



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member

RECREATION & AMENITIES COMMITTEE MEETING

You are summoned to attend a meeting of the Recreation & Amenities Committee which will be held **online** using Microsoft Teams on **Monday 15th June 2020 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
8th June 2020

A G E N D A

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came into force on 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting by [clicking here](#). If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via admin@blandfordforum-tc.gov.uk or 01258 489490.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. Minutes of the Meeting held on 20th January 2020 ([accessible here](#) and to be signed by the Chairman at a later date)
5. Town Clerk's Report & Correspondence ([paper attached](#))
6. Review of Recreation & Amenities Budgets to 28th May 2020
 - 6.1 Analytical Review of Revenue Budget ([paper attached](#))
 - 6.2 Review of Earmarked Reserves ([paper attached](#))
 - 6.3 Reserve Accounts ([paper attached](#))
7. Review and Approval of Allotment Agreements and Rents ([paper attached](#))

8. To consider a request from the Allotment Society to adopt new guidelines for Elizabeth Road ([paper attached](#))
9. To consider a request from the football club to install a new fence ([paper attached](#))
10. Report by Operations Manager January 2020 – June 2020 ([paper attached](#))

Minutes of the Town Council and Committee meetings will be available from Blandford Library and the Town Clerk's Office as soon as possible and at www.blandfordforum-tc.gov.uk

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



Twinned with Mortain, France



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Town Clerk's Report

1. Skatefest – This event, due to take place on 26th July 2020, has been cancelled. The funding was due to be taken from R & A Earmarked Reserves, so this can be used for a postponed event, next year's event or to support budget lines which have suffered. The two sponsors have been offered a refund and Cllr Lacey-Clarke has asked that the Town Council holds his contribution until the next event.
2. Gas Meter Box – The unit at Woodhouse Gardens had become unsightly and quotes had been sought last year by the Project Coordinator, which were thought to be excessive. During the closure of Woodhouse Gardens, a local contractor was approached by the Operations Manager and he has now replaced it.

Analytical Review of Revenue Budget

ANNUAL REVENUE BUDGET REPORT as at 28th May 2020

2020/21

	Annual Budget	Budget to Date	Actual Spend to Date	Budget Variance	Status	Comments
INCOME						
Corn Exchange	14,744	2,457	70	(2,387)	Under-budget	Venue Closed - Coronavirus
Woodhouse Gardens	6,150	1,025	232	(793)	Under-budget	Venue Closed - Coronavirus
Larksmead	1,814	302	0	(302)	Under-budget	Venue Closed - Coronavirus
Cemetery	12,300	2,050	1,160	(890)	Under-budget	Light usage
Sundries	3,359	560	2,297	1,737	On Target	Timing - Grass cutting DC
Skate park	0	0	0	0	Under-budget	
Total Income	38,367	6,395	3,759	(2,636)	Under-budget	
EXPENDITURE						
Vehicles	12,632	2,105	2,228	123	Over-Budget	
Corn Exchange	45,375	7,563	6,643	(920)	On Target	
Woodhouse Gardens	3,652	609	200	(408)	On Target	
Larksmead	2,828	438	0	(438)	On Target	
Recreation Ground (as Corporate Trustee)	35,123	5,854	0	(5,854)	On Target	
Cemetery	6,625	1,104	1,032	(72)	On Target	
Glenmore Workshop	7,453	1,242	1,201	(41)	On Target	
Langton	336	56	0	(56)	On Target	
Skatepark	1,473	246	0	(246)	On Target	
Sundries	21,365	3,561	3,326	(235)	On Target	
Total Expenditure	136,680	22,777	14,831	(8,146)		
TOTAL	98,293	16,382	10,872	(5,510)	On Target	

Note

Over budget figure positive variance

Under budget negative variance ()

