



### **NOTICE OF NEXT COUNCIL MEETING**

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of...           **COMMUNITY SERVICES COMMITTEE**

Time...                   **19:00**

Date...                   **Tuesday 11 June 2024**

Place...                  **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

A handwritten signature in black ink, appearing to read 'C Horsley'.

Catherine Horsley  
Town Clerk  
5 June 2024

Councillors will be discussing all the items listed on the agenda below.

**PUBLIC PARTICIPATION:** In accordance with Standing Orders, a maximum of 30 minutes is set aside before the business of the meeting commences to enable members of the public to raise any issues pertaining to the agenda for the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item. **Members of the public wishing to speak should contact the Clerk before 1pm on the day of the meeting.**

### **AGENDA**

- CS 24/01      To Elect a Chair for the Municipal Year 2024/25**
- CS 24/02      To Elect a Vice-Chair for the Municipal Year 2024/25**
- CS 24/03      To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
- CS 24/04      To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- CS 24/05      Paper A - To Approve minutes of meeting held on 9 April 2024** LGA 1972, sch 12, para 41
- CS 24/06      Paper B - TO FOLLOW - To Approve Accounts for Payment** – a list of payments to be made will be sent out as close to the meeting as possible to ensure as

many payments are captured as possible, therefore avoiding delays in payments to providers.

**CS 24/07 Paper C – Amenities**

- a) **Items to Note**
- b) **Items for Approval**

**CS 24/08 Paper D - To Note Update on Allotments**

**CS 24/09 Paper E - To Note Update on the Cemeteries**

**CS 24/10 Paper F – To Note Highways Update**

**CS 24/11 Paper G – To Consider and Approval Requests at Corfe Mullen Recreation Ground**

- a) **Siting of Mobile Coffee Business**
- b) **Relocation of Carnival Committee Shed**

**CS 24/12 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

**CS 24/13 To Agree a date and time for the next meeting** – Meeting to be held on Tuesday 13 August 2024 at 19:00 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

**CS 24/14 Close of Meeting**

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<sup>1</sup> 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)



**Minutes of the Community Services Committee held on Tuesday 9 April 2024 at 19:50  
in the Small Hall of the Village Hall, Towers Way, Corfe Mullen**

**Present:**                   **Councillors**  
A Craven (Chair)  
S Florek  
A Holland  
P Holland  
S Jefferies  
D Sowry-House

**In Attendance:**       Catherine Horsley (Town Clerk & RFO – Minute taker)

**Public Participation**

There was one member of the public present, whom did not wish to speak.

**CS 23/63       To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr P Purvis who had a prior commitment and Cllr B Honeyman due to personal reasons.

**CS 23/64       To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Craven declared a non-pecuniary interest relating to agenda item no. CS 23/67 – To note update on amenities, due to a family members request for a bus shelter on Wareham Road at the Windgreen roundabout.

**CS 23/65       Paper A - To Approve minutes of meeting held on 13 February 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 13 February 2024 were **APPROVED**.

**CS 23/66       Paper B - To Approve Accounts for Payment**

The Clerk noted the several water utilities bill was as a result of change of suppliers to a more competitive rate, therefore reducing the water costs to the Council.

It was **RESOLVED** to **APPROVE** the Accounts for Payment totalling £8,521.15.

**CS 23/67       Paper C - To Note Update for Amenities**

The Clerk presented the report, noting the following updates:

- Bus Shelters on Wareham Road: Dorset Council Highways advised they would carry out a further site visit relating to request for cantilever style bus shelters in both directions on Wareham Road at the Windgreen Roundabout. However, they had previously raised concerns with the style of shelter northbound, due to visibility and the prevailing winds in this location. This matter was ongoing with Dorset Council Highways.
- Soak Aways: The Guides had raised a complaint relating to the main drains at the Guide hut due to sewage smells following heavy rainfall, which had been ongoing for some time and felt the issue was not with their building. The Clerk advised that none of the other buildings at the Recreation Ground had experienced the same issue, therefore suggested the Guides engaged with a contractor to ascertain the problem, ahead of the Council carrying out any work to the soak aways.
- Installation of RADAR system for public toilets: The Clerk noted the quotations received to date, however costs were awaited for the door metal plates and electrician costs. It was anticipated the total cost for installation would be in excess of £2000, which was unbudgeted.
- Astro turf Cricket Wicket: Use of the wicket by Wimborne Cricket Club would provide additional income to the Council when the wicket was not in use by Corfe Mullen Cricket Club.
- Henbury View Play Area: The planting of hedging on the boundary adjacent to Hillside Road to be considered following complaint from a nearby resident.
- Annual Playground Inspections: The Councils Health & Safety consultants, Peninsula had confirmed the annual playground inspections were conducted not the annual health & safety inspection which was scheduled on the 10-11 April 2024.
- Tree Survey: The high-risk tree work was completed during 2023/24. However, consideration to be given to non-urgent work being carried out during 2024/25, noting the budget allocated was £8000.

Members discussed the quotations to carry out the required works versus the allocated budget in the 2024/25 financial year.

The update was **NOTED**.

It was **RESOLVED** to recommend to Full Council to **APPROVE** the following:

- To pause installation of RADAR system for the public toilets at the Recreation Ground and to investigate costs of vandal proof sanitary wear.
- To allow Wimborne Cricket Club use of the Astro turf cricket wicket at the Recreation Ground.
- To consider setting up a new cost code in the 2025/26 budget to cover vandalism costs, to be discussed as part of the budget setting process.
- To not proceed with any further planting at the Henbury View Play Area.
- To proceed with non-urgent tree works over the 2024/25 and 2025/26 financial years.

## **CS 23/68 Paper D - To Note Update on the Allotments**

The Clerk presented the report, noting an existing plot holder had kindly offered their raised bed to the disabled person on the waiting list and was in the process of transferring to another available plot.

The update was **NOTED**.

**CS 23/69 Paper E - To Note Update on the Cemeteries**

The Clerk presented the report, noting quotations were being obtained to replace the walls and pillars at the front of the new cemetery along with designs for memorial walls. Members noted the new memorial bench in the new cemetery and the positive outcome for the families involved.

Cllr Craven asked if the Grounds Team laid down any of the unsafe memorials, particularly in the old cemetery. The Clerk confirmed they did, and that the office try to make contact and advise the burial right holders, where possible.

