

Minutes of the Meeting of the **GENERAL OPERATIONS COMMITTEE** held at the Town Hall on **WEDNESDAY 30th MARCH 2022 at 2.15 p.m.**

Chair: -

Councillor C Moreton Swanage Town Council

Present: -

Councillor M Bonfield Swanage Town Council

Councillor T Foster Swanage Town Council

Councillor A Harris Swanage Town Council

Councillor C Tomes Swanage Town Council

Also present: -

Dr M Ayres Town Clerk

Ms G Percival Operations Manager

Miss C Johnston Operations Department Administration Officer

Mr M Green James Smith Funeral Directors
(until 2.40 p.m.)

Mr F Roberts Swanage Landers

Public Participation Time

There was one member of the local press present at the meeting.

1. Apologies

Apologies for their inability to attend the Meeting were received from Councillor Bishop, Councillor Finch, and Members of Prospect Allotment Association. Councillor Monkhouse attended the meeting remotely.

2. Declarations of Interest

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

Councillor Harris, Town Mayor, declared a non-pecuniary interest in Item 9 as a Trustee of the Trevor Chadwick Memorial Trust and Councillor Tomes declared a non-pecuniary interest in Item 14 as a Member of Swanage Regatta and Carnival Committee.

3. Approval of Minutes and consideration of the two recommendations of the Capital Projects Sub-Committee Meeting held on 19th January and 9th March 2022

Subject to it being noted that the Capital Projects Sub-Committee meeting held on 9th March was not an informal meeting, it was proposed by the Town Mayor, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY: -

That the Minutes of the Meetings of the Capital Projects Sub-Committee held on 19th January and 9th March 2022 be approved as a correct record.

Capital Projects Sub-Committee, 19th January 2022 - Item 4 Burlington Chine Public Conveniences

Further to Minute No. 4 of the Minutes of the Informal Meeting of the Capital Projects Sub-Committee held on 19th January 2022, consideration was given to the

following recommendation regarding the future management of Burlington Chine Public Conveniences:-

That Burlington Chine public conveniences be opened for the 2022 season, following small-scale planned winter maintenance works, but that stakeholders be notified of the Council's proposal to close the facility, either following a further breakdown, or at the end of the 2022 season, due to ground instability and the likelihood of further costly drainage works in the future.

During the discussion, attention was drawn to the importance of taking into account the views of stakeholders in making a final decision on the future of this facility. It was, therefore, proposed by Councillor Bonfield, seconded by the Town Mayor and **RESOLVED UNANIMOUSLY:-**

TO RECOMMEND:

That Burlington Chine public conveniences be opened for the 2022 season, but that stakeholders be notified of the Council's proposal to close the facility, either following a further breakdown, or at the end of the 2022 season, due to ground instability and the likelihood of further costly drainage works in the future, a final decision to be taken at a future meeting, taking into consideration responses from stakeholders to this proposal.

It was noted that this recommendation should be considered by full Council at the earliest opportunity, due to the Easter holidays commencing in early April.

Capital Projects Sub-Committee, 19th January 2022 - Item 14 Seafront catenary lights

Further to Minute No. 14 of the Informal Meeting of the Capital Projects Sub-Committee held on 19th January 2022, consideration was given to a recommendation regarding the timing of the seafront catenary lighting. It was proposed by Councillor Tomes, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:-**

To leave the seafront catenary lights off in low season, and switch them on during the main summer season, between May and mid-September and throughout December.

4. Matters arising from Minutes of the Meeting of the General Operations Committee held on 10th November 2021.

There were no matters raised

5. Allotment Matters

a) Matters raised by Prospect Allotment Association

There were no matters raised.

b) Allotment Waiting List Update

It was reported that since October 2021, 15 people on the waiting list had taken on plots that had become available. There is currently a waiting list of 13 applicants. The number on the waiting list had decreased considerably from a year to eighteen months ago.

Tributes were paid to Mr Tony Bennett of the Prospect Allotment Association who had sadly passed away recently. Appreciation was expressed for his work on behalf of the Allotment Association.

6. Cemetery Matters

a) Godlingston Cemetery Extension – progress report

The Operations Manager reported that, further to a site visit in February, a need had been identified to spray off the grave plots and macadam surrounds, allowing 2 to 3 weeks for the weeds to desiccate, cultivate and grade the surface prior to fertilising and re-seeding. Cultivation and seeding should only be carried out under suitable soil conditions when temperatures are elevated (April/May 2022).

