



Town Hall
East Street
Wareham
Dorset
BH20 4NS

14 September 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 20 SEPTEMBER 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



20 SEPTEMBER 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 9 AUGUST 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 9 AUGUST 2023

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

6. Painting and decorating of 2 Mill Lane, Wareham, Dorset 9 (TO FOLLOW)

To consider quotes and select a Contractor to externally paint and decorate 2 Mill Lane

7. Building Condition Survey report

To consider the contents of the report, prioritise works within current budget, and decide further actions

8. Annexe Building

To consider the recommendation from the Building Project Task and Finish Group in respect of the options for Annexe Building.

9. Wildflower Area in Northmoor Park

To consider the proposal from residents in Tantinoby Lane to establish a small wildflower area in Northmoor Park.

10. Carey Hall Tree Planting (VERBAL)

To consider the request for 5 native trees to be planted on Wareham Town Council land at Carey Hall, to form part of wildlife area. Cllr Cotton will be attending to discuss.

11. Howards Lane Public Toilets

To consider the options for Howards Lane Toilets following discussions at the Building Project Task and Finish Group in August, for recommendation to the Policy Resources and Finance Committee.

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 **1 NOVEMBER 2023** at **7pm**.



Minutes of a meeting of the Amenities Committee held on Wednesday 9 August 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.

Cllr M Cotton was also in attendance.

Officers present: G Pettifer, Deputy Town Clerk

A 017/23 Apologies for absence

Apologies were received and accepted from Cllr Wheatley.

A 018/23 Declarations of interest

There were no declarations of interest.

A 019/23 Public participation time

There were three members of the public present.

One member of the public spoke in support of minute number A 022/23 Orchard Proposal.

Two members of the public spoke in support of A 023/23 Wildflower area in Northmoor Park.

A 020/23 Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Amenities Committee held on 28 June 2023 were **APPROVED** and would be signed following the meeting.

A 021/23 Matters arising from the minutes of the previous meeting

Cllr Turner asked about the progress of the dishwasher for the main kitchen in the Town Hall. The Deputy Clerk reported that a refund was imminent from Trade Point UK, which would enable the purchase of the correct model to be made as soon as possible.

Cllr Budd asked about the progress regarding the electrical wiring and emergency lighting at The Quay toilets. The Deputy Clerk confirmed that this issue was being looked into.

Cllr V Green reported that the reinstallation of the line markings on the basketball/five-a-side football MUGA had been scheduled for Friday 11 August but was being postponed due to poor weather. It is anticipated that the work will be completed before the end of August.

The Deputy Clerk reported that the poor state of the public toilets in Howards Lane had been discussed in PR&F Committee (PRF10/23 – 20 June 2023). It was noted that a report was being prepared for consideration by the Amenities Committee and that recommendations for options be referred to the Policy Resources and Finance Committee.

It was agreed that items 7 and 9 be moved up the agenda to enable the members of the public present to hear the discussions and resolutions for both items.

A 022/23 Orchard Proposal

The project was discussed at length, and whilst Councillors were in support, it was acknowledged that there was no suitable land available in the gift of Wareham Town Council. The Committee recommended that the project organisers approach other local landowners for suitable areas.

It was **RESOLVED** that the Chair of the Amenities Committee would write a letter of support to Sustainable Wareham for the project, with the intention that this would encourage wider support from local landowners.

A 023/23 Wildflower area Northmoor Park

Members considered the report and were supportive in principle of a wildflower area being established near the sensory area in Northmoor Park, but felt more information was required.

The proposal to repair the concrete path next to the sensory garden should be investigated.

It was **RESOLVED** to support the project subject to the receipt for approval of project management and ongoing maintenance plans from the Tantinoby Lane residents.

A 024/23 Pavilion Lighting

The Deputy Clerk reported that this issue had been resolved by the Grounds Team and as the pavilion lighting was fully operational as a result there would be no item being presented to the Committee.

A 025/23 North Street phone box

Members discussed the history of the telephone box at length and the proposal to use it for flower displays.

It was **RESOLVED** to keep the phone box as an item of heritage interest in the town and to have an interpretation sign installed to explain its significance.

A 026/23 Any other items the Chairman deems urgent

Cllr Green reported that the main electrical connection for the electric charging points in Howards Lane car park would be taking place between 11 and 15 September, with the charging points themselves being installed shortly after.

