

Minutes of the **MONTHLY MEETING** of the Swanage  
Town Council held at the Town Hall, Swanage on **MONDAY,**  
**30<sup>th</sup> JANUARY 2017** at 7.00 p.m.

PRESENT:-

Councillor S. Poultney – Chairman

Councillor J. Bishop  
Councillor M.P. Bonfield  
Councillor G. Green  
Councillor A. Harris  
Councillor G. Marsh  
Councillor T. Morris  
Councillor W.S. Trite  
Councillor M. Whitwam

In addition to Members of the Council and officers, 10 members of the public attended the Meeting.

Before opening the Meeting, the Chairman welcomed members of the public and made 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.

In the absence of a clergyman, no prayers were offered before the commencement of the Meeting.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- Lack of disabled access to the Council Chamber.
- Update on ‘Litter Free Purbeck’, and a request for the Town Council’s support in providing equipment and insurance cover for the volunteers.
- Arrangements for Armed Forces Day – 24<sup>th</sup> June 2017.
- Confirmation of the date of the Civic Church Service (25<sup>th</sup> June 2017) to be held in conjunction with the Armed Forces commemoration events.
- Quick response by Dorset Waste Partnership to an issue raised by a local resident.

The Chairman opened the Council Meeting at 7.15 p.m.

178. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Finch, Lejeune and Suttle.

179. **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.

**Agenda Item Nos. 17 (a) and (b)** – Councillor Bonfield declared a non-pecuniary interest under the Code of Conduct by reason of being Chairman of the Swanage & District Angling Club.

**Agenda Item No. 18 (b)** – The Town Mayor declared a non-pecuniary interest under the Code of Conduct by reason of a family relationship with the beach concessionaire.

180. **MINUTES**

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

That the Minutes of the Monthly Meeting of the Council held on 19<sup>th</sup> December 2016 be approved as a correct record and signed.

(b) Proposed by the Town Mayor, seconded by Councillor Morris, and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Special Meeting of the Council held on 23<sup>rd</sup> January 2017 be approved as a correct record and signed.

181. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 9<sup>th</sup> January 2017 be approved as a correct record and signed.

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

5 a) **NHS Dorset Clinical Commissioning Group (CCG) – Dorset’s Clinical Services (DCS) Review**

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

That a Special Meeting of the Town Council be convened to enable detailed consideration to be given to the proposals, and Council’s response to the questionnaire.

182. **BUDGET MONITORING**

(a) **Statement of Cash Balance**

A Statement of Cash Balance as at 31<sup>st</sup> December 2016 was submitted for information (a copy attached at end of these Minutes).

183. **PAYMENT OF ACCOUNTS**

Proposed by Councillor Marsh, seconded by Councillor Green, and  
RESOLVED:-

That the accounts specified in the Orders on Treasurer Nos. 10 and 10a, amounting to £248,896.92 and £60,644.39 respectively be paid, and that cheques be drawn therefor.

184. **CHAIRMAN’S ANNOUNCEMENTS**

The Mayor reported that he had attended the following event during the past month:-

- A meeting at Corfe Castle Village Hall to consider the provision of affordable housing.

185. **VOLUNTEER OF THE YEAR 2017**

Further to Minute No. 164 of the Council meeting held on 19<sup>th</sup> December 2016, it was proposed by the Town Mayor, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That Mr Frank Roberts be nominated for 'Volunteer of the Year Award' 2017 in recognition of his sterling work undertaken within the community.

186. **ARMED FORCES WEEKEND 2017**

A letter dated 17<sup>th</sup> December 2016 was submitted from Mr Frank Roberts giving outline plans for the Armed Forces Weekend 2017 (Swanage).

The planned events included:-

- A Reunion of the Mercury Group.
- Unveiling of a pair of Royal Signals 'Jimmies' at the War Memorial.
- Naming of a GB Railfreight Locomotive.
- An evening reception at the Royal British Legion.
- The Annual Civic Service at St. Mary's Parish Church.

During the ensuing discussion, Members endorsed the proposals and agreed in principle to support the events.

187. **'LITTER FREE PURBECK'**

In light of previous communications with Members/officers, and the information provided by Mr Frank Roberts during Public Participation Time, consideration was given to a request that insurance cover be provided by the Town Council for volunteer litter pickers.

It was reported that volunteers (equivalent to 1.5 full time employees) could be accommodated within the Council's existing Public Liability cover provision at no additional cost to the Council, and it was proposed by the Town Mayor, seconded by Councillor Green, and RESOLVED UNANIMOUSLY:-

That insurance cover be provided for volunteer litter pickers (equivalent to 1.5 full time employees) within the Council's existing Public Liability cover provision.

