

Minutes of the Special Meeting of the Swanage Town Council held to discuss **POLICY AND PLANNING** matters at the Town Hall, Swanage on **MONDAY, 23<sup>rd</sup> SEPTEMBER 2013** at 7.00 p.m.

PRESENT:-

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

Councillor M. Bonfield  
Councillor I. Brown  
Councillor Mrs. G.A. Marsh  
Councillor S. Poultney  
Councillor W.S. Trite  
Councillor M. Whitwam  
Councillor A. Wiggins

In addition to Members of the Council and officers, 3 members of the public attended the Meeting.

### **Public Participation Time**

The following matters were raised during Public Participation Time:-

- Navitus Bay Wind Farm – Public consultation.
- School Transport – Concerns raised regarding charges for travel for sixth form pupils attending Purbeck School and insufficient spaces allocated for pupils on the school buses.

The Town Mayor opened the Council meeting at 7.15 p.m.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Mrs. Bartlett, Miss Harris and Pratt. Although no official notification had been received, the Chairman reported that she had received an apology for his absence from Councillor 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. 3** – Councillor Wiggins declared a personal interest under the Code of Conduct in Planning Application No. 6/2013/0473.

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**

6/2013/0471 **Mrs H Hart**

Demolish existing two storey garage extension and erect two storey side extension with gable window and juliette balcony on front elevation. Erect replacement Purbeck stone wall on part of the northern boundary.

16 Russell Avenue, Swanage.

**OBSERVATION:** No objection.

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

6/2013/0473

**Mr A Corben**

Raise roof height, form dormer windows and insert rooflights to create habitable accommodation.

9 Mount Scar, Swanage.

**OBSERVATION:** No objection.

6/2013/0490

**Mrs Cheslett**

Raise ridge height and alter roof to accommodate a loft conversion, insert dormer windows and roof lights. Erect single storey rear extension.

8 Manwell Road, Swanage.

**OBSERVATION:** No objection, subject to no overlooking of neighbouring properties.

6/2013/0497

**Ms Shepherd**

Replace existing two extensions, erect new verandah, insert new flue from stove and insert new rooflights, windows and doors.

Ash Ridge, 20 Russell Avenue, Swanage.

**OBSERVATION:** No objection.

6/2013/0507

**Mr R Shean**

Form integral garage, replace and modify existing doors and windows. The Old Bakehouse, Town Hall Lane, Swanage.

**OBSERVATION:** No objection.

6/2013/0509

**Co-operative Pharmacy Group**

Install 1 x set of 'The Co-operative Pharmacy' letters fitted to existing fascia board externally illuminated by overhead trough light.

Leo Supermarket/Co-op Food, Kings Road West, Swanage.

**OBSERVATION:** No objection.

### **Items for Information Only**

6/2013/0476

**Swanage Town Council**

Erect beach huts – Certificate of Lawful Development – Proposed. Recreation Ground, Shore Road, Swanage.

6/2013/0491

**Mr & Mrs Inchley**

Demolish existing front and rear extensions and erect front and rear extensions.

44 D'Urberville Drive, Swanage.

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

6/2013/0506 **SIAM Investment & Consultancy**

Proposed non material amendment to PP 6/2012/0319 (Erect three flats with associated parking; form new vehicular access) to allow additional roof light on east elevation roof slope and repositioning of two roof lights on west elevation roof slope.  
Plot adj. 6 Durlston Road, Swanage.

4. **BUDGET MONITORING**

(a) **Statement of Cash Balance**

A Statement of Cash Balance as at 31<sup>st</sup> August 2013 was submitted for information (a copy attached at end of these Minutes).

5. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in the Orders on Treasurer Nos. 6 and 6a, amounting to £102,291.43 and £63,423.94 respectively be paid, and that cheques be drawn therefor.

