



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

11 May 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 17 MAY 2023** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out on 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



## **AMENITIES COMMITTEE MEETING A G E N D A**

**17 May 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 5 April 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 5 April 2023**

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

**6. Replacement Notice Board**

To consider the replacement of the vandalised notice board in the Rempstone Centre.

**7. Purchase of Dishwasher**

To consider the purchase of a dishwasher for the downstairs main kitchen in the Town Hall.

**8. Skip Hire at Recreation Ground**

To consider the hiring of a skip to dispose of items in the garages at the Recreation Ground and other items of rubbish in Council storage areas.

**9. Skate Park**

To consider the skate park provision and current status.

**10. 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).

**11. Date of next meeting**

To note the date of the next meeting, which is scheduled for **28 June 2023 at 7pm.**



### Minutes of a meeting of the Amenities Committee held on Wednesday 5 April 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, C Turner,

Cllr B Dean was in attendance.

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

**689. Apologies for absence**

Apologies were received from Cllr Kemp and Cllr Kirk due to ill health.

**690. Declarations of interest**

There were no declarations of interest.

**691. Public participation time**

There were no members of the public present.

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

Cllr Budd noted the abbreviation EPC should be noted in full to explain its meaning.

Subject to the above amendment, the minutes of the previous meeting of the Amenities Committee held on 22 February 2022 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

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

Minute 607. The Clerk reported that the external wall of The Quay toilets had been painted and members agreed that it looked very nice.

Minute 608. Howards Lane toilets' wall. It was agreed that the building work, to reduce vandalism and anti-social behaviour, might be negated by the installation of CCTV. This would depend on the approval of the CCTV works by Full Council and the cooperation of the Masonic Hall.

**694. Finger Post Repair or Replacement**

The Committee **RESOLVED** that option 2 be approved, which was to repair the broken finger post, with a new bracket on the existing pole, at an approximate cost of £320.00, by Normtec.

**695. Energy Performance Certificate (EPC) Rating**

Cllr Budd asked that the survey be made available to the Buildings Task and Finish Group as there may be work which could be completed as part of a larger project.

The EPC Survey Report was **NOTED**.

**696. Town Hall Roof Repair**

Members discussed the report, and the damage was clarified.

It was **RESOLVED** to accept Contractor A (Complete Roofing Solutions (CRS)) to conduct the Town Hall roofing repairs as specified in the report at a cost of £1086.00+vat. Members requested that photos be obtained from the Contractor of the roof when they carry out the work.

#### **697. Tree Survey**

The Clerk provided the Committee with a breakdown of the budgets for the work to ensure there were enough funds to complete it, and that works would not be carried out until the end of nesting season in the Autumn.

The Deputy Clerk confirmed that the Contractors had agreed to hold their quotes until the Autumn when the work could be done.

It was **RESOLVED** to Approve Contractor A (SDS Treeworks) to carry out the recommendations in the Tree Survey, at a cost of £5840.00.

#### **698. Wareham Community Growers Purchase Requests**

The report was discussed, and the request considered, with members agreeing that the requests were reasonable in ensuring the Wareham in Bloom application is as successful as possible.

It was **RESOLVED** to purchase a motorised utility cart, battery and charger at a cost of £1,049 +VAT from OHE Horticultural Ltd.

It was **RESOLVED** to purchase a large heritage barrel planter, along with nine small heritage planters at a cost of £1,113 +VAT from Amberol Ltd.

Both purchases to be funded from the Wareham in Bloom earmarked reserve.

#### **699. Wareham Christmas Market**

The Chair provided a background on the position and emphasised that the working party needed to have maximum community engagement with Council being the facilitator.

It was **RESOLVED** to set up a working party to oversee the Christmas Market arrangements. The working party would include the Chair and Vice Chair of the Amenities Committee, with the Deputy Clerk providing the admin, the remainder of the Committee would be made up of representatives from local businesses and voluntary groups. It was hoped the event would be self-funded. Council agreed a new budget line which covered the Road Closure, Advertising and Insurance to a total of £2,000.00.

#### **700. Wareham Stones**

The Clerk presented the report on the installation of the monolith stones which had been donated by Bloor Homes some years ago. The Clerk had met with Dorset Highways at a number of locations and the two sites which they had agreed were suitable were indicated in the report.

It was **RESOLVED** that the stones be installed on the left adjacent to the footpath into the new development on the approach into town from Worgret roundabout and

in between Sandford Road and the footpath on the approach into Wareham from Sandford, just beyond the “Welcome to Wareham” sign.

