

Minutes of the Meeting of the Swanage Town Council held  
at the Town Hall, High Street, Swanage (and also via Zoom)  
on **MONDAY, 26<sup>th</sup> JULY 2021** at 7.00 p.m.

PRESENT:-

Councillor A. Harris – Chair

Councillor J. Bishop  
Councillor M.P. Bonfield  
Councillor C. Moreton  
Councillor C. Tomes  
Councillor W. Trite  
Councillor M. Whitwam

In addition to Members of the Council and officers, one member of the public attended the Meeting in person, and three members of the public and one member of the local press attended the Meeting via Zoom.

Major Katrina Greetham, The Salvation Army, Swanage offered a short prayer before the commencement of the Meeting.

**Public Participation Time**

The following matters were raised:-

- **Swanage Paramedic Car**
- Concerns reiterated regarding the potential withdrawal of the paramedic car, and the adverse impact that the loss of service would have on response times to medical emergencies, and ‘on the spot’ treatment until an ambulance arrived.
- Further concerns regarding the sizeable number of holiday visitors expected in the Purbeck area this summer season, and related traffic congestion which would be experienced on the A351, which could also impact on the emergency services and response times.
- A personal account given of what the paramedic car service meant to a member of the public whose life had been saved by the speedy response of the car.
- A request made for clarification to be sought from Dorset Council (DC) regarding the engagement process on future proposals for the service.
- The Chair confirmed that the Town Council had met with representatives of the Dorset NHS Clinical Commissioning Group on 24<sup>th</sup> May 2021 and that a further meeting was planned. It was further confirmed that the Council would continue to work closely with DC regarding the engagement process.

The Chairman opened the Council Meeting at 7.25 p.m.

23. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Foster and Suttle. Apologies were also received from Councillors Finch, Monkhouse and Rogers who were present via online video link.

24. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council’s Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

25. **MINUTES**

- (a) Proposed by the Town Mayor, seconded by Councillor Moreton and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Annual Meeting of the Council held on 24<sup>th</sup> May 2021 be approved as a correct record and signed.

26. **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**

- Proposed by the Town Mayor, seconded by Councillor Tomes and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Policy, Finance and Performance Management Committee held on 21<sup>st</sup> July 2021 be approved as a correct record and signed.

Consideration was given to the following recommendation contained in the Minutes:-

7. **PROCUREMENT – REVIEW OF FINANCIAL REGULATION 11**

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

That Section 11 of the Council's Financial Regulations, be amended to increase the contract value for which a full tender exercise must be undertaken to £60,000.

27. **TO CONSIDER THE NOTES OF THE FOLLOWING INFORMAL COMMITTEE MEETINGS AND THE RECOMMENDATIONS CONTAINED THEREIN**

- (a) **Roads and Transport Committee held on 23<sup>rd</sup> June 2021**

The notes were presented to the Meeting by Councillor Whitwam. It was reported that further to discussion at the informal meeting the requests for improved traffic management in Washpond Lane would be considered under Agenda Item 10).

- (b) **Tourism Committee held on 6<sup>th</sup> July 2021**

The notes were presented to the Meeting by Councillor Tomes. Consideration was given to the following recommendation contained in the Minutes:-

- 8) **Swanage Friday Market – update**

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

That the proposed Winter Market charges be adopted (see copy, appendix 1, at end of these minutes) and incorporated into the 2021/22 scale of fees and charges.

- (c) **General Operations Committee held on 14<sup>th</sup> July 2021**

The notes were presented to the Meeting by Councillor Moreton. Consideration was given to the following recommendations contained in the Minutes:-

5) **Cemetery Matters**

**b) Matters raised by James Smith Funeral Directors**

It was proposed by Councillor Moreton, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:-

That Officers be granted delegated authority to authorise oversize kerb sets, up to a maximum of 7'x 3' within the existing cemetery, where appropriate.

