

WEST MOORS TOWN COUNCIL

4 Park Way, West Moors, Dorset BH22 0HL
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 15th JANUARY 2026** at **7.30pm** in **The Pavilion, Fryer Field**, to transact the following business:

J Weedon

Judi Weedon
Town Clerk

8th January 2026

Committee Membership

Cllr Mrs R Burke	Cllr Mrs C Holmes – Chair	Cllr J Randall
Cllr T Salt	Cllr D Green	Cllr Mrs P Yeo
	Cllr D Shortell	Cllr J Staig

AGENDA

1. To Receive Apologies for Absence
2. 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.
3. To Receive Declarations of Interests on any Matter on this Agenda
4. To Receive Clerks Report
5. To Review Draft Committee budget for 2026/27
6. To Consider Purchase of 2 new benches for the Petwyn
7. To Review Service Level Agreement for Fryer Field and Cemetery
8. To Receive update on Cemetery Matters
9. To Receive update on Public Toilets
10. To Receive update on Allotments
11. To Receive Correspondence

AGENDA ITEM 1 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40.

The reason for the apology will be noted in the minutes.

AGENDA ITEM 2 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 3 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk

AGENDA ITEM 4 – Clerks Report

- a) Bollards outside Tesco express, two additional bollards have now been installed by Dorset Council
- b) A cradle seat at Fryer Field Play area has been replaced due to wear and tear.
- c) Petwyn – some plants have been replaced. The donated Magnolia tree has been planted. One very old bush has been removed. The water tap suffered a burst pipe over the festive period and the water was isolated; it is awaiting repair.
- d) Woolslope Road / Pinehurst Road junction: The office is receiving complaints about the vehicles parked around this junction making the area dangerous for drivers. There are no parking restrictions in place at this junction so therefore nothing can be done to stop vehicles parking. A local resident has asked if the Council would consider applying for a Traffic Regulation Order for this junction (yellow lines).
- e) Pavilion: The patio door has become very stiff to open and close, on inspection it appears that the bottom runners are damaged. A local company has been contacted to see if it can be repaired. The door was installed in 2012.
- f) The Spinney: The council office has received a complaint from a resident who lives adjacent to this open space, about dog barking in the area which interrupts the peaceful enjoyment of their home. They also feel that balls should not be thrown in this area for dogs to fetch.
- g) Dorset Wildlife Trust have been contacted to see if they can offer advice about carrying out a biodiversity audit. They have stated that the Wilder Landscapes Team will be in touch to discuss.
- h) Parking outside Oakhurst School: A local resident who lives in close proximity to the school asked if the Town Council could arrange some parking enforcement in the area during school drop off and pick up. A request was made to Dorset Council, a copy of their reply is attached separately to this agenda for your information.
- i) The replacement floodlights around the tennis courts are due to be installed within the next couple of weeks, this work is all under warranty.
- j) On the 15th December we had a planned visit from an officer of the Institute of Cemetery and Crematorium Management (ICCM). Various cemetery matters were discussed, and we had a visit to the cemetery. The officer was pleased with the overall condition of West Moors Cemetery.

AGENDA ITEM 5 – Draft Committee Budget

Members are asked to review the committee budget attached.

Nominal Code	Source	BUDGET	Year End Figures	BUDGET	Half Year Figures	Budget	Forecast	Forecast
		2024/25	2024/25	2025/26	2025/26	2026/27	2027/28	2028/29
INCOME								
1100	Fryer Field Fees							
1100/1	Football	4500.00	3655.08	4000.00	801.00	4000.00	4500.00	4500.00
1100/3	Multi- Purpose	10000.00	16618.50	10000.00	3166.50	12000.00	12500.00	13000.00
1100/4	Other	2500.00	2702.80	2000.00	1900.45	2000.00	2250.00	2500.00
Total		17000.00	22976.38	16000.00	5867.95	18000.00	19250.00	20000.00
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	5000.00	6143.00	5000.00	1502.00	5000.00	5000.00	5000.00
1110/2	Interment	12000.00	15310.00	12000.00	5940.00	12000.00	12000.00	12000.00
1110/3	Purchase Graves	6000.00	8343.50	6000.00	1501.00	6000.00	6000.00	6000.00
Total		23000.00	29796.50	23000.00	8943.00	23000.00	23000.00	23000.00
Income from fees paid by various funeral directors and individuals for interments etc. within the cemetery								
1115	Allotment Rent	1900.00	1945.02	1900.00	1973.65	2000.00	2000.00	2100.00
Income from Allotment rent. Annual rent from all current allotments should total £1908 (fees last increased in April 2025)								
1125	Memorial Benches and Plaques	0.00	3000.00	0.00	0.00	0.00	0.00	0.00
Fees for Memorial bench and plaque applications (any fee received is offset against expenditure in code 4020)								
TOTAL INCOME		41900.00	57717.90	40900.00	16784.60	43000.00	44250.00	45100.00