The update was **NOTED**.

**CS 23/70 Paper F – To Note Highways Update**

The Clerk presented the report, noting a meeting was scheduled on 11 April 2024 with members of Wimborne Minster Town Council to discuss road safety of both pedestrians and cyclists using Julians Bridge. Members noted the following comments:

- A new lollipop lady was in post on Wareham Road by Henbury View Road and Brownsea Avenue ensuring school children could safely cross the busy and dangerous stretch of road.
- Consideration of the speed limit from the A31 Lake Gates roundabout onto Wimborne Road being 30 mph from the junction with Willett Road with a gateway style welcome to Corfe Mullen sign displaying the speed limit.

The update was **NOTED**.

**CS 23/71 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

- To explore opportunities for further use of the chapel in the old cemetery to provide additional income to the Council.
- Bus shelter cleaning and maintenance for those bus shelters which were the responsibility of the Town Council.

**CS 23/72 To Agree a date and time for the next meeting** – Meeting to be held on Tuesday 11 June 2024 at 19:30 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

The meeting was the last meeting of the current elected Town Council and members thanked the Chair and each other for their commitment to provide amenities in Corfe Mullen.

**CS 23/73 Close of Meeting at 20:25.**

*Signed as a correct record of the meeting*..... *Date* .....

<sup>1</sup> 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)

# COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 11 June 2024



Agenda Item: TC 24/04

Paper: B

<b>Subject:</b>	Accounts for Payment
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To approve the accounts for payment as scheduled on the attached PDF.
<b>Key Points:</b>	<p>Accounts for payment is created direct from Scribe, the Council's accounting software.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
<b>Recommendation:</b>	To APPROVE Accounts for Payment totalling £6,479.00.

Accounts for Payment - 11 June 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
240	15.06.2024	£357.00	Annual Subscription	SLCC	IB	Clerk
239	15.06.2024	£119.94	Monthly Subscription	Skyguard Limited T/A Peoplesafe	IB	Lone working devices
238	21.06.2024	£409.95	Waste Collection	Dorset Waste Partnership	DD	Various sites
237	15.06.2024	£2,060.98	IT & Software	PCs Made Simple	IB	Balance of Office IT Upgrade
236	25.07.2024	£22.40	Fire Safety	Chubb Fire Limited	DD	Grounds unit fire extinguishers
235	31.05.2024	£40.00	Gift	The English Garden Florist	Card	AH
234	18.06.2024	£60.15	Water Usage	Waterplus	DD	Office & VH - to be reimbursed
233	16.06.2024	£20.05	Water Usage	Waterplus	DD	Pavilion
232	18.06.2024	£27.99	Water Usage	Waterplus	DD	Pavilion
231	16.06.2024	£8.82	Water Usage	Waterplus	DD	Cemeteries
230	16.06.2024	£125.26	Water Usage	Waterplus	DD	Allotments
229	15.06.2024	£139.50	Annual Subscription	Pixel Trix	IB	CMNP Website
228	03.06.2024	£8.75	Materials & Supplies	Co-op Supermarket	Card	products
227	15.06.2024	£792.00	Security	K9 Security (Guarding) Ltd.	IB	Recreation Ground
226	15.06.2024	£193.00	Maintenance	Holland Gas Services Bournemouth Limited	IB	Water meter at Grounds unit
225	20.06.2024	£48.00	Monthly Subscription	Central Computer Management Ltd	DD	Payroll processing
224	18.06.2024	£47.93	Phone Lines & Broadband	Buzz Networks Ltd.	DD	Digital phones
223	15.06.2024	£37.50	Equipment	Amazon Payments UK Ltd.	IB	Strimmer cord
222	15.06.2024	£5.23	Materials & Supplies	Amazon Payments UK Ltd.	IB	Offie cleaning products
221	24.05.2024	£11.39	Mobile Costs	EE	DD	phone
220	10.06.2024	£93.57	Fuel	UK Fuels Limited	DD	Vehicles & equipment
219	11.06.2024	£49.11	Electricity Usage	SSE Energy Solutions (Southern Electric)	DD	Streetlighting
218	01.06.2024	£258.95	Electricity Usage	SSE Energy Solutions (Southern Electric)	DD	Streetlighting
217	13.06.2024	£156.00	Training	SLCC Enterprises Ltd	IB	PN - SLCC Planning Summit
216	13.06.2024	£25.50	Cleaning	R Evetts	IB	Pavilion Windows
215	13.06.2024	£10.00	Cleaning	R Evetts	IB	Office Windows
214	13.06.2024	£93.17	Maintenance	Enerveo Limited	IB	Investigate lamp in Towers Way
213	05.06.2024	£3.98	BACs Charges	The Co-Operative Bank	BACs	Payroll
212	13.06.2024	£1,246.20	Cleaning	Clean Deep Services Limited	IB	Various sites

Accounts for Payment - 11 June 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
211	13.06.2024	£6.68	Maintenance	Amazon Payments UK Ltd.	IB	Spark plug for leaf blower
<b>TOTAL:</b>		<b>£6,479.00</b>				

# COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 11 June 2024



Agenda Item: CS 24/07

Paper: C

<b>Subject:</b>	Amenities Update
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To provide members with an update on the progress of amenities-related work.
<b>Background:</b>	The report provides updates on ongoing amenities-related work.
<b>Key Points:</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Public Consultation for the redevelopment of the Recreation Ground and Sports Pavilion: Working Party to be established including Cllrs Craven and Sowry-House and other stakeholders to consider the next steps.</li> <li>• Streetlighting: Streetlights on Pine Road (3 lamps), Wayground Road (1 lamp) and Recreation Ground (2 lamps) have been updated to LED bulbs. The remaining lamps will be updated during 2025/26.</li> <li>• Streetlighting Repairs: Investigations into one column in Towers Way next to the Co-op car park which is not working. Enerveo advised there was no power supply, therefore they were unable to repair. SSE has been contacted, awaiting response. One column at the Recreation Ground car park next to Guide hut working intermittently. Awaiting response from Enerveo, this has been chased.</li> <li>• Soak Aways: Following gully clearing on all sites in October 2023, it identified an issue with saturated soakaways at the Council Office/Village Hall car park and the Recreation Ground driveway adjacent to the tennis courts. Quotes to replace with fit-for-purpose soakaways have been chased.</li> <li>• The Grounds Team have worked hard to prepare the Recreation Ground ahead of Corfe Mullen Carnival on Saturday 8 June 2024. There have been a lot of positive comments received by members of the public, noting how well kept the Recreation Ground is.</li> </ul> <p><b>Recreation Ground</b></p> <ul style="list-style-type: none"> <li>• Outdoor Gym Equipment: Grant funding applications have been unsuccessful so far.</li> <li>• Replacement Duo Recycling/Waste Bin has been installed in the play area.</li> <li>• Cricket Nets: Installed ahead of the new cricket season. Quotes being progressed to replace at least 3 damaged posts during the 2024/25 financial year.</li> <li>• Damaged caused to the Community Orchard surface by contractors on behalf of Dorset Council has not been restored. However, the grass in very long in this area, hiding the unlevel surface. Contractors have been chased.</li> <li>• Grounds Unit Utilities: Water meter was installed at the Grounds Unit on 4 June 2024. Awaiting response from Corfe Mullen Scouts to be</li> </ul>