Cllr Green reported that Wessex Water were due to start work fixing the leak on the sewerage pumping main on Monday 21st August.

Cllr Green gave an update on the Christmas Market event, planned for Saturday 9 December. The road closure application had been submitted and acknowledged by Dorset Highways, with the Event Notification having been sent to Dorset Council Safety Advisory Group. Meetings with Swanage

Rotary and Wareham Rotary had been positive and volunteer support offered.

The Deputy Clerk reported incidents of graffiti in the town and at the Recreation Ground. This had been reported to police and residents asked, to report any information regarding the culprits on 101.

The Deputy Clerk reported that an Octoberfest booking had been taken at the Town Hall, which would be a ticketed event and a fundraiser for local charities. The operation of the building, including the museum, would not be affected and an event banner would be erected outside the Town Hall. The organisers were working closely with the Clerk regarding the event.

Cllr Budd drew attention to the budget of £4,000 for the maintenance of 2 Mill Lane and asked that quotes be obtained for external painting and decorating for consideration by the Amenities Committee.

A 027/23

Date of next meeting

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on Wednesday 20 September 2023, at 7pm.

Chairman.....and ... Date.....



AMENITIES COMMITTEE REPORT

Meeting Date: 20 September 2023

Agenda Item: 6

Subject:	Painting and decorating 2 Mill Lane
Prepared by:	Gale Pettifer, Deputy Clerk
Purpose of Report:	To consider quotes and select a contractor to externally paint and decorate 2 Mill Lane.
Background:	<p>At the last Amenities Committee meeting (9 August 2023, Minute No. A 026/23) it was agreed to obtain quotes for the external painting and decorating of 2 Mill Lane, to be brought to this meeting.</p> <p>Quotes were invited from local painters and decorators to paint:</p> <ul style="list-style-type: none">• (black) iron railings outside the building• (white) wooden double doors (leading to the Band Room)• (white) 2 x wooden entrance doors• (white) 6 x wooden windows (12 x eight-pane window panels)• plus necessary preparation, repairs etc.• See Appendix 1
Key Points:	<p>Local contractors were approached for costings and timescales.</p> <p>The following contractors responded:</p> <p>Contractor A: attended the property but did not submit a quote.</p> <p>Contractor B: Rub down previously painted windows and doors. Prime any bare wood. Replace any defective putties. Fill where appropriate. Apply one undercoat and one gloss finish (white). Clean down metal railings. Apply one coat metal paint (black). Supply all labour and materials. TOTAL: £1,188.00</p> <p>Contractor C: To paint property – windows/doors/metalwork – putty, primer undercoat, Weathershield topcoat: Material: £140.00 Labour: £940.00 TOTAL: £1080.00</p>
Implications	<p>The external decoration of 2 Mill Lane is a condition of the Lease Agreement with the Citizens Advice Bureau:</p> <ul style="list-style-type: none">• <i>Para 13.2 - To decorate the common parts and outside of the building every five years, using colours and types of finished reasonably decided by the landlord.</i> <p>The current budget available for this maintenance work (Budget Code 96) is £2,937.99.</p>
Recommendation	To select a contractor to externally paint and decorate 2 Mill Lane.

Appendix 1:





AMENITIES COMMITTEE REPORT

Meeting Date: Wednesday 20 September 2023

Agenda Item: 7

Subject:	Building Condition Survey Report
Prepared by:	Gale Pettifer, Deputy Clerk
Purpose of Report:	To consider the contents of the report, prioritise works within current budget, and decide further actions.
Background:	In August 2022, Ashtton Associates (Architectural Design & Building Surveying Services) presented their draft report regarding the condition of the Town Hall buildings and annex area.
Key Points:	<p>Appendix 1 of this report is a summary of the defects that have been detected, by Ashtton Associates, and considered to be 'significant or unusual given the property's age and type'.</p> <p>The Appendix lists the building defects in categories marked as:</p> <ul style="list-style-type: none">• Urgent• Repeating checks and maintenance• General Items• Year 1 – within coming 12 months• Year 1 to 5 <p>Each defect noted in the column marked 'Item' has been identified by Ashtton Associates and is followed by the columns 'Action' and 'Comment', which have been completed by the Deputy Clerk in conjunction with Caretaking/Grounds staff.</p> <p>The building survey was a visual inspection only. No below ground investigations, intrusive building structure investigations or drainage surveys were carried out.</p>
Implications	<p>The recommendations of Ashtton Associates follow a general assessment of the building and further investigations or remedial work may be necessary in the future.</p> <p>There are significant budget implications, as all the defects listed cannot be addressed within the 2023-24 budget.</p> <p>Some of the defects listed may imply breaches in Health & Safety.</p>
Recommendation	To consider the contents of the report, prioritise works within current budget, and decide further actions.