EXPENDITURE

3010	Fryer Field Maintenance							
3010/1	General	2000.00	4263.61	4500.00	3710.73	2000.00	5000.00	5250.00
3010/4	Contractor Fees	9900.00	9451.26	10000.00	3894.00	10000.00	10500.00	11000.00

Total		11900.00	13714.87	14500.00	7604.73	12000.00	15500.00	16250.00
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. Strategic Plan EC4, EC5 - expand facilities at FF, improve access, signage								
3020	Pavilion Running Costs							
3020/1	Electricity	1100.00	1528.63	1500.00	767.05	1500.00	1575.00	1650.00
3020/2	Water/sewage	800.00	635.54	800.00	477.56	800.00	840.00	885.00
3020/3	Maintenance (inc cleaning)	5400.00	5444.07	5400.00	1662.24	6500.00	5775.00	6050.00
3020/4	Legionella Testing	920.00	1291.20	1500.00	554.05	1500.00	1550.00	1600.00
3020/5	Broadband	550.00	433.99	550.00	200.03	550.00	575.00	575.00
Total		8770.00	9333.43	9750.00	3660.93	10850.00	10315.00	10760.00
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. Maintenance 2026 : new curtains, rail and lights (£1000)								
3030	Multi Purpose Play Area							
3030/2	General Maintenance (inc floodlights)	4000.00	553.90	4000.00	0.00	4000.00	4000.00	4500.00
3030/3	Electricity	300.00	807.91	500.00	227.83	700.00	735.00	770.00
3030/5	FUND FOR ADDITIONAL MUGA	0.00	0.00	10000.00	0.00	10000.00	10000.00	10000.00
Total		4300.00	1361.81	14500.00	227.83	14700.00	14735.00	15270.00
Each year money has to be set aside for the renewal of the artificial grass when it reaches the end of its useful life (approx. 10 years after installation, which was April 2009). (earmarked fund currently stands at £54,000). 2026/27 - 3030/2 = £2500 to earmarked fund								
3040	Fencing	2000.00	0.00	2000.00	750.00	2000.00	2000.00	2000.00
To cover any incidental fencing requirements/repairs at Fryer Field.								
3050	Play Area - Fryer Field							
3050/1	Maintenance	250.00	221.64	250.00	1231.00	500.00	500.00	550.00
3050/3	Safety Inspection	450.00	420.25	450.00	450.00	500.00	500.00	525.00
Total		700.00	641.89	700.00	1681.00	1000.00	1000.00	1075.00
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	5164.66	250.00	0.00	500.00	500.00	550.00
3060/3	Safety Inspections	350.00	420.25	350.00	450.00	500.00	500.00	525.00

Total		600.00	5584.91	600.00	450.00	1000.00	1000.00	1075.00
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	90.25	200.00	0.00	400.00	400.00	425.00
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	0.00	4000.00	0.00	5000.00	4200.00	4400.00
For replacement play equipment (going into the earmarked fund which currently stands at £31,265. In 26/27 £5000 to the earmarked fund								
3100	Cemetery Costs							
3100/1	Non Domestic Rates	1100.00	823.35	1100.00	823.35	1000.00	1000.00	1000.00
3100/2	Water charges	50.00	49.63	50.00	53.41	50.00	75.00	80.00
3100/3	Buy back of cemetery plots	0.00	102.00	0.00	180.00	0.00	0.00	0.00
Total		1150.00	974.98	1150.00	1056.76	1050.00	1075.00	1080.00
Rates and water charges for the cemetery								
3110	Cemetery Maintenance							
3110/1	General	1500.00	2720.00	1500.00	1675.41	1500.00	1575.00	1650.00
3110/2	Fencing	300.00	0.00	300.00	0.00	300.00	300.00	300.00
3110/3	Gravel	350.00	270.00	350.00	161.67	350.00	375.00	375.00
3110/7	Refuse Collection	850.00	899.60	850.00	460.98	950.00	1000.00	1050.00
3110/8	Contractor fees	7000.00	7394.15	7100.00	2882.45	7400.00	7700.00	8000.00
Total		10000.00	11283.75	10100.00	5180.51	10500.00	10950.00	11375.00
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	1354.28	250.00	4.64	400.00	400.00	400.00
Budget for maintenance and improvements to the Petwyn. Includes the cost of water for the stand pipe located on the Petwyn. New shrubs for 2026/27								
3145	Open Green Space Maintenance					2000.00	2100.00	2200.00