able to access their building in order to install an electric meter on the Grounds Unit electricity supply.

- Moss/weed spraying: Completed on the tennis courts and Towers Way play area. Other sites to be progressed by the Grounds Team, weather permitting.
- Pit Area: Quotations being obtained for an alternative contractor to carry out groundwork in the Autumn 2024. Due to the wet weather conditions the area is not accessible and very overgrown.
- Picnic Benches: Plastic picnic benches have warped due to warm weather and being installed on uneven surface. Bases to be installed by Grounds Team rather than benches being sited on the grass.
- Grounds work to be completed in the play area to level off grass areas that have been damaged due to wet weather.

#### **Henbury View Play Area**

- Rotten wooden edging posts on pathway to be replaced by the Grounds Team.
- Planting has been trimmed back and ivy removed from power post.
- Fence post has been replaced, and fencing re-attached to make good.
- Remaining tree stumps from bank removed and bank reseeded. Awaiting new grass establishing before cutting back.
- Rope walkway and steps tightened, and safety covers replaced.
- New waste bin installed near bench to top of play area.
- The wooden bench located at the bottom of the play area is unstable. The Grounds Team have removed to bench to carry out repairs. Once a concrete base has been installed and the bench repaired, it will be re-installed.

#### **Towers Way**

- Platinum Jubilee Bench: Replacement bench has been constructed and installed.

#### **Sports Pavilion**

- Lighting: Lights in changing room 1 and the referee room have been repaired. Contractor has also carried out an Electrical Installation and Condition Report which highlighted additional electrical works were required. These were approved at the Full Council meeting on 28 May 2024, with the exception of upgrading DB1 & DB2 with new TPN panel. A site visit has been arranged with the electrician to discuss further on 10 June 2024 with Cllrs Neil and P Holland.
- Roof: Quotations being obtained to repair a broken slat. Awaiting a response.

#### **Health & Safety**

- Annual Health and Safety Assessment was carried out on all Town Council sites on 10-11 April 2024. Actions are being progressed and will be brought to a future Full Council meeting.
- Annual Legionella Assessment was carried out on all Town Council sites on 24 April 2024. Retesting carried out in the sports pavilion lounge prep area following recent plumbing works. Update to be provided to the next Full Council meeting scheduled on 25 June 2024.

	<ul style="list-style-type: none"> <li>• Annual Playground Inspections: See Appendix 1 - actions list being progressed by the Grounds Team.</li> <li>• Tree Survey Actions: The next phase of tree works is 'non-urgent' – 44 trees and one tree-group marked in yellow. Non-urgent tree works at the Cemeteries, Recreation Ground and Broadmoor Road Allotments will commence on 13 June 2024 as approved at Full Council meeting on 23 April 2024.</li> </ul> <p><b>Parish Tour 2023</b></p> <ul style="list-style-type: none"> <li>• Updates shown in Appendix 2.</li> <li>• Consideration to be given to carrying out the next Parish Tour during summer 2024. Locations for wild flower planting to be considered as discussed at the Planning &amp; Highways Committee meeting held on 28 May 2024.</li> </ul> <p><b>Vandalism</b></p> <ul style="list-style-type: none"> <li>• Dorset Council has advised that Towers Way public toilet facilities have once again been vandalised. The toilets will be closed until further notice due to being vandalised 5 times since April 2024.</li> <li>• The Grounds Team has found evidence of three small fires being started in Towers Way green space recently, damaging the surface of the MUGA and attempting to damage the new bench.</li> <li>• Wooden posts installed along the grassed area near the entrance to the Recreation Ground were removed and found strewn across the car park and driveway. They have been re-installed.</li> <li>• Glass bottles have been found smashed on headstones in the old cemetery and the MUGA astro-turf surface.</li> </ul>
<b>Implications:</b>	<p>All outside items are weather dependent.</p> <p>Costs incurred for signage, materials, use of contractors and equipment.</p> <p>All items deemed to be a Health &amp; Safety risk should be progressed as soon as practicably possible.</p>
<b>Recommendation:</b>	<p>To NOTE the update and consider dates to conduct Parish Tour during summer 2024.</p>

## Appendix 1 - Playground Inspection Actions List

### Towers Way Play Area

Equipment	Observation	Action Required	Notes	Open/Closed/Monitoring
Swings	Chains displayed signs of surface rust.	Monitoring checks to be carried out and if deterioration increases the chains must be replaced.		Monitoring
Yellow Fort	The rotating observation binoculars moved freely; however, this has generated a pinch hazard for small fingers.	Repair the rotating binoculars so the pinch hazard is removed or remove rotating binoculars.	Tightened to reduce movement. Temporary fix in place. Grounds team monitoring. Replacement parts to be ordered when required.	Open
MUGA Fencing	The Basketball Unit fencing structure appears to be missing a protective cover on the bottom back fence.	Replace protective cover	Does not present a safety risk.	Open

