

Minutes of the Special Meeting of the Swanage Town Council held to discuss **POLICY AND PLANNING** matters at the Town Hall, Swanage on **MONDAY, 21st JULY 2014** at 7.00 p.m.

PRESENT:-

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

Councillor M. Bonfield

Councillor Miss C. Harris

Councillor Mrs. G.A. Marsh

Councillor S. Poultney

Councillor M. Pratt

Councillor G.M. Suttle

Councillor W.S. Trite

(from 7.45 p.m.)

Councillor M. Whitwam

Councillor A. Wiggins

There were three members of the public in attendance at the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- War Memorial and proposals regarding the possible future reinstatement of the perimeter wall.
- Refurbishment and re-siting of memorial seat (Brian Brown) in the vicinity of The Quay. Concerns were also raised regarding the removal of other benches in the area.

The Council Meeting commenced at 7.10 p.m.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Mrs. Bartlett and Brown, and Councillor Trite who would be late.

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 Board.

**Delegated
Applications**

6/2014/0329 **Mr and Mrs G. Elliott**

Erect front extension and garage conversion.

68 Cauldron Barn Road, Swanage.
OBSERVATION: No objection.

Non-Delegated Applications

6/2014/0323 **Prospect Business Park Management Co.**
Erect three entrance and direction signs.
Prospect Business Park, Victoria Avenue, Swanage.
OBSERVATION: No objection.

Items for information only

The following application was not discussed by the Town Council as it was considered that a conflict of interest existed, given that the Council had retained the freehold of the Holiday Park.

6/2014/0324 **Mr Matthews**
Erect UPVC decking
Plot 275, Swanage Bay View Holiday Park, Swanage.

The following application was not discussed by the Town Council as it was considered that a conflict of interest existed given that the Council held a leasehold interest in the land at the time of the original planning application.

6/2014/0339 **Plymouth Diocese Acting As Agents**
Proposed non-material amendment to planning permission
6/2012/0667 (Erect Primary School with associated play & sports facilities; form vehicular access) to change layout to facilitate pre-school building.
Land at junction with Washpond Lane, Northbrook Road, Swanage.

The following application was not discussed by the Town Council as it was considered that a conflict of interest existed, given that the Council had retained the freehold of the Co-operative Store site.

6/2014/0347 **Co-operative Food Group Ltd**
Erect external compound, covered delivery canopy and install external cold room.
Co-operative Store, Kings Road West, Swanage.

4. BUDGET MONITORING

(a) Statement of Cash Balance

A Statement of Cash Balance as at 30th June 2014 was submitted for information (a copy attached at end of these Minutes).

5. PAYMENT OF ACCOUNTS

Proposed by Councillor Miss Harris, seconded by Councillor Wiggins, and
RESOLVED:-

That the accounts specified in the Orders on Treasurer

Nos. 4 and 4a, amounting to £632,144.04 and £49,591.20 respectively be paid, and that cheques be drawn therefor.

6. **SPA BEACH HUTS**

It was reported that an error had been identified on the new beach hut booking form whereby charges listed for Spa Beach Huts were those agreed for 2013.

Bearing in mind that the lower fees had been advertised on the Town Council's leaflet and website, and the limited financial impact on the Council's resources, it was proposed by the Town Mayor, seconded by Councillor Suttle, and **RESOLVED UNANIMOUSLY:-**

That the reduced fees be charged for the remainder of the 2014 season.

7. **TOWN COUNCIL'S WEBSITE**

Following recent glitches with the Town Council's website, and a subsequent meeting with the company that maintains it, consideration was given to upgrading the content management system to ensure that it is compatible with recent updates to commonly used web browsers.

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

To approve the upgrade of the content management system of the Council's website at an estimated cost of £1,000.

8. **PARADE LIGHTING**

Further to Minute No. 13 of the Policy and Planning meeting held on 28th April 2014, it was reported that due to the deteriorating condition of the columns, SSE had now removed the lighting units on The Parade.

It was intended that these would be replaced with two units – one wall-mounted LED lantern on the Mowlem and one LED column in The Square.

During the ensuing discussion, Members expressed concern that these proposals would not provide adequate lighting along the central section of The Parade, and also that a lighting column had been erected in The Square without the prior consent of the Town Council, as landowner.

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

That a site meeting be arranged with representatives from SSE to discuss the matter.

9. **SEAFRONT AND DOWNS STABILISATION SCHEMES**

Further to Minute No. 7 of the Policy and Planning Meeting held on 23rd June 2014, and completion of the Downs Stabilisation Scheme, it was reported that some concerns had been raised regarding the access to the 'bowl' at Broad Road Car Park.

An assurance had been received from the architect that the works had been completed in accordance with the approved designs, but subsequently an estimate had been obtained for altering the kerb lines to the entranceway to the car park to improve vehicular access.

Following discussion, it was proposed by Councillor Bonfield and seconded by the Town Mayor:-

That the quotation submitted by Raymond Brown Construction Ltd in the sum of £5,837 for altering the kerb lines to the entranceway to the 'bowl' at Broad Road Car Park be accepted and the work authorised as a contract variation.

Upon being put to the meeting, SEVEN Members voted IN FAVOUR of the Proposition and there were TWO ABSTENTIONS, whereupon the Proposition was declared CARRIED.

10. **PUBLIC CONSULTATION**

(a) **Local Development Strategy 2015/2020**

A letter dated 11th July 2014 was submitted from Dorset County Council inviting a response to the consultation for the Draft Local Development Strategy.