**ANNUAL REVENUE BUDGET REPORT as at 28th May 2020
SUMMARY**

	Annual Budget	Budget to Date	Actual Spend to Date	Budget Variance	Status	Comments
REVENUE						
VEHICLE RUNNING COSTS	12,632	2,105	2,228	123	Over-Budget	
CEMETERY	(5,675)	(946)	(128)	818	Over-Budget	Low Income
GLENMORE WORKSHOP	7,453	1,242	1,201	(41)	On Target	
LARKSMEAD	812	135	0	(135)	On Target	
CORN EXCHANGE	30,631	5,105	6,573	1,468	Over-Budget	Venue Closed
RECREATION GROUND	35,123	5,854	0	(5,854)	On Target	
WOODHOUSE GARDENS	(2,498)	(416)	(31)	385	Over-Budget	Venue Closed
SUNDRIES	18,006	3,001	1,029	(1,972)	On Target	
LANGTON ROAD	336	56	0	(56)	On Target	
SKATEPARK	1,473	246	0	(246)	On Target	
REVENUE TOTAL	98,293	16,382	10,872	(5,510)	On Target	
Total	98,293	16,382	10,872	(5,510)		

Note

Over budget figure positive variance

Under budget negative variance ()

Review of Earmarked Reserves

	Balance as at 31/3/20	Income & Transfer of funds	Budget 2019/20	Total Reserves	Spend YTD	Committed YTD	Current Balance	Proposed budget for 2021/22
1050 Allotment	4,566			4,566			4,566	0
10510 B/Heights Phase 1 - POS - S106	80,563	26 (1)		80,589	1,789 (2)		78,800	0
10520 B/Heights Phase 2 - POS - S106	43,636	15 (1)		43,651	2,044 (3)		41,608	0
10521 B/Heights Phase 2 - Playarea Maint - S106	61,554	21 (1)		61,575	4,926 (5)		56,648	0
10522 B/Heights Phase 2 - Playarea Capital - S106	0			0			0	0
10530 B/Heights Phase 3A -POS - AREA 1 (20 years) - S106	13,289	4 (1)		13,293			13,293	0
10531 B/Heights Phase 3A -POS - AREA 2 (20 years) -S106	50,803	15 (1)		50,818			50,818	0
10532 B/Heights Phase 3A -POS - AREA 3 (20 years) - S106	57,259	17 (1)		57,276			57,276	0
10533 B/Heights Phase 3A -POS - AREA 4 (20 years) - S106	24,406	7 (1)		24,413			24,413	0
10534 B/Heights Phase 3A -COM SUM - LAP (20 years) - S106	34,788	11 (1)		34,798			34,798	0
10535 B/Heights Phase 3A -COM SUM - LEAP (20 years) - S106	171,885	52 (1)		171,937			171,937	0
10536 B/Heights Phase 3A -COM SUM - NEAP (20 years) - S106	113,093	34 (1)		113,128			113,128	0
10537 B/Heights Phase 3A -CAP SUM - LAP -S106	9,946	2 (1)		9,948			9,948	0
10538 B/Heights Phase 3A -CAP SUM - LEAP -S106	52,633	10 (1)		52,643			52,643	0
10539 B/Heights Phase 3A -CAP SUM - NEAP -S106	116,571	23 (1)		116,594			116,594	0
10540 B/Heights Public Arts - S106	16,999	13 (1)		17,012		16,837 (8)	175	0
1060 Planned Preventative Maint (PPM)	13,505		11,000	24,505		10,000 (9)	14,505	
1061 Cemetery Chapel (PPM)	5,000		1,000	6,000			6,000	
1062 Cemetery Workshop (PPM)	7,000		1,000	8,000			8,000	
1064 Cemetery Wall	35,654		1,000	36,654		0	36,654	
1065 Disability Discrimination Act (DDA)	1,874		500	2,374			2,374	
1067 Play Area Fencing & Surfacing	10,199		500	10,699			10,699	
1068 Larksmead Outdoor Fitness	500		500	1,000			1,000	
1069 Langton Fencing	0		0	0			0	
1070 Seat Replacement	1,696		0	1,696			1,696	
1071 Skatefest	300		2,500	2,800	100 (6)		2,700	
1075 Tree Survey & Works (5 Years)	10,863		3,500	14,363	4,150 (4)		10,213	
1080 H & S Works Memorials	1,063		100	1,163			1,163	
1090 Woodhouse Garden Wall Repairs	20,150		500	20,650			20,650	
1096 Contingency	0		500	500			500	
	959,795	252	22,600	982,646	13,009	26,837	942,800	0

(if Contingency budget is unspent on 31st March 2021 balance will transfer to PPM code 1060)

