



**b) Allotment track**

Concerns were raised regarding the poor condition of the track, and also the public footpath, which leads through the allotments. A request was made for maintenance work to be undertaken. It was AGREED:

That the Town Council's Operations Manager would review the condition of the track and identify/undertake minor repairs as necessary.

**c) Water pipe**

An update was requested as to when the water pipe was to be buried. The Operations Manager confirmed to Members that this matter would be addressed within the next week.

**d) Untended Plots**

It was reported that the Prospect Allotment Association Committee had completed a review of all allotments and had provided a list to the Town Council of plots which were considered to be in poor condition. Concerns were raised as these plots were affecting other plot holders in respect of overgrown weeds, weed seeds and vermin. Following a discussion regarding existing plot Tenancy Agreements, the Town Council's plot condition enforcement procedures and legalities surrounding this matter, the Town Clerk agreed to look into the issue.

**e) Bee keeping**

A request was also made regarding the clarification of regulations regarding commercial bee keeping at the allotments. The North East corner of the allotments had been identified as a possible area to be used for this activity. The Prospect Allotment Association Members confirmed their support for this as it could increase pollination at the site. It was reported that Councillor Miss Harris is a bee-keeper and allotment holder and it was AGREED:

That the Town Council would seek advice from Councillor Miss Harris and report findings accordingly.

Mr A Bennett and Mr M Jones left the meeting at 7.22 p.m.

**5. Cemetery Matters**

**a) Request received from James Smith Funeral Directors for consideration to waive 'Out of Parish' fees and amend the current terms and conditions**

A brief overview was given of a letter of request received to waive 'Out of Parish' fees in cases where the deceased had been resident in Swanage, but had had to move away due to long-term care requirements. Concerns were raised about how families were made aware of their right to appeal against the payment of double fees in this respect. The Town Council's current policy on these fees, and the outcome of a review of Town Council records of such fees charged during the last year, were discussed. Members were advised that each individual appeal put forward was assessed by two Members of the Committee before a decision was made. In view of the above concerns, letter received, and the fact that there could be numerous variables in future, it was AGREED:

That the Cemeteries Working Party be requested to draft the wording of a policy on 'Out of Parish' Fees to ensure that the guidelines are clear and that the fairest system is put in place for families at their time of bereavement.

**b) Matters raised by James Smith Funeral Directors**

There were no further matters arising.

Mr M Green left the meeting at 7.35 p.m.

**6. Boat Park/RNLI Development – update**

A brief update was given advising that the plans for the new boathouse had now been passed and works were due to commence in mid-November 2014. However, there were still some outstanding legal matters to be resolved. A further update will follow at the next meeting.

Members continued to support the decision to close the boat park whilst the works were being undertaken, but felt that, in light of comments received since the decision was announced, the Boat Park Working Party should explore the potential for public access to the slipway during the works. It was noted that the following interested parties should be involved in the discussions, RNLI, Swanage Angling Club, Swanage Fishermen's Association and Boat Park Users. It was therefore **AGREED:**

That the Boat Park Working Party meet with interested parties to discuss access to the slipway at the earliest opportunity.

**7. Monitoring of Capital Programme 2014/15 - update**

The Operations Manager gave an update on expenditure to date, which was in line with the agreed capital programme for 2014/15, and a brief report was given on the following:

- a) **Tennis Courts** – engineer's review has been undertaken and now in the process of obtaining quotes for court refurbishment.
- b) **King George's Playing Fields Skate Park** – delays experienced due to contractual problems sourcing materials, however, project now back on track.
- c) **North Beach Car Park** – resurfacing will be undertaken to include new drainage system.

**8. King George's Playing Fields Changing Rooms/Toilets – update**

An update was given on the current position. It was reported that there had been a positive meeting with representatives of the Dorset Football Association and the Football Foundation who were strongly supportive of an application being made to secure funding for the new changing rooms. The Football Club were working with Purbeck District Council's Project Development Officer and it was recommended that the architect be instructed to produce detailed plans so that a planning application can be progressed prior to submission of the funding application in November 2014. The new buildings will be designed to be 'flood proof'. The position was noted and a further update will be given at the next meeting.

**9. Operations Manager's Report**

The Operations Manager gave a brief report on the following:-

- a) **Procurement of new transport vehicle for the General Operations team**
- b) **Town areas** – site visits undertaken and all areas have been cut, strimmed and are tidy.
- c) **Cemeteries** – no issues or matters to report.
- d) **Downs** – are being maintained as agreed.

- e) **Dorset Waste Partnership** – improvement seen in services and additional wheelie bins now in place along the seafront and along to the Stone Quay are being monitored by the Operations Manager. The bin numbers will be doubled for Carnival week at no cost to the Town Council. The numbers will be reduced back down to a minimum again during the winter months.
- f) **Plant gardens/areas** – all summer bedding has now been completed, however, disappointingly, gaps are appearing due to instances of theft.
- g) **Energy Performance Certificates** – the Operations Manager informed Members of the new guidelines for Energy Performance Certificates. Due to the current regulations it would be necessary for the Town Council to implement a Display Energy Certificate which will incur ongoing costs as this is a yearly certificate.
- h) **Graffiti Wall** – the plans have now been approved and the Operations Manager is liaising with contractors Raymond Brown regarding commencement of these works.
- i) **Town Hall ceiling** – continuing to liaise with the architects who will be contacting the Conservation Officer this week for a further consultation.

The Town Mayor passed on the Town Council's sincere thanks to the Operations Manager and his team for maintaining the town's parks and gardens to a high standard and felt that they were to be congratulated.

#### **10. Town Council Depot – Potential Relocation update**

It was reported that Purbeck District Council's Policy Group had approved in principle the relocation of the Town Council's Depot to units at Purbeck Business Centre and that this would be ratified at the next full Council Meeting on Tuesday 8<sup>th</sup> July 2014. The next step will be the commissioning of a feasibility study.

Concerns were raised regarding the poor condition of the staff facilities at the existing Depot, especially during the winter months, and a discussion ensued regarding the possible provision of porta-cabins as a temporary measure pending a decision being made. It was also felt that the repairs to the roofs of the existing Depot and Purbeck Business Centre should be postponed as this could be an unnecessary expense if the Depot was relocated in due course. It was AGREED:

That the Town Council should  
continue to liaise with Purbeck  
District Council to progress this  
matter as soon as possible.

#### **11. Items of Information and Matters for Forthcoming Agendas**

**Bandstand** – update requested for next meeting re: bandstand consultation proposals.

#### **12. Date of Next Meeting**

The next meeting was scheduled for 7.00 p.m. on Wednesday 19<sup>th</sup> November 2014.

The Meeting closed at 8.05 p.m.