



# WAREHAM

Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

16 February 2023

To: All Members of the Amenities Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **AMENITIES COMMITTEE** to be held on **WEDNESDAY 22 FEBRUARY 2023** 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.

Nicola Gray  
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 V Green (Chairman)  
Councillor B Ezzard  
Councillor S Kemp  
Councillor C Turner

Councillor D Budd (Vice Chairman)  
Councillor H Goodinge  
Councillor L Kirk



**22 February 2023**

**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**

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)

**4. Confirmation of minutes of previous meeting held on 11 January 2023**

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 11 January 2023**

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

**6. Quay Toilets Wall**

To update the Committee on the finish on the external walls of the Quay Public Toilets.

**7. Howards Lane Toilets Wall**

To discuss the wall external to Howards Lane toilets.

**8. Update on Play Areas**

To update Committee about progress of play areas project.

**9. Tree Survey**

To consider carrying out a survey of Wareham Town Council tree stock.

**10. Review of hire charges for the Town Hall and Recreation Ground facilities – To Follow**

To consider the current charges for the hires of the Town Hall and sports pitches.

**11. EPC Rating – To Follow**

To consider the requirement of an EPC being carried out on the Town Hall building and pavilion.

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

For report, information or for the agenda at the next meeting of the Amenities Committee. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

**13. Date of next meeting**

To note the date of the next meeting, which is scheduled for **Wednesday 5 April 2023 at 7pm.**

## Item 4



Minutes of a meeting of the Amenities Committee held on Wednesday 11<sup>th</sup> January 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

**Officers present:** N Gray, Town Clerk and RFO; G Pettifer, Deputy Clerk

**510. Apologies for absence**

Apologies were received from Cllr S Kemp, due to ill health.

**511. Declarations of interest**

There were no declarations of interest.

**512. Public participation time**

A member of the public was present and spoke on behalf of Wareham Cricket Club in respect of a replacement cricket wicket, access to the Recreation Ground entrance gate combination padlock, and the review of Terms & Conditions for the Recreation Ground pavilion building and outdoor facilities.

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

The minutes of the Amenities Committee meeting held on 30<sup>th</sup> November 2022 were **APPROVED** as correct record of the meeting and were signed by the Chairman.

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

458. Cllr Ezzard asked for an update on the EV Charging Points. The Clerk informed her that JoJu, contractors for Dorset Council, had requested to start work in Howards Lane Car Park on 12 January 2023.

457. The Committee asked the Deputy Clerk to report to the next Amenities meetings about the progress of The Quay public toilets external wall.

**515. The Quay Gents Toilet Door**

It was **RESOLVED** to proceed with the repair and reinstallation of the Quay Toilets gentleman's toilet cubicle door at a cost of £190.

**516. Outdoor Table Tennis Facility**

The Committee discussed the request at length, particularly in the wider context of recreational development at Hauses Field and the budget implications.

It was **RESOLVED** that the Clerk undertake community consultation regarding the demand and uptake for outdoor tennis provision from residents and to correspond with the member of public who had requested the outdoor table tennis table advising of the action being taken.

**517. Review of Town Hall and Recreation Ground hire facilities' Terms & Conditions**

The Committee reviewed the Terms & Conditions for the Town Hall's facilities, Recreation Ground Pavilion building and outdoor facilities, correcting typographical errors, clause numbering and clarifying terms.

It was **RESOLVED** that Wareham Cricket Club be charged on a per season basis, rather than per match to assist with the cancellation issues at short notice which incurred charges.

It was **RESOLVED** that the Clerk make budget provision for a replacement cricket wicket in the 2024/25 budget.

It was **RESOLVED** that the Cricket Club be given access to the Recreation Ground entrance gate combination padlock to provide for emergency vehicle access if required.

**518. Review of Council security**

The Clerk reported that due to safety issues steps had been taken to secure the Town Hall building by changing the locks to the main entrances; locks on the Caretaker's Office and the main kitchen (which would henceforth be available for hire). This action had been taken under the Financial Regulations allowances for Chair of relevant Committee and Clerk decision and would be facilitated from the Town Hall Maintenance Budget (3100/7).

The Clerk requested the Committee grant retrospective approval for openness and transparency.