It was noted that the new cemetery extension regulations will be discussed at a later meeting.

b) Matters raised by James Smith Funeral Directors

Thanks were given for moving the fencing to open up the car park in Godlingston Cemetery extension. Thanks and appreciation were also given to Councillors for authorising the use of Godlingston Cemetery chapel for services while Poole crematorium is closed.

7. Fishermen's Huts and Jetties

a) Matters raised by Swanage Fishermen's Association

It was reported to the Council that the issue of long-term storage of boats and equipment on the new slipway area is creating a lack of space. It was agreed that the Operations Manager will check the fishermen's agreements to explore what action might be taken.

Mr M Green left the meeting at 2.40 p.m.

8. Waste Management

a) Dorset Waste Services – plans for the Summer Season 2022

A briefing note was considered setting out Dorset Waste Services Plans for the forthcoming season. It was reported that new housings for the litter bins were scheduled for delivery by Dorset Waste Services on the following day. The problem of sand from the beach building up along Shore Road was reported and it was agreed that Dorset Council will be notified of any future problems regarding this.

b) Heritage Square businesses

It was reported that Waste Enforcement Teams had undertaken duty of care visits to businesses in Swanage last summer, including businesses in the area of Heritage Square. There were no actions outstanding. Should there be any concerns regarding the management of commercial waste it was advised that the Dorset Council Waste Enforcement Team should be contacted and they will assess each complaint on its own merits.

c) Update on activities from Swanage Landers & Beach Buddies

Frank Roberts reported that he had been working with the Town Council with regard to coordination of Swanage Landers' activity with the road sweeper funded by the Council's road sweeping budget in April. This would enable kerbs to be cleared in advance of the visit for collection by the sweeper on roads not usually covered by the Dorset Council resource.

Beach Buddies provided a briefing note setting out the recent work they had undertaken. The Chairman gave thanks for the sterling work undertaken by both groups.

9. Request by the Trevor Chadwick Memorial Trust regarding Installation of a Memorial Plinth and Statue at the Recreation Ground

Further to her declaration under Minute No. 2 above, the Town Mayor remained in the Meeting during consideration of the following item, but did not take part in any discussion or vote.

Councillor Bonfield also declared a non-pecuniary interest in this item as a Trustee of the Trevor Chadwick Memorial Trust and did not take part in any discussion or vote.

Further to Minute No. 178 of the Council Meeting held on 21st April 2021, consideration was given to a proposal that had been received from the Trevor Chadwick Memorial Trust with regards to the following design amendments to the memorial statue and plinth.

- The location of the memorial has moved east by circa 5 metres towards the play area;
- The number of paths that access the memorial has reduced from 4 on all approaches, to 2 from the north and west only;
- Path width has increased from 1.2m to 1.8m;
- The area of the base plinth has changed to 6.6m² from 9.2m².

It was noted that the Trust had proposed that all works to build the plinth would be completed by July 22nd 2022 in order to avoid the peak summer holiday period whereupon the area would be secured with heras fencing until late August 2022 when it is proposed that the statue will be installed.

Members considered that these amendments constituted minor changes to the proposals and therefore there was no need to refer this proposal to full Council. Hence, it was proposed by Councillor Tomes and seconded by Councillor Moreton:-

That the amendments to the design of the plinth and surrounds of the Trevor Chadwick Memorial be approved.

Upon being put to the Meeting, TWO Members voted IN FAVOUR of the Proposition and NONE AGAINST, whereupon the Proposition was declared CARRIED.

10. Swanage Grammar School Association – Commemorative Stone, Day’s Park

A briefing note had been circulated prior to the meeting in which it was reported that the Swanage Grammar School Association (SGSA) are considering winding up the organisation and had enquired whether the Town Council would assume responsibility for the future maintenance of the Commemorative Stone at Day’s Park. The Association’s offer to make a financial contribution towards future costs was also discussed. It was AGREED:

That the Town Council accepts responsibility for the memorial stone at Days’ Park and welcomes any contribution towards future maintenance costs that the SGSA is able to make.

11. Request for installation of a Defibrillator at Burlington Chine Public Conveniences

Consideration was given to a briefing note which set out a request received from Swanage Defibrillator Partnership for a defibrillator to be installed at Burlington Chine Public Conveniences. It was reported that £2,000 had been raised by a raffle to fund the defibrillator and its installation at this location. It was AGREED:

That permission be granted for the Swanage Defibrillator Partnership to install a defibrillator at Burlington Chine public toilets.

