

Community Services Committee Draft Terms of Reference

Main Objective/Remit: To protect and enhance the delivery of public services in Swanage, encourage health and wellbeing and enhance community safety.

Reports to: Full Council

Outside Representatives: Prospect Allotment Association, James Smith Funeral Directors, Swanage Tennis Club, Swanage Bowling Club, Dorset Police, S&PDT, S&HFC

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: None.

Sub-Committees: None.

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Emergency Health Services
- Lower Grammar School Field
- Public Conveniences
- Sport, Leisure & Wellbeing

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: allotments; bandstand; Beach Gardens; CCTV; cemeteries; play areas/skate park, playing fields; public toilets; SIDs; street furniture (benches, shelters, signs, street lights, bus shelters); Town Hall and public help desk.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To agree minor amendments to relevant Council policy documents.
- 1.4 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to community safety, community transport, culture, health, leisure, sport and wellbeing.
- 2.2 To consider revenue funding requests to support the provision of community services by third parties (e.g. Dorset Council school crossing patrol).
- 2.3 To consider proposals for the provision of additional community services by Swanage Town Council.

- 2.4 To refer matters for detailed consideration to a relevant working party.
- 2.4 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.5 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.6 To consider any other matters relating to the delivery of community services to Swanage residents.



SWANAGE TOWN COUNCIL

REGULATIONS FOR GODLINGSTON CEMETERY, SWANAGE

Although these regulations are a requirement for the management of the Cemetery every effort has been made to avoid restricting the rights and choices of the individual. Therefore, these regulations have been prepared with a balance between individual rights/information and the need to regulate for safe and tidy grounds. For example, the prohibition of glass and plastics is based upon these items becoming potential hazards when mowers are used. It is not based upon aesthetic considerations.

1. Conditions

- 1.1 Graves can only be purchased at the time of interment; they cannot be purchased in advance. The purchase of a neighbouring plot by a member of the immediate family of the deceased is permitted, as long as the plot requested is still available. The Town Clerk has delegated authority to determine whether the criteria for pre-purchase of a neighbouring plot have been met.
- 1.2 A wooden cross will be allowed to be placed on a grave following an interment, only until the ground has settled which is usually up to twelve months.
- 1.3 An application form for all designs for monuments, giving the measurements and full inscription showing the style of lettering must be submitted to the Clerk of the Council for approval and all appropriate fees paid, prior to any works being undertaken on site.
- 1.4 No alterations or additions to memorials, tablets or plaques may be undertaken without the written consent of the Town Council. Failure to abide by the above conditions may result in the removal of the memorial.
- 1.5 You may be required to remove any work that you do if it does not comply with the cemetery regulations.
- 1.6 The Council does not accept responsibility for damage or loss of any memorials, ornaments etc howsoever caused. The Council has a responsibility to ensure the cemetery is free of obvious dangers and hazards. Examples of hazards are glass, pottery items that break, sharp objects and items that are a tripping hazard. Such items will be removed with or without prior notification and will be available for collection from the Council Depot for a period of one month. In addition it may be necessary from time to time to remove items in the cemetery that cause a disturbance, such as wind chimes, or offence to visitors attending the cemetery. Please help the Council to provide a safe cemetery, which is an attractive and peaceful place to visit. As a responsible grave owner you have your part to play.

1.7 When graves are dug in certain areas of the cemetery, the Council may need to request the removal of the memorial to make room for equipment — this is a health and safety requirement.

1.8 Dogs must be kept on a lead at all times.

2. Grave Maintenance

2.1 Whilst a plot is well maintained, the gardening of graves is permitted up to a maximum area of 2'6" x 6' immediately in front of the headstone and centrally across the grave. If a grave becomes neglected, it will be cleared and turfed. The use of planter headstones is to be encouraged.

2.2 No trees or shrubs, including large rose bushes, to be allowed as planting on the grave.

2.3 All floral tributes will be removed two weeks following the interment unless the Council is notified in writing that the Family wish to arrange for their removal.

2.4 The Council will remove Christmas wreaths/decorations from 1st February each year.

2.5 The Council reserves the right to remove from any grave space, flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly or where necessary for the purpose of allowing the grave or adjacent graves to be used again.

2.6 Wind chimes, night or solar powered lights, windmills or other ornaments or decorations will be allowed for a limited period of time (one month) following interment. Similarly a memento at specific periods can be placed close to the headstone at specific periods (anniversaries/birthdays) but will be removed after a period of one month. Any items removed will be held at the Council Depot for collection for a period of two weeks.

