

Minutes of the **EXTRAORDINARY MEETING** of the Swanage Town Council held at the Town Hall, Swanage on **WEDNESDAY, 18<sup>th</sup> OCTOBER 2017** at 4.00 p.m.

PRESENT:-

Councillor M.P. Bonfield – 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, there was one member of the public in attendance at the meeting.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- Thanks and appreciation given to the Town Council by Friends of Swanage Bandstand. The Friends had now achieved charitable status, and an application for Heritage Lottery funding was in progress.

115. **APOLOGIES**

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

116. **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. 4.** – Councillor Bonfield declared a non-pecuniary interest under the Code of Conduct by reason of being a regular long-term beach hut user.

**Agenda Item No. 4.** – Councillors Bishop and Finch declared a non-pecuniary interest under the Code of Conduct by reason of being regular beach hut users.

117. **PIRATE FESTIVAL – TO CONSIDER REQUEST FOR USE OF SANDPIT FIELD, MAY 25<sup>TH</sup> TO 28<sup>TH</sup> 2018**

Consideration was given to a request received from the Purbeck Pirate Festival Committee seeking permission to use Sandpit Field over the Spring Bank Holiday weekend in 2018 for a 'Pirate Festival'. It was explained that Swanage Pier would not be holding a Pirate Festival in 2018 due to planned refurbishment works being undertaken at the Pier.

A discussion ensued during which concerns were raised regarding provision of an adequate number of litter bins, and nearby residents' previous concerns regarding the approval of any additional/new events in Sandpit Field.

Councillors were in agreement that if the festival was approved then it should be on a trial basis for one year only, and that the Pirate Festival should return to its initial location around the Pier area from 2019.

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

That permission be given to the Purbeck Pirate Festival Committee to hold a 'Pirate Festival' on Sandpit Field, for one year only, subject to a finishing time of 9.00 p.m., and compliance with the Town Council's standard requirements for event organisers including adequate provision of litter bins, to be approved by Council officers.

118. **BEACH HUTS – TO CONSIDER SCALE OF CHARGES 2018/19**

A Briefing Note dated October 2017 was presented by the Visitor Services Manager (VSM) which provided beach hut usage figures for 2016/17 and 2017/18 to date, and detailed proposals for the scale of charges for 2018/19, which would see an overall increase in the income budget of circa 3% (£3,000). It was reported that charges had remained the same for the previous two years.

A discussion ensued, during which a suggestion was made that the beach huts could be used for alternative uses in the future to generate further income, e.g. parties, or as meeting studios. The VSM also advised that he would be undertaking additional marketing activities during 2018. It was agreed that these matters should therefore be given further consideration at a future Tourism Committee Meeting.

It was therefore proposed by Councillor Morris, seconded by Councillor Finch, and RESOLVED UNANIMOUSLY:-

That the beach hut scale of charges for 2018/19 be approved and adopted, a copy of which is attached to the end of these minutes.

119. **BOAT PARK – TO CONSIDER SPECIFICATION FOR CONSULTANTS' ADVICE REGARDING FUTURE OPERATION**

Consideration was given to a Briefing Note dated October 2017 which set out a draft specification for consultants' advice regarding options for the future operation of the Peveril Point Boat Park. The Town Council would be seeking advice on the best method by which improvements could be brought to the customer experience, whilst at the same time maintaining/improving revenue. Consideration would also be given to whether or not the park should continue to be operated in-house, particularly in view of the imminent requirement for ground stabilisation and resurfacing works.

Following discussion, it was proposed by Councillor Green, seconded by Councillor Poultney, and RESOLVED:

That officers be authorised to seek cost estimates for the preparation of a report on future options for the operation of Peveril Point Boat Park, as set out in the draft specification, and that such estimates be brought back to a future Council Meeting for further consideration.

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

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

There were no items of information or matters for forthcoming agendas to report.

**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 items 7 (a) to (c), 8 (a) and (b), and 9 by reason of legal, professional and commercial confidentiality.

121. **BEACH GARDENS**

(a) **Consideration of Option to Tax for VAT purposes**

Consideration was given to a Briefing Note prepared by the Council's Finance Manager, summarising professional advice received and setting out the benefits of exercising an Option to Tax in respect of Beach Gardens. This step was necessary to ensure that the proposed works to the Bowling Green did not lead the Council to breach its partial exemption limit, which would result in the Council having to pay over all of the input tax reclaimed in respect of its exempt supplies to HMRC. It was also noted that taking this step now protected the Council from any future breach in relation to capital works and/or related professional fees relating to Beach Gardens.

