

Minutes of the **MONTHLY MEETING** of the Swanage
Town Council, held at the Town Hall, Swanage, on
MONDAY, 25th NOVEMBER 2002 at 7.15 p.m.

PRESENT: -

Councillor A.H. Miller (Town Mayor) – Chairman.

Councillor Mrs. C.A. Bartlett
Councillor Mrs. J. A. Farrow
Councillor Mrs. C. Gainsborough
Councillor Mrs. G. A. Marsh
Councillor Mrs. H. O'Donovan
Councillor J Roscoe
Councillor Mrs. J.D. Wheeldon
Councillor M. R. Woolley

Before the commencement of the Meeting, the Town Mayor introduced Mr. Nick Pearce, the newly-appointed General Manager at the Swanage Bay View Holiday Park.

He then welcomed Revd. D. Harkison, who offered a short prayer before the commencement of the Meeting.

87. **APOLOGIES**

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

88. **MINUTES**

(a) Proposed by Councillor Mrs. Gainsborough, seconded by Councillor Mrs. Wheeldon, and RESOLVED:-

That the Minutes of the Meeting of the Council held on 28th October 2002 be approved as a correct record and signed.

(b) Proposed by Councillor Mrs. Marsh, seconded by Councillor Mrs. Bartlett, and RESOLVED:-

That the Minutes of the Special Meeting of the Council held to discuss planning and other matters on 8th November 2002 be approved as a correct record and signed.

(c) Proposed by Councillor Mrs. Bartlett, seconded by Councillor Mrs. Marsh, and RESOLVED:-

That the Minutes of the Special Meeting of the Council held to discuss policy and resources matters on 18th November 2002 be approved as a correct record and signed.

89. **PUBLIC PARTICIPATION**

It was RESOLVED:-

That the notes on the Public Participation Time held on 28th October 2002 be accepted.

90. **CARAVAN PARK COMMITTEE**

Proposed by Councillor Mrs. Marsh, seconded by Councillor Mrs. Farrow, and RESOLVED:-

That the Minutes of the Meeting of the Caravan Park Committee held on 11th November 2002 be approved as a correct record and signed.

91. **CAR PARKING BEST VALUE WORKING GROUP**

Proposed by Councillor Mrs. Marsh, seconded by Councillor Roscoe, and RESOLVED:-

That the Minutes of the Meeting of the Car Parking Best Value Working Group held on 14th November 2002 be approved as a correct record and signed.

92. **PUBLIC BUILDINGS BEST VALUE WORKING GROUP**

Proposed by Councillor Mrs. Gainsborough, seconded by Councillor Mrs. Wheeldon, and RESOLVED:-

That the Minutes of the Meeting of the Public Buildings Best Value Working Group held on 18th November 2002 be approved as a correct record and signed.

93. **CHAIRMAN'S ANNOUNCEMENTS**

The Mayor reported that the installation of the festive lights was progressing well. The lights would be switched on on Thursday, 5th December 2002, and arrangements were being made for many shops to remain open until 9 p.m. for late night shopping, free car parking would be available, and the Salvation Army and Swanage Town Band would be playing carols.

On that evening, the Mayor would be launching another Appeal to raise additional funds for further improvements/additions to the lighting already in situ.

Councillor Mrs. Marsh expressed her appreciation of the sterling work undertaken by the Town Mayor, the Town Clerk and the volunteer members of the Lights Committee in continuing the Appeal. The Mayor acknowledged the work of the previous Town Mayor, Councillor Gary Suttle, in launching the original campaign.

94. **ANY OTHER MATTERS WHICH THE TOWN MAYOR DECIDES ARE URGENT**

There were no additional matters in need of urgent attention. However, the Town Mayor took this opportunity to draw attention to the refurbished doors in the Council Chamber and record his thanks to the workmen who had undertaken the task.

95. **URGENT MATTERS ARISING FROM THE CARAVAN PARK BEST VALUE WORKING GROUP**

Several urgent matters had arisen from the Caravan Park Best Value Working Group meeting held earlier that day, and it was RESOLVED:-

That these matters be considered later in the Meeting when the public and press had been excluded.

96. **METEOROLOGICAL RECORDS**

The meteorological records for the month of October 2002 were submitted, and it was noted that rainfall had been recorded on 21 days during the month.