6) **Fishermen's Huts and Jetties**

**a) Eastern Jetty Inspection**

It was proposed by Councillor Moreton, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:-

That a boat park one off revenue budget be utilised, up to the value of £3,000, for survey works to the jetty.

8) **Prince Albert Gardens – to consider request for memorial stone**

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

That permission be granted for a memorial stone at Prince Albert Gardens, in accordance with an approved specification.

10) **Waste Management**

**a) Dorset Waste Services**

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

That the Town Council seeks to recruit a seasonal Seafront Waste Operative as soon as possible.

28. **STATEMENT OF CASH BALANCE**

(a) A Statement of Cash Balance as at 31<sup>st</sup> May 2021 was submitted for information (a copy attached at the end of these Minutes).

(b) A Statement of Cash Balance as at 30<sup>th</sup> June 2021 was submitted for information (a copy attached at the end of these Minutes).

29. **PAYMENT OF ACCOUNTS**

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

- Payment Schedule 2, amounting to £175,952.19
- Payment Schedule 3, amounting to £201,971.66

30. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Harris reported that in her capacity of Town Mayor she had attended the following events:-

- **American re-enactment group and military vehicle display in Shore Road on 6<sup>th</sup> June 2021** – a 'static' parade in Shore Road, and a small socially distanced memorial service and wreath laying ceremony, to mark the 77<sup>th</sup> anniversary of D-Day.
- **National Coastwatch Institution (NCI) Long Service Awards reception at Durlston Country Park on 21<sup>st</sup> June 2021** – the awards had been presented

at the reception by Her Royal Highness The Princess Royal, following a visit to the NCI Stations at St. Alban's Head and Peveril Point. Councillor Harris reported that The Princess Royal had taken the time to speak to all attendees and that it had been an enjoyable afternoon.

31. **REPORT FROM DORSET COUNCILLORS**

Updates were given on the following matters:-

- **Dorset Council Meetings (DC)** – DC would be continuing to hold online informal meetings, where possible, until September 2021 when the position would be reviewed.
- **DC Community Governance Review 2021-22 (CGR)** – a reminder was given regarding the upcoming public consultation on the CGR, which had been approved at the DC Meeting held on 15<sup>th</sup> July 2021.
- **Draft Dorset Local Plan Public Consultation (DLP)** – the timeline of stages for the adoption of the DLP had been pushed back by six months. It was now anticipated that publication of the draft document for comment would take place in May 2022. It was noted that a question would be raised at the DC Cabinet Meeting being held on 27<sup>th</sup> July 2021 regarding concerns held about the timescale for future public engagement on the draft plan. The Leader of Dorset Council had recently met with Robert Jenrick MP, Secretary of State for Housing Communities and Local Government, and had raised concerns regarding the number of proposed new houses across the country, which could potentially be damaging to rural areas, including Dorset.
- **DC Climate and Ecological Emergency Strategy and Action Plan** – the strategy and action plan had been adopted at the DC Meeting held on 15<sup>th</sup> July 2021. The strategy set out key areas where DC would need to take action to directly reduce carbon emissions to become a carbon neutral council by 2040, working with Dorset residents and organisations towards achieving a wider carbon neutral county by 2050. However, as technologies advanced, DC hoped to be able to shorten some of the target dates.
- **DC campaigns** – a new campaign titled 'S.C.R.A.P. – The fight against fly-tipping' had been launched, and would also be supporting Dorset Police's summer drink drive campaign.
- **Electric Vehicle Charging Points** – DC was in the process of expanding its network of public charging points across Dorset and were collating suggestions from members of the public for locations for new points, which could be done via the following link on DC's website:  
<https://www.dorsetcouncil.gov.uk/parking/parking/electric-vehicle-charge-points>
- **Dorset Council's end of financial year 2020-21** – DC had ended the financial year with a deficit of c. £15m (which had been an improvement on the projected shortfall of c. £18.6m as at end of quarter three).