2.7 The placing of free standing ornaments, flower receptacles of glass, plastic, pottery or ceramic materials are not allowed for health and safety reasons, with the exception of Regulation 2.6.

2.8 The Council will carry out a programme of regular checks of memorials and reserves the right to lay flat or remove unsafe memorials at its discretion.

2.9 When a memorial has been identified as very unsafe and laid flat, every effort will be made to contact the Exclusive Right holder, requesting them to carry out the necessary repair. If the owner cannot be traced after reasonable enquiry the Council may, instead of serving personal notice on the owner:-

a) display a notice in a conspicuous position in the Cemetery;

b) publish the notice on two successive weeks in one or more local newspapers, such notice having the same effect as if it were given to the owner on the date of first publication.

3. **Permitted Memorials**

- 3.1 Memorials and kerb sets must be constructed and erected to the standards laid down by the National Association of Memorial Masons (NAMM) as a minimum standard. Headstones and kerb sets must be installed with stainless steel ground anchors, which complies with the NAMM Code of Practice.
- 3.2 Sufficient time for ground settlement (which is between 9 – 12 months) must be allowed before fixing any memorial.
- 3.3 For graves a headstone, or cross, not more than 3' high and 2' wide. If in the shape of a book, maximum depth 20" (allowing for flower vase) mounted on a base or plinth which should initially be sunk 1" below the level of the immediate surrounding soil so that, after settlement, a mower can pass safely over it.
- 3.4 A kerb set of natural stone, enclosing a space not exceeding 6' x 2'6". Chippings must be levelled 1" below the kerbing.
- 3.5 Footstones not exceeding 2'6" x 2'6" x 6" are permitted within kerbed graves only.
- 3.6 For cremation plots a stone slab measuring 24" x 24" must be fitted flush to the ground, with memorial stone no higher than 14" with maximum angle of 60 degrees.
- 3.7 All memorials supplied to have the grave prefix and number incised on the back at the bottom right hand side. The stonemason's name may be displayed discreetly on the left hand side in ½" unlead block letters.
- 3.8 For memorial plaques by trees the dimensions permitted are 12" x 12" x 1" and should be laid flat (flatstone).
- 3.9 For ceramic photo plaques on memorials (one portrait for each person commemorated) up to a maximum size of 12cm x 9cm, subject to approval of the photograph of the person to be commemorated to be supplied with the memorial application form.
- 3.10 Nothing may be affixed to or hung upon any monument such as crosses, images, models or paintings.
- 3.11 When a memorial is ready for fixing, please telephone the Town Hall on 01929 423636. Arrangements will be made for you to carry out the work at Godlingston Cemetery. Memorials must not be placed at the Cemetery without the Town Council's permission or knowledge.

Please note that for operational reasons it may be necessary for earth from a neighbouring plot to be placed temporarily on a wooden platform over the grave that you have purchased. This is standard practice in cemetery management and every care is taken to safeguard your plot when the work is undertaken.

Town Hall
High Street
SWANAGE
BH19 1HZ

Tel: 01929 423636 Email: admin@swanage.gov.uk

Updated: June 2018



SWANAGE TOWN COUNCIL

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1. Conditions

- 1.1 Graves can only be purchased at the time of interment; they cannot be purchased in advance. The purchase of a neighbouring plot by a member of the immediate family of the deceased is permitted, as long as the plot requested is still available. The Town Clerk has delegated authority to determine whether the criteria for pre-purchase of a neighbouring plot have been met.
- 1.2 A wooden cross will be allowed to be placed on a grave following an interment, only until the ground has settled which is usually up to twelve months.
- 1.3 An application form for all designs for monuments, giving the measurements and full inscription showing the style of lettering must be submitted to the Clerk of the Council for approval and all appropriate fees paid, prior to any works being undertaken on site.
- 1.4 No alterations or additions to memorials, tablets or plaques may be undertaken without the written consent of the Town Council. Failure to abide by the above conditions may result in the removal of the memorial.
- 1.5 You may be required to remove any work that you do if it does not comply with the cemetery regulations.
- 1.6 The Council does not accept responsibility for damage or loss of any memorials, ornaments etc howsoever caused. The Council has a responsibility to ensure the cemetery is free of obvious dangers and hazards. Examples of hazards are glass, pottery items that break, sharp objects and items that are a tripping hazard. Such items will be removed with or without prior notification and will be available for collection from the Council Depot for a period of one month. In addition it may be necessary from time to time to remove items in the cemetery that cause a disturbance, such as wind chimes, or offence to visitors attending the cemetery. Please help the Council to provide a safe cemetery, which is an attractive and peaceful place to visit. As a responsible grave owner you have your part to play.

