

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT
Please note that meetings may be recorded

WEST MOORS TOWN COUNCIL

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Tel: 01202 861044 email: office@westmoors-tc.gov.uk



Dear Councillor

You are summoned to attend a meeting of the **ENVIRONMENT COMMITTEE** to be held on **THURSDAY 16th JANUARY 2025** at **7.30pm** in **The Pavilion, Fryer Field**, to transact the following business:

J Weedon

Judi Weedon
Town Clerk

8th January 2025

Committee Membership

Cllr Mrs C Holmes – Chair

Cllr Mrs R Burke
Cllr T Salt

Cllr D Green
Cllr D Shortell

Cllr M Hawkes
Cllr J Staig

Cllr J Randall
Cllr Mrs P Yeo

AGENDA

1. To Receive Apologies for Absence
2. To Receive Declarations of Interests on any Matter on this Agenda
3. Questions from Members of the Public (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes.
4. [To Receive Clerks Report](#)
5. [To Consider signage around West Moors](#)
6. [To Review fee charged for hire of storage room in Pavilion](#)
7. [To Approve works to Park Way car park](#)
8. [To Consider a request to covert a tennis court into a paid Pickleball Court](#)
9. [To Consider Committee Budgets for 2025/26](#)
10. [Cemetery Matters](#)
11. [To Receive update on Public Toilets](#)
12. [To Receive update on Allotments](#)
13. [To Receive Correspondence](#)

AGENDA ITEM 4 – Clerks Report

- a) During the storms in November a portion of a dead tree at the cemetery fell into the garden of 16 Priory Road, this was cleared by Terrafirma.
- b) Christmas Lights: These were well received and the addition of the Christmas tree at Pinehurst Road shops appeared to be appreciated.
- c) Fryer Field: There has been some vandalism of the field in December with what looks like a motorbike jumping over the ditch, this created damage to the grass and the edge of the ditch. Terrafirma will repair this when the area has dried out.
- d) Oakhurst Play area: some replacement parts for the climbing frame have been ordered.
- e) Petwyn: Local company JG Exterior Services have offered to clean all the paving areas on the Petwyn free of charge.

AGENDA ITEM 5 – Signage around West Moors

This matter was deferred from the Environment committee meeting held on the 7th November.

Cllr Holmes has requested this agenda item

Members are asked to consider if they wish to have additional signage installed around West Moors.

Please note no costs, or required permissions have been evaluated at this time

Cllr Holmes requests that the identification of locations, types and costs of way-finder signage is considered to assist with the location of all town amenities, including business and industrial services.

Clear visitor & resident navigation boards are essential to promote goods, services and amenities.

It is also asked that councillors consider the cleaning of the current road signage, much of which is dirty and covered in moss etc.

AGENDA ITEM 6 – Fee Review for hire of storage facilities

The charity the Friends of the Strays of Greece have hired a changing room at the pavilion for storage since June 2023 at a cost of £20 per month, this cost has not been reviewed since that time.

They currently hold a Fryer Field gate key, pavilion entrance key and the storage room key, allowing them access 24 hour a day.

Members are asked to consider increasing the monthly cost for this storage facility.

On checking various storage facility costs the average monthly cost are shown below:

£95 for a storage unit of 50 square feet

£190 for a storage unit of 100 square feet

£285 for a storage unit of 150 square feet

£380 for a storage unit of 200 square feet

The size of the room at the pavilion is 176 square feet, it is therefore recommended that members increase this monthly hire cost.

AGENDA ITEM 7 – Car Park Re-Lining

Members considered the car park layout at the Environment meeting held on the 7th November minute no. 24/199.

Quotes have now been received for re lining the car park as discussed.

To include: all bays to be larger than the current size at 2.5m wide, 4 new disabled bays, give way markings, SLOW markings, directional arrows, speed hump triangles, yellow hatching for clothes bank area

Guideline Surface Marking: £2,322.50 plus VAT

Bournemouth White Lining Company: £1,960 plus VAT

APM Lining: £1,858 (not VAT registered)

Both Guideline Surface and Bournemouth White Lining stated that the work had to be completed in one go, this would mean ensuring that no vehicles are parked in any part of the car park prior to the work commencing. Logistically this would be very difficult to achieve, as the car park cannot be closed off because it is the access route to Bramble Court.