### Henbury View Play Area

Equipment	Observation	Action Required	Notes	Completion Date
Trampoline	The recess for the trampette has a build-up of leaves and detritus.	Periodically clear the recess of leaves and detritus.	Being checked regularly.	Monitoring
Basket Swing	Plastic protective eye cover displayed damage.	Replace/protect rope eye protector.	The eye protector cannot be replaced, the whole swing would need to be replaced. Rough edges filed. Chance of injury is very low.	Monitoring
Yellow & Grey Fort	Areas of wooden support displays cracks which have increased in size since last inspection.	Replace support.	2 x supports ordered. Awaiting delivery.	Open
	While the platforms have received a coat of paint, they still exhibit signs of fatigue, notably, the drop of the platform.	Replace the fatigued elements to maintain the integrity and profile of the platform.	Being progressed by Grounds Team	Open
Gate	The main entrance gate wedges on the ground to the front of the gate.	Adjust the yellow main entrance gate to allow the gate to close from the widest opening angle.	Grounds team to investigate	Open

Recreation Ground Play Area & Skate Park

Equipment	Observation	Action Required	Notes	Completion Date
Swings	Two connector bolts for the swings displayed signs of corrosion.	Ensure swing connector bolts are checked for structural strength or replaced at the earliest opportunity.	Bolts replaced	Closed
Balance Circuit	Some of the metal components were viewed with their protective cover being rubbed off.	Reapply protective covering to all metal components that require it.	To be investigated further.	Open
Large Fort with Two Slides	The ground in close proximity to the equipment has been worn away causing a potential trip hazard.	Fill in hole up to the surrounding ground level and compact to stop sinking again due to consolidation.	Dry conditions required. To be completed post-carnival.	Open
Octagonal Climbing Frame	The wooden supports displayed wooden damage halfway up.	Ensure areas of damage on the vertical support columns are protected from further damage.	Grounds team investigated and advised that damage is due to design of the equipment. Will require dry conditions to attempt repair.	Open
Zip Slide	The rope attachment components looked like they had corrosion and the clamps have been fitted incorrectly with one end alternating.	Investigate the corrosion on the Steel Wire rope clamps and securing eyes, remove or replace. Refit rope clamps correctly.	Contractor to carryout repairs at height.	Open
Skate Park	A section of concrete is missing from one of the lower drop-in ramp corner.	Repair the corner with the missing concrete patch.	Dry conditions required.	Open

Location	Finding	Comments/Update	Open/Closed/ In progress	CIIs
Allotments	Gully in driveway fills with hoggin in heavy rain, when gully is cleared cars drive around it on the grass creating damage to grassed area.	Council resolved to look into large rocks to be installed on grass at each end of gully. Quotation received as per allotment report.	Open	PP
Allotments	Fencing between allotment site and adjacent land requires repairs.	Quotes to be obtained.	Open	PP
Allotments	Pot holes in driveway and car parks to be filled	Completed by contractor, however, due to heavy rainfall, much of the hoggin has washed away. To be revisited in spring/early summer when the hoggin will have time to set in drier weather.	Open	PP
New Cemetery	External bottom boundary walls cracked, bowing and also needing repointing	New quotations being obtained to rebuild new wall.	Open	AC
New Cemetery	Topping on right boundary wall needs sorting as damaged/ lose	New quotations being obtained to rebuild new wall.	Open	AC
New Cemetery	Entrance pillar on left and right cracks and pointing issue and also left topping is degrading/broken	New quotations being obtained to rebuild new wall and pillars.	Open	AC
Old Cemetery	Tree growing in laurel.	To be removed by grounds team.	Open	AC
Old Cemetery	Chapel window sill is peeling.	Grounds team to investigate and repair as necessary.	Open	AC
Springdale Open Space	Signs mixed. Entrance from Springdale housing on to the Ball Field very worn and tatty and labelled East Dorset District etc, needs replacing. Rather scruffy one in the car park. Byelaws notice, Corfe Mullen Town Council excellent condition.	Sign at entrance to site replaced, sign at ball field removed.	Closed	PH/AH
Henbury Play Area	Lower gate needs painting yellow.	To be progressed by Grounds Team.	Open	PH/AH
Recreation Ground	Pit area inaccessible	Pit area cleared by contractor and grounds team maintaining. New contractor to be agreed for additional maintenance as per amenities report.	In progress	AC
Recreation Ground	Several cracks appearing in the base of heavily used areas of skate park.	Bendcrete to carry out works highlighted. Reponse has been followed up.	In progress	AC

Recreation Ground	Bench in Roys Meadow requires yearly maintenance/oil.	Maintenance completed	Closed	AC
Recreation Ground	Sports Pavilion fascias rotten and out of alignment in places.	One remaining fascia board to be repaired. Awaiting quotation, has been chased.	In progress	AC
Recreation Ground	Obstacle course to be repainted.	Grounds team to progress.	In progress	AC
Towers Way/Village Hall	MUGA - rubber side pieces on mesh panels are cracking,	Being monitored by grounds team.	Open	AC
Towers Way/Village Hall	Fascia boards to front need repainting.	To be progressed by the Handyman/Caretaker.	Open	AC



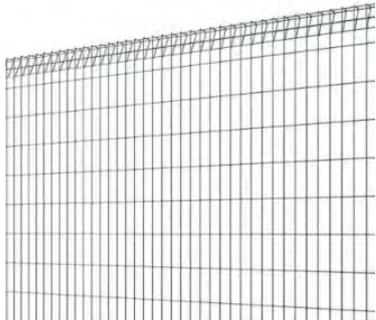
## COMMUNITY SERVICES COMMITTEE – REPORT

