

Visitor Services Proposals Autumn/Winter 2020-21

(a) Swanage Winter Market

The Market Working Group met on 25th August 2020.

The Winter Market will run from 7th November 2020 to 26th March 2021 (20 weeks excluding Friday 26th December). Last year a rate of £230 for the whole period was charged with three traders taking up the offer.

It is proposed that a charge of £250 is made for this period for each stall up to 6 metres. Any stall over this size should be charged at £500. Charity and community groups should remain at no charge. All traders are required to pay in advance and meet the necessary requirements around food safety, a risk assessment and public liability insurance.

Plots will be designated in advance and there is no expectation that the Winter Market will require a Market Attendant like the Summer Market.

It should be noted that the Main Beach Car Park is likely to be closed for the period of January to February 2021 for resurfacing. While it may be possible to retain the market in a corner of the car park while the work is ongoing, this will be dependent on a decision by the contractor. If the Main Beach Car Park is not available for this period, the market will temporarily move to Broad Road Car Park (the Bowl) for the duration of the work.

Action required:

To agree the charges for the Winter Market.

(b) Artisans on the Beach

The 'Artisans on the Beach' runs from 31st November 2020 to 3rd January 2021 in the Shore Rd beach huts. This market has become an integral part of the 'Christmas in Swanage' package that the town provides to visitors for this period. The running of this is now delegated to officers, however, considering Covid-19, the following is proposed for 2020:

- Lower level beach huts only;
- The area to be enclosed by a taped perimeter in which masks must be worn (except for traders, unless they wish to) and appropriate signage;
- One-way foot traffic only;
- Only one person in a hut at any one time (including the trader) and masks to be worn;
- Terms and conditions to be amended to include:
 - The right for the Council to close the market at any time, both before or during the event;
 - A full or part refund with no cancellation charge incurred by the hut users if the closure is directly related to Covid-19;
- A revised risk assessment to be produced and submitted to the Environmental Health Department at Dorset Council.

Action required:

To agree the revised procedure for the Artisans on the Beach market.

(c) Events on land operated by Swanage Town Council

Since the summer of 2020, Swanage Town Council has not permitted any events unless they have gained approval from the 'Events Working Group'.

A number of requests have been received to hold events, generally of a relatively small-scale nature, and utilising the Bandstand or PAG.

The Council are asked if they would wish to extend their current position of no events for a further period or if they feel that now might be the time to lift this restriction and allow events to take place. As always, events would require public liability insurance and a risk assessment as a minimum.

Action required:

Consider if events should be allowed on land operated by Swanage Town Council from 1st October.

Culvin Milmer
Visitor Services Manager and Business Development Officer

September 2020

Proposed licence to use the Town Council's parks and beach for commercial activities

Introduction

Over the last few years, a small number of commercial 'fitness' operators have been granted permission by the Town Council to use the parks and beach. The Town Council has imposed a range of requirements that each operator must meet before a licence is provided.

Request for a licence

Recently officers have received a request from the Purbeck Heart Support Group, which is a non-profit making organisation (under the auspices of the British Heart Foundation) which has the following mission statement:

"Poole Heart Support Group provides help and friendship to members and their carers and also to others in the Poole surrounding area, who have suffered with heart problems.

As a not-for-profit support network, it will do this by providing a channel of advice and information from healthcare professionals, a social framework and activities within which new friends can be made, including healthy exercise under the supervision of qualified trainers." Further information can be found here: www.poolehsg.org.uk.

The group would like to undertake exercise based rehab activities.

