

Minutes of the **MONTHLY MEETING** of the Swanage Town Council held at The Swanage School, High Street, Swanage on **MONDAY, 16th SEPTEMBER 2019** at 7.00 p.m.

PRESENT:-

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

In addition to Members of the Council and officers, approximately twenty one members of the public attended the Meeting.

The Very Reverend John Mann, Team Rector, Swanage & Studland Team Ministry, offered a short prayer before the commencement of the Meeting.

Before opening the Meeting, the Chair 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** – comments in support of the Climate Crisis motion being considered under Agenda Item 9, and Point 6. of the motion regarding additional tree planting. Thanks were also extended to the Town Council for its hard work in creating the motion, and for its enthusiasm in recent meetings with PER Group to discuss the same. Further comments were made that Swanage would be the fourth Council in Purbeck to make a declaration and that this would be a good opportunity for a collaborative strategy.
- It was reported that Langton Matravers Parish Council had made its Declaration of Climate and Environment Emergency at its August Council Meeting.
- **Proposed ban of single use plastic at events on Town Council owned land** – comments made in support of this ban, and also to the aims of the Sustainable Swanage Group.
- **Proposals for a winter market in Swanage** – comments in support of a winter market from November 2019 to Easter 2020.

Prior to commencement of the Meeting, Natalie Poulter, Project Co-ordinator, Dorset Coast Forum, gave a short presentation on the Coastal Defence Improvements for Swanage Seafront, which included improvements to flood defences in lower High Street, and which would also be discussed under Agenda Items 10 (a) and (b).

The Chairman gave thanks to Ms Poulter for attending the Meeting and for the informative presentation.

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

80. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Moreton.

81. **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.

82. **MINUTES**

(a) Proposed by Councillor Page, seconded by Councillor Foster, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Monthly Meeting of the Council held on 29th July 2019 be approved as a correct record and signed.

83. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 5th August 2019 be approved as a correct record and signed.

84. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 9th September 2019 be approved as a correct record and signed.

85. **PERSONNEL COMMITTEE**

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

That the Minutes of the Meeting of the Personnel Committee held on 9th September 2019 be approved as a correct record and signed.

86. **STATEMENT OF CASH BALANCE**

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

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

It was noted that an investment of £500,000 had today been made in UK Government Treasury Bills.

87. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedules 5 & 6, amounting to £380,144.81, be authorised.

88. **CHAIRMAN'S ANNOUNCEMENTS**

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

- The launch of Purbeck Coast Community Radio Station.
- The opening of the Isle of Purbeck Model Railway Exhibition in Harmans Cross Village Hall.
- Herston Village Hall Fun Day, which had been attended by over 200 people.
- School Governors' Drinks Reception at The Swanage School.
- The Commodore's Cocktail Party at Swanage Sailing Club.
- Swanage Folk Festival Parade.
- Swanage Civic Service, at which pupils from the St Mary's, St Mark's and Swanage Primary Schools had read out their own poems about the environment and which highlighted concerns regarding the climate crisis. Thanks were given by the Town Council to the Very Reverend John Mann and to the schools for a very successful service.

89. **REPORT FROM DORSET COUNCILLORS**

Updates were given on a number of matters including:-

- **Dorset Council's Corporate Plan** – work on the Plan was almost complete and a presentation would be given at a future meeting.
- **Dorset Local Plan** – preparation of the new Local Plan included consideration of how green energy and carbon-neutral new housing could be advanced.
- **Childrens' Services** – it was reported that many Dorset children in care currently had to be accommodated outside the County due to lack of suitable buildings in Dorset. New sites for construction of such accommodation were therefore being sought by Dorset Council.
- **Discretionary Rate for Charities** – it was noted that varying discretionary rates for charities in Dorset were previously set by the former District and Borough Councils. Dorset Council had now agreed a uniform rate for the County as a whole.
- **Mr Matt Prosser, Chief Executive, Dorset Council** – an overview was given of the Chief Executive's recent visit to meet with the Town Council, which had included site visits to the seafront, Institute Road, and The Centre. Councillors had also discussed current issues affecting the town.

