

Minutes of the **MONTHLY MEETING** of the Swanage Town Council held at the Town Hall, High Street, Swanage on **MONDAY, 28<sup>th</sup> OCTOBER 2019** at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield – Chairman  
Councillor C. Finch  
Councillor T. Foster  
Councillor A. Harris  
Councillor D. Monkhouse  
Councillor C. Moreton  
Councillor J. Page  
Councillor N. Rogers  
Councillor C. Tomes  
Councillor G.M. Suttle  
Councillor W.S. Trite  
Councillor M. Whitwam

In addition to Members of the Council and officers, twelve members of the public attended the Meeting.

Reverend Andrew Corke, Team Vicar, Swanage & Studland Team Ministry, offered a short prayer before the commencement of the Meeting.

Before opening the Meeting, the Chairman welcomed members of the public and read 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:-

- **VE Day Commemoration Celebrations** – details provided of events planned in Swanage on 8<sup>th</sup> May 2020, and a request made for the Town Council to favourably consider providing public liability insurance cover for the events.
- **Swanage Bandstand** – it was reported that the launch event on 26<sup>th</sup> October 2019 had been a great success despite the poor weather, and had been attended by over 400 people. The BBC had also aired coverage of the event. It was noted that the sum of £674.75 had been raised on the day towards the cost of the new bandstand seating. The Chairman gave thanks and appreciation to Mr Alan Houghton and the Friends of Swanage Bandstand (FoSB).
- **Future use of the Bandstand** – comments made that alternative use of the bandstand should also be widely promoted. It was noted that FoSB was already aware of groups waiting to utilise the area, two bands had already booked the space, as well as the Swanage Jazz and Folk Festivals, and that the space was offered free of charge to charities.
- **Swanage Station** – further to a request made during Public Participation Time at the Council Meeting held on 29<sup>th</sup> April 2019, an update was sought regarding the possible installation of raised kerbs at the bus stops outside of Swanage Railway Station. The Chairman confirmed that a meeting had been held with the bus company and that the Council's Capital Projects Sub-Committee was now looking at an enhanced improvement scheme for the area, which included the possibility of raised kerbs.

- **Public Address System** – a request for the system to be used during Council Meetings. Comments were made that issues had been experienced with the reliability of the system which would need to be addressed.
- **Institute Road Improvements** – concerns raised regarding the potential adverse impact on businesses during the proposed construction works, and a query as to whether further public consultation was anticipated. The Chairman confirmed that this would be held in due course.

Prior to commencement of the Meeting, Miss Holly Lagden, Tourism Manager, Dorset Council, gave a presentation on the Visit Dorset tourism service, website and social media platforms, and detailed the working relationship between the Town Council and Visit Dorset. It was noted that Dorset Council would be looking to develop its tourism offer in the future.

The Chairman gave thanks to Miss Lagden for attending the Meeting and for the informative presentation.

The Chairman opened the Council Meeting at 7.50 p.m.

110. **APOLOGIES**

There were no apologies to report for inability to attend the Meeting.

111. **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. 12** – Councillors Harris and Rogers declared a non-pecuniary interest under the Code of Conduct by reason of being Members of the Sustainable Swanage Steering Group.

**Agenda Item No. 12** – Councillor Finch declared a non-pecuniary interest under the Code of Conduct by reason of being an organiser of the Swanage Fish Festival.

**Agenda Item No. 12** – Councillor Bonfield declared a non-pecuniary interest under the Code of Conduct by reason of being a Member of the Swanage Community Festival Committee.

**Agenda Items No. 13 and 17 (a)** – Councillor Trite declared an interest under the Code of Conduct by reason of being a Director of the Swanage Railway Trust and a minor shareholder of the Swanage Railway Company Ltd.

**Agenda Items No. 13 and 17 (a)** – Councillor Whitwam declared an interest under the Code of Conduct by reason of being a Director of the Swanage Railway Trust.

**Agenda Item 18** – Councillor Suttle declared a disclosable pecuniary interest under the Code of Conduct by reason of a business association with the leaseholder.

There were no other declarations to record on this occasion.

