



Town Hall
East Street
Wareham
Dorset
BH20 4NS

22 June 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 28 JUNE 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

28 JUNE 2023

1. Election of Chair

To elect by resolution the Committee Chair for the 2023/2024 municipal year.

2. Appointment of Vice Chair

To elect by resolution the Committee Vice Chairman for the 2023/2024 municipal 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 17 May 2023

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 17 May 2023

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

8. Multi-Use Games Area (MUGA) Line Markings – TO FOLLOW

To consider re-marking the sports lines on the MUGA.

9. Council Chamber Air Conditioning – TO FOLLOW

To consider the installation of air conditioning in the Council Chamber.

10. The Quay Emergency Lighting and wiring

To consider the emergency lighting and electrical wiring required for the Public Toilets at The Quay

11. Howard's Lane Public Toilets Damp Problems – TO FOLLOW

To consider the report regarding the damp problems in Howards Lane Public Toilets.

12. North Street Finger Post

To consider the repair of the finger post in North Street.

13. Howards Lane Public Toilets Plumbing – TO FOLLOW

To consider the plumbing issues in Howards Lane public toilets.

14. Town Hall Roof Repairs – TO FOLLOW

To consider repairs necessary to the south end of the Town Hall roof.

15. Flagpole

To consider the proposal from Cllr Russell in respect of installation of a flagpole.

16. 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).

17. Date of next meeting

To note the date of the next meeting, which is scheduled for **Wednesday 9 AUGUST 2023 at 7pm.**



Minutes of a meeting of the Amenities Committee held on Wednesday 17 May 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, S Kemp, L Kirk, C Turner.

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

754. Apologies for absence

There were no apologies.

755. Declarations of interest

There were no declarations of interest.

756. Public participation time

There were two members of the public present who voiced concerns about the possible return of the skate park at Hauses Field and requested that the Committee consider alternative sites away from residential areas.

757. Confirmation of the minutes of the previous meeting

Cllr Budd asked that a duplicate 'the' should be removed from Minute no. 699 second paragraph, end of third sentence.

Cllr Goodinge asked that an apostrophe be added to Minute no. 701, to read 'Wareham Men's Shed'.

Subject to the above amendments, the minutes of the previous Amenities Committee meeting held on 5 April 2023 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

758. Matters arising from the minutes of the previous meeting

Cllr Goodinge asked for an update on the Wareham stones. The Clerk reported that Dorset Highways had given consent for the stones to be erected at the agreed sites and that they were due to be installed by Mr Andrews.

759. Replacement notice board

The Committee **RESOLVED** to approve Option D and install a notice board from Greenbarnes Ltd at a cost of £981.13 plus vat.

760. Purchase of Dishwasher

The Committee **RESOLVED** to approve Option A and purchase a BEKO dishwasher at a cost of £350.00 plus vat, to be installed in the main downstairs kitchen by the grounds team.

761. Skip Hire at Recreation Ground

The Committee **RESOLVED** to approve Option A and hire a 14 yard skip from Wareham & Purbeck Skip Hire at a cost of £393.00 plus vat.

762. Skate Park

A general discussion took place regarding the skate park provision and the current status. It was agreed that a skate park was required in Wareham but noted that the regulations regarding the siting of skate parks had changed; Hauses Field did not meet the requirement to have 80 metres between the skate park and any residential property.

The alternative location at the old Middle School site was discussed and Cllr Ezzard reported that Dorset Council was open to discussions about this location and would ensure the matter would be taken further.

The Committee agreed that any new skate park in Wareham would have to be of an outstanding design and quality construction to attract users.

763. Any other items the Chairman deems urgent

The Chairman announced that she would be absent from the next meeting and asked Cllr Budd to Chair the meeting, but stated she would be willing to stand as chair when the election of chairman was discussed at that meeting.

764. Date of next meeting

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 28 June 2023.

