

Extraordinary Meeting 29th June 2020

Item 14 – Consideration of proposals for erection of Albert Memorial and miniature globe on Prince Albert Gardens

At the monthly meeting of the Town Council held on 16th September 2019 approval in principle was granted to the Swanage and Purbeck Development Trust for the construction of the Albert Memorial on a site at the eastern end of Prince Albert Gardens. That agreement was subject to two conditions: planning permission being obtained from the local planning authority and receipt of a satisfactory ground stability report.

A ground stability report has recently been carried out which shows the site to be satisfactory. Bore hole tests revealed bed rock near the surface and it is planned to found the Memorial on a bed of limestone. That condition has therefore been satisfactorily discharged.

Planning permission is yet to be granted but a great deal of work has been undertaken in preparation for that. Landscape architects have been engaged by the Development Trust and have produced visualisations and plans of the Memorial set in a 'garden of reflection', copies of which are appended to this briefing note. These proposals incorporate a wide flat area for the Memorial and surrounding seating, together with greatly improved wheelchair access.

Pre-application advice has been sought from the planning authority together with advice from Dorset Council's landscape architect, who managed the design of the gardens almost 25 years ago. Neither the landscape architect nor the planning officer have raised any concerns, having been assured that this is the best location for the Memorial in the town.

The Operations Manager has been consulted and has approved the proposal from a practical perspective, subject to the inclusion of appropriate path edging and ensuring that proposed stepping stones don't form a trip hazard. The Town Council is to be consulted in respect of the planting schedule for the garden to ensure that future maintenance requirements are not onerous. The Trust is seeking permission for hardwood benches rather than the Council's standard plastic Eastgate seating. It is proposed that agreeing the details of these matters be delegated to the Capital Projects Sub-Committee.

Although planning permission is yet to be granted, the Trust are seeking final approval at this stage in order to avoid any delays in the construction of the Memorial. It is envisaged that this will commence in November. The Trust have stated that approval now could speed up the stone cutting and construction so that the worst of the winter weather can be avoided when pouring the concrete for the foundations.

The construction of the Memorial and the surrounding garden will be funded entirely by the Development Trust, principally as the result of the support of a significant individual benefactor. However, Members should note that there will be costs to the Town Council. In order to facilitate the construction a legal agreement may need to be drawn up in order to enable the site to be handed over to the Development Trust's appointed contractors for the duration of the build. In order to ensure that the construction work is completed to an acceptable standard it is proposed that the Council appoints a specialist advisor to approve the specification and confirm that it would be appropriate for the Town Council to accept the Memorial once the works are completed. At that stage the Memorial will be gifted to the

Town Council, which will therefore be accepting the ongoing repairing and maintenance liability, both for the Memorial and the garden of reflection.

Members are asked to grant final approval for the construction of the Memorial and 'garden of reflection' on Prince Albert Gardens, to proceed following the grant of planning permission.

Members will have noted reference in the title to the siting of a miniature globe alongside the Albert Memorial as part of the same project. This was recently recovered from the property of a descendant of George Burt by Swanage Museum. However, the planning department have expressed some concern over this element of the project and the Development Trust have therefore withdrawn their request for this to be reconstructed within the garden of reflection. It is recommended that consideration of potential alternative sites for the miniature globe be referred to the Capital Projects sub-committee.

Decisions required:

To confirm approval for the erection of the Albert Memorial on Prince Albert Gardens, together with the laying out of a garden of reflection, the work to commence following the grant of planning permission.

To delegate to the Capital Projects Sub-Committee agreement of the specification of the garden layout and the Council's future maintenance obligations.

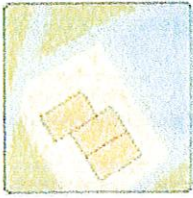
To instruct the Town Clerk to agree a suitable legal agreement with Swanage and Purbeck Development Trust to take control of the site for the duration of the construction process.

To appoint a specialist advisor to agree the specification prior to construction and sign-off the work upon completion, prior to the Memorial and gardens being handed over to the Town Council.

