

Minutes of the Meeting of the **GENERAL OPERATIONS COMMITTEE** held at the Town Hall on **Wednesday 9th November 2011** at **7.00 p.m.**

Chairman: -

Councillor S Poultney Swanage Town Council

Present: -

Councillor M Bonfield Swanage Town Council

Councillor Miss C Harris Swanage Town Council

Councillor Mrs Marsh Swanage Town Council

Councillor Mrs Patrick Swanage Town Council

Councillor M Pratt Swanage Town Council

Councillor W Trite Swanage Town Council

(From 7.15 p.m.)

Also present: -

Dr M Ayres Town Clerk

Mr G Brookes Operations Manager

Mrs C Anstey Administrative Assistant

Mr A Clothier Purbeck District Council Project

Development Officer (until 7.55p.m.)

Mr T Bennett

Prospect Allotment Association

(until 7.30 p.m.)

Mr L Fletcher

James Smith Ltd Funeral Directors

(until 7.30 p.m.)

Mr R Legg

Prospect Allotment Association

(until 7.30 p.m.)

Public Participation Time

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

1. Apologies

Apologies for their inability to attend the Meeting were received from Councillors Mrs Bartlett and Brown, and Mr A Lander (Swanage Fishermen's Association).

2. Allotment Matters

a) Possible Additional Allotment Sites – Update

It was reported that a piece of land, south of Benlease Way had been identified as a potential additional allotment site by Purbeck District Council. The land had been investigated, but it was thought the soil was of poor quality and deemed unsuitable, due to scars from a disused quarry.

b) Scale of Charges 2012/13 - Allotments

It was agreed by the Chairman, seconded by Councillor Miss Harris and
RESOLVED UNANIMOUSLY:

That the following scale of charges be taken forward to the Finance & Performance Management Committee Meeting on 14th December 2011 to be considered further

during the budget setting for the 2012/13 financial year.

**Agreed Fees
2012/13
(including
VAT @
20% where
applicable)**

ALLOTMENTS

Prospect (per rod)	6.00
Refundable deposit to deter neglect (rescinded at General Operations Committee 06/07/2011 minute 2)c))	delete

c) Matters Raised by Prospect Allotment Association

It was highlighted that the boundary fence of Cauldron Barn Farm had yet to be replaced. It was acknowledged by the chairman of Prospect Allotment Association, that the Town Council had been active in trying to seek a resolution to the issue, but unfortunately, in the absence of co-operation from the adjoining landowner, there was no other course of action that could be taken.

3. Cemetery Matters

a) Meadowland Burial Ground at Godlingston Cemetery – Progress Report

It was reported that the planning and planting of the meadowland burial ground had now been completed. Further tree planting on the boundaries would be carried out at a later date. It was suggested that publicity for the new burial ground could be published in a forthcoming ‘Swanage Matters’.

b) Proposed Purchase of Mapping Programme

Attention was drawn to information on a digital mapping product for use with Town Council assets. Officers had recently attended a presentation at Upton Town Council, and it was felt that the product would update the Town Council’s cemetery records to give an accurate record of grave plots. The system could also be utilised for the allotments and any other assets under Town Council ownership. The system could be purchased as a basic package and upgraded at any given time. After a brief discussion it was proposed by Councillor Mrs Patrick, seconded by the Chairman and RESOLVED UNANIMOUSLY:

That the purchase of the digital mapping software product be approved for inclusion in the draft budget for 2012/13.

c) Scale of Charges 2012/13 – Cemeteries

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

That the following scale of charges be taken forward to the Finance & Performance Management Committee Meeting on 14th December 2011 to be considered further during the budget setting for the 2012/13 financial year.

**Agreed Fees
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GODLINGSTON CEMETERY

Garden of Rest

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		135.00
(b) for each additional interment (to 4 interments)		135.00
(c) for interments on Saturdays, Sundays and Public Holidays additional to above including the period between Christmas Eve and New Year's Day		145.00
(ii) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)		270.00
(iii) Memorials		150.00
(iv) Transfer of Rights	New	40.00
(v) Fee for persons not resident in the parish within the last 10 years - Minute 7) Policy & Resources Meeting 21st May 2007		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
(b) person whose age at time of death exceeded THREE years in a grave not exceeding in depth: 7 feet (2 interments)		305.00
Casket-type coffin		445.00
(c) for interments on Saturdays Sundays and Public Holidays - additional to the above including the period between Christmas Eve and New Year's Day		340.00
(d) scattering of ashes beneath turf/headstone of existing grave		75.00
(e) scattering of ashes on existing grave/ garden of remembrance		22.00

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	440.00
Section B	365.00
Children's	
Section	70.00
(iii) Transfer of Rights	40.00
(iv) Fee for persons not resident in the parish within the last 10 years - Minute 7) Policy & Resources Meeting 21st May 2007	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	2405.00
Section B	2130.00
(ii) First Interment	1470.00
(iii) Re-opening	1470.00
(iv) For interment Saturdays Sundays and Public Holidays - additional to the above including the period between Christmas Eve and New Year's Day	740.00
(v) Fee for persons not resident in the parish within the last 10 years - Minute 7) Policy & Resources Meeting 21st May 2007	As above x 2