It was **RESOLVED** that the Committee grant retrospective approval for the locks to be changed and expenditure to be facilitated by the Town Hall maintenance budget (3100/7).

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

There were no items deemed urgent.

**520. Date of next meeting**

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 22<sup>nd</sup> February 2022.

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



## AMENITIES COMMITTEE – REPORT

Meeting Date: 22 February 2023

### Agenda Item: 6

<b>Subject:</b>	Quay Toilets Wall
<b>Prepared by:</b>	Gale Pettifer - Deputy Town Clerk
<b>Purpose of Report:</b>	To update the Committee on the finish on the external walls of the Quay Public Toilets.
<b>Background:</b>	<p>The Amenities Committee meeting, held on 30 November 2022, recorded the following minutes:</p> <p><b>457. Quay Toilets Wall</b>  The Committee discussed the recent building work to the wall of the Quay toilets and the need for rendering or not. It was <b>RESOLVED</b> that the Clerk report back to a future meeting with the options and costs to return the traditional Purbeck stone feature of the toilet block wall.</p>
<b>Key Points:</b>	<p>Quotes were invited from stonemasons and builders to restore the traditional Purbeck stone feature of the toilet block wall at The Quay.</p> <p>The Deputy Clerk met with contractors to view the site and discuss options.</p> <p>Following this, only one quote was received to restore the original stonework - <i>£450+vat test area: full cleaning of the stonework, a budget cost would be approximately £2000.00 + VAT but this would be confirmed once the test area is complete.</i></p> <p>Other contractors were approached and invited to quote for painting the external wall of The Quay toilets with a stone/grey-coloured masonry paint but all declined, presumably because it is such a small job.</p> <p>The other option is for the painting of the external wall to be done by the Grounds/Caretaking Team.</p> <p>(The red, pre-render coating, currently covering The Quay toilets external wall has begun to fade.)</p>
<b>Implications:</b>	<p>Removing the pre-render coating will prove expensive.</p> <p>Finding contractors to paint external walls is proving difficult – because it is a relatively minor job.</p> <p>Financial implication of the quote received if followed, with no guarantee that the work could be done.</p>
<b>Recommendation:</b>	To explore options for in-house painting of The Quay external wall.



## WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 22 February 2023

### Agenda Item: 7

<b>Subject:</b>	Howards Lane Toilets Entrance
<b>Prepared by:</b>	Gale Pettifer - Deputy Town Clerk
<b>Purpose of Report:</b>	To discuss the entrance to Howards Lane toilets.
<b>Background:</b>	<p>Following serious incidents of vandalism in the Gents toilets which have left both cubicles unusable at Howards Lane, the current arrangement of the external wall (see images in Appendix 1) has been identified as contributing to anti-social behaviour.</p> <p>This issue was identified at the Amenities Meeting on 3 May 2017 and was recorded in the minutes (edited for this report) as,</p> <p><b>83. Vandalism – Howards Lane toilets</b></p> <p>A report (Appendix B attached) had been produced to outline the increased occurrence of vandalism at the Howards Lane toilets.</p> <p>The question of whether a gate leading to the disabled toilet would be of assistance as a preventative measure to the ongoing issue of the radar lock being vandalised.</p> <p><b>Resolved</b> to establish the cost of a steel gate to the Howards Lane toilets. Advice would be sought from the Police Crime Prevention Officer as to the design of the gate.</p> <p>Quotes were obtained to erect metal gates at the entrance of the Disabled toilet (to prevent the outside space being used as a latrine) but no further action was taken. These quotes would now not be valid.</p>
<b>Key Points:</b>	<p>The design of the public toilets in Howards Lane contributes to the occurrence of vandalism and incidents of outside toileting. The wall, built for the modesty of the public toilets' users, is shielding such anti-social behaviour.</p> <p>Changing the direction of the entrance to the Gents would increase the visibility of culprits once CCTV is erected in Howards Lane and would act as deterrent, whilst providing screening for users of the conveniences.</p>
<b>Implications:</b>	<p>Costs would be incurred – either through purchasing gates or changing wall outside Howards Lane public toilets.</p> <p>A long-term solution, which includes the CCTV coverage, provides a better outcome.</p>
<b>Recommendation:</b>	To explore options for the entrance to Howards Lane public toilets.