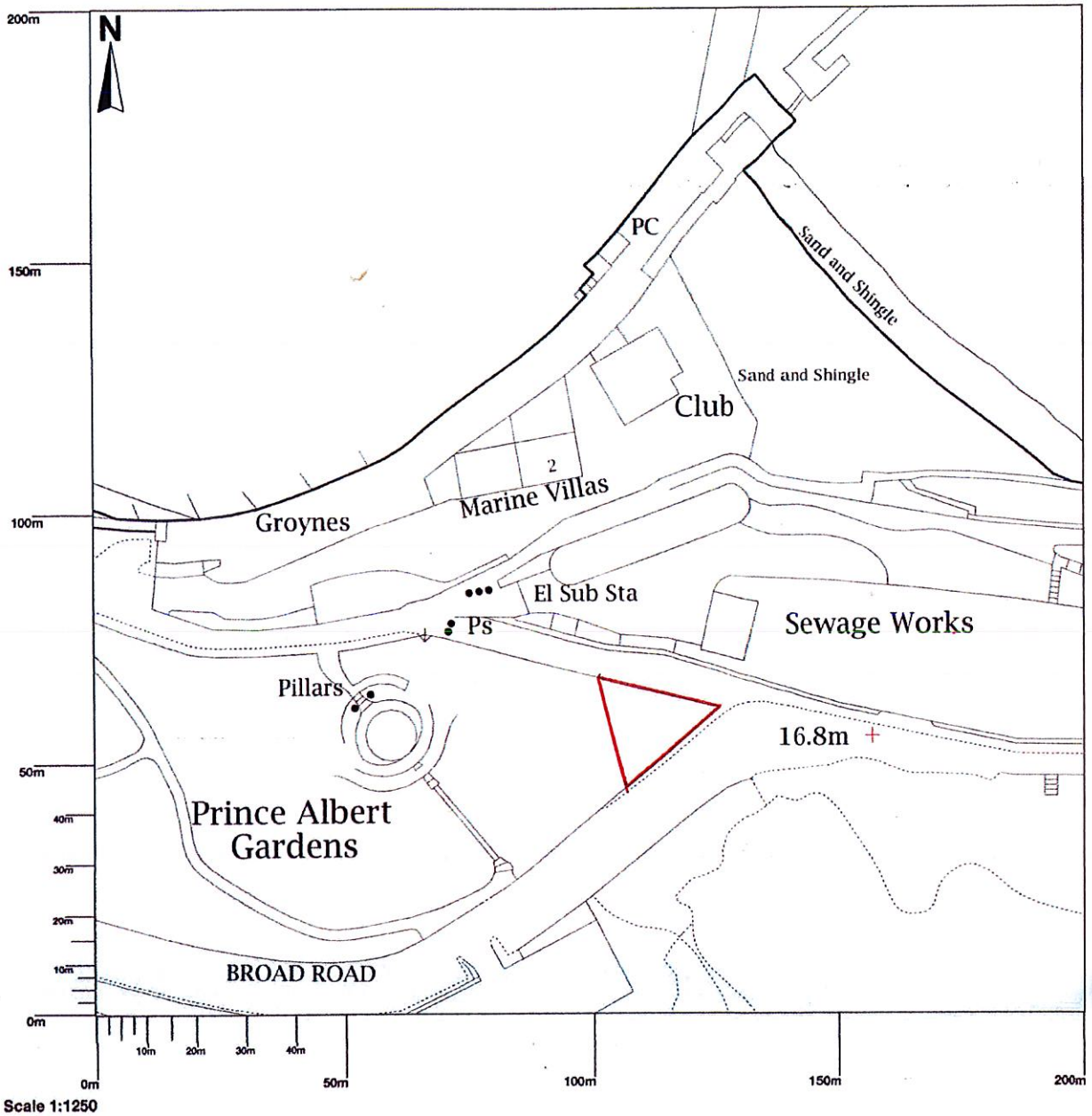
Martin Ayres
Town Clerk

June 2020





Prince Albert Gardens



Map area bounded by: 403442,78539 403642,78739. Produced on 16 March 2020 from the OS National Geographic Database. Reproduction in whole or part is prohibited without the prior permission of Ordnance Survey. © Crown copyright 2020. Supplied by UKPlanningMaps.com a licensed OS partner (100054135). Unique plan reference: p4buk/440946/598107