Appendix 1:



Building Condition Survey Report

ITEM	ACTION	COMMENT
Urgent:		
Demolition and Refurbishment Survey (Asbestos Survey) of ALL aspects of the building.	Completed in 2015.	An updated inspection and report.
Compile and keep updated, an Asbestos management register.	In progress.	
Obtaining specialist advice on the most appropriate LPS (Lightening Protection System) and if this is something that you should considered installing.	Seek specialist advice.	Risk Assessment £220+vat - Wallbridge UK (Salisbury)??
The handrail and guarding to the Town Hall stairs are not to current building regulations standard, however, as the building is listed (presumed) there may be little that can effectively be done. Further advice should be obtained from Dorset Building Control and Planning department.	Building not listed but heritage features should be retained and maintained.	Budget implications.
The overflow and foul pipes serving the upper first floor should be checked.	Trades required.	Budget implications.
Town Hall Sub-floor ventilation, air bricks and floor construction to be checked.	Trades required.	Budget implications.
Replace the missing section of down pipe to the rear elevation Annex roof level.	Trades required.	Budget implications.
Redirect the discharge pipe which discharges facing the Town Hall wall, Annex roof level.	Trades required.	Budget implications.
Clear the rear Annex wall area of vegetation.	Completed.	Vegetation cleared.
Rework the first-floor washroom pipework to the Annex rear yard elevation.	Trades required.	Budget implications.
Investigate whether there is a need to fit window opening restrictors.	Not a legal requirement unless hiring room to events with young children.	No action.
Improve the safety of the attic access.	Trades required.	Budget implications.
Confirm the compliance/liability of the metal strap installation to the attic area.	Trades required.	Budget implications.
Rectify areas of gable brickwork that do not meet the underside of the attic roof.	No external impact.	Internal brickwork.
Install interlinked fire detection to the attic area.	Trades required.	Budget implications.
Check all electrical and plumbing connections within the attic in particular.	Trades required.	Budget implications.



Investigate the water marked ceiling tile in the main Town Hall, below the UFF washroom.	No action.	Historical stain from previous leak.
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Repeating checks and maintenance:		
Maintain and clear all roofs and guttering's of debris on a bi-annual basis.	Trades required.	Budget implications.
Reinspect the Town Hall attic for signs of damage, infestations, weathertightness or failure.	Bi-annual maintenance programme.	In-house checks.
Electrical and fire systems testing.	Annual maintenance under contract.	Weekly testing of alarms - in-house
Gas safety testing.	Annual maintenance under contract.	Yearly inspection.
Check for the safe operation of the first-floor outward opening window sashes.	Bi-annual maintenance programme.	In-house checks.
Check all soil stacks and vent pipes.	Bi-annual maintenance programme.	In-house checks.
External decoration, especially windows that are suspected of leaks.	Bi-annual maintenance programme.	In-house checks.
Check and maintain ironmongery.	Bi-annual maintenance programme.	In-house checks.
Monitor the lath and plaster ceilings for signs of debonding, cracking or bulging.	Bi-annual maintenance programme.	In-house checks.
Doors and windows are prone to fatigue and failure and need to be checked regularly.	Bi-annual maintenance programme.	In-house checks.
Maintain a check of the suspension rods to attic roof truss and chamber ceiling below.	Trades required.	Budget implications.
Monitor the Annex first floor windows for weather ingress.	Bi-annual maintenance programme.	In-house checks.
Monitor the small crack in the concrete frame above and in the concrete column.	Trades required.	Budget implications.



General Items:		
Remove all asbestos (By a licenced contractor only); the timeline of this will depend on the report findings, the impact of any ACMs and the planned works.	Removal is NOT required unless work is being carried out.	ACMs managed by Asbestos Management Register (see above).
Confirm that the ACMs soffits of the annex rear elevation have been removed.	Trades required.	Budget implications.
Seal all services penetrations.	Bi-annual maintenance programme.	In-house checks.
Check the heating system for serviceability and compliance.	Trades required.	Budget implications.

