

Minutes of the Meeting of the **CAPITAL PROJECTS
SUB-COMMITTEE** held at the Town Hall, Swanage
on **WEDNESDAY 15 SEPTEMBER 2025** at **4.00 p.m.**

Present: -

Councillor M Bonfield - Chairman	Swanage Town Council
Councillor C Moreton	Swanage Town Council
Councillor C Sutton	Swanage Town Council
Councillor C Tomes (from 4.15p.m.)	Swanage Town Council

Also present: -

Dr M Ayres	Town Clerk
Ms G Percival	Assets and Compliance Manager
Mr M Snowdon	Assets and Compliance Support Officer

Public Participation Time

There were no members of the public present.

1. Apologies

There were no apologies received on this occasion.

2. Declarations of Interest

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

No declarations were made on this occasion.

3. To approve the Minutes of the Capital Projects Sub-Committee meeting held on 19th February 2025

It was proposed by Councillor Bonfield , seconded by Councillor Sutton, and
RESOLVED UNANIMOUSLY: -

That the Minutes of the meeting of the Capital
Projects Sub-Committee held on 19th February 2025
be approved as a correct record and signed.

4. Installation of an accessible, composting public convenience at Godlingston Cemetery

Further to Minute No. 8 of the Community Services Committee meeting held on 6th November 2024, the Assets & Compliance Manager reported that investigations had been completed regarding the most appropriate solution for an accessible, composting public convenience at Godlingsotn Cemetery, which included a site visit to a similar installation within Durlston Country Park. It was noted that the purchase and installation costs from both of the potential manufacturers (NatSol and WooWoo) were comparable although the WooWoo facility would have a higher ongoing maintenance cost attached to it. Local contractors will be approached with regard to installation of this facility.

Members considered the contents of the briefing paper and after a brief discussion, it was agreed that the accessible, composting public convenience facility offered by NatSol appeared to be the preferred option.

5. Town Hall stone façade – programmatic survey and preparation of schedule of works

The Assets & Compliance Manager provided an update regarding the condition of the Town Hall stone façade that is Grade II listed. Two previous recent surveys conducted in

2020 and 2024 identified that maintenance was required to the stone façade and to facilitate this it is now required to obtain a programmatic survey and a schedule of works, laying out the repairs, remediation works and the steps required to prevent further deterioration. This project has an allocation of £8,500 within the significant one-off revenue budget for 2025/26.

Quotes had been sought from three suitably qualified specialist organisations for the provision of a measured survey and a specification for the remedial works to the Town Hall façade including the provision of an estimated works budget. Two compliant submissions had been received with the submission from Philip Hughes Associates being the lowest in value. After a brief discussion, it was agreed that the quote from Philip Hughes Associates for the provision of a measured survey and a specification for the remedial works to the Town Hall façade, including the provision of an estimated works budget, appeared to be the preferred option.

6. Town Hall – Flooring and toilet refurbishment

The Assets & Compliance Manager reported on works to the Town Hall that had been included in the significant one-off revenue budget for 2025/26 at an estimated cost of £9,000. This consisted of works to repair and reseal the Town Hall chamber floor, clean and varnish the tiled lobby floor and to refurbish the first-floor toilet. A specification for the works had been drafted by a surveyor within Dorset Council's Assets and Property Team. Due to the Grade II listed status of the Town Hall, advice had been sought from Dorset Council Planning Conservation Team, who identified that the proposed works to the Town Hall chamber floor would require a review by a Conservation Officer. Members noted the progress made to date and that a formal submission had been made to Dorset Council requesting Conservation Officer advice on the specification of works prior to quotations being sought from appropriately qualified contractors.

7. Bridge inspections – King George V Playing Field & Queen Elizabeth II (Forres) Field

The Assets & Compliance Manager provided an update in respect of works to Forres Field bridge (adjacent to the Victoria Avenue entrance to the field) to improve vehicular access to the field from this entrance, which had been included in the significant one-off revenue budget for 2025/26 at an estimated cost of £5,000. After extensive investigations into the history and construction of the bridge, it had been determined that specialist load testing of the bridge would be required to take this forward. Quotes had been obtained for this, which exceed the sum allocated for the entire project. It was further reported that condition inspections for the two bridges from Main Beach car park onto King George V playing fields were due for completion.

Due to the significant costs involved it was determined to proceed with condition inspections for all 3 bridges. A quote had been obtained from Suttle Projects Ltd for the condition inspections for £998.50. After a brief discussion, it was proposed by Councillor Tomes, seconded by Councillor Sutton, and AGREED UNANIMOUSLY: -

TO RECOMMEND:

That a contract be entered into with Suttle Projects Ltd to undertake condition assessments of the two bridges from Main Beach car park onto the King George V Playing Field plus a condition report on the Victoria Ave – Forres bridge for the sum of £998.50, noting that the balance of the budget allocation of £4,001.50 would no longer be required for this purpose in the current financial year.

8. Peveril Point Road – Wall and carriageway repair proposals

Further to Minute No. 3 of the Capital Projects Sub-Committee meeting held on 19th February 2025, the Assets & Compliance Manager reported that upon further investigation it had been identified that the estimated cost for Option 3 works set out within the report

compiled by Dorset Council's Highways Team greatly exceeded the sum of £200,000 allocated within the Council's Capital Programme 2025/26. To consider alternative options, appropriately qualified contractors had been engaged to inspect the wall and assess the feasibility of buttressing it, extending its life by at least 20-30 years. With respect to the carriageway repair proposals, Members discussed the options detailed within Dorset Council Highways Team report regarding the resurfacing. After a brief discussion, it was proposed by Councillor Tomes, seconded by Councillor Sutton, and AGREED UNANIMOUSLY: -

To note the steps taken with regard to proposals for buttressing the existing wall and undertaking the repairs to the carriageway at Peveril Point Road.

9. Land at Marsh Way – Boundary wall Marsh Way/Victoria Terrace – To note update regarding procurement of professional services in advance of repair works

Further to Minute No. 95 (b) of the Council meeting held on 16th September 2024, the Assets & Compliance Manager provided an update to Members regarding actions taken in respect of the boundary wall. Members discussed the various options and looked at next steps with regards to the commissioning of professional services in connection with the works required. It was noted that this matter was due to be further discussed at the Council meeting scheduled for 15th September 2025, agenda item No. 19 (b) refers.

10. Date of next meeting

The date of the next meeting was discussed and it was agreed that it should be set as and when required.

The Meeting closed at 5.00 p.m.