Decision required

That approval is provided subject to the following conditions:

- a. That a standard Swanage Town Council User Agreement for events is signed, which includes the prohibition of single use plastic
- b. That instructors must be accredited with either the 'Register for Exercise Professionals' (REPS), 'National Register of Personal Trainers' (NRPT) or hold at least a Level 2 Fitness Qualification.
- c. The instructor must provide a suitable reference.
- d. The Town Council reserves the right to view the activities taking place.
- e. That the use of Forres Field is excluded from this licence.
- f. No advertising is undertaken on land operated by Swanage Town Council.
- g. Other events booked and approved on land operated by Swanage Town Council will have priority.
- h. The public will have access to the parks and open spaces and play and fitness equipment at all times.
- i. That a trial is undertaken until the end of 2020-21 at which time a review will be made of the arrangements in place.
- j. A fee of £25 to be charged for the period up to 31st March 2021 to help cover the cost of the administration of the licence.

Culvin Milmer
Visitor Services Manager

September 2020

Budget setting 2021/22 – To agree charges for beach hut hire and booking procedure

Revised Booking Procedure

Over the last few years beach huts bookings for the following year (from end March) have been released from October on a ‘first come first served’ basis on a three phased basis. A 15% deposit is required at the time of booking.

This has worked well, however due to Covid-19 we would like to make some changes to the booking procedure to allow sufficient flexibility to meet social distancing requirements and any potential further restrictions that might be imposed in the future. In 2020, beach huts were re-opened for bookings from July, although we now only offer every other beach hut to ensure we meet social distancing requirements.

For 2021-22 we would like to offer the following booking procedure:

- 1) As in the previous two years we will offer the beach huts on a three phased basis as follows:
 - a. 13th October 2020 – for bookings of 10 weeks or more
 - b. 15th October 2020 – for bookings of 4 weeks or more
 - c. 22nd October 2020 – for bookings of 1 week or more
- 2) Full payment will be required up front, thereby we would avoid taking deposits
- 3) We will only make available every other beach hut. If we feel that, at a later date, we can offer more huts we may be able to release these for bookings

While the 15% deposit has worked well for the Council and the customers in the last two years, it does require a significant administrative resource during January and February. This is something which we are particularly keen to avoid next year as we try and ensure that our staffing and administrative capacity has the flexibility to meet any demands around a potential resurgence of Covid-19.

It should be noted that due to the uncertainty over the re-development of the Spa it is not currently envisaged that bookings will be opened for any beach huts in that location. That may be reviewed next year as plans are firmed up.

Revised Beach Hut Charges

The beach hut charges from 2020-21 are set out overleaf. It is proposed that the beach hut charges remain unchanged for 2021-22 with the following exception:

- The winter daily price for Shore Road beach huts is currently £5 per day. Now that additional cleaning is required for every hut used, we propose that the charge is raised to £8 per day.

Action required:

