

Minutes of the Special Meeting of the Swanage Town Council held to discuss **POLICY AND PLANNING** matters at the Town Hall, Swanage on **MONDAY, 17<sup>th</sup> NOVEMBER 2014** at 7.00 p.m.

PRESENT:-

Councillor Mrs A. Patrick (Town Mayor) – Chairman.

Councillor Mrs. C. Bartlett  
Councillor M. Bonfield  
Councillor Mrs. G.A. Marsh  
Councillor S. Poultney  
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**

The following matters were raised during Public Participation Time:-

- Improved access to Agenda papers through the Council's website.

The Council Meeting commenced at 7.05 p.m.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Brown 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.

There were no declarations to record on this occasion.

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 Committee.

### **Delegated Applications**

6/2014/0553 **J. Hutchins & Partners**

Erect detached dwelling with vehicular access from Manor Road. Purbeck House Hotel, 91 High Street, Swanage.

**OBSERVATION:** No objection.

6/2014/0554 **J. Hutchins & Partners**  
**LISTED** Application for Listed Building Consent  
Demolish a section of wall to form vehicular access to detached dwelling.  
Purbeck House Hotel, 91 High Street, Swanage.  
**OBSERVATION:** No objection.

6/2014/0560 **Mr Ian Webster**  
Demolish existing detached garage and timber shed and erect detached garage.  
367B High Street, Swanage.  
**OBSERVATION:** No objection, subject to no future use of the building for residential purposes.

6/2014/0571 **Ms Katy Shepherd**  
Install drop kerb and enlarge existing off-road parking area.  
1 Adelaide Villa, Marshall Row, Swanage.  
**OBSERVATION:** No objection.

6/2016/0584 **Mr Peter Joyce**  
Demolish existing garage and erect studio workshop .  
89 Kings Road, Swanage.  
**OBSERVATION:** No objection, subject to no future use of the building for residential purposes.

#### **Items for Information Only**

6/2014/0580 **Mr Stuart Anderson**  
Proposed non-material amendment to PP 6/2014/0219. Erect first floor rear extension (to reduce the size of the rear south side windows and insert slot light on south elevation).  
83 Bay Crescent, Swanage.

TEL/2014/0029 **The Harlequin Group**  
Openreach broadband cabinet – PCP011.  
Kings Road West (Site outside Health Centre), Swanage.

TEL/2014/0030 **The Harlequin Group**  
Openreach broadband cabinet – PCP013.  
Townsend Road (Site outside 3 Townsend Road), Swanage.

6/2014/0554 **Mr Wood**  
Erect side & rear extension (Amended Scheme to PP 6/2014/0399).  
20 Durberville Drive, Swanage.  
**OBSERVATION:** No comment, pending possible future discussions by the 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> October 2014 was submitted for information (a copy attached at end of these Minutes).

5. **PAYMENT OF ACCOUNTS**

Proposed by Councillor Mrs. Bartlett, seconded by Councillor Bonfield, and  
RESOLVED:-

That the accounts specified in the Orders on Treasurer  
Nos. 8 and 8a, amounting to £291,664.98 and  
£62,161.08 respectively be paid, and that cheques be  
drawn therefor.

6. **NJC PAY PROPOSALS AND NON-CONSOLIDATED PAYMENTS**

Further to Minute No. 7 of the Finance & Performance Management  
Committee meeting held on 31<sup>st</sup> October 2014, consideration was given to the NJC pay  
proposals 2014/16.

It was noted that these had been agreed by employer and employee  
representatives on the NJC and would be implemented from 1<sup>st</sup> January 2015.

During the ensuing discussion, reference was made to the exceptional events  
that had affected the Council during the past year i.e. extreme wet weather conditions  
during the winter months, Seafront and Downs Stabilisation Scheme, Town Hall  
ceilings etc. Members were mindful of the impact that these events had had on the  
Council's employees, and were very grateful for the loyalty and discretion shown by  
all of the staff when dealing with queries and issues raised by members of the public,  
often in difficult circumstances.

It was noted that there was an underspend on employee costs in the first half of  
the year due to vacant posts not having been filled, and it was proposed by Councillor  
Bonfield, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY:-

To make a one-off payment of £220 to each of  
the Council's permanent employees (28) in  
recognition of their outstanding service.

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

To grant an additional day's holiday to all permanent  
employees to cover the Christmas shutdown  
(for 2014 only).

7. **PUBLIC CONSULTATION**

(a) **Local Government Boundary Commission for England**

Consideration was given to the proposals put forward by the Local Government  
Boundary Commission for England under the electoral review of Dorset.

During the ensuing discussion, Members expressed grave concern at the effect  
that a possible split in the current Swanage County Council division would  
have on the electoral arrangements for Swanage and considered that the  
proposals would be totally inappropriate.

It was proposed by the Town Mayor, seconded by Councillor Mrs. Marsh, and  
RESOLVED UNANIMOUSLY:-

That a letter be sent to the Local Government Boundary  
Commission for England strongly objecting to the  
proposed Swanage County Council division.

(b) **Purbeck Community Infrastructure Levy Priorities for Spending**

A letter dated 17<sup>th</sup> October 2014 was submitted from Purbeck District Council  
seeking the Town Council's comments on the Purbeck Community  
Infrastructure Levy Priorities for Spending.

During the ensuing discussion, it was noted that only two minor amendments  
had been proposed to the existing policy, and it was AGREED:-

That the Town Council did not wish to comment on the Purbeck Community Infrastructure Levy Priorities for Spending, but if they so wished, Members submit their individual comments directly to Purbeck District Council.