12. Swanage Rights of Way Survey

Further to Minute No. 9(c) of the meeting of the General Operations Committee held on 11th November 2020, consideration was given to a briefing note that set out a number of recommendations made as part of a comprehensive survey of the footpaths in Swanage parish, recently undertaken by Ian Fleming.

Members welcomed the report, and the importance of raising awareness of the town's extensive footpath network was noted, among visitors and residents alike. It was suggested that a number of the recommendations could be taken forward by the Tourism Committee as sustainable tourism initiatives. Attention was drawn to the need to recruit volunteers to deliver a number of the recommendations. It was, therefore, proposed by Councillor Foster, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:**

That the Town Council formally receives with thanks the Swanage Rights of Way Survey 2021 undertaken by Ian Fleming and that he be invited to present the report to a public meeting, to be arranged by the Council in the near future, in order to engage the local community in helping to deliver the recommendations set out therein.

13. Request by Greengage Nursery for a new access onto Prospect Green

Consideration was given to a briefing note setting out a request from the Greengage Community Garden Group for a new access point onto the adjoining Green from Prospect Nursery. It was noted that the purpose of the new gate is to enable easier access between Greengage and Prospect Green to tend and water trees and wildflowers. It would also be a benefit for open days and community events if the two areas could be linked. The Council had been advised that the gate would remain locked and only opened when required so as not to compromise security. It will not therefore create a new right of access.

It was proposed by the Town Mayor, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

That permission be granted for the installation of a gate linking Prospect Nursery to the adjoining Green, subject to it remaining locked when not in active use by the Greengage Community Garden Group.

14. Request by Swanage Carnival for Relocation and Installation of a new Zip-Wire Pole at Prince Albert Gardens

Further to his declaration under Minute No. 2 above, Councillor Tomes remained in the Meeting during consideration of the following item, but did not take part in any discussion or vote.

Further to Minute No. 260(d) of the Council Meeting held on 4th May 2016, the Operations Manager provided a report regarding a request received from Swanage Regatta and Carnival Committee to re-instate the infrastructure required to facilitate a zip wire across Prince Albert Gardens for carnival week.

It was noted that the original zip wire pole is still fixed in Prince Albert Gardens, but that the anchor stone had been removed in connection with the construction of the Albert Memorial and cannot be returned to its original location. To reinstate the apparatus will require relocation of the post and a new anchor stone to be installed. It was reported that final details are awaited from Swanage Regatta and Carnival Committee and that advice would be sought from Dorset Council's planning department prior to any works taking place.

It was proposed by Councillor Bonfield, seconded by Councillor Foster and
RESOLVED:

To grant delegated authority to the Operations
Manager to permit the re-installation of the zipwire
apparatus and to impose any conditions necessary to
ensure that it is achieved safely and in compliance
with regulatory requirements.

15. Request by Friends of Swanage Bandstand for replacement of coping stones at the Bandstand

Further to Minute No. 6 of the Capital Projects Sub-Committee meeting held on 19th February 2020 and Minute No. 6(a) of the Capital Projects Sub-Committee meeting held on 26th August 2020, consideration was given to a briefing note setting out details of a request made by the Friends of the Swanage Bandstand (FOSB) for some of the coping stones around the bandstand to be replaced at their expense. Councillors Bonfield and Moreton agreed to meet with the members of the FOSB Committee to discuss this request in more detail and report to a future meeting.

16. Health & Safety

a) Report since November 2021

There had been no incidents or accidents reported. There had been no RIDDOR matters. Eight tool box talks had been completed. Hand-Arm Vibration Screening had been undertaken with all relevant operatives and no follow up actions had been identified. Training completed included renewal of Routine Inspections of Children's Play Areas qualifications and LANTRA excavator refresher training. One member of the team is undertaking driving lessons. The training plan for the forthcoming year is under development and includes: manual handling, first aid training, safeguarding awareness, and abrasive wheels refresher training.

17. Operations Manager Update

There were no matters to report.

18. Items of information and matters for forthcoming agendas

a) Swanage Town Council Memorial Bench Policy.

19. Date of next meeting

It was noted that, subject to confirmation at the Annual Council Meeting, the next meeting had been scheduled for Wednesday 15th June at 2.15p.m.

The meeting closed at 3.15 p.m.
