

Minutes of the Special Meeting of the Swanage Town Council held to discuss **POLICY AND PLANNING** matters at the Town Hall, Swanage on **MONDAY, 15<sup>th</sup> SEPTEMBER 2014** at 7.00 p.m.

PRESENT:-

Councillor S. Poultney (Deputy Mayor) – Chairman.

Councillor Mrs. C. Bartlett  
Councillor M. Bonfield  
Councillor I. Brown  
Councillor Mrs. G.A. Marsh  
Councillor M. Pratt  
Councillor W.S. Trite  
Councillor M. Whitwam  
Councillor A. Wiggins

There was one member of the public in attendance at the Meeting.

#### **Public Participation Time**

There were no matters raised during Public Participation Time.

The Council Meeting commenced at 7.00 p.m.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from the Town Mayor and Councillors Miss Harris and Suttle.

2. **DECLARATIONS OF INTERESTS**

Members were invited to declare their interest under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011.

**Agenda Item No.12** – Councillor Bonfield declared a personal interest under the Code of Conduct by reason of a family relationship with the boat concessionaire.

**Agenda Item No.12** – Councillor Mrs. Marsh declared a personal interest under the Code of Conduct by reason of a family relationship with the boat concessionaire.

**Agenda Item No.17** – Councillor Bonfield declared a pecuniary interest under the Code of Conduct by reason of being a former employee of the RNLI.

3. **PLANS**

Councillor Mrs. Marsh did not vote on, or propose, or second any of the motions on the following planning applications, by reason of being a Member of the Purbeck District Council's Planning Board.

## **Delegated Applications**

### 6/2014/0448 **Mr & Mrs Craigmyle**

Erect first floor sunroom onto existing flat roof on eastern elevation:  
Insert two new dormer windows in the western elevation with Juliette balconies; Make alterations to doors and windows on all elevations and alter roof of existing garage.

Cuckmere, 21D Park Road ,Swanage.

**OBSERVATION:** No objection.

## **Item for information only**

### 6/2014/0455 **The Right Hand Care Ltd**

Change of use from C1 (bed & breakfast) to C2 (Residential Care Home).

Amber Lodge, 34 Victoria Avenue, Swanage, BH19 1AP.

**OBSERVATION:** No comment, pending possible future discussions by the Town Council as the corporate trustee of the De Moulham Trust.

## 4. **BUDGET MONITORING**

### (a) **Statement of Cash Balance**

A Statement of Cash Balance as at 31<sup>st</sup> August 2014 was submitted for information (a copy attached at end of these Minutes).

## 5. **PAYMENT OF ACCOUNTS**

Proposed by Councillor Trite, seconded by Councillor Pratt, and **RESOLVED:-**

That the accounts specified in the Orders on Treasurer Nos. 6 and 6a, amounting to £436,554.13 and £58,324.37 respectively be paid, and that cheques be drawn therefor.

## 6. **ROYAL SIGNALS REGIMENT**

### (a) **Stone Plaques**

Consideration was given to a request received from Mr. Frank Roberts (and supported by the Royal British Legion – Swanage Branch) for permission to install stone plaques depicting the badge of the Royal Signals Corps in gate posts of the new wall at the War Memorial.

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

That stone plaques depicting the badge of the Royal Signals Corps be installed in the gate posts of the new wall at the War Memorial.

### (b) **Invitation to Exercise the Liberty of Swanage**

In light of the postponement earlier this year of the exercise of the Liberty of Swanage by the 11<sup>th</sup> Signal Regiment, consideration was given to re-arranging the event.

Following a brief discussion, it was proposed by Councillor Mrs. Marsh, seconded by Councillor Poultney, and **RESOLVED UNANIMOUSLY:-**

That the 11<sup>th</sup> Signal Regiment be invited to exercise the Liberty of Swanage on Saturday, 27<sup>th</sup> June 2015 (subject to confirmation of the date).

7. **SSE LIGHTING – THE SQUARE**

Further to Minute No. 8 of the Policy and Planning meeting held on 21<sup>st</sup> July 2014, and a subsequent site visit held with representatives of SSE to discuss the installation of a lamp column on Council property in The Square, consideration was given to the granting of a wayleave to regularise the situation.

