

Minutes of the **MONTHLY MEETING** of the Swanage
Town Council held at the Town Hall, Swanage on
MONDAY, 29th OCTOBER 2018 at 7.00 p.m.

PRESENT:-

Councillor M. Bonfield (Town Mayor) – Chairman
Councillor J. Bishop
Councillor C. Finch
Councillor G. Green
Councillor A. Harris – from 7.10 p.m.
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, eight 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:-

- Defend Dorset NHS – it was reported that the Dorset Health Scrutiny Committee had referred the CCG's plans for the relocation of key services from Poole Hospital to the Royal Bournemouth to the Secretary of State for Health for independent review. Support was requested from the Town Council to ensure that the referral document would be comprehensive, and evidence was presented that suggested the CCG had underestimated the risk to patients arising from the proposed changes.
- Comments made that the Purbeck Society's presentation on its Local Listing Project, made to the Town Council's Planning and Consultation Committee at its meeting on 1st October 2018, had been interesting and informative. The Chairman confirmed that the Council would be reviewing the findings of the project when complete.
- Councillors' attention was drawn to the fact that the statement regarding public participation time on the agenda did not reflect the Council's policy that comments and questions must be limited to agenda items.

The meeting opened at 7.10 p.m.

99. **APOLOGIES**

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

100. **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.

101. **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 17th September 2018 be approved as a correct record and signed.

102. **PLANNING AND CONSULTATION COMMITTEE**

(a) Proposed by Councillor Harris, seconded by Councillor Green, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Planning and Consultation Committee held on 10th September 2018 be approved as a correct record and signed.

(b) 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 October 2018 be approved as a correct record and signed.

103. **STATEMENT OF CASH BALANCE**

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

104. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedule 7, amounting to £1,374,292.10, be authorised.

105. **CHAIRMAN'S ANNOUNCEMENTS**

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

- Friends of Swanage Hospital Annual General Meeting.
- Friends of Wareham Hospital Annual General Meeting. It was noted that in-patient beds were to be closed due to difficulties in staff recruitment.
- A fundraising event at the Purbeck View School.
- The Salvation Army's 'Harvest of the Sea' Service at the Swanage Lifeboat Station, along with the Deputy Mayor, Councillor Green.
- Visits made to the Swanage, St Mark's, and St Mary's Primary Schools, along with the Very Reverend John Mann, to talk about the 11 Days of Remembrance in Swanage, and the planned 'Battle's Over' First World War Centenary commemoration events.
- Swanage Regatta and Carnival Committee Presentation Evening, along with the Deputy Mayor, Councillor Green, – it was reported that £28,070 had been donated to local good causes.

Councillor Green reported that in her capacity of Deputy Mayor she had attended the following events during the past month:-

- Purbeck Film Festival's opening night Gala and Reception at the Rex Cinema in Wareham.

106. **TO CONSIDER PROPOSALS FOR SWANAGE TOWN COUNCIL COMMUNITY AWARDS SCHEME**

Further to Minute No. 83 of the Monthly Council Meeting held on 17th September 2018, it was reported that a meeting of the Community Awards Scheme working party had been held during October. Consideration was then given to the draft 'Swanage Town Council Community Awards 2018/19' nomination form and notes, which had been created by the group, and which gave details about the scheme, including award categories. It was proposed that nominations would be open from 1st December 2018, and would close on 18th January 2019.

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

That the Community Awards nomination form and notes be approved, and that a budget of £250 be approved for the purchase of small trophies to be presented to the winners.

107. **INSTITUTE ROAD HIGHWAY IMPROVEMENT PROPOSALS - REPORT FOLLOWING MEETING WITH STAKEHOLDERS HELD ON 17TH OCTOBER 2018**

Further to Minute No. 55 of the Monthly Council Meeting held on 23rd July 2018, it was reported that the Town Mayor had invited shopkeepers and residents in Institute Road and part of Station Road to a meeting at the Town Hall on 17th October to discuss the latest proposals for the removal of the loading bay and improvement of pedestrian safety on Institute Road.

It was reported that the meeting had been well attended and significant concern had been expressed regarding the impact of the loss of the loading bay on businesses. Objections were raised to the removal of disabled parking in front of the Mowlem Theatre and its replacement by a loading bay.

