

Minutes of the **MONTHLY MEETING** of the Swanage
Town Council held at the Town Hall, Swanage on
MONDAY, 17th DECEMBER 2018 at 7.00 p.m.

PRESENT:-

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

In addition to Members of the Council and officers, fourteen 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 Mark Hatto, Minister & Team Leader, Emmanuel Baptist Church, offered a short prayer before the commencement of the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- **Donation to Veteran's Forge** – it was reported that a local business (James Smith Funeral Directors) would be making a donation to the Forge, which was considered to be a worthwhile community project.
- **Temporary flood defences** – a query raised regarding access for the launch and retrieval of rowing boats by the Swanage Sea Rowing Club whilst the proposed concrete barriers were in situ. The Chairman advised that this matter would be discussed with the Environment Agency.
- **Transport Committee Meeting Minutes** – concerns raised regarding the proposals for potential amendments to the Shore Road parking bays.
- **Dorset Police** - PC Simon Colvin, Purbeck South Neighbourhood Policing Team, introduced himself to the meeting, and provided an update on actions taken to date following the recent incidents of vandalism in the town. It was reported that school visits had been undertaken, children and parents had been spoken to, and no further reports of damage in these areas had been received since that time.

The meeting opened at 7.15 p.m.

122. **APOLOGIES**

An apology for her inability to attend the Meeting was received from Councillor Finch.

123. **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. 19 – Councillor Suttle declared a pecuniary interest under the Code of Conduct by reason of a business association with the applicant.

124. **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 29th October 2018 be approved as a correct record and signed.

125. **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 7th November 2018 be approved as a correct record and signed.

126. **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 8th November 2018 be approved as a correct record and signed.

127. **GENERAL OPERATIONS COMMITTEE**

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

That the Minutes of the Meeting of the General Operations Committee held on 14th November 2018 be approved as a correct record and signed.

128. **TOURISM COMMITTEE**

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

That the Minutes of the Meeting of the Tourism Committee held on 21st November 2018 be approved as a correct record and signed.

129. **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 26th November 2018 be approved as a correct record and signed.

130. **TRANSPORT COMMITTEE**

Proposed by the Councillor Whitwam, seconded by Councillor Poultney, and
RESOLVED:-

That the Minutes of the Meeting of the Transport Committee held on 29th November 2018 be approved as a correct record and signed.

131. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 3rd December 2018 be approved as a correct record and signed.

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

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

That the Minutes of the Meeting of the Policy, Finance and Performance Management Committee held on 12th December 2018 be approved as a correct record and signed.

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

4. (a) **DRAFT ESTIMATES 2019/20**

Section 3.8, Tourist Information Centre, Stock:

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

That the stock purchases budget for 2018/19 be increased by £2,500 to £11,500.

Section 3.11, Fishermen's Huts:

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

That consideration of the recommendation that the fishermen's hut tenants be given a 25% reduction on the annual rent for 2018/19, approximately £1,750 in total, be deferred.

133. **STATEMENT OF CASH BALANCE**

(a) A Statement of Cash Balance as at 31st October 2018 was submitted for information (a copy attached at the end of these Minutes).

(b) A Statement of Cash Balance as at 30th November 2018 was submitted for information (a copy attached at the end of these Minutes).

134. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedules 8 & 9, amounting to £380,101.42, be authorised.

135. **CHAIRMAN'S ANNOUNCEMENTS**

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

- The launch of the Litter Free Coast and Sea, Swanage 'Love our Beach' Project, held at The Swanage School.

- Local resident Lillian Priest's 110th Birthday celebrations.
- 11 Days of Remembrance in Swanage, 'Battle's Over' First World War Centenary commemoration events – including the laying of crosses at the War Memorial, bagpipes at dawn, the 11.00 a.m. silence, the town's Church Service, and the lighting of the beacon. Thanks were given to the Royal British Legion WW1 Centenary Committee, with special thanks going to Mr Frank Roberts.
- Dorset Association of Parish and Town Councils' Meetings as follows:
 - Annual General Meeting of the DAPTC, along with Councillor Harris.
 - Annual General Meeting of the Towns and Larger Parishes Committee.
 - Purbeck Area Committee Meeting.
- Swanage Cricket Club's Annual Dinner and Presentation Evening.
- Swanage Rotary's Young Musician 2018/19 Competition.
- The opening of the 'Artisans on the Beach' event in Shore Road.
- Swanage Christmas lights switch-on event.
- The last meeting of the Swanage Over 60's Club, which was sadly disbanding after some 64 years.
- The first 'Christmas Pudding Plod' at Durlston Country Park, which was well attended.