APM stated that they could do it over a couple of days, doing one side and then returning on different day to do the other side. This option may be more achievable, as one half of the car park could be conned off, and vehicles would still have the other portion of the car park to use.

It is recommended that members approve the quote from APM with the funds coming from the earmarked service devolution fund, which currently has £9,052.07 held in it.

AGENDA ITEM 8 – Pickleball court

Agenda Item submitted by Cllr P Yeo

Propose converting one tennis court into pickleball courts. Also, that a gate-locking system with charging unit be fitted to the courts area so that WMTC can charge tennis and pickleball players for usage of facilities.

Background Information:

Pickleball is growing in popularity with the European Championships having been held in Southampton in November 2024. It combines elements of tennis, badminton and ping-pong and uses a smaller court than tennis. It is a game for all age groups being based on control and reactions rather than power, and is low impact so easy on the joints and can help build fitness.

Pickleball is now overseen by the Lawn Tennis Association and more information can be found on their website www.lta.org.uk/play/ways-to-play-pickleball . This links to “Pickleball court set up guide” which states that several courts can be set up in one tennis court area. The Bournemouth Pickleball Club has three instructors, and from their website (www.dorsetpickleballclub.co.uk) and from personal recommendation I understand they would be very happy to assist us if necessary in setting this up.

Gate-locking system. At present use of the tennis courts is free but if pickleball and tennis are both played on the courts then WMTC should try to recover some of the costs of providing these facilities. I have done some research into this but more is needed. If the proposal is approved for further investigation I will approach the Bournemouth Pickleball Club and seek advice.

Background Documents:

No documents attached, councillors may wish to read the two websites referred to above.

Costs:

Cost of painting lines for the court(s) and new net(s) as a Pickleball net is smaller than a tennis net. The tennis area should be painted again in 2025 and so it is suggested there would not be a large additional cost.

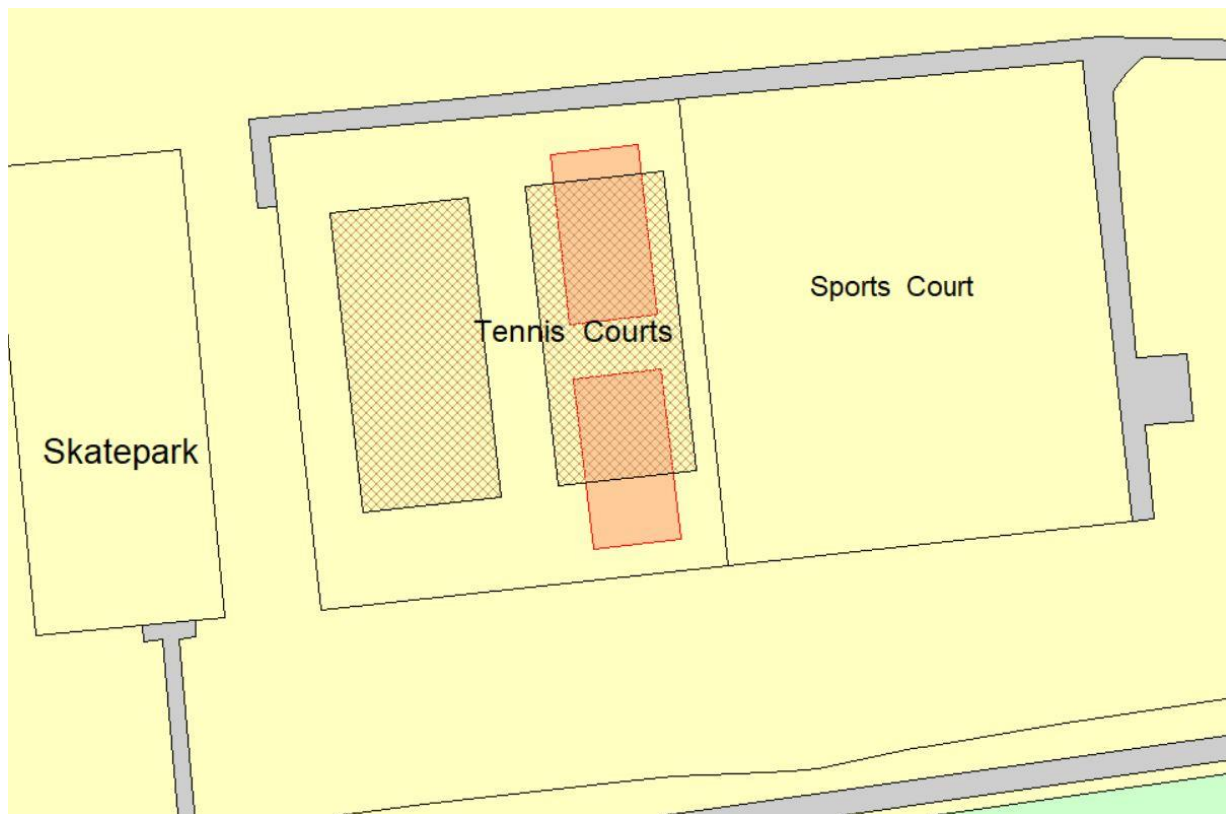
Cost of fitting a gate locking system. This is being investigated as it will require electrical supply and also internet connection.