Monuments, Gravestones & Inscriptions

(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	150.00
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	480.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	150.00
(iv) Flatstone not exceeding 7' x 3' x 6"	250.00
(v) Vase not exceeding 12" in height	36.00
(vi) Any other memorial not referred to above	By Agreement
(vii) Each additional inscription after the first in respect of each person	28.00
(viii) Fee for persons not resident in the parish within the last 10 years - Minute 7) Policy & Resources Meeting 21st May 2007	As above x 2

GODLINGSTON MEADOWLAND BURIAL

Exclusive Rights - for the grant of right of burial for a period of one hundred years	365.00
Transfer of Rights	40.00
(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)	95.00
(b) person whose age at time of death exceeded THREE years in a grave not exceeding in depth: 7 feet (2 interments)	325.00
Casket-type coffin	465.00
(c) for interments on Saturdays Sundays and Public Holidays - additional to the above including the period between Christmas Eve and New Year's Day	360.00
(ii) Interment Fees - for burial of casket or urn	
(a) first interment	155.00
(b) for interments on Saturdays, Sundays and Public Holidays additional to above including the period between Christmas Eve and New Year's Day	165.00
(c) scattering of ashes beneath turf/headstone of existing grave	95.00
(d) scattering of ashes on existing grave/ garden of remembrance	22.00
(iii) Fee for persons not resident in the parish within the last 10 years - Minute 7) Policy & Resources Meeting 21st May 2007	As above x 2
Memorial Tree Plaque	140.00
No additional fee to be applied for period 29th to 31st December	
Hire of Cemetery Chapel	No Charge

d) Matters raised by James Smith Funeral Directors

Consideration was given to the placing of memorials in the proposed meadowland burial ground. It was suggested that the area be kept natural and that graves be only identified with the agreed microchip system. It was also noted that a set of regulations is required to be drawn up for the meadowland

burial ground. It was proposed by the Chairman, and seconded by Councillor Pratt:

That no memorials be allowed in the Meadowland Burial Ground.

Upon being put to the meeting, FOUR members voted IN FAVOUR and there were TWO ABSTENTIONS, whereupon the proposition was declared CARRIED.

4. Fishermen's Huts and Jetties

- a) It was proposed by the Chairman, seconded by Councillor Miss Harris and RESOLVED UNANIMOUSLY:

That the following scale of charges be taken forward to the Finance & Performance Management Committee Meeting on 14th December 2011 to be considered further during the budget setting for the 2012/13 financial year

**Agreed Fees
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PEVERIL POINT

Angling Club (Lease expires 30/04/2023)	
Angling Club Hut and Land	450.00
Foreshore - Dinghy Storage (Angling Club)	206.00
Dug-Out Storage Area, Rear of Waterside (per week)	8.00
Rent of Hut Site (East of Lifeboat House)	195.00
Fishermen's Huts	370.00
Boathouse Sites x 2 (West of Lifeboat House)	227.00

b) Matters raised by Swanage Fishermen's Association

In the absence of a representative of the Fishermen's Association there were no matters to report.

5. Scale of Charges 2012/13

It was proposed by the Chairman, seconded by Councillor Miss Harris:

That the following scale of charges be taken forward to the Finance & Performance Management Committee Meeting on 14th December 2011 to be considered further during the budget setting for the 2012/13 financial year

Upon being put to the meeting, FIVE members voted IN FAVOUR and there was ONE ABSTENTION, whereupon the proposition was declared CARRIED.

It was further AGREED:

That fee comparisons for other wedding venues be put to the Finance &

Performance Management Committee
Meeting on 14th December 2011.

**Agreed Fees
2012/13
(including VAT
@ 20% where
applicable)**

**TOWN HALL
LETTINGS**

Council Chamber

Public Meetings and Lectures (per session)	38.00
Property Auctions	131.00
Annexe	23.00
Civil Marriage/Partnership Ceremonies	103.00

Committee Room

	23.00
Regatta Committee, Swanage Museum,	Free of Charge
Town Band, Red Cross, Royal British Legion, Swanage In Bloom	
Town Partnership, Pier Trust, South Purbeck Task Group and Radio Link Shop Watch	

**KING GEORGE V
FIELD**

Caravan Club Rallies (Daily per Unit)	19.00
Football Pitch & Changing Facilities (Youth Teams)	12.00 6.00

**FORRES SPORTS
FIELD**

Football Pitch & Changing Facilities (Youth Teams)	12.00 6.00
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DAY'S PARK

Football Club (Lease expires 31/03/2008)	5.00
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LOWER GRAMMAR SCHOOL SPORTS FIELD

Football Pitch (N.B. No Changing Facilities)	12.50
Allnatt Centre	TBC

JOURNEY'S END

Football Pitches	12.00
Youth Teams	6.00
Isle of Purbeck Arts Club (Lease expires 31/03/2002)	150.00

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

The minutes were noted as agreed.