Year 1 – within the coming 12 months:		
External works:		
High level survey and replace any defective leadwork or loose masonry.	Trades required.	Budget implications.
Clear all roofs and guttering's of debris.	Trades required.	Budget implications.
Check all down pipes and façade fixings and attachments.	Trades required.	Budget implications.
Remove staining and discoloration to the building low level brickwork.	Bi-annual maintenance programme.	In-house checks.
The ground floor Annex windows to the front and rear elevations redecoration and possible localised repair to the woodwork.	Trades required.	Budget implications.

Town Hall attic		
Remove all stored items and clear the attic area	No action.	Museum archives stored in attic space.
Inspect the rafter ends.	Trades required.	Budget implications.
Assess the condition of the lath and plaster ceilings.	Trades required.	Budget implications.
Improve the walkway boarding and guarding.	Bi-annual maintenance programme.	In-house checks.
Improve attic insulation.	Bi-annual maintenance programme.	In-house checks.
Ensure adequate attic ventilation.	Trades required.	Budget implications.



Check header tank support.	Trades required.	Budget implications.
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Town Hall Upper First Floor		
Seal all service penetrations.	Trades required.	Budget implications.
Check the guidance on work place lighting and assess.	Trades required.	Budget implications.
The need for guarding to the windows at the raised floor area needs to be checked with building control.	Trades required.	Budget implications.
Replace the delaminating areas of plaster in the washroom/kitchenette.	Trades required.	Budget implications.

Town Hall Ground Floor		
Seal all service penetrations.	Trades required.	Budget implications.
Check the guidance on work place lighting and assess.	Trades required.	Budget implications.
Annex First Floor		
Seal all service penetrations.		
Replace the ceiling to FF.1		
Check the guidance on workplace lighting and assess.		
Investigate cause of the moisture and mould build-up.		

Pending
decision

Annex Ground Floor		
Seal all service penetrations	Trades required.	Budget implications.
Check the guidance on workplace lighting and assess.	Trades required.	Budget implications.
Investigate cause of the moisture build-up.	Trades required.	Budget implications.

Annex roof level		
Address the adjacent building abutments and flat roof flashings etc.	Trades required.	Budget implications.
The vertical crack to the high parapet wall is still evident and this should be investigated.	Trades required.	Budget implications.



Safe access and edge protection should be provided for maintenance staff and contractors etc. OR a written policy including risk assessments and method statements for temporary protection during maintenance/inspection.	Trades required.	Budget implications.
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Years 1 to 5		
External works:		
See repeating checks and maintenance items.		

Town Hall attic:		
See repeating checks and maintenance items.		

Town Hall Upper First Floor		
Identified flooring should be replaced as part of the cyclic maintenance programme.	Trades required.	Budget implications.
The area should be redecorated as part of the cyclic maintenance programme	Trades required.	Budget implications.

Town Hall Ground Floor		
Identified flooring should be replaced as part of the cyclic maintenance programme.	Trades required.	Budget implications.
The area should be redecorated as part of the cyclic maintenance programme	Trades required.	Budget implications.
Beverage preparation area full refurbishment.	Trades required.	Budget implications.

Annex First Floor		
Replacement windows & doors (Partial or full depending on condition and budget)	<div>Pending decision</div>	
Re-wire, including fully interlinked fire detection.		
Replace the door set to FF.1 with a FR60 door set.		
Replacement kitchen units.		
Full replacement of all washroom areas, including flooring and tiling.		
Partial re-plaster to address the points raised particularly but not restricted to FF.1, FF.7, FF.11 and disturbed areas.		
Replace/refurbish degraded internal joinery items.		



Identified flooring should be replaced as part of the cyclic maintenance programme.	
The area should be redecorated as part of the cyclic maintenance programme.	
Re-wire, including fully interlinked fire detection.	
Reroute the circulation heating pipework serving other parts of the building. This should be subject to further survey by a heating engineer. See notes FF.10 / FF.11	

Annex Ground Floor		
Replace internal glazing where non safety (or FR30) glass is present.	Trades required.	Budget implications.
Identified flooring should be replaced as part of the cyclic maintenance programme.	Trades required.	Budget implications.
The area should be redecorated as part of the cyclic maintenance programme.	Trades required.	Budget implications.