**Appendix 1:**



Side view of Howards Lane public toilets – showing the ‘corridor’ created by the wall, which enables men to use it as an outdoor latrine when the public toilets are closed.



Front view of Howards Lane public toilets – showing the rear of the wall.





## AMENITIES COMMITTEE – REPORT





Meeting Date: 22 February 2023




### Agenda Item: 8



<b>Subject:</b>	To update Committee about progress of play areas project.
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk
<b>Purpose of Report:</b>	To update Councillors on the progress of the play areas in Carey, Drax, Northmoor, and the Recreation Ground.
<b>Background:</b>	<p>Subsequent to the Chairs verbal report at Full Council, on 13 December, the play areas of Northmoor Field, Drax, Carey, and Recreation Ground were signed off and are now open to the public.</p> <p>Some areas of snagging were identified and other works, to repair access to the project area is outstanding.</p>
<b>Key Points:</b>	<p>Post-installation Inspections were carried out as follows:</p> <ul style="list-style-type: none"> <li>• Carey – 23 November 2022 – Rynat = satisfactory</li> <li>• Drax – 16 November 2022 – Rynat = satisfactory</li> <li>• Northmoor – 23 January 2023 – Play Inspection Co. = low risk.</li> <li>• Recreation Ground – 16 January 2023 – Play Inspection Co. low risk – see snagging update Appendix 1.</li> <li>• Some grading and making good of the access areas where vehicles were used will be somewhat repaired. This may need to wait for further seeding and growth in the spring, as the ground is not in the condition for significant re-instatement. The Grounds Team will monitor this and suppliers at Hauses Field and the Recreation Ground will return for additional seeding/topsoil, if required.</li> </ul> <p><b>A grand opening will take place on 25 March 2023 at the Recreation Ground. The Deputy Clerk and Chair of Amenities are organising this event.</b></p>
<b>Implications:</b>	<p>All new playground installations have been completed, signed-off, and opened to the public.</p> <p>Wareham Town Council holds 2.5% retention on each invoice which is due at each site 12 months from the completion (the suppliers will need to raise invoices, it is not automatically paid).</p>
<b>Recommendation:</b>	To note progress of play areas project.

<b>Client Name:</b>	Wareham Town Council	<b>Project:</b>	Wareham Recreation Ground
<b>Project Manager:</b>	Tom Charman	<b>Date:</b>	07/02/23





Defects						
Item	Description	Action	Completion Photo	Checked By		
Fixings on bench needed capping		Fixings capped		<table border="1"> <tr> <td>Date</td> <td>07/02/23</td> </tr> </table>	Date	07/02/23
Date	07/02/23					
Bin needed fixing		Bin has been secured (there is a small amount of flex remaining but that is natural due to structural make up of bin – its only sheet metal)		<table border="1"> <tr> <td>Date</td> <td></td> </tr> </table>	Date	
Date						
ID label	“	ID label put on		<table border="1"> <tr> <td>Date</td> <td></td> </tr> </table>	Date	
Date						
Surfacing short and needed topsoil		Topsoil added and grass seeded and stones removed		<table border="1"> <tr> <td>Date</td> <td></td> </tr> </table>	Date	
Date						
Caps on top of roundabout		Caps now fitted		<table border="1"> <tr> <td>Date</td> <td></td> </tr> </table>	Date	
Date						

Defects				
Item	Description	Action	Completion Photo	Checked By
ID label		ID label now fitted		
				Date
ID label		ID label fitted		
				Date


Defects				
Item	Description	Action	Completion Photo	Checked By
ID label	See image above	ID label fitted		
				Date
Fixings slightly loose		Fixings have been tightened		
				Date

<p>Same fixings on another swing needed tightening slightly</p>		<p>These fixings also tightened up</p>		<p>Date</p>
<p>Stagnant water build up possible in chain cover plastic</p>		<p>Drainage holes added to this plastic tubing the water issue is now solved as confirmed in subsequent visit</p>		<p>Date</p>
<p>ID label</p>		<p>ID label fitted</p>		<p>Date</p>