- 1.7 When graves are dug in certain areas of the cemetery, the Council may need to request the removal of the memorial to make room for equipment — this is a health and safety requirement.
- 1.8 Burial and cremation plots can only be opened and backfilled by Council staff or their appointed agent. All interments must be carried out under the supervision of the Council's staff.
- 1.9 Dogs must be kept on a lead at all times.

2. Grave Maintenance

- 2.1 Whilst a plot is well maintained, the gardening of graves is permitted up to a maximum area of 2'6" x 6' immediately in front of the headstone and centrally across the grave. If a grave becomes neglected, it will be cleared and turfed. The use of planter headstones is to be encouraged.
- 2.2 No trees or shrubs, including large rose bushes, to be allowed as planting on the grave.
- 2.3 All floral tributes will be removed 21 days following the interment unless the Council is notified in writing that the Family wish to arrange for their removal.
- 2.4 The Council will remove Christmas wreaths/decorations from 1st February each year.
- 2.5 The Council reserves the right to remove from any grave space, flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly or where necessary for the purpose of allowing the grave or adjacent graves to be used again.
- 2.6 Wind chimes, night or solar powered lights, windmills or other ornaments or decorations will be allowed for a limited period of time (one month) following interment. Similarly a memento at specific periods can be placed close to the headstone at specific periods (anniversaries/birthdays) but will be removed after a period of one month. Any items removed will be held at the Council Depot for collection for a period of two weeks.
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- 2.8 The Council will carry out a programme of regular checks of memorials and reserves the right to lay flat or remove unsafe memorials at its discretion.
- 2.9 When a memorial has been identified as very unsafe and laid flat, every effort will be made to contact the Exclusive Rights holder, requesting them to carry out the necessary repair. If the owner cannot be traced after reasonable enquiry the Council may, instead of serving personal notice on the owner:-
 - a) display a notice in a conspicuous position in the Cemetery;

- b) publish the notice on two successive weeks in one or more local newspapers, such notice having the same effect as if it were given to the owner on the date of first publication.

3. Permitted Memorials

- 3.1 All memorials and kerb sets must be fixed in accordance with the requirements of British Standard 8415, and any relevant industry codes of practice, such as the NAMM Code of Working Practice and the BRAMM Blue Book. All masons working in Swanage cemeteries must be suitably qualified and registered with either the NAMM Register of Qualified Memorial Fixers (RQMF) or the British Register of Accredited Memorial Masons (BRAMM).
- 3.2 Sufficient time for ground settlement (which is between 9 – 12 months) must be allowed before fixing a grave memorial. For cremation plots there is no timescale.
- 3.3 For graves, a headstone or cross, not more than 3' high and 2' wide. If in the shape of a book, maximum depth 20" (allowing for flower vase) mounted on a secure foundation which should be spirit levelled and level with the immediate surrounding soil.
- 3.4 A kerb set of natural stone, must not exceed 6'6" x 2'6". Chippings must be levelled at least 1" below the kerbing.
- 3.5 Footstones not exceeding 2'6" x 2'6" x 6" are permitted.
- 3.6 For cremation plots a concrete slab measuring 24" x 24" must be fitted for all memorials and must be level and flush to the ground, with the memorial stone fixed thereon no higher than 14".
- 3.7 All memorials supplied to have the grave prefix and number incised on the back at the bottom right hand side. The stonemason's name may be displayed discreetly on the left hand side in ½" unlead block letters.
- 3.8 For memorial plaques by trees the dimensions permitted are 12" x 12" x 2" and should be laid flat and flush with the ground.
- 3.9 For ceramic photo plaques on memorials (one portrait for each person commemorated) up to a maximum size of 12cm x 9cm, subject to approval of the photograph of the person to be commemorated to be supplied with the memorial application form.
- 3.10 Nothing may be affixed to or hung upon any monument such as crosses, images, models or paintings.
- 3.11 When a memorial is ready for fixing, please email depot@swanage.gov.uk with details. Memorials must not be placed at the Cemetery without the Town Council's permission or knowledge.

