

Minutes of the Meeting of the Swanage Town Council
held at The Methodist Church, High Street, Swanage on
MONDAY, 14th MARCH 2022 at 7.00 p.m.

PRESENT:-

Councillor A. Harris – Chair

Councillor J. Bishop

Councillor M.P. Bonfield

Councillor C. Finch

Councillor T. Foster

Councillor D. Monkhouse – until 8.30 p.m.

Councillor C. Moreton

Councillor N. Rogers

Councillor G. Suttle

Councillor C. Tomes

Councillor W. Trite

Councillor M. Whitwam

In addition to Members of the Council and officers, six members of the public, and one member of the local press attended the Meeting.

Reverend Karen James, Minister, Swanage Methodist Church, offered a short prayer before the commencement of the Meeting.

Public Participation Time

The following matters were raised:-

- **Swanage Ambulance Car Service** – delight expressed regarding the news that the Ambulance Car Service had been retained, and thanks given to the Town Council for all its efforts to save the service for the town.
- However, support was sought from the Town Council regarding ongoing concerns held about the level of service provided by the Ambulance Car, and access to it, and a request for consideration to be given to the submission of a Freedom of Information request to the Dorset NHS CCG regarding these concerns.
- **Dorset Area of Outstanding Natural Beauty (AONB)** – concerns regarding the local planning processes in relation to the AONB, and support requested from the Town Council for a review of the protocol between the Dorset AONB and Dorset Council to be undertaken. It was noted that the next Dorset AONB Partnership Board Meeting would be held on 26th May 2022.
- **Washpond Lane, Swanage** – a request made for the Town Council to continue to explore all possible options for a new footpath to be installed in the interests of pedestrian safety.
- **Parish Precept** – concerns regarding rising living costs, and the increase in Council Tax bills for 2022/23 for local residents.
- **Friends of Swanage Bandstand** – it was reported that the Bandstand project was nearing completion, the new seating had now been ordered, and support was sought from the Town Council for new coping stones to be installed at the Bandstand.

The Chair opened the Council Meeting at 7.20 p.m.

137. **Apologies**
There were no apologies to report for inability to attend the Meeting.

138. **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.

Agenda Item Nos. 4 (f) and 15 (a) – Councillor Bonfield declared a non-disclosable pecuniary interest under the Code of Conduct by reason of being a regular Boat Park user.

There were no other declarations to record on this occasion.

139. **Minutes**

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

That the Minutes of the Council Meeting held on 13th and 14th December 2021 be approved as a correct record and signed.

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

That the Minutes of the Annual Estimates Meeting held on 17th January 2022 be approved as a correct record and signed.

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

That the Minutes of the Extraordinary Council Meeting held on 31st January 2022 be approved as a correct record and signed.

140. **To approve as a correct record the Minutes of the following Committee Meetings, together with the notes of any informal Committee Meetings, and consider the recommendations contained therein**

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

That the Minutes of the Planning and Consultation Committee Meetings held on 6th December 2021, 10th January 2022, 7th February 2022 and 7th March 2022 be approved as a correct record and signed.

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

That the Minutes of the Policy, Finance and Performance Management Committee held on 16th February 2022 be approved as a correct record and signed.

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

5. **Members' Allowances Scheme – Recommendation of the Dorset Parish Independent Remuneration Panel November 2021**

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

That the basic Members' Allowance level be maintained at level 4 (i.e. 5% of Dorset Council's basic allowance), with the Chair being entitled to an Allowance of twice that of the Town Council's basic Members' Allowance.

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

That the Minutes of the Policy, Finance and Performance Management Committee held on 9th March 2022 be approved as a correct record and signed.

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

Further to his declaration under Minute No. 138 Councillor Bonfield remained in the room during consideration of the following item but did not take part in any discussion, decision or vote.

3. **To consider amendments to Scale of Fees and Charges for 2022/23**

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

That the schedule of amendments to the agreed scale of fees and charges for 2022/23 (as appended at the end of these minutes) be approved.

6. **To carry out annual review of Risk Register and update accordingly**

Having noted the amendments to the Risk Register made by the Policy, Finance and Performance Management Committee, it was proposed by Councillor Bonfield, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:-

That the amended Corporate Risk Register for 2022/23 be adopted.