C2 Prince Albert Gardens - Concept 2V3
Scale: 1:100

Existing planting to be enhanced with new native species

Stepping stones, desturing towards Swanage Amphitheatre

Hoggin pathway to link the entirety of the site

New bench seating. Raised wall to increase the feeling of privacy. Bench seating to look out seaward






Twin walls to reflect the geometry of Swanage Amphitheatre and raised to address the level differences on site

Existing tree to be relocated

A mixture of new and existing native planting to bring colour and atmosphere to the site

Existing site gated access. Levels to be adjusted to create an acceptable ramp for wheelchair access. New display board to be located at the entrance of the site

Key

-  Lawn
-  Planted areas
-  Paving
-  Hoggin Pathway
-  Purbeck Walling

Scale - 1:100 @ A2



Title
Prince Albert Gardens - Concept 2V3

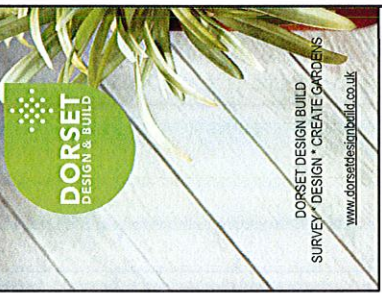
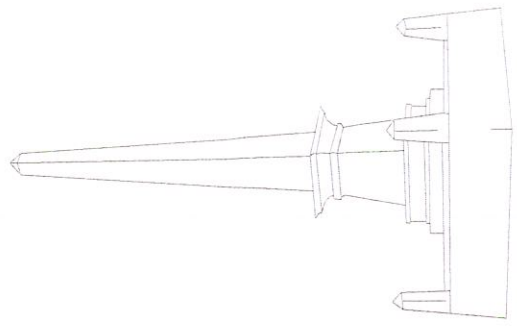
Drawing Number
002V3

Drawn By
JL

Date
04/06/2020

CAD File Name
DDB_Prince_Albert_Gardens_Plan

Prince Albert memorial to be reinstated. Image above depicts and artist's impression of the original memorial. The memorial will sit as the central focal point of the site



Extraordinary Meeting 29th June 2020

Item 15 – To agree process for formulating a policy on rentals and licence fees in the aftermath of the Covid-19 pandemic

The Town Council's third largest source of income is from the rental of property in the town, generating in excess of £200,000 per annum. In addition to this there are a number of licence fees, such as those payable by taxi drivers, private beach hut owners and concessionaires. Unsurprisingly, given the extreme impact of the Covid-19 pandemic a majority of the Council's tenants have made contact to seek guidance on the Council's policy in respect of rental payments.

To date, great care has been taken not to commit the Council to a specific course of action because it appears premature to judge the financial situation of these businesses on the basis of the last three months alone. This is particularly true of those that are dependent on the holiday trade over the peak summer season. Whilst the Council has a legal obligation to seek to maximise its income, the difficult financial situation that many such businesses are facing has been acknowledged and assurances given that the Council will seek to work with its tenants and licensees to identify a way forward that is fair to both parties.

This is an example of a message recently sent to one of the Council's licensees:

'Council is yet to review the collection of rents and licence fees due, and clearly we're some way away from fully understanding the impact of the crisis on the summer season. We will continue to send out invoices and the bottom line at the moment is that the rents/licence fees will fall due as usual. However, we will be happy to discuss the situation with you on an ongoing basis'.

Clearly a range of options are open to Council, including pursuing the full payments of rentals due on the existing timescales, agreeing revised payment schedules, or granting rent reductions. Whatever way forward is identified it must be fair to all council tenants and licensees. A copy of a statement issued by Dorset Council on this matter has been appended to this briefing note for information.

In order to take this matter forward it is proposed that Council appoints a panel to look through the requests that have been received to date, to consider the stance of other local councils and to work with officers to devise a draft policy to be considered by the Policy, Finance and Performance Management Committee.

Some clarification will also be required in respect of payments for boat park spaces and the advertisement boards outside of the Information Centre. It is therefore proposed that consideration of these issues should also be included within the panel's remit.

Decision required:

To consider the appointment of a panel to work with officers to devise a policy in respect of licence fees, rentals and other commercial income to be considered by the Policy, Finance and Performance Management Committee prior to agreement by Full Council.

