

Minutes of the Meeting of the Swanage Town Council
held at The Swanage School, High Street, Swanage on
MONDAY, 16th SEPTEMBER 2024 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield
Councillor S. Brookes
Councillor M. Coward
Councillor J. Dorrington
Councillor J. Lejeune
Councillor D. Monkhouse
Councillor C. Moreton
Councillor C. Sutton
Councillor C. Tomes
Councillor W. Trite
Councillor S.Vile

In addition to Members of the Council and officers, one representative of the local press and media attended the Meeting.

Public Participation Time

There were no matters raised on this occasion.

Reverend Jo Levasier offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.05 p.m.

76. **Apologies**

There were no apologies to record on this occasion.

77. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

78. **Minutes**

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

That the Minutes of the Council Meeting held on
22nd July 2024 be approved as a correct record and
signed.

(b) Proposed by the Town Mayor and seconded by Councillor Lejeune:-

That the Minutes of the Extraordinary Council
Meeting held on 9th September 2024 be approved as
a correct record and signed.

Upon being put to the Meeting, ELEVEN Members voted IN FAVOUR of the Proposition, and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

79. **Finance and Governance Committee**

- (a) Proposed by the Town Mayor and seconded by Councillor Moreton:-
That the Minutes of the Finance and Governance
Committee Meeting held on 24th July 2024 be
approved as a correct record and signed.

Upon being put to the Meeting, ELEVEN Members voted IN FAVOUR of the
Proposition, and there was ONE ABSTENTION, whereupon the Proposition was
declared CARRIED.

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

5b) **Council Priority plan for summer/autumn 2024**

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

That the draft Council Priority Plan for
summer/autumn 2024/25 be adopted.

7) **Time of future meetings**

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

That a change in the time of the Finance &
Governance Committee meetings from
11.30 a.m. to 2.15 p.m. be approved, to commence
from 11th December 2024.

80. **Planning and Consultation Committee**

- (a) Proposed by Councillor Bonfield, seconded by Councillor Vile and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Planning and Consultation
Committee Meeting held on 5th August 2024 be
approved as a correct record and signed.

81. **Planning and Consultation Committee**

- (a) Proposed by Councillor Bonfield and seconded by the Town Mayor:-
That the Minutes of the Planning and Consultation
Committee Meeting held on 2nd September 2024 be
approved as a correct record and signed.

Upon being put to the Meeting, ELEVEN Members voted IN FAVOUR of the
Proposition, and there was ONE ABSTENTION, whereupon the Proposition was
declared CARRIED.

82. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 31st July 2024 was submitted for
information (a copy attached at the end of these Minutes).
(b) A Statement of Cash Balance as at 31st August 2024 was submitted for
information (a copy attached at the end of these Minutes).

83. **Payment of Accounts**

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

- Payment Schedule 4, amounting to £656,805.93.
- Payment Schedule 5, amounting to £1,749,954.43.

Thanks were given to the Finance Manager for her comprehensive reports.

84. **Chairman's Announcements**

The Town Mayor wished to offer condolences following the recent death of well-known local resident, Mr John James, who had taken considerable interest in Town Council affairs and been a regular attendee at Council meetings for very many years.

The Town Mayor reported her attendance at the following events since the Council Meeting held on 22nd July 2024:

- Council – a number of committee and council meetings would be held over the autumn months as budget setting commenced and the Mayor was looking forward to working with all members on council matters.
- Public engagement – it was anticipated that public engagement for both the Swanage Neighbourhood Plan and the Green Seafront Scheme would be undertaken shortly. A good response was reported for the recent survey regarding sport and leisure facilities in the town. The Mayor hoped to resurrect the circulation of a newsletter to provide updates on the progress and aims of the council.
- Events – the Mayor thoroughly enjoyed attending the Swanage Carnival events, Music by the Sea, the Folk Festival, Allsort'd birthday party and the Flower Club displays at the Mowlem.
- Volunteer groups – the Mayor thanked the Beach Buddies for their continued beach cleaning services in all weathers, as well as the other volunteer groups who strive to make Swanage the vibrant town it is.
- Civic Service – it was noted that arrangements for the Civic Service, being held on 6th October 2024 at St Mary's Church, Swanage, were well underway. The service would celebrate the 50th anniversary of Swanage Town Council and honour the achievements of local organisations. Councillors and partners would process into the church behind the choir and there would be music and cake following the service.

