



# BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Recreation & Amenities Committee  
(Cllr H White, Cllr L Lindsay, Cllr L Hitchings, Cllr C Jacques, Cllr J Stayt, Cllr S Hitchings,  
Cllr R Carter, Cllr N Lacey-Clarke, Vacancy)

All other members of the Town Council  
Members of the Public & the Press

Dorset Council Councillors

Dear Member

## **RECREATION & AMENITIES COMMITTEE MEETING**

You are summoned to attend a meeting of the Recreation & Amenities Committee to be held **online** using Microsoft Teams on **Monday 21<sup>st</sup> September 2020 at 7.00 pm** to consider the following items.

Linda Scott-Giles  
Town Clerk  
14<sup>th</sup> September 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 in to force on 4<sup>th</sup> 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](mailto: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
  - 1.1 Mickey Westwood, Hon. President of Blandford United Football Club
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. Minutes of the Meeting held on 15<sup>th</sup> June 2020 ([accessible here](#))
5. Town Clerk's Report & Correspondence ([paper attached](#))
6. Review of Recreation & Amenities Budgets to 3<sup>rd</sup> September 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. To approve retrospective expenditure for works to the football pavilion ([paper attached](#))
8. To consider an amended request for fencing at the football club ([paper attached](#))
9. To consider replacement equipment for Larksmead play area ([paper attached](#))
10. Report by Operations Manager June 2020 – September 2020 ([paper attached](#))
11. An opportunity for Members to suggest items for possible inclusion in the 2021/2022 budget to enable time for officers to investigate costs that can be brought back to the next Committee meeting in November

**Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at [www.blandfordforum-tc.gov.uk](http://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 & Correspondence**

Larksmead Gym – The outdoor gym equipment at Larksmead had its annual safety inspection carried out in July by contractors. Minor work was attended to at the time, but the report highlighted major works required to the skier. The work involved the replacement of the two arms of the skier due to corrosion and other wear and tear. This work was completed at a cost of £985.00+VAT

Hirings – The Bookings Receptionist has been able to fill available slots and the venues are now busy again with hirers. It has been agreed to split the usual Thursday evening session, in the Corn Exchange, between two local groups to help them get back on their feet, as part of the reopening of the buildings after the restrictions, as they could not afford the cost of an entire session and both wanted the same evening.

Ball Stop Fencing – The ten year period during which the cricket and bowls clubs were required to pay the council for the ball stop fencing between the two clubs has now lapsed with the final invoice having been sent out this month.

Casualty Information Board – On a site visit to the cemetery recently, the Operations Manager noticed the casualty information board is looking tired. It is now seven years old and was paid for using grant funding. An updated quote was sought from the company who originally provided it in 2013 and a black powder coated aluminium design has been ordered, for longevity, instead of the oak display.

### Analytical Review of Revenue Budget

	2020/21				Status	Comments
	Annual Budget	Budget to Date	Actual Spend to Date	Budget Variance		
<b>INCOME</b>						
Corn Exchange	14,744	6,143	388	(5,755)	0	Venue Closed - Coronavirus
Woodhouse Gardens	6,150	2,563	244	(2,318)	0	Venue Closed - Coronavirus
Larksmead	1,814	756	220	(536)	0	Venue Closed - Coronavirus
Cemetery	12,300	5,125	4,413	(712)	0	Light usage
Sundries	3,359	1,400	2,690	1,291	0	Timing - Grass cutting DC
Skate park	0	0	0	0	0	
<b>Total Income</b>	<b>38,367</b>	<b>15,986</b>	<b>7,956</b>	<b>(8,030)</b>	0	
<b>EXPENDITURE</b>						
Vehicles	12,632	5,263	5,094	(170)	0	
Corn Exchange	45,375	18,906	17,283	(1,623)	0	
Woodhouse Gardens	3,652	1,522	1,034	(488)	0	
Larksmead	2,626	1,094	554	(540)	0	
Recreation Ground (as Corporate Trustee)	35,123	14,635	2,000	(12,635)	0	£9,000 to be used from Barnes Reserves
Cemetery	6,625	2,760	3,149	389	0	
Glenmore Workshop	7,453	3,105	2,943	(162)	0	
Langton	336	140	80	(60)	0	
Skatepark	1,473	614	200	(414)	0	
Sundries	21,365	8,902	6,560	(2,342)	0	No Spend on Amenity Areas (Budgeted £2,083)
<b>Total Expenditure</b>	<b>136,660</b>	<b>56,942</b>	<b>38,896</b>	<b>(18,046)</b>		
<b>TOTAL</b>	<b>98,293</b>	<b>40,955</b>	<b>30,940</b>	<b>(10,015)</b>	0	£8,609 due to venues being closed
Note						
Over budget figure positive variance						
Under budget negative variance ( )						