Councillors are advised that according to Sports England latest facility cost guide (2024) a single macadam tennis court costs between £125,000 and £135,000. West Moors has two courts with reasonable quality fencing and LED lighting. These courts are used without cost by residents and visitors, numbers are unknown.

If the courts were to be used frequently and on a fee-paying basis, West Moors would recover the costs of repainting and setting up the pickleball courts.

A Grant may be available from LTA and/or Sports England

Recommendation: that the full cost of converting one tennis court into 2 x Pickleball courts together with a lockable gate with charging unit be investigated and that the sum of £6,000 be allocated in Environment Committee budget 2025/26 to be available if WMTC decides to go ahead with this proposal.



Pickleball court size
13.4m x 6.09m

Tennis Court size
23.77m x 11m

AGENDA ITEM 9 – Committee Budgets

Members are asked to review the committee budget for 2025/26 as attached.

Nominal Code	Source	BUDGET	Year End Figures	BUDGET	Year End Figures	BUDGET	Half Year Figures	DRAFT BUDGET
		2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26
<u>INCOME</u>								
1100	Fryer Field Fees							
1100/1	Football	4000.00	4216.68	4000.00	3685.18	4500.00	1366.08	4000.00
1100/3	Multi- Purpose	5000.00	12475.75	7000.00	11640.00	10000.00	4491.00	10000.00
1100/4	Other	1000.00	2715.00	2000.00	2073.50	2500.00	1463.30	2000.00
1100/5	Community Event Income	1500.00	2720.19	2000.00	4442.75	3000.00	6310.60	3000.00
Total		11500.00	22127.62	15000.00	21841.43	20000.00	13630.98	19000.00
Income from fees paid by various sports clubs for using the sporting facilities and pavilion. Income received from Community event held at Fryer Field								
1110	Cemetery Fees							
1110/1	Memorial	4000.00	4675.00	5000.00	7771.27	5000.00	1623.00	5000.00
1110/2	Interment	10000.00	15330.00	12000.00	7965.00	12000.00	6725.00	12000.00
1110/3	Purchase Graves	4000.00	9250.00	6000.00	5013.00	6000.00	3882.00	6000.00
Total		18000.00	29255.00	23000.00	20749.27	23000.00	12230.00	23000.00
Income from fees paid by various funeral directors and individuals for interments etc. within the cemetery								
1115	Allotment Rent	1900.00	1836.00	1900.00	1880.84	1900.00	1926.72	1900.00
Income from Allotment rent. Annual rent from all current allotments should total £1908 (fees to be increased in April 2025)								
1120	Insurance claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125	Memorial Benches and Plaques	0.00	1000.00	0.00	4500.00	0.00	1000.00	0.00
Fees for Memorial bench and plaque applications (any fee received is offset against expenditure in code 4020)								
TOTAL INCOME		31400.00	54218.62	39900.00	48971.54	44900.00	28787.70	43900.00

