

Minutes of the **MONTHLY MEETING** of the Swanage Town Council held at The Centre, Chapel Lane, Swanage on **MONDAY, 28<sup>th</sup> JANUARY 2019** at 7.00 p.m.

PRESENT:-

Councillor M. Bonfield (Town Mayor) – Chairman  
Councillor J. Bishop  
Councillor C. Finch  
Councillor G. Green  
Councillor A. Harris  
Councillor G.A. Marsh  
Councillor T. Morris  
Councillor S. Poultney  
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 Chris Moreton, Swanage Methodist Church, offered a short prayer before the commencement of the Meeting.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- **Institute Road improvement proposals** – a query raised regarding the timescale for when these works would be completed.
- **Circumnavigation of the Isle of Purbeck** – the Swanage Town Crier reported that this commemorative event would be held from 30<sup>th</sup> March to 1<sup>st</sup> April 2019, and would include a walk, a fun day, and the launch of a new Purbeck flag and song. It was noted that the Visitor Services Manager would be running the whole route.

The meeting opened at 7.15 p.m.

154. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Suttle and Trite.

155. **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. 23** – Councillor Poultney declared a non-pecuniary interest under the Code of Conduct by reason of being related to the existing concessionaire.

156. **MINUTES**

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

That the Minutes of the Monthly Meeting of the Council held on 17<sup>th</sup> December 2018 be approved as a correct record and signed.

**Minute No. 139** - It was confirmed that contact had been made with the Veteran's Forge regarding the donation of £750, and arrangements were being made to formally present the cheque to the Forge in due course.

(b) Proposed by Councillor Poultney, seconded by Councillor Green, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Special Meeting of the Council held on 21<sup>st</sup> January 2019 be approved as a correct record and signed.

157. **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 7<sup>th</sup> January 2019 be approved as a correct record and signed.

158. **STATEMENT OF CASH BALANCE**

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

159. **PAYMENT OF ACCOUNTS**

Consideration was given to Payment Schedule 10, and a question was raised regarding a payment of £2,748.00 which had been made to PKF Littlejohn LLP. It was explained that a local elector had raised questions regarding the Town Council's acquisition of its new depot, and that these fees related to additional audit work undertaken by the Council's external auditor in investigating these queries.

It was reported that the auditor had not identified any matters of concern and the conclusion of audit 2017/18 would be considered under Agenda Item 12.

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

That the accounts specified in Payment Schedule 10, amounting to £733,832.45, be authorised.

160. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield welcomed and introduced the Council's new Operations Manager, Mr Karl Stokes, to the Meeting.

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

- The Rotary Christmas Day Breakfast at the United Reformed Church, along with the Administration and Communications Manager.
- The Swanage Town Christmas Carol Service at St Mary's Church.
- Meetings to discuss the future of the Swanage Jazz Festival, and Councillor Bonfield was pleased to report that a festival would return in 2019, albeit in a different format.

161. **PUBLIC PARTICIPATION TIME – CONSIDERATION OF OPTIONS FOR FUTURE MEETINGS**

Further to Minute 145 (d) of the Monthly Council Meeting held on 17<sup>th</sup> December 2018, consideration was given to a briefing note dated January 2019 which

set out a number of potential options for the management of public participation time for future meetings.

During the ensuing discussion Members were in agreement that, if the Council's Standing Orders were to be revised, then it would be prudent for this matter to be referred to the Policy, Finance and Performance Management Committee for detailed consideration.

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

That consideration be given to the options in respect of managing public participation time for future meetings by the Policy, Finance and Performance Management Committee at its next meeting being held on 13<sup>th</sup> February 2019, and to present draft wording to a future Council Meeting for approval.

162. **BOURNEMOUTH-SWANAGE MOTOR ROAD AND FERRY COMPANY – CONSIDERATION OF IMPACT ON SWANAGE OF LACK OF SERVICE AND PROPOSAL TO WAIVE PARKING CHARGES**

It was reported that the Sandbanks Ferry had resumed a half-hourly service from 10.00 a.m. on 28<sup>th</sup> January 2019, and would be operating from 7.00 a.m. to 7.15 p.m. daily, at a reduced speed. The Ferry Company had issued a Press Release detailing the issues which had been experienced, and explained that the ferry service would temporarily be suspended again in the near future whilst replacement parts were fitted.

Consideration was then given to a proposal received for parking charges to be waived in the Town Council's car parks whilst the ferry service was suspended. During the ensuing discussion it was suggested that, now that the ferry service was back in operation, greater promotion of the Council's winter parking tariff of £1 per day in its long stay car parks, and free parking in North Beach car park, should be undertaken. It was therefore agreed that these would be publicised on the Council's website and Facebook page accordingly.

