

Concerns were raised over the poor condition of the footpath running alongside the allotments on the eastern boundary, and the matter of overhanging branches from the gardens of Cauldron Barn Farmhouse.

ii) Water Pressure

It was reported that plot holders at the top of the allotments were still experiencing difficulties accessing water. It was AGREED:

That the Town Council's Operations Manager meet with representatives of the allotment association, to discuss the various problems experienced by plot holders and assist where possible to alleviate the situation.

3. Cemetery Matters

a) Meadowland Burial Ground at Godlingston Cemetery – Draft Regulations

Members were introduced to Mr Malcom Green as acting manager for James Smith Funeral Directors for a three month probationary period following the retirement of Mr Lew Fletcher.

Consideration was given to a draft copy of regulations for the Meadowland Burial Ground. It was proposed by the Chairman, seconded by Councillor Miss Harris and RESOLVED UNANIMOUSLY:

That the Meadowland Burial Ground Regulations be approved, subject to a periodic review.

b) Matters raised by James Smith Funeral Directors

There were no matters raised, but thanks were given to Council staff for their assistance in Cemetery matters, and it was hoped that the good working relationship between the two parties would continue. It was agreed that the Town Council's Operations Manager meet with Mr Green at a later date to answer any questions that he may have in relation to Godlingston Cemetery and the Meadowland Burial Ground.

4. Fishermen's Huts and Jetties

a) Matters raised by Swanage Fishermen's Association

It was reported that funding may be available towards improved facilities for fishermen, and that the representative of Swanage Fishermen's Association would report further in due course.

5. Prospect Nursery – Consideration of Future Options

Consideration was given to a briefing note outlining a proposal to offer Prospect Nursery as a facility for therapeutic gardening. This would help individuals/groups of Swanage who have needs which could be met by taking part in horticultural tasks. It was noted that the project could meet a request from Prospect Allotment Association, with regard to the setting up of a non-profit making shop to sell plants/produce. It was proposed by the Chairman, seconded by Councillor Mrs Marsh and RESOLVED UNANIMOUSLY:

That the scheme be approved in principle subject to a more detailed report being submitted to a future Council Meeting.

Mr M Green, Mr A Bennett and Mr M Jones left the meeting at 7.40 p.m.

6. Matters Arising From the Minutes of the Meeting of the General Operations Committee Held on 9th November 2011.

The minutes were noted as agreed.

7. Depot Relocation – Outline Consideration of Options for Relocation of Council’s Operations Department

Members were informed of recent meetings between officers of the Town and District Councils regarding the possible relocation of the Town Council’s Depot, in light of the District Council’s proposal to redevelop the existing site for housing. Attention was also drawn to potential changes to the service, such as joint-working with the Dorset Waste Partnership, which may have an impact on both equipment storage and methods of working. During the discussion Committee members indicated their wish to retain a directly-employed skilled labour force, on the basis that contracting out carried considerable risk to the quality of service delivery.

It was highlighted that potential sites for relocation were limited, including a new-build at Prospect Business Park, existing units at Purbeck Business Centre or elsewhere in the District, or a new development at one of the Town Council’s car parks. The significant impact of developing and delivering this proposal, both financially and in terms of time and disruption to existing workloads was also noted.

It was AGREED:

That a review of the future requirements and location of the Operations Department be undertaken, and that discussions with Purbeck District Council with regards to relocation continue, mindful of the timescale required to implement such a change, together with its financial and operational impact.

8. Capital Programme Review and Monitoring

a) Lighting in Car Parks

In line with the agreed capital programme for 2012/13, consideration was given to quotes received from contractors with regard to improvements in car park lighting. After a brief discussion it was AGREED:

That, in light of recent steps to reduce overnight lighting of public areas, the Operations Manager undertakes a further risk assessment as part of a re-evaluation of the requirement for lighting in the Council’s car parks.

b) Railway Station Repairs

Councillor Trite declared a personal interest in this item under the Model Code of Conduct by reason of being an Officer of the Swanage Railway Trust.