- (d) Proposed by Councillor Trite, seconded by the Town Mayor and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Personnel Committee held on 9th March 2022 be approved as a correct record and signed.

141. **To consider future governance arrangements and revised schedule of meetings**

Further to Minute No. 134 of the Extraordinary Council Meeting held on 31st January 2022 consideration was given to a briefing note prepared by the Town Clerk which set out proposed governance arrangements from 14th March 2022 onwards.

It was reported that since 31st January infection rates had fallen significantly. Although all government regulations had ceased on 24th February, caution was still required as numbers were once again rising and given a reduction in reporting of cases these figures were likely to under represent the true prevalence of Covid-19 in the community.

However, given that rates were currently at levels last seen in the autumn, when all Council meetings had been taking place in person, and that since that date booster vaccines had been widely administered, it was deemed appropriate for Members to consider returning to holding all formal meetings in person, principally at Swanage Town Hall. It was noted that the government had still made no provision for online or hybrid meetings to

be permitted under the Local Government Act 1972 and, therefore, in order for committees and the full council to make legally enforceable decisions they had to meet in person.

Any meetings held in person would continue to be compliant with the Council's risk assessment, and measures in place would be reviewed regularly.

Councillors had no further questions or comments to make, and it was therefore proposed by Councillor Tomes, seconded by Councillor Rogers and **RESOLVED UNANIMOUSLY:-**

- To return to holding all formal meetings in person, principally at Swanage Town Hall (council, committees, sub-committees and advisory committees).
- To continue holding working party and panel meetings either in person or remotely, to be determined by the lead councillor and officer.
- To continue to make provision for remote access for councillors who are unable to attend any council, committee or working party meeting in person.
- To grant delegated authority to the Town Clerk, in consultation with the mayor and deputy mayor, to change venue or make other arrangements for Council meetings that may be required in order to maximise the safety of those attending over coming months.

An up to date schedule of meetings had been provided for information purposes, and it was noted that this incorporated an additional Council Meeting on 4th April 2022.

Draft schedules for the years 2022/23 and 2023/24 had also been provided which would be reviewed by Members prior to formal consideration of these at the Annual Council Meeting being held in May 2022.

142. **Working Party Matters**

(a) **Emergency Health Services – Update**

Further to Minute No. 104 (a) of the Council Meeting held on 13th and 14th December 2021 it was reported that the Town Council had warmly welcomed the announcement from the NHS Dorset CCG regarding the retention of the Swanage ambulance car service. Thanks and appreciation were extended to Councillor Monkhouse for all her hard work and thorough research undertaken in this matter, and also to every member of the community who added their voice in support of this outcome. Councillor Monkhouse also gave thanks to Council officers for their regular assistance in lobbying the local MP, Dorset Council, the NHS and the Ambulance Trust, and attending meetings with them. A copy of the notes of the working party meeting held on 22nd February 2022 had been provided for information purposes.

(b) **Communications Strategy – Update**

Further to Minute 104 (b) of the Council Meeting held on 13th and 14th December 2021 it was reported that Councillors Harris and Foster would be posting a regular 'blog' on the Swanage Town Mayor's Facebook page to highlight and promote the good work and projects being undertaken by the Town Council.

An update was also given on the progress regarding the procurement of new I.T. to improve remote access to Council meetings.

(c) **Washpond Lane - Update and to consider request from Councillor Finch to be appointed to the working party**

Further to Minute No. 5) of the informal Meeting of the Roads and Transport Committee held on 24th November 2021 an update was given on a site meeting which had been held on 2nd February 2022 to consider possible future options for Washpond Lane and/or a new footpath. It was noted that further information would be required before a decision could be made, and a further meeting of the working party would be held once the necessary research had been undertaken. Consideration was then given to a request received from Councillor Finch to be appointed to the Washpond Lane Working Party.

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

That Councillor Finch be appointed as a member of the Washpond Lane Working Party.

(d) **Events – To consider new event proposals for 2022**

Further to Minute No. 86 of the Council Meeting held on 1st November 2021 consideration was given to a briefing note prepared by the Visitor Services Manager (VSM) which set out details of ten additional requests for events for 2022. Provisional approval was being sought from the Town Council to allow event organisers to start the planning process.

