

Minutes of the **MONTHLY MEETING** of the Swanage Town Council held at the Town Hall, High Street, Swanage on **MONDAY, 25th NOVEMBER 2019** at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield – Chairman
Councillor C. Finch
Councillor A. Harris
Councillor D. Monkhouse
Councillor C. Moreton
Councillor J. Page
Councillor N. Rogers
Councillor C. Tomes
Councillor W.S. Trite
Councillor M. Whitwam

In addition to Members of the Council and officers, five members of the public attended the Meeting.

In the absence of a member of the clergy Councillor Moreton offered a short prayer before the commencement of the Meeting.

Before opening the Meeting, the Chairman welcomed members of the public and read a short statement regarding the fire evacuation procedure, filming/audio recording etc. of the Meeting, and a summary of the procedure for Public Participation Time.

Public Participation Time

The following matters were raised during Public Participation Time:-

- **Climate Crisis** – an update requested on progress made to date with the Council's draft Environmental Policy and whether information could be posted on the Council's website. The Chairman confirmed that the Environmental Policy Working Party had met earlier in the day and that an update would be given under Agenda Item 10 (b). It was also reported that the Chairman had attended the Town and Parish Council Climate Emergency Advice Seminar on 19th November 2019, along with the Deputy Mayor, Town Clerk, and Visitor Services Manager, which had been held by Dorset Council's Low Carbon Dorset Team, and which had been very informative.
- It was noted that details of the Council's Climate Crisis motion had already been posted on the news page of the website, and that consideration would be given to a new web page in due course.
- **Institute Road improvements** – clarification requested regarding changes to loading bays and double yellow lines, and whether vehicles would still be able to park/unload deliveries in Institute Road. The Chairman confirmed that the pavement in Institute Road would be widened and that the road would become a single carriageway, which would prevent vehicles from parking/unloading in future. However, alternative loading bays would be provided nearby.
- **Events 2020 – Fairy Festival** – details provided regarding a proposed new Fairy Festival which would be considered further at a future meeting.
- **Swanage Bandstand** – a request made for the Town Council to favourably consider increasing its contribution towards the cost of the new bandstand seating from £7,500 to £10,000, and a question raised as to whether consideration could be given to the replacement of some of the top stones around the bandstand.

It was noted that the Friends of Swanage Bandstand had recently received funding of £14,228 from the Co-op Local Community Fund.

The Chairman opened the Council Meeting at 7.20 p.m.

131. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Foster and Suttle.

132. **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.

(a) **Dispensation to Town Councillors resident in the parish of Swanage in respect of setting the Council Tax Precept until May 2024**

Consideration was given to applications received from Town Councillors for a Grant of a Dispensation until May 2024 in respect of setting the Council Tax Precept. It was explained that the dispensation was being sought as Councillors had declared a disclosable pecuniary interest under the Code of Conduct by reason of being residents of properties in Swanage, and the dispensation would therefore be required to enable them to participate in any discussions/decisions made regarding this matter.

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

That a dispensation be granted to all Town Councillors resident in the parish of Swanage in respect of setting the Council Tax Precept until May 2024, in order to ensure that meetings at which this matter is discussed remain quorate.

(b) **Agenda Item No. 16** – Councillor Finch declared a non-pecuniary interest under the Code of Conduct by reason of being an acquaintance of one of the contractors.

There were no other declarations to record on this occasion.

133. **MINUTES**

(a) Proposed by Councillor Harris, seconded by Councillor Monkhouse, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Monthly Meeting of the Council held on 28th October 2019 be approved as a correct record and signed.

134. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 4th November 2019 be approved as a correct record and signed.

Attention was drawn to concerns raised at the meeting regarding Dorset Council's timescale for sending out neighbour consultation letters, the timescale of the approval process of the submitted Purbeck Local Plan 2018-2034, and a recent planning appeal which had been allowed by the Planning Inspectorate to remove a condition designed to ensure occupation of the dwellings in a proposed development as primary residences.

These concerns would be brought to the attention of Dorset Council, as local planning authority, and the Eastern Area Planning Committee.

A request was made that the letter to Dorset Council should state clearly that the decisions on recently registered planning applications seeking to remove conditions restricting the use of dwellings as second homes could have a material adverse impact on meeting local housing needs.

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

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

That the Minutes of the Meeting of the Policy, Finance and Performance Management Committee held on 6th November 2019 be approved as a correct record and signed.

136. **PERSONNEL COMMITTEE**

Proposed by Councillor Trite, seconded by Councillor Moreton, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Personnel Committee held on 6th November 2019 be approved as a correct record and signed.

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

5. **TO CONSIDER RELOCATION PACKAGE POLICY**

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

That approval be given to the Relocation Package Policy.

137. **GENERAL OPERATIONS COMMITTEE**

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

That the Minutes of the Meeting of the General Operations Committee held on 13th November 2019 be approved as a correct record and signed.

138. **TOURISM COMMITTEE**

It was reported that consideration of the Minutes of the Meeting of the Tourism Committee held on 19th November 2019 would be deferred until the next Council Meeting being held on 16th December 2019.