Consideration was given to an outline of approximate costs to repair the Railway Station Buildings from the Council’s surveyor. Following a brief discussion it was proposed by the Chairman, seconded by Councillor Brown and RESOLVED UNANIMOUSLY:

That necessary repairs to those parts of the Railway Station buildings under Council control be included in the Council’s medium-term Capital Programme.

c) Beach Hut Replacement

It was reported that a programme for the replacement of the existing beach huts on Shore Road and the Spa was planned for implementation in 2013/14.

However, the accelerated deterioration caused by exposure to the elements means it would no longer be economically viable to conduct ongoing repairs to the worst affected huts, replacement of which should commence in autumn 2012. It was AGREED:

That the Town Council's Operations Manager commissions a structural survey to identify the quantity of replacement huts required and formulates a design specification, to meet the requirements of the local planning authority.

d) Car Park Ticket Machine Replacement

Further to Minute 10) of the meeting of the General Operations Committee on 9th November 2011, the Operations Manager updated Members of the requirement to upgrade the Council's ticket machines if credit card payments are to continue to be available post-2013. A number of procurement options were outlined. It was AGREED:

That a full report on payment options and the implications for the replacement of car park ticket machines be submitted to a future full Council meeting.

Mr A Lander left the meeting at 8.25 p.m.

9. Public Conveniences Improvement Programme – Progress Report

a) Shore Road Improvements – Progress Report

An update was given on details for the refurbishment of Shore Road public conveniences, to include the installation of new drainage, internal reconfiguration to create additional toilets and the installation of three showers. It was noted that the estimated cost of this scheme at between £75,000 and £80,000 was within the agreed budget set out in the 2012/13 Capital Programme.

b) Heritage Toilets – Replacement of Turnstiles

Consideration was given to the replacement of the turnstiles at the Heritage Conveniences. To fully comply with the Public Lavatories (Turnstiles) Act 1963, it was recommended that the existing turnstiles be replaced. During the ensuing discussion it was highlighted that no formal agreement for the ongoing maintenance of the toilets was in place with the landlord of the property, Purbeck District Council. It was proposed by Councillor Mrs Patrick, and seconded by Councillor Brown:

TO RECOMMEND:

That the turnstiles at the Heritage Toilets be replaced by paddlegates at a cost of £25,000, and that, prior to the work being undertaken, arrangements for the future occupation and maintenance of the premises be agreed with Purbeck District Council.

10. Review of Policy on Supply of Memorial Benches

a) New Locations

A brief update was given on the provision and availability of suitable sites for memorial benches in the town. It was proposed by the Chairman, seconded by Councillor Pratt and RESOLVED:

That the older wooden memorial seats in need of substantial repair be removed, and subject to public response be replaced with new memorial benches.

b) Maintenance Contributions – Extension Beyond 5 Years

It was reported that the scheme where members of the public purchased a memorial seat had been running for almost 5 years. The original cost of £600 included maintenance of the seat for 5 years, and a further maintenance fee was to be approved at a later date. It was proposed by the Chairman, seconded by Councillor Mrs Patrick and RESOLVED UNANIMOUSLY:

That a sum of between £180 and £250 be charged for future maintenance of memorial benches, to be agreed by the Operations Manager.

11. Dorset County Council Proposals for Snow Clearance

A brief update was given on proposals from Dorset County Council with regard to community involvement with snow clearing operations. It was questioned whether the snow plough blade being offered to the Town Council by Dorset County Council was compatible with the Council's vehicle stock. It was agreed that further investigation was required prior to any agreement by the Town Council to participate in the scheme.

12. Operations Manager's Report

a) Skate Park Equipment, King George's Field

The present equipment was installed in 2004 and has proved popular. However, regular inspections reveal that the skate ramps are well used and have become difficult to maintain to a safe standard. It was proposed by Councillor Brown, seconded by Councillor Mrs Marsh and RESOLVED:

TO RECOMMEND:
That Council approve the expenditure of up to £11,000 for the refurbishment and upgrade of the existing skate park equipment.

Given the urgent requirement for action, it was agreed that the above recommendation be taken to the Council's Policy and Planning Meeting scheduled for Monday 16th April.