163. **PROPOSAL FROM ENVIRONMENT AGENCY (EA) TO LOCATE CONCRETE BARRIERS IN THE VICINITY OF THE STONE QUAY AS A TEMPORARY FLOOD DEFENCE UNTIL EARLY APRIL 2019 - UPDATE**

Further to Minute No. 136 of the Monthly Council Meeting held on 17<sup>th</sup> December 2018, consideration was given to an email received from the Environment Agency setting out details of the EA's preferred option for a temporary barrier system, the 'Hesco Jackbox'. It was anticipated that this would be installed over the coming weeks.

Members noted the update, and comments were again made that the Town Council should assist the Swanage Sea Rowing Club where possible.

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

That permission be granted for the installation of the temporary 'Hesco Jackbox' barrier system on land in the Town Council's ownership, subject to officers working with the EA to address the concerns of the Swanage Sea Rowing Club wherever possible.

164. **INSTITUTE ROAD HIGHWAY IMPROVEMENT PROPOSALS – CONSIDERATION OF REVISED DRAFT PLAN**

Further to Minute No. 137 of the Monthly Council Meeting held on 17<sup>th</sup>

December 2018, consideration was given to the revised draft highway improvement proposals for Institute Road, which included a new dual taxi/loading bay in Lower High Street. It was reported that the proposed design would take approximately 20 weeks to build, and was currently in the County Council's work schedule to commence in January 2020, subject to introduction of the appropriate Traffic Regulation Orders.

It was proposed by the Town Mayor, and seconded by Councillor Bishop:-  
That the Town Council requests that DCC Highways proceeds with the Institute Road highway improvements, as set out in the revised draft plan dated 23<sup>rd</sup> January 2019, in the interests of safety, and as soon as possible.

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

165. **CONCLUSION OF AUDIT 2017/18 – APPROVAL AND ACCEPTANCE OF THE ANNUAL RETURN**

Further to Minute No. 145 (e) of the Monthly Council Meeting held on 17<sup>th</sup> December 2018, the Annual Return in respect of the audit for 2017/18 was submitted from PKF Littlejohn LLP (the Council's external auditor). It was noted, with satisfaction, that the Return had been certified as being in accordance with proper practices and that a matters arising report had not been issued.

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

That the Annual Return in respect of the audit for 2017/18 be approved and accepted.

166. **DEBT MANAGEMENT ACCOUNT DEPOSIT FACILITY – AUTHORISATION OF SIGNATORIES**

It was explained that the Debt Management Account Deposit Facility was a government-backed deposit scheme, and that the Council's account had already been opened. However, the signatories list required updating.

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

That the Town Mayor, Deputy Mayor, and Councillor Bishop be authorised as signatories on the Town Council's Debt Management Account Deposit Facility.

167. **TOWN HALL ANNEXE – REQUEST FROM DORSET POLICE FOR APPROVAL IN PRINCIPLE OF BUDGET ALLOCATION FOR IMPROVEMENT WORKS TO JOINT TOWN COUNCIL/POLICE RECEPTION AREA**

Consideration was given to a briefing note dated January 2019 setting out proposals from Dorset Police for the reinstatement of a full Counter Services Officer post in Swanage, for three days per week, five hours per duty. If approved, these arrangements would be introduced initially on a two-year trial basis, and as a result of the increased responsibility of the role various improvement works to the Town Hall reception area would be required, including the installation of a new glass screen, with lockable hatch, emergency exit, and electrical/redecoration works. Total approximate costings for these works were projected at £12,000, of which the Council was being asked for a financial contribution of up to £8,000 (50% towards the cost of the screen, and 100% of the cost of the electrical works as landlord).

During the ensuing discussion concerns were raised regarding the proposed level of service/opening hours, the lack of full holiday/sickness cover, and that there

would only be a two-year commitment at the outset. However, it was felt that these proposals could help to secure a continued police presence in Swanage.

Members were in agreement that approval in principle should be given to the works, subject to a meeting with Dorset Police representatives to discuss the level of service/future commitment, and a 'best value' test to ensure that the works could not be delivered at a lower price.

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

That the Town Council approves in principle the proposed works to the Town Hall Annexe, and a budget allocation of up to £8,000 towards the cost of the works, subject to a meeting with Dorset Police, to be attended by the Mayor, Deputy Mayor, and Councillor Bishop.

168. **THE TOWNS IMPROVEMENT CLAUSES 1847 – TO CONSIDER PROPOSED STREET NAMES FOR THE NEW RESIDENTIAL DEVELOPMENT ON LAND WEST OF NORTHBROOK ROAD, SWANAGE**

Consideration was given to an email received from Barratt Developments PLC dated 14<sup>th</sup> January 2019 requesting suggestions for a 'theme' for street names for the new residential development on land West of Northbrook Road, Swanage.