188. **TOURIST INFORMATION CENTRE REFURBISHMENT**

Further to Minute No. 137 (b) of the Council meeting held on 31<sup>st</sup> October 2016, consideration was given to the estimated budget figure for internal fittings and furnishings included within the contract price.

Having regard to the major refurbishment works being undertaken at the TIC, it was felt that some additional equipment/better quality furnishings would enhance the working environment and assist in the smooth running of the office.

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

To authorise additional expenditure of up to £9,000 for furniture, fittings and IT equipment as part of the Tourist Information Centre refurbishment project.

189. **ACQUISITION OF ST. MARK'S PLAYING FIELD**

A Briefing Note giving background information regarding the acquisition of the former St Mark's First School playing field had been circulated to Members prior to the Meeting.

It was noted that Dorset County Council had authorised a 10-year lease to the Town Council, and several options for the future use of the land had previously been mooted. These options had proved abortive due to use of the land being limited by legislation around the disposal of the former school playing field.

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

That a public meeting be held at Herston Hall to consult with the local community and determine the views of Herston residents.

It was **FURTHER RESOLVED:-**

That a Working Party, consisting of Councillors Bishop, Bonfield, Harris and Trite, be appointed to consider the responses to the consultation, and to recommend to the Town Council the next steps in the acquisition process.

190. **BOAT CONCESSION**

A letter dated 30<sup>th</sup> November 2016 was submitted from the proprietor of 'Swanage Boat Hire & Water Taxi Service', seeking permission to erect a kiosk on the seafront in the vicinity of Monkey Beach in connection with the running of his business.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Bonfield, and **RESOLVED:-**

That no objection (in principle) be raised to the erection of a kiosk on the seafront in the vicinity of Monkey Beach in connection with the operation of the 'Swanage Boat Hire & Water Taxi' business.

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

(a) Councillor Marsh reported that she had attended a meeting of the DAPTC Towns and Larger Councils at Wareham on 27<sup>th</sup> January 2017.

192. **REPORTING OF DELEGATED MATTERS**

There were no delegated matters to report at the present time.

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

**Items of Information**

- (a) Councillor Harris reported that 'Fair Trade Fortnight' would commence on 27<sup>th</sup> February 2017.
- (b) Councillor Whitwam reported that the Swanage & Purbeck Development Trust were taking steps to establish a Volunteer Bureau.
- (c) Councillor Bishop reported that the Swanage & Purbeck Development Trust were making good progress at 'The Centre', and hoped to provide an update to Members at the next meeting of the Council to be held on 27<sup>th</sup> February 2017.

**Matters for Forthcoming Agendas**

- (a) One 'Comments Slip' had been completed at the Council meeting held on

19<sup>th</sup> December 2016 as follows:-

- Lack of disabled access to the Council Chamber.

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

Proposed by the Town Mayor, seconded by Councillor Green, 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 17, 18, and 19 due to consideration of legal and financial advice, information relating to the financial and business affairs of third parties, and reasons of commercial confidentiality.

Further to his declaration of interest under Minute No. 179, Councillor Bonfield left the meeting during consideration of the following items.

### 194. **LEGAL ISSUES**

#### (a) **Swanage Angling Club**

Further to minute 153)a) of the Monthly Meeting held on 28<sup>th</sup> November 2016 detailed consideration was given to a briefing note submitted by the Town Clerk which set out ongoing negotiations with Swanage and District Angling Club regarding the lease for the newly constructed clubhouse at Peveril Point.

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

That the term of the lease for the new clubhouse and engine store be increased from 25 years (with an option to renew for a further 20 years) to 50 years.

Consideration was also given to valuation advice received regarding the rent to be charged for the premises, previously agreed by the Town Council in April 2015. It was noted that the Town Council had the power under the General Disposal Consent (England) 2003 to agree a rent at less than Best Value, provided the Council agreed that this had social, economic or environmental benefits.

It was proposed that the engine store be charged at a commercial rent, but that a discount be applied to the clubhouse.

It was FURTHER RESOLVED:

That, in recognition of the Angling Club's social benefit to the local community and the Town Council's legal powers to support sports and recreational clubs, a rent of £1,025 per annum be agreed for the clubhouse and engine store, the level of discount on the clubhouse rent to be reviewed at 5-yearly rent reviews in light of the Council's economic circumstances prevailing at the time.

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

To confirm the Town Clerk's delegated authority to agree the remaining lease terms, in consultation with

the Town Mayor and Councillor Bishop, seeking advice from the Council's valuer and solicitor as required.

Councillor Marsh declared a non-pecuniary interest in the following item under the Code of Conduct by reason of a long-standing connection with Swanage RNLI. Councillor Marsh remained in the meeting during consideration of the matter, but did not take part in the debate or vote on the Proposition.

