

Notes of the **Informal Zoom Meeting** of the
CAPITAL PROJECTS SUB-COMMITTEE
held **4.00 p.m.** on **WEDNESDAY 3rd JUNE 2020**

Present: -

Councillor M. Bonfield - Chairman

Councillor A. Harris

Councillor C. Tomes

Also present:

Councillor M. Whitwam

Martin Ayres – Town Clerk

Cara Johnston – Operations Administration Officer

Culvin Milmer – Visitor Services Manager

Gail Percival – Operations Manager

1. Apologies

There were no apologies to report.

2. Declarations of Interest

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

3. To consider the Draft Minutes of the Meeting of the Capital Projects Sub-Committee held on 18th March 2020.

No comments were made.

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

a) Ongoing projects:

- Boat Park/Fishermen's Huts - an end of defects meeting at the Boat Park revealed that joints between the concrete slabs need re-filling and the contractor has been instructed to refill and seal. An inspection of the jetty revealed a wooden fender missing and several fenders are loose. Temporary fixes have been made by the Operations team. Following inspection, it was agreed the M16 fixings originally specified should be replaced with M24 fixings and more substantial horizontal supports. The contractor to provide a price. The older jetty has also experienced recent damage (this has M24 bolts, however they have a short thread). The contractor has been asked to inspect and provide their hourly rate for re-fixing.
- A price was received from the contractor for works to the gullies and tanking of the fishermen's huts to address water ingress. Further investigation of the issue is required by the Operations Manager.
- Two quotes are being sought to install bollard protection around the fuel store at the boat yard. A painted walk way will also be installed to show the pedestrian route.
- Bandstand – the test seating has been inspected and the rest of the seating will be installed soon. The coping stones have been inspected and circa twenty need replacing. A price has been sought for this. A retaining wall is required to the eastern side of the band stand. This has been specified and prices are being sought. A solution to the water pooling is required. Dorset Property have suggested a french drain may be appropriate which connects into drainage that runs to the shopper's car park. The Operations Manager will be meeting a representative of the Friends of Swanage Bandstand next week to discuss the

six benches that the Friends of Swanage Bandstand are contributing to and also to discuss the coping stones.

- Monuments Survey – the contractor completing the survey attended today to inspect the Mowlem Memorial, Alfred Monument, access bridges King George’s and PAG columns. The Operations Manager to review the surveys.
- b) Commissioned works Spring 2020**
- Godlingston Cemetery Chapel – works are complete. Repairs/external redecoration to the chapel windows are required and a quote has been requested.
 - Town Hall annexe – there is a small amount of decoration work outstanding which will be completed shortly.
 - North Beach public convenience – nearing completion although some further repointing is required.
 - DDA survey on Town Hall – Dorset Property to return to complete.
 - Shore Road beach huts – works commenced on the 1st June and are due to complete on the 3rd July. The beach hut doors are being repainted with anti-graffiti paint and, new lock covers are being installed and replacement of the metal hooks with new ones. Stairway walls are also being repainted.
- c) Programme of works 2020/21 – Prioritisation of projects**
- Downs/Seymer Road Wall Reconstruction –stone specialists have been arranged to assess the wall to understand the proportion of stone that can be reused and to provide a quote. This was requested as the previous quotes for rebuild included cost allowances which assumed new stone would be required and no existing stone could be reused.
 - Car Park Resurfacing (Main Beach and part of North Beach)– works are scheduled for November and include the De Moulham service roads and the electric boxes for the market which is all in one framework. The Operations Manager to assess whether new tree planting could be introduced adjacent to the site, rather than in tree pits within the car park given the uncertainty regarding future works at the football club. Appreciation was expressed for the newly planted trees in Main Beach car park.
 - Recreation Ground and Days Park Play Areas – The Operations Manager has completed a specification with images which needs to be checked by the Town Clerk. It was recommended by the Operations Manager to instruct tender works through Lot 2 of the ESPO play area framework. This includes 9 suppliers, rather than Lot 1 which includes 4 suppliers. The Operations Manager stated that the Recreation Ground specification is for an overhaul of the play area. This includes inclusion of equipment for people with limited mobility. If Lot 2 is agreed then the Operations Manager would be happier with an interview process, so questions could be asked and enquired whether Councillors would like to be involved in this. Councillors would be interested in this method and it was agreed that the sub-committee would be the interviewing panel. This will be a fixed price tender. A question was raised whether the area is safety compliant and it was stated that RoSPA inspected yesterday - their report is awaited. All play area works are estimated to be completed before Easter 2021.
 - Peveril Point Road Stabilisation Scheme – The Town Clerk and the Operations Manager met with Smith Foster and are awaiting their report.
 - Godlingston Cemetery Extension – TGMS are to be appointed as consultants. They will complete the designs, topographical survey, prepare the tender document and support the Council in assessing the submissions. Feedback

obtained from another council for TGMS was very positive. The estimated cost is £5,740 and is the cheapest quote as reported at the March committee meeting.

- Northbrook Cemetery Wall survey – Dorset property have been instructed to complete a survey.
- Stone Quay/Parade Railings – the Operations Manager has been in contact with Dorset Coastal Engineering Partnership who are compiling recommendations from recent surveys and providing options for repair. The Operations Manager agreed to follow up progress in a couple of weeks and is keen to progress. There was no estimated completion for works but it was noted that these works were due to be completed Spring 2020.

d) Future works 2021/22

- Days Park / Northbrook Road footpath improvements – the Operations Manager asked whether these were enhancements to the existing route or if they included inclusion of a new path from North Beach car park. The Chairman suggested that works to the existing footpath be the main priority at this time and to engage with the Development Trust to assess their views regarding wider access improvements in the vicinity of the Football Club.
- Museum refurbishment and Heritage public conveniences – drawings of the area had been received and measured drawing have been requested from Dorset Property in order that full consideration can be given to how the scheme will work for both parties.

5. Spa/Seafront Stabilisation Part 2 – consideration of draft Project Initiation Document

The Visitor Services Manager advised that the draft project initiation document is a plan on how to take the project forward. This includes details on who the stakeholders are, who will do what and details of the project team. Following the workshop held earlier in the year this document is used as a vision with all the key aspects. The Chairman agreed for the need to obtain an appraisal and site constraints document and to prepare a brief for architects for an expression of interest to provide initial drawings for review. This would take the form of a mini competition. It was agreed Sand Pit Field will remain as part of the project area at the moment. The question was raised whether the spa will be open next year to enable beach hut bookings for the 2021 season. It was advised that health & safety inspections would need to be carried out to assess if this was feasible

6. Items of Information and Matters for Forthcoming Agendas.

- a) Shore Road hardstanding – for next agenda.
- b) Station Approach workshop – it was agreed that a get-together via Zoom would not be practical. It was reiterated that the Co-op would not open their rear exit meaning ideas would have to work with the constraints already in place. The question was raised as to who in Dorset Council could provide a draft scheme for proposal and it was agreed that an ‘on site’ review of the area could be undertaken in September and October by members of the Capital Projects sub-committee and relevant officers.
- c) Cow Lane/Panorama Road works – it was reported that there has been no action with the adoption possibilities. The Town Clerk has contacted the Dorset Council highways officer but has had no response as yet.
- d) Festive lights – The Operations Manager advised that a quote had been requested for how many icicles lights would be required to carry on the seasonal display up to the Town Hall. It was estimated that 50 icicles would be

required. It was noted that the globes are £100 each. The Chairman requested details of the quote and to establish if the Swanage Chamber of Commerce would assist with the funding.

7. Date of next meeting

To be arranged.

The Meeting concluded at 5.35 p.m.