136. **CONSIDERATION OF REQUEST FROM ENVIRONMENT AGENCY (EA) TO LOCATE CONCRETE BARRIERS ACROSS THE PARISH SLIPWAY AND IN THE VICINITY OF THE STONE QUAY AS A TEMPORARY FLOOD DEFENCE UNTIL EARLY APRIL 2019**

Consideration was given to a letter received from the Environment Agency setting out proposals for the deployment of temporary flood defences in the vicinity of the Stone Quay, following the series of coastal storm events in recent years which had caused wave run-up and overtopping between Seymer Road and The Parade, affecting businesses in the town centre and lower High Street. It was noted that the initial proposal to instal similar defences near the Parish Slipway would not be taken forward at the current time. It was anticipated that the concrete barriers would be put in place until early April 2019, and would be a temporary solution pending the outcome of the bid to the Coastal Communities Fund for funding towards a potential long-term scheme. Permission for the installation was being sought from the Town Council as owner of some of the land on which the barriers would be installed.

A discussion ensued during which it was noted that the proposal carried the support of the District Council as coastal defence authority. The installation of these barriers would remove the need for the deployment of sandbags at short notice, thereby also removing the uncertainty over the decision to deploy such defences, doubts over the availability of personnel to oversee the deployment of sandbags, and the cost of the sandbags to the public purse. Members were mindful of the concerns raised during public participation time regarding boat launching and recovery, but ultimately concluded that the benefits of the scheme were clear.

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

That permission be granted for the installation of temporary concrete barriers on land in the Town Council's ownership, subject to officers working with the Sea Rowing Club to mitigate their concerns wherever possible, and the EA indemnifying the Council against any damage to its property as a result of this initiative.

137. **INSTITUTE ROAD HIGHWAY IMPROVEMENT PROPOSALS – REPORT FOLLOWING MEETING OF WORKING PARTY HELD ON 4th DECEMBER 2018**

Further to Minute No. 107 of the Monthly Council Meeting held on 29th October 2018, it was reported that the Traffic Flow working party had met with representatives from Dorset Highways on 4th December 2018 to review and consider revised draft highway improvement proposals for Institute Road. Following this meeting, the Town Mayor, and Gillian Barry, Highway Improvements Engineer, had visited businesses and residents in Station Road and Institute Road to discuss the revised draft plans and, following further feedback received, amended plans were now awaited. It was noted that these proposals would form part of the bid to the Coastal Communities Fund, which would be submitted for consideration by 21st January 2019.

138. **GRANTS AND DONATIONS WORKING PARTY - TO CONSIDER RECOMMENDATIONS**

Further to Minute No. 109 of the Monthly Council Meeting held on 29th October 2018, consideration was given to a briefing note setting out the recommendations made by the Grants and Donations working party following its meeting on 19th November 2018 to review the Town Council's policy and practice in respect of grants and donations.

During the ensuing discussion, Members were in agreement that the standard maximum grant should be reduced from £1,000 to £500 to ensure that the annual grant budget of £10,000 was distributed as widely as possible, and that a grants panel should be established to assess grant applications and make recommendations to full Council.

Amendments were proposed to the grant application form, which included making it clear that applicants had to demonstrate financial need, and that the Council would usually only support festivals and events whilst they were being established. It was noted that larger grants would be considered in exceptional circumstances.

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

That the recommendations of the Grants and Donations working party, as set out in the briefing note dated December 2018, be approved, and that a grants panel be formed consisting of Councillors Bishop, Bonfield, Green, Morris and Suttle.

139. **CONSIDERATION OF DONATION TO VETERAN'S FORGE IN LIEU OF FUNDS FOR SILENT SOLDIERS**

Further to Minute No. 8 of the General Operations Committee Meeting held on 1st August 2018, it was reported that problems had been encountered with the ordering process of the three proposed 'Silent Soldiers', which had meant that the order had not been fulfilled.

In light of the recent vandalism and theft experienced by the Veteran's Forge, consideration was given to a donation to that organisation in lieu of funds for the three silouhettes, the total cost of which would have been £750.

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

That the Town Council makes a donation of £750 to the Veteran's Forge in lieu of funds for the 'Silent Soldiers'.