Budget to maintain open green space areas (The Spinney and Weavers Close)								
3150	Allotments	500.00	1339.81	750.00	1040.22	1200.00	1100.00	1200.00
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	4024.80	3000.00	0.00	3000.00	3150.00	3300.00
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	500.00	0.00	500.00	0.00	500.00	1500.00	500.00
Funds to cover work of Climate Emergency actions. FORECAST 2027/28: Strategic Plan EC1 - Biodiversity Audit								
4000	Public Seating							
4000/1	Maintenance	300.00	0.00	300.00	0.00	1000.00	1050.00	1100.00
4000/2	Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		300.00	0.00	300.00	0.00	1000.00	1050.00	1100.00
For repair/maintenance/replacement/addition of public seating in the village. 2026/27 start to replace wooden slats with plastic ones on older benches								
4010	Bus Shelters							
4010/1	Maintenance	500.00	210.00	500.00	0.00	500.00	525.00	550.00
4010/2	Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		500.00	210.00	500.00	0.00	500.00	525.00	550.00
For repair/maintenance/replacement/addition of council owned bus shelters.								
4020	Street Furniture							
4020/1	Maintenance	500.00	528.35	600.00	0.00	600.00	630.00	660.00
4020/2	Purchase	800.00	1305.00	0.00	0.00	0.00	0.00	0.00
Total		1300.00	1833.35	600.00	0.00	600.00	630.00	660.00
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	Speed Watch and Speed Indicator Device	0.00	352.80	500.00	0.00	500.00	525.00	550.00
Costs associated with the Speed indicator device and the Community Speed Watch team								
4030	General	200.00	650.00	200.00	0.00	200.00	210.00	220.00

A general contingency fund for items not specifically covered in the budget									
4040	Christmas	6000.00	6408.28	7500.00	190.71	7500.00	7875.00	8250.00	
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.									
4070	Lengthsman	1800.00	1730.85	1800.00	262.50	1800.00	1900.00	2000.00	
Lengthsman costs: carried out by Terra firma									
4075	Public Toilets	19300.00							
4075/1	Cleaning		13168.20	15000.00	7058.56	15000.00	15600.00	16250.00	
4075/2	Maintenance		4641.63	5000.00	1295.14	5000.00	5000.00	5000.00	
4075/3	Water/Sewage		1866.12	3000.00	299.83	3000.00	3000.00	3000.00	
4075/4	Electricity		902.22	1000.00	361.31	1000.00	1050.00	1100.00	
Total		19300.00	20578.17	24000.00	9014.84	24000.00	24650.00	25350.00	
Park Way toilets - Maintenance, cleaning, consumables, water, sewage, electricity.									
4076	Car Park costs	0.00	13957.81	150.00	2853.00	2000.00	1500.00	1575.00	
Costs for Park Way car park including, line marking, general maintenance. Costs to come from Service Devolution earmarked fund. 2026/27 - 2 x new bollards									
4090	Dogs (bin emptying)	650.00	612.56	650.00	314.08	650.00	680.00	700.00	
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	1500.00	0.00	
4095/2	Maintenance	200.00	464.00	200.00	166.00	200.00	210.00	220.00	
Total		200.00	464.00	200.00	166.00	200.00	1710.00	220.00	
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. FORECAST: 2027/28 increase CCTV coverage (TSCA4)									
4098	Fryer Field Development Plan		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funds for any improvements at Fryer Field									
4099	Litter Picking Events	50.00	150.66	200.00	0.00	500.00	200.00	250.00	
Funds for arranging litter pick events. 2026/27 New litter pickers									