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



AMENITIES COMMITTEE – REPORT

Meeting Date: 28 June 2023

Agenda Item: 8

Subject:	Multi-Use Games Area (MUGA) line marking
Prepared by:	Gale Pettifer - Deputy Clerk
Purpose of Report:	To consider re-marking the sports lines on the MUGA
Background:	<p>An email was received, dated 08.06.23, from a resident requesting that the basketball lines on the MUGA be repainted, as 'they are so faded we are struggling to see the lines when playing'.</p> <p>The MUGA was officially opened in 2013 and the lines have faded significantly since then.</p> <p>Specialist line marking contractors were approached and invited to offer quotes for the work to reinstall the basketball and five-a-side football markings.</p>
Key Points:	<p>Seven contractors were contacted and asked to quote for reinstating the basketball five-a-side football lines on the approximately 17.2m x 31.3m MUGA.</p> <p>Three contractors responded with quotes:</p> <p>Contractor A: Price to mark out the two new courts will be around £1,500 + vat, subject to a site visit and exact dimensions etc. Courts available in any colour you would like, red, blue, orange, yellow, green etc. Total Cost: £1,500 +vat.</p> <p>Contractor B: Markings have almost vanished, so it is likely I would need to measure and mark out again.</p> <ul style="list-style-type: none">• Remark football pitch in white thermoplastic.• Remark basketball court in red thermoplastic. <p>Total Cost: £1240.00 inc vat.</p> <p>Contractor C: The markings have sufficiently faded to introduce the new style keys. There are two options:</p> <p>Option One</p> <ul style="list-style-type: none">• Set out and line mark new basketball recreational markings.• Set out and install contract colour football arcs, penalty spots, centre circle and goal lines. <p>Total Cost: £1200.00 + vat</p> <p>Option Two To double colour coat MUGA with Acrylic Sports Coasting and line mark as above. Total Cost: £3,900 + vat</p>

Implications:	<p>There is a cost implication.</p> <p>There is a reputational implication as this request came from, potentially, a younger resident.</p> <p>Meets the objectives of the Council Action Plan, sections 3.3 and 3.5.</p>
Recommendation:	<p>To consider remarking the basketball and five-a-side football pitch lines on the Recreation Ground MUGA and, if approved, choose a contractor from quotes submitted.</p>

Photos showing current state of MUGA:





AMENITIES COMMITTEE – REPORT

Meeting Date: 28 June 2023

Agenda Item: 9

Subject:	Council Chamber Air Conditioning
Prepared by:	Gale Pettifer - Deputy Clerk
Purpose of Report:	To consider the installation of air conditioning in the Council Chamber.
Background:	<p>At the Amenities meeting 7 September 2022 (Min. 289) Members noted the information, provided by the Operation Manager, and it was agreed that further investigation be carried out.</p> <p>Following on from this, in June 2023 quotes were invited from four air conditioning installation companies, to install an air conditioning unit in the Council Chamber.</p>
Key Points:	<p>Three contractors conducted site visits; one contractor was too busy for a site visit. Two responded with quotes:</p> <p>Contractor A: Supply and install energy efficient Daikin heat pump air conditioning system to the Council Chambers. This has the added Indoor unit to be high wall mount type mounted above projector screen, all pipe work and ancillaries to be run in roof void to rear area where outdoor unit will be sited beside existing Fujitsu air conditioning unit. System has a cooling and heating capacity of 11kw output with a COP (Coefficient of Power) of 4.7 this means for every 1kw input you'll receive 4.7kw output. One hard wired Madoka wall mounted controller with Bluetooth connectivity will be supplied and set up in local position.</p> <p>Quotation for complete works and commissioning with the exception of x1 32amp single phase electrical supply to outdoor unit position. All works to be carried out by approved Daikin D1 installer. Five years warranty included.</p> <p>Materials and Price Breakdown Daikin FAA100A , RZASG100MV1 system.</p> <p>Total £3,950.00 + vat</p> <p>Contractor B: To supply and install two Twin Split Air Conditioning Systems within the Council Chambers. A twin split air conditioning system consists of two internal air handling units connected to a single outdoor condensing unit.</p> <p>This installation will consist of the following;</p> <ul style="list-style-type: none"> 4 x Toshiba Four Way Blow Ceiling Cassette Air Handlers 2 x Toshiba Twin Split Kits 2 x Toshiba Inverter External Condensing Units 2 x Wall Mounted Hard Wired Controllers <p>Operational Nominal Duties</p> <p>Cooling Capacity: 40.0kW in Total (10.0kW per Air Handler)</p> <p>Heating Capacity: 44.0kW in Total (11.0kW per Air Handler)</p> <p>To accommodate the high ceiling, we have included for the hiring of a scaffold tower in order to install the air handlers at a high level.</p>