AMENITIES COMMITTEE REPORT

Meeting Date: 20 September 2023

Agenda Item: 8

Subject:	Annexe Building
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the recommendation from the Building Project Task and Finish Group in respect of the options for Annexe Building.
Background:	<p>The current occupants have served notice to quit, as it is too big for the service they provide and will leave the premises on 31 October 2023. The matter was raised with the Building Project Task and Finish Group, who considered the various options for the building.</p> <p>The group decided to recommend to Amenities to proceed with plans for the Council to occupy the premises and extend the museum, to enable greater rental opportunities for the chamber and to have space for Councillors to prepare for civic events. Should Amenities resolve to proceed, the matter would need to be considered by Full Council for financial sign off as it would potentially be beyond the financial limits off any committee.</p>
Key Points:	<p>There are a number of options for the use of the building:</p> <ol style="list-style-type: none"> 1. The annexe could be sold, and the capital used to fund other capital projects for the Council, such as the Howards Lane Public Toilets. 2. The Building could be re-leased to create regular income for the Council. 3. The office staff could be moved into the upstairs part of the building along with space for a staff room for the Grounds Team use, with the remainder of the space being used to extend the museum and provide better storage facilities for the museum. This option would free up the space in the upstairs Town Hall for a Mayor's Parlour and small committee room. <p>Should the Committee decide to proceed with utilising the building for the benefit of the Council, an architect and quantity surveyor will need to be engaged for the project to establish the cost implication. There is £6k for consultancy, and £1k for architect fees in the 2023/24 budget.</p>
Implications	<p>Financial – there is no budget for the works in the current financial year. The loss of the lease monies could be recouped two-fold from not continuing with the lease for the Depot in 2024.</p> <p>The gain for the museum in storage and display area benefits the Town Museum and may attract more visitors.</p> <p>The Council Chamber could be used more often in the week for weddings, which are currently being turned away as it is a working office, therefore generating more income.</p> <p>There is an opportunity to incorporate the Tourist Information into the plans.</p>
Recommendation	To consider the recommendation from the Buildings Project Task and Finish Group and agree a way to proceed.



