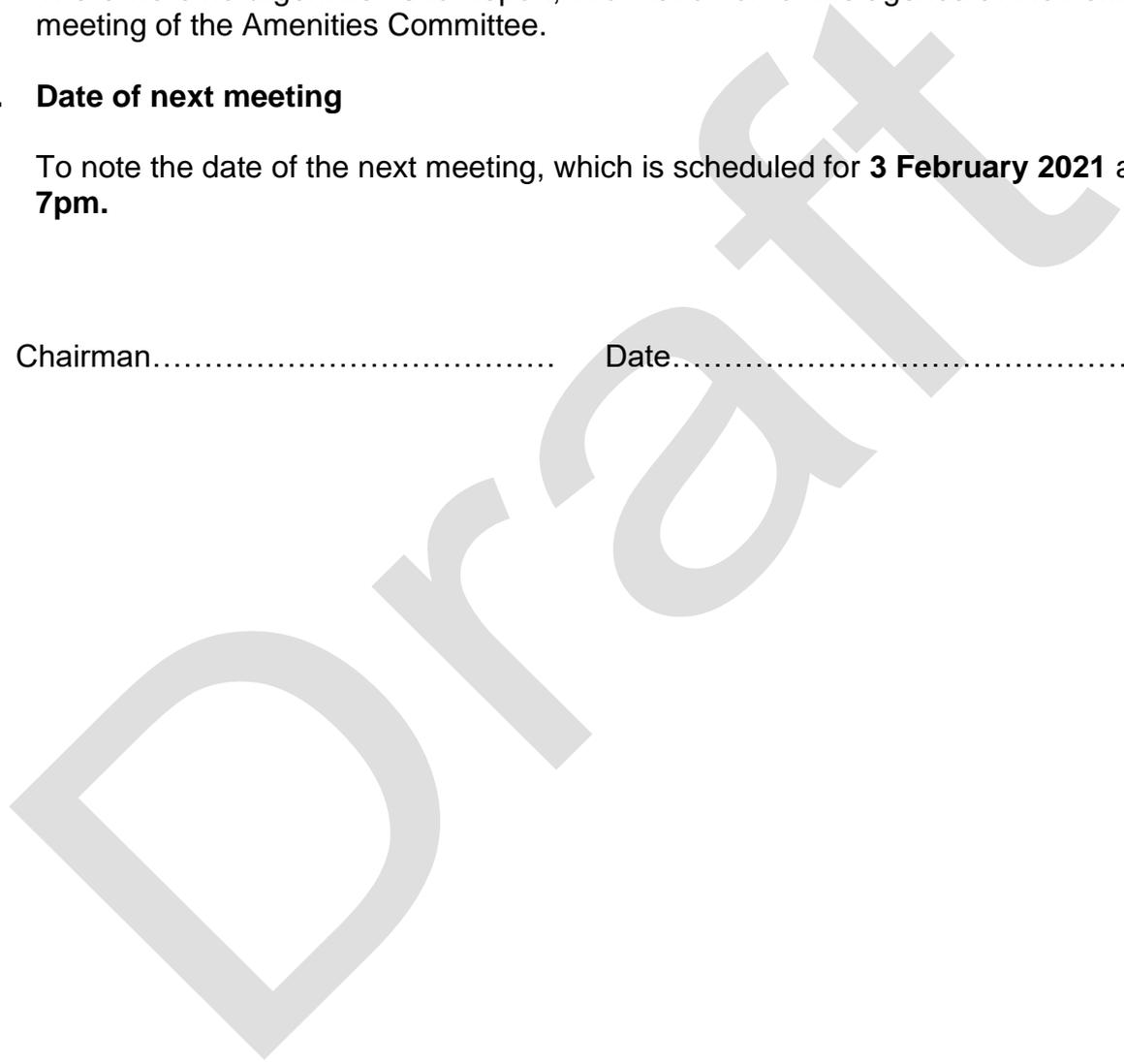
**341. Any other items the Chairman deems urgent**

There were no urgent items for report, information or for the agenda at the next meeting of the Amenities Committee.

