

**DRAFT Minutes of the Meeting of the CAPITAL PROJECTS
SUB-COMMITTEE held at the Town Hall, Swanage at 2.30 p.m.
on WEDNESDAY 3RD JULY 2019**

Present: -

Councillor M. Bonfield - Chairman

Councillor A. Harris

Councillor J. Page

Councillor C. Tomes

Martin Ayres – Town Clerk

Geoff Brookes – Interim Operations Manager

1. Appointment of Chairman

It was proposed by Councillor Page, seconded by Councillor Harris and
RESOLVED UNANIMOUSLY:

That Councillor Bonfield be appointed Chairman
of the Sub-Committee for 2019/20.

2. Apologies

There were no apologies to report.

3. Declarations of Interest

No declarations of interest were made in respect of items on the agenda.

4. To discuss remit of sub-committee and outline Terms of Reference to be recommended to General Operations Committee

This being the inaugural meeting of the Capital Projects Sub-Committee, the Town Clerk circulated draft terms of reference for Members to consider and make any recommendations to the General Operations Committee.

It was considered that this fairly reflected the intentions of the General Operations Committee in establishing this group and it was noted that should any changes be felt necessary the sub-committee could make further recommendations.

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

TO RECOMMEND:

That the draft terms of reference for the Capital
Projects Sub-Committee be approved.

5. Capital programme and extraordinary revenue expenditure - to consider verbal report from Interim Operations Manager, identify the sub-committee's priorities and agree next steps.

The Interim Operations Manager provided a verbal report as to the prioritisation of schemes listed on the One-Off Expenditure List from the 2019/20 Annual Budget Report and the Capital Programme. It was noted that works would get underway on a number of projects in October/November 2019 for completion in the current financial year. Attention was drawn to the possibility of engaging Dorset Property to oversee some projects, as discussed under agenda item 6, below.

During the discussion, attention was drawn to a number of items that were not included in the 2019/20 budgets, including the installation of a barrier at the new Depot and remedial works to the Chapel at Godlingston Cemetery. It was noted that these would be reported to a future Committee/Council meeting for authorisation to spend.

Reference was also made to discussions with the Tennis and Bowls Clubs regarding the future of the pavilion at Beach Gardens and it was agreed that a condition survey of the building should be undertaken. This would be funded from within existing budgets.

The importance of implementing the action points from the Green Infrastructure Strategy (GIS) was highlighted, and the possibility of making a funding bid to the Urban Tree Challenge Fund was noted. It was suggested that discussions take place with the National Trust about co-ordinating an application relating to the GIS.

It was agreed that it would be useful for the Members of the sub-committee to carry out a site visit in respect of a number of projects, as follows:

- Shore Road beach huts doors and locks
- Traffic flow and raised kerbs at the Station
- Speed reduction measures at Cow Lane.

Consideration was given to options for seating at the bandstand, and it was agreed that officers should consider three options: continuous recycled plastic seating, continuous wooden seating, and individual Eastgate-style wooden benches. A report would be brought forward to an appropriate Committee/Council meeting.

6. To consider the role of Dorset Property in developing and managing future projects.

In the absence of a permanent Operations Manager, consideration was given to the engagement of Dorset Property (Dorset Council's property services) to develop a number of the Council's priority projects. It was noted that full Council had authorised this for a three-month period under Minute No. 120 of the Monthly Meeting held on 29th October 2018, although this had not been implemented due to the prioritisation of ongoing capital works at the Boat Park and Bandstand.

The sub-committee agreed that it would be appropriate to implement this decision now and raised no objection to the engagement of Dorset Property, as agreed under Minute No. 120 of the Monthly Meeting held on 29th October 2018.

7. Items of information and matters for forthcoming agendas

No items were reported.

8. Date of next meeting

It was agreed that the next meeting of the Sub-Committee would take the format of an informal site visit, and would convene at 2.30 p.m. on Wednesday 7th August 2019 at the Tourist Information Centre.

The Meeting closed at 3.50 p.m.
