

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

PRESENT:-

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

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

Public Participation Time

The following matters were raised during Public Participation Time:-

- **Planning** – a query raised regarding future arrangements for Town Council representation/attendance at relevant meetings of the new Dorset Council's Planning Committee.
- **Swanage Bandstand Refurbishment Project** – it was reported that total funds raised by the Friends of Swanage Bandstand (FoSB) now stood at £81,500. The Friends were also pleased to announce that a grant award of £40,000 would be forthcoming from the Coastal Revival Fund. Thanks were given to the Friends for their tireless fundraising activities, and to the Town Council for its continued support. It was noted that an interview with a representative from the FoSB would be broadcast on BBC Radio Solent on Tuesday morning.
- **High Street** – concerns regarding inconsiderate/illegal parking on pavements regularly seen in the High Street. The Chairman advised that this matter should be reported to Dorset Police accordingly.

The meeting opened at 7.10 p.m.

201. **APOLOGIES**

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

202. **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. 10 – Councillor Poultney declared a non-pecuniary interest under the Code of Conduct by reason of being related to the existing concessionaire.

Agenda Item No. 18 (d) – Councillors Trite and Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being directors of the Swanage Railway Trust

203. **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 February 2019 be approved as a correct record and signed.

204. **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 4th March 2019 be approved as a correct record and signed.

Attention was drawn to Minute No. 4 regarding the Town Council's recommended new street names for the residential development on land west of Northbrook Road which had now been submitted to the District Council for consideration.

205. **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 12th March 2019 be approved as a correct record and signed.

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

5. **TO CONSIDER A DRAFT INVESTMENT STRATEGY REPORT 2019/20 AND TREASURY MANAGEMENT STRATEGY STATEMENT 2019/20**

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

That the draft Investment Strategy Report 2019/20 and Treasury Management Strategy Statement 2019/20 be approved and adopted.

10. **ANNUAL REVIEW OF RISK REGISTER**

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

That the amended Corporate Risk Register for 2019/20 be adopted.

206. **TOURISM COMMITTEE**

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

That the Minutes of the Meeting of the Tourism Committee held on 13th March 2019 be approved as a correct record and signed.

It was noted that consideration would be given to the following recommendation under Agenda Item 8:-

5) **SWANAGE ‘PLASTIC FREE’ TOWN – CONSIDERATION OF DRAFT ACTION PLAN**

That Swanage Town Council adopts the “Plastic Free Swanage” action plan.

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

7) **BEACH REGULATIONS MARCH 2019 – CONSIDERATION OF REVISED REGULATIONS**

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

That the amended Beach Regulations be adopted, as appended to the end of the Tourism Committee Minutes.

207. **STATEMENT OF CASH BALANCE**

(a) A Statement of Cash Balance as at 28th February 2019 was submitted for information (a copy attached at the end of these Minutes).

208. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedule 12, amounting to £127,576.34, be authorised.

209. **CHAIRMAN’S ANNOUNCEMENTS**

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

- Swanage and Purbeck Rotary’s 60th Charter celebrations at the Knoll House Hotel, Studland.
- Swanage Railway’s Flying Scotsman visit, and had enjoyed a trip from Swanage to Norden Station and back.

210. **SWANAGE ‘PLASTIC FREE TOWN’ – TO CONSIDER DRAFT ACTION PLAN**

Further to Minute No. 5 of the Tourism Committee Meeting held on 13th March 2019, consideration was given to the Committee’s recommendations as set out in a briefing note dated March 2019 prepared by the Visitor Services Manager (VSM).

During the ensuing discussion, Members were in agreement that this was a very important initiative and were in support of the draft action plan, including the recommendation for a Council representative to sit on the Plastic Free Steering Group. The ‘suggestions’ as identified by the Tourism Committee were also noted.

A question had been raised regarding the possibility of a drinking water tap in the Heritage Public Toilets, however, it was felt that this could not be considered at the present time in view of the proposed expansion plans for the Museum & Heritage Centre.

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

That Swanage Town Council adopts the “Plastic Free Swanage” action plan, as set out in the briefing note dated March 2019.

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

That Councillor Bonfield be nominated as the Town Council's representative on the Plastic Free Steering Group.