90. **CLIMATE CRISIS – TO CONSIDER MOTION SUBMITTED BY COUNCILLOR TRITE ON FRIDAY 5th SEPTEMBER 2019, IN ACCORDANCE WITH STANDING ORDER 11**

Further to Minute No. 69 of the Council Meeting held on 29th July 2019, consideration was given to a motion submitted by Councillor Trite on 5th September 2019. This had been discussed at a constructive meeting held between representatives of the Town Council and the Purbeck Extinction Rebellion (PER) on 2nd September 2019.

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

That Swanage Town Council acknowledges the scientific evidence pointing to the serious acceleration of climate change and the associated environmental damage caused by human activity which has led to the present world climate crisis. Consequently Swanage Town Council has acquired electric vehicles and battery-operated tools, installed public access electric car charging points, and achieved "plastic free" status in its operations, but recognises there is much more to be done to limit its use of fossil carbon.

Therefore Swanage Town Council resolves to:

1. Recognise that there is a serious climate crisis, and urge other councils, businesses, other organisations and individuals to do likewise;
2. Commission a carbon footprint audit of its properties and ways of working, to report back to the full Council by March 2020;
3. Use its best endeavours to make Swanage Town Council carbon neutral by 2030;
4. Establish a working party to develop an Environmental Policy and Action Plan which will set out the steps towards achieving carbon neutrality. This will be presented to full Council for approval within six months of receipt of the carbon footprint audit;
5. Regularly review progress towards delivering carbon neutrality, at intervals to be determined by Swanage Town Council's Environmental Policy;
6. Work with businesses, other organisations and residents, including Sustainable Swanage, Litter Free Purbeck and Love our Sea to deliver environmental improvements such as additional tree planting;
7. Call upon Dorset Council and other town and parish councils to join us in working towards carbon neutrality by 2030.

A question was raised as to what the additional cost might be for a carbon footprint audit to be undertaken of the whole town of Swanage, and not just of the Council and its properties, and it was agreed that an additional quote would be sought accordingly.

The Chairman thanked the PER Group for its co-operative approach to discussions with the Council, and for its assistance towards the creation of a realistic and achievable motion.

91. **COASTAL DEFENCE IMPROVEMENTS, LOWER HIGH STREET AND PARADE**

(a) **Temporary arrangements for winter 2019/20 – Update**

Further to Minute No. 78 (c) of the Council Meeting held on 29th July 2019, it was reported that a meeting had been held between representatives of the Town Council, Environment Agency, and Dorset and BCP Councils' Flood and Coastal Erosion Risk Management Team, at which the EA's proposals for the installation of temporary sea defences for winter 2019/20 were discussed.

Modelling works had recently been undertaken and an expanded scheme was now proposed using Legato interlocking concrete blocks.

It was anticipated that the blocks would be installed adjacent to the Stone Quay, and across the Parish and Mowlem Slipways, during the week commencing 14th October 2019, and would be removed prior to Easter 2020. It was noted that access to the sea for the launch and retrieval of rowing boats by the Swanage Sea Rowing Club would be maintained.

During the ensuing discussion a question was raised as to whether a copy of the design of scheme would be made available prior to installation. It was agreed that a copy would be requested for the Capital Projects Sub-Committee Meeting which was being held on 25th September 2019.

(b) **To consider funding Dorset Coast Forum (DCF) to co-ordinate project development work**

Further to Minute No. 78 (c) of the Council Meeting held on 29th July 2019, and the presentation given by Ms Poulter, Dorset Coast Forum, prior to commencement of the meeting, consideration was given to a briefing note dated 13th September 2019, submitted by Dorset Coast Forum, setting out DCF's proposals for the provision of project co-ordination, consultation lead, and communications co-ordination services to the Town Council to assist in the delivery of the Swanage Seafront Improvements Project.