EXPENDITURE

3010	Fryer Field Maintenance							
3010/1	General	4000.00	2268.02	2000.00	2764.17	2000.00	368.09	4500.00
3010/4	Contractor Fees	9900.00	7997.22	9900.00	8724.24	9900.00	5089.14	10000.00
Total		13900.00	10265.24	11900.00	11488.41	11900.00	5457.23	14500.00
Fryer Field maintenance covers all aspects of keeping the area in a suitable condition for football and general usage. An external contractor is employed to maintain the Fryer Field area. 25/26 £2500 added for new goal posts								
3020	Pavilion Running Costs							
3020/1	Electricity	1000.00	1844.51	1100.00	1532.04	1100.00	814.50	1500.00
3020/2	Water/sewage	800.00	955.92	800.00	1014.45	800.00	377.53	800.00
3020/3	Maintenance (inc cleaning)	1750.00	1538.37	1750.00	11142.50	5400.00	2960.73	5400.00
3020/4	Legionella Testing	920.00	788.06	920.00	1454.07	920.00	645.60	1500.00
3020/5	Broadband	550.00	384.00	550.00	466.96	550.00	217.02	550.00
Total		5020.00	5510.86	5120.00	15610.02	8770.00	5015.38	9750.00
Pavilion running costs include services to the pavilion and the maintenance costs (including cleaning) required to keep the building in good condition. Legionella testing is carried out monthly by Aquacare.								
3030	Multi Purpose Play Area							
3030/2	General Maintenance (inc floodlights)	5000.00	32.07	4000.00	8249.97	4000.00	30.61	4000.00
3030/3	Electricity	250.00	608.18	300.00	188.51	300.00	301.45	500.00
3030/5	FUND FOR ADDITIONAL MUGA	3500.00	0.00		0.00	0.00	0.00	10000.00
Total		8750.00	640.25	4300.00	8438.48	4300.00	332.06	14500.00
Each year money has to be set aside for the renewal of the artificial grass when it reaches the end of it's useful life (approx. 10 years after installation, which was April 2009). (earmarked fund currently stands at £54,000). 2025/26 - 3030/2 = £2500 to earmarked fund, 3030/5 = £10,000 to start fund for additional MUGA								
3040	Fencing	2000.00	827.91	2000.00	945.00	2000.00	0.00	2000.00
To cover any incidental fencing requirements/repairs at Fryer Field.								
3050	Play Area - Fryer Field							
3050/1	Maintenance	250.00	0.00	250.00	23.88	250.00	153.26	250.00
3050/3	Safety Inspection	450.00	283.00	450.00	412.50	450.00	330.00	450.00
Total		700.00	283.00	700.00	436.38	700.00	483.26	700.00

Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out, plus an annual inspection. Fryer Field was completely refurbished in 2017 (completed in October)								
3060	Play Area - Oakhurst							
3060/1	Maintenance	250.00	13485.28	250.00	114.00	250.00	4405.20	250.00
3060/3	Safety Inspections	350.00	282.98	350.00	412.50	350.00	330.00	350.00
Total		600.00	13768.26	600.00	526.50	600.00	4735.20	600.00
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out, plus an annual inspection.								
3070	Skate Park Maintenance	200.00	7139.92	200.00	185.49	200.00	0.00	200.00
General maintenance of the skate park to ensure that it is safe to use. Inspections are carried out monthly as part of the Fryer field play area inspections. Skatepark completely replaced in 2021 (finished September) with concrete facility costing £200,000. Maintenance costs are minimal.								
3080	Play Equipment	4000.00	9859.38	4000.00	0.00	4000.00	0.00	4000.00
For replacement play equipment (going into the earmarked fund which currently stands at £31,265. In 25/26 £4000 to the earmarked fund								
3100	Cemetery Costs							
3100/1	Non Domestic Rates	1100.00	1060.38	1100.00	823.35	1100.00	823.35	1100.00
3100/2	Water charges	50.00	43.95	50.00	32.80	50.00	30.55	50.00
3100/3	Buy back of cemetery plots	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		1150.00	1104.33	1150.00	856.15	1150.00	853.90	1150.00
Rates and water charges for the cemetery								
3110	Cemetery Maintenance							
3110/1	General	4400.00	5624.37	3000.00	302.56	1500.00	2300.00	1500.00
3110/2	Fencing	1500.00	2690.00	300.00	360.83	300.00	0.00	300.00
3110/3	Gravel	350.00	114.00	350.00	265.00	350.00	0.00	350.00
3110/7	Refuse Collection	850.00	808.00	850.00	873.44	850.00	449.80	850.00
3110/8	Contractor fees	6700.00	6157.14	6700.00	6750.46	7000.00	4035.71	7100.00
Total		13800.00	15393.51	11200.00	8552.29	10000.00	6785.51	10100.00
Cemetery maintenance covers all aspects of work that is required to ensure the cemetery is kept neat and tidy. It also includes funds to carry out any works to improve/replace the area. Refuse collection is carried out weekly by DWP. Fence at the front of the cemetery was replaced in 2016 and painted in 2024.								
3120	Memorial Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Memorial Inspections are required every 5 years. The last inspection was in July 2024, carried out in house with the assistance of a local stone mason. In order to ensure there are sufficient funds to carry out the inspections in 2029 an earmarked fund is held. Earmarked fund currently stands at £1,800								
3140	Petwyn Maintenance/improvements	250.00	454.68	250.00	132.96	250.00	6.28	250.00
Budget for maintenance and improvements to the Petwyn. Includes the cost of water for the stand pipe located on the Petwyn.								
3150	Allotments	1000.00	916.62	500.00	1290.57	500.00	698.87	750.00
Allotments have been up and running since June 2016. Monies for grass cutting, general maintenance work, pest control and water charges.								
3160	Tree Maintenance	3000.00	702.99	3000.00	0.00	3000.00	0.00	3000.00
Funds for the maintenance of all trees on Council owned land. In 2021 works carried out on Petwyn trees. 2022 works to a few trees in the cemetery. 2024 works to oak trees at Fryer Field.								
3170	Climate Emergency	3500.00	1271.34	500.00	0.00	500.00	0.00	500.00
Funds to cover work of Climate Emergency actions.								
4000	Public Seating							
4000/1	Maintenance	200.00	290.00	300.00	0.00	300.00	0.00	300.00
4000/2	Purchase	0.00	0.00	0.00	1720.00	0.00	0.00	0.00
Total		200.00	290.00	300.00	1720.00	300.00	0.00	300.00
For repair/maintenance/replacement/addition of public seating in the village.								
4010	Bus Shelters							
4010/1	Maintenance	500.00	1410.00	500.00	180.00	500.00	90.00	500.00
4010/2	Purchase	5300.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		5800.00	1410.00	500.00	180.00	500.00	90.00	500.00
For repair/maintenance/replacement/addition of council owned bus shelters in the village. August 2017 - replacement shelters at Castleman Court and opposite Queens Close were installed. Oct 2022, A31 shelter refurbished.								
4020	Street Furniture							
4020/1	Maintenance	250.00	316.00	500.00	553.45	500.00	4.00	600.00
4020/2	Purchase	0.00	0.00	0.00	0.00	800.00	435.00	0.00
Total		250.00	316.00	500.00	553.45	1300.00	439.00	600.00
Repairs/maintenance/purchase of all street furniture owned by the council (includes dog bins, notice boards, refuse bins and Railway info board) and maintenance of Defibrillators								