85. **Working Party Updates and Recommendations**

(a) **Car Parks, 24th July 2024**

Further to Minute No. 69 (b) of the Council meeting held on 22nd July 2024, it was reported that Members had received a demonstration of new models of car parking machines and a further update would be provided under agenda item 15.

(b) **Sport, Leisure and Wellbeing, 7th August 2024**

At the meeting held on 7th August, it was agreed that a survey be conducted to ascertain the views of the local community in regard to their interest in sports and the use of facilities. The survey ran from 16th August – 9th September 2024 and had been available to complete online with paper copies available at the Swanage Information Centre and Library. Thanks were provided to the Town Mayor, Councillor Sutton and the Planning and Community Engagement Manager for their work in designing and deploying the survey. A further update would be provided under agenda item 10.

(c) **Seafront Masterplan, 21st August 2024**

It was reported that Members had met with officers from Dorset Council regarding proposed options around the road layout of Shore Road and a further update would be provided to a future meeting.

(d) **Communications Strategy – Consider the appointment of Councillor Vile to the working party**

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

That Councillor Vile be appointed to the Communications Strategy working party.

86. **Armed Forces Covenant**

a) **To consider signing the covenant and approving Town Council pledges**

Further to Minute No. 6 of the Extraordinary Finance and Governance Committee meeting held on 25th April 2024, consideration was given to a briefing paper prepared by the Democratic Services Officer. The paper outlined the council's prior engagement with the Wessex Reserve Forces' and Cadets' Association, information regarding the Defence Employers Recognition Scheme, and the subsequent advice received from the Council's HR advisors, South West Councils.

b) **To consider arrangements for signing ceremony**

It was noted that preliminary discussions had been held with Mr Frank Roberts of Swanage Railway and Swanage Army Link, to work together with both organisations to arrange a joint signing ceremony with the Town Council.

Further to a brief discussion, it was proposed by Councillor Trite, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

That authority be provided to the Town Mayor to sign the Armed Forces Covenant on behalf of Swanage Town Council, including the pledges set out therein.

It was further RESOLVED:-

That the confirmation of the arrangements for an Armed Forces Covenant signing ceremony, working jointly with Swanage Railway and Swanage Army Link, be delegated to the Town Clerk, in consultation with the Town Mayor and Deputy Mayor.

87. **Day's Park Community Sports Facility – To consider arrangements for submission of planning application and revised funding request.**

Further to Minute No. 44 of the Council meeting held on 24th June 2024, consideration was given to a briefing paper, prepared by the Town Clerk, which outlined the work undertaken to date of the Swanage Town & Herston Football Club and the Town Council to provide a community sports facility at Day's Park.

It was reported that subsequent to the June Council meeting there had been further meetings of the Sport, Leisure and Wellbeing Working Party with representatives of the Football Club and Dorset Council and consideration had been given to the most cost-effective way of taking forward the planning application. It was noted that should the Town Council be registered as the applicant then the application would be subject to a 50% reduction in planning fees.

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

To confirm that the Town Council will act as the applicant in respect of the submission of the planning application for the Day's Park Community Sports Facility and that the second tranche of grant funding will remain as agreed by Council at its meeting on 24th June 2024 with any saving from the

reduction in planning fees being applied by Swanage & Herston Football Club Ltd to legal and professional fees in connection with fundraising and establishment of a CIO.

88. **Swanage Beach Kiosk, Shore Road – To consider granting landlord’s consent for installation of staff toilet facility**

Further to Minute No. 3 of the Planning and Consultation Committee meeting held on 2nd September 2024, Members considered the contents of a briefing paper prepared by the Town Clerk, which set out the comments from Dorset Council’s Design and Conservation Officer in relation to the proposed staff toilet and bin facility adjacent to the kiosk.

In view of the comments made at the Planning and Consultation Committee meeting and by the Design and Conservation Officer, it was proposed by Councillor Bonfield, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the Town Council defers this item pending receipt of a formal request for landlord’s consent and resolution of the Design and Conservation Officer’s concerns.

89. **Acquisition of new fire panel at Town Hall – To approve budget**

Consideration was given to a briefing note prepared by the Assets and Compliance Manager which outlined the requirement for the acquisition of a new fire panel at the Town Hall.