A brief discussion ensued, during which a suggestion was made that detailed consideration of proposed street names should be delegated to the Council's Planning and Consultation Committee.

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

That consideration be given to proposed street names for the new residential development on land West of Northbrook Road, Swanage, by the Planning and Consultation Committee at its next meeting being held on 4<sup>th</sup> February 2019.

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

(a) Councillor Whitwam reported that he had attended meetings of the following organisations during the past month:-

- **Pub Watch Group** - Councillor Whitwam was again pleased to report that no incidents had been reported over the Christmas and New Year periods, therefore no meeting had been convened.
- **Purbeck Community Rail Partnership - 22<sup>nd</sup> January 2019**

(b) Councillor Harris reported that she had attended the following meetings:-

- **DAPTC Purbeck Area Meeting** – at which concerns were expressed regarding the quality of consultation responses received from some statutory consultees in respect of planning applications. Member councils had been encouraged to consider affiliation to Dorset Community Action, as it was anticipated the the voluntary sector would increasingly be expected to 'plug gaps' in statutory services.
- **Herston Village Hall** – Councillor Harris was pleased to report that the Hall now had its own Facebook page. For further information please visit: <https://www.facebook.com/herstonvillagehall/>

170. **REPORTING OF DELEGATED MATTERS**

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

171. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING**

**AGENDAS**

**Items of Information**

- (a) **Local Elections - information event for prospective Town Councillors** – Wednesday 30<sup>th</sup> January 2019, at the Town Hall, between 4.00p.m. and 6.30p.m.
- (b) **Updates on Monthly Council Meeting Agendas** – a question raised as to whether these could be issued by email in the future to save time at meetings.
- (c) **The Flying Scotsman** – would be running on the Swanage Railway from 22<sup>nd</sup> to 26<sup>th</sup> March 2019, and a sizeable number of visitors was expected.
- (d) **Swanage Town Council Community Awards** – the Town Mayor was pleased to report that 65 nomination forms had been received for these new awards, and announced that Mr Alan Dominy had been nominated to the District Council as Swanage’s Purbeck Town and Parish Volunteer of the Year 2019. The winners of the remaining categories would be considered at the February Council Meeting.

**Matters for forthcoming agendas**

- (e) **Dorset Community Action (DCA)** – a request was made for research to be undertaken into the possibility of the Town Council becoming a member of DCA.

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

That Item No. 24 on the Agenda be brought forward to  
Item No. 19

172. **SWANAGE BOWLS CLUB – LEASE/LICENCE ARRANGEMENTS FOR 2019**

It was reported that it had not proved possible to meet with the Swanage Bowls Club to agree the lease/licence arrangements for 2019/20 prior to the Council meeting. However, negotiations had concluded regarding the licence fee for the current year at £8,480.

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

That the Town Council formally agrees the Bowling  
Club’s licence fee for the 2018/19 financial year of  
£8,480.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Poultney, 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.

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

Further to Minute 279 of the Council Meeting held on 30<sup>th</sup> April 2018, consideration was given to a briefing note setting out matters arising from the draft Heads of Terms that had been prepared by Purbeck District Council regarding the transfer of the following freehold assets. It was noted that all of the transfers would be made at nil cost to the Town Council:

- Land at Swanage Pier/Sailing Club**  
 Councillors Marsh and Whitwam declared non-pecuniary interests in this item as representatives of the District and Town Councils, respectively, on Swanage Pier Trust.  
 Attention was drawn to advice received from the District Council’s solicitor regarding the title to the property leased by that authority to Swanage Sailing Club and Swanage Pier Trust, drawing attention to a restriction on the disposal of that part of the property leased to the Sailing Club.  
 Despite this, the importance of retaining the freehold ownership of at least part of this property in local control was highlighted and it was proposed by the Town Mayor, seconded by Councillor Bishop, and RESOLVED:-  
 That officers should continue to explore the possible acquisition of the freehold of that part of the property not subject to the restriction on disposal, and report further to a future meeting.
- Land at Marsh Way**  
 It was reported that the Town Clerk and the new Operations Manager had undertaken an initial site visit to this property and had not identified any significant matters of concern. The restrictive nature of the draft Heads of Terms was highlighted and it was noted that the Town Clerk would be seeking a number of amendments. It was proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED:-  
 That the Town Council should proceed with the acquisition of the land at Marsh Way, subject to agreement of Heads of Terms by the Town Clerk.
- Land to the south of Benlease Way and Higher Days Road**  
 In respect of this property, the site visit carried out by the Town Clerk and Operations Manager had revealed a number of concerns relating to potential unauthorised access and responsibility for maintenance of boundary features. Nevertheless, it was felt that this land constituted an important area of green space. Therefore, it was proposed by the Town Mayor, seconded by Councillor Green, and RESOLVED UNANIMOUSLY:-  
 That the Town Council should proceed with the acquisition of the land to the south of Benlease Way and Higher Days Road, subject to clarification of the matters raised with the District Council and agreement of Heads of Terms by the Town Clerk.
- Swanage Museum & Heritage Centre and adjoining Public Conveniences**  
 It was noted that concerns had been raised with the District Council regarding the restrictive nature of the draft Heads of Terms that had been prepared in respect of this property.  
 It was proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-  
 That the Town Council should proceed with the acquisition of the Swanage Museum & Heritage Centre and adjoining public conveniences, subject to clarification of the matters raised with the District Council and agreement of Heads of Terms by the Town Clerk.