**701. Wareham Mens Shed**

Members considered the request from Wareham Men’s Shed and discussed various possible venues for a permanent workshop. However, the Committee felt that, whilst this was a worthy project, there was no suitable facility owned by the Council to accommodate the request.

Councillors would make individual recommendations of other non-council owned sites that may be of use to the Wareham Mens Shed.

**702. Hedgehog Highway Project**

Members considered the request from HedgehogsRUS and although the Committee supported the ethos of this national organisation and would encourage all residents to be ‘hedgehog friendly’, there was no budget for this initiative. It was further noted that local wildlife organisations, with similar schemes, were well supported.

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

There were no items deemed urgent.

**704. Date of next meeting**

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 17 May 2023.

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



## AMENITIES COMMITTEE REPORT

Meeting Date: 17 May 2023

### Agenda Item: 6

<b>Subject:</b>	Replacement Notice Board (Rempstone Centre)
<b>Prepared by:</b>	Gale Pettifer, Deputy Town Clerk
<b>Purpose of Report:</b>	To consider the options to replace or remove the vandalised public notice board at the entrance to the Rempstone Centre, off South Street.
<b>Background:</b>	The public notice board at the entrance to the Rempstone Centre has been vandalised and damaged beyond repair and now requires replacement or removal.
<b>Key Points:</b>	<p><u>Replacement</u></p> <p>Costs were obtained for a replacement, hardwearing, external notice board (see Appendix 1 below) as follows:</p> <p>Option A: £548.00 plus vat</p> <p>Option B: £309.95 plus vat</p> <p>Option C: £409.92 plus vat</p> <p>Option D: £981.13 plus vat</p> <p><u>Removal</u></p> <p>The vandalised notice board to be removed at no cost.</p>
<b>Implications</b>	<p>The notice board at the entrance to the Rempstone Centre is highly visible, with a large number of pedestrians passing to and from Sainsburys and represents an opportunity to inform and alert Wareham residents at a modest cost.</p> <p>The cost of a replacement Notice Board would be taken from the General Expenditure (cost centre) General Maintenance (cost code) which has a budget of £1,500.</p>
<b>Recommendation</b>	To consider whether to approve the replacement of the notice board and select an option, or to remove the noticeboard without replacement.



#### Contractor A:



Dual door, wall mounted external notice board.

30mm silver profile, doors are glazed with 4mm shatterproof plexishock

Board has an elastomer seal, anti-condensation vents and zinc electroplated steel backboard for use with magnets

750 x 1200mm wide (8 x A4)

5-year guarantee

#### Contractor B:



Wall mounted external notice board. Aluminium/steel surround backboard for magnets. The top hinged door is gas strut assisted. The glazing is made from impact resistant PETG.

735 x 1005mm wide (8 x A4)

2 year guarantee

#### Contractor C:



Single-bay, 8 X A4 external, aluminium noticeboard, landscape format

Galvanised steel back panel with white lacquered finish for use with magnets. Doors are side hinged which can be reversed for left or right-hand opening.

Noticeboard features a Waterproof elastomer seal, Tamper-proof locks supplied with two keys per board plus 4mm, vandal resistant, Plexichoc glazing.

#### Contractor D



2-bay, 4 x A4, external, lockable, Man-made Timber notice board, portrait format, glazed. Can be wall, post or railing mounted. Overall dimensions 1270mm wide x 848mm high. Display dimensions 453mm wide x 682mm high per bay. Display capacity 4 x A4 sheets in portrait format per bay. Has a 25+ year lifespan but has a 5-year guarantee.

The price quoted does not include the name of the Council at the top. To add this option is an additional £67.30





