

Minutes of the **ANNUAL MEETING** of the Swanage Town Council held at the Town Hall, High Street, Swanage on **MONDAY, 22nd MAY 2023** at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor J. Bishop

Councillor M. Bonfield

Councillor A. Harris

Councillor C. Moreton

Councillor N. Rogers

Councillor G. Suttle

Councillor C. Tomes

Councillor M. Whitwam

In addition to Members of the Council and officers, six members of the public attended the Meeting and were welcomed by the Town Mayor.

Public Participation Time

The following matters were raised during Public Participation Time:-

- **Day's Park redevelopment project** – a query was raised regarding the progress of the project, and how members of the public could receive updates. In response it was stated that the Day's Park Development Forum, which consisted of representatives from the Town Council, Swanage and Herston Football Club and Swanage and Purbeck Development Trust, met regularly and updates were provided to the Community Services Committee, where public attendance was welcomed.

Reverend Ian Bird, Team Rector for Swanage and Studland Team Ministry, offered a short prayer before the commencement of the Meeting.

Councillor Foster opened the Council Meeting at 7.10 p.m.

1. **Appointment of Town Mayor**

Proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

That Councillor Tina Foster be appointed Town Mayor for the ensuing year.

Councillor Foster completed the Statutory Declaration of Acceptance of Office and was honoured to accept the role.

The Mayor confirmed that her husband, Mr Leslie Parkinson, would be her consort during her period of Office.

2. **Appointment of Deputy Mayor**

Proposed by Councillor Foster, seconded by Councillor Bishop and
RESOLVED UNANIMOUSLY:-

That Councillor Chris Moreton be appointed Deputy Town Mayor for the ensuing year.

Councillor Moreton completed the Declaration of Acceptance of Office and was delighted to accept the appointment. He was pleased to announce that his wife, Mrs Liz Moreton, would be his Deputy Mayoress during his period of Office.

3. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

4. **Apologies**

Apologies for his inability to attend the Meeting were received from Councillor Trite. Councillors Finch and Monkhouse attended the meeting remotely.

5. **Representatives on Outside Bodies**

It was noted that the representatives on outside bodies would remain unchanged for the forthcoming year, although the Community Emergency Response Team would be added to the list.

Proposed by Councillor Bonfield, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-

That the following appointments of representatives to outside bodies be approved:-

Citizens Advice Bureau	Councillor Moreton
Community Emergency Response Team	Councillors Foster, Moreton and Tomes
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Bonfield – observer
Herston Reading Room	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Bonfield – observer
Purbeck Rail Partnership	Councillor Whitwam
Purbeck Transport Action Group	Councillors Monkhouse & Whitwam
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors Harris, Monkhouse & Rogers
Swanage Childrens' Centre	Councillor Monkhouse

Swanage Community Land Trust	Councillors Monkhouse & Rogers - observers
Swanage Fairtrade	Councillor Moreton
Swanage Museum	Councillors Moreton & Whitwam
Swanage Pier Trust	Councillor Whitwam (Director until December 2023)
Swanage Regatta & Carnival Committee	Town Mayor, and Councillors Finch & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Whitwam
Swanage Town & Herston Football Club - Days Park Development Forum	Councillors Bishop, Bonfield & Tomes
The Centre Management Board	Councillor Monkhouse – observer
Wellbeing Swanage	Councillor Monkhouse

6. **Appointment of Committees 2023/24**

Proposed by Councillor Harris, seconded by Councillor Tomes and

RESOLVED UNANIMOUSLY:-

That the following appointments be made to the Committees:-

Community Services Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bishop, Bonfield, Finch, Harris, Monkhouse and Tomes.

Environment and Green Spaces Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Harris, Monkhouse, Rogers, Tomes, Trite and Whitwam.

Personnel Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bonfield, Harris and Trite.

Planning and Consultation Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bonfield, Finch, Harris, Rogers and Whitwam.

Tourism and Local Economy Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bonfield, Finch, Tomes and Whitwam.