140. **DORSET POLICE – UPDATE FROM MEETING OF TOWN MAYOR AND DEPUTY MAYOR WITH INSPECTOR KEEL AND CONSIDERATION OF FUNDING FOR DORSET POLICE SAFE SCHOOLS AND COMMUNITIES TEAM TO PAY EDUCATIONAL VISIT TO LOCAL SCHOOLS**

Further to Minute No. 11 of the General Operations Committee Meeting held on 14th November 2018, it was reported that, due to the level of vandalism that had recently taken place at Council property, the Mayor and Deputy Mayor had met with Inspector Andy Keel, Dorset Police, on 28th November 2018. A question was raised at the meeting as to whether greater use of the Town Council-funded CCTV system could be made to increase monitoring of the problem areas. It was anticipated that the Town Council would meet with Inspector Keel at least twice a year to address any local issues.

During the ensuing discussion, details of the Safe Schools and Communities Team were given, a partnership between Dorset Police and the Dorset Combined Youth Offending Service, with a remit to prevent and reduce anti-social behaviour and crime amongst children and young people, and promote online safety. It was reported that the Team offered educational presentations for schools, some of which were free, and some more 'tailored' annual presentations at a cost of circa £55 for the first hour, and £50 for every hour thereafter. Members were in agreement that they would be keen to support work with the four local schools to address such issues as the impact of vandalism on the local community. An hour's presentation for each of the schools would therefore cost approximately £220 in total.

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

That the Town Council approves a budget of up to £300 towards the cost of educational presentations to the four local schools by the Safe Schools and Communities Team.

It was noted that Dorset Police is also keen to increase community engagement, and a request was made for details of local events to be forwarded to the Purbeck Neighbourhood Policing Team. Greater use of social media was also having a positive impact, and relevant posts would continue to be shared by Dorset Police and the Town Council as appropriate.

141. **PROPOSED HOSTING OF JOINT-MEETING OF PRIMARY SCHOOL COUNCILS AT THE TOWN HALL IN JANUARY 2019**

Since 2015, pupils from St Mary's and St Mark's Primary Schools had attended a number of Beach Management Advisory Committee Meetings, and had taken part in Public Participation Time. The Town Mayor and Management Support Officer had made visits to one of the schools to provide feedback to its School Council regarding the questions raised/suggestions made at the meetings, which had been a successful and worthwhile initiative.

It was reported that Swanage Primary School was now also interested in attending meetings of the Council, and consideration was therefore given to holding a special joint-meeting at the Town Hall for the three Primary School Councils, which would provide the schools with an opportunity to set their own agendas for discussion, and network with each other and Town Councillors and officers.

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

That the Town Council invites the three local primary schools to a joint-meeting at the Town Hall.

142. **THE TOWNS IMPROVEMENT CLAUSES 1847 – TO CONSIDER PROPOSED STREET NAME FOR THE NEW RESIDENTIAL DEVELOPMENT AT PROSPECT WAY**

Consideration was given to a letter received from Purbeck District Council's Senior Spatial Systems Officer, responsible for street name and numbering, dated 20th November 2018, which proposed a new street name for the development at Prospect Way of 'Brook Close'.

During the ensuing discussion Members were in agreement that it would be important for the new street name to have a historic connection to the site, which had been occupied by the Smith family for more than 100 years, and was Swanage's last 'town centre' farm. Names mooted included 'Smith's Farm Close' and 'Prospect Farm Close', however, Members were in agreement that the new street name should be 'Smith's Farm'.

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

That the Town Council rejects the proposed name of 'Brook Close', and requests that the new street name for the development at Prospect Way be 'Smith's Farm'.

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

- (a) Councillor Whitwam was again pleased to report that no incidents had been reported, therefore no meeting of the **Pub Watch Group** had been convened.
- (b) The Town Mayor reported that he had attended the following meetings:-
- (i) **DAPTC's Towns and Larger Parishes Committee Meeting** – at which concerns were again raised regarding the lack of information being received by Town and Parish Councils regarding the new Dorset Council. Information regarding the upcoming elections in May 2019 was provided, and it was noted that the counting of votes would be undertaken in Weymouth, on Friday 3rd May 2019 for the new Dorset Council, and on Saturday 4th May 2019 for Town and Parish Councils.
- (ii) **DAPTC Purbeck Area Meeting** – concerns were raised regarding the poor quality of information being received by Town and Parish Councils from the new Shadow Council, and a discussion was held regarding the possibility of voting rights for attendees at this meeting.