Following a brief discussion, it was AGREED:-

That Members submit their individual responses to the consultation for the Draft Local Development Strategy.

(b) **Changes to Your Post Office – Herston Post Office**

A letter dated 2nd July 2014 was submitted from the Area Manager of the Post Office Ltd. outlining proposed changes to the services provided at Herston Post Office and seeking the Town Council's views on the proposals.

Discussion ensued, during which Members felt that, although some services would no longer be available at this Post Office, the extended opening hours would compensate for this loss of service. Some concerns were also expressed that the withdrawal of a dedicated counter for Post Office transactions may result in lengthening queues at the shop tills.

(c) **DCC DRAFT LOCAL FLOOD RISK MANAGEMENT STRATEGY**

It was reported that Dorset County Council's Draft Local Flood Risk Management Strategy was available for public consultation until Monday, 4th August 2014.

The document could be accessed on-line or was available at the Town Hall, and it was AGREED:-

That Members submit their individual responses to the Draft Local Flood Risk Management Strategy.

11. **SITTING-OUT LICENCES**

Further to the Town Council's support for Gee White's sitting out licence on the paved area adjacent to the Stone Quay (see Minute No. 7 of the Council meeting held on 17th March 2014), issues had been raised regarding other businesses in the town currently placing tables and chairs on the highway without licence.

Following discussion, it was AGREED:-

That the Highways Technical Officer of Dorset County Council be invited to address the Town Council on the issues raised.

12. **GENERAL OPERATIONS DEPARTMENT**

Consideration was given to the following matters that would incur unauthorised expenditure:-

(a) **Allotment Path**

It was reported that a quotation in the sum of £3,180 had been obtained for emergency repairs to the path at Prospect allotments.

Proposed by Councillor Miss Harris, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

To authorise expenditure of £3,180 for emergency repairs to the path at Prospect allotments.

(b) **Grille at Ulwell Stream outfall – Ocean Bay**

Concerns had been raised regarding the condition of the grille at the Ulwell Stream outfall at Ocean Bay.

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

That the Town Council undertakes repairs/replacement of the grille at the Ulwell Stream outfall at Ocean Bay at an estimated cost of £200 without prejudice in respect of future liability for repairs and maintenance.

(c) **Risk Assessment for Panorama Road**

The need for specialist advice regarding a risk assessment for Panorama Road was highlighted.

Proposed by Councillor Poultney and seconded by Councillor Bonfield:-

That professional advice be obtained for a risk assessment for Panorama Road at an estimated cost of £500 - £1,000.

Upon being put to the Meeting, SEVEN Members voted IN FAVOUR, of the Proposition, ONE Member voted AGAINST, and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

13. **EMPLOYMENT**

Consideration was given to formulating a policy in respect of marking long service of Council employees, in line with the Council's powers under Section 111 (1) and 112 (2) of the Local Government Act 1972.

Following discussion, during which it was noted that the Council benefits greatly from the experience and loyalty of long serving employees, it was proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That the Town Council will mark 50 years' service of Council employees by agreeing that a sum of up to £500 be spent, with delegated authority being given to the Town Mayor, Deputy Mayor and Departmental Manager to determine the appropriate manner in which to mark the occasion.

It was FURTHER RESOLVED:-

That the policy be effective from 1st July 2014.

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

(a) Update on Planning – Letter dated 15th July 2014 from Purbeck District Council.

(b) Uninvited doorstep traders – Letter from Community Safety Officer at PDC offering to undertake a 'leaflet drop' giving advice for Purbeck residents.

EXCLUSION OF PRESS AND PUBLIC

Proposed by 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.

15. **TOWN HALL CEILING**

It was agreed that this matter be deferred pending receipt of a Report from the Council's appointed consultants.

16. **SEAFRONT AND DOWNS STABILISATION SCHEMES**

Further to Minute No. 40 of the Council meeting held on 2nd June 2014, it was noted that a meeting of the Seafront Stabilisation Working Party had not yet been held.

17. **SWANAGE LOCAL PLAN**

The Clerk updated Members on discussions held with the Town Centre Extension Advisory Group and meetings held with representatives of landholders adjoining the Co-op store and railway line.

18. **LEGAL ISSUES**

(a) **Lease – Sea Breeze Restaurant**

Further to Minute No. 54 (a) of the Council meeting held on 7th July 2014, the Clerk updated Members on legal advice received.

It was agreed that, in line with legal advice received, the Town Clerk be authorised to respond to a letter from solicitors acting on behalf of the tenants dated 6th June 2014.

Further discussion of matters relating to the lease was deferred until the monthly meeting of the Council to be held on 4th August 2014.

Before consideration of the following item, Councillor Suttle declared a pecuniary interest under the Code of Conduct by reason of a business association with the lessee and left the Meeting during the debate.

(b) **Lease – Taxi Office**

Further to Minute No. 16 (a) of the Council meeting held on 28th May 2012, consideration was given to the revised Heads of Terms in respect of the lease of the taxi office at the Station building, in accordance with the recommendations of the Council's valuer (e-mail dated 16th July 2014).

Proposed by Councillor Poultney, seconded by Councillor Bonfield, and
RESOLVED:-

To accept the revised Heads of Terms, set out in the e-mail from the Council's valuer dated 16th July 2014, and to instruct the Council's solicitor to prepare a lease accordingly.

The meeting concluded at 8.25 p.m.