112. **MINUTES**

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

That the Minutes of the Monthly Meeting of the Council held on 16<sup>th</sup> September 2019 be approved as a correct record and signed, subject to Minute No. 100 (c) being amended to read:

**Notice of Conclusion of Audit - Annual Return for the year ended 31st March 2019** - the Town Clerk was pleased to report that no matters had been identified by the External Auditor for consideration by the Town

Council, and a 'clean bill of health' had been received. Thanks and congratulations were extended to officers, particularly the Council's Finance Manager, Alison Spencer.

- (b) Proposed by the Town Mayor, seconded by Councillor Page, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Meeting of the Council held on 17<sup>th</sup> October 2019 be approved as a correct record and signed.

113. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 7<sup>th</sup> October 2019 be approved as a correct record and signed.

114. **ROADS AND TRANSPORT COMMITTEE**

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

That the Minutes of the Meeting of the Roads and Transport Committee held on 24<sup>th</sup> September 2019 be approved as a correct record and signed.

115. **STATEMENT OF CASH BALANCE**

- (a) A Statement of Cash Balance as at 30<sup>th</sup> September 2019 was submitted for information (a copy attached at the end of these Minutes).

116. **PAYMENT OF ACCOUNTS**

- Proposed by Councillor Rogers, seconded by Councillor Tomes, and RESOLVED UNANIMOUSLY:-

That the accounts specified in Payment Schedule 7, amounting to £1,283,108.67, be authorised.

117. **CHAIRMAN'S ANNOUNCEMENTS**

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

- A meeting with the Town Mayor and Town Clerk of Lyme Regis Town Council, along with the Town Clerk.
- Swanage Salvation Army's 'Harvest of the Sea' Service.
- A meeting with the local Police Inspector, along with Councillor Harris and the Town Clerk.
- The opening of the Swanage Bandstand – it was reported that there had been a great turnout despite the poor weather conditions.
- An afternoon tea party to celebrate Swanage Disabled Club's tenth Birthday.
- Councillor Bonfield was proud to announce that the Swanage Information Centre had won a gold award for Information Service of the Year at the South West Tourism Awards. Congratulations and thanks were extended to the Information Centre Team.

118. **REPORT FROM DORSET COUNCILLORS**

Updates were given on a number of matters including:-

- **An overview of Dorset Council’s Corporate Plan** – it was also reported that public consultation on the plan had commenced and would be open until 20<sup>th</sup> December 2019.
- **Highways resurfacing works** – it was reported that resurfacing works to a number of roads in Swanage would commence during November 2019.
- **A brief overview of Dorset Council’s Quarter 2 Budget Report**
- **Details of Council Tax exemption scheme for young persons moving on from foster care until age 25.**
- **Ofsted’s review of Dorset Council’s arrangements for children in need** – it was reported that the conclusion had been that children were increasingly benefitting from stronger and more consistent relationships with their social workers. However, there was still more work to be done to address inconsistencies in arrangements across the county.

119. **‘FAIRTRADE COMMUNITY’ STATUS – TO CONSIDER MOTION SUBMITTED BY COUNCILLOR HARRIS ON FRIDAY 18<sup>TH</sup> OCTOBER 2019, IN ACCORDANCE WITH STANDING ORDER 11**

Consideration was given to a motion submitted by Councillor Harris on 18<sup>th</sup> October 2019. It was reported that Fairtrade Community Status should be renewed every two years, the Town Council last having done this in 2017.

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

That Swanage Town Council acknowledges the incredible achievements that have been realised nationally and internationally, thanks to the support and action of Fairtrade Communities, but recognises there is much more to be done before all trade is fair.

Therefore Swanage Town Council resolves to:-

1. Renew its commitment to maintain “Fairtrade Community” status;
2. Continue to promote Fairtrade locally through support for local groups, the media (including social media), and events, including Fairtrade Fortnight;
3. Support Fairtrade in local Fairtrade Schools and encourages use of Fairtrade teaching materials in local schools;
4. Review the Town Council’s procurement policy, including catering, to ensure that Fairtrade products are chosen where possible.

It was noted that the Chair of the Swanage Fairtrade Group would be giving a presentation at a future Council Meeting, prior to the commencement of ‘Fairtrade Fortnight’ on 24<sup>th</sup> February 2020.