**342. Date of next meeting**

To note the date of the next meeting, which is scheduled for **3 February 2021** at **7pm**.

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



# Financial Budget Comparison

Comparison between 01/04/20 and 08/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Actual Net	Balance
<b>INCOME</b>				
<b>Amenities</b>				
300	Corn Exchange Hire Income			
300/1	Corn Exchange	£9,000.00	£0.00	£-290.00
300/2	Council Chamber			
300/2/1	Weddings	£0.00	£0.00	£750.00
300/2/2	Council Chamber Meetings	£0.00	£0.00	£0.00
300/2/3		£0.00	£0.00	£0.00
300/2	Total	£0.00	£0.00	£750.00
300/3	Town Hall Electricity Recharged	£0.00	£0.00	£0.00
300	Total	£9,000.00	£0.00	£460.00
310	Donations	£0.00	£0.00	£845.83
320	Parking Income			
320/1	Credit card	£20,000.00	£10,000.00	£9,456.49
320/2	Cash	£50,000.00	£30,000.00	£22,858.95
320/3	Telephone payments	£0.00	£0.00	£0.00
320	Total	£70,000.00	£40,000.00	£32,315.44
330	Car Park Permits			
330/1	Reserved Bay	£5,000.00	£5,000.00	£1,373.83
330/2	Unreserved Bay	£0.00	£0.00	£989.90
330/3	Non-registration specific bay	£0.00	£0.00	£564.17
330/4	Temporary Permits	£0.00	£0.00	£0.00
330/5	Permit amendments/reissued	£0.00	£0.00	£0.00
330	Total	£5,000.00	£5,000.00	£2,927.90
340	Recreation Ground Income			
340/1	Football Income	£1,500.00	£1,500.00	£816.67
340/2	Other	£0.00	£0.00	£780.00
340	Total	£1,500.00	£1,500.00	£1,596.67
350	Croquet Income	£500.00	£500.00	£532.42
360	Cricket Income	£500.00	£500.00	£112.50
	<b>Total Amenities</b>	<b>£86,500.00</b>	<b>£47,500.00</b>	<b>£38,790.76</b>
				<b>-£8,709.24</b>