<b>SUMMARY</b>							
	<b>Annual Budget</b>	<b>Budget to Date</b>	<b>Actual Spend to Date</b>	<b>Budget Variance</b>		<b>Status</b>	<b>Comments</b>
<b>REVENUE</b>							
VEHICLE RUNNING COSTS	12,632	5,263	5,094	(170)		0	
CEMETERY	(5,675)	(2,365)	(1,264)	1,101		0	Low Income
GLENMORE WORKSHOP	7,453	3,105	2,943	(162)		0	
LARKSMEAD	812	338	335	(4)		0	
CORN EXCHANGE	30,631	12,763	16,895	4,132		0	Venue Closed
RECREATION GROUND	35,123	14,635	2,000	(12,635)		0	
WOODHOUSE GARDENS	(2,498)	(1,041)	789	1,830		0	Venue Closed
SUNDRIES	18,006	7,503	3,870	(3,633)		0	
LANGTON ROAD	336	140	80	(60)		0	
SKATEPARK	1,473	614	200	(414)		0	
<b>REVENUE TOTAL</b>	<b>98,293</b>	<b>40,955</b>	<b>30,940</b>	<b>(10,015)</b>		0	
<b>Total</b>	<b>98,293</b>	<b>40,955</b>	<b>30,940</b>	<b>(10,015)</b>			
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	125 (10)		4,440	0
10510	B/Heights Phase 1 - POS - S106	80,563	26 (1)		80,589	3,525 (2)		77,064	0
10520	B/Heights Phase 2 - POS - S106	43,636	15 (1)		43,651	3,029 (3)		40,622	0
10521	B/Heights Phase 2 - Playarea Maint - S106	61,554	21 (1)		61,575	5,006 (5)		56,569	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	200 (6)		2,600	
1075	Tree Survey & Works (5 Years)	10,863		3,500	14,363	5,650 (4)		8,713	
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	
		<b>959,795</b>	<b>252</b>	<b>22,600</b>	<b>982,646</b>	<b>17,535</b>	<b>26,837</b>	<b>938,274</b>	<b>0</b>

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

<u>Spend</u>			B/F	17,535	Committed		
(2)	Staff Wages	1,643			(8)	Badbury Heights Public Arts = £56,000 expected	16837
	Glenmore Depot Asset Replacement Accrual - Annual Charge	879					
	SARA - Equipment Maintenance Replacement - Annual Charge	254			(9)	WHG Pavilion Roof	10000
	Various Tree Works	750					
(3)	Staff Wages	1,643					
	Glenmore Depot Asset Replacement Accrual - Annual Charge	1,133					
	SARA - Equipment Maintenance Replacement - Annual Charge	254					
	Tree works along higher shaftesbury road and tree works for traffic control	2,750					
(4)	Tree works Bicycle / pedestrian path on land at rear of Sandbourne Close and extra works felling 2 Ash & 3 dead trees	1,400					
	Cemetery Tree works -	1,500					
(5)	SARA - Play Equipment Replacement - Annual Charge	4,926					
	ROSPA Annual Inspection Balmer Rd Play Area	80					
	Refund to Prettybland Skateborads and Blanchards						
(6)	Bailey for refund of Sponsorship oof Skatefest 2020	200					
(10)	Water Trough & Fittings for Allotments	125					
						<b>17,535</b>	