144. **REPORTING OF DELEGATED MATTERS**

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

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

Items of Information

- (a) **Swanage Annual Parish Assembly 2019** – it was reported that the date of the next Parish Assembly had been changed to Monday 11th March 2019.
- (b) **Defend Dorset NHS** – it was reported that Borough of Poole's Health Scrutiny Committee had unanimously agreed to send a letter to the Secretary of State in support of DCC's referral regarding the decision on the reorganisation of NHS Dorset CCG. Thanks were also given to the Town Council for its recent letter to the Secretary of State.
- (c) **Sandbanks Ferry** – it was reported that the Toll Review Application had not been approved by the Secretary of State for Transport. Thanks were given to the District Council and Councillors from the six local councils who had worked together to compile the information and evidence required to support the objection to the proposed increases, and to the barrister who had presented the case to the Inspector.

Matters for forthcoming agendas

- (d) **Public Participation Time** – a request was made for consideration of options for future meetings.

- (e) **Conclusion of Audit 2017/18** – it was reported that a ‘clean bill of health’ had been given by the Council’s external auditor, and the Annual Return in respect of the audit would be on the agenda of the next Council Meeting for formal approval.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Green, 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 18 to 20 for reasons of legal and commercial confidentiality.

146. **FISHERMEN’S HUTS AND SLIPWAY IMPROVEMENT PROJECT - UPDATE**

Further to Minute 5 of the General Operations Committee held on 14th November 2018, and Minute 5 of the Policy, Finance and Performance Management Committee meeting held on 12th December 2018, an update was given on the fishermen’s huts and slipway improvement project. It was reported that the works to the slipway and jetty had been hampered due to consistently poor weather and tidal conditions over recent weeks and therefore the contractor had demobilised from site. It was anticipated that a further three weeks’ work was required to finish the contracted works in the New Year, and the contractor had submitted a formal request for an extension of time and payment of additional costs.

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

That a working party be formed consisting of the Town Mayor and Councillors Bishop and Green, to give further consideration to this matter.

Further to his declaration of interest under Minute No. 123, Councillor Suttle left the meeting during consideration of the following item.

147. **BOAT RINGS – CONSIDERATION OF OUTLINE PROPOSAL FOR COMMERCIAL HIRING OF BOAT RINGS AT MONKEY BEACH AND STONE QUAY**

Consideration was given to a letter received from a local business owner setting out outline proposals for the commercial hiring of the boat rings at Monkey Beach and the Stone Quay. It was acknowledged that management of these facilities in recent years had proved difficult for the Town Council, and that this proposal could increase usage by visiting boat owners, thereby encouraging more visitors from the sea.

It was therefore proposed by the Town Mayor and seconded by Councillor Morris:-

That delegated authority be given to officers to negotiate a one year agreement with the business owner.

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.

Councillor Suttle returned to the Meeting.

148. **DAY'S PARK - TO CONSIDER HEADS OF TERMS FOR LEASE TO SWANAGE AND PURBECK DEVELOPMENT TRUST**

Further to Minute 166(a) of the Council Meeting held on 19th December 2016, consideration was given to a briefing note and draft Heads of Terms in respect of a lease and associated development agreement in respect of Day's Park Football Ground to Swanage and Purbeck Development Trust. It was noted that the Heads of Terms had been the subject of lengthy discussions between the two parties, together with Swanage and Herston Football Club which would be granted a long-term sub-lease.

Particular attention was given to the proposed 100-year duration of the lease and the peppercorn rent. During discussion, the importance of these arrangements in respect of unlocking the large investment required to improve the facilities, primarily by facilitating applications for external grant funding, was noted. The social and economic benefits that will be delivered to the local community through the improvement of these facilities were highlighted.

It was proposed by Councillor Bishop and seconded by Councillor Suttle:-

That, subject to contract, approval be given to the draft Heads of Terms for a 100 year lease, and associated development agreement, in respect of Day's Park Football Ground to Swanage and Purbeck Development Trust.

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.

It was FURTHER RESOLVED:

That the disposal of the property on a long lease for less than best consideration is consistent with the terms of the General Disposal Consent (2003) as it will promote and improve the social and economic well-being of Swanage.

The meeting concluded at 8.10 p.m.