1. Approve revised booking procedure for 2021-22
2. Approve revised charges for 2021-22.

Culvin Milmer

Visitor Services Manager and Business Development Officer

September 2020

Swanage Beach Hut Prices for 2020-21				
Shore Beach Huts				
Period	Lower	Upper	Lower	Upper
	Weekly (Sat - Fri)		Daily	
28 March 2020 - 15 May 2020	£57.00	£37.00	£15.00	£10.00
16 May 2020 - 10 July 2020	£101.00	£65.00	£20.00	£15.00
11 July 2020 - 28 August 2020	£210.00	£140.00	£30.00	£20.00
29 August 2020 - 11 September 2020	£101.00	£65.00	£20.00	£15.00
12 September 2020 - 26 March 2021	£25.00	£25.00	£5.00	£5.00
The Shore Premium Beach Huts				
Period	Lower	Upper	Lower	Upper
	Weekly (Sat - Fri)		Daily	
28 March 2020 - 15 May 2020	£85.75	£55.25	£23.25	£15.00
16 May 2020 - 10 July 2020	£152.00	£98.00	£31.00	£20.00
11 July 2020 - 28 August 2020	£312.00	£206.00	£47.00	£31.00
29 August 2020 - 11 September 2020	£152.00	£98.00	£31.00	£20.00
12 September 2020 - 26 March 2021	£37.50	£37.50	£7.50	£7.50
The Shore Beach Huts Discounted Hire Prices				
Period	The Shore Premium		The Shore	
	Lower	Upper	Lower	Upper
28 March 2020 - 15 May 2020	£515.00	£330.00	£340.00	£220.00
16 May 2020 - 10 July 2020	£1,092.00	£700.00	£720.00	£470.00
11 July 2020 - 28 August 2020	£2,184.00	£1,442.00	£1,456.00	£940.00
29 August 2020 - 11 September 2020	£273.00	£175.00	£180.00	£115.00
12 September 2020 - 26 March 2021	£750.00	£500.00	£500.00	£335.00
31 October 2020 - 26 March 2021	£600.00	£400.00	£400.00	£270.00
21 November 2020 - 26 March 2021	£480.00	£320.00	£320.00	£215.00
12 December 2020 - 26 March 2021	£375.00	£250.00	£250.00	£165.00
23 January 2021 - 26 March 2021	£225.00	£150.00	£150.00	£100.00
28 March 2020 - 26 March 2021	£4,814.00	£3,150.00	£3,196.00	£1,900.00
The Spa Beach Huts*				
Period	Weekly (Sat to Fri)		Daily	
28 March 2020 - 15 May 2020	£28.00		£6.50	
16 May 2020 - 10 July 2020	£48.50		£8.75	
11 July 2020 - 28 August 2020	£121.50		£19.50	
29 August 2020 - 11 September 2020	£48.50		£8.75	
12 September 2020 - 30 October 2020	£25.00		£5.00	
28 March 2020 - 30 October 2020(discounted)	£1,050.00		-	
31 October 2020 - 26 March 2021	Closed		Closed	
Spa Retreat Beach Huts*				
Period	Weekly (Sat - Fri)		Daily	
28 March 2020 - 15 May 2020	£75.00		£15.00	
16 May 2020 - 10 July 2020	£120.00		£20.00	
11 July 2020 - 28 August 2020	£225.00		£35.00	
29 August 2020 - 11 September 2020	£120.00		£20.00	
12 September 2020 - 26 March 2020	£65.00		£10.00	
28 March 2020 - 26 March 2021 (discounted)	£3,117.00		-	
*Spa beach huts 1 to 18 will remain closed, however huts 27 to 35 and the Spa Retreats will remain open for 2020.				
All prices are inclusive of VAT @ 20% Please see our website for daily booking criteria www.swanage.gov.uk				
Produced: 25/09/2019				

AGENDA ITEM 24)

Nicola Clark

Subject: Seabreeze extraction system

From: Martin Ayres <m.ayres@swanage.gov.uk>
Sent: 04 September 2020 17:21
To: James Wright
Cc: Gail Percival <g.percival@swanage.gov.uk>; Culvin Milmer <c.milmer@swanage.gov.uk>; Nicola Clark <n.clark@swanage.gov.uk>
Subject: RE: Seabreeze extraction system

Dear Jim

Thank you for your e-mail of 13th August which came in whilst I was on holiday, hence the delayed response.

I think you should seek the Council's formal permission for the works under clause 3.12 of the lease. This states that consent shall not be unreasonably withheld or delayed and I will therefore add this as an item to the agenda for the Council meeting on 14th September. If you have any other information that you would like to share with cllrs then please send it in to me no later than Tuesday 8th September. Please be aware that the e-mail below and any other information will be published as part of the agenda papers, unless it is commercially confidential.

As you will be aware Dorset Council is the planning authority and as Seabreeze is situated in the Swanage Conservation Area you will need to make contact with the planning department to ascertain whether or not you need planning permission. This is a requirement of clause 3.14 of the lease.

From a practical perspective I'd be grateful if you could confirm whether or not the flue will get hot. If it will then it is likely to require caging as the walkway between the buildings is designated as an escape route in the lease.

Thank you for raising this matter and I'll write further following the Council meeting.