32. **TO CONSIDER REQUESTS FOR IMPROVED TRAFFIC MANAGEMENT IN NORTHBROOK ROAD/WASHPOND LANE, FURTHER TO DISCUSSION AT INFORMAL MEETING OF THE ROADS AND TRANSPORT COMMITTEE HELD ON 23<sup>rd</sup> JUNE 2021**

Further to Minute No. 4 of the informal Meeting of the Roads and Transport Committee, and concerns raised during Public Participation Time at that meeting regarding the safety of pedestrians using Washpond Lane, consideration was given to requests for improved traffic management in Northbrook Road/Washpond Lane, which included the following:-

**Short term**

- A new speed survey to be conducted during the summer months.

- Request for Dorset Council to ensure that the hedgerows/verges in Washpond Lane were kept cut back and well maintained to improve visibility for motorists and pedestrians alike.
- To ascertain whether Dorset Council could position temporary yellow road signs at each end of Washpond Lane periodically to increase driver awareness of pedestrians using the lane.

**Longer term**

- A reduction in the speed limit in Washpond Lane from 60mph to 30mph.
- Engagement with Barrett Homes regarding the possibility of a footpath through the new housing development, to be constructed on the former Grammar School site, into Day’s Park.
- To provide Barratt Homes with a copy of the Northbrook Road to Ulwell Road Link Cycleway Pre-feasibility Report which had been undertaken in March 2019.

During the ensuing discussion Members were sympathetic to the concerns raised by residents, but felt that a speed survey would be required before a decision could be made regarding the requests for improvements.

Reference was made to the previous survey which had been undertaken in Washpond Lane in March 2019, following which Dorset Council had informed the Town Council that it could not support a reduction in the speed limit from 60mph to 30mph as the majority of vehicles using the lane were already driving under 30mph, and that there was an alternative, safer pedestrian route from Ulwell Road to Northbrook Road. Members were therefore in agreement that it would be prudent to conduct the speed survey during September/school term time to provide a truer indication of road use. The results of the survey would be brought back to a future Council Meeting for further consideration. The cost of the survey would be £250 + VAT.

It was noted that a Community Speed Indicator Device and two poles, had now been installed by the Town Council, one pole situated in Northbrook Road and one in Ulwell Road to help raise driver awareness of local speed limits.

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

That the Town Council requests that Dorset Council undertakes a speed survey in Washpond Lane in September 2021, during school term time, and approves a budget of £250 to cover the cost of the survey.

A question was then raised as to whether the Town Council would be able to cut back the hedgerows in Washpond Lane, and concern was expressed that the ‘pedestrians in road’ sign was currently obscured by vegetation.

It was reported that the Dorset Highways Team was aware of the concerns regarding the overgrown hedges, and Councillor Suttle, as Dorset Councillor, had previously confirmed that he continued to seek action in this matter via the DC Portfolio Holder for Highways, Travel and Environment. The Operations Manager would also review the Chapter 8 training which had been undertaken by some of the Town Council’s Depot staff to see whether this would be possible.

**33. WORKING PARTY MATTERS**

**(a) Emergency Health Services (EHS) – Update and confirmation of Cllr Suttle’s Membership**

The notes of the EHS Working Party Meeting held on 21<sup>st</sup> July 2021 were presented to the meeting. It was reported that the Town Council would be

seeking clarification from Dorset Council regarding the process and date for public engagement on the proposals for future ambulance services in Swanage, and would stress the importance of DC's People and Health Overview and People and Health Scrutiny Committees' involvement in this process. Details of the engagement process, when known, would be widely publicised by the Town Council to inform the local community accordingly.

Consideration was given to a request received from Councillor Suttle to be appointed to the EHS Working Party.

It was proposed by the Town Mayor, seconded by Councillor Trite and **RESOLVED UNANIMOUSLY:-**

That Councillor Suttle be appointed as a member of the Emergency Health Services Working Party.