7. **Appointment of Committee Chairmen and Finance and Governance Committee 2023/24**

Proposed by Councillor Tomes, seconded by Councillor Bonfield and

RESOLVED UNANIMOUSLY:-

That the following appointment of Committee Chairmen

and membership of the Finance and Governance Committee be approved:-

Community Services Committee

Chairman – Councillor Bonfield

Environment and Green Spaces Committee

Chairman – Councillor Moreton

Personnel Committee

Chairman – Councillor Trite

Planning and Consultation Committee

Chairman - Councillor Harris

Tourism and Local Economy Committee

Chairman – Councillor Tomes

Finance and Governance Committee

To consist of the Town Mayor, Deputy Mayor, and Chair of each of the Council's Standing Committees, and, in light of his financial expertise, Councillor Bishop.

Town Mayor, Deputy Mayor and Councillors Bishop, Bonfield, Harris, Tomes, Trite and Whitwam.

8. **Appointment of Councillor Members of Advisory Committees 2023/24**

It was noted that the following would be invited to the first meeting of the combined Coastal Change and Beach Management Advisory Committee, on the basis that they had previously attended Coastal Change Forum meetings:

- Past Chairmen of the Swanage Coastal Change Forum (Malcolm Turnbull and Tony Flux)
- Dorset Council AONB
- Jurassic Coast Trust

Proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

That the following appointment to the Coastal Change and Beach Management Advisory Committee be made:-

- (a) **Coastal Change and Beach Management Advisory Committee**
Councillors Bonfield, Finch and Tomes.

Further to Minute No. 186 of the Council Meeting held on 24th April 2023, it was noted that the Traffic Management Advisory Committee would report to the Community Services Committee as opposed to the Planning and Consultation Committee.

Proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

That the following appointment to the Traffic Management Advisory Committee be made:-

- (b) **Traffic Management Advisory Committee**

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bishop, Monkhouse and Whitwam.

9. **Appointment of Councillor Members of Working Parties 2023/24**

Proposed by Councillor Rogers, seconded by Councillor Bishop and
RESOLVED UNANIMOUSLY:-

That the following appointments to Council Working Parties be approved:-

Accessibility

Councillors Bonfield, Finch and Tomes.

Car Parks

Councillors Bonfield, Finch, Foster and Whitwam.

Communications Strategy

Councillors Finch, Foster, Harris, Monkhouse, Moreton and Tomes.

Community Awards Panel

Town Mayor and Deputy Mayor.

Emergency Health Services

Councillors Finch, Foster, Harris, Monkhouse, Suttle and Trite.

Environmental Policy and Action Plan

Councillors Foster, Harris, Monkhouse, Moreton, Rogers, Tomes, Trite and Whitwam.

Events

Councillors Finch, Foster and Tomes.

Grants Panel

Town Mayor and Deputy Mayor and Councillors Bishop, Bonfield and Finch.

Lower Grammar School Field

Councillors Bonfield, Finch, Harris, Monkhouse, Moreton, Tomes, Trite and Whitwam.

Market

Councillors Finch, Foster and Tomes.

Museum

Councillors Bonfield, Moreton and Whitwam.

Public Conveniences

Councillors Bonfield, Finch and Moreton.

Property Panel

Councillors Bonfield, Finch, Foster, Harris, Monkhouse, Moreton and Suttle.

Seafront Masterplan

Councillors Bonfield, Foster, Harris, Monkhouse, Moreton, Rogers, Suttle and Tomes.

Shore Road Closure

Councillors Bonfield, Monkhouse, Moreton and Whitwam.

Sport, Leisure and Wellbeing

Councillors Bishop, Bonfield, Foster, Moreton, Rogers and Tomes.

Tourism Marketing

Councillors Finch, Foster, Rogers and Tomes.

Waste Management

Councillors Bonfield, Finch, Harris and Moreton.

