

Minutes of the Meeting of the **GENERAL OPERATIONS COMMITTEE** held at the Town Hall on **Wednesday 14<sup>th</sup> November 2007** at **9.30 a.m.**

Chairman: -	
Councillor L D Gloyn-Cox	Swanage Town Council
Present: -	
Councillor B Audley	Swanage Town Council
Councillor Mrs C Gainsborough	Swanage Town Council
Councillor Mrs G Marsh	Swanage Town Council
Councillor S Poultney	Swanage Town Council (from 9.40 a.m.)
Councillor M. Pratt	Swanage Town Council (until 10.55 a.m.)
Councillor M. Whitwam	Swanage Town Council
Also Present: -	
Dr M Ayres	Assistant Town Clerk
Mr G Brookes	Operations Manager
Mr L Taylor	Horticultural Officer
Mr R Aplin	Prospect Allotment Association (until 10.10 a.m.)
Mr L Fletcher	James Smith Ltd Undertakers (until 10.45 a.m.)
Mr R Scott	Prospect Allotment Association (until 10.10 a.m.)

**Public Participation Time**

There were no members of the public in attendance.

1) **Apologies**

Apologies for her inability to attend the Meeting were received from Councillor Mrs Patrick.

2) **Allotment Matters**

i) **Lighting of Bonfires**

Further to minute 2)i) of the General Operations Committee Meeting held on 14<sup>th</sup> September 2007 consideration was given to the easing of the Town Council's ban on bonfires at Prospect Allotments.

On entering the meeting Councillor Poultney declared a personal and prejudicial interest under the Model Code of Conduct by reason of being an allotment holder and left the meeting during discussion of agenda items 2)i), ii) and iii).

It was noted that there were no byelaws in place banning the holding of bonfires in Purbeck District and consideration was given to a number of factors that should be controlled under the Town Council's regulations, including the material to be burnt and wind direction. After lengthy consideration it was proposed by Councillor Mrs Marsh, seconded by Councillor Pratt and **RESOLVED UNANIMOUSLY:**

That clause 4)b) of the allotment agreement be amended to read ‘No nuisance or annoyance shall be caused by the tenant to a tenant of any other part of the Allotments provided by the Council or neighbouring residents.

It was further proposed by Councillor Pratt, seconded by Councillor Audley and RESOLVED UNANIMOUSLY:

That rules similar to those issued by Exeter City Council be adopted as an addendum to the tenancy agreement, consultation to take place prior to their introduction on 1<sup>st</sup> April 2008.

It was further RESOLVED:

That clause 4)l) of the allotment agreement be amended by the deletion of the words ‘All fires are prohibited’ and the insertion of the words ‘The tenant must abide by the Town Council’s regulations when lighting bonfires’.

**ii) Allotment Charges 2008/09**

It was proposed by Councillor Pratt, seconded by Councillor Mrs Marsh and RESOLVED UNANIMOUSLY:

**TO RECOMMEND:**

**That the allotment charges for 2008/09 be as follows:**

	New charges (Incl. VAT) £	New charges (Excl. VAT) £
Prospect (per rod)	5.15	5.00
Refundable deposit to deter neglect	50.00	50.00

**iii) Matters raised by Prospect Allotment Association**

The representatives of the Allotment Association again expressed concern at the failure to supply a ballcock system in the water tanks at the allotments. The possibility of widening the lower car park was also raised. The Operations Manager drew attention to the restricted budget available for such work.

Concern was also expressed over the condition of the trees along the boundary with Cauldron Barn Farm. It was AGREED:

That a letter be sent to the owner of Cauldron Barn Farm enquiring when remedial work will be undertaken to the trees along the allotment boundary.

Other matters raised related to the water supply in heavy frosts, vermin, stealing of produce and inconsiderate dog walkers. The representatives of the Association thanked Councillor Audley for attending the Association’s A.G.M., the Town Council’s Horticultural Officer and other staff for their assistance over the past year.

Mr Scott and Mr Aplin left the meeting at 10.10 a.m.