Recommendations had also been included regarding the following matters:-

- **Public Liability Insurance (PLI) cover for all events held on Town Council-owned land** - to be increased from £2m to £5m with effect from 1st November 2022 (which would be in line with existing market stallholder PLI requirements).
- **Town Council’s Environment Action Plan Point 6.3 – Events on Council land to be single-use plastic free from November 2021** – following a number of concerns raised by local event organisers regarding single-use plastic drink containers, a request was made for the Events Working Party to consider/develop a set of guidelines regarding single-use plastics, which would be brought back to a future Council Meeting.

During the ensuing discussion comments were made that it was encouraging to see such a good number of events being planned in the town for 2022.

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

That the Town Council:

- Provides provisional approval for the requests from event organisers for 2022, for the use of Council-owned land, as set out in Appendix 1 of the VSM’s briefing note dated March 2022, subject to adherence to government guidance for public events and the Town Council’s requirement to demonstrate compliance therewith, including submission of the required documentation at the appropriate time.
- Approves an increase to the Public Liability Insurance cover requirement from £2m to £5m with effect from 1st November 2022.
- Authorises the Events Working Party to produce a set of guidelines regarding single-use plastics, to be brought back to a future Council Meeting for further consideration.

- (e) **Market – To consider revised bad weather process**
Further to Minute No. 63 of the Council Meeting held on 13th September 2021, consideration was given to a briefing note prepared by the VSM setting out revised proposals for the Swanage Friday Market Bad Weather Protocol. It was explained that, at times, it had been challenging to work within the existing guidelines and, following discussions with the Council’s Operations Manager, and market traders, the Market Working Party had therefore produced a revised bad weather process.
It was proposed by Councillor Bonfield, seconded by Councillor Finch and **RESOLVED UNANIMOUSLY:-**
That the Town Council adopts the revised ‘Swanage Friday Market Bad Weather Protocol’ (dated December 2021) as set out in the VSM’s briefing note dated March 2022.

143. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 31st December 2021 was submitted for information (a copy attached at the end of these Minutes).
(b) A Statement of Cash Balance as at 31st January 2022 was submitted for information (a copy attached at the end of these Minutes).
(c) A Statement of Cash Balance as at 28 February 2022 was submitted for information (a copy attached at the end of these Minutes).

144. **Payment of Accounts**

In accordance with Regulations 5 and 6 of the Council’s Financial Regulations, the following Payment Schedules were submitted for information:-

- Payment Schedule 9, amounting to £256,291.21
- Payment Schedule 10, amounting to £155,665.48
- Payment Schedule 11, amounting to £116,735.56

145. **Chairman’s Announcements**

Councillor Harris reported that in her capacity of Town Mayor she had attended the following event since the last Council Meeting:-

- **Swanage Ladies’ Club** - Councillor Harris had given a talk at a meeting of the Club, which was celebrating its fifth birthday with a very grand cake, at the All Saints Church Hall.

146. **Report from Dorset Councillors**

Updates were given on the following matters:-

- **Swanage Ambulance Car** – it was reported that Dorset Council had issued a press release the retention of the Ambulance Car.
- **Adult Social Care** – Dorset Council was in the process of creating a new company, Care Dorset, for the provision of Adult Social Care. It was noted that the Council’s present contract with Tricuro would soon come to an end. The new company would cover rural Dorset alone, and would see social service to approximately 4,000 residents transfer over to it between October and December 2022.
- **Eastern Area Planning Committee (EAPC)** – Councillors were extremely disappointed to note that the EAPC had agreed to the affordable housing element of the proposed development of the former St Mary’s Primary School site being dropped from the plans, which could set an unwelcome precedent for future ‘variation of conditions’ applications from developers. Thanks were given to Councillors Trite and Suttle for their representations given on behalf of the Town Council at EAPC meetings.

Concerns were again raised that site meetings were rarely undertaken by the EAPC, and that these were considered to be a vital part of the decision making process for planning applications which were referred to the EAPC.