**Meeting Date: 11 June 2024**

**Agenda Item: CS 24/07**

**Paper: C**

<b>Subject:</b>	Amenities Items Requiring Approval
<b>Prepared By:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	<p>To approve/consider how to proceed with the following amenities related items:</p> <ul style="list-style-type: none"> <li>a) Bus Shelters on Wareham Road</li> <li>b) Fencing at Recreation Ground adjacent to Wimborne Road</li> <li>c) Tennis Courts Remedial Works</li> <li>d) Two Seat Metal Playground Swing Replacement</li> <li>e) Public Toilet Refurbishment</li> <li>f) Topographical Survey Display Board</li> <li>g) Outdoor Gym Equipment</li> </ul>
<b>Background:</b>	<ul style="list-style-type: none"> <li>a) Bus Shelters on Wareham Road: At the Full Council meeting held on 26 March 2024, it was RESOLVED to contact Dorset Council Highways to ascertain whether a cantilever shelter could be sited both northbound and southbound at Windgreen Roundabout on Wareham Road.</li> <li>b) Current fencing at the Recreation Ground on the far side of the County Field, adjacent to Wimborne Road has been damaged by members of the public climbing over the fence. The fence has been repaired numerous times by the Grounds Team, however, continues to be damaged. Options for a permanent solution have been investigated to ensure the safety of members of the public.</li> <li>c) Corfe Mullen Lawn Tennis Club and Junior Tennis Club along with members of the public have reported that the tennis courts surfacing has deteriorated further with courts 1 and 2 unplayable.</li> <li>d) A double swing frame at the skate park end of the Recreation Ground play area has been out of play for over a year due to deterioration of the framework.</li> <li>e) At the Full Council meeting on 23 April 2024, it was resolved to investigate options for vandal-proof sanitary ware, based on advice provided by the suppliers.</li> <li>f) In May 2021, members of the public made a request for a topographical map/display board to be installed at the Recreation Ground, looking from the County field towards Badbury Rings. At the time they it was agreed to consider as part of the redevelopment of the Recreation Ground and Sports Pavilion. As the redevelopment has not progressed to date, members of the public have requested for the topographical board to be reconsidered.</li> <li>g) On 28 November 2023, Council approved contractor, Fresh Air Fitness to conduct a site survey prior to agreeing specific pieces of</li> </ul>

	<p>gym equipment and to investigate grant funding options for the purchasing of the equipment. The site visit was carried out on 12 January 2024 with the contractor recommending the gym equipment installation taking place along the fence line on the County field adjacent to pitches 3 and 4. Grant applications have so far been unsuccessful.</p>
<p><b>Key Points:</b></p>	<p><b>a) Bus Shelters on Wareham Road:</b>  Following correspondence with Dorset Council regarding the installation of a cantilever shelter northbound on Wareham Road at Windgreen, Dorset Council has responded that a cantilever bus shelter at this location may cause obstruction on the footway and generate complaints. If the Town Council would like to proceed with a cantilever shelter and a significant number of complaints were received, the pavement may need to be widened at the Town Council's expense. The approximate cost to widen the existing footway from 2 metres to 4 metres over a length of 10 metres would cost in the region of £5000. This would replace the grass verge.</p> <p>Quotation received to install Heritage style cantilever bus shelters both northbound and southbound on Wareham Road by Windgreen at a <b>total cost of £6415+VAT</b></p> <p>Specification:</p> <ul style="list-style-type: none"> <li>• 3.06M x 1.3M Cantilever Bus Shelter with a barrel roof</li> <li>• The roof will be constructed from high grade 80.0mm x 40.0mm extruded aluminium section and glazed in 4.0mm THK UV Stable Polycarbonate.</li> <li>• The main frame of the structure will be constructed from high grade 80.0mm x 50.0mm extruded aluminium section with a polyester powder-coated finish.</li> <li>• The side glazing panels of the Bus Shelter will utilise 5mm THK Polycarbonate for ease of maintenance and safety purposes.</li> <li>• The Bus Shelter will be dug into the existing ground surface.</li> <li>• 2 m perch seat on each shelter, allowing space for disabled/pushchair access.</li> </ul> <p><b>b) Fencing between County Field/Wimborne Road:</b>  Quotation to install fencing at the Recreation Ground on the far side of the County Field, adjacent to Wimborne Road.</p> <p>Specification:</p> <p><b>Option 1 - Total cost of £4981.98+VAT</b>  Cut and clear fence line of vegetation and low-level branches.  Removal and disposal of old fence.  Supply and install 1.5m high green safe top fencing.  RAL powder-coated green.</p> 

**Option 2 – Total cost of £4549.58+VAT**

Cut and clear fence line of vegetation and low-level branches.  
Removal and disposal of old fence.  
Supply and install 1.8m high green 2D fencing.  
RAL powder-coated green.



**c) Tennis Courts Remedial Works**

One quotation has been received to carry out remedial repairs to the tennis court surfaces at a **total cost of £16,003+VAT**:

Specification:

- Works to cover 2170m<sup>2</sup>
- Chemically treat the surface with moss and algae substance
- Up to 20 minor repairs using 2mm emerald stone mixed with polyurethane binder. Additional repairs charged at £70+VAT per repair.
- Thoroughly clean porous macadam sports surface
- Supply and install anti slip colour coating
- Supply and install 50mm line markings for tennis x 4 courts
- Additional options: Supply and install polyurethane court binder to help strengthen existing surface, 630m<sup>2</sup> at £945+VAT

**d) Two Seat Metal Playground Swing Replacement**

A quotation has been obtained to replace the swing frame with a more robust zinc primed and powder-coated framework and a hot dipped galvanised steel top bar. With anti-wrap bearings as standard, to prevent the swings from being wrapped around the top bar.  
**Total cost of £3617.84+VAT.**

Specification:

2.4m high 2-seat swing frame including two bumper seats  
Removal and disposal of existing swing frame  
Installation of new swing frame  
25 year warranty for steel work  
10 year warranty for corrosion of paintwork/galvanised materials

**e) Vandal proof Refurbishment of Public Toilets**

One quotation has been received at a **total cost of £23,130+VAT** shown in Appendix 1 for specification of works)

**f) Topographical/Information Board**

A quotation has been received **at a total cost of £3,178.67+VAT.**

Specification:

A1 sized board  
10 hours design time by a Graphic Designer.  
Delivery and installation.

Content, logo's and imagery would need to be provided by the Town Council. A Digital Marketing Consultant, who has written books and articles for national wildlife publications and is also a photographer and local resident has been approached to support the Town Council

with content. Content could be provided at a discounted cost of £30 per hour.

Sample board:



**g) Outdoor Gym Equipment**

**Total package cost £10,300+VAT** including delivery, installation, grass tiles and post installation inspection.

The package has been carefully designed to provide a variety of outdoor gym equipment, offering both strength and cardiovascular training.

Many pieces have multiple user stations, allowing 12 people to use the gym at once. People of all ages and abilities can use and benefit from this equipment, from absolute beginners to those who exercise regularly. Working at their own pace, setting their own personal targets to increase heart strength, build muscle mass and tone, develop flexibility, improving fitness and mental health.

The package includes supply, installation and 'grass mats' installed around the high wear points of the equipment protecting the grass. The package also includes the supply and installation of an EN16630 sign, required to ensure the site complies with relevant standards.

By providing access to an outdoor gym, the community will have the opportunity to get fitter alone, with friends, clubs or family for free, promoting health and mental wellbeing.