Councillor Monkhouse then provided an update on the following meetings that she had attended:-

- **Dorset Council's People and Health Scrutiny Committee – 8<sup>th</sup> June 2021** – a statement from Cllr Monkhouse outlining the concerns raised by the Town Council and the local community regarding the potential removal of the Paramedic Car from Swanage, and the implications to the town if it was withdrawn, had been presented to the meeting. A request was also made for Dorset Council's support. Councillors Trite and Suttle had been in attendance at the meeting and had also raised concerns regarding this matter.
- **South Western Ambulance Service NHS Foundation Trust Board Meeting – 24<sup>th</sup> June 2021**
- **Dorset Council's People and Health Overview Committee - 6<sup>th</sup> July 2021**

It was noted that the Defend Dorset NHS 'Save Swanage Ambulance Car' song had been launched online on 8<sup>th</sup> July 2021 and had received over 1,400 views to date. A 'Swanage Ambulance Car Trail', a new activity trail for children, would be launched over the summer holidays. A map of the trail would be available from the Swanage Information Centre.

(b) **Sports, Leisure and Wellbeing – Update**

Further to Minute No. 89 (d) of the Council Meeting held on 14<sup>th</sup> December 2020, it was reported that a meeting had been held with representatives of the Swanage and Purbeck Development Trust, and Swanage and Herston Football Club (S&HFC) on 16<sup>th</sup> June 2021 to review the masterplan for the Day's Park site, and also the potential for funding available from the Football Foundation/ Sport England.

At the meeting the Working Party had confirmed its support for the project, and had also considered requests from the Trust for financial assistance from the Town Council in order to progress the project.

The Working Party's recommendation for continued support from the Town Council, and details of the funding requested would be considered under Agenda Items 12, and 12 (a) & (b) (Minute Nos. 34 and 34 (a) & (b) refer).

34. **DAY'S PARK SPORTS AND SOCIAL CENTRE - TO CONFIRM THE TOWN COUNCIL'S CONTINUED SUPPORT FOR SWANAGE AND PURBECK DEVELOPMENT TRUST'S (S&PDT) PROPOSALS**

Further to Minute No. 33 (b) above, consideration was given to a briefing note prepared by the Town Clerk, which set out the background, actions taken to date, and an update, regarding the S&PDT's proposals for the Day's Park Sports and Social Centre, along with the Sports, Leisure and Wellbeing Working Party's recommendation for continued support for the proposals.

It was proposed by Councillor Tomes, seconded by the Town Mayor and **RESOLVED UNANIMOUSLY:-**

That the Town Council formally reaffirms its commitment to the Swanage and Purbeck Development Trust's proposed redevelopment of the facilities at Day's Park as a Sports and Social Centre, as set out in the Trust's Business Case dated December 2019.

(a) **To consider grant to Swanage and Purbeck Development Trust towards replacement of floodlights around main football pitch**

Consideration was given to a briefing note prepared by the Town Clerk which reported that S&HFC, with the support of S&PDT, was proposing to upgrade the dilapidated facilities around the football ground at Day's Park as a first phase of the improvement programme. A summary of the proposals had been provided by the S&HFC which described the work required to improve the stands and also the floodlighting. The Club would be undertaking the proposed work to the stands at its own cost, but was seeking funding from the Town Council for the floodlights and lighting columns, the total cost of which was estimated to be £66,300 (including VAT). It was proposed by Councillor Tomes, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:-**

That the Town Council approves a grant of £66,300 to the Swanage and Purbeck Development Trust to fund the installation of new lighting columns and floodlights around the main football pitch at Day's Park.

(b) **To consider pledge of 50% funding towards professional fees required to take proposals forward to gain planning consent (up to a maximum of £130,000)**

At its meeting held on 16<sup>th</sup> June 2021, the Sports, Leisure & Wellbeing Working Party considered a request for a contribution towards the costs to be incurred in professional fees in order to take forward the Day's Park redevelopment project. The S&PDT estimate the up-front fees required to take the proposals through to planning permission to be in the region of £260,000.