Lead Councillors 2023/24

Accessibility	Cllr Tomes
Car Parks	Cllr Foster
Communications Strategy	Cllr Foster
Community Awards Panel	Cllr Foster
Emergency Health Services	Cllr Monkhouse
Environmental Policy	Cllr Harris
Events	Cllr Tomes
Grants Panel	Cllr Foster
Lower Grammar School Field	Cllr Whitwam
Market	Cllr Foster
Museum	Cllr Whitwam
Public Conveniences	Cllr Bonfield
Property Panel	Cllr Bonfield
Seafront Masterplan	Cllr Bonfield
Shore Road Closure	Cllr Whitwam
Sport, Leisure and Wellbeing	Cllr Tomes
Tourism Marketing	Cllr Tomes
Waste Management	Community Services Committee Chairman

10. **Annual Membership Subscriptions 2023/24**

Consideration was given to membership subscriptions paid annually. It was proposed by Councillor Suttle, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

That membership of the following organisations be renewed during the forthcoming year:

Organisation	Renewal Date	Amount £ (approx.)
National Association of Memorial Masons	1 st January	264.00
Campaign to Protect Rural England	1 st February	36.00
Fields in Trust	1 st February	65.00
National Association of British Markets	1 st March	384.00
Dorset Association of Parish	1 st April	1444.56

& Town Councils (NALC)

Institute of Cemetery & Crematorium Management	1 st April	95.00
Rural Market Town Group	1 st April	133.00
South West Councils	1 st April	582.00
British Destinations	1 st June	100.00
National Society of Allotment & Leisure Gardeners	1 st August	66.00
The Ancient and Honourable Guild of Town Criers	1 st August	30.00

11. **To approve a calendar of meetings for 2023/24 and 2024/25**

Schedules of meetings for the years 2023/24 and 2024/25 were submitted for consideration.

Proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

That the schedules of meetings for 2023/24 and
2024/25 be approved.

12. **Minutes**

(a) Proposed by Councillor Suttle, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Council held on
24th April 2023 be approved as a correct record and signed.

13. **Planning and Consultation Committee**

Proposed by Councillor Harris, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Planning and Consultation
Committee held on 2nd May 2023 be approved as a
correct record and signed.

14. **To receive reports from the following Working Party Meetings**

(a) **Communications Strategy, 26th April 2023**

A briefing paper, prepared by the Planning and Community Engagement Manager, provided an update from the meeting of the Communications Strategy working party held on 26th April 2023. At the meeting, Members had reviewed the actions already undertaken/completed since the last working party meeting, work in progress, and considered a draft communications plan. It was noted that work was progressing to form a robust Communications Strategy.

(b) **Museum, 28th April 2023**

It was reported that a meeting had been held to discuss the latest plans for the Museum and a further update would be provided to a future meeting.

(c) **Accessibility, 10th May 2023**

It was reported that the first meeting of the Accessibility working party, held on 10th May 2023, had been extremely beneficial and a further meeting was scheduled for Wednesday 24th May 2023.

15. **Statement of Cash Balance**

(a) A Statement of Cash Balance as at 30th April 2023 was submitted for information (a copy attached at the end of these Minutes).

16. **Payment of Accounts**

In accordance with Regulations 5 and 6 of the Council's Financial Regulations, the following Payment Schedule was submitted for information:-

- Payment Schedule 1, amounting to £262,870.68

17. **Seafront Masterplan – To agree next steps, including public engagement**

Further to Minute No. 176 (a) of the Council Meeting held on 25th April 2022, consideration was given to a briefing note prepared by the Town Clerk which detailed the progress of the Swanage Seafront Masterplan to date, and included the update provided by the lead councillor at the recent Annual Parish Assembly, held on 15th May 2023.