(c) **Electoral Registration and Administration Act 2013**

A letter dated 10<sup>th</sup> November 2014 was submitted from Purbeck District Council giving Notice of Review of Polling District, Polling Places and Polling Stations, and inviting the Town Council's comments on the proposed polling arrangements.

It was AGREED:-

That the matter be deferred for consideration at a future meeting of the Council.

8. **VOLUNTEER OF THE YEAR 2014**

A notice had been received from Purbeck District Council inviting nominations from local Parish and Town Councils for Volunteer of the Year Award 2014.

It was noted that Awards are made as special recognition by the Chairman of Purbeck District Council of services to the community, and Members were invited to put forward nominations for consideration at the next meeting of the Council prior to submission to PDC.

9. **CAPITAL PROGRAMME**

(a) **North Beach Car Park – Re-surfacing Works**

It was reported that in response to advertisement for tenders for re-surfacing works at North Beach car park, two quotations had been received.

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

That the tender submitted by Earlcote Construction in the sum of £49,931 plus VAT be accepted for re-surfacing works at North Beach car park.

(b) **Town Hall Ceilings**

Following a recent meeting of the Public Buildings Working Party, members were updated on matters relating to the repair of the Town Hall ceilings and associated works.

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

That tenders be invited for the repair of the Town Hall ceilings and associated works.

(c) **Re-surfacing of Gannetts Park/Beach Gardens Service Lane**

Further to Minute No. 83 (a) of the Council meeting held on 1<sup>st</sup> September 2014, and a subsequent meeting of the Working Party appointed to look into the matter, consideration was given to the re-surfacing of Gannetts Park/Beach Gardens service lane.

Following a site visit, the possibility of future development in this area was acknowledged, and concerns were expressed that heavy plant connected with such a development could have a detrimental effect on the surface of the service lane.

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

That, having regard to possible future development in this area, a reduced scheme at a cost of approximately £8,000 be undertaken to repair the Gannetts

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

**Items of Information**

- (a) Dorset Fire Authority has agreed to progress a combination with the Wiltshire and Swindon Fire Authority.
- (b) A Workshop for Councillors re Swanage Local Plan will be held on Monday, 1<sup>st</sup> December 2014 at 4.00 pm. in the Town Hall.

11. **SEAFRONT AND DOWNS STABILISATION SCHEMES**

(a) **Scrutiny and Review of Scheme**

It was reported that given the scale of the Seafront and Downs Stabilisation Schemes, a suggestion had been put forward that the Council conduct a scrutiny and review exercise to examine the processes that were followed and produce a report that could be referred to by future Councils when considering major capital works.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Bartlett, and RESOLVED UNANIMOUSLY:-

That the Council conducts a scrutiny and review exercise of the Seafront and Downs Stabilisation Schemes. The review to be conducted by the Council's internal auditor and Councillors who were not part of the Seafront Scheme Working Party

It was noted that Councillors Mrs. Bartlett, Suttle, Trite, Whitwam and Wiggins had indicated their interest in taking part in the review.

(b) **Request from 'Switch on Swanage'**

The Clerk reported on a request received from Councillor Mrs. Bartlett that the use of a beach hut for one week in 2015 (out of the main holiday season) be donated to 'Switch on Swanage' as a raffle prize.

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

That the request be granted, subject to liaison with the Tourist Information Centre Supervisor.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor the Town Mayor, seconded by Councillor Poultney, 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.

12. **SEAFRONT AND DOWNS STABILISATION SCHEMES – CONTRACTUAL MATTERS**

It was reported that, despite assurances from the contractors, the anticipated completion date of the Seafront Stabilisation Scheme had not been met.

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

That the Town Mayor, Deputy Mayor and Councillor Bonfield meet with the contract administrators to discuss contractual matters and legal implications.

The Clerk reported on an outstanding invoice from the architects regarding an uplift in fees in relation to the Building Regulations and Working Drawings stages of the Seafront and Downs schemes.

It was AGREED:-

That this matter be deferred to enable further information to be obtained.

13. **LEGAL ISSUES**

(a) **Seafront Kiosk**

i) **Amendments to interior design**

Further to Minute No. 18 of the Policy and Planning meeting held on 15<sup>th</sup> September 2014, consideration was given to a request received from the architect acting on behalf of Gigi Ltd. for amendments to the interior of the seafront kiosk.

Following discussion, it was proposed by Councillor Bonfield, seconded by Councillor Pratt, and RESOLVED, with ONE ABSTENTION:-

That the request be agreed in principle.

ii) **Lease**

Draft Heads of Terms were submitted in respect of the lease of the Seafront Kiosk.

It was proposed by Councillor Poultney, seconded by Councillor Bartlett, and RESOLVED, with ONE ABSTENTION:-

That the draft Heads of Terms be agreed.

(b) **Swanage Bay View Holiday Park – Business Sale Agreement**

Further to Minute No. 15 of the Policy and Planning meeting held on 20<sup>th</sup> October 2014, and a subsequent meeting of the Working Party, the Clerk updated Members on matters relating to the indemnities contained within the business sale agreement of the Swanage Bay View Holiday Park.

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

That the Working Party and the Town Council's legal advisers be authorised to meet with representatives from Darwin's legal team on a 'without prejudice' basis.

(c) **RNLI Boathouse Project**

Further to Minute No. 17 (c) of the Policy and Planning meeting held on 15<sup>th</sup> September 2014, the Clerk updated Members on matters relating to the RNLI boathouse project and negotiations regarding the removal of a hut from Council land to the west of the Lifeboat Station.

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

That the tenancy agreement of a fisherman's hut be amended to allow use for storage facilities by the tenant of the hut that is to be removed from Council land to the west of the Lifeboat Station.

The meeting concluded at 8.30 p.m.