# Financial Budget Comparison

Comparison between 01/04/20 and 08/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Amenities</b>					
3100	Town Hall General				
3100/1	Town Hall Electric	£3,000.00	£3,000.00	£1,957.34	£1,042.66
3100/2	Town Hall Gas	£1,500.00	£1,500.00	£1,239.08	£260.92
3100/3	Town Hall Water	£1,300.00	£1,300.00	£968.00	£332.00
3100/4	Town Hall Rates	£9,500.00	£9,500.00	£9,356.25	£143.75
3100/5	Town Hall Advertising	£1,000.00	£0.00	£0.00	£0.00
3100/6	Town Hall Equipment New	£1,000.00	£500.00	£709.97	-£209.97
3100/7	Town Hall Equip & Builings Maint.	£12,500.00	£5,000.00	£4,310.43	£689.57
3100/8	Town Hall replacement windows	£4,000.00	£4,000.00	£0.00	£4,000.00
3100/9	Town Hall lighting upgrade	£15,000.00	£0.00	£0.00	£0.00
3100/70	Town Hall Reserves	£0.00	£0.00	£0.00	£0.00
3100	Total	£48,800.00	£24,800.00	£18,541.07	£6,258.93
3150	Depot				
3150/1	Depot Rent	£0.00	£0.00	£0.00	£0.00
3150/2	Depot Equipment	£0.00	£0.00	£0.00	£0.00
3150	Total	£0.00	£0.00	£0.00	£0.00
3200	Vehicle Costs				
3200/1	Vehicle Service & Maintenance	£4,000.00	£4,000.00	£469.96	£3,530.04
3200/2	Vehicle Leasing Costs	£0.00	£0.00	£2,140.38	-£2,140.38
3200/3	Vehicle Fuel	£2,000.00	£2,000.00	£1,186.51	£813.49
3200/4	Vehicle Insurance	£0.00	£0.00	£711.13	-£711.13
3200	Total	£6,000.00	£6,000.00	£4,507.98	£1,492.02
3300	General Expenditure				
3300/1	Street Lighting	£1,500.00	£1,500.00	£518.50	£981.50
3300/2	War Memorial Maintenance	£250.00	£250.00	£0.00	£250.00
3300/3	General Maintenance	£1,800.00	£1,800.00	£87.00	£1,713.00
3300/4	Street Furniture & seats	£1,000.00	£1,000.00	£932.30	£67.70
3300/5	Bus Shelter Maintenance	£250.00	£250.00	£8.66	£241.34
3300	Total	£4,800.00	£4,800.00	£1,546.46	£3,253.54
3400	Howards Lane Toilets				
3400/1	HL Rates	£1,000.00	£1,000.00	£1,010.48	-£10.48
3400/2	HL Cleaning	£1,000.00	£1,000.00	£205.47	£794.53
3400/3	HL Maintenance	£1,000.00	£1,000.00	£521.62	£478.38
3400/4	HL Utilities				
3400/4/1	HL Water Charges	£1,000.00	£1,000.00	£817.50	£182.50
3400/4/2	HL Electricity Charges	£1,000.00	£1,000.00	£281.24	£718.76
3400/4	Total	£2,000.00	£2,000.00	£1,098.74	£901.26
3400	Total	£5,000.00	£5,000.00	£2,836.31	£2,163.69
3450	Quay Toilets				
3450/1	Quay Toilets Rates	£2,000.00	£2,000.00	£2,201.45	-£201.45
3450/2	Quay Toilets Cleaning	£1,000.00	£1,000.00	£311.67	£688.33
3450/3	Quay Toilets Maintenance	£1,000.00	£1,000.00	£561.54	£438.46
3450/4	Quay Toilets Utilities				
3450/4/1	Quay Toilets Water	£3,000.00	£3,000.00	£3,790.00	-£790.00
3450/4/2	Quay Toilets Electricity	£1,000.00	£1,000.00	£121.56	£878.44
3450/4	Total	£4,000.00	£4,000.00	£3,911.56	£88.44
3450/5		£0.00	£0.00	£0.00	£0.00

## ITEM 6

3450	Total	£8,000.00	£8,000.00	£6,986.22	£1,013.78
3500	Howards Lane Car Park				
3500/1	HL Car Park Rates	£9,000.00	£9,000.00	£8,489.72	£510.28
3500/2	HL Car Park New Equipment	£1,000.00	£1,000.00	£0.00	£1,000.00