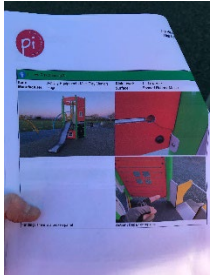
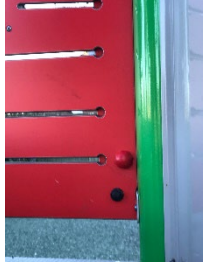


**Defects**

Item	Description	Action	Completion Photo	Checked By
<p>Fixings missing</p>		<p>Fixings now fitted</p>		<p>Date</p>
<p>ID label</p>		<p>ID label now fitted</p>		<p>Date</p>

<b>Client Name:</b>	Wareham Town Council	<b>Project:</b>	291567 - Wareham Town Council - Wareham Recreation Ground
<b>Project Manager:</b>	Tom Charman	<b>Date:</b>	07/02/23

Defects				
Item	Description	Action	Completion Photo	Checked By
Caps missing		Caps fitted		
				Date 07/02/23
Panel height needed lowering to avoid head and neck	Photo missing	Panel height has been adjusted		
				Date
Crest was missing		You can see crest has been fitted above	You can see crest has been fitted above	
				Date
Two areas needed rubbing down to remove sharp edges and making safe ----- this has been done				
				Date
Fixings at base of slide needed tightening		Its been done		

				Date
<b>Defects</b>				
Item	Description	Action	Completion Photo	Checked By
Fixings needed tightening up on unimini unit		They've been tightened		
				Date
Same as above		Same as above		
				Date
Item	Description	Action	Completion Photo	Checked By
Split pin was missing		Split pin is fitted now		
				Date 07/02/23
Missing bush		Missing bush now fitted		
				Date
There was a small finger trap at top of slide		Finger trap at top of slide now closed up		
				Date

<p>Broken panel needed to be made safe until replaced shortly</p>		<p>Broken panel sanded and made safe for now with fitting</p>		<p>Date</p>
<p>Missing deck on unimini at time of inspection</p>		<p>It has now been fitted and all necessary fixings tightened up and to regulations as checked by myself on site on a return visit</p>		<p>Date</p>

## AMENITIES COMMITTEE – REPORT

Meeting Date: 22 February 2023



### Agenda Item: 9

<b>Subject:</b>	Tree Survey
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk
<b>Purpose of Report:</b>	To consider carrying out a survey of Wareham Town Council tree stock.
<b>Background:</b>	<p>In 2020 a tree survey was conducted by Dorset Council Arboricultural Services on Howards Lane Car Park, Hauses Field and the Recreation Ground. The recommendations contained in the report were carried out between 05.01.21 and 10.02.21.</p> <p>The safety of trees is nearly always the responsibility of the owner of the land on which they grow. It is essential, for Health &amp; Safety reasons, that periodic checks are carried out to trees, hedges and structures which have the potential to overhang or otherwise interfere with the passage of a public highway or other route used for public access.</p> <p>A tree survey for Wareham Town Council's tree stock is now due. <i>[Please note: bird nesting season will start in March and work cannot commence until September/October].</i></p>
<b>Key Points:</b>	<p>Qualified arboriculturists were sought to quote for carrying out a thorough tree survey of Wareham Town Council's tree stock, in Howards Lane Car Park, Hauses Field and the Recreation Ground, which would include the location, number, species, estimated age of the trees, and an assessment of their physiological and structural condition.</p> <p>Quotes were received as follows:</p> <ul style="list-style-type: none"><li>• Contractor A: £357.50 + vat</li><li>• Contractor B: £395.00 + vat</li><li>• Contractor C: £1,250.00 + vat</li></ul> <p>There is £5,000 in the 2022/23 budget for a general Tree Survey, with the same amount budgeted for 2023/24, should it not be done in the current financial year.</p>
<b>Implications:</b>	Failure to address issues raised in the tree survey could result in potential injury or death to Wareham Town Council amenity-users from falling branches. There is also a risk from interference with overhead powerlines (such as in Hauses Field), which could result in power-outages; such incidents could have legal ramifications for Wareham Town Council.
<b>Recommendation:</b>	Members should consider the quotes provided and select their preferred contractor in order that the survey be completed, and any works required for Wareham Town Council tree stock be carried out.