

Minutes of the Meeting of the **GENERAL OPERATIONS COMMITTEE** held at the Town Hall on **Monday 23<sup>rd</sup> February 2009** at **9.30 a.m.**

Chairman: -

Councillor L Gloyn-Cox

Swanage Town Council

Present: -

Councillor Mrs C Gainsborough

Swanage Town Council

Councillor S Poultney

Swanage Town Council

Councillor W Trite

Swanage Town Council (from 10.20 a.m.)

Also present: -

Mr A Leeson

Town Clerk

Dr M Ayres

Assistant Town Clerk

Mr G Brookes

Operations Manager

Mrs C Anstey

Administrative Assistant (until 10.50 a.m.)

Mr R Aplin

Prospect Allotment Association (until 9.50 a.m.)

Mr L Fletcher

James Smith Ltd Funeral Directors (until 10.50 a.m.)

Mr E Martin

Prospect Allotment Association (until 9.50 a.m.)

### **Public Participation Time**

In addition to Members and Officers there was one member of the public present.

**MR RICHARD HART**, a resident of Swanage for 3 months, enquired when he might be allocated an allotment. He was informed that the average waiting time was approximately two years.

#### **1) Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Audley and Mrs Marsh, and Mr R Legg of the Prospect Allotment Association.

#### **2) Allotment Matters**

##### **a) Possible future management arrangements**

In light of the difficult financial circumstances facing the Town Council at the current time, members of the Allotment Association were requested to put forward any cost efficiencies in respect of the running of the allotments that they could identify together with any proposals the Association might have for changing the future management of the site. Representatives of the Allotment Association agreed to take this matter to their next Committee Meeting.

##### **b) Update from Prospect Allotment Association**

The Association had nothing to report at the current time.

##### **c) Allotment Charges 2009/10**

It was proposed by the Chairman, seconded by Councillor Poultney and **RESOLVED UNANIMOUSLY:**

**TO RECOMMEND:  
That the allotment charges for 2009/10 be  
as follows:**

	£
<b>Prospect (per rod)</b>	<b>5.35</b>
<b>Refundable deposit to deter neglect</b>	<b>50.00</b>

Mr Aplin and Mr Martin left the meeting at 9.50 a.m.

**3) Cemetery Matters**

**a) Possible future management arrangements**

Following a brief discussion, Mr L Fletcher, representative of James Smith Funeral Directors, was requested to put forward any cost efficiencies in respect of the running of the cemetery that he could identify together with any proposals he may have for changing the future management of the site.

**b) Consideration of request for reduced fees for re-opening vault**

Consideration was given to a letter received on 21<sup>st</sup> January 2009 from the relatives of the late Mrs M Bates requesting a reduction in the price contained in the scale of charges for 2008/09 for the re-opening of a brick vault. It was noted that this was likely to be the only such instance in the foreseeable future. It was reported that when the vault was purchased in 1990 a charge of £150 was made for re-opening and that in setting the scale of charges in 2000 the fee had been doubled from £500 to £1,000. After detailed consideration it was proposed by Councillor Poultney, seconded by the Chairman and

**RESOLVED UNANIMOUSLY:**

That the relatives of Mrs M Bates be charged  
the reduced price of £650 for the re-opening  
of their family vault.

It was requested that the price charged for the construction and re-opening of brick vaults be reviewed and a report made to a future meeting.

**c) Re-purchase of graves**

Consideration was given to a letter dated 9<sup>th</sup> February 2009 from the Grave Trust enquiring whether the Town Council would re-purchase nine unused graves which had been purchased by the Sisters of Mercy in the 1960s. It was noted that in the past the Town Council had bought back burial plots refunding the purchase price paid, less a 25 per cent administration charge. However, this had been rejected by the Grave Trust as it amounted to only £58.50 for all nine graves. It was reported that there was little demand for graves in this part of the cemetery and after careful consideration it was proposed by the Chairman, seconded by Councillor Poultney and

**RESOLVED:**

That no increased offer be made to the  
Grave Trust.

**d) Review of Cemetery Regulations**

Consideration was given to a number of revisions to clauses in the Godlingston Cemetery Regulations, as follows:

4. (a) to stipulate that cremation tablets should measure 24 inches square;
5. to prohibit wooden edging, chippings or any structures enclosing a grave space;
7. & 8. regarding the inclusion of the grave number and stonemason on memorials to be amalgamated;

9. new clause to state that headstones and memorials must be kept in good repair and that the Town Council reserves the right to take appropriate action in respect of any stones that are in a dilapidated or dangerous condition to comply with health and safety regulations;
10. to be extended to incorporate a statement that failure to abide by the above conditions may result in the removal of a memorial.