## AMENITIES COMMITTEE – REPORT

Meeting Date: 17 May 2023

### Agenda Item: 7

<b>Subject:</b>	Purchase of Dishwasher
<b>Prepared by:</b>	Gale Pettifer, Deputy Clerk
<b>Purpose of Report:</b>	To consider the purchase of a dishwasher for the downstairs main kitchen in the Town Hall.
<b>Background:</b>	There is no dishwasher in the main kitchen at the Town Hall. Currently, staff and hirers are required to wash and dry crockery, cutlery, and glasses by hand.
<b>Key Points:</b>	<p>The following models (see spreadsheet below) have been measured to fit the main kitchen in the Town Hall and have been selected for:</p> <ul style="list-style-type: none"><li>• Ability to fit within available space (60cm - depth, 60cm – width, 85cm height)</li><li>• Competitive purchase price</li><li>• Eco-friendly features, such as water rationing and energy saving options</li><li>• User-friendly – easy to operate and quick wash cycle/drying time</li><li>• Economic to run.</li></ul> <p>OPTION 1: £350.00</p> <p>OPTION 2: £374.00</p> <p>OPTION 3: £376.00</p> <p>OPTION 4: £328.00</p>
<b>Implications:</b>	<p>Currently, all washing up/drying is done by hand. This is inefficient and ineffective as quite often items must be re-washed.</p> <p>Hand-washing crockery and cutlery is time consuming.</p> <p>Hand-washing is less hygienic than machine washing, as the higher temperatures required cannot be reached.</p> <p>Majority of competitor venues have a dishwasher.</p>
<b>Recommendation:</b>	The Committee to consider the purchase of a dishwasher and, if approved, choose from the four options.

Appendix 1:

<b>Make</b>	<b>Beko - 1</b>	<b>HISENSE - 2</b>	<b>Hotpoint - 3</b>	<b>Candy - 4</b>
<b>Model</b>	DFN05Q10W	HV603D40UK	HFC3C26WCUK	CDI 1LS38S-80/T
<b>Energy Rating</b>	E	F	E	F
<b>Colour</b>	White	Black	White	Silver
<b>Place settings</b>	13	14	14	13
<b>No. racks</b>	2	3	2	2
<b>Cycle time</b>	140 min	178 min	240 min	230 min
<b>Quick programme</b>	30 min	40 min	30 min	30 min
<b>Price</b>	£350.00	£374.00	£376.00	£328.00



## WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 17 May 2023

### Agenda Item: 8

<b>Subject:</b>	Skip Hire at Recreation Ground
<b>Prepared by:</b>	Gale Pettifer, Deputy Town Clerk
<b>Purpose of Report:</b>	To consider the hiring of a skip to dispose of items in the garages at the Recreation Ground and other items of rubbish in Council storage areas.
<b>Background:</b>	<p>A report to PR&amp;F (6 December 2022) identified a culture of 'storage spread', where the Operations Department have used every available space rather than rationalising their requirements. This has led to the storage of unnecessary items.</p> <p>The disposal of these items requires the hire of a skip as the Council is unable to take them to the tip without a commercial licence.</p> <p>A 14-yard, maxi skip has been selected as being appropriate for the quantities of bulky waste needing disposal.</p>
<b>Key Points:</b>	<p>Waste Management companies were invited to offer quotes for the hire of a 14-yard skip.</p> <p>Quotes were received as follows:</p> <p>Contractor A: £393.00 +vat</p> <p>Contractor B: £470.00 +vat</p> <p>Contractor C: £535 +vat</p>
<b>Implications:</b>	<p>Failure to rationalise storage space will:</p> <ul style="list-style-type: none"><li>• incur costs of storing rubbish and damaged, faulty, and redundant items</li><li>• lead to inefficient practices, as tools, equipment, materials, and compounds could be situated in various locations</li><li>• risk Health &amp; Safety infringements.</li></ul>
<b>Recommendation:</b>	Members should consider the quotes provided and select the preferred Waste Management company.



## AMENITIES COMMITTEE REPORT

Meeting Date: 17 MAY 2023

Agenda Item: 9

<b>Subject:</b>	Skate Park
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To consider the skate park provision and current status.
<b>Background:</b>	The Skate Park was removed on the grounds of Health and Safety and was not replaced following public consultation.
<b>Key Points:</b>	<p>The Council has held £52,000 in an earmarked reserve for the Skate Park since the closure.</p> <p>Dorset Council has indicated that it will install a Skate Park at the former school site on Worgret Road and recent indications are that Wareham has reached "the top of the list" for skate park installation, although this has not been confirmed to the Clerk.</p> <p>A member of the Public attended the Town Council meeting on 18 April 2023 and expressed his dismay at the removal of the skate park and asked Council what it intended to do to replace the facility. Members agreed the matter would be raised at the appropriate Committee and then Council.</p>
<b>Implications</b>	<p>Risk of financial breach - financial regulations state that earmarked reserves should be for an allocated project to be completed as soon as possible, if not in the financial year that they are reserved. They should not be retained indefinitely or for an unknown project, budget lines should be used for this purpose and rolled over by resolution at the end of each financial year.</p> <p>Reputational risk - There is strong opinion among the residents of Wareham regarding the Skate Park and the Council risks its reputation by not dealing with the matter.</p>
<b>Recommendation</b>	To consider the matter of the Skate Park and agree a way forward to progress the matter.