PTO

<u>Spend</u>		B/F	13,009	Committed		
(2) Staff Wages	657			(8)	Badbury Heights Public Arts = £56,1	16837
Glenmore Depot Asset Replacement Accrual - Annual Charge	879					
SARA - Equipment Maintenance Replacement - Annual Charge	254			(9)	WHG Pavilion Roof	10000
(3) Staff Wages	657					
Glenmore Depot Asset Replacement Accrual - Annual Charge	1,133					
SARA - Equipment Maintenance Replacement - Annual Charge	254					<u>26,837</u>
(4) Tree works along higher shaftesbury road and tree works for traffic control	2,750					
Tree works Bicycle / pedestrian path on land at rear of Sandbourne Close and extra works felling 2 Ash & 3 dead trees	1,400					
(5) SARA - Play Equipment Replacement - Annual Charge	4,926					
(6) Refund to Prettybland Skateborads for refund of Sponsorship oof Skatefest 2020	100					

13,009

Receipts/Transferrals

(1) Interest upto 09/04/20 on POS / COM	239
Sum / CAP Sum	13
Part int from S106 for public arts	13

252

C/F 13,009

Switch of Budgets

Contingency	-500
PPM	500
	<u>0</u>

Reserve Accounts

Nominal Code	Standard Asset Replacement Accruals	Responsible Committee	Balances £	Committed Funds £	Description of Committed Funds
1300	IT	F & S	17,557.49		
1305	Skate park	R & A	80,369.58		
1310	General Play Equipment	R & A	65,938.06		
1315	Maintenance Equipment Replacement	R & A	8,583.94		
1320	Vehicle Replacement	R & A	13,668.00		
1325	Tractor Replacement	R & A	16,701.20		
1330	Mower Replacement	R & A	31,915.27		
1340	CCTV- Replacement Fund	T & GP	34,908.44	12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	12,766.65		
1350	Glenmore Depot	R & A	8,955.10		
1351	B/Heights Play Equipment	R & A	9,568.00		
1352	B/Heights Maintenance Equipment Replacement	R & A	1,879.74		
				289,959.27	
	Earmarked Accounts				
	Recreation & Amenities Funds	R & A	958,336.90	26,836.83	£16,836.83.83 B/Heights Public Arts Works / £10000 WHG Roof
	Town & General Purposes Committee	T & GP	42,973.45	974.33	£250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet /£383.33 Christmas Lights for Street
				973,499.19	
	Other Earmarked Accounts				
1001	Earmarked Interest	F & S	7,989.25	380.00	£380 Pointing work of WHG wall
1002	Property Fund Dividend	F & S	6,743.94	1,392.00	£1392 - Path around Cricket Club
1004					
1005	Election Costs	T/C	7,683.70		
1006	Youth Services	T/C	10,726.03		
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-		
1008	High Street Clean Up	F & S	-		
1009	BFTC Commemoration Group	T/C	350.50		
1010	Capital Interest	F & S	2,128.84		
					£4.11 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / -15,649.19 loan repayment
1011	Land North of Bypass / Sport & Recreation	T/C	11,035.08	11,037.08	
1012	The Blandford Events Group	T/C	442.17		
1013	Neighbourhood Plan	T/C	3,800.39	300.39	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	28,049.00		
1017	Woodhouse Garden Re-build	T/C	19,981.67		
1019	Old Bath House / St Peter & St Paul's Churchyard (Listed Wall & Town Pump)	T & GP	52,764.49	4,242.00	£4,242 Town Pump Restoration
1335	Civic Regalia	F & S	18,949.84		
1185	Pension Deficit	F & S	20,000.00		
1195	Improvements to Market Place	T/C	70,000.00		
					£2,121.25 C/Exch Maintenance / £1,597.80 Payroll /£2,932.22 Underspend from Grant Budget 2019/20 / £452 Underspend from Grant Budget 2018/19 / £18,699 Underspend from Project Manager Salary 2019/20 / £3,887.60 Extend Woodhouse Gardens
1500	General Reserves	T/C	254,259.57	29,689.87	
				467,867.13	
	Capital Projects				
1104	Com Exchange S106 Funds	T/C	82,909.40		£6,997.77 committed for Lift Installation - Donation from FOTF / £3665.70 Replacement Lantern Lights / £45,296.60 Architect Fees / £1609.60 Com Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £25,940 Underspend of Salaries for 2018/19 for Project Manager
1105	Com Exchange	T/C	539,123.51	102,911.67	Replacement of external notice boards
1110	Com Exchange Promotions Group	T/C	2,841.93		
1115	Com Exchange Project Development	T/C	27,028.83		
1116	Com Exchange HLF Stage 1 Matchfunding	T/C	74,879.97		
1120	Com Exchange & Venues Refurbishment Project	T/C	79,000.00		
1122	Com Exchange Community Hall S106 Funds	T/C	103,292.81		
1125	Cemetery Field Project	R & A	1,000.00	1,000.00	£1000 Statue Contingency
1135	Railway Arches	T & GP	4,950.56	260.00	LEADER grant
1175	CCTV - New Equipment	T & GP	11,661.40		
				822,516.74	
	Total Reserves			2,553,842.33	
	Surplus from 2019/20			113,175.81	Due to grants & S106 funds received in 2019/20
	Total Available in Reserves			2,667,018.14	