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

**TO RECOMMEND:  
That the amended Cemetery Regulations  
be approved.**

**e) Update from James Smith Funeral Directors**

Mr Fletcher suggested that a report book be introduced at the cemetery to enable the staff to report breaches of the regulations to their managers to ensure that appropriate action could be taken as quickly as possible. Attention was also drawn to the need to expand the range of products available in the cemetery, including making progress in introducing the woodland burial option.

Councillor Trite entered the Meeting at 10.20 a.m.

**f) Cemetery Charges 2009/10**

After a lengthy debate regarding the greater than average increase in interment fees it was proposed by the Chairman, seconded by Councillor Poultney and  
RESOLVED UNANIMOUSLY:

**TO RECOMMEND:  
That the cemetery charges for 2009/10 be  
as follows:**

	<b>Fees 2009/2010 (Including VAT) £/p</b>	<b>Fees 2009/2010 (Excluding VAT) £/p</b>
<b><u>GODLINGSTON CEMETERY</u></b>		
<b>Garden of Rest</b>		
Cremation Plot for burial of cremated remains in casket or urn.		
(i) Interment Fees - for burial of casket or urn in plot 2' x 2':		
(a) first interment	120.00	120.00
(b) for each additional interment (to 4 interments)	120.00	120.00
(c) for interments on Saturdays, Sundays and Public Holidays additional to above	130.00	130.00
(ii) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	255.00	255.00
(iii) Memorials	135.00	135.00
<b>(iv) Double fees for persons not resident in the parish</b>		
<b>Earthen Graves</b>		
(i) Interment Fees - for body of		
(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)	285.00	285.00
Casket-type coffin	410.00	410.00
(c) for interments on Saturdays Sundays and Public Holidays - additional to the above	310.00	310.00
<b>(ii) Double fees for persons not resident in the parish</b>		

**Note: 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.**

(iii) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:		
Section A	410.00	410.00
Section B	335.00	335.00
Children's Section	70.00	70.00
<b>(iv) Double fees for persons not resident in the parish</b>		

#### **Brick Graves or Vaults**

(i) Right to construct (including grant of right of burial therein for a period 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	675.00	675.00
<b>(v) Double fees for persons not resident in the parish</b>		

#### **Monuments, Gravestones & Inscriptions**

(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	135.00	135.00
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	435.00	435.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	135.00	135.00
(iv) Flatstone not exceeding 7' x 3' x 6"	235.00	235.00
(v) Vase not exceeding 12" in height	35.00	35.00
(vi) Any other memorial not referred to above		
(vii) Each additional inscription after the first in respect of each person	25.00	21.74
<b>(viii) Double fees for persons not resident in the parish</b>		

#### **Hire of Cemetery Chapel**

No Charge

Mr Fletcher and Mrs Anstey left the meeting at 10.50 a.m.

#### 4) Scale of Charges 2009/10

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

#### **TO RECOMMEND:**

**That the charges for Peveril Point, the  
Town Hall, playing fields and the Arts  
Club for 2009/10 be as follows:**

	<b>Proposed Fees 2009/2010 (Including VAT) £/p</b>	<b>Proposed Fees 2009/2010 (Excluding VAT at 15%) £/p</b>
<b><u>PEVERIL POINT</u></b>		
	Lease expires 30/4/2023	
Angling Club		
Angling Club Hut and Land	450.00	450.00
Foreshore - Dinghy Storage (Angling Club)	190.00	190.00
Dug-Out Storage Area, Rear of Waterside (per week)	7.50	7.50
Garage (rear of 1, Old Coastguard Cottages)	vacant	vacant
Fishermen's storage (former Gents Public Conveniences: rear of 1, Old Coastguard Cottages)	vacant	vacant
	vacant wef 11/02/05	
Garage Site (rear of Peveril Cottage) Lease expired 27/06/2004 - Notice to quit - effective date 11/02/05		
Rent of Hut Site (East of Lifeboat House)	180.00	180.00
Fishermen's Huts	340.00	295.65
Boathouse Sites x 2 (West of Lifeboat House)	210.00	210.00
<b><u>TOWN HALL LETTINGS</u></b>		
<b>Council Chamber</b>		
Public Meetings and Lectures (per session)	35.00	35.00
Property Auctions	120.00	120.00
Annexe	20.00	20.00
<b>Committee Room</b>	20.00	20.00
	Free of Charge	
Regatta Committee, Swanage Museum, Town Band, Red Cross, Royal British Legion, Swanage In Bloom Town Partnership, Pier Trust, South Purbeck Task Group and Radio Link Shop Watch		
<b><u>KING GEORGE V FIELD</u></b>		
Caravan Club Rallies (Daily per unit)	17.00	17.00
Football Pitch & Changing Facilities (Youth Teams)	25.00 12.00	21.74 10.43
<b><u>FORRES SPORTS FIELD</u></b>		
Football Pitch & Changing Facilities (Youth Teams)	25.00 12.00	21.74 10.43
<b><u>DAY'S PARK</u></b>		
		Lease expires 31/3/2008
Football Club	5.00	5.00