Martin Ayres
Town Clerk and Responsible Financial Officer

June 2020

Dorset Council – Commercial Rent Position Statement 20 April 2020

Dorset Council recognises the financial impact that the Covid-19 pandemic is having on all business within the County whether they be large or small.

Dorset Council is also a business and relies upon the essential income stream it receives from its commercial tenants to provide vital services to the residents of Dorset. The Council is now experiencing a very high demand for many of these services, which is placing a large financial strain on its budgets.

The Council wishes to work with all of its tenants in a proactive manner during the current situation and beyond into the recovery phase from Covid-19. The Council will still be invoicing rent when it is due. This is a contractual requirement of the lease, but also this serves as a means for the landlord and tenant to make contact to discuss their respective positions. The council will not take any recovery action during the Covid-19 restriction period. The Council has many commercial tenants, operating in many different sectors, all of whom will feel the effects of Covid-19 in differing degrees. The Council is encouraging all tenants who are experiencing financial hardship and as a result will not be in a position to pay their rent to make contact.

At the time of drafting this position statement it is unclear as to when the current restrictions to limit the spread of coronavirus imposed by the Government will be lifted and therefore it is not possible to have a complete picture as to what financial effect this will have on business within the county and the Council's commercial tenants. The Council will review its position in relation to commercial rents only when restrictions have been lifted. This is in line with the approach adopted by other local authorities and commercial landlords. The Council will work with its tenants who are having difficulty making rent payments. The Council is aware of the seasonal nature of some of the industries its tenants operate within and will be guided by this when discussing rent issues.

Whilst the Council, on the whole, enjoys a positive working relationship with its tenants, it is within the context of a Landlord and Tenant relationship. The Council's remit, as a commercial landlord, does not extend to providing relief or compensation to its tenants for loss of profits. Any additional measures taken by the Council in its capacity as a commercial landlord will be in relation to rent and the tenant's ability to pay.

Extraordinary Meeting 29th June 2020

Item 16 – Consideration of report from Visitor Services Manager regarding proposals for summer 2020

1. Boat Park

The Boat Park opened to the public on Saturday 13th June with many customers using this facility. We are now operating a full standard service from this location in terms of staffing and service provision.

2. Beach

Authority was provided to employ up to four Seafront Advisors to patrol the beach and staff the boat park. Due to recruitment issues this has taken some time and as of 24 June we have two employees. While the beach has not been particularly busy for much of the last few weeks, these staff have been extremely useful to release pressure on the Operations Team by undertaking beach cleaning tasks and some beach maintenance work.

The RNLI Lifeguards returned to the beach on 20th June, although this is not being promoted currently.

The designated swimming area was installed on 20th May to protect swimmers.

With the arrival of the Seafront Advisors and Lifeguards we are now able to raise the 'Blue Flag', which demonstrates that the beach is safe and meets the Blue Flag requirements.

Decision Required:

The Council are asked if they would approve the raising of the Blue Flag from 4th July.

3. Beach Huts

Beach Huts will open from 4th July for pre-booked huts and from 11th July for new bookings. A document has been produced detailing how social distancing will be managed (see appendix 1). Essentially this will require the closing of every other hut in most cases and the installation of a one-way route along the upper level.

Each beach hut will be disinfected before any new booking. This will be undertaken by the Seafront Advisors and the cleaning contractor. Keys will be disinfected on return and before being given out.

Currently bookings are only being taken until 4th September and this will be reviewed in late July/ early August.

We are expecting to refund £25,000 and transfer into next year £25,000 (ex. VAT). A further £10,000 is expected to be 'lost' due to restricted huts available due to social distancing. To date we have issued around 200 refunds and transfers.

The Shore Road beach hut doors are currently being replaced and will be completed before 4th July.

4. Concessions

The deckchair and water sports concession are now fully operational. Work is ongoing with the Punch and Judy concession with the view that they will use the Hardstanding below Santa Fe for this year so as to avoid conflict over space on the beach and to ensure social distancing.

The three ice cream kiosks are now open.

5. Events

All events using land operated by Swanage Town Council have been cancelled or postponed up to mid-September.

We are now starting to get requests for small scale events or performances, either using the Bandstand or the Hardstanding and in one case PAG. The Council are asked to consider what their view might be regarding the provision of authority regarding events that may not attract many people (i.e. busking type performances) or a number that is allowable under government guidance (currently 6 people but this will change). The recommendation from the Visitor Services Manager is to not permit any events until further review at a future Council meeting.