The estimated cost of these services totalled £24,000 over an eighteen-month period from October 2019 to March 2021, and any costs incurred would be charged in arrears as the project progressed.

During the ensuing discussion Members expressed their support for engaging the services of DCF for this important scheme. It was noted, however, that project 'launch' costs were not available at the present time, and it was therefore agreed that it would be prudent to review the second tranche of funding, which would include these costs, during the Council's budget setting process for 2020/21.

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

That the request for funding of £24,000 be approved towards the provision of project co-ordination services for the Swanage Seafront Improvements Project, to be paid to Dorset Coast Forum.

92. **ALBERT MEMORIAL – TO CONSIDER PROVIDING APPROVAL IN PRINCIPLE FOR RECONSTRUCTION OF ALBERT MEMORIAL AT PRINCE ALBERT GARDENS (PAG)**

Further to Minute No. 235 of the Council Meeting held on 26th February 2018, consideration was given to a briefing note dated September 2019 prepared by the Swanage & Purbeck Development Trust setting out proposals for the reconstruction of the Albert Memorial at PAG. It was noted that a site option appraisal had been undertaken on three sites, at PAG, The Spa, and King George's Field, with PAG being identified as the most suitable site. However, further investigation would be required in relation to ground conditions, and pre-application planning advice would be sought by the Trust.

During the ensuing discussion it was reported that a benefactor had confirmed that he would be willing to pay the Trust for the restoration and reconstruction of the Memorial, and any related fees, subject to approval in principle being obtained from the Council for its reconstruction at PAG. Once completed, it was deemed likely that the Memorial would be 'gifted' to the Town Council for its future maintenance and upkeep.

Members were in agreement that the results of the ground stability report and details of the pre-application planning advice would be required before a final decision could be made, and it was therefore proposed by Councillor Page, and seconded by Councillor Suttle:-

That the Town Council gives approval in principle for the reconstruction of the Albert Memorial at Prince Albert Gardens, final consent to be considered following planning permission being obtained from the Local Planning Authority and receipt of a satisfactory ground stability report.

Upon being put to the Meeting, NINE Members voted IN FAVOUR of the Proposition, and there were TWO ABSTENTIONS, whereupon the Proposition was declared CARRIED.

Comments were made that during the planning application process it would be important to give consideration to the number of events which take place at PAG each year. Further comments were made that the Council would welcome an artist's impression of what the Memorial would look like in situ at PAG.

93. **TO CONSIDER PROPOSAL FOR WINTER MARKET TO BE HELD ON MAIN BEACH CAR PARK FROM NOVEMBER 2019 TO EASTER 2020**

Consideration was given to a briefing note dated September 2019 prepared by the VSM setting out proposals for the establishment of a winter market in Swanage, along with details of the proposed licence, and related fees. It was reported that the VSM had spoken to market traders who had expressed a strong appetite to continue with their stalls on Fridays over the winter months. It was felt that demand had increased over the past eighteen months as customers looked for a greater range of local products with less packaging.

It was noted that the existing market provider was not interested in running a winter market, and any arrangement would therefore be managed by the Town Council. It was confirmed that Council officers would monitor/visit traders every Friday.

During the ensuing discussion Members were in support of a one-year trial for a winter market, however, concerns were raised regarding the possible use of generators and single-use plastic by traders, and it was agreed that thought should be given to the Council's Climate Crisis Declaration when preparing the new licence agreement.

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

That approval be given to the trial of a winter market in Main Beach car park from November 2019 to Easter 2020, as set out in the VSM's briefing note dated September 2019.