## Financial Budget Comparison

Comparison between 01/04/20 and 08/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		<b>2020/2021</b>	<b>Revised</b>	<b>Actual Net</b>	<b>Balance</b>
3500/3	HL Car Park Tickets	£300.00	£300.00	£138.00	£162.00
3500/4	HL Car Park Money Collection				
3500/4/1	HL Money Collection Card Fees	£1,000.00	£1,000.00	£769.27	£230.73
3500/4/2	HL Money Collection Cash Fees	£3,000.00	£3,000.00	£2,678.97	£321.03
3500/4/3	HL tickets cash refunds	£0.00	£0.00	£2.33	-£2.33
3500/4	Total	£4,000.00	£4,000.00	£3,450.57	£549.43
3500/5	HL Car Park Maintenance	£500.00	£500.00	£0.00	£500.00
3500/6	HL Car Park Drainage Works	£1,500.00	£1,500.00	£0.00	£1,500.00
3500/7	HL Car Park Tree Works	£2,000.00	£2,000.00	£0.00	£2,000.00
3500	Total	£18,300.00	£18,300.00	£12,078.29	£6,221.71
3550	Pavilion				
3550/1	Pavilion Utilities				
3550/1/1	Pavilion Utilities Gas	£100.00	£100.00	£0.00	£100.00
3550/1/2	Pavilion Utilities Water	£500.00	£500.00	£354.50	£145.50
3550/1/3	Pavilion Utilities Electric	£400.00	£400.00	-£490.21	£890.21
3550/1	Total	£1,000.00	£1,000.00	-£135.71	£1,135.71
3550/2	Pavilion Maintenance	£500.00	£500.00	£67.59	£432.41
3550	Total	£1,500.00	£1,500.00	-£68.12	£1,568.12
3600	Recreation Ground				
3600/1	Recreation Ground Maintenance	£1,000.00	£1,000.00	£463.66	£536.34
3600/2	Recreation Ground Grass Cutting Contract	£5,000.00	£2,000.00	£2,434.85	-£434.85
3600/3	Recreation Ground New Equipment	£250.00	£250.00	£0.00	£250.00
3600/4	Recreation Ground hire refunds	£0.00	£0.00	£0.00	£0.00
3600	Total	£6,250.00	£3,250.00	£2,898.51	£351.49
3650	Play Area				
3650/1	Play Area Maintenance	£0.00	£0.00	£400.84	-£400.84
3650/2	Play Area Reserve	£15,000.00	£0.00	£0.00	£0.00
3650	Total	£15,000.00	£0.00	£400.84	-£400.84
3700	Mill Lane				
3700/1	Mill Lane Maintenance	£1,000.00	£1,000.00	£484.99	£515.01
3700/2	Mill Lane PWLB	£60,000.00	£4,400.00	£2,201.79	£2,198.21
3700/3	Mill Lane Roof	£0.00	£55,600.00	£0.00	£55,600.00
3700	Total	£61,000.00	£61,000.00	£2,686.78	£58,313.22
3750	Northmoor Allotments				
3750/1	Northmoor Allotment Rents	£350.00	£350.00	£163.44	£186.56
3750	Total	£350.00	£350.00	£163.44	£186.56
3800	Hauses Field				
3800/1	Hauses Field Tree Survey & Works	£6,500.00	£4,000.00	£3,355.00	£645.00
3800	Total	£6,500.00	£4,000.00	£3,355.00	£645.00
3850	Floral Displays				
3850/1	Plants for displays	£0.00	£0.00	£0.00	£0.00
3850	Total	£0.00	£0.00	£0.00	£0.00
<b>Total Amenities</b>		<b>£181,500.00</b>	<b>£137,000.00</b>	<b>£55,932.78</b>	<b>£81,067.22</b>

## **Officer's Update Report**

### **1. Fixed Electrics Survey**

Quotations have been sought to carry out a survey of the fixed electrics at the Town Hall (including the Annexe), 2 Mill Lane and the Pavilion. Early indications are that this will cost between £2,000 and £3,000. At the time of writing, two quotes have been received and one is awaited.

### **2. Relocated Bench on the North Walls**

Following the relocation of the bench by Dorset Council, at the instruction of the Town Council, we received a letter from the Manor of Wareham in complaint. Firstly, due to the position of the bench, as the Manor consider this to be facing the wrong way, secondly, because the Council had failed to seek permission from the Manor of Wareham to place a bench on the Walls and, finally, because the Council had failed to seek Ancient Monuments consent.

The Town Clerk has written to the Manor offering sincere apologies for this oversight and has offered to remove the bench and reinstate the area should this be the wish of the Manor. We await their response. Should they agree for the bench to remain we will apply for retrospective Ancient Monument consent

### **3. Gateway Stones**

This project is currently on hold further to the receipt of unearthed Dorset Council policy on Art, Statues and Monuments on the Highway. Further steps now need to be taken before approval will be given. The first step will be a Road Safety Audit which will need to be carried out by Dorset Council's Road Safety Team, at a cost (unconfirmed at present).

If approved it will be necessary for Highways to undertake the following–

- Structural assessment of “gateway feature”
- Checking for planning approval
- Local member and local community support
- Contractor details and suitability for working in the highway, public liability, risk assessment etc
- Utility searches
- Road Space Booking

### **4. Play Areas**

Members considered the replacement of play areas at Drax Avenue, Mistover Road, Hauses Field and the Recreation Ground and the possibility of a public works loan to cover the costs and further considered appointing a working party to take this matter forward.