- **Local land search requests** – it was reported that requests were currently being dealt with over an average of 26 days, rather than the 62 days level it had been running at in October 2021.
- **On street parking charges** – DC’s new on street parking tariff had been introduced with effect from 25th February 2022, which included a new minimum charge for Station Road, Swanage of £1 for 30 minutes.
- **Climate and Ecological Emergency Support (CEES)** – it was reported that progress was being made with DC’s CEES work. It was noted that Cllr Ray Bryan, Chair of DC’s Climate Change and Ecological Emergency Executive Advisory Panel would be addressing a CEES meeting being held on 16th March at 7.30 p.m., which all Town Councillors were encouraged to attend.
- **Ukrainian Refugee Programme** – it was reported that DC was considering how best to implement the government’s policy regarding refugees in the county, and further information would be published in due course. DC advised that anyone wishing to donate to the Ukraine Humanitarian Appeal should do so via the Disasters Emergency Committee, the British Red Cross, or Save the Children. It was noted that the Ukrainian flag was being flown at County Hall.
- **Donation of Winter Fuel Payments Appeal** – DC had supported Dorset Community Foundation’s Surviving Winter appeal, which provided individual grants of up to £200 for people who faced the choice between eating well or keeping homes warm. The appeal had raised £75,000 which had been distributed accordingly.
- **Budget 2022/23** – DC’s budget for 2022/23 had been approved at DC’s Council Meeting held on 15th February. It was reported that the Council had worked extremely hard to deliver a balanced budget, and an update was given on the headline figures from the budget, which included a 2% Council Tax increase.

147. **Sustainable Swanage – To consider list of projects for 2022-25**

Further to Minute No. 105 of the Council Meeting held on 13th and 14th December 2021, consideration was given to a report prepared by the VSM dated March 2022 which provided an update on the Sustainable Swanage group, and actions taken to date, and set out a project plan for the group for the next three years. It was noted that this document would be reviewed on an annual basis, and a quarterly report on the development/progress of the projects would be produced going forward.

Members wished it to be formally noted that they had reviewed the report, and list of projects for 2022-25, accordingly.

148. **HM Queen Elizabeth II Platinum Jubilee Celebrations**

(a) **To confirm arrangements for lighting of beacons**

Further to Minute No. 114 of the Council Meeting held on 13th and 14th December 2021, consideration was given to an email received from Dorset Council regarding its proposed Platinum Jubilee Beacon Lighting event being held at Durlston Country Park on Thursday 2nd June 2022. It was proposed that a small reception would be held prior to the lighting of the beacon, and an invitation had been extended to the Town Council to join in with the celebrations. The local community would also be invited to attend the beacon lighting ceremony.

It was noted that the Mayor and Deputy Mayor would be meeting with the Chair of Dorset Council, Cllr Pothecary, and representatives of the Lord-Lieutenant’s office, and Durlston Country Park, on 21st March 2022 to discuss the proposals for the event.

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

That delegated authority be given to the Town Mayor and Deputy Mayor to decide whether the Town Council joins Dorset Council at its Jubilee Beacon Lighting event at Durlston Country Park on 2nd June 2022, following the meeting being held on 21st March 2022.

(b) To consider proposal from PAW for Jubilee mural, shelter site, Shore Rd.

Consideration was given to a request received from PAW to replace the middle mural of the triptych at the hardstanding in Shore Road with a celebratory Platinum Jubilee Crown mural, which would be made by young people from Swanage schools. If approved, it was proposed that the Town Mayor would be invited to unveil the new mural, and a public launch of the mural would be undertaken on 10th June to include local media and BBC South Today.

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

That approval be given to PAW for the installation of a new Platinum Jubilee Crown mural at the hardstanding in Shore Road, Swanage, subject to consultation with and approval of the Council's Operations Manager regarding the method of removal of the existing mural, and fixing of the new mural.

(c) To consider proposal from Purbeck Flower Club.

Consideration was given to a request received from the Purbeck Flower Club to mount floral arrangements to five lampposts in Station Road, Swanage for the Platinum Jubilee. If the request was approved by the Town Council, a formal request would be submitted to Dorset Council as having responsibility for the lampposts.

During the ensuing discussion concerns were raised regarding the proposed use of single-use cable ties to fix the decorations to the posts, and comments made that natural twine could be used for this purpose.

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

That approval be given to the Purbeck Flower Club to mount floral arrangements to five lampposts in Station Road for the Platinum Jubilee, subject to consultation with/approval of the VSM, and that no single-use plastic cable ties will be used.

