



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

3 September 2020

To: All Members of the Amenities Committee

NOTICE IS HEREBY GIVEN that a meeting of the **AMENITIES COMMITTEE** will be held on **9 September 2020** 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: 833 0852 1907

Or click here: <https://us02web.zoom.us/j/83308521907>

All Members of the Public are welcome to attend.

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 Goodinge
Councillor L Kirk



AMENITIES COMMITTEE MEETING A G E N D A

9 September 2020

1. **Apologies for absence**
2. **Declarations of interest**
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.

4. **Confirmation of minutes of previous meeting**

To confirm the minutes of the previous meeting held on 29 July 2020.

5. **Consider matters arising from the minutes of the previous meeting**

To consider any matters arising from the minutes of the meeting held on 29 July 2020.

6. **2 Mill Lane - to appoint a working party to oversee the reroofing project**

Further to the relaxing of lockdown and the urgent nature of the repair work required at 2 Mill Lane, a working party be appointed to oversee the selection of a Chartered Surveyor/Architect specialising in Conservation work, the procurement process and supervision of the work.

7. **Tree Work – Hauses Field**

To consider, further to a recent tree survey and several complaints from residents in the houses adjacent to the Hauses Field playpark, the quotes that have been obtained to carry out the necessary work.

Now that nesting season is complete, work needs to be undertaken as soon as possible as some of the trees have precariously placed limbs which may cause harm in heavy winds.

Two separate quotes have been obtained from three companies, for separate pieces of work.

Company A: £3,250 + £6,250

Company B: £920 + £1080

Company C: £2,180 + £2,180

All companies are fully insured and experienced. All companies will remove all debris.

8. Hiring of the Corn Exchange

Further to the request by one or two hirers, research has been undertaken to assess the risk involved with reopening the Corn Exchange to hirers.

Please see report attached.

9. Locations of Benches

To receive proposals for the relocation of two wooden benches. It will be necessary to consider the base on which the bench is to be placed, cost associated with fixings and ownership of land.

10. Howards Lane Car Park

Parking App – To inform the Committee that the parking app is now working at Howards Lane. Signage is still awaited and is out of our hands. Signage has been offered free of charge as compensation for the delay.

New bins – To inform the Committee that the 8 metal bins that surrounded the car park have now been replaced with two large bins – in the same style as those on the waterfront at the quay. Four of the bins that were removed will be used to replace worn out bins or provide additional bins at Town Council playparks. The capacity and collection schedule of the two new bins is being monitored to ensure that they are adequate.

11. Any other items the Chairman deems urgent

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

12. Date of next meeting

To note the date of the next meeting, which is scheduled for **21 October 2020 at 7pm.**



**Minutes of a meeting of the Amenities Committee
held on Wednesday 29 July via Zoom at 7.00pm.**

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

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

74. Election of Chairman

Resolved that Councillor D Budd be elected to the office of Committee Chairman for the 2020/2021 municipal year.

75. Election of Vice-Chairman

Resolved that Councillor V Green be elected to the office of Committee Vice Chairman for the 2020/2021 municipal year.

76. Apologies for absence

An apology had been received by Councillor H Goodinge.

Resolved that the apology for absence be accepted.

77. Declarations of interest

Councillor C Turner declared an interest in Agenda Item 15.

78. Public participation time

The Town Clerk advised that she had received no questions or comments under 'Public Participation' in advance of the meeting.

79. Confirmation of minutes of previous meeting

The minutes of the previous meeting of the Amenities Committee held on 5 February 2020 were presented by the Chairman.

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

80. Consider matters arising from the minutes of the previous meeting

There were no matters arising from the minutes of the meeting held on 5 February 2020.

81. Bench formerly outside the Post Office in North Street

A suitable location for the bench formally outside of the Wareham Post Office was discussed.

Resolved to defer a decision to the next meeting of the Amenities Committee to allow members the time to consider a possible new location.

82. To note decisions made under Delegated Powers

The delegated decisions made between 23 March and 30 June 2020 were noted.

Resolved to formally accept the delegated decisions made between 23 March and 30 June 2020.

83. Amenities capital projects update

A report was received by the Committee updating them on the progress of its projects.

Resolved to note the report and agree actions therein.

84. Any other items the Chairman deems urgent, for report or for the agenda at the next meeting of the Amenities Committee

It was agreed that hiring of the Council Chamber and Corn Exchange would be discussed further at the next meeting of the Amenities Committee and should therefore be an Agenda item.

85. Date of next meeting

It was noted that the next meeting of the Amenities Committee was scheduled to be held at **7.00pm on 9 September 2020**.

86. 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.

87. To discuss the request to use the Recreation Ground for outdoor fitness classes.

A confidential report was presented to the Committee outlining the request to use the Recreation Ground for outdoor fitness classes.