174. **FISHERMEN'S HUTS AND SLIPWAY IMPROVEMENT PROJECT**

(a) **Update on contractual matters**

Further to Minute No. 146 of the Council Meeting held on 17<sup>th</sup> December 2018, it was reported that the appointed working party had met before Christmas to discuss the way forward. Consideration was also given to the contents of a briefing note circulated prior to the meeting, setting out ongoing discussions with the contractor regarding the completion of the works. The Town Clerk reported an update in respect of the contractor's payment application no. 4.

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

That the contents of the briefing note and the verbal update provided by the Town Clerk be noted, and that the working party of Councillors Bonfield, Green and Bishop should continue to work with officers to address matters in relation to the implementation of the contract and completion of the works.

(b) **Contract administration costs**

Consideration was then given to the payment to be made to Dorset County Council in respect of the contract administration work for this project. It was proposed by Councillor Bishop, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That, in line with the funding application to the Marine Management Organisation, the fee for the contract administration work be capped at 5% of the then total contract price of £370,302 (75% of which would be reclaimable in accordance with the grant approval).

(c) **Fishermen's huts rents**

Further to Minute No. 4 (a) of the Meeting of the Policy, Finance and Performance Management Committee held on 12<sup>th</sup> December 2018 and Minute No. 132 of the Monthly Meeting held on 18<sup>th</sup> December 2018, consideration was again given to the fee to be charged to the occupiers of the fishermen's huts for the second half of the 2018/19 financial year. It was proposed by the Town Mayor, seconded by Councillor Bishop, and RESOLVED UNANIMOUSLY: -

That, in light of the lengthy duration of the disruption caused to the occupiers of the fishermen's huts as a result of the works to the huts and adjoining slipway, no charge should be levied for the occupation of the huts for the second half of the 2018/19 financial year (i.e. a 50% reduction in the annual fee).

175. **SWANAGE BANDSTAND REFURBISHMENT PROJECT – UPDATE AND CONSIDERATION OF TENDER REPORT**

Further to Minute No. 44 of the Council Meeting held on 25<sup>th</sup> June 2018, consideration was given to a briefing note setting out the outcome of the recent tender process in respect of the refurbishment of the bandstand and the improvements to the surrounds. The briefing note also contained a report of a meeting with the Friends of

Swanage Bandstand held on 24<sup>th</sup> January 2019 at which different funding options had been considered.

During the ensuing discussion, strong support for the delivery of the project was voiced and particular attention was paid to ways in which the cost of seating could be significantly reduced. After lengthy consideration, it was proposed by the Town Mayor and seconded by Councillor Green:

That the specification for the works to the surrounds be amended in order to reduce the likely project cost, and that revised estimates be sought from the firms that had tendered for consideration at the next full council meeting.

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

176. **SEAWEED REMOVAL AND BEACH RAKING – TO CONSIDER  
EXTENSION OF CONTRACT**

Further to Minute No. 267 (b) of the Council Meeting held on 26<sup>th</sup> March 2018, consideration was given to a tender for the extension of the existing contract for seaweed removal and beach raking. It was noted that costs were significantly below budget during 2018.

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

To accept the tender from Wilkswood Farm Ltd for a two-year extension to the existing contract for seaweed removal and beach raking at no increase in cost.

Further to his declaration of interest under Minute No. 155, Councillor Poultney left the meeting.

177. **DECKCHAIR AND BOAT HIRE CONCESSIONS – TO CONSIDER  
OUTCOME OF TENDER PROCESS**

Further to Minute 195 (b) of the Council Meeting held on 30<sup>th</sup> January 2017, consideration was given to a briefing note setting out the outcome of a recent tender exercise in respect of the beach concessions for the hire of deckchairs and non-motorised boats.

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

That the tender submitted by Mr Carlo Wiggins be accepted for a period of seven summer seasons, subject to contract.

The meeting concluded at 9.10 p.m.

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