Whilst noting these concerns, Members again highlighted the need to improve pedestrian safety along Institute Road. It was agreed that the Traffic Flow working party should meet again in the near future, and that Dorset Highways should be asked to explore a compromise solution, including a shorter loading bay towards the southern end of the road. As County Councillor, Councillor Trite agreed to contact the relevant Highways officer to progress matters.

108. **TO CONSIDER GRANT APPLICATION FROM SWANAGE WALKING FOR HEALTH**

Consideration was given to a submission by Swanage Walking for Health for a grant of £700 as a contribution towards the costs of insurance, website set-up, and new promotional material.

During the discussion, attention was drawn to the fact that consideration would be given to the establishment of a working party to undertake a review of the Council's grants and donations policy under Agenda Item 11, and it was therefore agreed that further consideration of this grant application should be deferred until after the findings of that working party had been adopted.

109. **GRANTS AND DONATIONS – TO ESTABLISH WORKING PARTY TO REVIEW POLICY ON GRANTS AND DONATIONS**

In order to ensure that the Council makes efficient use of its annual grants and donations budget, it was suggested that a working party should be established to review the Council's existing grants and donations policy. It was proposed by Councillor Green, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That a working party be formed consisting of the
Town Mayor and Councillors Bishop, Finch, Green,
Morris, and Suttle.

110. **BANNERS ON COUNCIL PROPERTY – TO CONSIDER POLICY FOR THE USE OF BANNERS ON RAILINGS FOR THE PROMOTION OF COMMUNITY AND CHARITY EVENTS**

Consideration was given to a briefing note dated October 2018 prepared by the VSM setting out proposals for regulating the use of Town Council property for the promotion of community and charity events. A set of twelve terms and conditions were proposed to regulate the use of the Old Shelter site, the pedestrian entrance to Main Beach car park, and the corner of Victoria Avenue and Shore Road.

These proposals were welcomed as a positive step to tidy up the town. Minor amendments were suggested to points 2), 6) and 10) to include posters, establish a maximum size for banners, substitute the word 'fixings' for cable ties, and establish that banners can be booked for up to a 6-week period.

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

That approval be given to the proposals as set out
in the VSM's briefing note dated October 2018,
subject to incorporation of the amendments to
points 2), 6) and 10).

During discussion of the above the need to better control A-boards in the town was raised. It was noted that this was a matter regulated by Dorset County Council, and it was agreed that the relevant officer had been invited to attend the forthcoming Transport Committee Meeting.

111. **REPORTS FROM WORKING PARTIES AND CONSIDERATION OF RECOMMENDATIONS:**

(a) Market – meeting held on 5th September 2018

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

That further to a recent communication from the
current market operator, this matter should be
deferred to a future meeting.

(b) Boat Park (Fishermen's Slipway Improvement Scheme) – meeting held on 16th October 2018

An update was provided regarding the fishermen's slipway and huts improvement works. Following discussion with a number of the fishermen's hut occupiers, it had been recommended that the proposed new winch should be removed from the project. It was noted that this would save significant funds.

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

That the recommendation of the Boat Park working
party to remove the winch and casing from the
fishermen's slipway improvement scheme be
approved.

The working party had also highlighted the need to consider amendments to the existing fishermen's hut agreements, and it was agreed that these should be reviewed further by the working party, and any amendments submitted to a future Council meeting for approval.

- (c) Seafront Enhancement (Spa and Sandpit Field) – meeting held on 23rd October 2018

The working party had considered the opening of the Spa for the forthcoming season, in light of the deteriorating condition of a number of the beach huts and the collapsed sewer pipes. It was recommended that huts 1-18 on the lower levels should be removed from the site, keeping the upper levels and Spa Retreats open. It was noted that a portable toilet would be required if this was to go ahead, together with a suitable water supply.

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

That the recommendation of the Seafront Enhancement Working Party to close the lower tiers of beach huts at the Spa for the 2019/20 season and supply temporary toilet facilities and a water supply for the upper tiers of huts be approved.

It was noted that budgeted survey work at the Spa would be instructed in the New Year.

112. **DORSET ASSOCIATION OF PARISH & TOWN COUNCILS – CONSIDERATION OF MOTIONS TO BE PUT TO AGM**

The Annual General Meeting of the DAPTC was scheduled to be held on 10th November 2018, and it was noted that the Town Mayor and Councillor Harris would be in attendance. The Town Council had been invited to discuss the Motions to be considered at the meeting, and agree a voting mandate for the Council's representatives. Six Motions had been put forward by Member Councils, and each was discussed in turn.