AMENITIES COMMITTEE REPORT

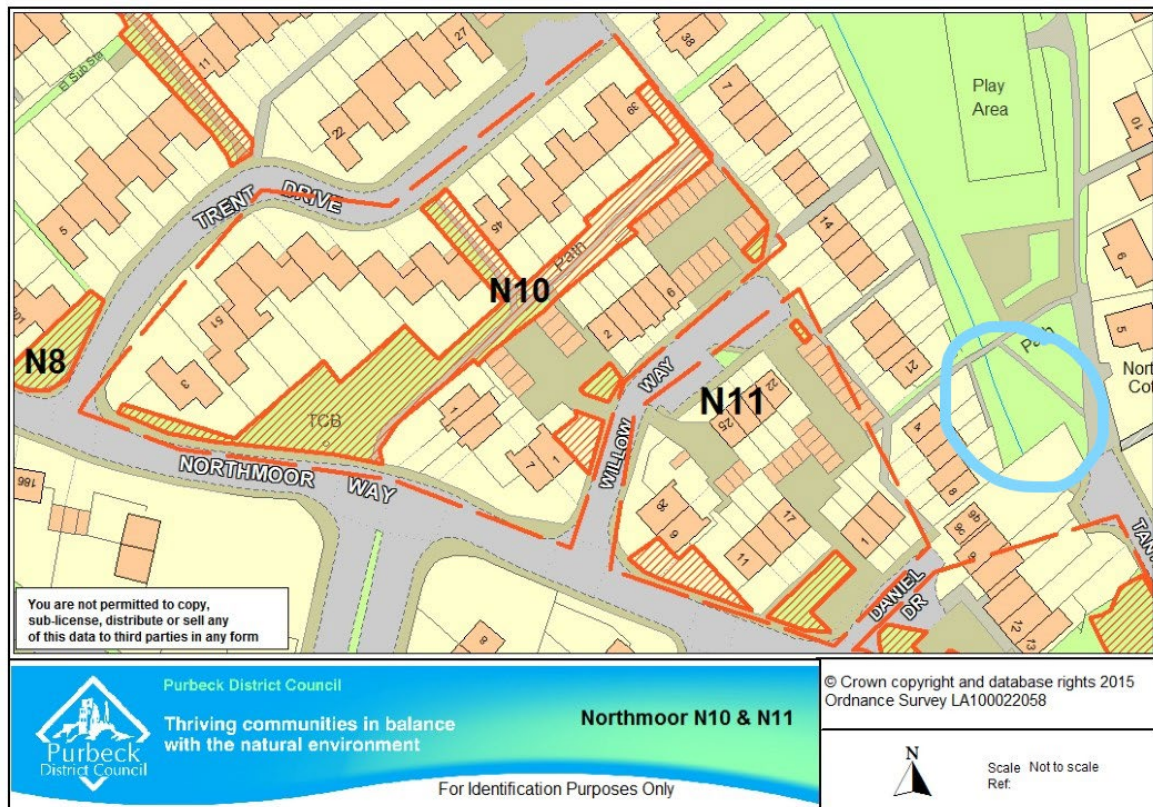
Meeting Date: Wednesday 20 AUGUST 2023

Agenda Item: 9

Subject:	Wildflower Area in Northmoor Park.
Prepared by:	Gale Pettifer, Deputy Clerk
Purpose of Report:	To consider the proposal from residents in Tantinoby Lane to establish a small wildflower area in Northmoor Park.
Background:	<p>In July 2023, residents from Tantinoby Lane approached the Council regarding using a section of Northmoor Park, near the sensory garden, as a wildflower area (see Appendix 1).</p> <p>At the Amenities Committee meeting (9 August 2023, Minute No. A 023/23), the Tantinoby Lane residents made a presentation to the Committee and Members considered the project but felt more information was required.</p> <p>It was RESOLVED to support the project subject to the receipt for approval of project management and ongoing maintenance plans from the Tantinoby Lane residents.</p>
Key Points	<p>Accordingly, the following outline of the work required to develop the project was submitted:</p> <p>Establishing the meadow:</p> <ol style="list-style-type: none">1. Initial aim for a wildflower meadow is to reduce the nutritional state of the area to be seeded. We will achieve this by mowing the area at the end of this year, removing all grass cuttings. We will then scarify the top surface, no more than 50mm deep, possibly using a rotovator. Removing any organic matter i.e. grass and weed roots, in order to deplete any potential nutrients.2. We will make an initial sowing following this work as the soil is quite light, this sowing will be supplemented with additional Yellow Rattle seed. One of the requirements is to weaken any dominant grasses present, in order to allow the wildflowers to flourish.3. The following spring we will carry out supplement seed sowing if we consider the initial sowing hasn't produced a successful germination rate. We will also lightly mow any grass that appears over the winter, to reduce its strength.4. As we approach the end of the season, we will take a cut when we consider the seed drop from the flowered plants is sufficient, generally around late August early September. There is a final cut at the end of the season, to remove any compostable debris to remove its potential of adding nutrient to the bed.5. The ongoing maintenance will hopefully consist of only the cutting sequence at the end of each season. If necessary, some additional scarification in areas where poppies have been present in the previous season, as they only reappear where the soil has been worked. <p>Timescales:</p> <ol style="list-style-type: none">1. Subject to agreement, the groundwork would begin early October and the initial sowing to, hopefully, be completed by the end of October. The following spring work would start during May.

	<p>2. Depending on the weather, the project may need to support the sowing with some watering, as the past two years have presented with extreme dry weather.</p> <p>3. Finally, routine annual cuts would be carried out towards the autumn period.</p> <p>In General: This is the group's first foray into planting and maintaining a wildflower meadow. They have researched the subject and have support from Katie Black, Senior Ranger (Purbeck) Dorset Council.</p> <p>As previously detailed, the area in question is currently used for temporary parking by contractors (grass cutting) and Council vehicles (both Dorset and Wareham Town Council) when attending to Northmoor Park for emptying bins, litter picking, playground maintenance etc. The loss of this amenity would mean that contractors and staff would have to find street parking elsewhere and carry equipment from further away.</p> <p>Wareham Town Council has no specific policy on environmental enhancements, such as the creation of wildflower meadows, and only tree planting is mentioned in the current Action Plan.</p> <p>This project is community-led, and the area would be maintained by volunteers.</p>
Implications	<p>There are no staffing implications in respect of maintenance and care.</p> <p>The loss of this ground will have an implication for access to carry out work in Northmoor Park and surrounding areas.</p> <p>There are no cost implications if the volunteers maintain the area for the duration of the project.</p> <p>The development of a wildflower area could invite complaints from other residents, due to the perception of untidiness, and reputational damage to the Council.</p> <p>The successful development of a wildflower area could contribute to local environmental sustainability and encourage the adoption of wildflowers, in local gardens.</p>
Recommendation	To consider the proposal for a wildflower area in Northmoor Park.

