

Minutes of the Meeting of the **GENERAL OPERATIONS COMMITTEE** held at the Town Hall on **Wednesday 25<sup>th</sup> November 2009** at **2.15 p.m.**

Chairman: -

Councillor L Gloyn-Cox

Swanage Town Council

Present: -

Councillor B Audley

Swanage Town Council

Councillor S Poultney

Swanage Town Council

Also present: -

Mr A Leeson

Town Clerk (from 3.20 p.m.)

Dr M Ayres

Deputy Town Clerk

Mr G Brookes

Operations Manager

Mrs C Anstey

Administrative Assistant

Mr R Aplin

Prospect Allotment Association  
(until 2.45 p.m.)

Mr L Fletcher

James Smith Ltd Funeral Directors  
(until 3.15 p.m.)

Mr R Legg

Prospect Allotment Association  
(until 2.45 p.m.)

### **Public Participation Time**

In addition to Members and Officers there were three members of the public present.

#### **1) Apologies**

Apologies for their inability to attend the Meeting were received from Councillor Pratt (Town Mayor), Councillors Trite and Mrs Marsh and Mr Alan Lander of the Swanage Fishermen's Association.

[On approval of these minutes it was noted that Councillor Bright had also registered his apologies for inability to attend the meeting at a later date].

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

Councillor Poultney declared a personal interest in this item under the Model Code of Conduct by reason of being an allotment holder.

##### **a) Report of meeting with National Society of Allotment and Leisure Gardeners re. allotment self management, 12<sup>th</sup> November 2009**

A constructive meeting between representatives of the National Society of Allotment and Leisure Gardeners, the Allotment Association, Town Council officers and Councillors had been held on 12<sup>th</sup> November 2009. However, given the wider questions around the future location of the allotments that had been raised at that meeting, the Chairman of the Allotment Association requested that the matter of self-management be put on hold at the current time.

##### **b) Search for additional/alternative allotment land – Update**

It was reported that there had, as yet, been no response to letters sent from the Town Council to the National Trust and Durlston Country Park regarding additional land for allotments. After detailed consideration it was proposed by Councillor Audley, seconded by Councillor Poultney and **RESOLVED UNANIMOUSLY:**

**TO RECOMMEND:**

**That the Town Council actively explore the utilisation of the land to the south of Swanage Bay View Holiday Park for the provision of additional allotments.**

It was reported that the Town Council will send a letter to all plot holders regarding the future of Prospect Allotments.

**c) Scale of Charges 2010/11 – Allotments**

Councillor Poultney declared a prejudicial interest in this item under the Model Code of Conduct and left the meeting during its discussion.

Following the receipt of comments from the Prospect Allotment Association it was proposed by the Chairman, seconded by Councillor Audley and

RESOLVED:

**TO RECOMMEND:**

**That the allotment charges for 2010/11 be as follows:**

	£
Prospect (per rod)	5.60
Refundable deposit to deter neglect	50.00

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

**i) Pathways**

The Chairman of the Allotment Association expressed serious concern regarding the condition of a number of paths surrounding plots. It was proposed by Councillor Poultney, seconded by Councillor Audley and RESOLVED

UNANIMOUSLY:

**TO RECOMMEND:**

**That the Town Council amend the tenancy agreement to state that the path to the south of each plot must be maintained by each plot holder.**

It was further AGREED:

That officers obtain a model agreement from the National Association of Allotment and Leisure Gardeners for future consideration.

**ii) Boundaries**

It was noted that during inspections it was difficult to ascertain where the boundary of each plot began. After a brief discussion it was AGREED:

That the General Operations Manager look into the matter and explore the possibility of providing boundary markers to each plot.

**iii) Crop Damage**

Attention was drawn to the problem of crop damage by deer. It was reported that the fence belonging to Cauldron Barn Farm on the eastern boundary was still in disrepair, despite the Council clearing the boundary and tenants moving sheds as agreed at the General Operations Committee Meeting held on the 19<sup>th</sup> November 2008. It was RESOLVED:

That the Town Council write another letter to the owners of Cauldron Barn Farm asking for the works to be undertaken as soon as possible.

Mr Legg and Mr Aplin left the meeting at 2.45 p.m.