Each product is labelled with safety information and instructions for use.

There is a YouTube channel that has individual 'How to' instructional videos for each product, users can follow and use the equipment with confidence. Users can download the Fresh Air Fitness app which has a wealth of information, including suggested workouts, warm-ups, cool downs and more.

**Implications:**

- a) A cantilever bus shelter at this location may cause obstruction on the footway and generate complaints. If this was the case, the pavement may need to be widened at the Town Council's expense. The approximate cost to widen the existing footway from 2 metres to 4 metres over a length of 10 metres would cost in the region of £5000. There is a budget of £11,000 for bus shelters during the 2024/25 financial year.

	<ul style="list-style-type: none"> <li>b) £6000 has been allocated in the 2024/25 financial year to cover the cost of installing a replacement fence at the Recreation Ground. Option 2 could pose a safety risk if anyone were to attempt to climb the fence as has happened on similar fencing locally.</li> <li>c) There is no budget to refurbish the tennis courts in the 2024/25 financial year.</li> <li>d) The Town Council has budgeted £15,000 for play areas in the 2024/25 financial year and has CIL monies of £15,271.11 available.</li> <li>e) A budget of £5,500 is allocated to the public toilets in terms of maintenance, cleaning and supplies in the 2024/25 financial year. In comparison £4957.47 was spent covering these costs in the 2023/24 financial year.</li> <li>f) There is no budget for a topographical board, however, grants could be investigated.</li> <li>g) £10,000 has been allocated in the 2024/25 financial year to be used towards outdoor gym equipment. As per d) there is also a further £15,271.11 of CIL monies which should be spent during the 2024/25 financial year and an additional £15,000 for play areas. The Town Council should be seen to be spending CIL monies to improve facilities for residents or they may have to be returned to Dorset Council.</li> </ul>
<b>Recommendation:</b>	<p>To consider how to proceed with the following:</p> <ul style="list-style-type: none"> <li>a) Approve purchasing and installation of two bus shelters on Wareham Road at a total cost of £6415+VAT</li> <li>b) Approve supply and installation of fencing at Recreation Ground adjacent to Wimborne Road</li> <li>c) Approve Tennis Courts Remedial Works at a total cost of £16,003+VAT</li> <li>d) Approve purchasing and installation of two seat metal playground swing replacement at a total cost of £3617.84+VAT</li> <li>e) Approve public toilets refurbishment at a total cost of £23,130+VAT</li> <li>f) Approve design and installation of topographical survey display board at the Recreation Ground</li> <li>g) Approve purchasing and installation of outdoor gym equipment at a total cost of £10,300+VAT</li> </ul>

# I Scope of works

## 1. Strip out/Preparation

- Strip Out – Isolate water and electrical supplies as part of strip out process.
- Take out the existing cubicle partitions and fixings, sanitary ware, flooring, and all other unnecessary materials and remove to skip.
- Carryout necessary light wall and floor preparation inclusive of bonding and pre-grit application.
- Carryout necessary minor boxing works to conceal pipes.
- Supply and install 2 x external public toilet doors

## 2. Ceiling

- No works to be done to ceiling apart from section 8

## 3. Walls

- No works to be done to walls apart from section 8

## 4. Flooring

- Latex screed flooring area as necessary. (Up to 5mm has been allowed for)
- Lay walkway vinyl safety flooring using appropriate adhesives and weld rod. Cove vinyl up the walls by 100mm around the room perimeter.

## 5. Cubicle and Panel Materials

- Supply and install 2 x Solid Grade Laminate toilet duct panel and frame sets to conceal pipe work.

## 6. Plumbing

- Supply and Install first fix plumbing as required, including isolation valves, copper pipe and all other necessary materials to connect with existing drainage, hot and cold water feed (assume minimum water pressure of 1.5bar). Connections to be made to existing water feeds and waste points in the room.

Supply and second Fix Plumbing:

- 2 x back to wall anti-vandal toilets with concealed cistern and seat.
- 2 x Vandal resistant basins with sensor taps

## 7. Electrical Work

- Supply and install LED down lighter fittings throughout each room.
- Supply and install Passive Infra Red sensors for automatic lighting.
- Supply and install emergency battery packs to LED down light fittings.

*Note: Electrical work and Installation is subject to the fuse box and existing electrical supply to the rooms being readily accessible. No allowance has been made to run electrical cables outside of the rooms or to install any RCD or RCBO protections.*

## 8. Paint and Decorate

- Paint and decorate walls to an anti graffiti coated white finish
- Paint and decorate ceiling to an anti graffiti coated white finish

## 9. Miscellaneous / Accessories

- Supply and install 2 x anti-vandal jumbo toilet roll holders.
- Supply and install 2 x anti-vandal wall mounted soap dispensers.
- Clear site of all unwanted materials, clean rooms and wipe down surfaces.
- Professionally mastic and seal all sanitary ware, joints and edges.

## 10. Allowances

No allowances have been made for;

- Any removal of asbestos
- Boxing in of gas pipe in right WC
- Any removal of step up in to washrooms

## | Hand Wash & Vanity



Resan Anti-Vandal Basin



Anti-Vandal Non-concussive Tap



Anti-Vandal Soap Dispenser



## | Toilet Cubicles



Solid Grade Laminate IPS Panels and Frame - Lock & Hinge panels



Resan Anti-Vandal Back To Wall Pan, moulded seat and cistern.