C/F 17,535

Receipts/Transferrals

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

**252**

**Contingency -500**

## Reserve Accounts

Nominal Code	Responsible Committee	Balances	Committed Funds	Description of Committed Funds
		£	£	
<b>Standard Asset Replacement Accruals</b>				
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	8,373.10	
1351	B/Heights Play Equipment	R & A	9,568.00	
1352	B/Heights Maintenance Equipment Replacement	R & A	1,879.74	
			<b>289,377.27</b>	
<b>Earmarked Accounts</b>				
	Recreation & Amenities Funds	R & A	953,810.72	26,836.83 £16,836.83.83 B/Heights Public Arts Works / £10000 WHG Roof
	Town & General Purposes Committee	T & GP	41,154.45	974.33 £250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet /£383.33 Christmas Lights for Street
			<b>967,154.01</b>	
<b>Other Earmarked Accounts</b>				
1001	Earmarked Interest	F & S	9,802.70	380.00 £380 Pointing work of WHG wall
1002	Property Fund Dividend	F & S	11,355.26	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	2,190.52	
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	5,770.98 £4.11 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / £1,157.87 Cricket Club refurb
1012	The Blandford Events Group	T/C	442.17	
1013	Neighbourhood Plan	T/C	4,514.39	300.39 Consultancy Fees
1015	Support for Essential Services ( Earmarked)	T/C	28,049.00	
1017	Woodhouse Garden Re-build Old Bath House / St Peter & St Paul's Churchyard	T/C	19,981.67	
1019	(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	-
1500	General Reserves	T/C	251,576.16	24,902.27 £1,221.25 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
			<b>477,171.77</b>	
<b>Capital Projects</b>				
1104	Corn Exchange S106 Funds	T/C	82,909.40	
1105	Corn Exchange	T/C	530,384.11	110,293.27 £6,997.77 committed for Lift Installation - Donation from FOTF / £3665.70 Replacement Lantern Lights / £39,696.60 Architect Fees / £1609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £25,940 Underspend of Salaries for 2018/19 for Project Manager / £12,981.60 Underspend Corn Exch Maint 2019/20
1110	Corn Exchange Promotions Group	T/C	2,841.93	Replacement of external notice boards
1115	Corn Exchange Project Development	T/C	27,028.83	
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	74,879.97	
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00	-
1122	Corn 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	125.56	260.00
1175	CCTV - New Equipment	T & GP	11,661.40	
			<b>801,570.74</b>	
<b>Total Reserves</b>			<b>2,535,273.79</b>	
Surplus from 2019/20 as at 31/03/2020			113,175.81	Due to grants & S106 funds received in 2019/20
<b>Total Available in Reserves</b>			<b>2,648,449.60</b>	



## To approve retrospective expenditure for works to the football pavilion

### Background

The football club extended the pavilion and carried out works to the remaining areas of the old pavilion, but they did not have sufficient funds to deal with the flooring in the changing rooms. The changing room shower areas have tiled flooring which has now becoming unsafe due to the smoothness of the tiles, which has been caused by many years of use. In the past these have been painted with a cheap floor paint which has improved the appearance but has not improved grip.

### Report

I asked a floor specialist to look at options and he suggested the following:

*“Abrade the area first to make sure there is no loose or flaking paint, the area to be painted must be clean dry and dust free.*

*Apply Damp shield and add the standard anti slip aggregate by back rolling it into the coat of Damp shield. Finish with a P101 Marine grade top coat.”*

This is a comprehensive solution to the problem, but the materials are expensive.

I then took the materials list and then asked one of our contractors to quote, his price with the materials listed was **£2430.00**

Normally I would have taken this to R&A for approval prior to ordering the works we did not have a meeting until the 21<sup>st</sup> September. By this time, the football season would possibly be under way and this work was clearly urgent from a health and safety perspective, I thought it would be better to get this done now whilst the pavilion is not being used.

I contacted the Chairman of Council and the Chairman of Finance and Staffing for their authority to proceed which I received. Therefore, the work has been completed and I am seeking retrospective expenditure approval

### Recommendation

It is recommended that Councillors approve, retrospectively, expenditure authority for £2430.00 to come from the PPM budget line (1060), which has a balance of £14,505.00 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Jon Goodenough  
Operations Manager  
15<sup>th</sup> August 2020

## **To consider an amended request for fencing at the football club**

Blandford United Football Club currently have three senior teams that play in the Dorset Premier League (Step 7 Non-League Football Association Pyramid), Dorset League Divisions I and 4 and has 55 adults signed on to date.