	<p>This is a budget quotation, and the list price below is subject to a further site survey, this is due to the layout of the room and gaining access to the area where the condensing units will be installed.</p> <p>Budget cost; £17,307.00 + vat</p>
Implications:	<p>There is a cost implication, as air conditioning is not in the current budget, however, there is £7,869 left in the Town Hall Maintenance Budget and £8000 remaining in the Property maintenance reserve.</p> <p>The unit proposed by Contractor A provides both warm and cool air, so will be used all year round. The warm air function is more cost efficient to run than the current wall heaters and emits less noise.</p>
Recommendation:	To choose an air conditioning contractor if installation is approved.



AMENITIES COMMITTEE REPORT

Meeting Date: 28 June 2023

Agenda Item: 10

Subject:	The Quay Public Toilets Emergency Lighting and electrical wiring.
Prepared by:	Gale Pettifer, Deputy Town Clerk
Purpose of Report:	To consider the emergency lighting and electrical wiring required for the Public Toilets in The Quay which is not budgeted for.
Background:	<p>In May 2022, concerns were raised by Dorset Fire & Security, who advised that there had been a failure during an emergency lighting test and that the lighting failures may have been as a result of incorrect wiring being installed during refurbishment (2018/2019). They recommended that an investigation be conducted but at that time no further action appears to have been taken.</p> <p>In June 2023, quotes were invited from electricians to address the issue of emergency lighting and wiring in The Quay public toilets.</p>
Key Points:	<p>The following quotes were received:</p> <p><u>Contractor A</u> Remedial works required are as follows; - Replace three Emergency bulkhead fittings; one in each toilet area. Like for Like replacement. - Remove and terminate all light fittings and recessed sensors. One cable will be taken to each unit as opposed to multiple cables at the moment. This will ensure all connections are done without exposing inner cores of the cables. The use of maintenance free junction boxes will ensure all new connections will be electrically sound for years to come. - Replace outside lights photocell - like for like. - Replace digital switch fused spur for the outside light control - like for like. - Replace both outside soft mounted down lights - LED replacement - consumer unit replacement to achieve better selectivity - Metal enclosure to meet amendment three fire compliance for BS7671 RCBO protection for each circuit - this will ensure that in a event of a fault only the problem circuit will turn off. Surge protection device protecting the whole installation. 10 useable ways - leaving two spare . - investigate loose connection on the Gents ring main - re terminate the 3 extractor fans in the loft. Total cost: £931.56 – ex vat.</p> <p><u>Contractor B</u> To carry out investigations of the suspected incorrect emergency lighting wiring in the listed location, complete rectifications and replace the existing lighting with new LED equivalents. Total Cost: £454.00 – ex vat*.</p> <p><i>*It is likely that Contractor B has not fully covered all the repairs in their quote, and this may result, if selected, in further costs being identified whilst work is underway.</i></p>



	<p>Contractor C: A third contractor was asked to provide a quote, but this has not been forthcoming.</p> <p>The work is not budgeted for, with The Quay budget line only having £1,142.16 remaining.</p>
Implications	<p>The cost of replacing the Emergency Lighting and wiring has not been budgeted.</p> <p>The Emergency Lighting in The Quay is not fit for purpose.</p>
Recommendation	<p>To consider the contractor quotes and select the preferred contractor to undertake remedial electrical works to The Quay public toilets.</p>



