

Minutes of the Meeting of the **GENERAL OPERATIONS COMMITTEE** held at the Town Hall on **Wednesday 9th March 2011** at **9.30 a.m.**

Chairman: -

Councillor L Gloyn-Cox

Swanage Town Council

Present: -

Councillor B Audley

Swanage Town Council

Councillor C Bright

Swanage Town Council

Councillor Mrs G Marsh

Swanage Town Council

Councillor S Poultney

Swanage Town Council

Also present: -

Dr M Ayres

Town Clerk

Mr G Brookes

Operations Manager

Mrs C Anstey

Administrative Assistant

Mr R Aplin

Prospect Allotment Association
(until 10.20 a.m.)

Mr A Lander

Swanage Fishermen's Association

Mr R Legg

Prospect Allotment Association
(until 10.20 a.m.)

Public Participation Time

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

SALLY MALTBY spoke as a Coastwatch volunteer, with a request to put a display board at Peveril Point, highlighting the features of the coastline. It was agreed that the matter be investigated further, and advice be sought from Purbeck District Council with regards to planning for the scheme and this be included in a proposal to be put in writing for submission to a future Council meeting.

1. Apologies

Apologies for their inability to attend the Meeting were received from Councillor Trite and Mr Lew Fletcher of James Smith Ltd Funeral Directors.

2. Allotment Matters

a) Waiting List Update and Establishment of Starter Plots

It was noted that further to letters being sent to everyone on the waiting list, to ascertain how many people were still interested in having an allotment, and further plots being allocated, the waiting list had shown a significant reduction. It was also suggested that a particular plot that would be difficult to allocate as a full size allotment be split into smaller plots and offered to people on the waiting list as a starter allotment to provide experience of gardening whilst waiting for a larger plot to be available. It was noted that other Councils offer this facility and have found it to be successful in ascertaining whether people are sufficiently committed to tending an allotment.

b) Prospect Nursery Community Garden proposal

Attention was drawn to the change in policy for the usage of Prospect Nursery by the Operations Department, rendering the greenhouse and surrounding area surplus to requirements. Following a well attended meeting held at the Town Hall in February, to discuss future options for this piece of land, it was reported that a small committee of interested parties had been formed to find a way forward to establishing a Community Garden at Prospect Nursery.

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

TO RECOMMEND:

**That the proposal for Prospect Nursery
Community Garden be explored further,
and continued delegation be given to the
working party consisting of Councillors
Audley and Poultney.**

c) Matters raised by Prospect Allotment Association

i) Fence on eastern allotment boundary

The Chairman of the Allotment Association enquired as to the progress regarding the fence on the boundary of Cauldron Barn Farm. It was reported that authority had been given by the landowner to progress fence and tree works to the boundary.

ii) Provision of a skip

Requests had been received from plot holders for a skip to be placed at the allotments. It was noted that a programme for the allocation of skips had been included in the Operations Department's budget for 2011/12.

iii) Additional/Alternative Land

The Town Clerk updated those present on the Council's efforts to identify additional/alternative land for allotments. He noted that the issue had been raised in discussion with Purbeck District Council and Dorset County Council as part of the Purbeck Locality review of property in public ownership. It was agreed that proposals be put to the next meeting of the General Operations Committee, due to be held on 6th July 2011.

iv) Plot Clearance

Concerns were expressed with regard to the Council being asked to clear plots by new allotments holders and the success of the £50 holding deposit was questioned. It was agreed that this matter be put on the agenda for the next meeting of the General Operations Committee.

v) Thanks

This being the final meeting of the General Operations Committee, prior to the Town Council elections in May, the representatives of the Allotment Association wished to give their thanks to the Chairman for his dedicated work.

Mr Legg and Mr Aplin left the meeting at 10.50 a.m.

3. Cemetery Matters

a) **Meadowland Burial ground at Godlingston Cemetery – Progress Report**

It was reported that a planning application had been submitted to Purbeck District Council and subsequently approved. It was noted that officers would write to the tenant farmer of Godlingston Manor to notify him of the approval of plans and that the area would be fenced off.

b) **Scale of Charges 2011/12 – Meadowland Burial Ground**

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

TO RECOMMEND:

**That the scale of charges for the
Meadowland Burial Ground be as follows:**

	Godlingston Cemetery Burial/Cremation		Meadowland Burial (Green Burial)	
	Actual Fees Inc.VAT @20%	Actual Fees Excluding VAT	Proposed Fees Inc VAT @20%	Proposed Fees Excluding VAT
<u>Fees as from 1st April 2011</u>				
<u>Exclusive Rights of Grave</u>	£355.00 (B Grave)	£355.00 (B Grave)	£355.00	£355.00
<u>Interment Fee – body of child whose age at time of death did not exceed 3 years</u>	£70.00	£70.00	£90.00	£90.00
<u>Interment Fee - body of person whose age at time of death exceeded 3 years</u>	£295.00	£295.00	£315.00	£315.00
<u>Casket – type Coffin</u>	£430.00	£430.00	£450.00	£450.00
<u>Interment Fee on Sat/Sun and public holidays additional to the above.</u>	£330.00	£330.00	£350.00	£350.00
<u>Interment of Ashes</u>	£130.00	£130.00	£150.00	£150.00
<u>Interment Fee of Ashes on Sat/Sun and public holidays additional to the above.</u>	£140.00	£140.00	£160.00	£160.00
<u>Scattering of Ashes beneath Turf/Headstone of existing Grave</u>	£70.00	£70.00	£90.00	£90.00
<u>Scattering of Ashes on Existing Grave/Garden of Remembrance</u>	£20.00	£20.00	£20.00	£20.00
<u>Right to place a memorial.</u>	£145.00	£145.00	£140.00	£140.00
Purchase of plaque for meadowland graves – Company and cost to be determined.				