Decision Required:

Should small scale events be permitted as long as they are within government guidance?

6. Beach Gardens

The Tennis Courts have been open to Tennis Club members since late May and from last week we have permitted members of public if playing alongside Tennis Club Members. We are expecting to offer tennis to paying customers from 11th July when the kiosk opens. The Basketball Court opened last week.

This kiosk facility is currently due to open on Saturday 11th July. No hot food will be offered, and a counter service will be provided from the door, so customers will not need to enter the building. Other social distancing actions will be implemented to ensure safety for customers.

Usually we would recruit 3 seasonal staff to cover this on a 'zero' hours contract. This year we would like to recruit just two staff as we expect to open for fewer hours.

An early assessment suggests that the net cost of opening Beach Gardens to the public this year would be £2,500, however it would be difficult to support public tennis.

Decision Required:

Should we recruit two staff members for Beach Gardens and open Beach Gardens on 11th July?

7. Swanage Information Centre

Swanage Information Centre is currently planning to open on 4th July. The intention is to offer, as far as possible, an outside service using a gazebo to protect staff from sun and ensure social distancing can always be maintained. Customers will still be permitted to enter the Information Centre, but these will be limited to small numbers and a Perspex screen has been

constructed along the desk. Additionally, a rear entry point has been created to allow staff working upstairs to avoid moving along the stairs and through the customer area.

As Councillors will be aware, Swanage Information Centre is different to many other Tourist Information Centres in that we also offer a beach management office and support to beach huts as well as the other sites such as the boat park and Beach Gardens.

Currently we have 3 staff plus the Visitor Services Manager. While the Visitor Services Manager can and will help the staff undertake customer service duties it should be noted that two key additional roles have been taken on by the manager in the last few months. These involve supporting the Market and leading on the Town Recovery planning. It is also expected to be a very challenging year in many areas so it is recommended that any assumptions with regard staffing the Information Centre do not include the manager as a front line officer in order to ensure capacity is available to deal with issues as they arise and to support the wider Council.

With the three current staff we are only able to provide a basic 5-day information service which will also require lunchtime closures. Within the original budget we were provided with 3 seasonal staff to allow 7-day opening. This basic service would see us potentially closing on days when we have staff sickness and/or holidays. Additionally, the manager has been very clear to staff that if they become overwhelmed or experience too many issues the Information Centre will be closed to the public, either for an hour, day or a longer period if necessary.

We would ask that we are provided with two seasonal staff to allow us to operate a slightly limited 7-day service, as we feel this is difficult but manageable this year. This would cost approximately £7,000. While any further capacity would be useful it would more likely be used by the Seafront Advisors as they could be brought in to support the Information Centre in a customer role if required.

We would like to recruit both members of staff on flexible hours so that if we do not require them, we can ensure that savings are made. Additionally, we would look to recruit one for 4th July and only open from 10.00am to 3.00pm for 7 days.

From the middle of July, or as required if necessary, we would look to open from 10.00am to 4.30pm. The second staff member would be recruited from mid to late July.

Decisions Required:

What kind of service should we provide from 4th July and should we recruit two additional staff on flexible hours at approx. £7,000?

8. Promotion

We are currently not undertaking promotional activities although the message from Dorset Council is moving from 'Think Twice' to 'Respect, Protect, Enjoy'. We will continue to follow Dorset Council's line on promotion which is likely to see a slow increase in these activities over the next few months.

9. Financial position across Visitor Services functions

The figures below are very early indicative figures for the income and expenditure for Boat Park, TIC, Beach Gardens, Beach and Beach Huts and Market. It is very difficult to forecast what might happen this year although the figures below assume a reasonably slow return of visitors. We are hopeful that income levels will increase, and further expenditure items can be avoided. In many budget lines we have assumed full expenditure as we are unclear how this year will turn out.

These figures include the proposals within this report and are exclusive of VAT.