94. **WORKING PARTY UPDATES**

(a) **Festive Lights held on 30th August 2019**

Further to Minute No. 70 (b) of the Council Meeting held on 29th July 2019 it was reported that the tender process had been completed and an order had been placed with the Festive Lighting Co Ltd at a total cost of £38,800. The order included three-year hire of new festoon lighting and icicle lights (low energy LEDs), decorative features in Station Road, and Christmas tree lights.

It was noted that the Christmas lights 'switch on' event would be held on Saturday 30th November 2019.

(b) **Sports Facilities held on 13th September 2019**

It was reported that a presentation had been given at the meeting on behalf of the Swanage & Purbeck Development Trust regarding the proposals for the new community sports centre at Days Park, which had been well-received by the working party.

It was noted that a public exhibition of the architect's masterplan for the planned development would be held at the Emmanuel Baptist Church on Wednesday 16th October 2019.

95. **SANDBANKS FERRY SERVICE – UPDATE**

Further to Minute No. 71 (a) of the Meeting held on 29th July 2019, Councillor Suttle reported that he had attended an update meeting with the Ferry Company at which it was advised that the replacement parts for the ferry were scheduled to arrive

in Southampton by mid-October 2019. The Company was committed to bringing the ferry back into service as soon as possible, and reassembly works would commence immediately with the objective, weather permitting, to return the ferry to Poole by the end of October 2019.

It was noted that the Ferry Company had paid out over £1m in ferry repairs in the past year.

96. **TREE WORKS – PROPOSED WORK TO TREES AT EASTERN END OF PEVERIL POINT ROAD**

Consideration was given to an email dated 3rd September 2019 received from Planning and Community Services, Dorset Council, advising that an application had been received from a local resident to carry out work to protected trees in Peveril Point Road on land that was owned by the Town Council. A copy of the application form and photographs of the trees were included. It appeared that the trees had been planted too close together and were deteriorating due to overcrowding. They were also situated in an exposed coastal position and had become very wind burnt. The applicant's intention therefore was to undertake crown thinning and lifting works. No trees would be felled.

Members raised no objection to the tree works being undertaken, however, as no contact had been made with the Town Council regarding these works, it was felt that it would be prudent for the Council's Operations Manager to discuss the works in greater detail with the applicant before these went ahead. It was noted that no neighbour objections had been received by Dorset Council.

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

That no objection is raised by the Town Council to the proposed tree works in Peveril Point Road, and that the Operations Manager be requested to discuss the proposals with the applicant.

97. **TO CONSIDER REQUESTS FOR USE OF TOWN COUNCIL PROPERTY IN RELATION TO FESTIVALS AND EVENTS IN 2020**

Consideration was given to a briefing note dated September 2019 prepared by the Visitor Services Manager which included details of amendments made to the Swanage Town Council User Agreement, and requests received so far for the use of Town Council property for events being held in 2020, for which provisional approval was being sought to allow event organisers to start to plan their events accordingly.

1) **Events 2020**

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

That the requests from event organisers, as set out in Appendix 2 of the VSM's briefing note dated September 2019, be approved, subject to submission of the required documentation at the appropriate time.

2) **Swanage Town Council User Agreement - Revised Terms and Conditions**

Attention was drawn to the amendments made, which included instructions regarding the removal of signs, banners and advertising material after events, and the prohibition of the use of single use plastic at events.

A discussion ensued, during which concerns were raised regarding single use plastic, and although Members were in support of encouraging all events to be sustainable, it was felt that the Council should be consulting with event organisers at the outset as this ban could have cost implications for organisers/charities if they had already purchased stock for use at their upcoming events.

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

That the Town Council approves the revised terms and conditions of the Swanage Town Council User Agreement, subject to the VSM working with event organisers to discuss solutions regarding the use of single use plastic at events.

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

There were no matters to report on this occasion.

99. **REPORTING OF DELEGATED MATTERS**

- (a) **Festive Lights** – as reported under Minute No. 94 (a) above, the Town Clerk had awarded the contract for festive lighting in accordance with Minute No. 70 (b) of the Council Meeting held on 29th July 2019.