4025	SpeedWatch and Speed Indicator Device					0.00	352.80	500.00
Costs associated with the Speed indicator device and the Community Speed Watch team								
4030	General	150.00	425.00	150.00	197.07	200.00	650.00	200.00
A general contingency fund for items not specifically covered in the budget								
4040	Christmas	5000.00	6501.06	5000.00	6538.72	6000.00	0.00	7500.00
Includes the cost of installing/removing various lights on the lamp posts in Station Road, lights in Petwyn trees, the Christmas tree and the electricity costs. earmarked fund which currently stands at £6,228.16. 2025/26 Additional funds for remaining trees on Petwyn to be lit.								
4070	Lengthsman	1800.00	1531.32	1800.00	1644.70	1800.00	0.00	1800.00
Lengthsman costs: carried out by Terrafirma								
4075	Public Toilets	0.00		18000.00		19300.00		
4075/1	Cleaning		6818.44		12822.72		7195.08	15000.00
4075/2	Maintenance		3127.69		1664.24		600.00	5000.00
4075/3	Water/Sewage		973.81		3308.91		1533.39	3000.00
4075/4	Electricity		527.99		658.35		459.77	1000.00
Total			11447.93		18454.22	19300.00	9788.24	24000.00
Park Way toilets - Maintenance, cleaning, consumables, water, sewage, electricity. 25/26: £3500 included for new hand wash unit in gents								
4076	Car Park costs		620.00	0.00	101.77	0.00	150.00	150.00
Costs for Park Way car park including, line marking , general maintenance. Costs to come from Service Devolution earmarked fund								
4090	Dogs (bin emptying)	550.00	550.16	550.00	619.53	650.00	306.28	650.00
emptying of Council owned dog bins located on Fryer field								
4095	CCTV							
4095/1	Purchase/Installation		0.00	0.00	0.00	0.00	0.00	0.00
4095/2	Maintenance	200.00	68.00	200.00	68.00	200.00	98.00	200.00
Total		200.00	68.00	200.00	68.00	200.00	98.00	200.00
CCTV at Fryer field was installed in August 2013 and upgraded in 2021. CCTV installed in council office 2021. Upgraded to cover Youth Club in October 2023								

4097	Community Event costs (moved from heading 4098/4)	1500.00	2850.64	1500.00	4730.54	1500.00	7447.26	5000.00
Westival Expenditure								
4098	Fryer Field Development Plan						0.00	0.00
Funds for any improvements at Fryer Field								
4099	Litter Picking Events	50.00	0.00	50.00	154.80	50.00	11.49	200.00
Funds for arranging litter pick events								
TOTAL EXPENDITURE		73370.00	93528.40	73970.00	83425.05	79670.00	43700.76	103600.00

AGENDA ITEM 10 – Cemetery Matters

1. Unapproved metal gate memorial on Plot OO16 minute number 24/202 refers: an email was sent to the family 19.11.24 as per committee instructions and a follow up email was sent on the 06.01.2025, no reply has been received. This means that the Council reserve the right to remove the unapproved memorial at the end of January.

Copy of email sent for reference:

The Council has asked me to write to you once again about the unauthorised memorial for the late [REDACTED]

We understand that this is still a difficult time for you all, and the council have been supportive by allowing this unauthorised memorial to remain in situ since January 2023, whilst you arrange all the necessary paperwork.

As this has now been ongoing for such a long period of time, the Council now request that the [REDACTED] is removed by the 31st January 2025.

If it is not removed by this time the Council reserve the right to remove and store the unauthorised memorial.

I do hope we receive your application form for an approved memorial before this time to prevent any distress that removal of the current [REDACTED] may cause.

If you wish to discuss this matter further, please call me on 01202 861044.

2. Artificial grass remains around plots OO15 to OO19, minute no 24/202 refers, an email was sent to the plot owners on the 08.01.25 as per the committees instructions.

AGENDA ITEM 11 – Public Toilet Update

Repairs to the building where the roller door was removed have been carried out and the gutters have been cleaned out.

Bollards have been installed to protect the front of the building from vehicles.

There have been a few incidences of unpleasant graffiti appearing in the gents this is removed as soon as it is reported to us.

AGENDA ITEM 12 – Allotment Update

Water supply at the allotments is still turned off.

The Allotment Holders Association has a few new committee members.

Repairs to the post for the main gate have not yet been dealt with as reported at the last meeting.

AGENDA ITEM 13– Correspondence

1. ICCM The Journal – Winter 2024 issue
2. Allotment And Leisure Gardener Issue 4 2024 – including notification of their AGM on 14th June 2025