The S&PDT have explored a number of funding sources, but have found that many grant-making bodies will not cover professional fees prior to planning consent being granted. Consequently, the Trust have sought a 'pledge' from the Town Council of a significant contribution towards these costs, which would only be drawn upon once match funding has been secured.

The Working Party recommended that the Council should pledge a contribution of 50% of the cost of the professional fees, capped at the sum of £130,000.

Having given the matter careful consideration, it was proposed by Councillor Tomes, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:-**

That the Town Council makes a pledge to Swanage and Purbeck Development Trust of 50% of the professional fees required to take forward the Day's Park redevelopment proposals to obtain planning permission (up to a maximum of £130,000), subject to match funding being obtained.

It was noted that this funding, together with the grant agreed towards the lighting costs, would be taken from the Council's existing allocation of £240,000 towards the redevelopment project.

35. **DORSET LOCAL PLAN CONSULTATION ON SWANAGE CHAPTER – TO CONSIDER NEXT STEPS, INCLUDING POTENTIAL RE-CONSTITUTION OF SWANAGE LOCAL PLAN STEERING GROUP**

Further to Minute No. 134 of the Extraordinary Council Meeting held on 10<sup>th</sup> March 2021, and the Town Council's response to the consultation on the draft Dorset Local Plan, it was reported that Councillors had attended an informative briefing session with the DC Senior Planning Policy Officer who was lead officer on the Swanage chapter of the Plan. Councillors had discussed their concerns regarding the proposals in the Plan, in particular the proposed housing numbers for the town and the loss of greenspace, the severe lack of facilities/employment/services in Swanage (including health and wellbeing services, and schools), and also the infrastructure/congestion/environmental issues surrounding the A351, and the additional traffic the proposed housing could bring. Also, the concerns surrounding the high level of second homes in the town, and lack of affordable housing, particularly for the town's young people.

A further meeting was planned with the officer in September 2021 when a final draft of the Swanage chapter was anticipated.

Further to Minute No. 7 c) of the Planning and Consultation Committee Meeting held on 12<sup>th</sup> April 2021, and the presentation given by DC's Service Manager for Spatial Planning on planning policy and the future of Neighbourhood Plans at that meeting, it was noted that a presentation was in the process of being arranged with one of DC's Neighbourhood Planning Team to which all Town Councillors would be invited.

Members were in agreement that, following the presentation, a decision would then be made as to whether the Town Council would commence the Neighbourhood Planning process, and establish either a working party to take this forward, or re-establish the Swanage Local Plan Steering Group, which had included representatives of the S&PDT and the Swanage and Town Community Partnership.

36. **DORSET COUNCIL CONSULTATION ON DRAFT ASSET TRANSFER POLICIES**

It was reported that Dorset Council was consulting on its draft Asset Transfer policies. It was explained that DC was being asked to consider the transfer of a number of Dorset Council-owned assets to town and parish councils. Asset transfers could be very time consuming, complicated and expensive, and DC had limited resource for this area of work. DC was therefore proposing to adopt a standard, simplified framework to enable the appropriate transfer of lower value assets. The policies also provided further information on the criteria for those assets that were deemed suitable for transfer and for the agreement to any transfer.

During the ensuing discussion Members wished it to be noted that they had appropriately reviewed and considered the draft policies and had no further comments to make.

It was noted that the Swanage and Purbeck Development Trust was currently in discussion with DC regarding the possible transfer of the Swanage Day Centre and the Swanage Children's Centre to the Trust.

37. **SEAFRONT STREET LITTER COLLECTION – RECRUITMENT OF ADDITIONAL CLEANSING OPERATIVE**

Further to Minute No. 27 (c) above, it was AGREED:-

That the Town Council's staffing structure be



amended accordingly to incorporate the seasonal post of Seafront Waste Operative.

38. **REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- (a) **Herston Village Hall Management Committee** – Councillor Bonfield reported that the plans for a proposed new village hall (on the existing site) had now been drawn up, and that there would be a public exhibition of the proposals in due course.

