

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

PRESENT:-

Councillor M.P. Bonfield (Town Mayor) – Chairman  
Councillor J.M. Bishop  
Councillor C. Finch  
Councillor A. Harris  
Councillor G.A. Marsh  
Councillor T.J. Morris  
Councillor S. Poultney  
Councillor G.M. Suttle  
Councillor W.S. Trite  
Councillor M. Whitwam

In addition to Members of the Council and officers, twenty 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.

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

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- **Swanage Boat Park** – a query regarding the delay in completion of the fishermen’s huts and slipway improvements project.
- **Washpond Lane/near to junction with Northbrook Road** – a request again made for improvements and further consideration of road safety concerns relating to approved planning application 6/2017/0713, development of new homes on land west of Northbrook Road, including Town Council support for a speed survey to be undertaken by DCC in Washpond Lane, and an approach to the developers, along with St Mary’s Primary School, regarding the possibility of a financial contribution towards a new footpath.
- **Swanage Bandstand Refurbishment Project** – comments made regarding the delay in progress with the project. Thanks were given to the Town Council for its support, and it was noted that the Council would be meeting with the Friends of Swanage Bandstand on 26<sup>th</sup> February 2019 to provide an update regarding the decisions made at the Council Meeting and to discuss next steps.
- **Circumnavigation of the Isle of Purbeck event** – the Town Crier reported that the event was being held to commemorate the work of Purbeck District Council, and included a walk to mark the boundary of the Isle of Purbeck. The Town Crier then sang a newly composed song, the ‘Isle of Purbeck Anthem’, details of which were provided to attendees.

The meeting opened at 7.20 p.m.

178. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Green and Lejeune.

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 No. 21** – Councillor Poultney declared a non-pecuniary interest under the Code of Conduct by reason of being related to the existing concessionaire.

180. **MINUTES**

(a) Proposed by Councillor Poultney, seconded by Councillor Morris, and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Monthly Meeting of the Council held on 28<sup>th</sup> January 2019 be approved as a correct record and signed.

181. **PLANNING AND CONSULTATION COMMITTEE**

Proposed by Councillor Harris, seconded by Councillor Poultney, and  
RESOLVED:-

That the Minutes of the Meeting of the Planning and Consultation Committee held on 4<sup>th</sup> February 2019 be approved as a correct record and signed.

182. **TRANSPORT COMMITTEE**

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

That the Minutes of the Meeting of the Transport Committee held on 6<sup>th</sup> February 2019 be approved as a correct record and signed.

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

4) **DORSET COUNTY COUNCIL – HIGHWAY MATTERS**

a) **Requests for improved traffic management in the following locations:**

i) **Washpond Lane, near to junction with Northbrook Road – request for improvements and further consideration of road safety concerns relating to approved planning application 6/2017/0713, development of 90 new homes on land west of Northbrook Road**

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

That a request be made to Dorset County Council for a speed survey to be undertaken in Washpond Lane as soon as possible, and in the interests of safety, and to approve a budget of £250 towards the cost of the survey.

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

That the Town Council agrees to approach Barratt Homes, along with representatives from St Mary's Primary School, regarding the possibility of a financial contribution towards a new footpath.

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

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

That the Minutes of the Meeting of the Policy,  
Finance and Performance Management Committee  
held on 13<sup>th</sup> February 2019 be approved as a correct  
record and signed.

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

3. **BUDGET REPORT – INCOME AND EXPENDITURE ACCOUNT AND  
TREASURY REPORT 2018/19**

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

That approval be given to a virement of £10,000 from  
the employee costs budget to the training budget within  
the Parks and Operations cost centre.

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

That any sum of the Mayor's Allowance that is unspent  
at year end be appropriated to an earmarked reserve, to  
part-finance the refurbishment of the Mayoral chain in  
the next financial year.

6. **LGPS- EMPLOYER DISCRETIONS POLICY: TO APPROVE  
AMENDMENTS FOLLOWING A CHANGE IN REGULATIONS**

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

That the Town Council's revised Statement of Policy  
on the Local Government Pension Scheme 2014  
Discretions be approved and adopted.

184. **STATEMENT OF CASH BALANCE**

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

185. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedule 11,  
amounting to £219,568.58, be authorised.

186. **CHAIRMAN'S ANNOUNCEMENTS**

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

- Swanage & Purbeck Rotary's annual Silver Saturday afternoon tea at the  
Emmanuel Baptist Church – it was noted that an enjoyable time was had by  
all attendees.

187. **PUBLIC PARTICIPATION TIME – CONSIDERATION OF  
RECOMMENDATION FROM POLICY, FINANCE AND PERFORMANCE  
MANAGEMENT COMMITTEE TO ADOPT REVISED STANDING ORDERS**

Further to Minute No. 7 of the Policy, Finance and Performance Management Committee Meeting held on 13<sup>th</sup> February 2019, consideration was given to the Committee's recommended amendments to section 2 of the Town Council's Standing Orders, in relation to the management of public participation time at future meetings.