In light of the above, it was proposed by the Town Mayor, seconded by Councillor Poultney and RESOLVED UNANIMOUSLY:

That a 'notification of an option to tax' form be submitted to HMRC in respect of the entirety of Beach Gardens.

(b) **To consider tender report and award contract for installation of artificial bowling green**

Further to Minute No. 112. of the Council Meeting held on 25<sup>th</sup> September 2017, consideration was given to a tender report submitted by Surfacing Standards Ltd. In accordance with the Council's agreement with Swanage Bowling Club to install a needle punch carpet on a dynamic base, paragraph 4.8 of the report set out the recommended tender. The Sports Facilities Working Party supported acceptance of this recommendation, which would also see improvements to the surrounds to the bowling green and improved access.

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

That the contract be awarded in line with paragraph 4.8 of the tender report, and that the contribution of £65,000 (incl. of VAT) from Swanage Bowling Club be accepted.

(c) **To agree Heads of Terms for lease of bowling green to Swanage Bowling Club**

Following discussions between Swanage Bowling Club and the Council's Sports Facilities Working Party regarding future operation of the bowling green, Members considered draft heads of terms for a 50-year lease, to commence in April 2018. This would see responsibility for the maintenance of the new bowling green, together with the surrounding paving and garden area pass to the Bowling Club. The Club would also manage public access to the green, for a minimum of 10 hours per week. After some discussion regarding the proposed length of the lease, it was proposed by Councillor Finch, seconded by Councillor Green and **RESOLVED UNANIMOUSLY:**

To approve the draft heads of terms for a long-term lease of the bowling green and surrounding area to Swanage Bowling Club.

122. **BOAT PARK**

- (a) **To authorise tender process for re-surfacing and stabilisation works**  
Further to Minute No. 63 of the Council Meeting held on 31<sup>st</sup> July 2017, Members received an update regarding the proposed works to the Boat Park. It was proposed by Councillor Bishop, seconded by Councillor Morris and **RESOLVED UNANIMOUSLY:**

To reaffirm the Council's decision to proceed with Option 4 (reinforced concrete wall with railings on top), and to seek tenders for this work.

- (b) **To consider fee proposal for contract administration**  
Consideration was given to a revised proposal from Dorset Property regarding the fee for carrying out the contract administration work in respect of the Boat Park project. It was proposed by Councillor Bishop, seconded by Councillor Morris and **RESOLVED UNANIMOUSLY:**

That Dorset Property be appointed to undertake the tender process and carry out the role of contract administrator, at a maximum cost of 7.5% of the final account price.

123. **PROPOSED RELOCATION OF TOWN COUNCIL DEPOT – TO CONSIDER UPDATE FROM WORKING PARTY**

Further to Minute No. 93 of the Council Meeting held on 6<sup>th</sup> September 2017, consideration was given to a briefing note providing an update from the Depot Relocation Working Party, evaluating the available sites.

Following consideration of the above, it was proposed by the Town Mayor, seconded by Councillor Finch and **RESOLVED UNANIMOUSLY:**

To accept the recommendation of the Depot Relocation Working Party regarding the preferred location of a new Depot, as set out in the briefing note circulated prior to the meeting.

It was **FURTHER RESOLVED:-**

That additional information be sought regarding the acquisition of the proposed site, prior to further consideration at a forthcoming Council meeting.

The meeting concluded at 5.05 p.m.