7. Major Projects – Progress Report

a) King George's Changing Facilities

Consideration was given to a briefing note on the progress towards new changing rooms for King George's field. It was noted that youth teams are flourishing in the town and the football club is growing in numbers. The Football Association would be keen to see the football facilities in Swanage improved. It was reported that steps by Education Swanage were underway to provide a new school on the former grammar school site and careful consideration should be given to this matter as there could be a possibility of new sports facilities being provided for the school. It was reported that a business and development plan was currently being drawn up by Purbeck District Council's Project Development Officer who would be working closely with the Town Council and the Football Association to establish what would be required in the new changing rooms. It was proposed by the Chairman, seconded by Councillor Miss Harris and RESOLVED UNANIMOUSLY:

That a working party consisting of the Chairman, Councillors Mrs Patrick and Pratt be appointed to liaise with Purbeck District Council's Project Development Officer to recommend the best location for changing facilities at King George's Field.

b) Day's Park Play Area Refurbishment/Relocation

It was reported that quotes had been received for replacement play equipment within Day's Park, but the location of where to site the play area was yet to be decided. It was proposed by the Chairman, seconded by Councillor Trite and AGREED:

That the working party appointed under minute 7)a) also liaise with Purbeck District Council's Project Development Officer and the Town Council's Operations Manager to identify the preferred supplier of equipment and a preferred location to site the play area within Day's Park.

It was further proposed by the Chairman, seconded by Councillor Mrs Patrick and RESOLVED UNANIMOUSLY:

That the existing play area in Day's Park be closed as a Health & Safety precaution and notices be displayed to explain that the facilities are temporarily closed pending refurbishment/re-location.

c) Shore Road/ Seafront

It was noted that a report on proposals and costs for Shore Road/seafront stabilisation would be put forward at the Policy & Planning Meeting on 21st November 2011.

8. Review of Capital Programme 2012/13

An overview of the Council's capital programme for 2011/12 and future years was provided by the Operations Manager. It was noted that the Downs Stabilisation works and the King George's Changing Facilities would not be completed in the current financial year.

Attention was drawn to the need to consider investment in replacing the Council's stock of beach huts. Proposals would be brought forward for consideration as part of the in-depth review of the prioritisation of the Council's capital works that would be carried out as part of the budget setting for 2012/13.

9. Public Conveniences Working Party – Progress Report

It was reported that a meeting had taken place with a representative of beach hut owners at North Beach. It was acknowledged the Town Council faces considerable expenditure with the upkeep and cleaning of Burlington Chine conveniences and it was hoped that steps towards raising funds towards the continued use of the facilities could be taken. Consideration was given to the possibility of providing fewer facilities at a much improved standard.

Ongoing issues with the public conveniences at North Beach Car Park were also discussed. It was reported that meetings had taken place with the Maritime Coastguard Agency and contractors to try and resolve the issues with the conveniences. The cost of maintenance for these facilities was highlighted. After a detailed discussion it was proposed by Councillor Mrs Patrick, and seconded by Councillor Trite:

TO RECOMMEND:

That the public conveniences at North Beach be closed due to ongoing maintenance and cleaning costs, and that the Council's resources be focused on improving a smaller number of public conveniences to a high specification.

Upon being put to the meeting, FOUR members voted IN FAVOUR and there were TWO ABSTENTIONS, whereupon the proposition was declared CARRIED.

10. Car Park Machines Upgrade/Replacement - Update

It was reported that the existing machines in the Town Council's car parks would potentially need to be replaced, arising from the introduction of new regulations requiring the use of key-pads for the verification of credit card pin numbers. Despite frequent attempts to obtain clear guidance on the enforcement of the new regulations the situation remained unclear at the present time and a further report would be made to a forthcoming Policy and Planning meeting.

It was also reported that the temporary contract with RingGo needed to be reviewed and consideration was being given to partaking in a county-wide procurement exercise.

11. Peveril Point

a) Demolition of shelter – Progress Report

It was reported that tender documents for the demolition of the shelter had been sent out and the deadline was 12 noon on 28th November 2011.

12. Operations Manager's Report

a) Staff Training

It was reported that digger and machine operator re-training is being undertaken.

b) Parks & Gardens

It was noted that the autumn and winter bedding in the parks and gardens had been planted.

13. Items of Information and Matters for Forthcoming Agendas

a) Car Park machines

The need to consider the replacement of the car parks pay and display machines was highlighted.

b) Meadowland Burial Regulations

It was again noted that a set of regulations was required for the meadowland Burial Ground at Godlingston Cemetery.

14. Date of Next Meeting

The next meeting was scheduled for 7.00 p.m. on Thursday 8th March 2012.

The Meeting closed at 9.35 p.m.