Councillor Harris reported that a local Fairtrade leaflet was available, which included a page about Swanage.

120. **CLIMATE CRISIS – APPOINTMENT OF ENVIRONMENTAL POLICY WORKING PARTY**

Further to Minute No. 90 (Point No. 4) of the Council Meeting held on 16<sup>th</sup> September 2019, consideration was given to the establishment of a working party to develop an Environmental Policy and Action Plan for the Town Council.

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

That a working party be formed consisting of the Town Mayor, and Councillors Foster, Harris, Monkhouse, Rogers, Trite and Whitwam.

121. **WORKING PARTY UPDATES**

(a) **VE Day 75 Celebrations May 2020, Tuesday 15<sup>th</sup> October 2019**

Further to Minute No. 100 (a) of the Council Meeting held on 16<sup>th</sup> September 2019, it was reported that the working party had met on 15<sup>th</sup> October 2019 to further discussions regarding the arrangements for VE Day Celebrations in May 2020.

Consideration was given to a briefing note dated October 2019 prepared by the Visitor Services Manager setting out proposals and a draft timetable for a range of events and activities to be undertaken across the town on 8<sup>th</sup> May 2020, which included a Street Party in lower High Street, and Liberty Parade. A request had also been made for the Town Council to provide Public Liability Insurance cover for the event, and road closure arrangements. The Council's insurer had confirmed that this would be possible at a cost of £100, however, this would mean that the Council would assume responsibility for the event. During the ensuing discussion concerns were raised regarding the fact that the Council was not the event organiser, it was felt that caution should be exercised and that, if approved, it should not create a precedent for any future requests. However, it was noted that two Town Councillors were members of the working party.

Councillors were in agreement that this was a significant event for the UK, and that it would be important for Swanage to be part of the celebrations. Comments were also made that the Diamond Jubilee Street Party held in lower High Street in 2012 (600 attendees) had been a very successful event. Further comments were made that appropriate Risk Assessments would need to be undertaken and reviewed by the Council accordingly.

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

That the Town Council provides Public Liability Insurance cover for the VE Day Celebrations on 8<sup>th</sup> May 2020, and the road closure arrangements, as a one-off arrangement.

It was further proposed by Councillor Finch, seconded by Councillor Page, and **RESOLVED UNANIMOUSLY:-**

That an invitation be extended to the Royal Signals to undertake a Liberty Parade in Swanage on 8<sup>th</sup> May 2020.

(b) **Affordable Housing – Wednesday 25<sup>th</sup> September 2019**

It was reported that the working party had met with Fiona Astin, Housing Adviser, on 25<sup>th</sup> September 2019 to discuss how best to take forward the Affordable Housing Project. The working party felt that the Town Council should continue to lead the project at the present time.

The next step would be to consider all potential sites in public ownership and engage an architect to report on these options. The Housing Adviser had agreed to draft up a brief for the architects which will be circulated to members of the working party. Costs of architects and legal advice were likely to be reclaimable from Dorset Council's fund for set-up costs.

Time was of the essence with the latest round of Homes England funding coming to an end in March 2020.

Further to their declarations of interest under Minute No. 111 Councillors Bonfield, Harris and Rogers remained in the room during consideration of the following item but did not take part in any discussion, decision or vote.

**122. TO CONSIDER REQUESTS FOR GRANT FUNDING AND RECOMMENDATIONS OF GRANTS PANEL**

Consideration was given to a briefing note dated October 2019 prepared by the Administration and Communications Manager setting out the recommendations made by the Grants Panel following its meeting on 23<sup>rd</sup> October 2019 to consider and review in detail further grant applications which had been received for the 2019/20 financial year.

During the ensuing discussion it was explained that the Swanage Fish Festival had submitted an application on an out of date form, the grant guidelines having been revised in December 2018. The correct form had therefore been issued for resubmission as appropriate.

It was noted that a total of £5,100 had been awarded to date, and it was proposed that a further £1,728 be awarded. An annual budget of £10,000 had been allocated to the grants and donations budget for 2019/20.

