

Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
WEDNESDAY, 27th JULY 2022 at 7.00 p.m.

PRESENT:-

Councillor T. Foster– Chair

Councillor J. Bishop
Councillor M.P. Bonfield until 7.50 p.m.
Councillor C. Finch from 7.05 p.m.
Councillor A. Harris
Councillor C. Moreton
Councillor G.M. Suttle
Councillor C. Tomes
Councillor W. Trite
Councillor M. Whitwam

In addition to Members of the Council and officers, one member of the public and one member of the local press attended the Meeting.

Public Participation Time

The following matter was raised:-

- **Wellbeing Project** – Mr Bob Foster, representing Swanage & Purbeck Development Trust, provided an update on the partnership working between the Trust, Town Council and Dorset Council regarding the future management of the Children’s Centre and Day Centre at Chapel Lane. It was noted that the driving force of the Wellbeing Project was to protect services and ensure that public assets are retained for the benefit of the local community.

The Chair opened the Council Meeting at 7.05 p.m.

62. **Apologies**

Apologies for her inability to attend the Meeting were received from Councillor Rogers. Councillor Monkhouse attended the meeting remotely.

63. **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.

64. **Corporate Plan 2022-25 – To agree draft content for public consultation**

Further to Minute No. 5 of the Policy, Finance and Performance Management Committee Meeting held on 27th July 2022, consideration was given to a recommendation to approve the draft Corporate Plan for public consultation. It was noted that minor amendments proposed by the Committee had been incorporated into the document, and that there would be a further opportunity to amend the Plan following public consultation.

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

That the content of the draft Corporate Plan 2022-25 be approved and issued for public consultation.

65. **Reporting of delegated matters**
- (a) **Appointment of Health and Safety Consultants**
It was reported that the contract with WorkNest (formerly Ellis Whittam) for Health and Safety Advisory Services had been renewed for a further three years at a cost of £4,375 p.a.
 - (b) **Procurement of equipment to improve remote access to Council meetings**
Further to Minute No. 91 of the Council Meeting held on 1st November 2021, it was reported that an Owl Pro had been procured to help improve remote access to Council Meetings at a cost of £1,078.
 - (c) **Upgrade to Modems in Parking Machines**
Further to Minute No. 10 of the Policy, Finance and Performance Management Committee Meeting held on 27th July 2022, it was reported that urgent spending of approximately £9,800 had been authorised by the Town Clerk to upgrade the modems in the Council's car park ticket machines due to the phasing out of 3G.

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

- (a) **Wellbeing Project – Submission of business case to Dorset Council**
Further to the presentation during public participation time, it was noted that the Town Council had passed a resolution in support of the Development Trust's Business Plan for the future of the Chapel Lane complex at its meeting held on 27th January 2020. It was noted that the Trust was likely to seek financial support from the Town Council to support its operation during the first three years. It was proposed by Councillor Tomes, seconded by Councillor Bonfield and AGREED:
That the lead Member for the Sport, Leisure & Wellbeing Working Party should meet with representatives of the Development Trust to discuss potential next steps and report to a future meeting.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Moreton and AGREED:-
That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 6 to 8 for reasons of commercial confidentiality.

67. **To approve procurement processes and award contracts for the following projects, further to the agreement of budgets at the Council meeting held on 11th July 2022**

- (a) **Installation of path and lighting at Day's Park, Swanage**
Further to Minute No. 48 (a) of the Council Meeting held on 11th July 2022, consideration was given to a briefing note setting out the procurement process followed in respect of the installation of a new footpath across Journey's End and the lighting of the pathways across Journey's End and Day's Park at a total budget cost of £120,000. It was reported that it was planned for two contracts to be awarded in accordance with Financial Regulation 11.1.c. via Dorset Council's Repairs, Maintenance, Minor and Small Capital Works (RMMSCW) Framework Agreement. It was proposed by Councillor Bonfield, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:
To award the contract for the installation of a footpath across Journey's End via Lot 11F of the RMMSCW Framework Agreement to Blacknoll Ltd and to award the contract for associated lighting via Lot 2B to Luna Electrical Services.

- (b) **Upgrading and adoption of sections of Cow Lane and Panorama Road**
Further to Minute No. 48 (b) of the Council Meeting held on 11th July 2022, consideration was given to a briefing note prepared by the Operations Manager setting out the procurement process followed in respect of the upgrading and adoption of sections of Cow Lane and Panorama Road. It was reported that it was planned for the work to be commissioned via Dorset Council as part of the adoption process, and that the work had been costed in accordance with Financial Regulation 11.1.c. via the Dorset Highways Works Term Service Contract, which had been the subject of a competitive tendering process.
It was proposed by Councillor Suttle, seconded by Councillor Finch and
RESOLVED UNANIMOUSLY:-

To enter into an agreement with Dorset Council to upgrade and adopt the southern section of Cow Lane at a cost of £20,695 and to upgrade and adopt the northernmost stretch of Panorama Road at a cost of £54,520.

68. **Seafront Masterplan – Award of contract to consultants to undertake consultation and develop masterplan report**

Further to Minute No. 176 (a) of the Council Meeting held on 25th April 2022, consideration was given to the appointment of consultants to develop a Seafront Masterplan in accordance with the specification approved at that meeting. Invitations to participate had been sent to three potential consultants. Having considered a briefing note circulated prior to the meeting, it was proposed by Councillor Tomes, seconded by Councillor Suttle and **RESOLVED UNANIMOUSLY:-**

To award the contract for the development of a Seafront Masterplan to Dorset Coast Forum at a cost not exceeding £15,000.

69. **Seafront Stabilisation and Enhancement Scheme (Phase 2) – Award of Contract for Preliminary Design Work**

Further to Minute No. 171 of the Extraordinary Council Meeting held on 4th April 2022 and Minute No. 185 (b) of the Council Meeting held on 25th April 2022 consideration was given to a briefing note prepared by the Operations Manager, which set out the next steps required to develop proposals for the stabilisation and enhancement of the seafront land from Sandpit Field to the Spa. The importance of developing options for consideration by councillors as part of budget setting for future years was highlighted. The information would also be used to inform public consultation on the project.

The benefits of engaging the company already commissioned to carry out an engineering feasibility study in respect of this land were highlighted, brought by a combination of their professional skills and their existing knowledge of the site. It was noted that under Financial Regulation 11.1.b. the Town Council can directly award a contract for such specialist services.

Councillor Bonfield left the meeting at 7.50 p.m.

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

That a contract be issued to WSP to undertake preliminary design work to include sketch plans presenting design solutions for Sandpit Field, Weather Station Field and the Spa, at a cost of £23,913.

The Meeting closed at 7.55 p.m.