The Youth Section has 327 young players signed on to date and run teams for boys and girls from the age of Seven to sixteen. At present, there is no Under 18 Youth Team and the Club is actively seeking to establish an under 18's to prevent players from the age of 16 to 18 leaving to play with other clubs who do have an under 18's.

This makes our Club one of the largest in North Dorset.

The Club has added new facilities at Park Road Rec. in partnership with the Town Council and the Football Foundation including a new clubhouse, footpath, stand and dugouts. We have also given the Football Ground a 'make over' and now use a local Grounds Person to maintain the pitch.

The Club has ambition to move forward within the Non-League Football Pyramid by applying to join, on promotion from the Dorset Premier League, either the Wessex League or Western League at step 6 level (F.A. Non-League Ground Grading H).

By gaining a step up to a higher level we would join other towns in Dorset which include Shaftesbury, Sherborne, Bridport, Hamworthy United and Portland who play at these leagues. We could also aspire to move further up the Pyramid where the likes of Wimborne, Poole Town and Dorchester Town play.

Any move onto higher levels of football will improve both the image and status to both the Club and Town as teams will be travelling to Blandford from all over Hampshire, Wiltshire or Somerset, Devon and Cornwall. This would be of great value to the Town in general by the publicity these leagues would generate both in the local and national media. The club would also be able to enter the national Football Association (F.A.) cup competitions like the F.A. Cup and the F.A. Vase which could bring teams from all over England and Wales to the Rec.

However, without meeting the Ground Grading Criteria, the above will be impossible. To attain Step 6 status and meet the requirements of the F.A. National Ground Grading H, we must have floodlights, a stand for a minimum of 50 persons and be able to secure the ground (pitch and Clubhouse etc) area during the season. I attach<sup>1</sup> a copy of the Ground Grading H and draw your attention to the reference made to perimeter fences and security of the ground.

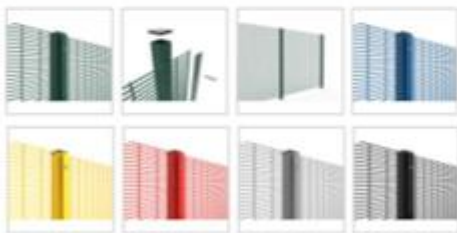
The Club would therefore like to start by asking for the Town Council to give permission for the erection of a semi-permanent fence from the hedgerow adjacent to the Trailway, between the football pitch and cricket ground, across to a point at the bottom corner of the football pitch where it would travel to the concrete pad located by our footpath adjacent to the corner of the hospital fence. This distance measures approximately 110 metres. This fence would be erected from September 1<sup>st</sup> and removed at the end of April when the season finishes.

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<sup>1</sup> Please note that the document has been attached to the email, not to the body of the agenda.

### Option 1:

Fencing panels, colour green, in place from the start to finish of the football season (September – April). Removable fencing panels attached to removable posts from 1.8, 2 and 2.4 metres in height.



Starting Price £ 31.80 p/m (inc VAT)

Lowest price £ 26.40 p/m (inc VAT)