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

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

<b>Applicant</b>	<b>Recommended grant</b>	<b>Summary of project</b>	<b>Reason for support</b>
Communicare Swanage	£528	Towards cost of a gazebo, folding table and 2 folding chairs to enable volunteers to attend local events to promote services.	Voluntary service offering free help and support to those in need. Also contributes to the local community's health and wellbeing.
Herston Village Hall	£500	Towards cost of re-roofing/refurbishing hall to enable the hall to expand the range of activities it offers, including mother & baby groups, dementia support, and adult learning & skills programme.	Important/affordable community space in Herston, used by many local clubs and businesses. Improvements being made to safeguard the building for the future.
Sustainable Swanage	£300	Set-up costs, premises hire, promotional material, and to facilitate & encourage planting of native trees and hedgerows in Swanage.	In support of funding set-up costs, however, further information required prior to consideration of assistance towards any planting programme, including proposed locations.
Swanage & Purbeck Rotary	£400	Advertising costs and a gazebo for the new Swanage Community Festival – bringing	Benefit to the local community's health and wellbeing, local economy and good

		together/supporting local organisations & volunteer groups to raise public awareness of these.	causes.
<b>Total</b>	£1,728		

Further to their declarations of interest under Minute No. 111 Councillors Trite and Whitwam remained in the room during discussion of the following item.

123. **SWANAGE RAILWAY – REQUEST FOR LANDLORD’S CONSENT FOR CONSTRUCTION OF NEW TOILET BLOCK**

Consideration was given to a letter dated 1<sup>st</sup> October 2019 received from Swanage Railway’s architects regarding the Railway’s proposals for the erection of a new toilet block on the northern side of the railway station. A copy of the plans were provided, and it was noted that the proposed new building would provide improved accessibility for wheelchair users and persons with impaired mobility.

The Railway was therefore seeking landlord’s consent from the Town Council, as freeholder of the Railway Station, prior to submitting a formal planning application to Dorset Council.

Following a brief discussion, it was proposed by Councillor Finch, seconded by Councillor Page, and **RESOLVED UNANIMOUSLY:-**

That landlord’s consent is given by the Town Council for the construction of a new toilet block on the northern side of Swanage Railway Station as set out in the architect’s letter dated 1<sup>st</sup> October 2019 and accompanying plans dated 16<sup>th</sup> August 2018.

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

(a) **South East Purbeck Parishes Clerks and Chairs Meeting, 20<sup>th</sup> September 2019** – the draft notes of the meeting had been provided for information purposes. Attention was drawn to Minute No. 3 regarding concerns held about the reduction in the planning application consultation timescale from 28 to 21 days for town and parish councils, and interest in proposals for the possible engagement of a planning consultant.

(b) **Purbeck Citizens Advice Bureau – Update to Constitution**  
 Consideration was given to an email received from the Chair of Trustees, Purbeck Citizens Advice, dated 18<sup>th</sup> September 2019 regarding the Trustee Board’s proposal to adopt a new Memorandum and Articles of Association at its forthcoming Annual General Meeting. It was explained that, once the new Articles were adopted, the nominated Trustees from Swanage and Wareham Town Councils and Dorset Council would no longer be able to vote at Trustee meetings, although they would retain a vote at the AGM.  
 During the ensuing discussion concerns were raised and comments made that this was considered to be an undemocratic move, given that local government was one of the biggest funders of this service.  
 It was therefore proposed by Councillor Suttle, seconded by Councillor Trite, and **RESOLVED UNANIMOUSLY:-**

That the Town Council seeks advice from Dorset Council’s legal team, the outcome of which to be brought back to a future Council Meeting for further consideration.

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

- **Pubwatch Group** - No incidents had been reported, therefore no meeting of the Group had been convened.
- **Purbeck Transport Action Group Meeting on 9<sup>th</sup> October 2019** – the Morebus No. 40 service winter timetable had been discussed, and a ‘use it or lose it’ poster had been circulated.
- **Purbeck Community Rail Partnership Meeting** – the next meeting would be held on 29<sup>th</sup> October 2019.

