



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

Further to minute 4)iii) of the General Operations Committee Meeting held on 14<sup>th</sup> November 2007 the need to write to the owner of Cauldron Barn Farm in respect of the trees along the allotment boundary was again highlighted.

Concern was expressed at the number of dogs allowed off-lead on the allotment site by inconsiderate dog walkers. It was noted that the Town Council was awaiting implementation of a Dog Control Order by the District Council and only then could greater enforcement action be taken.

Other matters raised included the drainage work recently carried out at the allotments, the maintenance of footpaths between plots and a break-in at an allotment-holder's shed.

Mr Scott and Mr Aplin left the meeting at 10.15 a.m.

**3) Cemetery Matters**

**i) Review of conditions for reduced fees for non-residents**

Further to minute 7 of the Policy and Resources Meeting held on 21<sup>st</sup> May 2007, Members considered a briefing note reviewing the policy to waive double-fees for non-residents who had previously lived in Swanage up to ten years prior to their death. It was proposed by Councillor Mrs Marsh, seconded by Councillor Poultney and RESOLVED UNANIMOUSLY:

**TO RECOMMEND:**

**That the Town Council reverts to its policy prior to the 21<sup>st</sup> May 2007 whereby non-residents are charged double fees, cases of exceptional circumstances to be determined by those with delegated authority.**

**ii) Charges for interments over the Christmas period**

Members considered a letter dated 21<sup>st</sup> December 2007 from James Smith Funeral Directors objecting to the extra charges levied for a burial between Christmas Eve and New Years Day. After some consideration it was proposed by Councillor Poultney, seconded by the Chairman and RESOLVED UNANIMOUSLY:

That the interment fees over the Christmas period be referred to the Finance and Performance Management Committee for consideration, it being noted that the General Operations Committee was sympathetic to their being reviewed.

**iii) Natural Burial Working Party**

Further to minute 3)ii) of the General Operations Committee Meeting held on 14<sup>th</sup> November 2007 it was agreed that a date for a meeting of the Natural Burial Working Party be agreed at the earliest possible opportunity.

Councillor Mrs Patrick joined the meeting at 10.50 a.m.

**iv) Memorial safety presentation**

Mr Fletcher gave a brief presentation on memorial safety and stated that as from 1<sup>st</sup> March 2008 all memorials erected by James Smith Funeral Directors would meet the requirements of the National Association of Memorial Masons' (NAMM) code of working practice. Members requested that the Assistant Town Clerk report to the next meeting of the General Operations Committee on the Town Council's regulations regarding memorial fixing.

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

Mr Fletcher congratulated the Operations Manager and his Department on the excellent work recently carried out at Godlingston Cemetery chapel.

Mr Fletcher left the meeting at 11.00 a.m.

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

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

5) **Operations Manager's Report**

The Operations Manager reported on the following matters:

i) **Vehicle Replacement**

The two newly purchased vehicles have proven to be a success and have reduced fuel usage. The expected delivery date of the new crew cab is during the week commencing 18<sup>th</sup> February 2008.

ii) **Drainage and Water Pipe Repairs**

Work has been undertaken to replace leaking water pipes at Mermond Place and Prospect Allotments/Nurseries. Additional works are required to re-establish and re-surface the road area and install a suitable drainage system at Prospect Allotments/Nurseries at an estimated cost of £5,300. It was noted that the ownership of the land affected needed to be established prior to approval being granted for this.

iii) **Heritage Toilets**

Emergency repairs to the floor tiles have been undertaken at a cost of £1,300 and this matter is to be raised with Purbeck District Council.

iv) **Resurfacing Work**

Resurfacing work has been undertaken on De Moulham service roads, and in Main Beach and the Residents Car Parks. It was reported that extensive resurfacing and repair work to footpaths was required at Beach Gardens, Northbrook Cemetery and Prince Albert Gardens, totalling £18,637.17.

v) **Public Seating**

A total of £7,027 of budgeted income will be spent on replacing general seating in the town. It was noted that these would be 'Phoenix' style seats with brown 'Enviropol' slats, except at the station where 'Countryside' seating and benches would be deployed. Members endorsed these designs. Attention was also drawn to the urgent need for replacement seating in the children's play areas to meet RoSPA requirements. It was AGREED:

That the remaining budget of £3,000 be spent on replacing the seating in children's play areas, the existing seats to be re-deployed elsewhere where possible.

vi) **Burlington Chine Toilets**

The possibility of unbudgeted costs being incurred in respect of drainage works at Burlington Chine public conveniences was noted.

vii) **Headcount Analysis/Training/Personnel**

It was noted that there was no change in the headcount analysis since it was last reported. Training was ongoing in platform erection and highway safety. There were no matters to report to the Personnel Committee.

Following consideration of the Operations Manager's Report it was RESOLVED:

**TO RECOMMEND:**

**That the resurfacing and repair work to footpaths at Beach Gardens, Prince Albert Gardens and Northbrook Cemetery be placed on the Town Council's 'Approved List' of capital works.**

**6) Memorial Benches**

Further to minute 7) of the General Operations Committee Meeting held on 14<sup>th</sup> November 2007 consideration was given to detailed proposals for the supply of memorial benches. It was noted that designs 2 and 3 were not suitable and should be struck out. It was also noted that the dimensions of the memorial plaques should be stipulated in the application form. It was proposed by Councillor Mrs Patrick, seconded by Councillor Mrs Gainsborough and RESOLVED UNANIMOUSLY:

That, subject to the above modifications, approval be given to the standard operating procedure, information sheet and application form for memorial benches.

**7) Public Conveniences – consideration of Community Toilet Scheme**

Outline information relating to the Community Toilet Scheme operated by Richmond upon Thames Borough Council was discussed by Members. It was noted that if the scheme was to be taken further there is a need to consult the local licensed victuallers and Councillor Mrs Patrick volunteered to raise the matter with the Pub Watch organisation. It was also agreed that further information about the operation of the Richmond scheme be supplied to the next meeting of the Committee.

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

The importance of involving all of the Town Council's employees in the ongoing service review was stressed. The Operations Manager was requested to collate the ideas of his staff for efficiency savings and report to the next Operations Committee Meeting.

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

Further to minute 12) of the General Operations Committee meeting held on 14<sup>th</sup> November 2007 it was reported that initial investigations had shown that the volume of methane being produced from the capped landfill site at Panorama Road was not sufficient to be tapped as an energy source.

**10) Date of Next Meeting**

It was noted that the next meeting was scheduled for 9.30 a.m. on Wednesday 16<sup>th</sup> April 2008.

The meeting closed at 12.15 p.m.