*** For persons not resident in the parish at time of death – double the above fees.**

During discussion of the above scale of charges, it was noted that the charge for the Meadowland interment would be £20 more than the Godlingston interment fee, due to the additional service of an epitrace system, which enables each grave to be identified using a microchip system. It was agreed that this statement should be incorporated into the scale of charges by way of explanation.

c) Cemetery Chapel Improvement Scheme

An enquiry had been made as to whether the Town Council had any plans to improve the cemetery chapel. It was noted that the chapel is currently maintained to the best of the Council's ability and it was agreed that the chapel would continue to be maintained to its current standard. It was reported that there had been no negative feedback from recent ceremonies held there.

d) Matters raised by James Smith Funeral Directors

In the absence of Mr L Fletcher of James Smith Funeral Directors there were no matters to discuss.

4. Fishermen's Huts and Jetties

a) Maintenance Update

i) Jetty

It was reported that the jetty contract with Dean & Dyball was on hold due to unfavourable tidal conditions but would be completed when able.

ii) Fishermen's Huts

It was reported that three quotes had been obtained for the removal of the existing asbestos cement roofing sheets, of which a number had been damaged on the fishermen's huts. It was hoped that works would be undertaken in April/May and would take approximately 2-3 weeks to complete.

b) Matters raised by Swanage Fishermen's Association.

It was noted that the area around the fishermen's huts would be tidied and a skip organised to remove any debris and rubbish. Concerns were also raised with regard to the legal issue of putting a metal pole to mark the 'berry' off Peveril Point, due to health and safety concerns. It was noted that this matter would be put on hold until further investigations had been made.

5. Matters arising from the minutes of the Meeting of the General Operations Committee held on 10th November 2010

Further to item 13)b) the Town Clerk reported that work is being undertaken to challenge the rating re-valuation of the Council's cemeteries.

6. Waste Management Working Party – Progress Report

It was reported that progress would continue to be made within the financial constraints of Purbeck District Council and SITA. Progress would continue to be made towards the fast food operatives being responsible for waste management within the Square. Concerns were voiced in regard to the impending change in 2013 to the Dorset Waste Partnership and also with the matter of waste transfer, especially in the summer months. It was proposed by Councillor Poultney, seconded by Councillor Bright and **RESOLVED UNANIMOUSLY:**

That a letter be sent to Dorset County Council requesting that a waste transfer station be incorporated at the new Prospect Recycling Depot. The letter should also outline concerns over the environmental impact of waste collection vehicles, frequently driving to Wareham, contributing to congestion and pollution, and incurring additional fuel costs.

7. C.C.T.V

The Operations Manager reported on the current use of C.C.T.V. in Swanage and highlighted potential changes to the system in the near future. It was also reported that uncertainties surrounded the future siting of the C.C.T.V. with the possible re- location of the Police Station in Swanage. It was noted that further investigations into the future of C.C.T.V. in the town needed to be made, and the views of the new police inspector and P.A.C.T panel would be taken into account.

8. Major Projects – Progress report

a) King George’s Changing Facilities

Options for proposed schemes for the refurbishment of the toilets and changing facilities were discussed. It was reported that Alex Clothier, Project Development Officer from Purbeck District Council, would be assisting the Operations Manager from April.

b) Downs Stabilisation

The Operations Manager highlighted the need for the future stabilisation of the Downs area, and that landslips would occur if problems were not addressed. It was noted that a tender process needed to be undertaken and a full specification would be required for any future works prior to applying for planning consent.

c) Shore Road/Seafront

It was noted that a report was being undertaken and that enquiries would be made by Purbeck District Council with regard to assistance with funding. A provisional budget estimate of £50,000 had been made for interim works.

d) Peveril Shelter

It was reported that bat surveys had now been completed and a planning application for the demolition of the shelter had been made. Current project costs were estimated to be £44,000.

e) Town Hall

The Operations Manager reported that the bat survey for works on the Town Hall roof had now been completed and a planning application would follow. It was estimated that a budget of £35,000 - £40,000 would be required to re-roof and insulate the Town Hall. A further budget would be required for replacing the lead pipework that is still in place in the building, making a total of £70,000 allocated for necessary repairs.

9. Public Conveniences Review - Update

Consideration was given to the need to progress the Council’s public conveniences review. Further to minute 9)a) of the Operations Committee held on 17th March 2010 it was RESOLVED:

That Councillors Bright and Poultney, extend their review of facilities at North Beach Car Park, to include all Town Council public conveniences and report at the earliest possible opportunity.

10. Items of Information and Matters for Forthcoming Agendas

Thanks were given to the Chairman for his work on this committee. It was also reported that Mr Laurence Taylor, the Town Council’s Horticulturist, would be retiring on the 31st March 2011.

Councillors were canvassed for their views regarding the placing of signs about recycling on bins along the seafront. Concerns were raised with the amount of signage that was being put up around the town, and questions were asked as to the necessity of extra signage.

15. Date of Next Meeting

The next meeting was scheduled for 9.30 a.m. on Wednesday 6th July 2011.

The Meeting closed at 11.55 a.m.