Although circulation of the draft Masterplan had been anticipated prior to the meeting, it was noted that Members would receive a copy the next day, Tuesday 23rd May. Members were encouraged to provide feedback to the Visitor Services Manager no later than Wednesday 31st May so that the responses could be collated and forwarded to Dorset Coast Forum by 5th June to enable final changes to be made to the draft plan in early June. A copy of the consultation draft would be shared with the Town Council w/c 12th June, prior to the draft Masterplan publication on Monday 19th June for a three-week period of public engagement. During that time there would be a drop-in event at the Mowlem, a survey, an interactive webpage and other means of engagement available. It was noted that although it is a comparatively short engagement period, there would be extensive promotion and signposting of the plan's publication in advance to raise awareness.

It was anticipated that the engagement period would end on Monday 10th July and that final changes would be made to the Masterplan in the following ten days. A final draft version would be presented to the Town Council at its meeting on Monday 24th July for approval and adoption. Should public response be such that extensive consideration of the outcome of the engagement process be required, adoption may be delayed until the autumn.

It was proposed by Councillor Tomes, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That the Town Council approves the timetable and mechanism for confirming the content of the draft Seafront Masterplan, as set out in the briefing paper, prior to it being published for a three-week public engagement period between 19th June and 10th July 2023.

18. **Swanage Disability Reference Group – Proposed Terms of Reference**

Further to Minute No. 136 of the Council Meeting held on 30th January 2023, Members considered the contents of a briefing paper prepared by the Visitor Services and Business Development Manager (VSBDM), which set out the progress to date in the establishment of a Disability Reference Group for Swanage.

Consideration was given to the Terms of Reference document which had been included as Appendix 1 in the briefing paper. Attention was drawn to the proposal that

the Town Council would invite a number of nominated individuals, who have a range of disabilities, to be involved in the group, and that a review of the Terms of Reference would take place in one year's time. It was noted that the budget implications were not considered to be onerous at this stage and it was expected that funding would be sourced from current budgets. It was envisaged that the group be established promptly to enable participation in various consultations and engagement exercises in the forthcoming months.

It was proposed by Councillor Bonfield, seconded by Councillor Tomes, and **RESOLVED UNANIMOUSLY:-**

That the Town Council approves the Terms of Reference for the Swanage Disability Reference Group, as set out in Appendix 1 of the briefing paper and grants delegated authority to officers to set up the group and to approve small budget requests to support the group's activities on a case by case basis, in consultation with the Accessibility Working Party. Furthermore, that the chairman of the group is invited to attend meetings of the Tourism and Local Economy Committee.

The VSBDM encouraged those present to contact him with nominations of individuals to become members of the group.

19. **Reporting of delegated matters**

There were no matters to report on this occasion.

20. **Report from Dorset Councillors**

Councillor Suttle provided updates on matters that included the following:

- Refuse – meeting held in Commercial Road to discuss the positioning and difficulties with the bins.
- High Street – meeting to discuss the Victorian columns of The Arcade, 36 High Street, and the potential installation of a bollard to protect them from vehicle damage. Possible joint funding between the owner, DC and STC.
- The Mayor congratulated Councillor Suttle on his newly appointed role as Deputy Leader of Dorset Council and Portfolio Holder for Finance, Commercial and Strategy.
- Councillor Tritte was also congratulated for his newly appointed role as Vice-Chairman of Dorset Council.

21. **Reports from Council representatives on outside organisations**

(a) **Swanage Community Land Trust**

Further to Minute No. 145 (d) of the Council Meeting held on 30th January 2023, it was reported that the asset transfer was taking some time, however, the CLT had used the opportunity to investigate the future structure of the organisation in order to provide the best outcome for Swanage residents. Work had been ongoing with registered providers and an update would be provided to a future meeting.

(b) **Citizens Advice Bureau**

It was reported that the CAB Advice Bus had been officially opened at the Swanage Market by the Town Mayor and Deputy Mayor and would prove to be a useful asset in the provision of advice across Purbeck.

(c) **Wellbeing Swanage**

It was noted that in light of the agreed asset transfer of premises in Chapel Lane from Dorset Council to the Swanage and Purbeck Development Trust it was anticipated that the Family Hub project would progress with some pace.

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

There were no items raised for forthcoming agendas on this occasion.

The meeting concluded at 7.35 p.m.