## COMMUNITY SERVICES COMMITTEE – REPORT

**Meeting Date: 11 June 2024**

**Agenda Item: CS 24/08**

**Paper: D**

<b>Subject:</b>	Update on Allotments
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To provide members with an update on the work on the allotment site and update on resolutions from previous meetings.
<b>Background:</b>	The allotments have ongoing flooding and other issues which require monitoring.
<b>Key Points:</b>	<ul style="list-style-type: none"> <li>• Mechanical Turning of compost bays took place on 3 June 2024.</li> <li>• Bench previously located in the Cemetery Chapel has been re-stained and ready for installation at the Allotment site. The Allotment Association has suggested locating the bench by the carpark at the top of the site to make the most of the views, or next to the raised beds.</li> <li>• Allotment inspections commenced on 20 May 2024, with half of the site inspected. The majority of plots showed more than 80% cultivation and well-tended to. Concerns have been raised on some plots with no-cultivation, glass being used to propagate and trees above regulation size without Council consent. Letters have been sent to these plot-holders and a follow up inspection will take place within 28 days.</li> <li>• The Allotment Association has raised the following concerns:             <ul style="list-style-type: none"> <li>- Waste bin: During the process of renewing their communal shed insurance, a clause that relates to rubbish bins states that any external storage of waste within 10m of buildings must be in locked, lidded bins. The waste bin previously installed near the raised beds has been removed from the site.</li> <li>- Plot edge boards: The tenancy agreement from April 2025 will make plot edges the responsibility of plot holders from April 2025, however, the Allotment Association has queried the plot holders responsibilities during the interim period.</li> <li>- Compost bays: the compost bays appear to have an increasingly large gap between the back and sides. The contractor who installed the bays in 2020 has been contacted and will be arranging for an excavator to attend the site to reposition the back against the sides.</li> <li>- A meeting has been scheduled between the Town Council and Allotment Association on 19 June 2024.</li> </ul> </li> <li>• There are currently 12 people on the waiting list as follows:             <ul style="list-style-type: none"> <li>- 4 people are awaiting a new plot.</li> <li>- 8 existing plot holders awaiting an additional or specific plot number.</li> </ul> </li> <li>• Works to infill potholes and hoggin ramp to portaloo were completed. However, following adverse weather conditions, some of the hoggin has washed away and will need to be infilled again in Spring/Summer 2024 during drier weather. Awaiting quotation to carry out these works.</li> </ul>

	<ul style="list-style-type: none"> <li>• Quotation obtained to purchase and site a large rock on each side of the gully to deter cars from driving on the grass verges as follows: 2 x Dorset Limestone measuring approximately 60cm x 60cm (half tonne per rock) at a <b>total cost of £215.00+VAT inc delivery.</b></li> <li>• Purchasing and installing sheds on behalf of plot holders to be revisited later this year.</li> </ul>
<b>Implications:</b>	<p>There is a £2500 budget for allotment maintenance in the 2024/25 financial year.</p> <p>All items deemed to be a Health &amp; Safety risk should be progressed as soon as practicably possible.</p>
<b>Recommendation:</b>	To NOTE update and APPROVE purchasing and installing 2 x Dorset Limestone measuring approximately 60cm x 60cm (half tonne per rock) at a total cost of £215.00+VAT including delivery.



## COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 11 June 2024

Agenda Item: CS 24/09

Paper: E

<b>Subject:</b>	Update on the Cemeteries
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To provide members with an update on the ongoing works being carried out at the cemeteries.
<b>Background:</b>	None.
<b>Key points:</b>	<ul style="list-style-type: none"> <li>• Mole hills in the old cemetery are being monitored by the Grounds Team.</li> <li>• The office was contacted regarding a headstone in the Old Cemetery which appears to have been damaged by a lawn mower. The memorial consists of a white marble book and base, the middle base is damaged. For any renovation works the memorial will need to be removed from the cemetery and refixed with a new foundation. The stone mason has recommended the following: Professionally wash down the memorial. Supply a new marble bottom base. This is required due to the existing base breaking where damaged when reworked. Re-work the middle-damaged base. <b>Total cost of £1,114+VAT.</b> Contact has been made with the Council's insurers who have advised that should the burial right holder wish to make a claim against the Council it must be in writing. Insurers may wish to conduct interviews with those members of staff involved. Insurance excess £250.</li> <li>• One of the 'Steep drop' signs was removed during vandalism and found in a steep drop down onto Newtown Lane. Apart from being removed, it was undamaged and has been refixed in place.</li> <li>• A member of the public contacted the office to advise that waste from items purchased from the mobile food van located in the Royal British Legion car park was regularly being littered in the new cemetery, near the pedestrian entrance. The Grounds Team to install a new waste bin near the bench by the pedestrian entrance to discourage littering. The mobile food van has also been notified of the issue and will remind patrons to use waste bins provided.</li> <li>• Following drainage works to the old cemetery driveway, the bank to the edge of the driveway requires levelling and re-seeding. To be completed by the grounds team as soon as weather allows.</li> <li>• Quotations to replace the wall and pillars at the front of the new cemetery are being progressed.</li> <li>• Complaints from cemetery visitors being unable to park in the new cemetery car park due to Royal British Legion patrons using the car park as an overflow car park when the Royal British Legion is full. Quotes being obtained to supply a sign stating car park is for the use of cemetery visitors only.</li> </ul>
<b>Implications:</b>	There is £3,500 budget allocated for repairs and maintenance in the 2024/25 financial year.

	<p>Cemeteries are very emotive for relatives of loved ones buried. Dealing with any issues which may arise need to be dealt with in a sensitive way.</p> <p>Health &amp; Safety issues to be resolved as soon as practicably possible.</p>
<b>Recommendation:</b>	<p>To NOTE update and approve repair of damaged headstone at a total cost of £1,114+VAT.</p>

# COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 11 June 2024



Agenda Item: CS 23/10

Paper: F

<b>Subject:</b>	Highways Update
<b>Prepared by:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	To note the update on current Highways issues being progressed by the Town Council office with National Highways and/or Dorset Council Highways.
<b>Background:</b>	The update is for information only. Recommendations made by the Planning & Highways Committee with approval to proceed by Full Council.
<b>Key Points:</b>	<p><b>Currently working with Dorset Council to progress requests for new pedestrian crossings to be considered in the following locations:</b></p> <ul style="list-style-type: none"> <li>• Blandford Road, from Roman Heights Estate</li> <li>• Wimborne Road, adjacent to Lockyer’s School and the new housing development</li> <li>• Wareham Road, near Brownsea Avenue</li> <li>• Wimborne Road, by Lambs Green Inn</li> </ul> <p><b>Additional road safety measures are being investigated at the following locations:</b></p> <ul style="list-style-type: none"> <li>• Improvements to existing zebra crossing on Lockyer’s Road near the Windgreen Roundabout being monitored by Dorset Council due to criteria not being met for repainting of lines.</li> <li>• Lockyers Road, adjacent to Roman Heights, following recent car accident.</li> <li>• Awaiting installation date for safety railings on Hillside Road adjacent to Henbury View Play Area.</li> </ul> <p><b>Repainting of line markings has been requested at the following locations:</b></p> <ul style="list-style-type: none"> <li>• Roundabout by Hillview Post Office, repainting of roundabout.</li> <li>• Pardy’s Hill/Broadmoor Road.</li> <li>• Wareham Road, near Brownsea Avenue, ‘slow’ sign on road not repainted following new road surface.</li> <li>• Wimborne Road adjacent to Lockyers School, repainting of hazard lines and bus stops.</li> </ul> <p><b>Parking restrictions have been requested at the following locations to resolve issues with cars parking on main roads causing an obstruction/reduced visibility:</b></p> <ul style="list-style-type: none"> <li>• Blandford Road from Windgreen Roundabout to Lockyers School, junction with Wimborne Road.</li> <li>• Hillside Road, junction with Henbury View Road and Chapel Lane along with Viewside Close and Heckford Road.</li> <li>• Corfe View Road junction with Wareham Road.</li> </ul>