	Original Budget	Forecast Out- turn	Diff	
Income	-£298,280	-£154,505	£143,775	-48%
Expenditure	£456,195	£365,203	-£90,992	-20%
Net Budget	£157,915	£210,698	£52,783	25%

10. Summary - Decisions required

1. The Council are asked if they would approve the raising of the Blue Flag from 4th July.
2. Should small scale events be permitted as long as they are within government guidance?
3. Should we recruit two staff members for Beach Gardens and open Beach Gardens on 11th July?
4. What kind of service should we provide from 4th July and should we recruit two additional staff on flexible hours at approx. £7,000?

Culvin Milmer
Visitor Services Manager

June 2020

Appendix 1 Swanage Beach Huts Plan: July 2020

4 th July	Beach Huts open to pre-booked huts (if few huts are booked out we may wish to allow some to be booked on a limited basis)
11 th July	Beach Huts booked as per normal up to 4 th September (no bookings after that period)
End July	Review beach hut operations and booking procedures
Early Aug	Depending on review, likely to allow bookings up to end March 2021
Mid Sept	Review if Spa and Spa Retreats can be made available for 2021
October	Bookings open for 2021-22

Social distancing approach

Shore Road

Every other hut will be utilised, and each hut will have 4 chairs and a table. Stools and balcony tables will be removed from all upper level huts. An 'advisory' one-way traffic flow will be installed on the upper level to avoid people passing on the stairs.

No markings will be indicated on the floor for the Lower Level huts apart from around the stairs where yellow hatching or similar will be created to allow sufficient space between huts and stairs. This may not be required at all locations once we have established which huts will be used.

Beach Hut 60 will be closed due to the movements around the stairs and kiosk.

For the upper level huts a line will be installed by the railings to create a 'safe' passageway.

Spa – wooden huts

These huts have sufficient space to allow movement and will all be open. No one way traffic will be installed other than signs to remind people to keep their distance. Toilets will not be provided for 2020 due to the inability to provide warm water for hand washing and the potential risk of Covid-19 infection. The nearest water point is at Sandpit Field and Shore Road beach huts.

Spa Retreats

Only huts 1, 4 and 6 to be opened. Access for 4 and 6 from slope up from Shore Road and no. 1 from steps through Spa field.

Booking approach

We will start by allocating huts to those booking the longest periods and work through the diary in a fair and equitable way. We hope that we can retain everyone in a beach hut for this summer, although many will need to change to alternative huts. If a customer is unhappy with what is offered, they may request a full refund or transfer to next year as per the current terms and conditions.