211. **TO CONSIDER REQUESTS FOR USE OF TOWN COUNCIL PROPERTY IN RELATION TO WEDDING CELEBRATIONS**

Further to Minute No. 188, item 2, of the Monthly Council Meeting held on 25th February 2019, consideration was given to a briefing note dated March 2019 prepared by the VSM, detailing the following requests which were discussed in turn:-

- **Event 1 – Deferred request from previous meeting for a wedding celebration on Sandpit Field on 21st July 2019**
Following discussions with the applicants, satisfactory clarification of the points and concerns raised at the Monthly Council Meeting held on 25th February 2019 had been received.
- **Event 2 – Request for a wedding blessing in Prince Albert Gardens' Ampitheatre in late June/early July 2019 (date to be agreed)**
It was reported that the wedding blessing would take approximately three hours, and there would be circa 100 guests in attendance. It was noted that the organiser was aware that the area would remain open to the public during the blessing.

During the discussion Members were in agreement that, in the interests of fairness, the hire fee for the events should be the same as the fee for the use of the Town Hall Chambers as a wedding venue, which was currently £135, and that a refundable damage deposit of £50 should also be requested.

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

- That Events 1 and 2, as set out in the briefing note dated March 2019, be approved, subject to:-
- a) Submission of the required documentation at the appropriate time; and
 - b) A fee of £135.00 and damage deposit of £50.

212. **SCALE OF CHARGES – AMENDMENT TO CHARGE FOR PARASOLS**

Further to Minute No. 200 of the Monthly Council Meeting held on 25th February 2019, consideration was given to a briefing note dated March 2019 prepared by the VSM detailing the proposed revised hire charges for the Town Council's parasols. It was noted that the parasols would only be provided to registered beach hut users, and would include a parasol base.

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

That the Scale of Charges for parasol hire be amended, as set out in the table below:-

Charge Type	Proposed
Parasol hire (per day)	£4.00
Parasol hire (per week)	£20.00
Parasol hire (max charge for period beach hut bookings)	£50.00

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.

213. **ARTISANS ON THE BEACH – TO CONSIDER PLANS FOR THE FUTURE**

It was reported that ‘Artisans on the Beach’ had now been operating for four years, during which time the event had grown considerably, with 40 huts being rented out to local artists and crafters for the 2018/19 event.

Consideration was given to a briefing note dated March 2019 prepared by the VSM setting out proposals for how the event would be run in the future, and its aims. Further details were provided about the ‘Artisans Group’, which would assist the Town Council with event marketing activities, a new application form, and the proposed charges and marketing budget for the 2019/20 event.

During the ensuing discussion Members expressed their support for the event, and comments were made that the event brought welcome visitors into the town in the quieter shoulder months, and had a positive effect on the local economy.

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

That approval is given to the proposals for ‘Artisans on the Beach’, and that delegated authority be granted to officers, as set out in the briefing note dated March 2019.

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

That approval is given to the charges and marketing budget for 2019/20, as set out in Point 6 of the briefing note dated March 2019.

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.

214. **SHORE ROAD GATES – TO AGREE BUDGET FOR REFURBISHMENT COSTS**

Further to Minute Nos. 5 c) v) and 4 c) ii) of the Transport Committee Meetings held on 29th November 2015 and 6th February 2019 respectively, consideration was given to a briefing note prepared by the Operations Manager setting out two options for improvements to the Shore Road gates. The preferred option being to remove and professionally renovate the gates, which had been costed, and the best value quotation had been received at a cost of £1,145.

It was noted that the County Council would only fund works relating to any structural failings of the gates, and would not fund/contribute materials towards their ‘visual’ improvement. The gates were heavily corroded, required cosmetic renovation, and the removal of decorative embellishment which presented a finger trap. It was therefore deemed a priority to improve the gates before commencement of the road closure on 1st May 2019.

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

That the Town Council approves a budget of £1,200 for the refurbishment of the Shore Road Gates.

215. **INTERRUPTIONS TO ELECTRICITY SUPPLY – TO CONSIDER REPRESENTATIONS TO SCOTTISH & SOUTHERN ELECTRICITY NETWORKS**

It was reported that a number of Town Councillors had been contacted by local businesses that had been affected by frequent power cuts in the town centre. One of the businesses had provided the Council with details of eleven power outages which had occurred between 14th July 2018 and 21st December 2018, and consideration was given to a briefing note dated March 2019 setting out details of the electrical faults and works completed. It was noted that there had been further such outages during 2019.

Members were in agreement that this was not acceptable, and that representations should be made to the Scottish & Southern Electricity Networks by the Council on behalf of the town.

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

That the Town Council sends a letter to Scottish & Southern Electricity Networks highlighting the unsatisfactory situation and enquiring what steps need to be taken to prevent further interruptions to the electricity supply.