### **3) Cemetery Matters**

#### **a) Proposal for natural burial ground at Godlingston Cemetery**

Further to minute 3)b) of the General Operations Committee held on 15<sup>th</sup> July 2009, consideration was given to a report outlining a proposal for the opening of a natural burial ground. It was noted that attention had recently been drawn to Northbrook Copse as a potential site for a woodland burial ground. However, this was ruled out due to its close proximity to a residential area and the density of tree roots. The preferred option of laying out an area of the existing cemetery extension land at Godlingston had been costed at an estimated £16,000. However, it was noted that this figure could be significantly reduced if the site was accessed from the existing cemetery, rather than from a new access on to Washpond Lane. The Operations Manager highlighted that the proposal would have to meet the Council's obligations under the Disabled Discrimination Act. After a brief discussion it was proposed by the Chairman, seconded by Councillor Audley and **RESOLVED UNANIMOUSLY:**

#### **TO RECOMMEND:**

**That a modified proposal for a natural burial ground at Godlingston cemetery be included in the capital programme, incorporating a small entrance from the main cemetery.**

#### **b) Report on proposals for kerbing at Godlingston Cemetery**

Further to minute 3)a) of the General Operations Committee held on 15<sup>th</sup> July 2009, a site visit of a small working party (comprising of Mr Fletcher of James Smith Funeral Directors, the Operations Manager, Deputy Town Clerk, Cemetery Administration Assistant and Councillors Audley, Poultney and Gloyn Cox), was arranged for 30<sup>th</sup> November 2009 to discuss the matter of kerbing and chippings on graves at Godlingston Cemetery. In order to expedite the matter it was agreed that the working party report to the earliest possible meeting of the full Council.

#### **c) Scale of Charges 2010/11 - Cemeteries**

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

#### **TO RECOMMEND:**

**That the cemetery charges for 2010/11 be as follows:**

	<b>Proposed Charges</b>	
	<b>(Incl. VAT)</b>	<b>(Excl. VAT)</b>
	<b>£</b>	<b>£</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	125.00	125.00
(b) for each additional interment	125.00	125.00

(to 4 interments)		
(c) for interments on Saturdays, Sundays and Public Holidays additional to above including the period between Christmas Eve and New Year's Day	135.00	135.00
(ii) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	260.00	260.00
(iii) Memorials	140.00	140.00
(iv) Fee for persons not resident in the parish (subject to minute 145 of the Monthly Council Meeting held on 25 <sup>th</sup> February 2008)	As above x 2	As above x 2

### Earthen Graves

(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)	290.00	290.00
Casket-type coffin	420.00	420.00
(c) for interments on Saturdays Sundays and Public Holidays - additional to the above including the period between Christmas Eve and New Year's Day	320.00	320.00

### 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.

(ii) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:		
Section A	420.00	420.00
Section B	345.00	345.00
Children's Section	70.00	70.00
(iii) Fee for persons not resident in the parish (subject to minute 145 of the Monthly Council Meeting held on 25 <sup>th</sup> February 2008)	As above x 2	As above x 2

### 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	2,265.00	2,265.00
Section B	2,010.00	2,010.00
(ii) First Interment	1,390.00	1,390.00
(iii) Re-opening	1,390.00	1,390.00
(iv) For interment Saturdays Sundays and Public Holidays - additional to the above including the period between Christmas Eve and New Year's Day	695.00	695.00
(v) Fee for persons not resident in the parish (subject to minute 145 of the Monthly Council Meeting held on 25 <sup>th</sup> February	As above x 2	As above x 2

2008)

**Monuments, Gravestones & Inscriptions**

(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	140.00	140.00
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	450.00	450.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	140.00	140.00
(iv) Flatstone not exceeding 7' x 3' x 6"	240.00	240.00
(v) Vase not exceeding 12" in height	35.00	35.00
(vi) Any other memorial not referred to above	By Agreement	By Agreement
(vii) Each additional inscription after the first in respect of each person	26.00	22.13
(viii) Fee for persons not resident in the parish (subject to minute 145 of the Monthly Council Meeting held on 25 <sup>th</sup> February 2008)	As above x 2	As above x 2
<b>Hire of Cemetery Chapel</b>	No Charge	No Charge

Further to Minute 4 i) of the General Operations Committee Meeting held on 16<sup>th</sup> April 2008, consideration was given to extra charges levied for burials during the period 29<sup>th</sup> to 31<sup>st</sup> December 2009. Following discussion it was proposed by Councillor Poultney, seconded by Councillor Audley and RESOLVED UNANIMOUSLY:

**TO RECOMMEND:  
That no additional fee be applied for  
burials during the period 29<sup>th</sup> to 31<sup>st</sup>  
December 2009.**

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

No additional matters were raised by Mr Lew Fletcher of James Smith Funeral Directors.