Following discussion, it was proposed by Councillor Brown, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That a wayleave be granted to SSE for the installation of a lamp post in the Town Square, subject to agreement by SSE to remove or re-site the lamp post at their own cost if the land is required by the Council for any alternative use in the future.

8. **PUBLIC CONSULTATION**

(a) **‘Strengthening our Fire and Rescue Service’**

A consultation document was submitted from the Dorset Fire and Rescue Service seeking the Town Council’s views as to what extent Dorset Fire Authority should collaborate with Wiltshire & Swindon Fire Authority, or whether the two authorities should merge into a single Combined Fire Authority for Dorset.

During the ensuing discussion, Members expressed concern at the possible loss of local knowledge and contacts if this emergency service should merge, and requested that the views of the Swanage Fire and Rescue Service be obtained before the Council submits a formal response to the consultation document.

It was AGREED:-

That Members also submit their individual comments to the Town Clerk for incorporation in the response.

9. **BEACH HUT LETTING POLICY 2015/16**

(a) **Purchase of Furniture**

Members were mindful of the Town Council’s undertaking to provide each of the Shore Road beach huts with four chairs and a table (in the style of garden furniture), and consideration was given to the budget to be allocated for this purpose.

Following discussion, it was proposed by Councillor Bonfield, seconded by Councillor Bartlett, and RESOLVED UNANIMOUSLY:-

That expenditure of up to £8,500 be authorised for the procurement of furniture for the Shore Road beach huts.

(b) **Annual Beach Hut Lettings**

Further to Minute No. 80 of the Council meeting held on 1<sup>st</sup> September 2014, consideration was again given to the possibility of annual beach hut lettings. During the debate, it was felt that further research into the legal ramifications of such bookings was required, and it was AGREED:-

That annual lettings be not taken for the 2015/16 financial year, and that the matter be considered as part of a broader analysis of beach hut bookings to be made during the budget setting process for 2016/17.

10. **SWANAGE COASTAL CHANGE FORUM**

An e-mail dated 1<sup>st</sup> September 2014 was submitted from the Swanage Coastal Change Forum outlining the work of the Forum, and expressing concerns that as the ‘Living with a Changing Coast’ (LiCCo) project had now come to an end, the lack of

funding for projects and meetings from this source could impact on the viability of the Forum.

During the ensuing discussion, Members acknowledged the important role that the Forum played in facilitating discussion between the responsible coastal authorities and the people of Swanage.

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

That, under Section 137 of the Local Government Act 1972, the sum of £200 per annum be donated towards the cost of hiring rooms and venues for meetings of the Swanage Coastal Change Forum, subject to annual review at each year's Estimates Meeting.

Consent was also given for the Forum to erect temporary displays in the Tourist Information Centre, in agreement with the TIC supervisor.

11. **PANORAMA ROAD – RISK ASSESSMENT**

Further to Minute No. 12 (c) of the Policy and Planning meeting held on 21<sup>st</sup> July 2014, the Clerk reported that two quotes had been received from specialist advisors to carry out a risk assessment in respect of traffic management along Panorama Road. Both quotations were in excess of the approved budget.

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

That the budget for the Panorama Road risk assessment be increased to £1,600.

Further to their declarations of interest under Minute No. 2, Councillors Bonfield and Mrs. Marsh left the Meeting during consideration of the following item.

12. **SWANAGE BOAT PARK**

The Clerk reported on matters relating to the storage of pontoons in the Council's Boat Park that are used by a concessionaire in connection with his boat trip business.

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

To charge the equivalent winter fee for two 22 feet grid spaces for the storage of pontoons in the trailer bay at Swanage Boat Park from mid-September to the end of April each year, and that an invoice be raised for these fees for each of the last three financial years.

13. **REMEMBRANCE DAY PARADE**

An e-mail dated 5<sup>th</sup> September 2014 was submitted from the Highways Network Manager of Dorset County Council outlining changes that would affect Road Closure applications for Remembrance Day Parades for this and future years.