Images shown are for illustration purposes only and may differ slightly

**£13.19** Each

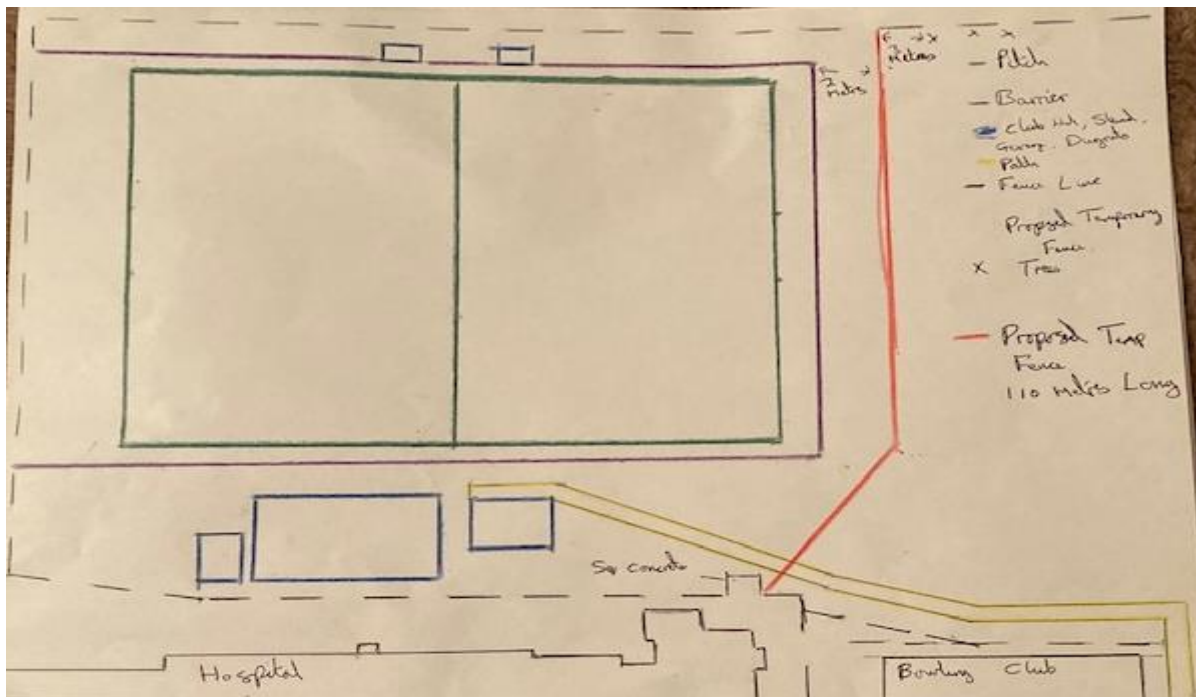
£15.83 inc VAT

### Option 2:

Heras fencing placed in concrete bases and covered with a green mesh. 2 metres in height. Removed at the end of the season.



## Plan of Proposed Fencing:



The fencing would also protect our facilities and add to the security measures that are in place particularly as the Club is currently experiencing problems with young people who are acting in an anti-social manner in or on our facilities.

The Club fully understands the views of some people that this fencing would not be in the interests of keeping the Rec as a public space but I would suggest that as the Rec is now specifically used by both the Football and Cricket Clubs, over the years times have moved on. The majority of people who use the Rec is probably the younger generation who tend to use the Rec during the summer and school holidays to play games and congregate together.

I respectfully ask that our proposal be given serious consideration. I am sure that the erection of this fencing will not have the impact on the aesthetic appearance of the Rec that some people may fear.

The Football Club wishes to improve its facilities for both the young and adult persons of our community by providing football for all and by moving forwards to enhance both the Club and the Towns status in Dorset.

Thank you for your attention.

Michael Westwood  
Hon. President – Blandford United Football Club  
11<sup>th</sup> September 2020

## **Recommendation**

It is recommended that the Committee considers the contents of the report and a way forward to support BUFC in its endeavours to improve the ground.

## **To consider replacement equipment for Larksmead play area**

### **Background**

The play equipment at Larksmead was installed in three sections at different times:

- The main section was installed in 2008
- The Grasshopper was installed in 2009
- The steel swing was installed in 2016

### **Report**

The main section of equipment installed in 2008 is now showing signs of wear and tear and, although not unsafe at present, it is deteriorating to a very noticeable level. This is also true of the surfacing that it stands on, which is breaking up and contracting from the edges.

The Grasshopper, steel swing frame and basket swing are fine and do not need attention/replacement at this time although the surfacing may need attention shortly.

The equipment and surfacing installed in 2008 is due for replacement in 2023 however it is unlikely to last that long and so this report is for Councillors to consider the option to include the replacement of the sections highlighted in this report in the tender documents for the play areas at Badbury Heights, due to go out on the completion of the land transfer.

Including Larksmead as part of the larger tender is likely to save money rather than doing it as a separate contract.

The Town Council has so far accrued £26,914 for the main section of the play equipment at Larksmead.

### **Recommendation**

It is recommended that Councillors make a recommendation to full Council to approve the replacement of the play equipment at Larksmead and to add it to the tender documents for the play areas at Badbury Heights once the transfer of land is completed, using funds from the accruals budget line for Larksmead play area, which has a balance of £26,914.