### **3) Cemetery Matters**

#### **i) Cemetery Chapel**

Members considered a briefing note circulated prior to the meeting regarding proposed changes to the cemetery chapel. These include the removal of the existing altar and changing area in order to increase the amount of seating available and provide space for a portable organ. The possibility of supplying a smaller table for the candles and bible was raised, as was the need to retain a smaller area to store the officiating minister's robes and shoes. It was proposed by Councillor Pratt, seconded by Councillor Mrs Marsh and RESOLVED UNANIMOUSLY:

That Mr Fletcher, manager of James Smith funeral directors, liaise with the Operations Manager to agree a suitable reorganisation of the chapel.

#### **ii) Provision of additional unconsecrated graves**

A proposal to increase the number of plots available in the unconsecrated section of the cemetery by making available 22 grave spaces adjacent to plot UB 2218 was discussed. It was proposed by Councillor Mrs Marsh, seconded by Councillor Pratt and RESOLVED UNANIMOUSLY:

That 22 additional unconsecrated grave spaces be made available adjacent to plot UB 2218.

A number of additional items were raised by Mr Fletcher for inclusion on a future agenda. The importance of considering the opening of a natural burial section was highlighted and it was AGREED:

That a Natural Burial Working Party be appointed to consider the introduction of a natural burial ground, consisting of Councillors Mrs Marsh, Mrs Gainsborough, Mr Fletcher of James Smith funeral directors and Mr L Taylor, the Town Council's Horticultural Officer.

Mr Fletcher also drew attention to new regulations relating to the installation of memorials and offered to make a brief presentation at the next Committee meeting.

#### **iii) Cemetery Charges 2008/09**

During discussion of the cemetery charges for 2008/09 a likely rise in the number of burials, compared to cremations, was highlighted, as was the need to closely monitor the existing budget. It was proposed by Councillor Pratt, seconded by Councillor Audley and RESOLVED UNANIMOUSLY:

**TO RECOMMEND:**

**That the cemetery charges for 2008/09 be as follows:**

	New Charges (Incl. VAT) £	New Charges (Excl. VAT) £
<b>Garden of Rest</b>		
<b>Cremation Plot for burial of cremated remains in casket or urn.</b>		
<b>(i) Interment Fees - for burial of casket or urn in plot 2' x 2':</b>		
(a) first interment	105.00	105.00
(b) for each additional interment (to 4 interments)	105.00	105.00
(c) for interments on Saturdays, Sundays and Public Holidays additional to above including the period between Christmas Eve and New Year's Day	125.00	125.00
(ii) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	245.00	245.00
(iii) Memorials	135.00	114.89
(iv) Fee for persons not resident in the parish within the last 10 years - Minute 7) Policy & Resources Meeting 21st May 2007	As above x 2	
<b>Earthen Graves</b>		
<b>(i) Interment Fees - for body of</b>		
(a) child whose age at time of death did not exceed THREE years in a grave not exceeding in depth: 7 feet (2 interment)	70.00	70.00
(b) person whose age at time of death exceeded THREE years in a grave not exceeding in depth: 7 feet (2 interments)	250.00	250.00
Casket-type coffin	390.00	390.00
(c) for interments on Saturdays Sundays and Public Holidays - additional to the above including the period between Christmas Eve and New Year's Day	300.00	300.00
<b>Note</b>		
'Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment.		
<b>(ii) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:</b>		
Section A	390.00	390.00
Section B	325.00	325.00
Children's Section	70.00	70.00
(iii) Fee for persons not resident in the parish within the last 10 years - Minute 7) Policy & Resources Meeting 21st May 2007	As above x 2	

<b>Brick Graves or Vaults</b>		
of one hundred years) on each space:		
Section A	2,200.00	2,200.00
Section B	1,950.00	1,950.00
(ii) First Interment	1,350.00	1,350.00
(iii) Re-opening	1,350.00	1,350.00
(iv) For interment Saturdays Sundays and Public Holidays - additional to the above including the period between Christmas Eve and New Year's Day	655.00	655.00
(v) Fee for persons not resident in the parish within the last 10 years - Minute 7) Policy & Resources Meeting 21st May 2007	As above x 2	
<b>Monuments, Gravestones &amp; Inscriptions</b>		
(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	135.00	114.89
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	435.00	370.21
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	135.00	114.89
(iv) Flatstone not exceeding 7' x 3' x 6"	235.00	200.00
(v) Vase not exceeding 12" in height	35.00	29.79
(vi) Any other memorial not referred to above	By Agreement	
(vii) Each additional inscription after the first in respect of each person	25.00	21.28
(viii) Fee for persons not resident in the parish within the last 10 years - Minute 7) Policy & Resources Meeting 21st May 2007	As above x 2	
<b>Hire of Cemetery Chapel</b>	<b>No Charge</b>	