139. **STATEMENT OF CASH BALANCE**

(a) A Statement of Cash Balance as at 31st October 2019 was submitted for information (a copy attached at the end of these Minutes).

140. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedule 8, amounting to £335,713.93, be authorised.

141. **ADOPTION OF REVISED FINANCIAL REGULATIONS AND SECTION 20 OF STANDING ORDERS**

Further to Minute No. 6) of the Policy, Finance and Performance Management Committee Meeting held on 6th November 2019, consideration was given to a detailed briefing note along with a copy of the revised Financial Regulations and Standing Order 20. The Council's current regulations had been adopted in April 2015 and were due for renewal in light of new model Financial Regulations which had been published by the National Association of Local Councils in July 2019.

Attention was drawn to the principal amendments which had been made to the regulations, and to Standing Order 20, and it was reported that the revised documents had been reviewed by the Council's internal auditor who had been satisfied with the changes made.

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

That the Town Council adopts the revised Standing Order 20, as set out in the briefing note dated November 2019.

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

That the Town Council adopts the revised Financial Regulations, as set out in the briefing note dated November 2019.

142. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield reported that in his capacity of Town Mayor he had attended the following events during the past month:-

- Remembrance 2019 events, including:
 - A commemoration event at St Mary's Church on Friday 8th November, along with Councillor Harris, The Very Reverend John Mann, the Chairman and Committee Members from Swanage Royal British Legion, and also pupils from St Mark's, St Mary's RC, and Swanage Primary Schools, and The Swanage School. The pupils had read out commemoration poems in the church, and then proceeded to the War Memorial to lay poppies and crosses.
 - Town Remembrance Sunday Service at St Mary's Church on 10th November.
 - A commemoration service at the War Memorial on Monday 11th November.
- Annual General Meeting of the Dorset Association of Parish and Town Councils, along with Councillor Harris.
- Annual General Meeting of the Swanage and Purbeck Development Trust.

143. **REPORT FROM DORSET COUNCILLORS**

Updates were given on a number of matters including:-

- **Dorset Household Recycling Centres (HRC)** – it was reported that a review of the centres was to be undertaken. However, it was noted that the Swanage HRC would not form part of this review.
- **Local Industrial Strategy for Dorset** – this would be considered at the Council's Cabinet Meeting on 10th December 2019.
- **Dorset Council Economic Growth Strategy Business Breakfast Events** – it was reported that a series of events would be held during November and December 2019. The Council would be sharing details about its vision and the strategy, and would be asking businesses for their views and input.
- Dorset Council's cost reduction work was continuing, and details of its plans to source 'green' energy was provided.

- **Climate Change Executive Advisory Panel** – the Panel would be responsible for gathering information and working with officers to make recommendations to Dorset Council’s Cabinet on actions that would help mitigate against climate change, including proposals to reduce carbon emissions.
- **Polling Stations** – a polling district review had been undertaken, and proposals to reduce the number of polling stations in the county, which had included a number of stations in Swanage, had been considered at the Council Meeting held on 21st November 2019. It was reported that Swanage ward members had proposed and seconded an amendment that no changes should be made to the existing polling arrangements in Swanage, which had been agreed by the Council.

144. **WORKING PARTY UPDATES**

(a) **Shore Road, Monday 4th November 2019**

Further to Minute No. 5) of the Roads and Transport Committee Meeting held on 24th September 2019, it was reported that the working party had met on 4th November 2019 to further discussions regarding the potential pedestrianisation of the southern section of Shore Road, between Victoria Avenue and Institute Road. It had been agreed at the meeting that public consultation regarding these proposals should be undertaken to gather residents’ views, and a newsletter/survey was being drawn up which would be delivered to homes and businesses in Swanage. Details would also be posted on the Town Council’s website and Facebook page.

(b) **Environmental Policy, Monday 25th November 2019**

It was reported that the working party had met on 25th November 2019 to consider the principal headings for the Town Council’s draft Environmental Policy. It had been agreed that it would be vitally important for these to be realistic and achievable for the Council.

A draft copy of the policy would be circulated to working party members in due course, and the group would be meeting again in January 2020 to further discussions and fine-tune the draft document. It was anticipated that wider community engagement would also be undertaken in the New Year.

It was noted that a Dorset Council ‘toolkit’ was available which would enable the Town Council to undertake its carbon footprint audit in-house.

(c) **Appointment of Tourism Website and Marketing Working Party**

Further to Minute No. 138 above, it was reported that consideration of this matter would be deferred until the next Council Meeting being held on 16th December 2019.

145. **TOWN HALL FAÇADE – REQUEST FROM MERCERS’ COMPANY**

Consideration was given to an email dated 15th November 2019 received from the Mercers’ Company requesting permission from the Town Council to undertake a digital survey of the Town Hall frontage in early December 2019, in order to create a replica which would be installed around the current ceremonial entrance of Mercers’ Hall in Cheapside, London.

Following a brief discussion, it was proposed by Councillor Trite, seconded by Councillor Page, and **RESOLVED UNANIMOUSLY:-**

That permission be given to the Mercers’ Company to undertake a 3D survey of the Town Hall façade.