Please note that for operational reasons it may be necessary for earth from a neighbouring plot to be placed temporarily on a steel platform over the grave that you have purchased. This is standard practice in cemetery management and every care is taken to safeguard your plot when the work is undertaken.

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BH19 2NZ
Tel: 01929 423636
Email: admin@swanage.gov.uk
November 2022

DRAFT

Godlingston Cemetery – Proposed revisions to regulations

In conjunction with the extension to Godlingston Cemetery it was agreed that a review of current Cemetery Regulations (dated October 2017) would be prudent. It was also agreed that a review of the Meadowland Burial Ground Regulations (dated October 2017) would also be undertaken. Copies of both of these documents are appended.

Review of the regulations was undertaken in consultation with the following organisations:

- James Smith Funeral Directors;
- The Institute of Cemetery and Crematorium Management;
- The British Register of Memorial Masons (BRAMM);
- The National Association of Memorial Masons (NAMM);
- Haysom Purbeck Stone;
- Excalibur Stone Ltd.

Following review, no significant amendments have been made to the Meadowland Burial Ground Regulations (dated October 2017).

Amendments have been made to Godlingston Cemetery Regulations which have resulted in greater clarity in respect of permitted kerb set sizes, footstones and memorials as well as conformity with the Meadowland Burial Ground Regulations with regard to floral tributes.

It is proposed that the revised regulations in respect of Godlingston Cemetery are applied across both the existing and extended areas of the Cemetery. A copy of the proposed regulations are appended to this report.

Following advice received from The Institute of Cemetery and Crematorium Management, it is further proposed that within the extension area there should be one flat fee for the purchase of an exclusive right of burial. Traditionally a higher ‘A grave’ fee has been paid for ‘front row’ plots immediately adjoining pathways. It is proposed that the ‘B grave’ charge should apply to all plots within the cemetery extension.

Decisions required

To determine whether to recommend to full Council that the revised regulations in respect of Godlingston Cemetery be adopted with effect from 1st January 2023.

To determine whether the fee for the exclusive right of burial in all earthen graves within the extension area be set at the ‘B grave’ rate for Godlingston Cemetery.

Gail Percival
Assets and Compliance Manager
October 2022

Godlingston Cemetery Chapel – Proposed Extension of Use

In early 2022 Swanage Town Council, was approached by James Smith Funeral Directors with regards to the planned closure of Poole Crematorium from March 2022 due to major refurbishment. As a result of this request, on 14th March 2022 Council resolved to permit mourners to gather for small services at Godlingston Cemetery Chapel in cases where an interment within the cemetery is not intended, for the duration of the temporary closure of Poole Crematorium. Prior to this, use of the chapel was conditional upon an interment within the cemetery. A fee of £150 for use on this basis was agreed. To date, the chapel has been used on four occasions for this purpose.

Poole Crematorium reopened in late September 2022. In early October 2022 James Smith Funeral Directors advised the Council that there had been an approach regarding the use of Godlingston Chapel for a service where an interment within the cemetery was not intended. This request was referred to the Deputy Mayor and Chair of the Community Services Committee who agreed the use of the chapel could continue on the same basis as agreed in March 2022 until this matter could be discussed at the Community Services Committee on November 9th 2022.

The continued use of Godlingston Chapel on this basis would provide mourners with an additional local resource which they may choose to use for memorial or remembrance purposes.

Decision required

That Councillors consider making permanent the current arrangements in respect of the use of Godlingston Chapel for services for mourners in cases where interments within the cemetery are not intended for a fee of £150.

Gail Percival
Assets and Compliance Manager

October 2022

Northbrook Cemetery Gates – Proposal received from the Veterans’ Forge

Further to an informal site visit in 2021, the Council received in the summer of 2022 a proposal from the Veterans’ Forge regarding a potential project to design, build and install gates at Northbrook Cemetery at the main entrance located adjacent to the railway line.

The Veterans’ Forge is based in Wareham and is a Community Interest Company focusing primarily on supporting military veterans and those with a disability but also anyone with an interest in blacksmithing in the local community. It is indicated this may be a joint project and that there is potential interest from the BBC with regard to promoting the work undertaken via a crafting programme.

It is suggested that given the heritage nature of this proposal it may be appropriate in the first instance for this project to be discussed in greater detail by the Museum Working Party and any recommendations brought back to this committee for further discussion.

Decision required

That Councillors consider that the potential project to design, build and install gates at Northbrook Cemetery is further discussed by the Museum Working Party and that any recommendations are brought back to this committee for further discussion.