(b) **RNLI Boathouse**

Further to minute 153)a) of the Monthly Meeting held on 28<sup>th</sup> November 2016 detailed consideration was given to a briefing note submitted by the Town Clerk which set out ongoing negotiations with the RNLI regarding compensation for the use of the Boat Park during the construction of the new lifeboat station, and the Council's financial contribution to the cost of the new fishermen's jetty. An update was given further to a meeting at the RNLI's Poole HQ on 25<sup>th</sup> January at which the Town Council had been represented by the Town Mayor, Councillor Bishop, the Town Clerk and the council's valuer.

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

To agree in principle to the basis of the financial Settlement set out in the briefing note, with final approval to be given at a future Council meeting once negotiations had been concluded and the advice of the Council's valuer had been received.

Consideration was also given to valuation advice received regarding the rent to be charged for the newly constructed lifeboat station, previously agreed by the Town Council in April 2015. It was again noted that the Town Council had the power under the General Disposal Consent (England) 2003 to agree a rent at less than Best Value, provided the Council agreed that this had social, economic or environmental benefits. It was deemed appropriate to agree a discounted rent in recognition of the RNLI's success in lifesaving and promoting sea safety in Swanage, and the importance of this to the recognition of the town as a safe seaside resort.

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

To confirm the Council's decision of April 2015 to agree a rental figure of £1,000 per annum (subject to 10-yearly rent reviews) in recognition of the social and economic benefits to Swanage of the RNLI's presence in the town.

It was **FURTHER RESOLVED:-**

To confirm the Town Clerk's delegated authority to agree the remaining lease terms, in consultation with the Town Mayor and Councillor Bishop, seeking advice from the Council's valuer and solicitor as required.

195. **BEACH CONCESSIONS**

(a) **Punch and Judy**

Consideration was given to a Briefing Note prepared by the Visitor Services Manager, following discussions with 'Prof' Jo Burns. Mr Burns had been awarded the Punch and Judy beach concession for a one year period in 2016,

and had been granted the use of a beach hut for storage purposes on an informal basis.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Bishop, and RESOLVED UNANIMOUSLY:-

That Mr Burns be offered a three year concession to operate 'Punch and Judy' on Swanage beach during the period 15<sup>th</sup> July to 1<sup>st</sup> September (or as appropriate), the concession payment to remain fixed at £100 per annum.

It was FURTHER RESOLVED:-

That a beach hut on the upper tier be made available for use by the concessionaire in conjunction with the operation of his business.

Further to his declaration of interest under Minute No. 179, the Town Mayor left the Meeting during consideration of the following item.

In the absence of the Town Mayor, Councillor Bonfield assumed the Chair.

(b) **Deck Chair and Pedalcraft Concession**

Further to Minute No. 114 (b) of the Council meeting held on 26<sup>th</sup> September 2016, and subsequent discussions held with the Council's valuer and the beach concessionaire, the Clerk updated Members on matters relating to the deck chair and pedalcraft concessions.

Following discussion, it was proposed by Councillor Bonfield, seconded by Councillor Green, and RESOLVED UNANIMOUSLY:-

To approve the following licence fees for the 2017 and 2018 summer seasons:

Pedalo concession	£3,020 p.a.
Sales hut	£ 280 p.a.
Deck chairs and sunloungers	£3,020 p.a. (£3,624 incl.VAT)

It was FURTHER RESOLVED:-

(i) To confirm the Town Clerk's delegated authority to agree the remaining licence terms, in consultation with Councillors Bonfield, Finch and Green, seeking advice from the Council's valuer and solicitor as required.

(ii) To put the concessions out to tender over the winter 2018/19.

The Town Mayor returned to the Meeting and re-assumed the Chair.

196. **PROCUREMENT**

(a) **Toilets**

Further to Minute No. 110 of the Council meeting held on 26<sup>th</sup> September 2016, the Clerk updated Members on the procurement and tender process that had been carried out for the cleaning, opening and closing of the Town Council's public conveniences, which had been carried out in accordance with the Public Contracts Regulations 2015.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY

That JD Facilities be awarded the contract for cleaning, opening and closing the public conveniences operated by Swanage Town Council for a period of three years,

with an option for a further two year extension.

It was noted that the new contract would commence on Monday, 3<sup>rd</sup> April 2017.

(b) **Insurance**

The Clerk reported on the procurement process undertaken for the Council's insurance provision.

It was noted that since quotations were invited, advice had been sought as to the procurement process that would need to be adhered to comply with the Public Contract Regulations 2015. In view of the timescales involved, it was proposed by Councillor Bonfield, seconded by Councillor Green, and **RESOLVED UNANIMOUSLY:-**

To accept the quote submitted by Zurich on a one year agreement, effective from 1<sup>st</sup> April 2017 and enter into a tender process during 2017/18 on a three plus two year basis to be effective from 1<sup>st</sup> April 2018.

The meeting concluded at 8.35 p.m.

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