During the ensuing discussion, it was noted that the Royal British Legion's insurance does not cover the Parade on a public highway, and it was proposed by Councillor Poultney, seconded by Councillor Mrs. Marsh, and RESOLVED UNANIMOUSLY:-

That the Town Council liaise with the Royal British Legion – Swanage Branch regarding the Road Closure application and extends its public liability insurance to cover the Parade.

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

- (a) Installation of cabinet in Locarno Road for Superfast Broadband project.
- (b) Hearing regarding the proposed increases in the Sandbanks/Shell Bay ferry charges to be held at Studland Village Hall on 11<sup>th</sup> November 2014.

15. **SEAFRONT AND DOWNS STABILISATION SCHEMES**

Further to Minute No.87 of the Council Meeting held on 1<sup>st</sup> September 2014, it was reported that the Seafront Stabilisation Scheme was scheduled to be completed by late October 2014.

There were no further matters to report on the Schemes at the present time.

**EXCLUSION OF PRESS AND PUBLIC**

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

That, under Standing Orders Nos. 67 and 68, by reason of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting during consideration of the following matters.

16. **SEAFRONT AND DOWNS STABILISATION SCHEMES**

There were no additional contractual matters arising from Minute No. 15.

Further to his declaration of interest under Minute No. 2, Councillor Bonfield left the Meeting during consideration of the following item.

17. **RNLI BOATHOUSE PROJECT**

(a) **Swanage and District Angling Club**

Further to Minute No.169 of the Council meeting held on 7<sup>th</sup> April 2014, consideration was given to the process for negotiating the Heads of Terms for the lease of the new clubhouse to be provided for the Swanage and District Angling Club by the RNLI. A summary of the key terms in the existing lease to the Club was provided for information.

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

That the negotiation of draft Heads of Terms with Swanage and District Angling Club be delegated to the Town Clerk (engaging professional advisors if appropriate), to be presented to the Town Council for approval at a future meeting.

(b) **Shed Site to the West of the Lifeboat Station**

Further to Minute No. 15 of the Special Meeting held on 18<sup>th</sup> August 2014 the Clerk updated Members on recent communication with the RNLI and the position was noted.

(c) **Shed Site to the East of the Lifeboat Station**

Consideration was given to correspondence with the tenant of the hut to the east of the Lifeboat Station, in respect of his vacating the site for the duration of the construction works. It was proposed by Councillor Brown, seconded by Councillor Poultney and RESOLVED:-

That the occupier of the hut be granted permission to return the structure to the current site following the

completion of the works by the RNLI, subject to the drawing up of a new legal agreement incorporating the key terms of the existing agreement dated November 1963 and the current process of annual rent reviews.

18. **SEAFRONT KIOSK LEASE – CONSIDERATION OF TENDERS**

Further to Minute No. 3(b) of the Extraordinary Meeting held on 20<sup>th</sup> November 2013, consideration was given to the award of tender for the lease in respect of the new kiosk on the corner of Shore Road and Victoria Avenue, currently under construction as part of the Seafront Stabilisation Scheme. Following advertisement for tenders a shortlist of four bidders had been drawn up by the Council's appointed marketing agent and these had been interviewed by Members of the Council and the Town Clerk on Thursday 4<sup>th</sup> September.

To inform the Council's decision each Member had been provided with the following information:

- Lease sale particulars
- Invitation to tender
- Initial assessment of tenders for shortlisting
- Information supplied by each of the four shortlisted bidders
- Report from Goadsby following the interviews held on 4<sup>th</sup> September
- Summary of the content of written submissions and presentations
- Report from the District Valuer.

It was noted that the decision had to be taken based on the evidence available in relation to the following criteria, which had been set out in the invitation to tender:

- Rental and other terms of offer
- Quality and originality of the business proposal
- Prior business experience
- Robustness of business plan
- Evidence of intention to comply with environmental and other regulations
- Proposed opening hours and operating season.

After lengthy and detailed consideration, due to the high quality and originality of the business proposal, the direct experience of operating a food outlet and the level of rent offered it was proposed by Councillor Mrs Marsh, seconded by Councillor Wiggins and RESOLVED, with ONE ABSTENTION:-

That the tender of Mr L. Bray (Giggi Ltd) be accepted, subject to contract and agreement of Heads of Terms.

The meeting concluded at 8.15 p.m.

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