(d) To consider potential Town Council commemorations

Consideration was given to a briefing note prepared by the Town Clerk regarding possible steps which could be taken by the Council to mark The Queen's Platinum Jubilee in 2022. It was noted that to mark previous jubilees, and other national anniversaries, the Council had presented mugs, coins, spoons or lanyards to local schoolchildren. However, at an informal councillor briefing held on 7th March particular interest had been expressed in tree planting, given that this would make a positive contribution to the Council's environmental action plan, and also create a lasting legacy. It was noted that six trees had already been planted at Forres Field, which had been dedicated as a Queen Elizabeth II Field to commemorate the Diamond Jubilee in 2012, and a commemorative plaque could be erected to confirm that these trees had been planted as part of the Queen's Green Canopy initiative (information about which could be found via the following link: [The Queen's Green Canopy \(queensgreencanopy.org\)](http://queensgreencanopy.org)). The initiative would run until the end of 2022 and further tree planting could be considered in the next tree planting season from October.

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

That the Town Council installs a commemorative plaque to confirm that the trees in Forres Field have been planted as part of the Queen's Green Canopy initiative to mark Her Majesty's Platinum Jubilee in 2022, and that delegated authority be given to officers, in consultation with the Mayor and Deputy Mayor, regarding the type/design of plaque to be installed.

149. **Beach Gardens – To consider proposal for installation of window at ‘Tea on the Green’ Kiosk**

Consideration was given to a briefing note prepared by the VSM setting out a proposal for a new sliding window hatch to be installed at the ‘Tea on the Green’ kiosk in Beach Gardens which would enable staff members to stay inside the kiosk building and serve customers through the window, without the need for customers to enter the building. It was explained that installing the window would have a number of benefits, including enhanced security of staff members.

During the ensuing discussion a query was raised about the cost of the window, which had been estimated at £4,033, and it was explained that it was a bespoke, aluminium, sliding window, which would include a small serving area on the outside of the building which could be folded down when the kiosk was closed. It was noted that the purchase could be funded by a virement from underspends in existing Beach Gardens budgets.

It was proposed by Councillor Monkhouse and seconded by Councillor Tomes:-

That the Town Council approves the purchase of a sliding window hatch for the ‘Tea on the Green’ kiosk at a cost of £4,033, to be funded by a virement from existing Beach Gardens budgets, as set out in the VSM's briefing note dated March 2022.

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.

150. **To consider recommendation from Rents and Licences Panel regarding proposals for new concessions 2022**

(a) **Seafront Sauna**

Consideration was given to a briefing note prepared by the VSM which set out a proposal for a one-year trial for a sauna concession. It was reported that the Town Council had recently been approached by two companies wishing to offer this service in Swanage (who had identified Prince Albert Gardens and Swanage Beach as their preferred locations for the sauna). The sauna would be housed within a stand-alone wooden trailer/unit and no electricity would be required as the sauna would be powered by a log burner. Access to water would be required. The provider would charge the public for the use of the facility, and it was proposed that the concession would pay an annual fee to the Council.

At its meeting on 28th February the Rents and Licences Panel had supported the principle of a beach sauna, but felt that the hardstanding in Shore Road would be a more appropriate location for this.

During the ensuing debate concerns were raised regarding the use of a wood burner, and the potential health risks associated with smoke and fumes, the hardstanding also being situated below a children's play area. Questions were also raised regarding proposed annual income figures, which had not been provided. Members therefore felt that further clarification/information would be required before a decision could be made regarding this matter.

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

That the Town Council defers consideration of the recommendation regarding a one-year trial for a sauna concession pending further information being sought, regarding the wood burner and potential annual income, to be brought back to a future Council Meeting.

(b) Ice Cream Van in car parks and market

Consideration was given to a briefing note prepared by the VSM which set out a proposal for a one-year trial for an ice cream concession within the Council's Main Beach, North Beach and Broad Road car parks. It was proposed that the concession would be permitted to sell ice cream and associated products, but not alcohol.

A draft agreement for the proposed concession had been produced. It was noted that no single-use plastic would be permitted, a waste bin for customers would be provided, and all items sold would have due consideration for the environment. Operating times would be 10.00am to 7.00pm between 1st May and 31st October 2022, with the exception of the Friday Market where trading could commence at 8.00am.

During the ensuing discussion concerns were raised regarding the potential adverse impact that this new concession could have on the local economy if it was approved, and attention was drawn to the town's many businesses, and existing seafront concessions, offering ice cream.

Councillor Monkhouse left the Meeting at 8.30 p.m.

