



# WAREHAM

Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

1 June 2022

To: All Members of the Amenities Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **AMENITIES COMMITTEE** to be held on **8 June 2022** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Katherine Noble  
Acting 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  
Councillor H Goodinge  
Councillor S Kemp  
Councillor C Turner

Councillor B Ezzard  
Councillor V Green  
Councillor L Kirk



**8 June 2022**

**1. Election of Chairman**

To elect by resolution the Committee Chairman for the 2022/2023 civic year.

**2. Election of Vice-Chairman**

To elect by resolution the Committee Vice-Chairman for the 2022/2023 civic year.

**3. Apologies for absence**

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

**4. 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).

**5. 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 'Protocol for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100).

**6. Confirmation of minutes of previous meeting held on 18 May 2022**

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

**7. Matters arising from the minutes of the last meeting held on 18 May 2022**

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

**8. Grounds Maintenance**

To consider a report outlining specialist operations that would be beneficial to the maintenance of the Recreation Ground at Worgret Road, Wareham.

**9. Play Areas refurbishment project management**

To consider appointing a projects manager to oversee the refurbishment of the four play areas.

**10. Northmoor Allotments fencing**

To consider a request from the Northmoor Allotments Association for assistance in replacing the boundary fencing.

**11. Building Survey**

To consider quotations for a building survey to be undertaken on the Town Hall.

**12. Pump Track**

To consider the deferred item from the meeting held on 27 April 2022 regarding the future plans for the remaining pump track.

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

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

**14. Date of next meeting**

To note the date of the next meeting, which is scheduled for **27 July 2022 at 7pm.**



**Minutes of an extraordinary meeting of the Amenities Committee held on Wednesday 18 May 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Committee Members present:** Councillors D Budd (Chairman), V Green (Vice Chairman), S Kemp, L Kirk, C Turner

**Officers present:** K Noble, Acting Town Clerk, T Bailey, Operations Manager.

Mr Carter from Sports and Play Consulting was also in attendance.

**558. Apologies for absence**

Apologies were received from Councillors Ezzard and Goodinge.

**559. Declarations of interest**

There were no declarations of interest.

**560. Public participation time**

There were no members of the public present.

**561. Confirmation of the minutes of the previous meeting**

The minutes of the previous meeting of the Amenities Committee held on 27 April 2022 were presented by the Chairman.

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

**562. Matters arising from the minutes of the previous meeting**

There were no matters arising.

**563. Replacement of machinery**

Members considered the Operations Managers report for a replacement lawn mower. Three quotations had been received.

**Resolved** that Quotation C be approved for the purchase of a Toro 76cm turf master lawn mower at a cost of £1,495 + VAT.

**564. Terms and Conditions for the hire of the Recreation Ground**

The Operations Manager stated that a request had been received from the Carnival Committee to allow vehicle movement on the Recreation Ground until 11 pm on 22 – 24 July 2022, instead of 10 pm.

**Resolved** that the request be approved for vehicles to enter/leave the Recreation Ground until 11 pm on 22 – 24 July 2022 only.

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

Councillor Green gave Members an update following a meeting with Michael Tomlinson MP, following concerns raised by residents regarding the wheeled park.

All background information was explained to Mr Tomlinson, and he understood the complexities of the situation. Mr Tomlinson agreed to support the Council in finding a location for a facility to be constructed and to advise of any grant funding opportunities.

**566. Date of next meeting**

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 8 June 2022.

**567. Confidential Session**

**Resolved:** *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.*

**568. Play Area Tenders**

Mr Carter gave an overview of the project, details of the tenders received, and criteria used to evaluate the submissions.

It was agreed to consider the preferred design for each area. A lengthy evaluation of each design took place and many questions raised were answered by Mr Carter, with suggested amendments and options to be considered.

A public consultation will take place for feedback and Mr Carter will attend to answer any questions.

**Resolved** that the four preferred suppliers are approved in principle, subject to agreed conditions.

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



## Specialist Operations – Grounds Maintenance.

### 1. Purpose of Report

To consider specialist operations to improve the condition of the Recreation Ground.

### 2. Background

In recent years, there has been an increasing need to address the condition of the Recreation ground following observations by the Council's groundsman, the grounds maintenance contractor and members of the public.

### 3. Items for Consideration

The following items, listed in order of priority, are considered to be of benefit to the condition and appearance of the Recreation Ground.

#### **Deep tine aeration.**

Compaction is nearly always a serious problem, especially if no de-compaction has been carried out for some time. Approximately £275 plus vat per pitch or area equivalent to a pitch.

#### **Over-seeding**

Most fields benefit from the introduction of fresh grass seed. Overseed an area the size of a football pitch with 3 no. 20 kgs bags of high quality renovation Rye seed. Approximately £650 plus vat (drilled in with Redexim Charterhouse Overseeder to 11mm depth).

#### **Slitting, scarification, brushing and rolling (Sisis Quadraplay).**

This work is really beneficial especially just before re-seeding as it helps to prepare the surface, remove moss and weed, open the surface and alleviate minor surface damage. It can be done at the same time as deep tining (front and rear linkage) hence low price of approximately £100 plus vat (providing carried out at the same time as deep tining).

### **Fertilising**

The grass generally has reasonable colour and fairly low levels of disease. Fertiliser costs have increased greatly in recent months. 20 kg bags of fertiliser vary from £15 to £50 per bag plus application. Minimum cost to have any benefit on an area the size of a football pitch would be approximately £300 plus vat

### **Selective weed control**

Most sites benefit from selective weed control and in some cases this can be combined with a liquid fertiliser to help keep cost down. Approximately £500-£600

## **4. Finance**

Whilst these specialist operations have not been budgeted for specifically, it is possible that they could be accommodated within the Recreation Ground Maintenance and Recreation Ground Grass Cutting budgets ie. 3600/2, 3600/1 and a virement from Hauses Field Grass Cutting and Maintenance ie. 3800/2 and 3800/3 if necessary.

