



29<sup>th</sup> November 2018. The Chairman confirmed that the membership of the National Allotment Association has been renewed.

**7. Parkrun** – it was anticipated that the Parkrun volunteer will meet with the working party in the New Year to discuss the proposals.

**11. The Parade railings – how to fund refurbishment/improvements** – the Operations Manager reported that new railing designs had been requested from a number of contractors but no one had responded with a quote. The Chairman agreed this item will be carried forward.

#### **4. Cemetery Matters**

##### **a) Matters raised by James Smith Funeral Directors**

The Town Clerk provided information regarding the consecration of grave spaces at Godlingston Cemetery at 3p.m. on Friday 7<sup>th</sup> December 2018. This will be a low key ceremony and Councillors will be invited in due course.

#### **5. Fishermen's Huts and Jetties**

##### **a) Matters raised by Swanage Fishermen's Association**

The Fishermen's Association representative raised the following matters:

- Concern was raised regarding water seepage into the fishermen's huts. It was agreed that this would be addressed as part of the ongoing improvement works.
- A question was raised as to whether a water tap will be installed and the Operations Manager confirmed that up to four taps will be installed as part of the project.
- The number of rings to be installed on the new fishermen's slipway was questioned. It was reported that the current plan, which had been agreed with both the working party and the contractor, was that there would be ten rings and it was reiterated that if more are required then a request must be made in writing to the Council. The Operations Manager stated that the contractor will only install what has been previously agreed.
- It was requested that there should be greater Council control to ensure that the use of the new facilities was restricted to registered fishermen. It was advised that no tenants will be moving back into the refurbished huts until revised terms and conditions have been agreed and the Chairman advised that this presented the ideal opportunity for suggested amendments to be considered.
- A request was made for a litter bin for discarding of waste. Currently, there is nowhere to deposit sea waste which is brought onto land. The suggestion was made for a wheelie bin for this purpose. The Operations Manager advised that a skip was put in place previously but that the facility was abused and filled with non-specific waste. The Chairman agreed that the working party would be in discussion with the Operations Manager to consider a lockable bin area.

An update was provided on the fishermen's huts and jetty scheme. It was noted that the project was expected to overrun due to difficulties in gaining access to Wessex Water's outfall system and damage sustained to concrete structures during high-water surges last week. An application had been made to the EMFF requesting additional funding and to the MMO for an extension of the licence. Works are due to complete during January 2019.

#### **6. Allotment Matters**

##### **a) Matters raised by Prospect Allotment Association**

The representative of Prospect Allotment Association discussed a request they had received from a new Allotment Association member for a toilet facility to be made available for allotment users. The Operations Manager advised that there is no legal

requirement for the Council to provide a convenience and mentioned there is the potential to use a toilet at Prospect Nursery. After discussion it was agreed that the Allotment Association would speak to Greengage, a health and wellbeing project run by Dorset Wildlife Trust, regarding the granting of access to the Nursery toilet.

The Town Clerk advised of a delay in sending out of the allotment tenants' renewal papers for the year and stated the delay had been due to discussions regarding wording to be incorporated in the renewal letter regarding the restriction on the storage of flammable liquids in allotment holders' sheds. It was agreed that the Council would work with the Allotment Association to identify a way forward, and that a meeting of the working party appointed under Minute 6)a) of the Committee Meeting held on 1<sup>st</sup> August 2018 should be held at the earliest opportunity.

## **7. Budget setting**

### **a) Revenue budget 2019/20**

The Town Clerk reported that the revenue budget information was currently under development and would be presented to the Policy, Finance and Performance Management Committee meeting in December.

### **b) Scale of Charges 2019/20**

Consideration was given to a draft scale of fees and charges for the 2019/20 financial year, which generally incorporated a two per cent increase. It was proposed by Councillor Poultney, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:

That the draft scale of charges for 2019/20 be taken forward to the next meeting of the Policy, Finance and Performance Management Committee for further consideration as part of the budget setting process for 2019/20.

## **8. Capital Programme Monitoring and Plans for 2019/20**

Further to discussion at the Policy, Finance and Performance Management Committee held on 7<sup>th</sup> November 2018, an update was received from the Operations Manager on implementation of the 2018/19 Capital Programme. The following information was noted:

- Beach Gardens – the installation of the artificial turf at the bowling green would be reviewed with the Bowling Club in December.
- Stone Quay – these works were likely to form part of a wider community sea defence project, and would be in part funded by a contribution of £400,000 recently received by the Town Council from Wessex Water, as a result of an Enforcement Undertaking that the company had entered into with the Environment Agency.

Arising from the above, a question was raised as to why no railings had ever been installed along the sea wall by Playland. It was noted that this area was not in the ownership of the Town Council, but the Operations Manager advised that there is no legal requirement for railings in this location. It was agreed that this issue should be given further consideration as part of the sea defence project.

It was agreed that a capital programme monitoring report would in the future be a standing item on the agenda for this committee.

## **9. Nordic Walking UK – consideration of an application for a use of parks licence**

Consideration was given to a request from Nordic Walking UK for access to the Town Council's parks to run paid for activities, together with a briefing note prepared by the Visitor Services Manager. It was agreed that promoting physical activity is good for the health and wellbeing of the residents of Swanage. A discussion ensued regarding the fee to be charged, after which it was proposed by the Town Mayor, seconded by Councillor Poultney and RESOLVED UNANIMOUSLY:

That approval be granted for Nordic Walking UK to use the Town Council's parks, in accordance with the six requirements set out in the briefing note submitted by the Visitor Services Manager, for the fee of £25 per annum for 2019.

