

Notes of the **Informal Zoom Meeting** of the
CAPITAL PROJECTS SUB-COMMITTEE
held **4.00 p.m.** on **WEDNESDAY 26th AUGUST 2020**

Present: -

Councillor M. Bonfield - Chairman

Councillor C. Tomes

Also present:

Councillor C. Moreton

Councillor G. Suttle

Councillor M. Whitwam

Martin Ayres – Town Clerk

Cara Johnston – Operations Administration Officer

Culvin Milmer – Visitor Services Manager

Gail Percival – Operations Manager

Alison Spencer – Finance Manager

1. Apologies

There were no apologies to report.

2. Declarations of Interest

No declarations of interest were made in respect of items on the agenda.

3. To consider the Draft Minutes of the Meeting of the Capital Projects Sub-Committee held on 3rd June 2020.

No comments were made.

4. Dorset Council Leisure Development Fund Grant Award

It was reported by the Town Clerk that Beach Gardens Tennis Club had been successful in their grant application. Dorset Council has granted funding towards the upgrading of tennis court number three from tarmac to astroturf at Beach Gardens. The grant was for 20% of the total cost of the scheme, to a maximum of £4,000. It was noted that a request had been received from the club to the Town Council to make a contribution towards the cost of the upgrade of £6,000. It was agreed this will be referred for consideration to 2021/22 budget setting and be subject to Council approval.

5. Godlingston Cemetery Extension

It was reported by the Operations Manager that a meeting had taken place with consultants (TGMS) at the cemetery and an informal consultation had been carried out with various stakeholders including the local funeral directors. Interment rates over previous years had also been reviewed. This feedback had been used by the consultant to develop the draft plan that was presented to the committee. A topographical survey has been completed and one of the next steps will be to review the water supply and points. The new section should accommodate interments for the next 28 to 30 years based on previous rates.

A question was raised with regard to increasing parking spaces and it was advised that there will be an increase of the amount of spaces within the new plan with car parking located adjacent to the current parking area and towards the north of the site where specific disabled parking spaces will also be introduced. The entrance and exit to the site will remain where it is, a further exit point being unable to be

delivered due to the top strip of the land (verge adjacent to Washpond Lane) in the new section not being owned by the Town Council.

Committee members agreed to the proposals and a recommendation was made to refer to the General Operations Committee meeting in November. The consultants will now proceed in creating a more detailed specification for the site.

6. To receive an update report from the Operations Manager in respect of the following:

a) Ongoing projects:

- Boat Park/Fishermen's Huts – it was reported that repairs to the eastern (new) jetty have been completed. Discussions remain ongoing with the structural engineers. Works to the old (western) jetty are scheduled for October. These works have been competitively tendered and awarded.
- Bandstand – the seating has been completed and installed. Prices have been received for the replacement of 22 Purbeck stone coping stones at a cost of circa £10,500. For the installation of drainage to the area, a price of circa £26,000 has been received for the installation of a land drain and Purbeck stone faced retaining wall. It was suggested to refer to the Friends of Swanage Bandstand to ascertain the sums of funding they had left for the bandstand and enquire how they had envisaged this would be spent. They had previously advised they would be funding benches and a noticeboard at the location. It was noted that the coping stones were purely for the look of the bandstand and not required for health and safety reasons. The Chairman suggested a working group with the Operations Manager to discuss the matter with Friends of Swanage Bandstand and see what can be agreed.
- Revetment adjacent to Stone Quay – works are due to commence on 7th September and will take two weeks to complete. The appropriate stakeholders have been notified, including local businesses, and details and timescales have been provided.

b) Commissioned works Spring 2020

Works have been completed on the following projects:

- Godlingston Cemetery Chapel
- Town Hall annexe
- North Beach public convenience
- Shore Road beach huts

The disabled access survey has been completed for all public areas and will be extended to include the office area of the building.

c) Programme of works 2020/21 – Prioritisation of projects

- Downs/Seymer Road Wall Reconstruction – three trial pits to assess the extent of foundations were excavated on 18 August. Foundations were in situ at all locations however the extent varied depending upon location. A revision was made to the provisional sum allowed for within the quotation based on these investigations. The estimate for the works to the wall is now in the region of £73,500, i.e. within the budget of £85,000 and works will start late September or October.
- Resurfacing in Main Beach and North Beach car parks and De Moulham Service Road – the Dorset Property Surveyor and Operations Manager have inspected the De Moulham back roads and have added Rabling Lane to those areas identified for resurfacing. It is currently envisaged that the contract will be issued through a framework. Works will have a likely duration of 8 weeks. The rescheduling of the start date from October/November to January was

suggested because of the play area refurbishments which will start in November. This would also keep disruption to car park users to a minimum. The rescheduling to commence resurfacing works in early January was agreed.