Jon Goodenough  
Operations Manager  
7<sup>th</sup> September 2020

## **Report by Operations Manager June 2020 – September 2020**

### **STAFFING**

All staff are now back on their normal contracted hours and this has been the case since the start of July.

### **CORN EXCHANGE**

Repainting of reachable areas of the building has been carried out by caretaking staff during light workload caused by Covid.

Radiator grills in the main hall have been repaired and works have been carried out on the fire doors and the ceiling tiles in the office reception have been replaced.

The new audio equipment for meetings has been delivered and the operation of it explained to staff.

Hiring's are beginning to come back to normal levels.

### **PARK ROAD**

The Cricket Pavilion is finished, and matches have recommenced.

The Football Club have installed new dugouts.

There have been issues with unsociable behaviour at Park Road and the police have been informed and have promised targeted patrols in the area.

### **LARKSMEAD**

The outdoor fitness equipment has been serviced and repairs carried out.

Several requests have been made by residents for tree and hedge works, these have been responded to and where required works will take place over the Autumn/Winter period.

### **TOWN**

Bedding was planted in the base planters around town and have given good displays despite being planted later than normal due to lockdown

### **RAILWAY ARCHES**

Arches were opened to the public on September 1<sup>st</sup>.

There have been many reports of young people accessing the arches when the gates have been locked over the summer, which is to be expected. Staff have got them down when they have been seen.

### **TREES**

A number of requests for works to be carried out to trees throughout the areas of our responsibility have been received. Site visits have been carried out and where required works have been added to the list for this Autumn/Winter period.

### **WOODHOUSE GARDENS**

The gardens have been maintained throughout the period but unfortunately it was not possible to plant out the bedding this year.

### **CEMETERY**

Annual memorial testing has taken place.

The Cemetery has been no busier this year than normal.

### **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 have been open to the public since 22<sup>nd</sup> May.

## **BADBURY HEIGHTS**

We have continued to maintain our areas at Badbury Heights and tree works have been carried out. Queries from residents about trees and hedges have been responded to and various works planned in for the Autumn.

## **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)

In addition to this, risk assessments have been carried out to ensure all venues and open spaces are Covid secure. The work involved in reopening everything has been time consuming with constant updating as guidelines have changed.

## **WORKS CARRIED OUT**

15 June	Boilers serviced at Football and Bowling Clubs
17 June	Works carried out on fire doors in Corn Exchange
29 June	Fire Risk Assessments carried out at Woodhouse Gardens Pavilion and the Cricket Club
8 July	Skate Park Fencing repaired
16 July	CCTV at depot repaired
18 July	Servicing and repairs to outdoor fitness equipment at Larksmead
21 July	Repairs to ramp and associated brickwork carried out outside office
30 July	Alarms serviced at Allotments
5 Aug	Letterbox installed at Tourist Information Centre
13 Aug	Signage Installed at the Railway Arches
18 Aug	Water heater repaired in Corn Exchange
25 Aug	Wooden fencing adjacent to footpath repaired at Langton
1 Sept	Intruder alarm keypad relocated at office
1 Sept	Repairs carried out to swings at Larksmead play area

## VANDALISM

### June 2020 - September 2020

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
10 June	Park Road	Glass and litter
16 June	Skate Park	Broken Glass
18 June	Marsh and Ham	Toilet blocked
20 June	Skate Park	Broken Glass
22 June	Marsh and Ham Toilets	Faeces on floor
29 June	Skate Park	Broken Glass
1 July	Skate Park	Fence Damaged (Police informed)
12 July	Park Road	Bench damaged
15 July	Dr Davis memorial garden	Social distancing banner destroyed
21 July	Skate Park	Broken Glass
28 July	Marsh and Ham Toilets	Faeces on floor
9 Aug	Park Road	Glass bottles and litter (Police informed)
15 Aug	Skate Park	Broken Glass
16 Aug	Park Road	Glass bottles and litter (Police informed)
19 Aug	Skate Park	Broken Glass
21 Aug	Railway Arches	Bottles and litter
2 Sept	Larksmead	Swings damaged
7 Sept	Skate Park	Broken Glass

Evidence of drug use at public toilets at various times throughout the period.