Kind regards

Martin

Dr Martin Ayres

Town Clerk

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High Street, Swanage, Dorset BH19 2NZ
Tel: 01929 423636 Fax 01929 427888 Website: www.swanage.gov.uk

From: James Wright
Sent: 13 August 2020 14:29
To: Martin Ayres <m.ayres@swanage.gov.uk>
Subject: Seabreeze extraction system

Dear Martin,

I hope this email finds you well.

We are looking at having a second set of fryers installed in the takeaway and, as part of the installation, we will have to have a second extraction system fitted. This will exit the building as shown in the photograph below.

Our existing range, due to its age, is struggling and this extra capacity will enable us to sustain and hopefully increase how busy the takeaway is, whilst we plan for replacing the main range.

Please could you confirm by return whether we require the councils permission to have this installed with the extraction system shown or if we are able to just proceed with the work?

We are eager to proceed with the work in September If at all possible so, with that in mind, we would very much appreciate a prompt reply.

Thank you in advance for your help with this matter, we look forward to hearing from you at your earliest convenience.

Sent from my iPhone



Festive Lights – Update on procurement

At the Council meeting of July 27th it was reported that the Swanage and District Chamber of Trade had approached the Town Council regarding its proposal to fund additional festive lights for the town for Christmas 2020.

The Operations Manager had sought to add an additional 50 icicles and two lamp post displays to the current festive provision, however an initial site survey failed to identify appropriate locations (easily accessible electricity supply) for the lamp post displays.

A further survey is being undertaken in October/November to assess if alternative locations could be used for the fixed displays. In the interim, fifty additional icicles have now been ordered, to be installed in the High Street between the Swanage Library and the Town Hall, and added to the original hire arrangements for years 2020 and 2021 for the additional sum of £633.75 per annum. This is permitted under Financial Regulation 11.1.e. as it is the extension of an existing contract. This will be funded by the Chamber of Trade.

Gail Percival
Operations Manager

September 2020

Spa/Shore Road Stabilisation Part 2 - to tender for additional ground surveys

In 2014 a seafront geo-environmental and geo-technical assessment was completed for the Spa area (Spa, Sandpit Field, Weather Station Field). This included a desk study, a walkover survey and intrusive investigation with associated chemical and geotechnical testing and interpretive reporting on the make-up of the existing geology.

This report recommended further work be carried out to understand fully the controlling strength parameters and groundwater conditions. It advised that this would be best achieved with a thorough literature review, further detailed intrusive investigation, inclinometer monitoring, groundwater monitoring, and laboratory testing which builds upon the previous testing.

On this basis, Swanage Town Council has issued a tender for these further works on Contract Finder. This requires the submission of fully costed proposals to undertake the following and provide a detailed report in a digital format accordingly.

- Literature review of existing reports and publications
- Geomorphological mapping
- Installation of inclinometers and piezometers
- Window sample boreholes in the Spa beach hut complex
- Appropriate Laboratory testing including peak and residual strength parameters
- Stabilisation and foundation options appraisal.

Monitoring readings are to be taken on a monthly basis for a six-month period with an initial reference set of inclinometer readings after 1 week.

The indicative parameters for the cost of this work is £30,000 - £40,000 and the closing date for submission is 25th September 2020. It is anticipated the contract would commence in October 2020.

These works are necessary in order to establish the feasibility of proposals for redevelopment of this seafront area. A sum of £1 million has been allocated for this work in the capital programme for the 2021/22 financial year. This will be reviewed as part of the forthcoming budget setting process.

Decision required:

To consider allocating a budget of up to £40,000 for the ground reports described above in respect of the Spa, Weather Station Field and Sandpit Field.

Further to Financial Regulation 4.7, it is requested that the Council grant delegated authority to Officers to award this contract and commit to spending up to a maximum value of £40,000.

Gail Percival
Operations Manager

September 2020

