

Minutes of the **MONTHLY MEETING** of the Swanage
Town Council held at the Town Hall, High Street, Swanage
on **MONDAY, 29th APRIL 2019** at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield (Town Mayor) – Chairman
Councillor C. Finch
Councillor G. Green
Councillor A. Harris
Councillor A. Lejeune – from 7.30 p.m.
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, nine 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.

Reverend Andrew Corke, Team Vicar, 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 Station** – a request made that consideration be given to the installation of raised kerbs at the bus stops outside of Swanage Railway Station to improve the access of disabled passengers to local bus services. It was reported by the Clerk that this matter was under consideration but that concerns had been raised by Swanage Railway regarding potential issues in relation to drainage and pedestrian safety. The Council's Operations Manager would be progressing discussions in due course.
- Thanks were given to the Town Council for its hard work over the past four years, and best wishes were extended to the Councillors who were standing down this year.

The meeting opened at 7.10 p.m.

224. **APOLOGIES**

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

225. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

226. **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 25th March 2019 be approved as a
correct record and signed.

227. **PLANNING AND CONSULTATION COMMITTEE**
Proposed by Councillor Harris, seconded by Councillor Poultney, and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Meeting of the Planning and
Consultation Committee held on 1st April 2019 be
approved as a correct record and signed.

228. **GENERAL OPERATIONS COMMITTEE**
Proposed by the Town Mayor, seconded by Councillor Green, and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Meeting of the General
Operations Committee held on 3rd April 2019 be
approved as a correct record and signed.

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

9. **CAPITAL PROGRAMME AND EXTRAORDINARY REVENUE
EXPENDITURE PROGRESS REPORT**

a) **Equipment purchase**

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

That a ride-on-mower, scag and wood chipper be
purchased for the sum of £11,550, the sum of £1,550
in excess of the agreed capital budget to be funded
from the Council's Vehicle and Plant Replacement
Reserve.

229. **PERSONNEL COMMITTEE**
Proposed by Councillor Morris, seconded by Councillor Green, and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Meeting of the Personnel
Committee held on 24th April 2019 be approved as
a correct record and signed.

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

3. **TO CONSIDER ADOPTION OF REVISED STAFF HANDBOOK**

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

That the revised draft Staff Handbook be adopted,
subject to consideration of any responses to staff
consultation.

230. **STATEMENT OF CASH BALANCE**
(a) A Statement of Cash Balance as at 31st March 2019 was submitted for
information (a copy attached at the end of these Minutes).

231. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedules
13 & 1, amounting to £212,862.61, be authorised.

232. **CHAIRMAN'S ANNOUNCEMENTS**

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

- Dorset Association of Parish & Town Councils Annual Conference, along with Councillor Harris, the Town Clerk, and the Administration & Communications Manager.
- The Grand Opening of Swanage Pier, following completion of the pier restoration works.
- Swanage Musical Theatre Company's 'The Sound of Music' show.
- Swanage Regatta & Carnival's first-ever Youth Ambassadors Competition.
- Wimborne Minster Town Mayor's Civic Service.

Councillor Bonfield then gave thanks and expressed his appreciation of the support given to him by Councillor Green, Deputy Mayor, and his fellow Councillors, over the past four years.

233. **APPROVAL OF MEETINGS CALENDAR – MAY/JUNE 2019**

Consideration was given to a schedule of meetings for May and June 2019. It was reported that the dates for the rest of the year would be confirmed at the Annual Council Meeting on 13th May 2019.

A brief discussion ensued, and a request was made for the Beach Management Advisory Committee Meeting to be rescheduled from 13th to 11th June 2019.

It was therefore AGREED:-

That the meetings calendar for May and June 2019 be approved as set out below:

- Monthly Council Meeting – 13th May 2019
- Final Accounts Meeting – 29th May 2019
- Planning and Consultation Committee – 3rd June 2019
- Transport Committee – 5th June 2019
- Beach Management Advisory Committee – 11th June 2019
- Monthly Council Meeting – 24th June 2019
- Tourism Committee – 26th June 2019

234. **GRANTS AND DONATIONS 2019/20 – TO CONSIDER**
RECOMMENDATIONS OF GRANTS PANEL

Further to Minute No. 138 of the Monthly Council Meeting held on 17th December 2018, consideration was given to a briefing note dated April 2019 setting out the recommendations made by the Grants Panel following its meeting on 17th April 2019 to consider and review in detail the grant applications which had been received for the 2019/20 financial year.