The S...s

Path
Install signs and stencils along with 'beach hut users only' signs

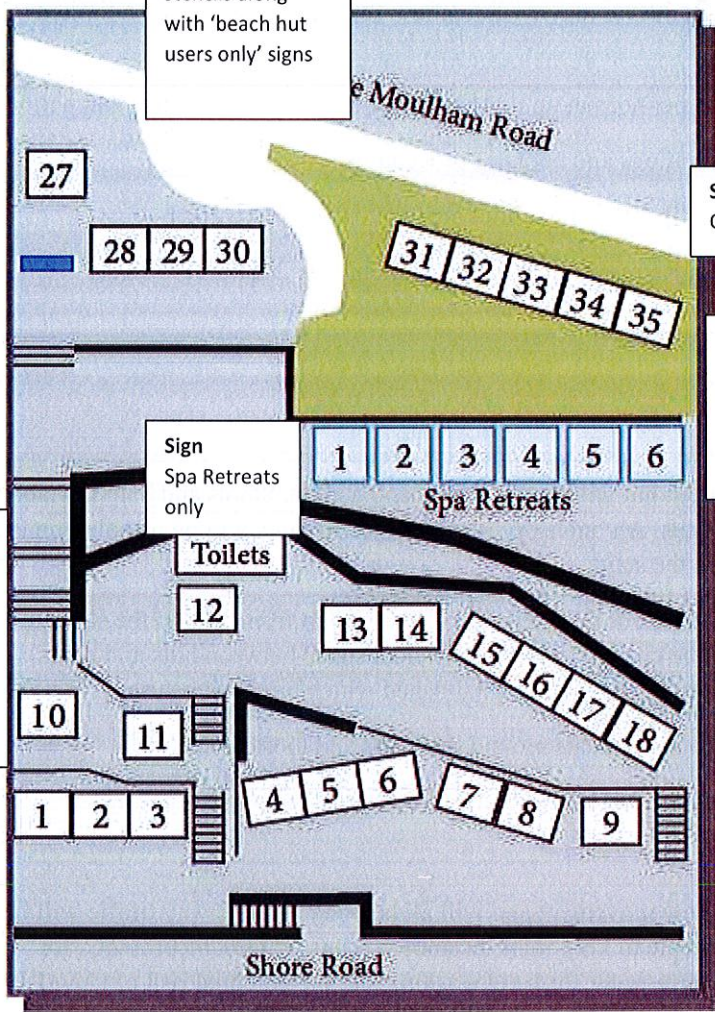
Rear area
Install basic barrier

Spa Retreats
Close 2, 3 and 5

Entrance
Sign saying entry for Spa Retreats 6 and 4 only.

Path
Install signs and stencils along with 'beach hut users only' signs

Sign
Spa Retreats only



Toilets
12

1 2 3 4 5 6
Spa Retreats

13 14

15 16 17 18

10

11

1

2

3

4

5

6

7

8

9

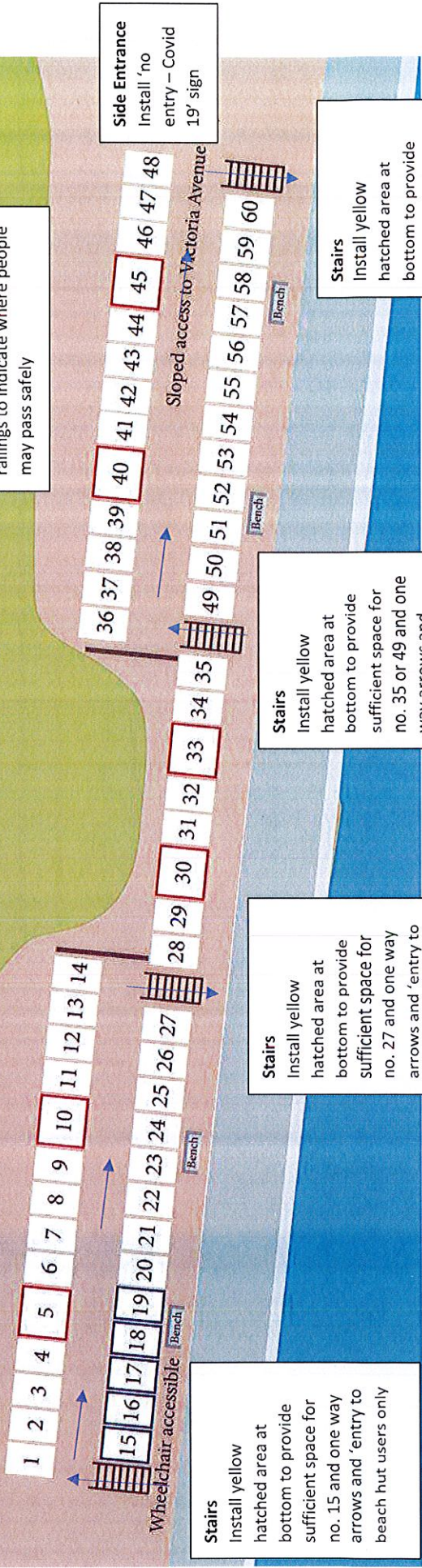
Shore Road

Moulham Road

The Shore Road Beach Hut

Upper Level
Place tape along top between by railings to indicate where people may pass safely

Upper Level
Place tape along top between by railings to indicate where people may pass safely



Stairs
Install yellow hatched area at bottom to provide sufficient space for no. 15 and one way arrows and 'entry to beach hut users only

Stairs
Install yellow hatched area at bottom to provide sufficient space for no. 27 and one way arrows and 'entry to beach hut users only. Close 27 or 28 depending on which is most cost effective

Stairs
Install yellow hatched area at bottom to provide sufficient space for no. 35 or 49 and one way arrows and 'entry to beach hut users only. Close 35 or 49 depending on which is most cost effective

Stairs
Install yellow hatched area at bottom to provide sufficient space from Giggis and close no. 60 and one way arrows and 'entry to beach hut users only. Close 27 or 28 depending on which is most cost effective

Side Entrance
Install 'no entry - Covid 19' sign