It was noted that the volume of usage and any costs incurred by the Town Council would be monitored during the year ahead, with the fee to be reviewed accordingly in twelve months' time.

## **10. Tree Works – Update**

It was agreed by the Chairman that Item 10 on the Agenda would be discussed under Item 12.

## **11. Vandalism – Update**

The Town Clerk reported that due to the amount of vandalism currently taking place to Council property the Mayor and Deputy Mayor would meet with the Purbeck Police Inspector prior to Christmas. It was reported that Dorset Police will be increasing patrols of vulnerable areas, such as the skate park.

Greater use of the Council's CCTV system was considered, including the possibility of volunteers being deployed to monitor the footage. It was agreed that this idea should be discussed at the meeting with the police.

The benefits of publicising the impact of vandalism to Town Council property on social media was highlighted. It was agreed that reports of vandalism would be posted on Facebook as and when reported to the Town Hall, two to three times per week.

## **12. Operations Manager's Report**

The Operations Manager provided an update on health and safety at work and was pleased to report that during the last quarter there had been no reported incidents of slips and trips causing injury, nor of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences). There was one reported incident at the Depot but this did not require medical attention.

It was reported that there was an urgent need to hire additional grounds maintenance operatives due to job vacancies, retirement and long-term sickness amongst the Depot staff. The recruitment of operatives was currently underway and depending on the response interviews were planned for the 13<sup>th</sup> December. Internal tool box talks continue on a daily and weekly basis. Fire safety drills are undertaken for all council buildings. Driving courses are being completed by operatives to enable them to drive vehicles carrying additional weight and first aid training has been undertaken at the Depot.

The following matters were also noted:

- Sea defences – staff undertook the construction of a defence wall from 'dumpy bags' of sand on the 8<sup>th</sup> November at the Lower High Street and the Square. The wall was considered a success as it prevented flooding of any properties. The successful removal of the structure was undertaken by council staff on the

12<sup>th</sup> November, however further damage was sustained to the stone setts along the pathway between the Square and the Stone Quay. A damage assessment is to be undertaken by Dorset County Council and the heritage pathway remained closed to pedestrians at the current time.

- As a result of the above the Heritage toilets are closed and other public conveniences are now on winter opening times from 8 a.m. to 5 p.m.
- Occupation of the new depot at Prospect Business Park is approximately eighty per cent complete.
- There has been cliff erosion at Peveril Point and undermining is evident all along the cliff edge. Signage in the area has been deployed as a warning and the memorial bench has been removed for the time being to prevent people sitting close to the edge. This area is being monitored.
- Japanese Knotweed – due to the ongoing fast spreading of this plant a contract has commenced for the first phase of a 3–4 year eradication programme at North Beach car park.
- Christmas lighting – maintenance of the lighting along Shore Road and in the town area has been scheduled to commence on the 16<sup>th</sup> November and will be undertaken by a qualified electrical contractor.
- The Christmas tree will arrive on 21<sup>st</sup> November.
- Toilet upgrade schemes have been completed at King George’s and Mermond Place. The Town Hall public conveniences are all now DDA compliant and are operational. The snagging issues have been dealt with to date and the contractor’s liability ends in March 2019.
- The five-yearly tree survey report had been completed, identifying some trees recommended for removal. Details of recommended works would be submitted to a future meeting.
- The ramps installed at King George’s skatepark are now operational. An independent safety risk report has been completed and the final account has been settled.
- Electrical safety checks and portable appliance testing on all council owned buildings and property are ongoing.
- The seaweed and raking contract has now been terminated but is likely to be renewed for the forthcoming season.
- The RNLI lifeguard contract has ended for 2018 and the hut structure has been removed. Safe bathing signs have been removed but will be reinstalled once the new season approaches.
- The problem of dog fouling continues in particular at Northbrook Cemetery, King George’s playing fields and the recreation ground. Signage has also been tampered with and removed in some areas.
- All council owned areas have been maintained and are open and operational. A number of headstones at Northbrook cemetery have been broken, but have been made safe.
- Shore Road beach huts have suffered some damage to the external cladding.
- Vandalism continues to be a problem: the Metric car parking ticket machine at King George’s car park has been damaged; graffiti has taken place at the Shore Road shelters; damage has been done to directional signage, and to both Shore Road and King’s George’s toilets.
- Skate Park and King George’s play area - there has been damage to the ramp tow and kick plate on the newly installed equipment and also fire damage to the dinosaur structure. Areas and equipment have been cordoned off on numerous occasions for safety reasons, but there is continuous unauthorised tampering with, removal and dismantling of safety barrier and cordons.

- Wetlands safety railings have been smashed and are currently under repair. Part of the children's slide has been damaged on the recreation ground and the miniature train also at the recreation ground has suffered fire damage. The slide has been removed to the Council depot for repair.
- Peveril Point fencing has had a vehicle driven in to it and is under repair.

Further to the above, the Town Clerk reported that the Visitor Services Manager had requested that the seafront toilets should be open until 7 p.m. on Saturday evenings in December, in support of late night opening by the Artisans on the Beach. It was agreed that this would be implemented, although it was noted that this was likely to incur additional costs as it was outside of the contractor's standard hours of operation.

The Operations Manager was thanked for installing the two new memorial seats at the War Memorial.

**13. Items of Information and Matters for Forthcoming Agendas**

The Chairman, on behalf of the Committee, gave special thanks and appreciation to the Operations Manager, Geoff Brookes, due to this meeting being his last formal attendance at the General Operations Committee prior to his impending retirement.

**14. Date of Next Meeting**

The next meeting has been scheduled for 4.30 p.m. on Wednesday 3<sup>rd</sup> April 2019.

The Meeting closed at 5.55 p.m.

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