The Operations Manager also gave a brief update on the following:-

b) Days Park Play Area

c) Demolition of the W.W.2 Shelter – Peveril Point

d) Bandstand Repairs

e) Vandalism

f) Town Hall Roof Repairs

It was reported that the works were due to commence during the week beginning 23rd April 2012 and will take approximately four weeks to complete. It

was noted that the fee for the road closure notice regarding Town Hall Lane was £1,400. Councillor Trite agreed to contact Dorset County Council as Highway Authority regarding this matter.

13. Items of Information and Matters for Forthcoming Agendas

a) Stabilisation – Recreation Ground and Downs

It was noted that the working party would meet on Tuesday 17th April to discuss the proposed stabilisation scheme.

b) Stone Quay and Seafront Railings

The Operations Manager noted that consideration should be given to the provision and repair of railings along the seafront, and to repairs to the stone jetty.

14. Date of Next Meeting

The next meeting was scheduled for 7.00 p.m. on Wednesday 4th July 2012.

The Meeting closed at 9.30 p.m.

Swanage Town Council

Godlingston Meadowland Burial Ground Regulations

The Town Council has created a natural meadowland environment, where graves lay beneath a carpet of wild flowers adding to the natural beauty of the surrounding area. Natural burial is all about keeping things simple and beautiful – returning to nature in a way that will not harm the environment. The natural habitat will encourage a growth in the population of birds, mammals, insects and flowers and will be maintained to encourage this natural growth. The grass will be cut infrequently to encourage and protect wild flower species. The traditional ‘neat and tidy’ appearance of cemeteries will not apply to the Meadowland Burial Ground, but we hope it will give families of the deceased a sense of peace and tranquility in these natural surroundings.

1. Interment

- 1.1** Following an interment the placing of floral tributes on a grave will be permitted for a period of 21 days only. After this period, all items will be removed from the grave. Please ensure that any item you wish to keep as a memento is removed from the grave before this time has elapsed.
- 1.2** After a period of time when the grave has settled, wild flower plugs will be planted by the Council’s maintenance department, to return the site to a natural habitat. If any family members wish to be present at this time, please contact the Town Hall and we will endeavour to make arrangements to accommodate your request.
- 1.3** Memorials are not permitted in the meadowland burial area. Any items placed on the grave, other than floral tributes following an interment, will be removed immediately, and stored at the Council’s Depot for a period of 14 days pending collection.

- 1.4 An entry in memory of the deceased will be inserted into the Book of Remembrance which is located in Reception at the Town Hall.
- 1.5 No ornaments, greeting cards, balloons, lanterns, windmills, vases or other such items are permitted. This includes solar lights, stones, flowerpots or stakes, rope, ties or any other 'garden items'.
- 1.6 There will be no long term visible markers on the graves but details of the deceased will be recorded using an epitrace identification system. This is a microchip which is inserted into the ground at the head of the grave. Each microchip will have a unique code and a handheld scanner is used to identify the details of the person interred.
- 1.7 No gardening or cultivation whatsoever is permitted. This includes scattering of bark or chippings.
- 1.8 The placing or attaching any item to trees, shrubs, fences etc. within the cemetery is not permitted and any such items will be removed and stored at the Council's Depot for a period of 14 days pending collection.
- 1.9 Visitors are requested to keep to the paths provided.
- 1.10 Opened graves will be reverted to wild flower meadow and maintained to appropriate levels.

2. Cremated Remains

- 2.1 Cremated remains may be strewn (scattered) on the designated 'ashes bank' in the meadowland burial ground. You will need the permission of the Council to scatter cremated remains. Please be aware that scattering can only be carried out by, or under supervision of our ground staff.
- 2.2 An entry in memory of the deceased will be inserted into the Book of Remembrance which is located in Reception at the Town Hall.
- 2.3 No ornaments, greeting cards, balloons, lanterns, windmills, vases or other such items are permitted on the 'ashes bank'. This includes solar lights, stones, flowerpots or stakes, rope, ties or any other 'garden items'.
- 2.4 Memorials of any form are not permitted on the 'ashes bank'. Any items placed on the bank will be removed immediately, and stored at the Council's Depot for a period of 14 days pending collection.
- 2.5 It is possible for cremated remains to be interred in a casket in the meadowland burial ground. For this purpose, a grave space must be purchased