	<p><b>Reduced Speed Limit is being investigated at the following locations:</b></p> <ul style="list-style-type: none"> <li>• Mill Lane, A31 – The residents are petitioning at present due to concerns with road safety when accessing businesses and residential properties on this stretch of road.</li> <li>• Blandford Road (B3074) from Windgreen Roundabout to Badbury View Road, following serious accident involving small child.</li> <li>• Wimborne Road by Lambs Green Inn coming up from the A31 Lake Gates Roundabout.</li> <li>• Wareham Road from Windgreen Roundabout to Hillview Roundabout.</li> </ul> <p><b>Beryl Bike Bays:</b></p> <ul style="list-style-type: none"> <li>• Additional bay on Wimborne Road adjacent to the Lambs Green Inn</li> </ul>
<p><b>Implications:</b></p>	<p>£7,500 has been allocated in the 2024/25 financial year for road safety measures.</p> <p>The safety of school children attending local schools and using play areas should be a priority for the Town Council. Even if the Town Council supports requests, the locations may not meet the criteria and/or are not guaranteed as other primary consultees may not support it.</p>
<p><b>Recommendation:</b></p>	<p>To NOTE update.</p>



## COMMUNITY SERVICES COMMITTEE – REPORT

**Meeting Date: 11 June 2024**

**Agenda Item: CS 24/11**

**Paper: G**

<b>Subject:</b>	To Consider Requests at the Recreation Ground
<b>Prepared By:</b>	Rachel Virrill, Deputy Town Clerk
<b>Purpose of Report:</b>	<p>For members to consider the following requests:</p> <p>a) Mobile Coffee business seeks permission and support from the Town Council to sell hot drinks and snacks from a mobile café unit sited in the car park at the Recreation Ground.</p> <p>b) Corfe Mullen Carnival Committee have requested to re-locate their shed and fencing from the scout hut compound to the grounds unit compound.</p>
<b>Background:</b>	<p>a) In 2023, Council approved a request to site a mobile café at the Recreation Ground on the following basis:</p> <ul style="list-style-type: none"> <li>• Refundable deposit of £100.00 be paid to cover additional costs that may be incurred as a result of littering and/or removal of waste.</li> <li>• Evidence of insurance(s) and food safety certificates to be provided prior to trading.</li> <li>• Agreement to be drafted by the Clerk to be reviewed six monthly.</li> <li>• Times and location of mobile café to be accessible to all, to be agreed with the Clerk.</li> <li>• Council Office to provide listing of events taking place at the Recreation Ground.</li> </ul> <p>Unfortunately, due to low footfall, the café ceased trading at the Recreation Ground at the beginning of September 2023. A further business sought approval, which was also approved, but not proceeded with.</p> <p>b) None to note.</p>
<b>Keypoints:</b>	<p>a) Pony Espresso, a mobile café which trades from a converted horse-box has expressed an interest in trading at the Recreation Ground on Saturdays only from 8am-3pm (weather permitting), commencing 7 September 2024.</p> <p>Drinks available include Jurassic Coast barista coffee, cold drinks, New Forest cakes and snacks.</p> <p>The business is a registered food business, has public liability insurance up to £2,000,000 and has shared their food hygiene certification.</p> <p>All waste to be collected and recycled where possible.</p> <p>Requested location to site the unit is two parking spaces adjacent to pitch 1, at the tennis court end of car park.</p> <p>Visual of proposed mobile café unit:</p>



b) Corfe Mullen Carnival Committee has requested to relocate their shed and a crate of fencing from the Scout hut compound to the Grounds Unit compound to store with their safety barriers being stored.

**Implications:**

a) Must comply with the Food Safety and Hygiene (England) Regulations 2013.

Copies of the following documents required ahead of trading:

- Evidence of food business registration
- Public Liability Insurance in place for £5,000,000 or above and Employers Liability Insurance for at least £10,000,000. Copies to also be displayed whilst on site trading
- Risk Assessment including fire safety
- Electrical Appliance Testing Certificate
- Food Safety & Hygiene Certificate
- Gas Safety Certificate, if applicable

There may be a conflict with Corfe Mullen United Juniors Football Club who sell refreshments and snacks during the football season from the Sports Pavilion as a means of fundraising for the club.

Licensed area should be left in a clean and tidy condition with the licence holder responsible for removal of litter and ensuring stains from any spilled substances etc on car park are removed at the end of trading day and no substances should be poured down the surface drains. If the licence holder does not comply, the grounds team would be required to carry out additional litter picking and/or cleaning along with drains becoming blocked.

Licensed area should be kept clear at all times for access of emergency vehicles in the event of an emergency.

	<p>Some residents in nearby properties and users of the Recreation Ground may see the business venture both positively and negatively, which may result in complaints to the Council, which would need to be addressed. Failure to comply with the terms and conditions shown in the licence, would render the licence void and trading ceased immediately.</p> <p>Copy of licence and/or permit to be displayed whilst trading to demonstrate to members of the public permission had been granted by the Council to trade. By allowing trading, further requests may be received from other street traders.</p> <p>By charging a nominal fee to trade on Town Council land, this would provide an income to the Council.</p> <p>b) Corfe Mullen Carnival Committee would need to ensure their equipment is self-insured and kept tidy so it does not affect the grounds team.</p>
<b>Recommendation:</b>	<p>To agree how to proceed with the following requests:</p> <p>a) Approve Pony Espresso to site a mobile café at the Recreation Ground on Saturdays from 7 September 2024.</p> <p>b) Corfe Mullen Carnival Committee to relocate shed and fencing to grounds unit compound.</p>