Comments were made that it would not be appropriate to make a quick decision on this matter, and attention was drawn to the Council's Corporate Plan. It was felt that the Council should be looking ahead and planning opportunities, instead of looking at them on a 'piecemeal' basis. It was therefore proposed by Councillor Bonfield and seconded by the Town Mayor:-

That the Town Council defers the consideration of the recommendation regarding a one-year trial for an ice cream van concession, and places this matter on a future agenda.

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

Further to his declaration under Minute No. 138 Councillor Bonfield remained in the room during consideration of the following item but did not take part in any discussion, decision or vote.

151. **Peveril Point Boat Park**

(a) To consider adoption of revised Boat Park Regulations

Consideration was given to a briefing note prepared by the VSM setting out revised Rules and Regulations for the Swanage Boat Park and Slipway with effect from 1st May 2022. During the winter of 2021 the VSM had undertaken a review of the management and operation of the Boat Park which had highlighted a number of areas where the rules and regulations needed be amended to bring them up to date, including clarity regarding the parking of cars at the boat park, permitted commercial activities, and the requirement for Public Liability Insurance.

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

That the Town Council adopts the revised Rules and Regulations for the Swanage Boat Park and Slipway with effect from 1st May 2022, as set out in Appendix 1

of the VSM's briefing note dated March 2022.

(b) To consider budget allocation for emergency repairs to jetty

Consideration was given to a briefing note prepared by the Operations Manager which set out the need for emergency repairs to be undertaken to the central jetty at the Swanage Boat Park. It was explained that the jetty had experienced significant deterioration within the past three weeks and professional advice had been sought to determine the most appropriate course of action. It was extremely likely that substantial and wholesale works would be required, which would need to be undertaken by specialist contractors, accessed from the sea. The timing of any such works would therefore be restricted to suitable tidal and weather conditions.

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

That the Town Council approves a budget allocation of up to £60,000 for emergency repairs to be undertaken to the central jetty at the Swanage Boat Park.

152. **To consider request from Swanage Sailing Club (SSC) for response to proposal for wave protection wall at Buck Shore**

Consideration was given to a letter received from Swanage Sailing Club seeking feedback from the Town Council regarding its proposal to install a wave protection wall at Buck Shore. A similar request had also been submitted to Dorset Council as the Local Planning Authority to confirm that the proposal would constitute permitted development.

It was reported that the Town Council had no land ownership interest in the area. Members therefore noted the proposal and had no further comments to make.

153. **Godlingston Cemetery Chapel – To consider proposal to facilitate small funeral services during forthcoming closure of Poole Crematorium and agree an appropriate charge**

Consideration was given to a briefing note prepared by the Operations Manager which set out a request received from the local funeral directors to permit mourners the use of the Godlingston Cemetery Chapel whilst Poole Crematorium was temporarily closed for 22 weeks from 14th March 2022.

It was explained that allowing the use of the chapel would prevent mourners from having to make the journey to Bournemouth Crematorium whilst Poole was closed. It was proposed that during this period the chapel would additionally be available in cases where no interment in Godlingston Cemetery was intended.

It was proposed that a fee of £150 would be charged in order to cover the costs associated with cleaning, heating and securing of the chapel. However, this charge would only apply if an interment within Godlingston Cemetery was not intended.

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

That the Town Council permits mourners to gather for small services at Godlingston Cemetery Chapel in cases where an interment within the cemetery is not intended, for the period whilst Poole Crematorium is temporarily closed, for a fee of £150.

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

The following updates were provided:-

- (a) **Purbeck Community Rail Partnership** – Councillor Whitwam was disappointed to report that the 90-day trial service to Wareham would not operate this year. It was noted that a formal press release explaining the reasons for this decision would be published in due course. However, it was hoped that the trial would go ahead in 2023.

- (b) **Swanage Regatta and Carnival Committee** - Councillor Tomes was pleased to report that the Swanage Carnival 2022 preparations were in full swing and going well.
- (c) **Swanage and District Chamber of Trade** - Councillor Finch reported that proposals for a new loyalty card scheme for Swanage shops/businesses were being put together. It was hoped that this new initiative would be launched in time for the Easter holidays.