- Play Areas - Recreation Ground and Days Park Tender – The Tender has been distributed to all suppliers through the ESPO framework. Three suppliers had made visits to the sites and lots of questions and enquiries have been received so far from tenderers. Interviews will be held with each applicant in week commencing 14 September 2020. Members of the Capital Projects Sub Committee will be involved with the interview process and attend a pre meeting to view plans as well as the interviews themselves.
- Peveril Point Road Stabilisation Scheme – an investigation report into the road drainage has been commissioned and received. Dorset Council Assets and Property have requested trial bore holes at a variety of locations along the road to understand better the composition of the surfacing and the sub structure. A request has also been made for outline costs to undertake the works as specified within the Smith Foster report of June 2020.
- Northbrook Cemetery Wall Survey – the Operations Manager has received a survey of the wall as requested from Dorset Council Structural Engineers. The survey reported that most of the wall does not require immediate attention however there is one area adjacent to King George’s playing field that requires rebuild and repair. It was agreed to ensure these works were budgeted to take place in 2021/22.
- Stone Quay/Parade Railings – Stone Quay wall works start the 5th October and will last a couple of days. These are being undertaken by Dorset Council and will use precision injection grouting to identify and subsequently fill the areas of potential voiding identified by survey. Dorset Council engineers also undertook an inspection of the Parade railings. Reassurance has been provided that there are no immediate concerns with the railings and an interim refurbishment will be completed with eventual replacement in the future. Dorset Council are seeking quotes for refurbishment and will pass these to the Council in the near future. A concern was raised by the Town Clerk and the Operations Manager to Dorset Council that the Stone Quay was not included in the scope of works with the Parade and feedback is awaited on this matter.

d) Future works 2021/22

- Days Park/Northbrook Road footpath improvements – works will progress to explore installing lighting to the footpath and will be on the agenda for the next meeting.
- Museum refurbishment and Heritage public conveniences – measured drawings have been undertaken by Dorset Property in order that full consideration be given for the space required for both the toilets and the museum. In order for this to progress a feasibility study is required to ascertain if an extension to the museum can be provided whilst still retaining adequate space for modern WC provision. A suggestion was made to obtain costs for such a study and seek authorisation to proceed at the forthcoming Council meeting.
- Shore Road hardstanding – an update will be provided at a future meeting.
- Tennis Club – a grant request has been received from the Tennis Club for £6,000. The Chairman suggested that a meeting take place to discuss adding this sum to the 2021/22 budget.

7. Spa/Seafront Stabilisation Part 2

The Operations Manager reported that advice had been received from Dorset Property regarding the further specialist investigative work that is required to assess

ground conditions in Sandpit Field, Weather Station Field and the Spa. These investigations will involve a full review of ground conditions and intrusive, specialist monitoring over a 6-month period and are necessary to inform future development of this area. A cost estimate for these surveys is in the region of £30,000-£40,000. Due to the value of this work it was suggested that Contracts Finder could be used and a request was made that Dorset Property provide a specification that could be used. This matter will be added to the agenda for the forthcoming Council meeting and approval sought for the expenditure of up to £40,000.

8. Items of Information and Matters for Forthcoming Agendas.

- a) Station Approach workshop - to confirm timing of meeting with all relevant stakeholders – it was suggested that an afternoon visit be arranged the week beginning 28th September. Councillor Whitwam requested his presence. It would include representatives from other stakeholders. It was agreed that the area and layout requires a major rethink. A question was raised with regard to responsibility for the unloading entrance at the Co-op and whether there are any constraints for the wall at the far end. It was suggested that this meeting would be useful in understanding the concerns of all parties over the safe use of this area.
- b) Cow Lane/Panorama Road works – it was reported that there had been no response from Dorset Council regarding the adoption and request for an onsite meeting. Residents of Cow Lane have reported that traffic is increasing in this area.
- c) Burlington Chine toilets – the Operations Manager reported that a lateral crack has unfortunately developed in the drain and works are required to resolve this. There have been several areas of the pipe where cracks have appeared and repairs have been completed over the previous 6-9 months. Two estimates had been obtained in this instance: one for a dig and repair priced at £3,500 to be done mid to late September and another to line or dig and replace the entire pipe at circa £30,000 (this is for re-creating the pipework only and does not include works to the pump). These problems highlight the instability of the area. Questions were raised whether to leave the toilets closed and deal with the long-term problem or complete a quick fix to enable re-opening as soon as possible. The Chairman suggested to fix and reopen due to the frequency of use by the beach hut occupants. The Town Clerk suggested that the £3,500 can be used from the toilet refurbishment budget. The Chairman agreed for the works to be done and to get them fixed and open as soon as possible.

The Chairman gave thanks to the Operations Team and for all their work during the summer.

9. Date of next meeting

Wednesday 21st October at 4.00 p.m.

The Meeting concluded at 5.40 p.m.