It was resolved that a report be prepared to cover the initial scope of the project. This is on hold awaiting the appointment of a Deputy Town Clerk.

## **5. Waste Collection**

Further to the consideration to the health and safety implications associated with the way that waste was currently carried in the Council owned van, a trailer has been purchased and is in use by the Caretaker for waste collection and grounds maintenance tasks.

## **6. Summer Planting**

Plants have been ordered and delivery is expected by mid April – weather dependant. A similar planting scheme to recent years is planned for the Town Hall, North Street, Rempstone Centre, The Quay, The Library Wall, St Martins and the Memorial, Saxon Roundabout.

## **7. Hauses Field Skate Park**

The working party has now met on two occasions with a third meeting planned for the 19<sup>th</sup> March. Further complaints have been received in relation to the anti social behaviour reportedly associated with the skate park and a petition from Northmoor Residents has been received by the Council, requesting that the Skate Park be removed or relocated.

**Tara Bailey**  
**Operations Manager**  
**March 2021**

## **2 Mill Lane - Update**

### **Update:**

Further to the resolution to engage the services of the Property Surveying department at Dorset Council, this project has commenced.

The costings for the project to repair the roof, is a total of £45,142.00. The project manager advocates we include a £5,000 contingency which would still be within the budget.

The costings are as follows: -

1. Design & Erect scaffold and provide covered canopy to roof from rear chimney up to approx.. 800mm past the roof section already completed, allow for loading platform to the rear and bridged section to the side access to allow vehicles up to 2.20m wide x 2.6m high to pass through, upper section to be sheeted, provide lights to scaffold bridge section. All carried out for £10,288.00
2. Strip tiles from roof starting from area where previous works were undertaken, set aside all sound tiles on scaffold for re-use, remaining unusable tiles to be deposited to waste skip via debris chute. Remove exposed timber battens and discard to waste skip. Supply and fix new Proctor Roofshield air-permeable felt ensure underlay is lapped over onto previous works by 300 mm, supply and fix new 25 x 38 mm sawn treated battens and underfelt support tray or 5U eave carrier felt, re-fix all salvaged tiles using aluminium clout nails/pegs, making up shortfall with reclaimed tiles to match as closely as possible. Bond tiling into remaining area of roof not stripped, reinstate clay ventilators if salvageable. Form new verge using a plain clay tile under cloak and edge bed tiles on remix roof mortar. Re-bed salvaged ridge tiles on bed of remix roof mortar making up shortfall with reclaimed to match. Ridge tiles mechanically fixed through mortar joints with stainless screws (to conform with BS), Supply and fix all new code 4 lead flashings to chimney including code 3 lead soakers. All carried out for £12,441.00
3. Carry out removal & replacement of existing roof timbers using structural softwood members and metalwork fixings all as detailed on Drawing 101719/02 - P1. All carried out for £13,974.00
4. Allow for site supervision, cshsp, site cleaning & final clearance. All Carried out for £8,439.00

Total for works £45,142.00 + VAT

The cost for re-tiling assumes a 75% re-use of existing tiles, this will require review if that decreases.

It is assumed no asbestos is present.

## ITEM 8

Price is fixed for 3 months.

Blacknoll Ltd estimate the works will take 8-9 weeks and the scaffold cost is for 10 weeks. There is a need to discuss arrangements with CAB and liaise with neighbouring properties in respect of the scaffold.

The project manager has advised the requirement to charge some fee this financial year and has suggested 25% of the fee based on the contractors costing above which would be approx. £1,500.

The Operations Manager will speak with the CAB to see how a work-around can be achieved.

If Members agree the costs, work could start directly after Easter and this will in turn cut down on the disruption as CAB will still be working from home in the main and can utilise the meeting rooms downstairs whilst the work is going on.

### **Recommendation:**

That the repair costs of £45,142.00 be approved, and a 25% advance on the project manager's fees be approved within this financial year's budget.