- (d) Councillor Monkhouse had attended a meeting of **The Centre Management Committee** at which it had been reported that lettings continued to increase.
- (e) Councillor Tomes reported on the **Swanage Regatta and Carnival Committee Presentation Evening**, which had also been attended by Councillor Finch. It was noted that £28,600 had been donated to 25 local charities. Attendees had had an enjoyable evening.

125. **REPORTING OF DELEGATED MATTERS**

There were no matters to report on this occasion.

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

**Matters for forthcoming agendas**

- (a) **Days Park Sports and Social Centre – Update** – it was reported that the public exhibitions on 16<sup>th</sup> and 17<sup>th</sup> October 2019 had been well attended, and that the ‘Master Plan’ had been well received with many positive comments noted.
- (b) **Sandbanks Ferry – Update** – it was reported that the ferry was now back on its chains and would be undertaking ‘test’ crossings.
- (c) **Swanage Ambulance Station** – there was no further update to be given at this time, and this item would remain on the Council’s agenda so that the situation could continue to be monitored.
- (d) **Future of NHS dental services in Swanage** – it was reported that negotiations were taking place with another dental services provider regarding the possibility of a takeover. A further update would be given at a future meeting.
- (e) **Dorset Association of Parish and Town Councils (DAPTC) – Annual General Meeting 9<sup>th</sup> November 2019** – it was reported that the Town Mayor and Deputy Mayor would be attending the AGM.
- (f) **Parish and Town Workshops with Dorset Council and DAPTC** – it was reported that workshops were being held on 29<sup>th</sup> October 2019 and 7<sup>th</sup> November 2019 and an invitation was extended to all Councillors to attend. The workshops provided the opportunity for Dorset Council and Parish and Town Councils to discuss and develop how the relationship between them would be constructed going forward.

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

That Items 20 and 19 on the Agenda be brought forward to 17 and 18 respectively.

127. **BANDSTAND SEATING – TO CONSIDER AWARD OF CONTRACT**

Further to Minute No. 107 of the Extraordinary Council Meeting held on 17<sup>th</sup> October 2019 it was reported that the costings had not been received as yet and a decision on the bandstand seating would therefore be deferred to a future Council Meeting.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Harris, 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 17, 18 and 19 for reasons of commercial confidentiality.

Further to their declarations of interest under Minute No. 111 Councillors Trite and Whitwam remained in the room during discussion of the following item.

128. **RENT REVIEWS**

(a) **Swanage Railway**

Further to Minute No. 55 of the Council Meeting held on 24<sup>th</sup> June 2019, it was reported that the financial information as stipulated in the lease had now been received.

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

That the Town Council accepts the sum of £23,500 p.a. and authorises Thornes valuers to conclude negotiations over the rent review in accordance with Minute No. 221 (d) of the Council Meeting held on 25<sup>th</sup> March 2019.

(b) **Seabreeze Restaurant**

Further to Minute No. 98 of the Council Meeting held on 17<sup>th</sup> September 2018, it was reported that the Town Clerk and the Council's valuer had met with the leaseholder and his accountant on the morning of the meeting. A summary of the discussion was reported to Members and it was agreed that the matter would be placed on the agenda for the next Monthly Council Meeting.

129. **POTENTIAL AQUISITION OF LAND ADJACENT TO PURBECK BUSINESS CENTRE**

Further to Minute No. 34 of the Council Meeting held on 29<sup>th</sup> May 2019, consideration was given to advice received from the Council's valuer, and it was noted that the landowner was now looking to dispose of a larger area of land than had initially been understood. During the discussion concerns were expressed regarding the previous use of the land and flooding of the site. The potential for joint working with Dorset Council was also raised.

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

That the Town Council seeks a cost estimate regarding further professional advice.

Councillors Monkhouse and Suttle left the Meeting at 9.05 p.m.

130. **TAXI OFFICE, SWANAGE STATION – LEASE PROVISIONS**

Further to discussion at recent meetings of the Policy, Finance and Performance Management Committee, it was reported that professional advice had been sought in this matter and appropriate action had been taken. It was AGREED:-

That delegated authority be given to officers to deal with the matter in hand, subject to consultation with Councillors Harris and Rogers if Member involvement was required prior to the next Council meeting.

The meeting concluded at 9.15 p.m.

---