# SWANAGE TOWN COUNCIL

## Proposed Scale of Fees & Charges - 2018/19

		Date of Last Increase/ (Decrease)	Actual Fees 2016/17 (including VAT) £/p	Proposed Fees 2018/19 (including VAT) £/p	Proposed Increase £/p
<b>3. <u>BEACH BUNGALOWS</u></b>					
<b><u>SCALE OF FEES: SHORE ROAD - 2018/19 SEASON</u></b>					
Sat 24th March - Friday 18th May					
Lower Level Huts					
	Daily	1/4/15	15.00	15.00	0.00
	Weekly	1/4/15	55.00	57.00	2.00
	Whole period	1/4/15	330.00	340.00	10.00
	Sat-Mon	-	-	40.00	-
	Tues-Fri	-	-	40.00	-
Upper Level Huts					
	Daily	(26/03/16)	10.00	10.00	0.00
	Weekly	(26/03/16)	37.00	37.00	0.00
	Whole period	(26/03/16)	220.00	220.00	0.00
	Sat-Mon	-	-	25.00	-
	Tues-Fri	-	-	25.00	-
Sat 19th May - Fri 13th July					
Lower Level Huts					
	Daily	1/4/15	20.00	20.00	0.00
	Weekly	1/4/15	97.50	101.00	3.50
	Whole period	1/4/15	700.00	720.00	20.00
	Sat-Mon	-	-	50.00	-
	Tues-Fri	-	-	60.00	-
Upper Level Huts					
	Daily	(26/03/16)	14.00	14.00	0.00
	Weekly	(26/03/16)	65.00	65.00	0.00
	Whole period	(26/03/16)	470.00	470.00	0.00
	Sat-Mon	-	-	35.00	-
	Tues-Fri	-	-	40.00	-
Sat 14th July - Fri 31st August					
Lower Level Huts					
	Daily	1/4/15	30.00	30.00	0.00
	Weekly	1/4/15	200.00	208.00	8.00
	Whole period	1/4/15	1400.00	1456.00	56.00
	Sat-Mon	-	-	100.00	-
	Tues-Fri	-	-	130.00	-
Upper Level Huts					
	Daily	(26/03/16)	20.00	20.00	0.00
	Weekly	(26/03/16)	135.00	135.00	0.00
	Whole period	(26/03/16)	940.00	940.00	0.00
	Sat-Mon	-	-	65.00	-
	Tues-Fri	-	-	85.00	-
Sat 1st September - Fri 14th September					
Lower Level Huts					
	Daily	1/4/15	20.00	20.00	0.00
	Weekly	1/4/15	97.50	101.00	3.50
	Whole period	1/4/15	175.00	180.00	5.00
	Sat-Mon	-	-	45.00	-
	Tues-Fri	-	-	65.00	-

Upper Level Huts					
	Daily	(26/03/16)	14.00	14.00	0.00
	Weekly	(26/03/16)	65.00	65.00	0.00
	Whole period	(26/03/16)	115.00	115.00	0.00
	Sat-Mon	-	-	35.00	-
	Tues-Fri	-	-	40.00	-
Sat 15th September - Fri 29th Mar					
	Daily	1/4/15	5.00	5.00	0.00
	Weekly	1/4/15	25.00	25.00	0.00
	Sat-Mon	-	-	13.50	-
	Tues-Fri	-	-	17.50	-
<b>Winter whole period charges</b>					
Sat 15th September - Fri 29th Mar	- Lower Level	1/4/15	500.00	500.00	0.00
	- Upper level	1/4/15	335.00	335.00	0.00
Sat 27th October - Fri 29th Mar	- Lower Level	1/4/15	400.00	400.00	0.00
	- Upper level	1/4/15	270.00	270.00	0.00
Sat 24th November - Fri 29th Mar	- Lower Level	1/4/15	320.00	320.00	0.00
	- Upper level	1/4/15	215.00	215.00	0.00
Sat 15th December - Fri 29th Mar	- Lower Level	1/4/15	250.00	250.00	0.00
	- Upper level	1/4/15	165.00	165.00	0.00
Sat 26th January - Fri 29th Mar	- Lower Level	1/4/15	150.00	150.00	0.00
	- Upper level	1/4/15	100.00	100.00	0.00
<b>Premium Huts</b>					
Sat 24th March - Friday 18th May					
Lower Level Huts					
	Daily	1/4/15	22.50	23.25	0.75
	Weekly	1/4/15	82.50	85.75	3.25
	Whole period	1/4/15	495.00	515.00	20.00
	Sat-Mon	-	-	60.00	-
	Tues-Fri	-	-	60.00	-
Upper Level Huts					
	Daily	(26/03/16)	15.00	15.00	0.00
	Weekly	(26/03/16)	55.25	55.25	0.00
	Whole period	(26/03/16)	330.00	330.00	0.00
	Sat-Mon	-	-	35.00	-
	Tues-Fri	-	-	35.00	-
Sat 19th May - Fri 13th July					
Lower Level Huts					
	Daily	1/4/15	30.00	31.00	1.00
	Weekly	1/4/15	146.25	152.00	5.75
	Whole period	1/4/15	1050.00	1092.00	42.00
	Sat-Mon	-	-	85.00	-
	Tues-Fri	-	-	90.00	-
Upper Level Huts					
	Daily	(26/03/16)	20.00	20.00	0.00
	Weekly	(26/03/16)	98.00	98.00	0.00
	Whole period	(26/03/16)	700.00	700.00	0.00
	Sat-Mon	-	-	50.00	-
	Tues-Fri	-	-	60.00	-

Sat 14th July - Fri 31st August

Lower Level Huts

Daily	1/4/15	45.00	47.00	2.00
Weekly	1/4/15	300.00	312.00	12.00
Whole period	1/4/15	2100.00	2184.00	84.00
Sat-Mon	-	-	140.00	-
Tues-Fri	-	-	185.00	-

Upper Level Huts

Daily	(26/03/16)	30.00	31.00	1.00
Weekly	(26/03/16)	200.00	206.00	6.00
Whole period	(26/03/16)	1400.00	1445.00	45.00
Sat-Mon	-	-	90.00	-
Tues-Fri	-	-	125.00	-