It was noted that the current fire alarm panels in both the Town Hall and Annexe were approximately 10 years old and, whilst they remain functional, it had been recommended upon inspection that they be replaced. This follows a period of circa 2-3 months where a range of issues with the fire panels have resulted in a significant uptick in the number of maintenance visits required.

It was therefore proposed by Councillor Sutton, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY:-

That a budget of up to £5,000 be approved for the installation of new fire panels at the Town Hall and annexe, both panels to be fitted with a wireless digital transmitter which will permit remote monitoring of the fire system.

90. **Reports from Council representatives on outside organisations**

a) **Swanage Carnival**

It was reported that the Carnival had been a huge success and thanks were given to the Assets and Compliance Manager, the VSBDM and their teams, including the Enforcement Officers, for their support during the week. The presentation evening would be held on Friday 27th September 2024 at 7.30 p.m. at the Mowlem where the amount being donated to 23 charities would be announced.

b) **Chamber of Trade**

It was reported that the Chamber of Trade had unanimously objected to the Sandbanks Ferry proposed increase to tolls and individual members had also submitted objections. It was noted that the Chamber of Trade had received information from a member of the public interested in funding ‘Swanage in Bloom’ and a further update would be provided to a future meeting.

c) **The Focus Centre**

It was noted that good progress was being made towards the ‘Welcome Lounge’ at the Focus Centre being opened to the public.

d) **Swanage Pier Trust**

The Town Mayor noted that she had been appointed as the representative for the Pier Trust and an update would be provided to a future meeting. It was further noted that the historic turnstile originally situated on the Pier was on display at the Swanage Museum.

e) **Appoint representative for Action for Health and Care in Purbeck**

Members considered an email received from a representative from Action for Health and Care in Purbeck which outlined the aims and objectives of the group. In order to increase awareness and improve communication it had been suggested that a council representative be appointed to the Action for Health and Care in Purbeck group.

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

That Councillor Monkhouse be appointed as the
Town Council's representative for Action for Health
and Care in Purbeck.

91. **Report from Dorset Councillors**

The following updates were provided by Councillor Trite:

- Dorset Council had been engaged in discussions with BCP and town and parish councils in taking forward the opposition to the proposed increase in ferry tolls.
- Dorset Council's senior officers continued to meet with a local resident regarding the street lighting and a further update would be provided to a future meeting.
- It was noted that Dorset Council's budget was currently at a £10 million deficit, similar to the same period last year.
- There was cross party opposition to the governments withdrawl of the winter fuel payment for pensioners. It was noted that 30% of Dorset residents were over the age of 65.
- It was noted that a new Children's Services Director had been appointed, Paul Dempsey.
- The Bibby Stockholm barge, stationed in Portland Harbour and used for the accomodation of asylym seekers, would be decommisioned from the new year.
- The Library Service had commissioned the Royal Voluntary Service to deliver books to housebound people. Any interested parties were encouraged to contact Councillor Trite.

92. **Reporting of delegated matters**

(a) **Car Parking Machines**

Further to Minute No. 69 (b) of the Council meeting held on 22nd July 2024, it was reported that an order had been placed for eight new car park terminals to be purchased and installed at a total cost of £39,197.

93. **Items of Information and Matters for Forthcoming Agendas**

(a) **Ambulance Car – Analysis of Latest Information obtained via six-monthly FOI request**

The lead councillor of the Emergency Health Services working party had prepared an analysis of the latest information received via the six-monthly FOI request regarding the Ambulance Car. It was noted that the response time for category 1 calls (life-threatening injuries and illnesses, specifically cardiac arrest) were the closest to the target time since the Town Council had started data collection. It was

noted that the ambulance car spent 90% of the time in Purbeck with ¾ of that time in Swanage.

It was reported that chemotherapy treatment would return to Wareham Hospital in the near future.

(b) **Coastal Flood Defences Public Engagement Event, October 2024**

Members noted that a date for an engagement event would be publicised in due course.

(c) **Friends of Swanage Bandstand**

Further to Minute No. 137 of the Council meeting held on 30th January 2023 it was noted that the Friends of Swanage Bandstand had now disbanded and their remaining funds had been donated to the Town Council and placed in an earmarked reserve for future repairs.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Bonfield, seconded by Councillor Tomes and AGREED:-

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 and 18 for reasons of legal and commercial confidentiality.