Review of Allotment Agreements and Rents

Due to the Coronavirus, the meeting between the Allotment Management Committee and the Town Council did not take place. Instead discussions were held over e-mail and the following charges were agreed. Attached as [Appendix A](#) are the reports from the Chairman and the plot allocator, as well as the predicted accounts.

1. Rent review of the Allotment Management Committee for 2020/21

The rent paid for the year commencing 29th September 2019 was £446.11 (+ VAT) and it was agreed that the rent for the year commencing 29th September 2020 would increase by 2.5% in line with the Town Council budget (£11.15), giving a total of £457.26 (+VAT).

2. Rent review for Lamperd's Field Allotments for 2021/22

The rent payable from September 2020 is £37.00 per full allotment site of 250sq metres and pro rata for smaller allotments.

It was agreed that the rent would increase with the rate of inflation of 2.5% to £37.92 for a full 250sqm plot from September 2021.

3. Rent review for Elizabeth Road Allotments for 2020/21

The rent payable from September 2019 was 21p per square metre.

The allotment rents were reviewed, and it was agreed that the rent would be increased by 2.5% to 22p per square metre from September 2020.

4. Recommendations

Under the R&A Remit it is recommended that the Committee approves the following:

- 4.1 The Allotment Management Committee Rent for 2020/21 increases to £457.26 + VAT.
- 4.2 The rent for Lamperd's Field allotment for 2021/22 increases to £37.92 for a full 250sqm plot.
- 4.3 The rent for Elizabeth Road allotment plots for 2020/21 is agreed at 22p per square metre.

Sybille Maddock
Assistant Town Clerk
6th May 2020

Chairman report:

- The committee agree with the new rent increase for 2020/21

Covid-19

- We have put into place all recommendation from council and from the National Allotment Society web site.

Works carried out

- Elizabeth Road: 11 new post and one water tap were replaced.
- Lamperd's Field: New safe lock up complete and this is in use.
- Following an inspection, I have phoned 11 plot holders about the state of their plots and two have given up
- Two plot holders are self-isolating, one has down sized and three have been sent yellow cards. The rest of the plot holders have been making a start on their allotment.
- All coffee mornings have been cancelled. The AGM will be reviewed nearer the time.

Plot Allocator report, as of 5th May 2020:

- Since 1st October 2019 there has been 21 new plot holders with 14 x ¼ plots and 7 x ½ plots rented.
- There has been an upturn of enquires for new plots since September 2019 and this has resulted in us having a waiting list for both Lamperd's Field and Elizabeth Road.
- The Committee have been and remain busy bringing back into use plots that have become overgrown plots and the burn plot. We have reviewed the state of all the allotments. Tenants, of poor plots have been contacted and two have decided to terminate their tenancy. Three other tenants have been sent 'yellow card' letters which advises them they have four weeks to address the state of their plot. Failure to do so will result in the tenants being evicted.
- Generally, the Committee have been very pleased with the state of cultivation of the plots.