During the ensuing discussion, Members were in agreement that the revised Standing Orders should be adopted, subject to minor amendments to the wording of Standing Order 2, Points g and j.

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

That revised Standing Order No. 2, as set out in Appendix B of the Briefing Note dated February 2019, be adopted, subject to Point g. stating that a person speaking must give their name and parish of residence, and Point j. being amended to read 'shall direct' instead of 'shall request'.

188. **TO CONSIDER REQUESTS FOR USE OF TOWN COUNCIL PROPERTY IN RELATION TO FESTIVALS AND EVENTS IN 2019**

Consideration was given to a briefing note and events schedule dated February 2019 prepared by the Visitor Services Manager (VSM), detailing the following requests which were discussed in turn:-

1. **Prince Albert Gardens and the Downs** - Swanage and Wareham Scouts St Georges Day celebrations, 28<sup>th</sup> April 2019.

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

That the request from 4<sup>th</sup> Swanage Scouts, as set out in the schedule prepared by the VSM, be approved, subject to submission of the required documentation at the appropriate time.

2. **Sandpit Field** – Private wedding celebration barbecue – 21<sup>st</sup> July 2019. During the ensuing discussion a number of concerns were raised, and Members were in agreement that further information would be required before a decision could be made on this request. The VSM would therefore contact the applicants and report back to a future Council Meeting.

It was proposed by Councillor Trite, and seconded by Councillor Morris:-

That the request be deferred for consideration at a future meeting of the Council to enable further information to be obtained.

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

3. **Beach Gardens** – Basketball competition, 14<sup>th</sup> July 2019. It was proposed by Councillor Poultney, seconded by Councillor Harris, and **RESOLVED UNANIMOUSLY:-**

That the request for the basketball competition, as set out in the schedule prepared by the VSM, be approved, subject to submission of the required documentation at the appropriate time.

It was then reported that Swanage & Purbeck Rotary had submitted a request for a small number of parking spaces in Main Beach car park for its 'Fun in the Park' event on 28<sup>th</sup> April 2019, which was a community awareness event, to promote local clubs, societies, and other voluntary organisations, and was being run in conjunction with the Swanage Charity Day and Classic Car Display.

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

That delegated authority be given to the VSM to allocate an appropriate number of free parking spaces to Swanage & Purbeck Rotary in relation to its 'Fun in the Park' event being held on 28<sup>th</sup> April 2019.

189. **CONSIDERATION OF LICENCES FOR COMMERCIAL USE OF TOWN COUNCIL PROPERTY**

Consideration was given to a briefing note dated February 2019 prepared by the VSM detailing requests received from the following businesses to undertake organised activities on Town Council-owned property, which were discussed in turn:-

**1. Use of the beach and parks for 'Beach Yoga'**

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

That permission be granted for the use of the Town Council's beach and parks for yoga classes, in accordance with points 1 – 9 as set out in the VSM's briefing note dated February 2019, subject to a nominal administration fee being agreed.

**2. Use of the beach and parks for 'Rabble' activities**

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

That permission be granted for the use of the Town Council's beach and parks for 'Rabble' activities, in accordance with points 1 – 9 as set out in the VSM's briefing note dated February 2019, subject to a nominal administration fee being agreed, and receipt of confirmation that all 'Rabble' instructors are first aid trained to an appropriate level.

190. **TO CONFIRM ARRANGEMENTS FOR THE INSTALLATION OF RNLI BEACH LOCKERS AND TO AUTHORISE BUDGET FOR 12 LOCKER FRAME**

Consideration was given to a briefing note dated February 2019 prepared by the Administration and Communications Manager (ACM).

Following on from a number of discussions at both Tourism Committee and Beach Management Advisory Committee Meetings, and site meetings with RNLI representatives, it had been proposed to install nine lifejacket lockers adjacent to the railings near the Stone Quay. However, at a recent meeting with the RNLI's Community Safety Product Manager to finalise arrangements, it had been suggested that the Town Council may wish to install twelve lockers, particularly as the proposed location for the lockers was in a busy/popular area, close to local water taxi, moorings and boat hire businesses.

The lockers were provided free of charge by the RNLI, and the Council would have to cover the costs of a steel frame to house the lockers.

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

That the Town Council formally approves:-

- a) The arrangements for the installation of twelve RNLI lifejacket lockers, as set out in the ACM's briefing note dated February 2019; and
- b) A budget of £1,660 + VAT for the manufacture of a twelve-locker frame to house the lockers.