Resolved that due to a number of drawbacks regarding the use of the Recreation ground for outdoor fitness classes, that the request be refused.

88. Request for a memorial bench

A confidential report was presented to the Committee outlining the request to install a memorial bench outside of Sainsburys. It was confirmed that Dorset Council had agreed to the replacement of a bench that was in poor repair with a bench made of recycled materials.

Resolved that the Town Council proceed with the purchase of the memorial bench on behalf of the donor and that Dorset Council would facilitate the installation.

89. Use of the Corn Exchange

A confidential report was presented to the Committee outlining the request by a hirer to consider the use of the Corn Exchange for weekend bookings after publication of the Government Advice on reopening community centres.

The report noted that there were significant expectations within the Government advice as to the cleaning requirements of community centres.

Resolved that the Corn Exchange not be made available for weekend bookings at the present time due to the inability to meet the expectations of the Government advice.

Amenities Committee – 9 September 2020

Hiring of the Corn Exchange

1. Purpose of the report

To establish whether the risks associated with opening the Town Hall to hirers at the present time can be sufficiently mitigated against to consider the option viable.

2. Background

Further to the COVID-19 pandemic, government guidance is that people should be socially distancing and taking further precautions such as the wearing of face masks, hand sanitising and frequent hand washing. It is therefore necessary to ensure that if the Council wish to open the Town Hall to hirers, that it is able to follow government guidance and mitigate sufficiently against the risks associated with the transmission of the COVID-19 virus. The current restrictions extend to social distancing of 2m unless mitigated with screens and masks in which case it can be reduced to 1m.

3. Items for Consideration

There are many types of hirers that use the facilities of the Town Hall ie. exercise classes, charitable bric-a-brac sales, farmers market, coffee mornings, public consultation events, arts and craft exhibitions and society meetings such as the Archaeological Society. The Corn Exchange and the Council Chamber are also used for weddings.

This report focuses on those events, which are currently of interest to hirers. These are the Farmers Market and charitable sales. These types of events come with the most risk as the numbers of public entering the Corn Exchange would be unknown and would have to be monitored. Weddings, Society meetings and Staff meetings are able to provide numbers of those attending and it is therefore easier to mitigate against the risk. At present we can only permit 30 people into the Corn Exchange at any time as a maximum. However, the nature of the event taking place may reduce this even further. For example, events requiring hirers to have tables, such as the Farmers' Market, reduces the available space and therefore, once the number of stall holders are taken into consideration, it is likely that only a few members of the public would be allowed in at any time.

A risk assessment has been undertaken to establish whether it would be possible to mitigate against the risks associated with allowing these types of hirer to use the Corn Exchange. There would need to be strict control on the number of guests allowed to enter the Corn Exchange and this would be very difficult to monitor without involving Council staff. In the instance of the Farmers market and bric a brac sales, the spacing of tables two metres apart and the need for a one way system to assist with social distancing would mean a dramatic reduction in the amount of tables that could be accommodated and would therefore be very unlikely to be financially

viable to hirers. In addition, a separate entry and exit point would be required which would create difficulties for those with mobility issues. There are many other factors to consider also, such as providing adequate ventilation through the opening of all windows, provision of sanitisers, provision of rubbish bins so that refuse can be safely disposed of. In addition, there is the question of the conveniences in the Town hall and ensuring that these are set up to allow for social distancing and are cleaned at appropriate intervals. Insurers have advised that cleaning of toilet facilities in community centres should be hourly. This means that our caretaker would be unable to carry out any other jobs during the hire period. We would also be required to carry out a deep clean both before and after the hiring period.

The preparation of food and drinks comes with its own risks due to sanitisation and social distancing and therefore the servery could not be made available for the sale of teas and coffees.

4. Financial Implications

The costs involved with holding an event are unlikely to cover the Council's costs due the staffing that would be required to monitor the event and follow the Governments guidance on cleaning.

5. Legal Implications

Whilst many village halls and community centres will look to the hirer to mitigate against the risk, it is important to note that it will be the Town Council that is ultimately responsible if a case of coronavirus is traced back to the Town Hall and the Council was found to have been negligent in any way.

Under the Equalities Act 2010 the Council has a duty to treat people equitably. A one way system through the Corn Exchange, with entrance to the facilities through East Street, exiting though the North Street door, would be impossible for people with mobility issues. Due to the social distancing restrictions it is not possible for public to both enter and exit through the same door.

6. Recommendation

Although government guidance is being regular updated, it is recommended that due to the current risks and what would be required to adequately mitigate against them, that the Town Hall is not reopened to hirers that can 'come and go' and where numbers are unknown. Where numbers are known and can be accommodated in line with government guidance, these could be considered on a case by case basis.

Tara Bailey

Operations Manager