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

(a) Councillor Harris reported on the following matters:-

Annual General Meeting of the Dorset Association of Parish and Town Councils – at which eight resolutions were carried.

Northbrook Cemetery – inauguration of a flower trough at the grave of an unknown serviceman.

A Meeting of the Sustainable Swanage Group, along with Councillor Rogers – thanks and appreciation were also extended to Mr Dean Storer for his work in setting up the ‘Greening Swanage’ tree and hedge planting project.

- (b) Councillor Whitwam reported on the following matters:-
- **Pubwatch Group** - No incidents had been reported, therefore no meeting of the Group had been convened.
 - **Purbeck Community Rail Partnership Meeting** – it was noted that an update would be given at the next Council Meeting.
- (c) Councillor Finch reported that at the November meeting of the **Swanage Chamber of Trade and Commerce** representatives from Dorset Highways had been in attendance to talk to business owners about the Institute Road improvement scheme, and to discuss any concerns held regarding the upcoming works.

147. **REPORTING OF DELEGATED MATTERS**

There were no matters to report on this occasion.

148. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**
Matters for forthcoming agendas

- (a) **Institute Road Improvement Scheme – Update** – it was reported that there were no further updates to be given at this time, but that this item would be retained on the agenda for future updates.
- (b) **Thank you from Litter Free Purbeck and Swanage Community Defibrillator Project** – letters of thanks to the Town Council and to the Council’s Operations Team had been received from Litter Free Purbeck and the Swanage Community Defibrillator Project, which had been circulated to Members for information purposes.
- (c) **Sandbanks Ferry – Update** – further to Minute No. 126 (b) of the Council Meeting held on 28th October 2019 it was reported that the ferry had resumed normal service with effect from 31st October 2019. It was noted that Councillor Suttle would be attending an update meeting with the ferry company on 29th November 2019. It was agreed that this would now be removed as a standing item from future meeting agendas.
- (d) **Swanage Ambulance Station** – there was no further update to be given, and it was agreed that this would now be removed as a standing item from future meeting agendas.
- (e) **Future of NHS dental services in Swanage - Update** – it was reported that discussions were ongoing.
- (f) **Swanage Town Council Community Awards 2019/20** – it was reported that nominations for the 2019/20 awards would open on 1st December 2019. The closing date for nominations would be 31st January 2020, and the awards ceremony would take place at the Swanage Annual Parish Assembly being held

on 20th April 2020. A copy of the nomination form was provided for information purposes, and would also be widely publicised on the Council's website and Facebook page, and via local community groups.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Harris, 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 14, 15 and 16 for reasons of commercial confidentiality.

149. **RENT REVIEWS**

(a) **Seabreeze Restaurant**

Further to Minute No. 128 (b) of the Council Meeting held on 28th October 2019, consideration was given to valuation advice and information submitted by the tenants. After due consideration it was proposed by Councillor Finch, seconded by Councillor Harris, and RESOLVED UNANIMOUSLY:-

That the Town Council accepts the valuer's advice regarding the rental figure and payment of back rent, as set out in his email dated 24th November 2019, and authorises Thornes valuers to conclude negotiations over the rent review at a figure of £34,500 p.a.

150. **ARTS CLUB HUT, NORTH BEACH CAR PARK – APPLICATION FOR TRANSFER TO SWANAGE DRAMA CLUB**

It was reported that the lease agreement for the wooden hut situated in North Beach car park had previously expired, and had subsequently continued to be occupied by the Isle of Purbeck Arts Club. A request had now been received from the Swanage Drama Club to take over the premises, and advice had therefore been sought from the Council's legal advisers.

It was proposed by Councillor Trite, seconded by Councillor Monkhouse, and
RESOLVED UNANIMOUSLY:-

To instruct the Town Clerk to continue negotiations with all interested parties to identify an appropriate solution regarding future occupation of the Arts Club Hut, subject to agreement at a future Council Meeting.

Further to her declaration of interest under Minute No. 132 Councillor Finch left the room during consideration of the following item.

151. **BANDSTAND SEATING – TO CONSIDER AWARD OF CONTRACT**

Further to Minute No. 127 of the Council Meeting held on 28th October 2019, consideration was given to estimates received for the new bandstand seating, as set out in a briefing note dated November 2019 prepared by the Town Clerk.

It was noted that reassurance had been received that the proposed recycled plastic material was not readily flammable. During the discussion the benefits of using a local company were noted and importance was placed on ensuring that an appropriate warranty would be available. Attention was also drawn to the importance of using marine grade stainless steel brackets.

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

That the contract for the installation of bandstand seating be awarded to Recycling Plastic Matters in the sum of

£18,608.20, subject to agreement with the Friends of Swanage Bandstand regarding their financial contribution towards the cost of the works.

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

That the Council's financial contribution towards the cost of the new bandstand seating remains at £7,500, as agreed under Minute No. 223 of the Monthly Council Meeting held on 25th March 2019.

The meeting concluded at 8.35 p.m.