During the ensuing discussion it was explained that the Swanage Fish Festival had withdrawn its application, that an application from St Mary's Primary School would be referred to the De Moulham Trust, and that an application from the Swanage Blues Festival was anticipated imminently. It was noted that a total of £6,250 had been requested to date, and it was proposed that £4,100 be awarded. An annual budget of £10,000 had been allocated to the grants and donations budget for 2019/20.

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

That the recommendations of the Grants Panel, as set
out in the table below, be approved.

| Applicant | Recommended Grant | Summary of Project | Reason for Support |
|--|--------------------------|---|---|
| Burngate Stone Carving Centre | £500 | Out of the Blue – art and crafts project to address mental health issues | Health and wellbeing |
| Harlequin Care | £250 | To provide ‘Carers Days’ for a total of 36 carers to partake in relaxation and therapeutic treatments | Health and wellbeing |
| Purbeck International Chamber Music Festival | £500 | Cello Extravaganza Concert and musical fun with families event | Arts and culture, young people |
| Dorset Blind Association | £300 | Club meetings and a wide range of support services | Health and wellbeing |
| Swanage Regatta & Carnival | £500 | Week of fun and entertainment to raise funds for good causes | Local economy and good causes |
| Life Education Wessex | £550 | Delivery of health and drug education to schools – St Mary’s Primary School | Health and wellbeing, young people - Panel feels service should be offered to all local schools |
| Purbeck Film Festival | £500 | New ventures – working with the Centre, Herston Hall and expanding programme at Durlston Castle | Arts and culture |
| Walking for Health | £500 | Walk leaders for 96 walkers to keep community active and healthy | Health and wellbeing |
| Purbeck Arts Weeks | £500 | Purbeck young artists scheme | Arts and culture, young people |
| Total | £4,100 | | |

235. **SWANAGE BOWLING CLUB – TO CONSIDER REQUEST FOR FINANCIAL CONTRIBUTION TOWARDS IMPROVEMENT OF BOWLING GREEN**

Further to Minute No. 165 of the Monthly Council Meeting held on 27th November 2017, consideration was given to a briefing note setting out a report of a meeting held on 24th April 2019 between representatives of the Bowling Club and Swanage Town Council regarding proposals to improve the grass playing surface of the Bowling Green at Beach Gardens. The Club had determined that this work was preferable to the installation of an artificial green, as previously considered by the Council. The Club had sought two estimates for the cost of the works, and it was currently estimated that the gross cost to the Club would be in the region of £16,000. The works were being planned for this autumn.

The Club were seeking a financial contribution from the Town Council towards the improvement works, the Council having previously agreed a payment of up to £67,250 towards the costs of installing an artificial surface. During the discussion it was noted that the Club were obliged to maintain public access to the Bowling Green under the terms of the lease and therefore the investment would benefit the community. It was also noted that as the Club would take over all future maintenance from 1st September 2019 this would be a one-off contribution.

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

That the Town Council agrees to make a capital grant of £8,000 to Swanage Bowling Club to part-finance the improvements to the Bowling Green at Beach Gardens.

236. **MAYORAL CHAIN – TO CONSIDER OPTIONS FOR REPLACEMENT/ REFURBISHMENT**

Further to Minute No. 219 of the Monthly Council Meeting held on 25th March 2019, it was reported that the mayoral chain working party had met to discuss the following three options, which had been set out in a briefing note prepared by the Acting Mayor's Secretary: refurbish the existing chain and pendant, inserting additional shields to record the service of mayors since the creation of the Town Council; retire the existing chain and create a new chain for the Town Council; or retire the existing chain and refurbish the pendant to be mounted on a ribbon or velvet collar.

During the ensuing discussion a number of Members drew attention to the importance of retaining the existing chain as a connection to the history of the town, and it was noted that the investment in its refurbishment would ensure that the chain reflected the dignity of the town when worn at official engagements.

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

That the existing chain and pendant should be refurbished, and that additional shields should be inserted to bring it up to date.

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

It was noted that the likely cost of this work, between £3,000 and £4,600, would be within the agreed budget, and that further to Minute No. 183 of the Monthly Council Meeting held on 25th February 2019 it had been agreed that £1,500 of this cost would be taken from an underspend on the mayoral allowance budget for 2018/19. After further discussion, it was proposed by Councillor Trite, seconded by Councillor Finch, and RESOLVED UNANIMOUSLY:-

That sponsorship should be sought to finance the balance of the cost of the refurbishment of the mayoral chain.

237. **BANDSTAND WORKING PARTY – UPDATE**

(a) **To approve draft memorandum of understanding with Friends of Swanage Bandstand**

Further to Minute No. 223 of the Monthly Council Meeting held on 25th March 2019, consideration was given to a draft Memorandum of Understanding between the Friends of Swanage Bandstand (FoSB) and the Town Council. This document set out the obligations of both parties regarding the restoration project and the future management of the facility. This had been discussed most recently at a meeting between the working party and FoSB on 24th April 2019.