39. **REPORTING OF DELEGATED MATTERS**

Further to Minute No. 190 of the Extraordinary Council Meeting held on 5<sup>th</sup> May 2021 the Town Clerk reported that under the agreed scheme of delegation the following decisions had been made:-

- **Town Hall internal fire doors** – further to Minute No. 8 of the Capital Projects Sub-Committee Meeting held on 28<sup>th</sup> April 2021, approval had been given for the budget for works to the Town Hall internal fire doors to be increased to £13,500.
- **Events** – as agreed in consultation with the Events Working Party. It was noted that delegated authority remained in place for the Working Party to determine event applications at short notice.
- **Consultation on Dorset Council’s review of its car parking charges** – a response to the survey had been submitted.
- **North Beach car park** – approved use of car park for Covid-19 testing station and NHS Breast Screening Unit.
- **Beach Huts** – phased reopening of beach huts continues to be delegated to council officers as an operational matter arising from the easing of lockdown.

40. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

- (a) **Removal of Paramedic Car from Swanage – Update** – further to Minute No. 33 (a) above, there was no further update to give at this time.
- (b) **A & E Local – Update** - there was no further update to give at this time.
- (c) **Wellbeing Swanage – Update** – further to Minute No. 86 (c) of the Council Meeting held on 26<sup>th</sup> April 2021 it was reported that no further meetings of the group had been held. However, it was noted that a directory was being put together of all organisations offering wellbeing services in the local area which could be used as a resources directory/signposting service.  
It was further reported that the Swanage Youth Club and the Seahorses playgroup were now using Herston Village Hall for their sessions and wanted to pass on their thanks to the Town Council for the use of the former St Mark’s School playground.
- (d) **Renewal of agreement with Environment Agency (EA) for installation of temporary flood defences winter 2021/22** – the EA had confirmed that it would be prepared to continue to provide temporary flood defences each winter at three vulnerable places around the town centre. This was in order to increase the flood protection in these areas from wave overtopping events, until such time as longer-term plans for a permanent solution were put in place.
- (e) **Town Hall and Police Reception Services** – due to staff vacancies, the Town Hall Reception remained closed at the present time.

However, full reception/administration services continued to be provided from the Town Hall by the Administration and Communications Manager, and the Management Support Officer, via telephone, online/email and on an appointment booking basis. Administration assistance with Excess Charge Tickets and appeals were also being provided by the Operations Department's Administration Officer.

Once the Town Council's staffing/administration function/job roles review process had been completed it was anticipated that a recruitment process would commence by the autumn.

It was noted that the Police Reception also remained closed. One of the local PCSOs had advised that Police counter services across the county continued to be short-staffed at the present time.

- (f) **Former St Mark's Primary School playing field, playground and access road** – the long-anticipated 21-year lease had now been signed and completed. Next steps included consideration of options for the future use of the area.
- (g) **Planning and Consultation Committee Meeting** – no new planning applications had been received from Dorset Council since the last meeting held on 12<sup>th</sup> July 2021. Therefore, in consultation with the Committee's Chair, Councillor Bonfield, it had been decided that the meeting scheduled for 2<sup>nd</sup> August 2021 would be postponed until later in the month, new date to be advised in due course.

#### **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY: -

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 19, 20, 21 and 22 for reasons of legal and commercial confidentiality.

#### 41. **OPERATIONS DEPARTMENT – ENGAGEMENT OF CONSULTANT TO PROVIDE INTERIM GROUNDS MANAGEMENT SERVICES**

Members received a report from the Town Clerk highlighting the need to take steps to address an ongoing vacancy within the management structure of the Operations Department. Although the recruitment process was continuing, there was an urgent need for grounds management services over the forthcoming peak summer season. Two potential solutions had been explored by officers and a briefing note had been circulated prior to the meeting setting out a recommended course of action.