155. **Reporting of delegated matters**

(a) **Award of contract for play equipment, King George's Field**

Further to Minute No. 118 (a) of the Council Meeting held on 13th and 14th December 2021, the Town Clerk reported that the award of the contract for the play equipment had been reported at the Annual Estimates Meeting of the Council held on 17th January 2022, Minute No. 130 (a) of that Meeting referred.

156. **Ukraine Crisis**

Prior to consideration of Items of Information, and in light of the current crisis in Ukraine, it was AGREED:

That Standing Order 11.b) be suspended to enable consideration of an extraordinary motion.

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

This Council unreservedly condemns the illegal, unprovoked and immoral invasion of the Ukraine by Russian military forces, declares its full support for Ukrainian freedom and independence, and considers that this act of naked aggression is not in the name of the Russian people.

In introducing the motion Councillor Trite expressed the importance of all tiers of government, from Parliament down to Parish Councils, condemning recent acts of aggression by the Russian government.

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

- (a) **A & E Local – Update** – further to Minute No. 117 (b) of the Council Meeting held on 13th and 14th December 2021 there was no further update to give at the present time.
- (b) **Wellbeing Swanage – Update** - further to Minute No. 117 (c) of the Council Meeting held on 13th and 14th December 2021 there was no further update to give at the present time.
- (c) **Arrangements for Parish Assembly 2022** – a reminder was given regarding the upcoming Swanage Annual Parish Assembly which would be held on 11th April 2022. Councillors were in agreement that the Methodist Church, Swanage, which was a large space with good ventilation and access, would be an appropriate venue for this public meeting.
It was noted that the Swanage Town Council Community Awards would be launched at the meeting.
- (d) **Flood defence scheme and public realm improvements – Update**
It was reported that the Town Clerk continued to attend project meetings organised by Dorset Council's Flood and Coastal Erosion Team. A need for further flood modelling had been identified which meant that the proposals would not now be considered by Dorset Council's cabinet until early in 2023.

The need for further public engagement was acknowledged and a site visit had been arranged for 23rd March, to which the lead councillor from the Seafront Masterplan Working Party had been invited.

- (e) **Neighbourhood Plan – Update** – further to Minute No. 113 (b) of the Council Meeting held on 13th and 14th December 2021, it was reported that Dorset Council had approved the Town Council’s application for a designated neighbourhood area, the details of which had been posted on the Council’s website and Facebook page. A planning consultant had now been invited to undertake a presentation to the Town Council to find out what advice services may be available to the Council regarding the development of a Neighbourhood Plan.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor 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 21 to 25 for reasons of legal and commercial confidentiality.

158. **Lower Grammar School Field – request to assign lease to Swanage Cricket Club**

Further to Minute No. 120 of the Council Meeting held on 13th/14th December 2021 and Minute No. 129 of the Special Meeting held on 17th January 2022, the Washpond Lane working party had held a site visit and a subsequent meeting to consider the future use of the Lower Grammar School Field. As part of its deliberations it had considered a request from Swanage Cricket Club for the assignment of the remaining term of the existing lease to the Allnatt Centre.

It was noted that the Cricket Club had been sharing the field over the last two years, in accordance with the terms of the current lease. The Club had submitted evidence that use of the field had been critical in expanding its youth section, which now had approximately 140 members aged between 7 and 17. The field was also used by women’s and girls’ teams. The Club were also mindful of the importance of environmental protection to local wildlife and had erected a number of bird boxes.

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

To accept the recommendation of the Washpond Lane working party to assign the remainder of the current Allnatt Centre lease to Swanage Cricket Club, conditional upon the Club providing an undertaking that it will work with St Mary’s Primary School to facilitate access to the western end of the site for educational purposes and will not object to the possibility of a footpath being constructed around the perimeter of the field.

It was FURTHER RESOLVED:-

That, in light of the social and environmental benefits of the Cricket Club’s activities, the annual rent be reduced to £50 p.a.

159. **Housing Development, Northbrook Road East – request for drainage connections into adjoining Town Council property**

In the absence of information from the developers, this item was deferred to a future meeting.

160. **King George's Play Area, installation of new play equipment – consideration of contractual matters**

Further to Minute No. 118(a) of the Council Meeting held on 13th/14th December 2021, Minute No. 130(a) of the Special Meeting held on 17th January 2022 and Minute No. 16 of the Capital Projects Sub-Committee Meeting held on 9th March 2022, it was reported that onsite works had commenced at King George's Play Area on 21st February 2022. Unfortunately, ground conditions had been found to be extremely challenging, due both to heavy rain and the presence of material from previous uses of the site. Consequently, amendments were proposed to pathways, surfacing and ground works at an additional cost of £7,925. It was also noted that this had delayed the anticipated completion date from 25th March to mid-April.

