

Review Committee – 16 April 2013

Minutes of the meeting of the **Review Committee** held on **16 April 2013** when there were present:-

Chairman: Cllr Mrs J R Lumley

Cllr Mrs A V Hale
Cllr B T Hazlewood

Cllr Mrs C E Roe
Cllr I H Ward

VISITING MEMBERS

Cllrs Mrs H L A Glynn, D J Sperring and M J Steptoe

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J R F Mason and T E Mountain.

OFFICERS PRESENT

A Bugeja - Head of Legal, Estates and Member Services
R Evans - Head of Environmental Services
P Gowers - Overview and Scrutiny Officer
M Power - Committee Administrator

65 MINUTES

The Minutes of the meeting held on 5 March 2013 were agreed as a correct record and signed by the Chairman.

66 POLICY FOR MEMORIALS IN PARKS AND OPEN SPACES

The Committee considered the report of the Head of Legal, Estates and Member Services on the call-in of an Executive decision in relation to the policy for memorials in parks and open spaces.

In answer to Member questions, the following responses were provided:-

- The proposed fees relating to the pet memorial area would cover the labour costs of interment of ashes; this would not include the cost of a memorial tablet or tree. The tablet would be put into hard core to stabilise it. Rochford District Council woodlands and open spaces staff would undertake this work, so there will be no additional cost in this area. The potential cost implication in respect of the pet memorial area would include low level maintenance of the area.
- It was anticipated that the majority of the income would be generated from memorial benches and trees and associated maintenance plans. As well as providing an income, the planting of trees and erecting benches would enhance the look of the park. The policy would be applied to all open spaces and parks.

- Marketing, including production of leaflets, would be used to promote all the options around memorials in parks and open spaces. In respect of pet memorials, veterinary practices and pet shops would be targeted.
- The District's Parish and Town Councils had been asked for their views; responses received had indicated that there is not a particularly strong need for a pet memorial area but also no particular objections. Comments received have been taken into account when devising arrangements for the pet memorial area. The area design would be rustic rather than formal. Although the memorial tablets would blend into the ground to a large degree, a record would be kept of where each memorial has been placed. Benches could be placed in the pet memorial area.
- To avoid confusion the word 'generally' could be removed from paragraph 3.3 of the policy.
- Regular inspections of open spaces would identify any potential health and safety issues in the pet memorial area.

It was agreed that the Policy relating to the Pet Memorial Area needed further clarification around the location of the memorial tablets and the process for the burial of ashes and therefore should be referred to the Executive for further debate before it is agreed.

Resolved

That the decision relating to the Policy for Memorials in Parks and Open Spaces be referred to the Executive for further discussion. (HES)

67 KEY DECISIONS DOCUMENT

The Committee received the Key Decisions Document.

Item 27/12 Management of Pavilions

The Head of Environmental Services and the Portfolio Holder for the Environment provided an update.

The Portfolio Holders for the Environment and Leisure, Tourism, Heritage, the Arts, Culture and Business would be discussing the way forward with regard to pavilions management and then report to the Executive. Consultation with the football clubs, occupiers of the pavilions and Parish and Town Councils had taken place.

68 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

The Committee considered the report of the Head of Legal, Estates and Member Services updating Members on the use of RIPA over the past year and allowing for the review of the Council's RIPA policy.

Resolved

- (1) That the Council’s annual usage of RIPA be noted.
- (2) That a further report from officers recommending changes to the Council’s RIPA policy be awaited. (HLEMS)

69 ANNUAL REPORT

The Committee considered the draft annual report on its workings, which would be submitted to Full Council.

It was noted that, since the report had been drafted, the Committee had ‘called in’ a Portfolio Holder decision. The wording in paragraph 13.1 (5) would be amended to read, ‘One item had been called in by the Committee this municipal year’.

Resolved

That the annual report, with the agreed amendment, be submitted to Full Council. (HLEMS)

70 WORK PLAN

Members considered and approved the Committee’s Work Plan.

It was noted that the review of ‘Provision of housing for the District’s ageing population’ would continue into the next Municipal Year due to the need to arrange a meeting with the Clinical Commissioning Group regarding a recent study relating to dementia.

Resolved

That the Work Plan be approved. (HLEMS)

The meeting closed at 9.00 pm.

Chairman

Date

If you would like these minutes in large print, Braille or another language please contact 01702 318111.