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

(a) Councillor Whitwam reported on the following matter:-

**Pub Watch Group** - Councillor Whitwam was again pleased to report that no incidents had been reported, therefore no meeting had been convened.

(b) Councillor Bishop reported on the following matters:-

- **The Centre Management Board** – Councillor Bishop was pleased to report that The Centre was covering its costs.
- **Chapel Lane buildings** – discussions were being held with key partners, including Swanage & Purbeck Development Trust, and DCC's adult and children's services, to preserve and enhance services available from the Chapel Lane buildings.
- **Days Park – Swanage & Herston Football Club** – an update was given on the proposals for a multi-function centre, a draft lease was being prepared, and a specialist architect would be commissioned to draw up plans/a design brief in due course

Further to Standing Order No. 12) a) viii, it was proposed by the Chairman and  
AGREED:-

That Item 18 on the Agenda be brought forward to  
Item 13.

192. **FISHERMEN'S HUTS – CONSIDERATION OF REVISED TERMS**

Consideration was given to a briefing note containing a revised agreement for the occupation of the fishermen's huts at Peveril Point Boat Park. It was noted that the majority of existing hut occupants had been consulted on the amendments. Another meeting would be held on Wednesday 6<sup>th</sup> March 2019 to further discuss the revised terms, and agree arrangements for re-occupation of the huts.

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

That approval be given to the revised terms of the fishermen's hut agreements, and that delegated authority be granted to the Town Clerk to make final amendments, incorporating any advice received from the Council's legal advisor.

193. **REPORTING OF DELEGATED MATTERS**

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

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

**Items of Information**

- (a) **Circumnavigation of the Isle of Purbeck event** – a reminder was given that this event would be taking place from 30<sup>th</sup> March to 1<sup>st</sup> April 2019 – all welcome.
- (b) **Sandbanks Ferry meeting 5<sup>th</sup> March**

- (c) **Honoured Citizen of Swanage Award** - it was reported that Councillor Gloria Marsh MBE would be standing down as a Town Councillor after 25 years in May 2019. In recognition of Councillor Marsh's distinguished and valuable service, it was proposed by the Town Mayor, seconded by Councillor Finch, and RESOLVED UNANIMOUSLY:-

That Councillor Gloria Marsh MBE be presented with The Style Rank and Title of Honoured Citizen of Swanage, to be inscribed in a formal writing and presented at the Annual Parish Assembly on 11<sup>th</sup> March 2019.

**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 16 to 21 for reasons of legal and commercial confidentiality, and consideration of personal data.

195. **COMMUNITY AWARDS SCHEME – TO CONSIDER REPORT FROM AWARDS PANEL AND APPROVE LIST OF WINNERS FOR PRESENTATION AT THE ANNUAL PARISH ASSEMBLY ON 11<sup>th</sup> MARCH 2019**

Further to Minute No. 171 (d) of the Monthly Council Meeting held on 28<sup>th</sup> January 2019, consideration was given to a report from the Awards Panel dated February 2019 which gave details of the proposed award winners/categories, and a brief description of the reasons why they had been nominated for an award.

During the ensuing discussion Members commented on the positive and tireless work the town's volunteers undertook in Swanage, and across Purbeck, for the benefit of the whole community, and that it would be important to continue to recognise our volunteers on an annual basis.

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

That approval be given to the list of winners of the Community Awards, as set out in the Award Panel's report dated February 2019, for presentation at the Annual Parish Assembly on 11<sup>th</sup> March 2019.

- **Mike Leach** – Green Champion
- **Ricky King** – Sporting Achievement
- **Carlotta Barrow** – Creative Arts Achievement
- **Sarah Tattersall** – Service with a Smile
- **Maisie Anderson** – Young Person of the Year
- **Swanage Disabled Club** – Group/Organisation of the Year
- **Alan Houghton** – Volunteer of the Year
- **Paul Thompson** – Volunteer of the Year
- **Pauline Werba** – Lifetime Achievement Award
- **Alan Dominy** – Purbeck Town and Parish Volunteer of the Year 2019

Further to Standing Order No. 12) a) viii, it was proposed by the Chairman and AGREED:-

That Item 19 on the Agenda be brought forward to Item 17.

196. **SWANAGE BANDSTAND REFURBISHMENT PROJECT – UPDATE AND CONSIDERATION OF OPTIONS**

Further to Minute 175 of the Council Meeting held on 28<sup>th</sup> January 2019, consideration was given to a briefing note setting out the latest budget estimate, and potential sources of funding. A lengthy discussion ensued around the possibility of pursuing an application to the Heritage Lottery Fund, but ultimately it was concluded that this would add a delay to the project and there was ultimately no guarantee of success. Members expressed strong support for the project, and noted the fundraising success of the Friends of Swanage Bandstand. Consideration was given to the availability of additional funding from the Town Council, if required.