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

That Financial Regulation 11.11 be suspended on the grounds of urgency to enable officers to issue a purchase order to Wessex Grounds Services Ltd to provide grounds management services in support of the Operations Manager during summer and autumn 2021.

#### 42. **RENTS AND LICENCES PANEL – TO CONSIDER RECOMMENDATIONS**

At a meeting of the Rents and Licences Panel convened on 13<sup>th</sup> July 2021 consideration had been given to the following matters, and the Panel's recommendations were debated in turn.

- (a) **Next steps following service of objection to Section 26 Notice**  
Further to Minute No. 187 of the Council Meeting held on 26<sup>th</sup> April 2021, the Town Clerk had provided an update in respect of legal advice received. It was proposed by Councillor Moreton, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY: -**  
That the content of the Clerk's report be noted and that determination of next steps in this matter should continue to be delegated to the Clerk in consultation with the Rents and Licences Panel.
- (b) **Lease renewal negotiations winter/spring 2021/22**  
The Panel had considered steps to be taken in respect of the renewal of two leases of commercial property that would expire early in 2022. In light of the recommendation made by the Panel, it was proposed by Councillor Bonfield, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY: -**  
That, as part of future lease renewal negotiations, the Council's appointed surveyor and valuer should meet with the tenants together with the Mayor, Deputy Mayor and Town Clerk (another member of the Rents and Licences Panel to act if the Mayor or Deputy Mayor has an interest in the matter).
- (c) **Arts Club Hut, North Beach Car Park**  
In light of the proposed award of a concession for the operation of a bicycle-hire business in North Beach Car Park (see Minute No. 164 of the Council Meeting held on 15<sup>th</sup> March 2021), including the siting of a sales kiosk and storage facilities, consideration had been given by the Panel to proposals for the future of the storage hut in the north-west corner of the car park. Negotiations had been undertaken between the long-standing tenants of the hut, the Isle of Purbeck Arts Club, and the Town Council, and the Panel recommended acceptance of the terms of the outline agreement that had been reached.  
It was proposed by Councillor Bonfield, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY: -**  
That the Town Council should enter into a Deed of Surrender with the Isle of Purbeck Arts Club in respect of the storage hut at North Beach Car Park at a mutually convenient date, and to agree a new annual licence agreement for storage at the rear of North Beach Public Conveniences for a fee of £250 per annum.  
  
It was **FURTHER RESOLVED:-**  
That the request from the Purbeck Instrument Loan Scheme to share the storage space at the rear of North Beach Public Conveniences be refused.  
  
It was proposed by Councillor Bonfield, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY: -**  
That the request from the Purbeck Instrument Loan Scheme to temporarily store instruments in the storage space at the rear of North Beach Public Conveniences be refused.

(d) **Monkey Beach Boat Concession Licence 2023 onwards**

The Panel had given consideration to a request received from the existing concessionaire for an extension to the current licence arrangements. Given the Town Council's obligation to demonstrate that it had sought to obtain best value from any commercial ventures operated from its property, the Panel recommended that a light-touch tender exercise should be undertaken. It was, therefore, proposed by Councillor Tomes, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY: -**

That a light-touch tender exercise be carried out in respect of the Monkey Beach boat hire and water taxi concession during autumn/winter 2021/22 in order to award a new seven-year licence from April 2023.

(e) **Tenant requests for parking permits**

Further to a request from the tenant of the ice cream kiosk on the corner of Victoria Avenue and Shore Road for a seasonal parking permit for the Residents Car Park for summer 2021, the Panel had considered how best to respond to this, and other similar such requests that may be received in the future.

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

That a parking permit for the Residents' Car Park be granted to the tenant of the kiosk on the corner of Shore Rd/Victoria Avenue for the period until 31<sup>st</sup> August 2021 at no additional charge and that delegated authority be granted to the Town Clerk to determine similar requests in the future.