Gail Percival
Assets and Compliance Manager

October 2022

Burlington Chine - Interim Report on Works Required to Continue Operation of Public Conveniences

Further to the public meeting held in respect of the above on 7th September 2022, the Council's Public Conveniences Working Party have met both with a specialist contractor on site and separately to discuss the drainage and the building itself.

Discussions are at an early stage and this is an interim report. It is anticipated further work and a review of the options available will be undertaken by the Public Conveniences Working Party prior to any recommendation being made to the wider Council in the winter. It is the intention of the Working Party to explore reasonable solutions that would secure the longer-term future of these public conveniences.

a) Pipework

Further to an on-site meeting with the specialist drainage contractor the following options are available:

- Do nothing
- Undertake annual inspections of the pipework and act according to the results of these
- Re line the existing pipework with a specialist woven-felt liner
- Relay an entirely new pipe and ensure it is effectively embedded in appropriate materials
- Break out and replace the pipework through the process of pipe bursting
- Relay an entirely new pipe above ground.

Specialist advice regarding the geology and stability of land in the area in which the public conveniences are located is being sought.

b) Building

The condition report of the WC block itself, undertaken by Dorset Property Services in 2021, indicates that an estimated sum of £96,000 of expenditure is required to the property for the period 2025-2046. This is exclusive of works to waste drainage, i.e. the pump chamber, pumps and pipework. Discussions regarding the extent and type of refurbishment to the block remain ongoing at this time.

Recommendation

To note the content of this report and the work currently being undertaken by the Public Conveniences Working Party.

Gail Percival and Martin Ayres
Asset & Compliance Manager and Town Clerk

November 2022

Swanage Skate Park – Proposed Works

The Capital Programme contains the following allocations in respect of the skate park, £25,000 in period 2022/23 and £15,000 in period 2023/24.

In the early summer of this year, a site meeting was held with Lorna Haines, the contractor installing the new half pipe and the Assets and Compliance Manager. Following discussion and with reference to the ROSPA Play Safely Report 2022 undertaken on behalf of the Council, three items of equipment were identified for removal in the near future as they were reaching the end of their useful life. These were the Quarter Pipe - With Flat Bank (1600 mm), the Fun Box - With Spine Ramp and the Quarter Pipe - With Centre Ramp.

As the items were located adjacent to one another it was discussed that these removals would create the opportunity for the installation of a better riding surface in this location with a new, suitably graded, tarmac finish. Following which, this area would then be suitable for the installation of new and smaller 'plaza' style pieces of equipment that could be selected with input from skate park users and installed in 2023/24.

The contractor undertaking the half pipe install discussed these proposals informally with skate park users over the summer and received positive feedback. Additional consultation with skate park users would be undertaken by the Council prior to any works commencing.

Decision required

That Councillors agree to proceed with the removal of the Quarter Pipe - With Flat Bank (1600 mm), the Fun Box - With Spine Ramp and the Quarter Pipe - With Centre Ramp from the skate park and that the installation of an improved and suitable riding surface be installed in this location.

That consultation is undertaken with skatepark users to identify the most suitable and popular pieces of 'plaza' equipment for installation in 2023/24 and to gain feedback on the proposed removal of equipment and resurfacing works proposed within this financial year.

To consider request for installation of conduit and lighting - Swanage NCI Lookout, Peveril Point

The Council has received a request from Swanage National Coastwatch Institution (NCI) for permission to place a temporary external LED light onto the green metal fence surrounding the WW2 fortification at Peveril Point. It is proposed that the light is removable and would be temporarily installed for special events only. The light is a 50 watt cool white floodlamp and would be directed towards the Lookout and away from any dwellings.

Swanage NCI propose a conduit is installed beneath the ground with a nylon cord inside to pull through the cabling through as and when required. The conduit would run circa 11 metres from the corner of the fence to the Lookout. The installation would be undertaken by qualified electricians in accordance with relevant regulations and agreed by the Assets and Compliance Manager prior to commencement.

Ongoing maintenance and certification of the installation would be the responsibility of Swanage NCI and this, along with the initial installation, would be funded by them directly.

Recommendation

That Councillors consider the request received from Swanage NCI to install a conduit and place temporary lighting to the metal fence surrounding the WW2 Fortification to be used to illuminate the Lookout on special occasions.

Gail Percival
Assets and Compliance Manager

October 2022