Appendix 1:








AMENITIES COMMITTEE REPORT

Meeting Date: 20 September 2023

Agenda Item: 11

Subject:	Howards Lane Public Toilets
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the options for Howards Lane Toilets following discussions at the Building Project Working Party in August, for recommendation to the Policy Resources and Finance Committee.
Background:	<p>Following the discovery of damp issues in the toilets in Howards Lane, a builder was engaged to give advice on how extensive the issues were and what measures could be taken to rectify them. The builder advised that he would not quote to repair as the building was, in his opinion, not fit for purpose and any work done to revamp or repair, would fail in a short space of time. Amenities considered the issue, and it was decided the Buildings Project Working Party should consider the matter for recommendation.</p> <p>The group decided that a recommendation be made to the Amenities Committee to consider demolishing the building and replacing it with a modular toilet arrangement. The Amenities Committee could consider a number of modular options and then refer to the Full Council for final approval in respect of the finance as it would be above any Committee spend under financial regulations.</p>
Key Points:	<p>The Clerk has looked into a number of options and the following link is a document from Healthmatic Limited about the installation, renovation and things to remember when dealing with public toilets. It is a really informative document, however it is not possible to download it, so must be read online.</p> <p>https://issuu.com/healthmaticltd/docs/healthmatic_smarter_loos_6_13apr17_/4</p> <p>Healthmatic also make the following points regarding options:</p> <p>Charging for the use of public toilets is a much-debated topic. What is not in doubt however is that in locations and areas where there are high numbers of visitors, the revenues generated by charging for the use of public toilets can contribute significantly to the operating costs associated with the operation of the toilets. Thus, benefiting the council and the community.</p> <div data-bbox="438 1624 654 1680"> </div> <p>Contactless charging has become the most popular choice for public toilets, especially given the current pandemic situation. The use of coins and cash in general has dramatically reduced during the COVID-19 pandemic. We have increasingly found that people no longer have loose change available when using a public toilet and now prefer to pay by card.</p> <p>Contactless charging makes funding the installation of new public toilets a more viable option for most councils, generating income to cover the costs of cleaning and maintenance. A four-cubicle toilet in a popular car park location</p>

	<p>would typically attract 40,000 uses per annum which may generate revenues of £12,000 or more. Contactless charging equipment can also incorporate the option to automatically open and close the public toilets, further increasing the operational efficiency by reducing the manual labour associated with this task. This option further reduces the opportunity for casual vandalism.</p> <p>Modernising or installing new public toilets is an opportunity to consider and control our environmental impact.</p>  <p>Toilets can be fitted with low water usage systems, minimising water use and waste, which also serves to lower utility costs. LED lighting is generally used as standard with automatic control and low power modes, reducing energy consumption, as does the energy efficient hand drying equipment, which is specified according to the type of building and volume of use. Construction elements such as a sedum roof and grey water recycling can be incorporated, depending on the design requirements of the building.</p> <p>There are numerous companies who could carry out the work, but as the potential cost is greater than the £25,000 threshold stipulated in Financial Regulations, Contract Finder would need to be used to gain tenders for the work. Therefore, the Committee needs to decide and resolve on the project, at which point the Clerk can instigate the process on Contract Finder in order to obtain costings for Council to consider and approve.</p> <p>Attached are some example designs of new toilet blocks which would be considered acceptable by planning within the conservation area. There are alternative designs which would require consultation with the planning department and conservation officer.</p>
Implications	<p>The current facilities are failing and could cause a hazard to the public if tiles were to fall.</p> <p>Vandalism continues to be an issue in both sets of toilets.</p> <p>The financial implications are great, however, there is currently £40,356.46 in CIL reserves which needs to be spent within Wareham for the benefit of all, or Dorset may request the funds be returned.</p>
Recommendation	<p>To consider the recommendation from the Building Project Working Party to demolish the building and rebuild a new public toilet facility.</p>