Sat 1st September - Fri 14th September

Lower Level Huts

Daily	1/4/15	30.00	31.00	1.00
Weekly	1/4/15	146.25	152.00	5.75
Whole period	1/4/15	262.50	273.00	10.50
Sat-Mon	-	-	85.00	-
Tues-Fri	-	-	90.00	-

Upper Level Huts

Daily	(26/03/16)	20.00	20.00	0.00
Weekly	(26/03/16)	98.00	98.00	0.00
Whole period	(26/03/16)	175.00	175.00	0.00
Sat-Mon	-	-	45.00	-
Tues-Fri	-	-	65.00	-

Sat 15th September - Fri 29th Mar

Daily	1/4/15	7.50	7.50	0.00
Weekly	1/4/15	37.50	37.50	0.00
Sat-Mon	-	-	13.50	-
Tues-Fri	-	-	17.50	-

**Winter whole period charges**

Sat 15th September - Fri 29th Mar	- Lower Level	1/4/15	750.00	750.00	0.00
	- Upper level	(26/03/16)	500.00	500.00	0.00
Sat 27th October - Fri 29th Mar	- Lower Level	1/4/15	600.00	600.00	0.00
	- Upper level	(26/03/16)	400.00	400.00	0.00
Sat 24th November - Fri 29th Mar	- Lower Level	1/4/15	480.00	480.00	0.00
	- Upper level	(26/03/16)	320.00	320.00	0.00
Sat 15th December - Fri 29th Mar	- Lower Level	1/4/15	375.00	375.00	0.00
	- Upper level	(26/03/16)	250.00	250.00	0.00
Sat 26th January - Fri 29th Mar	- Lower Level	1/4/15	225.00	225.00	0.00
	- Upper level	(26/03/16)	150.00	150.00	0.00

Bookings for Christmas and New Year can only be taken as a 2 week block booking

**SCALE OF FEES: SPA BUNGALOWS - 2018/19 SEASON**

Sat 24th March - Friday 18th May

Daily	1/4/15	6.50	6.50	0.00
Weekly	26/3/16	27.00	28.00	1.00

Sat 19th May - Fri 13th July

Daily	1/4/15	8.50	8.75	0.25
Weekly	26/3/16	47.00	48.50	1.50

Sat 14th July - Fri 31st August	Daily	26/3/16	19.00	19.50	0.50
	Weekly	26/3/16	118.00	121.50	3.50
Sat 1st September - Fri 14th September	Daily	1/4/15	8.50	8.75	0.25
	Weekly	26/3/16	47.00	48.50	1.50
Sat 15th September - Fri 26th October	Daily	(1/4/14)	5.00	5.00	0.00
	Weekly	1/4/13	25.00	25.00	0.00
Spa Bungalows whole period (24/03/2018 - 26/10/18 )- 40% discount		26/3/16	997.20	1,025.70	28.50

**SCALE OF FEES: SPA RETREATS - 2018/19 SEASON**

Sat 24th March - Friday 18th May	Daily	-	-	15.00	-
	Weekly	-	-	75.00	-
	Sat-Mon	-	-	45.00	-
	Tues-Fri	-	-	35.00	-
Sat 19th May - Fri 13th July	Daily	-	-	20.00	-
	Weekly	-	-	120.00	-
	Sat-Mon	-	-	70.00	-
	Tues-Fri	-	-	65.00	-
Sat 14th July - Fri 31st August	Daily	29/5/17	32.14	35.00	2.86
	Weekly	29/5/17	225.00	225.00	0.00
	Sat-Mon	-	-	120.00	-
	Tues-Fri	-	-	120.00	-
Sat 1st September - Fri 14th September	Daily	29/5/17	17.14	20.00	2.86
	Weekly	29/5/17	120.00	120.00	0.00
	Sat-Mon	-	-	70.00	-
	Tues-Fri	-	-	65.00	-
Sat 15th September - Fri 29th March	Daily	29/5/17	8.57	10.00	1.43
	Weekly	29/5/17	60.00	65.00	5.00
	Sat-Mon	-	-	40.00	-
	Tues-Fri	-	-	30.00	-
Spa Retreats whole period (24/03/2018 - 29/03/19 )- 40% discount		-	-	3,117.00	
Administration Charge for booking changes		-	-	10	
Cancellation Charge		-	-	£25 or 15%, whichever is the greater	
<b>Private Sites</b>		1/4/15	357.50	370.00	12.50

**Authority has been delegated to the Visitor Services Manager to discount prices when appropriate to maximise occupancy**