216. **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) Councillor Finch – **Swanage & District Chamber of Trade** - attention was drawn to an article in a recent edition of the Dorset Business Magazine. Thanks were extended to the Town Council for its continued support.
- (c) Councillor Bishop reported that he had attended a recent meeting of the **Swanage Town & Community Partnership (ST&CP)** at which the draft action plan for the Swanage Green Infrastructure Strategy had been discussed. A request was made for the Town Council to review the Constitution of the ST&CP and for this to be placed on the agenda of a future Council Meeting.

217. **REPORTING OF DELEGATED MATTERS**

The Town Clerk reported on the following matters:-

- (a) **Revision of Fishermen’s Huts Agreements**
Further to Minute No. 192 of the Monthly Council Meeting held on 25th February 2019, revised terms had been finalised and agreements issued to the hut occupiers.
- (b) **Beach Concessions – relocation of hut**
Further to Minute No. 200 of the Monthly Council Meeting held on 25th February 2019, terms for the relocation of the sales hut, occupation of the ‘annexe’ next to the TIC, and associated fees, had been agreed.
- (c) **Sea Breeze Restaurant – back rent for gated area**
Further to Minute No. 98 of the Monthly Council Meeting held on 17th September 2018, a settlement had been reached and a revised start date of June 2017 had been agreed for the payment of back rent.

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

Items of Information

- (a) **Dorset National Park** – a copy of the Spring 2019 newsletter was distributed for information purposes. For further information please visit:

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

That Item 21 on the Agenda be brought forward to Item 17.

219. **REFURBISHMENT OF MAYORAL CHAIN – CONSIDERATION OF TENDERS**

Further to Minute No. 261 of the Monthly Council Meeting held on 26th March 2018, a briefing note had been prepared by the Acting Mayor's Secretary dated March 2019 setting out the details of two options for the refurbishment of the Town Council's Mayoral Chain.

During the ensuing discussion Members were in agreement that further information was required before a decision could be made, that it would be prudent for the working party to meet to review the tenders in greater detail, and that sponsorship options should be explored.

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

That a meeting of the working party is convened to review the tenders for the refurbishment of the Mayoral Chain, and possible sponsorship options be explored, the findings of which to be brought back to a future Council Meeting for further consideration.

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 21 for reasons of legal and commercial confidentiality.

220. **BEACH GARDENS – LEASE/LICENCE ARRANGEMENTS FOR 2019**

(a) **Swanage Bowling Club**

Further to Minute No. 172 of the Council Meeting held on 28th January 2019, consideration was given to a briefing note setting out the conclusion of negotiations with Swanage Bowling Club regarding the fees to be paid to the Town Council for use of the facilities at Beach Gardens during the 2019/20 financial year.

It was noted that the Bowling Club currently has use of the Bowling Green in accordance with the terms of a licence, the Heads of Terms of which were agreed by the Town Council at an Extraordinary Meeting held on 18th October 2017. In light of agreement between the parties to continue the current licence arrangements until 31st August 2019, it was proposed by Councillor Bishop and seconded by Councillor Green:

That payment of a licence fee of £3,350 by Swanage Bowling Club for use of the Bowling Green for the period 1st April 2019 to 31st August 2019 be agreed.

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.

During the discussion, attention was drawn to the need for measures to be put in place to ensure that the Bowling Green is kept well-maintained during the terms of the lease, which will come into effect from 1st September 2019.

Consideration was then given to an appropriate licence fee to be charged for the Club's use of the Pavilion during the 2019/20 financial year. It was agreed that a figure based on a cost-recovery basis would be acceptable, although the Club had been informed that any such agreement would not bind the Council in negotiations for future years. It was proposed by Councillor Bishop and seconded by Councillor Green:

That payment of a licence fee of £1,400 by
Swanage Bowling Club for use of the Pavilion
for the period 1st April 2019 to 31st March 2020
be agreed.

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.

(b) **Swanage Tennis Club**

The Town Clerk provided an update following a meeting held with representatives of Swanage Tennis Club on Tuesday 19th March 2019. This was the latest in a series of meetings during which consideration had been given to what arrangements needed to be put in place following the expiry of the Club's licence for use of the tennis courts in October 2018.

The possibility of extending the existing licence was considered, as was the period of any such extension. Given the changing relationship with the Bowling Club and the need to establish a new arrangement for management of the Pavilion it was agreed that a one-year extension would be most appropriate. The financial arrangements would remain unchanged, with a £50 increase in the licence fee to £1,700 per annum and a Club contribution towards court maintenance of £3,600 per annum.

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

To extend the licence agreement with Swanage
Tennis Club for one year, incorporating a licence
fee of £1,700 and a maintenance contribution
of £3,600 per annum.