97. **PAYMENT OF ACCOUNTS**

It was proposed by Councillor Mrs. Bartlett, seconded by Councillor Mrs. Gainsborough, and RESOLVED:-

That the accounts specified in the Order on Treasurer Nos. 8, 8a and 8b, amounting to £187,393.63, £39,113.78 and £56,242.28 respectively, be paid and that cheques be drawn therefor.

98. **STATEMENT OF CASH BALANCE**

The Clerk submitted a statement of cash balance as at 31st October 2002 (copies having been circulated to all Councillors), a copy attached at end of these Minutes.

99. **EXCLUSION OF PRESS AND PUBLIC**

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

That, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded from the Meeting during consideration of the following matters.

100. **TOILETS – HERITAGE CENTRE**

Further to Minute No. 3 (b) of the Special Meeting of the Council held on 23rd September 2002, the Operations Manager reported on a recent act of vandalism whereby the cash box mechanism had been tampered with in the gentlemen's toilets at the Heritage Centre.

Following discussion, it was proposed by Councillor Mrs. Bartlett, seconded by Councillor Mrs. Marsh, and RESOLVED:-

That the toilets should remain open at the present time, but, in the event of further vandalism, the facilities be closed at the discretion of the Town Clerk and the situation reported to a future meeting of the Council.

It was further AGREED:-

That notices be displayed stating that “No cash is left on the premises overnight”.
Quotations to be sought for the potential purchase and installation of CCTV.

101. **GODLINGSTON CEMETERY**

The Clerk reported on an incident that had occurred at Godlingston Cemetery as a direct result of the prolonged inclement weather.

Following discussion, it was proposed by Councillor Mrs. Wheeldon, seconded by Councillor Mrs. Marsh, and RESOLVED:-

That, having regard to the sensitivity of the matter, a letter of apology be sent, together with an ex-gratia payment of £100.

102. **URGENT MATTERS ARISING FROM THE CARAVAN PARK BEST VALUE WORKING GROUP**

Further to Minute No. 95, consideration was given to the following recommendations of the Caravan Park Best Value Working Group:-

a) **Site Fees**

It was RESOLVED:-

That site fees be increased by 9.4% from £1,178 (ex.VAT) to £1,289 (ex.VAT) with effect from the 2003 season.

b) **Private Letting Fees**

It was RESOLVED:-

To defer the introduction of private letting licence fees in favour of encouraging an increase in the sub-letting of caravans, subject to changes in the Park Regulations & Conditions and removal of Section 1.3 from the Site Licence Agreement.

c) **Site Licence Agreement**

i) **Insurance**

It was RESOLVED:-

That the obligation and requirement for owners to take out insurance “only” through the Council, be removed from the Site Licence Agreement.

Having regard to the requirement to ensure that adequate private insurance provisions are undertaken, it was FURTHER RESOLVED:-

That the Park Regulations & Conditions be amended to require public liability indemnity of not less than £2,000,000 and that the insurance cover the normal perils and the costs of a replacement caravan; and

That an administration fee, initially £25.00 (ex.VAT), be introduced to cover the additional inspection and monitoring requirements.

ii) **Age of Caravan**

The definition for the age of a caravan is to remain as the date of manufacture, as determined by the serial/chassis number.

It was RESOLVED:-

That the Park Regulations & Conditions be amended to allow for the maximum permitted age of a caravan to be changed

from 12 to 15 years.

That the General Manager be given discretion to determine any individual disputes arising in respect of any existing licence agreements.

d) **Park Regulations & Conditions**

Concern was expressed regarding the existence of two sets of Regulations & Conditions.

It was RESOLVED:-

That the General Manager and Town Clerk make all necessary amendments to reflect the changes featured in items c) i and c) ii above combining the most appropriate paragraphs from the two current sets of Park Regulations & Conditions.

e) **Staff Restructuring**

The potential scope and implications for the restructuring of the grounds maintenance, bar and catering functions had been identified, and it was proposed by Councillor Roscoe, seconded by Councillor Mrs. Gainsborough, and RESOLVED UNANIMOUSLY:-

To pursue the potential restructuring of the bar and catering function.