After careful consideration it was AGREED:

That the Town Mayor and Councillor Harris be authorised to vote in favour of Motion 1 (appealing for the restoration of funding to subsidise rural bus services) and Motion 3 (requesting NALC to lobby central government regarding the funding of adult and social care) at the DAPTC AGM.

113. **COUNCIL MEETING SCHEDULE – TO CONSIDER CANCELLATION OF NOVEMBER COUNCIL MEETING**

In light of the workload arising from budget setting over forthcoming weeks, consideration was given to the cancellation of the monthly meeting scheduled to be held on 26th November 2018. It was noted that an Extraordinary Meeting of the Council could be called if necessary.

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

That the Monthly Council Meeting scheduled for 26th November 2018 be cancelled.

It was further reported that the Council had been notified of urgent electrical works that would result in the Town Hall having no power supply on Monday 5th November. Consequently it was agreed that the meeting of the Planning and

Consultation Meeting scheduled for that day should be postponed, with a revised date to be agreed by the Chairman and committee members by e-mail.

It was also reported that the scheduled date for the next meeting of the Transport Committee on 28th November clashed with the District Council's Planning Committee meeting and the Chairman requested that a new date be arranged. It was agreed that the Transport Committee meeting should be rescheduled and that the Chairman and committee members would agree a new date by e-mail.

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

- (a) The Town Mayor reported that he had attended the following meetings:-
- (i) **Purbeck District Council's Clerks and Chairmen Meeting on 26th October 2018** – at which an update had been provided on the following subjects: Purbeck Local Plan review, Local Government Boundary Commission review, the recharging of town and parish councils for election expenses, and asset transfers.
 - (ii) **South East Purbeck Parishes Meeting on 19th October 2018** – discussions were held regarding the possibility of the five parishes working together on a project (such as the acquisition of a speed indicator device), local government reorganisation, recruitment of councillors and the creation of a record of events held in the area.
- (b) Councillor Harris reported that she had attended a recent **Fairtrade** meeting. She had also attended the recently re-constituted **Herston Village Hall Management Committee** and noted that work was underway to develop a business plan and fundraising strategy. It was reported that good progress was being made in serving the local community.
- (c) Councillor Whitwam was again pleased to report that no incidents had been reported, therefore no meeting of the **Pub Watch Group** had been convened. At a recent meeting of the **Purbeck Transport Action Group** attention was again drawn to the No. 40 evening bus 'use it or lose it' campaign. Councillor Whitwam had also attended a meeting of the **Purbeck Community Rail Pratnership** but had nothing to report.
- (d) Councillor Morris reported that he had recently attended the AGM of **Purbeck Citizens Advice Bureau**, at which there had been a discussion regarding changes to funding arrangements under the new Dorset Council.

115. **REPORTING OF DELEGATED MATTERS**

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

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

Items of Information

- (a) NHS Dorset CCG Clinical Services Review – Update
- It was formally reported that the Dorset Health Scrutiny Committee (DHSC) had referred the CCG's proposals to the Secretary of State for independent review. Concern was expressed as to whether the DHSC would sufficiently emphasize the likely risk to lives arising from the implementation of the CCG's plans. After some discussion, it was AGREED:
- That all councillors should be invited to a workshop to discuss whether the Town Council should write to the Secretary of State in support of

the referral by DHSC and, if so, what form that should take.

(b) 11 Days of Remembrance in Swanage – Update

A summary was provided of the events scheduled to take place as part of the commemoration of the centenary of the Armistice between 1st and 11th November. It was agreed that the itinerary would be circulated to all councillors.

Arising from the above, consideration was given to a proposal that the Town Council should suspend its car parking charges on Sunday 11th November because of the unique events taking place on that day. It was proposed by the Town Mayor, seconded by Councillor Trite, and **RESOLVED UNANIMOUSLY:-**

That car parking charges be suspended in all car parks owned by the Town Council on Sunday 11th November 2018.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Green, seconded by the Town Mayor, 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 19 to 23 for reasons of legal and commercial confidentiality.