### **LOWER GRAMMAR SCHOOL SPORTS FIELD**

Football Pitch (N.B. No Changing Facilities) Allnatt Centre	12.50	10.87
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### **JOURNEY'S END**

Football Pitches	12.00	10.43
Youth Teams	6.00	5.22

Isle of Purbeck Arts Club	Lease expires 31/3/2002	150.00 (New agreement Pending)
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## **5) Fishermen's Huts and Jetty**

### **a) Funding of Fishermen's Jetty - Update**

There was nothing to report in the absence of Mr Alan Lander, representative of Swanage Fishermen's Association.

## **6) Public Conveniences – Possible future management arrangements**

Councillors Trite and Whitwam declared personal interests in this item arising from their association with Swanage Railway.

It was reported that the existing public toilet cleaning contract did not expire until November 2010. However, the Town Clerk and Operations Manager were requested to seek all ways in which costs could be reduced and revenue increased. It was noted that Swanage Railway had concerns over their operation of the station toilets and it was agreed that this would be included as an item on a forthcoming agenda.

## **7) Car Park Operations – To identify possible cost reductions**

It was noted that this was a cross-cutting issue between the General Operations and Transport Committees. The costs of cash collection were reported as being the single biggest controllable issue affecting the profitability of the car parks. It was noted that a risk assessment had shown that it was unwise to take on the operation in-house. Alternatives, including a possible reduction in the number of ticket machines or the conversion of a number of machines to receive credit-card payments only, were discussed. It was agreed that a report on this matter be made to the next Transport Committee meeting.

It was also noted that measures needed to be put in place to ensure the maximisation of car parking income during carnival week.

## **8) Operations Manager's Report**

The Operations Manager reported on the following issues:

### **a) Shore Road Public Toilets and Bow Top Railings, King George's Play Area**

Further to minute 5) of the Policy and Planning Meeting held on 20<sup>th</sup> November 2008 it was noted that the re-roofing of Shore Road public conveniences and the installation of bow top railings at King George's Play Area had been completed within budget.

### **b) Replacement Swings, Recreation Ground Play Area**

Further to minute 5) of the Policy and Planning Meeting held on 20<sup>th</sup> November 2008 it was reported that an additional £2,000 in excess of the original £9,000 estimate was required.

### **c) Beach Gardens Pavilion**

Again further to minute 5) of the Policy and Planning Meeting held on 20<sup>th</sup> November 2008, it was reported that the repairs to the pavilion roof had

exceeded budget by £7,000. However, the quotations for the replacement windows had come in within budget.

**d) Town Hall Blinds**

It was reported that new blinds were being installed in the Town Hall Chamber tomorrow.

**e) MCA Building**

Attention was drawn to a number of snagging issues at the new public toilets adjoining the new Coastguard Station at North Beach Car Park, which had prevented their being handed over to the Town Council.

**f) Efficiency savings**

The Operations Manager was currently investigating a number of efficiency savings with his staff.

**9) Requests for Seats**

Consideration was given to a request for a Purbeck stone memorial seat at the weather station field in memory of Ken Moore, weather recorder from 1973 to 2008. Members wished to again record their recognition of Mr Moore's dedicated service to the Council. However, it was proposed by Councillor Poultney, seconded by Councillor Trite and RESOLVED:

That the existing policy in respect of the design and materials of public seating be adhered to and that the request be not granted.

**10) Asset Management Plan - Update**

It was reported that work on the Asset Management Plan was ongoing and that an update would be made to a future meeting.

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

There were no items to report.

**12) Date of Next Meeting**

The next meeting had been scheduled for 9.30 a.m. on Wednesday 22<sup>nd</sup> July 2009.

The Meeting closed at noon.