Mr Fletcher left the meeting at 3.15 p.m.

**4) Fishermen's Huts and Jetty**

**a) Update on discussions with Swanage Fishermen's Association, Swanage Angling Club and Swanage Sea Rowing Club**

Reference was made to recent meetings held with the Swanage Sea Rowing Club regarding the possibility of siting a new boat house at the boat park, on the site of a number of existing fishermen's huts. No formal proposal had been received, but during consultation the Fishermen's Association had registered a strong objection to this suggestion. After further discussion it was RESOLVED:

That, whilst being wholly supportive of the Swanage Sea Rowing Club, the Club should be informed that the General Operations Committee does not see scope for taking this project forward at the boat park.

**b) Scale of charges**

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

**TO RECOMMEND:  
That the fishermen's huts and Peveril  
Point scale of charges for 2010/11 be  
as follows:**

	<b>Proposed Charges (Incl. VAT) £</b>	<b>Proposed Charges (Excl. VAT) £</b>
<b><u>PEVERIL POINT</u></b>		
Angling Club		
Angling Club Hut and Land	450.00	450.00
Foreshore - Dinghy Storage (Angling Club)	195.00	195.00
Dug-Out Storage Area, Rear of Waterside (per week)	7.80	7.80
Rent of Hut Site (East of Lifeboat House)	185.00	185.00
Fishermen's Huts	350.00	297.87
Boathouse Sites x 2 (West of Lifeboat House)	215.00	215.00

**5) Scale of Charges 2010/11**

- a) Town Hall Lettings**  
**b) King George V Playing Fields**  
**c) Other Playing Fields**

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

**TO RECOMMEND:  
That the charges for Town Hall  
Lettings, King George's Playing Fields  
and Other Playing Fields 2010/11 be  
as follows:**

	<b>Proposed Charges</b>	
	<b>(Incl. VAT) £</b>	<b>(Excl. VAT) £</b>
<b>a) <u>TOWN HALL LETTINGS</u></b>		
<b>Council Chamber</b>		
Public Meetings and Lectures (per session)	36.00	36.00
Property Auctions	123.00	123.00
Annexe	21.00	21.00
<b>Committee Room</b>	21.00	21.00
* Regatta Committee, Swanage Museum, Town Band, Red Cross, Royal British Legion, Swanage In Bloom, PACT Town Partnership, Pier Trust, South Purbeck Task Group and Radio Link Shop Watch	Free of Charge	
<b>b) <u>KING GEORGE V FIELD</u></b>		
Caravan Club Rallies (Daily per Unit)	17.50	17.50
Football Pitch & Changing Facilities (Youth Teams)	25.00 (Excl. Elec) 12.00 (Excl. Elec)	21.28  10.21

<b>c) <u>FORRES SPORTS FIELD</u></b>		
Football Pitch & Changing Facilities	25.00	21.28
	(Excl. Elec)	
(Youth Teams)	12.00	10.21
	(Excl. Elec)	
 <b><u>DAY'S PARK</u></b>		
Football Club	5.00	5.00
 <b><u>LOWER GRAMMAR SCHOOL SPORTS FIELD</u></b>		
Football Pitch (N.B. No Changing Facilities)	12.50	10.64
Allnatt Centre	TBC	
 <b><u>JOURNEY'S END</u></b>		
Football Pitches	12.00	10.21
Youth Teams	6.00	5.11

**6) Matters arising from the minutes of the Meeting of the General Operations Committee held on 15<sup>th</sup> July 2009**

It was noted that all recommendations had been approved by the Town Council, but that a meeting with event organisers, further to item 6)j), remained an outstanding action point for the full Council.

Further to item 4)a) it was noted that costings for the demolition of the fishermen's jetty should be prepared for inclusion in the capital programme.