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

That the Town Council agrees to re-tender the bandstand surrounds contract (excluding seating and wall lighting), and that the outcome be reported to the next Council meeting for further consideration.

Councillor Finch left the meeting at 8.35 p.m.

197. **TRANSFER OF ASSETS FROM PURBECK DISTRICT COUNCIL – UPDATE**

Further to Minute 173 of the Council Meeting held on 28<sup>th</sup> January 2019, consideration was given to a briefing note setting out additional information which had been provided by Purbeck District Council regarding the transfer of the following assets to the Town Council:-

- Land at Swanage Pier/Sailing Club
- Land at Marsh Way and to the south of Benlease Way and Higher Days Road
- Swanage Museum & Heritage Centre and adjoining Public Conveniences

It was proposed by The Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That the Town Council withdraws its interest in the acquisition of the freehold Land at Swanage Pier/Sailing Club, and that the contents of the Town Clerk's briefing note dated February 2019 be noted.

198. **FISHERMEN'S HUTS AND SLIPWAY IMPROVEMENT PROJECT – UPDATE ON CONTRACTUAL MATTERS**

Further to Minute No. 174 (a) of the Council Meeting held on 28<sup>th</sup> January 2019, consideration was given to an update on contractual matters, project costs and available funding, set out in a briefing note circulated prior to the meeting. During the ensuing discussion it was noted that a review of the project should be undertaken upon its completion to identify lessons to be learnt for the future.

It was proposed by Councillor Marsh, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That delegated authority be given to the Town Clerk, in consultation with the appointed working party, to reach an agreement in relation to the completion of the works and maximise the amount of grant claimable.

199. **SWANAGE MARKET – LICENCE ARRANGEMENTS FOR 2019**

Further to Minute 201 of the Special Meeting of the council held on 22<sup>nd</sup> January 2018, consideration was given to a briefing note setting out a proposal to extend the contract with the existing market operator for the period April to October 2019. A number of changes to the licence agreement which had been negotiated by the Mayor, Deputy Mayor and Chairman of the Tourism Committee were debated.

It was recommended that an artisan section would be introduced as part of the Friday market, open to those that had participated as ‘Artisans on the Beach’ over the winter. The Town Council would also retain the right to hold additional one-off markets during the year.

It was proposed by Councillor Bishop, seconded by Councillor Poultney, and **RESOLVED UNANIMOUSLY:-**

That the Town Council grants a further one-year licence to Markets JC to operate a Friday market in Main Beach Car Park, on the amended terms set out in the Briefing Note dated February 2019.

Further to his declaration of interest under Minute No. 155, Councillor Poultney left the room during consideration of the following item.

200. **BEACH CONCESSIONS – MATTERS ARISING FROM AWARD OF CONCESSIONS**

Further to Minute 177 of the Council Meeting held on 28<sup>th</sup> January 2019, consideration was given to a briefing note setting out a number of matters that had arisen from ongoing negotiations with the concessionaire, that needed to be resolved.

**Relocation of hut**

A request had been received for the hut used in connection with the concession to be relocated to the former beach wardens/lifeguard base, opposite the Shore Road public conveniences. It was noted that if this was permitted a decision would be required as to whether the base would be rented or sold to the concessionaire.

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

That delegated authority be granted to the Operations Manager to determine the request to relocate the hut and, if agreed, the terms on which this would be permitted.

**Sunbed area**

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

That the area allocated for use by sunbeds be relocated in line with the map attached to the briefing note dated February 2019.

**TIC ‘annexe’ and safety boat**

The concessionaire had also requested the continued use of the annexe-room adjoining the Tourist Information Centre to the north, and free use of the boat park slipway for the launching and recovery of the safety boat at the start and finish of each season. It was **AGREED:-**

That delegated authority be granted to the Visitor Services Manager to determine the requests relating to the use of the annexe-room to the north of the TIC and the launching of the safety boat.

**Hiring of parasols**

During negotiations the concessionaire had raised concerns regarding the Council's renting out of parasols, which he viewed as being in competition to his own service. After careful consideration, it was proposed by the Town Mayor, seconded by Councillor Morris, and RESOLVED UNANIMOUSLY:-

That the Town Council should continue to hire out parasols, but that it should also be made explicit that these were for use in conjunction with the hiring of a beach hut.

**Sponsorship and signage**

A further request had been received from the concessionaire for the Council to grant approval for deckchair sponsorship and advertising signage attached to the concession hut. It was noted that it would be the responsibility of the concessionaire to ensure that any signage was compliant with advertising consent regulations.

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

That the Council grants consent for the deckchair sponsorship and the advertising on the hut, only to the extent set out in the letter from the concessionaire dated 1<sup>st</sup> February 2019

The meeting concluded at 9.00 p.m.

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