It was FURTHER RESOLVED:

That delegated authority be given to the Town
Clerk and Visitor Services Manager to negotiate
any amendments required to the licence agreement
to ensure that it remains functional during the
period of extension.

221. **RENT REVIEWS**

(a) **Lower Grammar School Field – Allnatt Centre**

Further to Minute No. 191(a) of the Council Meeting held on 20th April 2015, consideration was given to valuation advice received regarding a rent review, to be implemented from 1st April 2019, in respect of the occupation of the Lower Grammar School Field by the Allnatt Centre. It was proposed by Councillor Poultney, seconded by Councillor Green and RESOLVED UNANIMOUSLY:

To accept the valuation advice that the rent charged to the Allnatt Centre for the use of the Lower Grammar School Field be increased to £1,900 per annum for the five-year period commencing on 1st April 2019.

Attention was drawn to the receipt of a request from Swanage Cricket Club regarding the potential to install an artificial wicket on part of the land in question, but it was agreed that any such proposal should be considered at a future date.

(b) **Town Hall Annexe – Dorset Police**

Further to Minute No. 140 of the Council Meeting held on 30th October 2017, consideration was given to valuation advice received regarding the rent to be charged in respect of the new lease of the Town Hall Annexe to Dorset Police. It was proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

To accept the valuation advice that the rent charged to Dorset Police for occupation of the Town Hall Annexe be increased to £7,500, effective from October 2017.

(c) **Ice Cream Kiosks – Mrs T. Lowe**

Consideration was given to valuation advice regarding the rent review due in relation to the beach ice cream kiosks. It was proposed by Councillor Poultney, and seconded by Councillor Harris:-

That an increase in rent of the ice cream kiosks on Swanage Main Beach to £26,225 per annum be agreed (effective from May 2018), in accordance with the valuation advice received.

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

Further to their declarations of interest under Minute No. 202 Councillors Trite and Whitwam left the room during consideration of the following item.

(d) **Swanage Station – Swanage Railway Trust**

A report was received from the Council's valuer in relation to negotiations with Swanage Railway Trust regarding the rent to be paid in respect of Swanage Station and surrounding premises. It was noted that the lease, agreed in 2014, set out the basis for a significant discount to the market rent, provided that certain conditions are met. These include that the Tenant retains its charitable status and that the Swanage Railway brings social, economic and/or environmental benefits for the town of Swanage.

During the discussion, attention was drawn to the significant economic benefits that the Railway brings to the town, both as a tourist attraction and in terms of generating employment.

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

To authorise Thornes valuers to conclude negotiations over the rent review, in line with the advice set out in the briefing note circulated as part of the agenda papers for this meeting, subject to scrutiny of the relevant financial information, as set out in the lease.

222. **FISHERMEN’S HUTS AND SLIPWAY IMPROVEMENT PROJECT – UPDATE ON CONTRACTUAL MATTERS**

Further to Minute No. 198 of the Council Meeting held on 25th February 2019, consideration was given to a briefing note providing an update on contractual matters in relation to the fishermen’s huts and slipway improvement project. The position was noted.

It was reported that formal written confirmation had been received that the MMO had approved an increase in the grant for the works to £367,770.

223. **SWANAGE BANDSTAND REFURBISHMENT PROJECT – CONSIDERATION OF TENDERS**

Further to Minute No. 196 of the Council Meeting held on 25th February 2019, consideration was given to a briefing note setting out a report on the tenders received for the works to the bandstand and surrounding amphitheatre.

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

That the contract for the bandstand refurbishment be awarded to Lost Art in accordance with the tender report.

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

That the contract for the bandstand space and pathway works be awarded to JFY Construction Ltd in accordance with the tender report.

It was noted that the total price for all works under both contracts, including works to surrounding pathways and contingencies, is £207,288. The FoSB had confirmed funding of £81,500 and a further £40,000 had been donated by the Coastal Revival Fund. The Town Council considered its funding towards the total cost of the scheme and it was proposed by the Town Mayor, seconded by Councillor Marsh, and RESOLVED UNANIMOUSLY:-

That the £30,500 currently held in the F J Grace Will Trust Reserve would be included in the Town Council’s budgeted contribution of £80,000.

Consideration was then given to potential seating options, including the possibility of incorporating memorial plaques in the design. It was proposed by Councillor Finch, seconded by Councillor Suttle, and RESOLVED UNANIMOUSLY:-

That approval be given to a budget of £7,500 towards the cost of seating, and that the options should be referred to members of the Bandstand Working Party for further consideration.

The meeting concluded at 8.30 p.m.