Mr Fletcher left the meeting at 10.45 a.m.

#### 4) Scale of Charges 2008/09

##### i) Town Hall Lettings

Councillors Mrs Gainsborough, Mrs Marsh and Pratt declared personal interests in the following item.

It was proposed by Councillor Audley, seconded by Councillor Poultney and RESOLVED UNANIMOUSLY:

##### **TO RECOMMEND:**

**That the Town Hall letting fees for 2008/09 be as follows:**

	Proposed Charges	
	(Incl. VAT)	(Excl. VAT)
	£	£
<b><u>TOWN HALL LETTINGS</u></b>		
<b>Council Chamber</b>		
Public Meetings and Lectures (per session)	32.00	32.00
Property Auctions	110.00	110.00
Annexe	17.00	17.00

<b>Committee Room</b>	16.00	16.00
Swanage Carnival & Regatta Committee, Town Band, Red Cross, Royal British Legion, Swanage In Bloom, Town Partnership, Swanage Pier Trust, South Purbeck Task Group, Radio Link Shop Watch, Pub Watch and Swanage Museum.	Free of Charge	

**ii) King George V and Other Playing Fields**

Councillor Audley declared a personal and prejudicial interest in this item by reason of being vice-chairman of the Swanage Town and Herston Football Club and left the meeting during consideration of the next item.

It was proposed by Councillor Pratt, seconded by Councillor Mrs Marsh and RESOLVED UNANIMOUSLY:

**TO RECOMMEND:**

**That the King George V and Other Playing Field charges for 2008/09 be as follows:**

**KING GEORGE V FIELD**

Caravan Club Rallies (Daily per Unit)	16.00	16.00
Football Pitch & Changing Facilities (Youth Teams)	25.00 12.00 (Excl. Elec)	21.28 10.21

**FORRES SPORTS FIELD**

Football Pitch & Changing Facilities (Youth Teams)	25.00 12.00 (Excl. Elec)	21.28 10.21
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**DAY'S PARK**

Football Club (Lease expires 31/3/2008)	5.00	5.00
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**LOWER GRAMMAR SCHOOL SPORTS FIELD**

Football Pitch (N.B. No Changing Facilities)	12.50	10.64
Allnatt Centre	TBC	

**JOURNEY'S END**

Football Pitches	12.00	10.21
Youth Teams	6.00	5.11

Isle of Purbeck Arts Club (Lease expired 31/3/2002)	New agreement pending
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It was noted that charges could not be set for the Allnatt Centre's use of the Lower Grammar School Playing Field or for the Isle of Purbeck Arts Club's hut due to outstanding contractual matters.

**5) Matters arising from Minutes if the Meeting of the General Operations Committee held on 14<sup>th</sup> September 2007**

The Chairman reported that all recommendations from the General Operations Committee meeting held on 14<sup>th</sup> September 2007 had been approved by the Town Council.

Councillor Pratt left the meeting at 10.55 a.m.

Further to Minute 4, the Town Council's Horticultural Officer informed members of the tree works to be carried out over the coming months at Forres Field, North Beach car park, King George's Field, Godlingston Cemetery, Beach Gardens, Sandpit Field, the Downs and Gilbert Road. Attention was also drawn to the Council's tree planting programme. It was noted that letters would be written to those living in close proximity to these works to notify them of the Town Council's proposals.

6) **Operations Manager's Report**

Consideration was given to items raised by the Operations Manager in his written report, a copy of which had been circulated prior to the meeting. The estimated cost of possible works to level Sandpit Field, install railings and a hard standing with water, drainage and sewage facilities was noted and it was agreed that this would be added to the Town Council's long-term project list.