43. **PROCUREMENT- REPAIRS TO SLIPWAY, STONE QUAY**

Further to Minute No. 158 of the Council Meeting held on 15<sup>th</sup> March 2021, Members gave consideration to a briefing note prepared jointly by the Town Clerk and Operations Manager providing details of remedial work urgently required to repair the storm damage to the slipway adjoining the Stone Quay that had occurred earlier in the year. The briefing note also covered steps taken to procure the works and updated Members on measures taken to manage the health and safety risk to members of the public.

In order to progress matters, it was proposed by the Town Mayor, seconded by Councillor Trite and **RESOLVED UNANIMOUSLY: -**

That, subject to obtaining three quotes, Financial Regulations 1.14 and 4.7 be suspended on the grounds of urgency to enable officers to issue a purchase order for restoration works to the slipway adjoining the Stone Quay, up to a sum of £35,000.

It was noted that if three quotes could not be obtained then an extraordinary meeting would be called at the earliest opportunity.

44. **DE MOULHAM ESTATE – CONSIDERATION OF SURVEYOR'S REPORT RE. ACCESS TO REAR SERVICE ROAD, 3 DE MOULHAM ROAD**

Consideration was given to a report from the Council's appointed surveyor, dated 19<sup>th</sup> July 2021, regarding future maintenance of the Town-Council-owned service road to the rear of 3 De Moulham Road, in connection with access for two of the four new properties to be constructed on the site in accordance with planning permission 6/2019/0648 and subsequent amendments.

It was proposed by Councillor Bonfield, seconded by the Town Mayor and  
RESOLVED UNANIMOUSLY: -

That an agreement be entered into with the owners  
of the two new properties to be constructed on the  
site of 3 De Moulham Rd with access onto the rear  
service road to contribute a sum of not less than  
£100 per annum towards the Town Council's  
maintenance costs.

The meeting concluded at 9.15 p.m.

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<b>Winter Market Fees - 2021/22</b>									
* 25% reduction on all fees for a BH19 business address									
**Charity and community groups at no cost									
Electric charged at £5 pr day									
Charge					Equiv. Charge per week				
Weeks	Small	Standard	Large	Very large	Small	Standard	Large	Very large	
1	13.00	16.00	24.00	44.00	13.00	16.00	24.00	44.00	
2	25.50	31.50	47.00	86.00	12.75	15.75	23.50	43.00	
3	37.50	46.50	69.00	126.00	12.50	15.50	23.00	42.00	
4	49.00	61.00	90.00	164.00	12.25	15.25	22.50	41.00	
5	60.00	75.00	105.00	200.00	12.00	15.00	21.00	40.00	
6	70.50	88.50	123.00	234.00	11.75	14.75	20.50	39.00	
7	80.50	101.50	140.00	266.00	11.50	14.50	20.00	38.00	
8	90.00	114.00	156.00	296.00	11.25	14.25	19.50	37.00	
9	99.00	126.00	171.00	324.00	11.00	14.00	19.00	36.00	
10	107.50	137.50	185.00	350.00	10.75	13.75	18.50	35.00	
11	115.50	148.50	198.00	374.00	10.50	13.50	18.00	34.00	
12	123.00	159.00	210.00	396.00	10.25	13.25	17.50	33.00	
13	130.00	169.00	208.00	416.00	10.00	13.00	16.00	32.00	
14	136.50	178.50	217.00	434.00	9.75	12.75	15.50	31.00	
15	142.50	187.50	225.00	450.00	9.50	12.50	15.00	30.00	
16	148.00	196.00	232.00	464.00	9.25	12.25	14.50	29.00	
17	153.00	204.00	238.00	476.00	9.00	12.00	14.00	28.00	
18	157.50	211.50	243.00	486.00	8.75	11.75	13.50	27.00	
19	161.50	218.50	247.00	494.00	8.50	11.50	13.00	26.00	
20	165.00	225.00	250.00	500.00	8.25	11.25	12.50	25.00	
21	168.00	231.00	252.00	504.00	8.00	11.00	12.00	24.00	