AMENITIES COMMITTEE – REPORT

Meeting Date: Wednesday 28 June 2023

Agenda Item: 12

Subject:	Finger Post Sign on North Street
Prepared by:	Deputy Town Clerk – Gale Pettifer
Purpose of Report:	To consider the repair of the finger post sign in North Street.
Background:	<p>The finger post in North Street, adjacent to the opticians/Albury & Hall, has been damaged and two fingers – directing visitors to The Quay and St. Martins Church – need to be replaced (see Appendix 1 - Photo 1 & 2).</p> <p>Enquiries with Dorset Council Highways, regarding finger posts, prompted a response that ‘the maintenance is now carried out by the Town Council or Parish Council’.</p> <p>Normtec, the finger post specialist, were approached and advised that the missing fingers would need to be re-cast at the foundry.</p>
Key Points:	<p>Normtec has recommended that Leander Architectural recast, paint and highlight the fingers as per the original specification.</p> <p>The costs for replacing the fingers are:</p> <ul style="list-style-type: none">• The Quay - £415.00 +vat• St. Martins Church - £395.00 +vat• Plus, carriage - £39.50 <p>Total cost: £1019.40</p>
Implications:	<p>The implications are:</p> <ul style="list-style-type: none">• Potential loss of tourism signage• Financial cost to replace/repair
Recommendation:	To decide whether or not to repair the finger post in North Street at this time.

Appendix 1:

Photo 1: finger post sign prior to damage.