In considering the proposed increase in costs Members were mindful of Dorset Council's commitment to provide £50,000 of funding, and attention was drawn to the fundamental importance of children's play to their wellbeing and development. In light of this, it was proposed by Councillor Moreton, seconded by Councillor Tomes and RESOLVED:-

That, as a result of problematic ground conditions, the contract sum for the installation of new play equipment at King George' Play Area be increased to £95,920.

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

161. **Procurement**

(a) **To award contract for installation of artificial surface at Tennis Court 3, Beach Gardens**

Further to Minute No. 180 of the Council Meeting held on 26th April 2021, consideration was given to a briefing note summarising the tender process that had been undertaken for the installation of an artificial turf surface on Tennis Court 3 at Beach Gardens. This had been carried out by the Council's appointed special advisors, Sports Facility Planning and Design Ltd.

It was noted that the Town Council had agreed to fund £6,000 of the costs of this project, together with up to £5,000 in professional fees, and that the balance would be funded by Swanage Tennis Club. The Club's contribution included a grant of £4,000 from Dorset Council's Leisure Development Fund.

It was reported that the consultants had raised concerns over ground stability when drafting the specification. However, the Council had agreed to proceed with the project given the Tennis Club's agreement to underwrite the Council's £6,000 contribution in full for 5 years after installation, should subsidence result in the need to replace the surface.

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

To award a contract to ETC Sports Surfaces Ltd for the installation of an artificial turf surface on tennis court 3 at Beach Gardens in the sum of £30,990, with £24,990 being funded by Swanage Tennis Club through a combination of grant monies and reserves.

(b) **To award contract for Carbon Neutral Strategy Consultant**

Further to Minute No. 85(b) of the Council Meeting held on 1st November 2021, consideration was given to the appointment of a consultant to guide the Town Council through the development of a strategy to achieve carbon neutrality by 2030. The content of a briefing note was considered, describing a recent

procurement exercise and the steps that had been taken to provide assurance that the recommended contractor could fulfil the Council's requirements.

It was Proposed by Councillor Suttle, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-

To appoint CO2 Target to develop the Town Council's 'Carbon Neutral 2030 Strategy' at a cost of £12,544, to be funded from the Council's Environmental Projects budget.

In accordance with the Council's Code of Conduct, Councillor Suttle declared a disclosable pecuniary interest in the following item, by reason of providing professional services to the recommended contractor. Following this declaration he left the room and did not participate in the debate or vote on this matter.

(c) To award contract for repairing dry stone wall, rear of Marsh Way

Consideration was given to a briefing note, which set out the need for urgent repairs to a stretch of dry stone wall at the rear of properties on Marsh Way, the ownership of which had been transferred to the Town Council by Purbeck District Council in 2019. It was noted that the wall was approximately 120m in length and had partially collapsed in numerous locations.

It was reported that quotes for repair had been sought, and those received ranged between £5,580 and £13,000. To ensure best value, regard had also been had to Dorset Council Property and Assets' schedule of rates item for stone wall repairs. It was noted that the aim of the work was to make the structure safe, and it was, therefore, proposed by Councillor Finch, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

To award a contract to Purbeck Stone Construction Ltd for essential safety repair works to the dry-stone wall to the rear of Marsh Way in the sum of £5,580.

Councillor Suttle re-entered the room.

162. **Rents and Licences Panel – Update following meeting held on 28th February 2022**

Further to Minute No. 93 of the Council Meeting held on 1st November 2021, consideration was given to recommendations made by the Rents and Licences Panel held on 28th February 2022 regarding a claim that had been lodged in the County Court for the grant of a new tenancy in respect of commercial property in the Council's ownership. As part of its deliberations the Panel had considered detailed legal advice on the merits of the Council's case.

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

To accept the Rents and Licences Panel's recommendation that the Council should continue to defend the case on the grounds agreed under Minute No. 131 of the Council Meeting held on 12th February 2021, and that the Town Clerk should provide a witness statement in support of these grounds.

The Meeting closed at 9.25 p.m.