**7) Asset Management Plan**

Further to minute 5) of the Policy and Planning Meeting held on 21<sup>st</sup> September 2009 it was proposed by the Chairman, seconded by Councillor Audley and RESOLVED UNANIMOUSLY:

That, the General Operations Committee recommends the adoption of the Asset Management Plan which, in accordance with minute 5 of the Policy and Planning Meeting held on 21<sup>st</sup> September 2009, is to be next considered by the Finance and Performance Management Committee.

**8) Review of Capital and Repairs and Maintenance Programmes**

Detailed consideration was given to a revised draft capital programme and schedule of repair and maintenance works, together with a list of items removed from the capital programme over the last two years. During the discussion the following points were made:

- Natural burial ground, Godlingston Cemetery – reduce estimated costs.
- Car park lighting – consider a revised scheme.
- Burlington Chine public toilets – consider installing pay doors.

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

**TO RECOMMEND:**  
**That a revised draft capital programme and schedule of repair and maintenance**

**works be considered further at the annual estimates meeting.**

**9) Future of Prospect Nursery and planting in public areas**

It was reported by the General Operations Manager that it would not be cost effective to replace the greenhouse at Prospect Nursery, as plants could be bought in from elsewhere. It was proposed by the Chairman, seconded by Councillor Poultney and RESOLVED UNANIMOUSLY:

That the greenhouse at Prospect Nursery be not replaced.

**a) Request from Swanage Brownie Guiders re. planters in Main Beach Car Park**

A request has been received from Swanage Brownie Guiders to plant daffodil bulbs in the planters in Main Beach Car Park for their centenary in 2010. It was RESOLVED:

That permission be granted to the Swanage Brownies to plant bulbs in the planters in Main Beach Car Park.

**10) Northbrook Copse – Consideration of future management options**

Consideration was given to a briefing note setting out options for the future management of Northbrook Copse. Further to minute 3)a) above, use as a woodland burial ground was ruled out. However, it was noted that possible alternatives included transfer to a wildlife or woodland conservation organisation and use as development land. It was proposed by the Chairman, seconded by Councillor Audley and RESOLVED UNANIMOUSLY:

That all options for the future of Northbrook Copse be explored.

**11) Operation Manager's Report**

The Operations Manager reported on the following issues:

**a) King George's Play Area**

Phase three of the upgrade had now been completed. The responsibility for ongoing repairs and maintenance had now been transferred to Swanage Town Council. Funding would be required for future upgrades and repairs.

**b) Sydenham Play Area**

The removal of the dangerous play structures highlighted in the RoSPA report had now been completed. Works were continuing to grass the area prior to the forthcoming season. No complaints had been received regarding the removal of the equipment.

**c) Recreation Ground (Play Area)**

All works had now been completed.

**d) Seymer Road Wall Repairs**

The application for grant funding from the Purbeck Keystone Project had been unsuccessful.

**e) Dog Fouling**

Despite signage, dog fouling is increasing within the Council's public areas. Swanage Town Council has no powers to police this issue as dog fouling is



under the jurisdiction of the Environmental Health department at Purbeck District Council. It was RESOLVED:

That officers again approach Purbeck District Council to discuss the devolution of additional enforcement powers.

**f) North Beach Toilets**

There were several ongoing maintenance issues with the new toilets and it was reported that the lease to the Maritime and Coastguard Agency was still to be finalised. It was RESOLVED:

**TO RECOMMEND:**

**That the Town Council re-negotiate the transfer of the public conveniences with the Maritime and Coastguard Agency.**

**g) Personnel Matters**

Additional Beach Cleaners will be required for next year and the matter of manning the boat park needs to be addressed. It was RESOLVED:

**TO RECOMMEND:**

**That budgetary provision be made for the employment of additional seasonal Beach Cleaners.**

It was further RESOLVED:

**TO RECOMMEND:**

**That all potential options for manning/managing the boat park be explored, including liaison with relevant clubs and associations.**

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

Attention was drawn to the forthcoming Shoreline Management Plan Roadshow, to be held at the Town Hall on Wednesday 2<sup>nd</sup> November.

It was reported that the Town Hall caretaker was currently absent on long-term sick leave and that alternative arrangements were in place pending his return to work.

**13) Date of Next Meeting**

It was noted that the next meeting is scheduled for 9.30am on Wednesday 10<sup>th</sup> March 2010.

The Meeting closed at 4.50 p.m.