'Predicted' Blandford Allotment Society Accounts 1st. July 19 to 30th. June 20

<u>INCOME</u>	Year 19/20	Year 18/19	<u>EXPENDITURE</u>	Year19/20	Year 18/19	<u>BALLANCE</u>
Brought forward	£1,895.81	£1,407.22	Strimmer (small)		£119.00	
<i>Rental Payments</i>	<i>£4,500.00</i>	<i>£4,195.48</i>	Blandford TC	£1,165.33	£1,149.74	
Including £46.73 Donations			Website	£7.19	£84.00	
			Water			
			LF	£1,044.09	£1,173.10	
			<i>ER</i>	<i>£380.00</i>	£407.96	
			N.A.S. Membership	£420.00	£369.00	
Seeds	£1,153.30	£851.67	Kings Seeds	£1,020.92	£738.43	
			Insurance	£308.78	£308.78	
Ring Fence Fund	£607.22		Secure lockup	£607.22		
			Tractor insurance	£284.96	£263.72	
			Electric	£136.06	£170.71	
BBQ Donations	£70.00	£65.00	BBQ	£143.12	£108.14	
<i>Miscellaneous</i>	<i>£1,222.14</i>	<i>£1,324.33</i>	<i>Miscellaneous</i>	<i>£1,000.00</i>	£1,201.31	
(Receipts for manure pea sticks, sales of compost, raffle, etc)			Posts E/R fence repa	£130.80		
Water Trough		£146.00	Water Trough			
Greenhouse(donate	£100.00					
Total	£9,548.47	£7,989.70	Total	£6,648.47	£6,093.89	
			Lloyds Account			£2,500.00
			Cash in Hand			£400.00
			Total Carried Forward			£2,900.00

Figures in Red and Italics are PREDICTED. Other figures are Accurate for r end 30th. June

To consider adopting guidelines for Elizabeth Road Allotments

Report

The Town Council has received a request from the Elizabeth Road Allotments management committee to adopt a set of guidelines that they have drawn up. They are intended to provide a guide to the rules and regulations for those using the allotments. There does not appear to be anything controversial in the guidelines and are similar to those used for Lamperd's Field allotments. They are outlined below:

Guidelines - Use of Land

- 1 Use the allotment as an allotment garden only or wholly for the production of vegetable, fruit or flowers crops and not for the purpose of any trade or business
- 2 Keep the allotment clean, free from weeds and in a good state of cultivation (a minimum of 75% of the plot should be cultivated) and in good condition. Failure to do so will result in a warning notice (yellow card) which gives the tenant 30 days to comply with the requirement. Failure to rectify the issue will result in termination of tenancy (red card).
- 3 Keep any paths abutting the plot clear, clean, tidy and grass cut allowing ease of movement

Nuisance

- 4 Not cause any nuisance or annoyance to the occupier of any allotment or nearby residents
- 5 Not remove produce and/or equipment from any other plot without the said allotment Tenant's permission. If anyone commits such an offence of stealing the tenancy will be terminated
- 6 Not encroach on any path as set out on the site
- 7 Children are welcome on the site, but they must be kept supervised at all times. Dogs must be kept under control and kept on a lead

Security

- 8 Use the tenants best endeavours to protect any perimeter fences and gates and notice boards
- 9 When entering or leaving the allotment site ensure that any gates are closed

Buildings

- 10 Not erect any building, shed or similar structure, nor greenhouse or polytunnel that exceeds 8' x 6' nor a fruit cage that exceeds 15' x 15' on the allotment without gaining written permission from the Management Committee.

Depositing of Refuse/Compost

- 11 Not deposit or allow other persons to deposit, on the allotment site, any refuse or decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any matter in hedges, ditches etc., which form part of or in any adjoining land.

Bonfires

- 12 No bonfires are permitted on any area within the allotment site. All waste must be removed from the allotment site

Sprinklers/hosepipes

- 13 Use of any sprinkler system is not permitted on the allotment site. Hosepipes may only be used to fill up any water container on the tenants plot. Any failure to comply with this will result in immediate cessation of tenure. The Allotment Society has to pay water bills each year.

Change of Address

- 14 Please inform the Management Committee of any change of address and/or email address.

Tenancy

15 The tenant will be deemed to have given up the tenancy, of the plot, if the rent, or any part thereof, is in arrears for not less than 30 days from the renewal date.

Recommendation

It is recommended that Councillors decide if they wish to allow the management committee to adopt the guidelines as outlined above.

Jon Goodenough
Operations Manager
25th March 2020



Example of netting with poles option

Recommendation

It is recommended that Councillors decide whether to support the request for a fence and if so which option they prefer.

Jon Goodenough
Operations Manager
22nd May 2020

Operations Manager Report January 2020-June 2020

STAFFING

A recruitment process was gone through and a new groundsman was appointed, commencing his employment on March 2nd.

Two staff members classed as vulnerable did not work for the first part of the lockdown but returned to work in May.