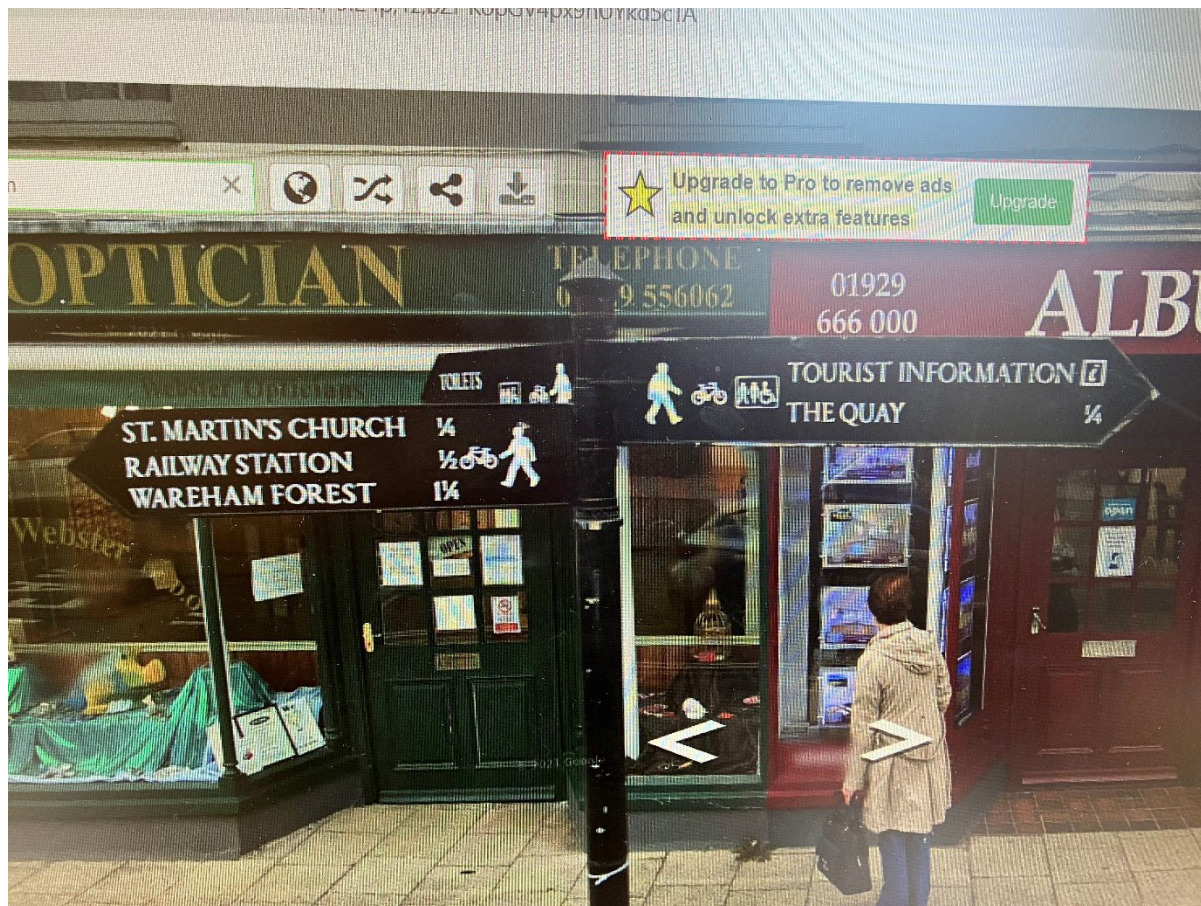


Photo 2: Finger post currently





AMENITIES COMMITTEE – REPORT

Meeting Date: 28 June 2023

Agenda Item: 14

Subject:	Town Hall Roof Repair
Prepared by:	Gale Pettifer - Deputy Clerk
Purpose of Report:	To consider repairs necessary to the south end of the Town Hall roof.
Background:	<p>At the end of 2022 strong winds caused slates from the Town Hall roof to become dislodged and damaged. Heavy rains caused water penetration into the building, which was noticeable when water appeared on the north wall in the Corn Exchange. Roofing repairs were approved according to Minute no. 696, Amenities Committee 5 April 2023.</p> <p>In May 2023 contractors repairing the damaged north section of the roof identified further damage on the southern end, specifically missing tiles, and a hole.</p> <p>Quotes were invited from roofing contractors to repair the south end of the Town Hall roof.</p>
Key Points:	<p>Five contractors were approached for their opinions and costings to repair the Town Hall roof. Three contractors visited the site and two submitted quotes:</p> <p>Contractor A: £886 +vat</p> <ul style="list-style-type: none">• Install scaffolding from lower felt roof to gain access to slate roof above.• Gain access to roof at car park end of the building as discussed.• To replace missing slates with new to match and replace any damaged slates.• Check over accessible section of roof area and report to client.• Leave site in a clean and tidy manner.. <p>Contractor B: visited the site and declined to quote due to difficulty of access.</p> <p>Contractor C: £950 +vat To supply and fit 1x natural slate in place of the missing one, using a pavement-mounted cherry picker. <i>(Cost of kerbside permissions and application from Highways not included).</i></p>
Implications:	<p>The roof is leaking at the south end. Repairs should be made soonest to prevent long term damage to the fabric of the building. There is a cost implication which could be met under the Town Hall, Property maintenance budget.</p>
Recommendation:	To select roofing contractor to make repairs to the roof of the Town Hall.