117. **DESIGNATED BATHING AREA – TO CONSIDER ESTIMATE FOR ACQUIRING NEW FLOATS, LAYING AND STORING THE SAME, 2019-21**

Consideration was given to an estimate for the years 2019/21 for the laying and storing of the designated bathing zone floats from the Council's existing provider, Swanage Sea Fishing Ltd. The cost also incorporated the purchase of new floats, spread over the three years.

It was noted that Financial Regulation 12.1.a.iv enabled the Council to extend an existing contract without the requirement for a tender exercise. It was proposed by the Town Mayor, seconded by Councillor Marsh, and **RESOLVED UNANIMOUSLY:-**

That the estimate for a three-year contract with Swanage Sea Fishing be accepted, at an initial cost of £5,839 per annum.

118. **INVESTMENT ADVICE – TO CONSIDER REVISED CONTRACTUAL TERMS FROM ARLINGCLOSE**

It was reported that the Town Council had received notice that its Treasury Management advisors, Arlingclose, were due to significantly increase its fees with effect from 1st November 2018 from the current level of £3,052 p.a. This was the result of the Council having been reclassified as a retail client following the introduction of the second Markets in Financial Instruments Directive in January 2018. Arlingclose had incurred considerable costs associated with the regulatory changes and therefore had to pass these on to their clients.

Members noted the significant benefits from Arlingclose's treasury management advice, and it was further noted that Financial Regulation 12.1.a.ii enabled the Council to enter into a contract for specialist services without the requirement for a tender exercise. It was also acknowledged that there were very few alternative providers in the market, and that Council officers had negotiated a reduction in the original fee proposal.

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

That the Town Council accepts the proposal put forward by Arlingclose to provide treasury management advice to the Town Council for a minimum period of 3 years with an increase in fees to £6,000 in year 1, £8,000 in year 2 and £10,000 in year 3, increasing in line with inflation thereafter.

119. **HEALTH AND SAFETY – TO CONSIDER APPOINTMENT OF EXTERNAL ADVISORS**

Attention was drawn to the impending retirement of the Operations Manager, and the likelihood that there would be a hiatus prior to the start date of his successor. As a result of this, the Operations Manager advised that the Council should consider the engagement of an external Health and Safety advisor to provide guidance during this interim period.

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

That delegated authority be given to the Town Clerk to engage an appropriate Health and Safety advisory service, acting under Financial Regulation 4.5 to commit urgent expenditure if required.

120. **PROJECT MANAGEMENT – TO CONSIDER APPOINTMENT OF DORSET PROPERTY TO ASSIST IN DELIVERY OF CAPITAL PROGRAMME**

Given the Council's extensive capital programme, consideration was given to a proposal from Dorset Property (Dorset County Council) to provide professional services to the Town Council, including design, project management and contract administration. Attention was drawn to their knowledge and experience of public procurement and governance requirements. It was proposed that a qualified property surveyor would work from the Town Hall for between 2 to 3 days a week for an initial period of up to 3 months, at a cost of £46 per hour.

It was noted that Dorset Property recovers its costs on a not for profit basis and that in order to demonstrate value for money their fees are benchmarked against market comparators. It was also noted that Financial Regulation 12.1.a.ii enabled the Council to enter into a contract for specialist services such as are provided by surveyors without the requirement for a tender exercise.

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

That the services of Dorset Property be engaged on the terms set out above for a period of 3 months to work up a number of projects currently listed on the Council's capital programme.

121. **SHORE ROAD KIOSK – TO CONSIDER REQUEST FOR ASSIGNMENT OF LEASE AND GRANT OF LEASE EXTENSION**

Consideration was given to an e-mail dated 14th October 2018 from Giggi Ltd requesting the assignment of the kiosk on the corner of Shore Road and Victoria Avenue to a new limited company and to extend the lease by three years to 2028. It was noted that the existing lease was protected under the Landlord and Tenant Act 1954 and therefore the tenant would be entitled to an extension of the lease at its conclusion. It was noted that the tenant was willing to enter into an appropriate guarantee.

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

That the Town Council agrees to the assignment and extension of the lease in respect of the Shore Road

kiosk, subject to the tenant entering into an appropriate rent guarantee, agreeing to advance payment of rent and paying the Council's legal costs.

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.

The meeting concluded at 9.00 p.m.