Councillor Poultney declared a personal and prejudicial interest in the following item by reason of being owner of the Avenue Garage under the Model Code of Conduct and left the meeting before consideration of the next item.

An update was provided in respect of the expected delivery date for the Operations Department's new vehicles and Members discussed the future use of the Council's existing vehicles. It was proposed by Councillor Audley, seconded by Councillor Mrs Marsh and RESOLVED UNANIMOUSLY:

**TO RECOMMEND:**

**That on the receipt of the two new single cab vehicles the vehicle currently hired by the Town Council be returned, the two older vehicles be retained (one of which to be deployed at Swanage Bay View Holiday Park) and the crew cab to be written off.**

The question of cleaning Mowlem Lane was raised and it was noted that this was a matter for the Environmental Services Department at Purbeck District Council and SITA.

7) **Replacement of Benches**

A report on the provision of public seating in the town was distributed to Members. It was noted that concrete and wood slatted seats were the most durable and cost effective option and it was proposed by Councillor Poultney, seconded by Councillor Audley and RESOLVED UNANIMOUSLY:

That a number of concrete and wood slatted seats be provided to replace bench seats that have been removed around the town, the Chairman and Operations Manager to have delegated authority to determine the best locations.

It was noted that the supply of memorial benches was to be treated as a separate issue, the Chairman and Operations Manager to liaise and report back to

a future Policy and Planning or Monthly Council meeting if a decision is required prior to the next General Operations Committee Meeting.

**8) Future Use of Lower Grammar School Field**

Councillor Audley declared a personal and prejudicial interest in the following item by reason of being vice-chairman of the Swanage Town and Herston Football Club under the Model Code of Conduct and left the meeting before consideration of the next item.

The potentially conflicting use of the land by the Swanage and Herston Football Club and the Allnatt Centre was noted. It was proposed by the Chairman, seconded by Councillor Mrs Marsh and RESOLVED UNANIMOUSLY:

**TO RECOMMEND:**

**That prior to any formal agreement being entered into for the use of the land, part be allocated for youth football and part for use by the Allnatt Centre.**

**9) Budget Report**

**i) Consideration of extended public toilet opening hours**

Further to minute 8)a) of the Tourism Committee Meeting held on 5<sup>th</sup> November 2007 it was reported that the estimated cost of providing the proposed additional toilet opening hours would be £17,277. It was AGREED:

That this cost be noted and considered as part of the Town Council's annual estimates meeting.

**10) Major Projects - Prioritisation**

Consideration was given to the Town Council's long-term Capital Works programme prepared in late 2006. The Operations Manager was requested to prioritise those schemes noted as high priority and report back to the meeting of the Operations Committee to be held in April 2008. It was noted that the outstanding condition and structural survey reports would strongly influence the prioritisation. It was also noted that capital schemes in relation to Swanage Bay View Holiday Park would be considered as part of the Options Appraisal.

**11) Best Value Performance Indicators – Continuous Improvement**

The need to ensure continuous improvement was again highlighted and it was noted that this would be considered at future meetings of the Committee.

**12) Items of Information and Matters for Forthcoming Agendas**

The possibility of tapping the methane from the capped Landfill Site at Panorama Road to heat the Town Council's swimming pool was raised. It was felt that this was unfeasible, however the possibility of introducing a gas engine to generate electricity was mentioned as a possible alternative and it was agreed to place this on a future agenda.

Attention was drawn to a scheme in Richmond Upon Thames, whereby the local authority makes a payment to local businesses to allow the public to use their toilet facilities. It was agreed to investigate this further and place it on a future agenda.

The poor condition of the grazing fields south of Swanage Bay View Holiday Park was noted. It was agreed that the Council's best utilization of its assets would be a standing item on future agendas.



**13) Date of Next Meeting**

It was agreed that the meeting scheduled for 9<sup>th</sup> January 2008 be re-scheduled to 9.30 a.m. on Wednesday 6<sup>th</sup> February 2008.

The meeting closed at 12.45 p.m.

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