## **5. Recommendation**

It is recommended that the expenditure is agreed, providing that it is kept within the limitations of budgets 3600/2, 3600/1, 3800/2, 3800/3 and that the works are undertaken at the most effective time within the financial year.

**Tara Bailey**

**Operations Manager**

**May 2022**



## Amenities Committee – 8 June 2022

### Play Areas Refurbishment Project - Project Management

#### 1. Purpose of the report

To consider appointing a projects manager to oversee the refurbishment of the four play areas.

#### 2. Background

Following the review of the tenders at the Extraordinary Amenities Committee meeting held on 18 May 2022, the preferred suppliers have been notified.

There will be four different companies supplying and installing the equipment at the four sites.

At the meeting of the Policies, Resources and Finance Committee held on 27 July 2021, the consultant's proposals for the procurement and project management were considered. The Committee agreed to appoint the consultant for the procurement process and then to consider the project management proposal at a later date.

With staff shortages we do not have the capacity to undertake the project management of this large, complex project.

#### 3. Finance

The cost for the consultant to undertake the project management would be £12,750. The fees would need to be allocated from earmarked reserves, although if there is some contingency left from the project that could cover some of the fees.

#### 4. Recommendation

That the Amenities Committee recommend to Policy, Resources & Finance Committee to approve the appointment of the project manager and to release the monies from the play areas earmarked reserves (3024).

**K Noble**  
**Acting Town Clerk**

**May 2002**





## Amenities Committee – 8 June 2022

### Northmoor Allotments Fencing

**1. Purpose of the report**

To consider a request from the Northmoor Allotment Association for financial assistance to replace the boundary fencing.

**2. Background**

In the agreement with the Allotments Association, it states ‘As leaseholders of the allotments from the Drax Estate on behalf of Northmoor allotment tenants, the Council retains its rights to maintain the boundaries of the site and its right to act regarding the responsibilities of adjoining tenants in the event of any dispute.’

**3. Finance**

The Allotment Association has obtained a quotation to replace the fencing at a cost of £850.00

There is no budget allocated for this works.

**4. Recommendation**

It is recommended that the Amenities Committee consider the information provided and discuss how they wish to proceed.

Please note: that any resolution that includes funds that cannot be allocated from the Amenities budget, will require a recommendation to the Policy, Resources and Finance Committee for approval.

**K Noble  
Acting Town Clerk**

**May 2022**



## Amenities Committee – 8 June 2022

### TOWN HALL BUILDING SURVEY QUOTATIONS

#### 1. Purpose of the report

To provide Members with quotations for a building survey of the Town Hall.

#### 2. Background

On 28 September 2021, Full Council set up a Buildings Project Task and Finish Group and it was agreed that a structural survey would be required.

#### 3. Further Considerations

Consultation with Building Surveyors revealed that structural surveys focus on the structural integrity of the property only and is generally only initiated if a known issue exists or is suspected, such as cracking, movement, deflection or some other tangible issue requiring specific investigation.

A building survey looks at the general condition of the building, cosmetic issues, boundaries, the grounds, layout, environmental aspect and general serviceability, visible defects and desirable or necessary works - over a given timeframe.

If structural defects or issues are observed or suspected, this may trigger the need for further investigation, uncovering of the building fabric, trial holes to investigate foundations or drains and possibly site testing or laboratory testing of site samples.

Depending on the scale of the issue observed or suspected, this may be dealt with as an addendum to the building survey, as a separate report by the building surveyor or be a recommendation for a structural engineer to prepare a separate and more in-depth report with recommendations or a full remediation design, for the specific defects in question. However, this is all dependent on the presence or suspicion of structural defects.

Building surveys are normally carried out to give owners a comprehensive insight into the building's condition and any repairs or maintenance that will be required. A structural survey more often focuses on a particular issue or structural defect and will normally be requested following a survey if:

- The surveyor has highlighted that a particular issue needs further investigation
- The issue falls outside of his/her expertise
- Is so extensive that it falls outside the bounds of a building survey
- If it requires opening up of the works
- Or it requires intrusive site investigation.

There is still confusion surrounding survey terminology as the RICS used to term a full building survey as a structural survey, now there are several different descriptions of surveys and what they cover.

The findings from the survey will be analysed by the Buildings Project Task and Finish Group and will help produce a maintenance programme for the building.

Sample surveys from each company have been obtained and reviewed.

**4. Finance**

The following quotes have been received:

Company	Net price	VAT	Gross price	Comments
A	£3,640	£728	£4,368	Very experienced, flexible and an excellent communicator.
B	£1,700	£340	£2,040	Drone used for roof survey. Associate Surveyor, not Chartered Surveyor and therefore less experienced.
C	£2,350	£470	£2,820	It is proposed that a Cherrypicker be used to give a better visual on the roof, but it is questionable as to whether this would be feasible. Poor communication and attention to detail in general.
D	£3,135	£627	£3,762	Extremely busy and at risk of a lengthy delay.

At the Amenities Committee meeting held on 16 March 2022, a recommendation was made to the Policy, Resources & Finance Committee to approve the release of funds from general reserves. The request was agreed at the Committee meeting held on 22 March 2022 to a maximum expenditure of £6,000.

**5. Recommendation**

It is recommended that the Amenities Committee consider the information provided and agree a quotation. It is further recommended that a contingency be agreed to allow some flexibility in producing a more bespoke survey to suit the needs of the Council.

**T Bailey**

**Operations Manager**

**May 2022**