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

Matters for forthcoming agendas

- (a) **VE Day Commemorations 2020 – Update** – it was reported that the VSM had met with interested parties to discuss ideas/proposals for commemoration events. A second meeting would be held on 1st October 2019, which would be widely advertised, and at which the group would be looking for someone to lead the planning for the events. All welcome.
- (b) **Swanage Ambulance Station** – further to Minute No. 78 (b) of the Council Meeting held on 29th July 2019, there was no update to be given at this time. It was agreed that this item should remain on the Council’s agenda so that the situation could continue to be monitored.
- (c) **Notice of Conclusion of Audit - Annual Return for the year ended 31st March 2019** - the Town Clerk was pleased to report that no matters had been identified by the External Auditor for consideration by the Town Council, and a ‘clean bill of health’ had been received. Thanks and congratulations were extended to officers, and to the Council’s Finance Manager, Alison Spencer.
- (d) **Sandbanks Ferry Service** - it was agreed that this item should remain on the Council’s agenda so that the situation could continue to be monitored.

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 item 20 for reasons of commercial confidentiality.

101. **PROCUREMENT**

(a) **Car Park Resurfacing.**

The Town Clerk provided a report from the Interim Operations Manager regarding the resurfacing of North Beach and Main Beach car parks, as included in the 2019/20 revenue budgets that were approved at the Annual Estimates Meeting held on 21st January 2019.

It was noted that the recommended course of action was to procure the works via Dorset Council's Highways Department and their approved framework agreement, as had recently been done by other town councils in Dorset. It was advised that this was likely to constitute best value, when both cost and quality of finish were taken into account. It was noted that officers would need to carry out final checks to ensure that use of the framework complied with the Public Contracts Regulations 2015.

It was estimated that the likely total cost of the project would exceed that in the initial budget of £100,000, and recommended that the budget should be increased to £125,000.

After careful consideration, it was proposed by the Town Mayor, seconded by Councillor Page and **RESOLVED UNANIMOUSLY:**

To increase the budget for the planned resurfacing of Main Beach and North Beach car parks to £125,000 and to suspend Financial Regulation 12.1.b. (requiring a formal tender process to be undertaken) to enable the contract to be let via Dorset Highways, including use of their framework agreement, subject to compliance with the Public Contracts Regulations 2015.

During the debate consideration was given to what steps would be taken to ensure the works complied with the recommendations of the Swanage Green Infrastructure Strategy. Reference was also made to the potential installation of electricity boxes for use by market traders and event organisers. It was **FURTHER RESOLVED:**

That proposals for tree planting and improved electricity supply in Main Beach Car Park be referred to the Capital Projects Sub-Committee for consideration at a forthcoming meeting.

(b) New vehicles – specification and options.

It was reported that a review of the Council's fleet of six vehicles had been undertaken. The Council had previously introduced an earmarked reserve for vehicle and plant procurement with a view to replacing its fleet vehicles on a rolling basis to ensure that the fleet was fit for purpose, with emphasis placed on reducing environmental impact by acquiring electric vehicles.

In order to comply with Financial Regulations three options for each vehicle had been identified through the Crown Commercial Services government procurement portal, which were set out in a briefing note dated September 2019, and which were discussed in turn. After careful consideration:-

1) Replacement of Peugeot 106 Car with Panel Van

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

To accept the recommendation set out in the briefing note dated September 2019 to acquire a Nissan eNV200 Acenta.

2) Replacement of 4 wheel drive vehicle – Ford Ranger

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

To accept the recommendation set out in the briefing note dated September 2019 to acquire a Nissan Navarra Tekna 2.3 dci.

3) **Pool Car (Electric Vehicle)**

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

That further information regarding the possible usage
of a pool car be obtained, the details of which to be
brought back to a future Council Meeting for further
consideration.

The meeting concluded at 9.00 p.m.