Councillor Lejeune joined the Meeting at 7.30 p.m.

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

That the draft Swanage Bandstand
Memorandum of Understanding be approved.

(b) **Consideration of seating options**

Further to Minute No. 223 of the Monthly Council Meeting held on 25th March 2019, consideration was given to a briefing note prepared by the Operations Manager, setting out options for seating around the bandstand.

At 7.40 p.m. the Town Mayor invoked Standing Order No.1 p. to briefly suspend the meeting so as to allow members of the public to address Members, and respond to questions regarding/relevant to the agenda.

After lengthy consideration of the merits of the different options it was proposed by the Town Mayor, seconded by Councillor Suttle, and
RESOLVED UNANIMOUSLY:-

To defer consideration of this matter to enable the Operations Manager to further explore the potential options and report back to a future meeting.

238. **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 April 2019 prepared by the Visitor Services Manager (VSM), detailing the following new event requests, which were discussed in turn:-

1. **Swanage Bandstand or Shore Road Hardstanding** - Bierfass Band, 25th May 2019.
2. **Main Beach** – Punch & Judy, St Joseph's Catholic Primary School, 11th June 2019.
3. **Shore Road Hardstanding** – Dorset Police Roadshow, 27th July 2019.
4. **North Beach Car Park and Main Beach** – Swanage Supervets Regatta, Swanage Sea Rowing Club, 19th October 2019.

5. **Prince Albert Gardens and the Downs** – Durlston Race Series, White Star Running, 7th December 2019.
6. **Prince Albert Gardens** – Graham @ the Piano, 11th and 12th July 2019.
7. **Former St Mark’s School Playing Field, Jubilee Road** – Herston Family Day, Emmanuel Baptist Church, 25th August 2019.

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

That the requests from event organisers, as set out in the schedule dated April 2019, be approved, subject to submission of the required documentation at the appropriate time.

239. **AUTHORISATION OF MAYOR AND DEPUTY MAYOR TO SIGN FOLLOWING DOCUMENTS:**

Further to discussion at previous Council Meetings, and a request from Swanage Sailing Club to remove the Council’s legal charge on the Clubhouse, it was reported that the Council needed to authorise the Mayor and Deputy Mayor to sign the following list of documents:-

- **Land Registry DS1 forms removing Council’s legal charge against the Sailing Club following repayment of past loans.**
- **Lease of Lower Grammar School Field to Allnatt Centre.**
- **Lease of Town Hall Annexe to Dorset Police.**
- **Transfers of Swanage Museum and areas of land from Dorset Council.**
- **Lease of Clubhouse to Swanage Angling Club.**
- **Lease of Lifeboat Station to RNLI.**
- **Lease of Coastguard Station to Maritime Coastguard Agency.**
- **Lease of Bowling Green to Swanage Bowling Club.**

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

That, under Standing Order Nos. 17 and 23, the Town Mayor, and Deputy Town Mayor, be authorised to sign the legal documents as listed in these minutes.

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

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

- Councillor Whitwam was again pleased to report that no incidents had been reported, therefore no meeting of the **Pub Watch Group** had been convened.
- **Purbeck Community Rail Partnership Meeting** – it was reported that the diesel units were still not ready and it was unlikely that the Swanage to Wareham service would be in operation this season.
- **South Western Railway Summer Saturday Specials** – the series of special trains, from Salisbury, Dorchester, and Weymouth, to Corfe Castle, would return for the 2019 season.
- **UK Rail Tours** – there would be a summer Sunday service from London Waterloo Station to Swanage.

241. **REPORTING OF DELEGATED MATTERS**

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

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

Items of Information

- (a) **Dorset Council, Community Infrastructure Levy Receipts** – details of the CIL receipts for developments being undertaken in Swanage, for the period 1st October 2018 to 31st March 2019 (financial year 2018/19), were provided for information purposes. It was noted that the sum of £13,504.57 would be transferred from the Dorset Council to the Town Council in due course.

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

Further to Minute No. 222 of the Council Meeting held on 25th March 2019, it was reported that the contractors had commenced the final stages of the project, and that it is anticipated that this will be completed during May 2019. It was noted that a site meeting would be held tomorrow and any matters arising would be reported to the next meeting.

Councillor Bonfield then gave thanks and appreciation for the hard work and support given by all Town Council officers and staff, and to the members of public in attendance for their support and interest in the work of the Council.

The meeting concluded at 7.55 p.m.