94. **Procurement**

(a) **Station Approach improvement works – To review project in view of refusal of leaseholder to contribute to cost of works**

Further to Minute No. 69 (a) of the Council Meeting held on 22nd July 2024, it was reported that the Co-Operative Group had declined to make any financial contribution towards the costs of implementing the agreed improvement works at Station Approach. In light of this, consideration was given as to whether or not the Town Council should continue to implement the scheme in full or in part. Given the improvements that the scheme would deliver with regards to pedestrian safety, Council agreed that the scheme should be implemented in full. Whilst the Co-op's current position was noted, it was agreed that further negotiations should take place.

It was also noted that further to Minute No. 69 (a) the Town Council had given delegated authority to the Town Clerk to proceed with the award of contract for the works, in consultation with the Mayor and Deputy Mayor. However, it was agreed that it would be best if Councillors Bonfield and Sutton were consulted by the Town Clerk, as the chairmen of the Community Services Committee and Traffic Management Advisory Committee, respectively. Consequently, it was proposed by the Town Mayor, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:

That Standing Order No. 9 (a) be suspended to enable the Town Council to consider amendments to Minute No. 69 (a) of the Council Meeting held on 22nd July 2024 within a six-month period.

In order to remove the caveat in relation to the contract award being dependent upon receipt of a binding commitment from Co-op to make a fair contribution to the costs of the works, and to change the delegation arrangements, it was proposed by Councillor Sutton, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY:

That the resolution recorded under Minute No. 69 (a) of the Minutes of the Council Meeting held on 22nd July 2024 be amended so as to read as follows:
To waive the Council's financial regulations in respect of contracts to the extent required to enable a direct contract award to Dorset Council to undertake improvement works to Station Approach and delegate authority to the Town Clerk, in consultation with Councillors Bonfield and Sutton, to place an order with Dorset Council for the sum of £150,287.77 (including a 30% optimism bias).

(b) **Electricity Supply – To award contract**

Further to Minute No. 109 (b) of the Council Meeting held on 18th September 2023, at which the Council entered into a one year contract with a 100% renewable energy supplier, Members considered the contents of a briefing paper prepared by the Finance Manager. The paper set out the options which included suppliers without 100% renewable supply and the associated annual costs. Given the Council's commitment to procuring electricity from a 100% renewable energy supplier, it was proposed by Councillor Tomes, seconded by Councillor Monkhouse and **RESOLVED UNANIMOUSLY:-**
That the quote from Ecotricity, as a 100% renewable energy supplier, be accepted on a 3-year contract.

(c) **Cash Collection – To award contract**

Members considered the contents of a briefing paper, prepared by the Finance Manager, which set out the quotes received for the supply of Cash Collection and Valuables in Transit (CVIT) services. It was reported that out of the six organisations approached three had sent no response, one had declined the invitation as it would not be cost effective and only two had submitted a quote. The two submissions had been assessed for cost and quality with one supplier scoring significantly higher than the other. The briefing paper highlighted that as a third supplier did not respond to the request for a quote the Town Council would be required to waive Financial Regulation 11.11 in order to award the contract. It was proposed by Councillor Monkhouse, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:-**
That Financial Regulation 11.11 be waived in order to authorise the award of the contract for CVIT services to Security Plus + Ltd on a 2 plus 1 year basis, commencing 1st December 2024.

95. **Property-Related Legal Matters**

(a) **Prospect Business Park Management Company (Swanage) Ltd – To consider agenda for shareholder's meeting issued by Dorset Council**

Members considered the agenda and reports that had been issued by the Prospect Business Park Management Company (Swanage) Ltd in relation to the General Meeting scheduled to be held on 27th September 2024. It was noted that the Town Council was one of four shareholders, being the leasehold owner of Plot 2, entitled to vote at the meeting. It was proposed by Councillor Bonfield, seconded by Councillor Dorrington and **RESOLVED UNANIMOUSLY:-**

That delegated authority be provided to the Town Clerk to vote at the General Meeting of the Prospect Business Park Management Company (Swanage) Ltd on behalf of the Town Council.

(b) **Boundary Wall Marsh Way/Victoria Terrace – To consider next steps in approving repair**

Members noted the contents of a briefing paper prepared by the Assets and Compliance Manager which set out the advice received from the structural engineers regarding the condition of the wall and options for repair. It was reported that a meeting would be held during the week commencing 23rd September with the parties involved and an update would be provided to a future Council meeting.

The Meeting closed at 8.15 p.m.