AMENITIES COMMITTEE REPORT

Meeting Date: 28 JUNE 2023

Agenda Item: 15

Subject:	Flagpole
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the proposal from Cllr Russell in respect of installation of a flagpole.
Background:	<p>The discussion regarding a flagpole has been discussed previously, with the last discussion taking place in 2021. The following minute extracts provide details:</p> <p>17 August 2021 – Full Council 93. Motion from Councillor Russell regarding a flag-pole Members considered the following motion from Councillor Russell, which had been received in accordance with the Council's Standing Orders: "That the Council purchases a flag-pole, similar to that at Westport House, for positioning at an agreed site of either: a) Replacement of War Memorial Flag staff with a taller one; or b) Replace the old stump in Howards Lane car park; or c) On St John's Hill traffic island"</p> <p>Resolved that the item be referred to the Policy, Resources & Finance Committee for further consideration.</p> <p>7 September 2021 – Policy, Resources and Finance 120. Motion from Cllr Russell re flagpole Councillor Russell presented a motion, which had been deferred from Council, regarding the proposal for a flagpole in town. He stated that, having considered all options, St John's Hill would be the best location in the position of one of the trees that had recently been cut down. He acknowledged that the land was owned by Dorset Council and that their permission would be required. A Member asked if Church Green had been considered and Councillor Russell stated that he did not feel it appropriate as it could not be seen from South Street and that the area outside the British Legion was preferable. The Town Clerk advised that planning permission would also be required for any pole over 6m. She further advised that she had received a quotation for a flagpole at a cost of approximately £1300 +VAT, including fitting to public liability standards, by a reputable local company. Members expressed concern over unbudgeted costs and necessity when other flag poles were available in the town including the war memorial and at the Town Hall.</p> <p>Resolved that no action be taken at this time.</p> <p>Cllr Russell approached the Clerk recently requesting that this be revisited, and the Clerk advised it should go to Amenities initially with any decision they make being a recommendation to Policy, Resources and Finance for budget consideration.</p>



<p>Key Points:</p>	<p>Cllr Russell believes the positioning of the flagpole is important and has identified a number of locations which may be considered (Appendix 1). He has explained that there are a number of occasions which would benefit from the respective flag being raised, some of which are:</p> <ul style="list-style-type: none"> • Christmas Carol Concert • St George's Day • D-Day Celebrations • Civic Service • Armed Forces Week • Armistice • The official King's Birthday <p>There are also ad hoc events which would benefit from the flagpole being used, such as the recent coronation.</p> <p>Cllr Russell has also raised the following points:</p> <ol style="list-style-type: none"> 1. It is believed that an obvious central easily accessible Community Meeting Point would enhance the town. To mark this along with the various events requiring a flagpole. 2. Accessibility for both local residents and visitors alike is required. 3. It would need to be placed where there is enough room for a gathering and seen from either North or South Street for casual joiners. AFD this year again highlighted this fact that no casual locals or visitors joined us. This in-spite of plenty of advertising beforehand. 4. The old PDC flagpole was great in the day when all the workers/Councillors etc joined in and the military supplied a platoon of soldiers along with a Colonel and Sergeant Major. We even had coffee and cake afterwards in the debating chamber. 5. The pole is now no longer used and just builds up Verdigris. 6. The Town War Memorial Flagpole is too small and hidden totally from one direction and somewhat in the other. Further with only one narrow pavement events are restricted. Being so far from the Town Cross would have its limitations. 7. Unfortunately, a Meeting Point at the Town Hall with narrow pavement and vehicle engines starting and stopping makes this spot unviable. 8. Looking at possible spots for a flagpole in the town could be as indicated on Appendix 1: <ol style="list-style-type: none"> a. St John's Hill where there are 2 possible places where trees have been removed, Checking with surrounding businesses they were all in favour. b. LSM Church Green but could not be seen from South street c. Fixed to the Library wall near the D-Day plaque. The pavement is wider and having tried it for an event proved too small an area for those involved. d. Possibly the Quay but it being Dorset Council land might be difficult especially when car parking and an event clashed. e. The other side of the river at the 'Bandstand' but this area is often under water at Spring tides and twice per day and not our property. f. I am sure others can think of alternatives as long as can be seen from N or S Streets and has standing room.
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	<p>The current 2 flagpoles on the Town Hall suffer from the flags getting tangled in the wind on a daily basis, which requires staff time to unfurl them. Solutions have been sought from 2 national flagpole companies, with the only solution being fixed angular flags being used, or completely new flag poles which enable the flags to spin. Both of these solutions would incur costs into thousands of pounds, so are not inexpensive alternatives.</p>
Implications	<p>There is no budget in the current financial year for a flagpole.</p> <p>Planning consent would be required, which would also incur cost.</p> <p>An upright flagpole in the town would ease the issue with the furling flags on the Town Hall, for which there is no inexpensive solution.</p>
Recommendation	<p>To consider the proposal from Cllr Russell.</p>