VEHICLES

A new small van was purchased in January

CORN EXCHANGE

The historical condition survey which was carried out on the Corn Exchange complex highlighted once more the amount of maintenance required on the building that has been consistently put off. This has been the case for many years and always due to the proposed plans for the building, (poor building condition helping with external funding and a long wait for a report on the issues which never appeared from our architect at the time), however as it became apparent that the main works to the building were unlikely to commence in the near future, that it was time to sort out some of the long running issues on the exterior of the building.

The repairs were undertaken with the aim of concentrating on issues that would not then require redoing during the future renovations work. Some areas, such as the stage roof, only had minor repairs carried out, although a complete new roof is required, but this was put off until a decision is taken on if the roof is to be raised or modified.

All gutters and rainwater goods were cleared and repaired, pointing was undertaken to the worst areas on the stage walls to help prevent water ingress and the leadwork on the roof of this area and the rainwater gully's was attended to. During the works several reasons for the water ingress and damp to the stage building were identified, most have been completed but works to the roof have been delayed due to the roofing contractor not working during lockdown.

PARK ROAD

Works to the cricket pavilion have neared completion. Staff have continued to maintain the cricket square during the lockdown period. No sports have taken place at any of our venues at Park Road, cricket hopes to resume later in the summer.

LARKSMEAD

Hedges have been cut around the perimeter of the grounds and tree works programmed have been carried out.

TOWN

Four new planters have been purchased but none of the planters have been planted up this year due to the lockdown and unavailability of bedding.

RAILWAY ARCHES

Final planned works took place on the arches in June

TREES

The Cemetery hedge has been reduced, tree works carried out at various venues notably the Cemetery. New trees planted on amenity areas and in-house annual tree survey carried out. Work were delayed due to Covid-19 but has now been completed.

WOODHOUSE GARDENS

Work to the gardens has continued during the lockdown but no bedding has been planted due to it not being available.

CEMETERY

Annual memorial testing is taking place

SKATE PARK

Conversations are being held with DC about extending the lease on the skate park once that is settled then plans can be made to take the renovation of the park forward.

PUBLIC TOILETS

Rough sleeping and drugs use continue despite staff locking the toilets at night, the Police have been made aware of this situation. The toilets reopened on 22nd May after being closed for eight weeks due to the lockdown. They were made available during this time to those carrying out the testing.

BADBURY HEIGHTS

We have continued to maintain our areas at Badbury Heights and tree works have been carried out.

ALLOTMENTS

A new trough has been purchased for £125.42 from the ring fence.

HEALTH AND SAFETY

Legionella testing has been carried out at all venues.

Alarms and emergency lighting have been serviced.

PAT testing and the annual tree survey is due.

Asbestos survey (Quarterly)

WORKS CARRIED OUT

- | | |
|--------|-------------------------------------------------------------|
| 5 Jan | Guttering repaired on Corn Exchange |
| 7 Jan | Christmas tree and decorations taken down in town |
| 8 Jan | Boilers serviced at Corn Exchange, Woodhouse and Larksmead. |
| 17 Feb | Fire Extinguishers serviced at all venues |
| 18 Feb | CCTV at depot serviced |
| 18 Feb | Radiator repaired in office |
| 3 Mar | Alarms serviced in Corn Exchange |
| 12 Mar | Alarm call out to Corn Exchange |
| 13 Mar | Lights on ramp to office replaced |
| 16 Mar | Bricks repointed on ramp. |

Lockdown – caretakers decorating throughout the office and behind the Corn Exchange, amongst other work, and grounds team continuing maintenance work.

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|----------------------|------------------|
| 7 th June | Toilets repaired |
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VANDALISM January 2020-June 2020

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
9 Jan	Marsh and Ham Toilets	Lock pulled off
16 Jan	Skate Park	Broken Glass
19 Jan	Marsh and Ham	Toilet blocked
25 Jan	Skate Park	Broken Glass
2 Feb	Marsh and Ham Toilets	Toilet Blocked
10 Feb	Marsh and Ham Toilets	Handwash unit damaged
18 Feb	Skate Park	Broken Glass
25 Feb	Skate Park	Broken Glass
10 Mar	Marsh and Ham Toilets	Toilet Blocked

Nothing reported during lockdown, although there has been considerably more litter, which has been the case across all Dorset towns.