TOTAL EXPENDITURE		79670.00	104880.52	103600.00	40991.00	105050.00	110880.00	112735.00
--------------------------	--	-----------------	------------------	------------------	-----------------	------------------	------------------	------------------

2027/28 - General increase on most headings = between 4% and 5%

2028/29 - General increase on most headings =between 4% and 5%

Strategic Plan TSCA2 and TSCA3 - no funds added to budget

AGENDA ITEM 6 – New Benches on Petwyn

Members are asked to consider replacing the two benches on the Petwyn, that are located either side of the roundel. The current benches are the old style wood with cast iron arms and are painted green.

They are both in need of some maintenance and Cllr Burke suggested that they are replaced with something more modern as the Petwyn is a focal point in West Moors and the Town Council does not spend much money on this area each year.

Attached is a picture of a bench available from Ogilvie Engineering (the 'Lest we Forget' benches on the Petwyn were purchased for this company.) It is called the bee and butterfly bench and would be in keeping with the planting around the roundel.

Financial implications:

Price for our Butterfly & Bee Bench Seat is £1,478+VAT+Delivery.

Price for a bolt down kit to secure to a hard standing is £15+VAT or alternatively price for a set of underground leg extensions for securing into a soft standing is £36+VAT.

Delivery for 1no Seat to West Moors Town Council is £195+VAT, for 2no is £255+VAT.

(They deliver with our own driver, and very large articulated lorry and delivery addresses must be able to accommodate this size of vehicle their driver may also require assistance to offload). Lead time from point of order to delivery is currently around 4-6 weeks.

The benches are manufactured all from steel, hot dip galvanize for weather and corrosion protection, then wet paint in a 2-pack acrylic paint system.

They are virtually vandal proof, maintenance free and come with a 25-year guarantee against rust and corrosion.



As the Council has not budgeted for replacement benches it is recommended that they be purchased from CIL funds, the CIL funds currently stand at £22,975.70 and no funds have been spent in the current financial year. As members are aware any CIL funds received must be spent within 5 years of receiving them, or they may have to be repaid to Dorset Council.

AGENDA ITEM 7 – Service Level Agreements

Members are asked to review the service level agreements for the Fryer Field and Cemetery Maintenance to ensure that they are still fit for purpose.
The slight price increase has been accounted for in the budget
The SLA are attached separately to this agenda.

AGENDA ITEM 8 – Cemetery Matters

Yew hedging has been planted.
No other matters to report.

AGENDA ITEM 9 – Public Toilet Update

The flush system in first stall in the ladies is not working; this is not planned to be repaired at the current time as there are two other fully functioning toilets.

A toilet roll holder in the men's has been broken and this has created the theft of toilet rolls on a regular basis. This unit has now been changed for a working one.

On the 07.01.26 it was discovered that the urinals were not draining, this may be because of frozen pipes, as a precaution the toilets were closed. On inspection on the 08.01.26, the urinals were all found to be draining so the toilets were reopened.

The hand wash unit in the ladies is no longer working correctly, and the soap is continually dripping (due to the cost of the soap this is not acceptable), therefore a separate soap dispenser has been purchased and attached to the wall adjacent to the hand wash unit.

The bollard that protects the corner of the building is now damaged beyond repair, this will be removed and replaced with a metal bollard.

No other issues to report.

AGENDA ITEM 10 – Allotment Update

The gravel boards surrounding some of the plots are now falling apart. Some plot holders have renewed theirs; some were renewed by the Allotment Holders Association.

There is nothing in the tenancy agreement about maintenance of the gravel boards defining each plot.

Advice has been sought from the National Allotment Society, who have advised that it is normal for it to be the tenants responsibility to keep the outline of their plot clearly marked. This can be done in various ways, such as using string or digging around the edge. They did advise that it would be unreasonable for tenants to be made to replace gravel boards due to the costs involved.

They suggested that any new tenancy agreement could have a clause added about keeping the outline of the plot clearly marked.

Members are therefore asked to consider how to ensure that each plot outline is clearly defined going forward.

AGENDA ITEM 11 – Correspondence

ICCM Journal – Winter 2025