6. **PUBLIC CONSULTATION**

(a) **Navitus Bay Wind Park – Phase Four Consultation**

Further to Minute No.10 (a) i) of the Council meeting held on 22<sup>nd</sup> April 2013, and the Phase Four Consultation on the Navitus Bay Wind Park, consideration was given to formulating the Council's response to the proposals. During the ensuing discussion, it was noted that comments should be submitted by 11<sup>th</sup> October 2013, and it was proposed by the Town Mayor, seconded by Councillor Trite, and RESOLVED:-

That the matter be deferred to the October Council meeting to enable Members to revisit their previous submission to the Phase Three Consultation and formulate an appropriate response to the Phase Four Consultation based on additional comments received.

(b) **Length of the Bathing Season in England**

A document was submitted from DEFRA, outlining the Bathing Water Directive which sets standards for bathing water quality across Europe. In England, the Directive applies from 15<sup>th</sup> May to 30<sup>th</sup> September, and consultation was currently being undertaken as to whether the bathing season should be amended to lengthen or reduce the season.

Following a brief discussion, it was AGREED:-

That no action be taken in the matter.

7. **SCHOOL TRANSPORT**

Concerns had been raised regarding the new travel arrangements for sixth form pupils attending The Purbeck School at Wareham. It was reported that charges for transport now had to be met by the parents of these pupils, and that insufficient spaces had been allocated on the school buses.

A lengthy discussion ensued, during which concerns were expressed regarding the safety of pupils unable to use public transport to and from the school, as well as the additional financial burden that had to be met by the families. Reference was also made to an undertaking given by Dorset County Council prior to the inception of The Purbeck School in 1974 that no charges would be made for the travelling costs of Swanage children attending the school.

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

That a letter be sent to Dorset County Council Education Department expressing the Town Council's concerns, and detailing representations received from local residents regarding the travel costs for sixth form pupils attending The Purbeck School and the inadequate provision of seats on the school buses.

8. **A-BOARDS – ENFORCEMENT POLICY**

Consideration was given to 'A Guide to A-Board Enforcement Policy', a policy adopted by Dorset Highways for the safe use of A-Boards to advertise shops and businesses.

In noting the Policy, Members expressed concern at the use of DCC resources on enforcement of the Policy.

9. **RE-REGISTRATION OF COUNCIL CHAMBER AS A WEDDING VENUE**

The Clerk reported on a request received from the Dorset Registration Service for the Town Council to apply for the re-registration of the Council Chamber as a venue to conduct marriages and civil partnership ceremonies.

The existing licence is due to expire in May 2014, and it has been requested that, on the expiry of the existing licence, the Council also undertakes the management of the room bookings.

During the ensuing discussion, concern was expressed regarding the cost implications in delivering this service and the impact on the Council's limited staffing resources.

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

That the Town Clerk liaise with the Dorset Registration Service regarding the delivery of this service.

10. **PROCUREMENT OF GOODS AND SERVICES**

In response to concerns raised that local businesses had not always been offered the opportunity to provide quotes for small to medium sized Town Council contracts, consideration was given to creating a register of potential suppliers for goods, works and services.

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

That a register of potential suppliers be created and that an advertisement be placed in the local press seeking expressions of interest from businesses based in the Purbeck District Council area.

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

There were no additional items or matters for forthcoming Agendas at the present time.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, 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.

12. **SWANAGE LOCAL PLAN**

A Briefing Note detailing potential options to be included in the Swanage Local Plan was submitted for consideration.

Having regard to the complexity of the matters to be considered, it was proposed by the Town Mayor, seconded by Councillor Trite, and RESOLVED UNANIMOUSLY:-

That the matter be deferred for consideration at the policy and planning meeting to be held on 21<sup>st</sup> October 2013.

13. **SEAFRONT ENHANCEMENT**

The Clerk updated Members on matters relating to the Seafront Stabilisation Scheme, further to a briefing note which had been circulated prior to the meeting.

Attention was drawn to ongoing negotiations between the Council's structural engineers and the Environment Agency in relation to gaining the necessary consent for the land drainage to be connected to the Victoria Avenue outfall. It was reported that unbudgeted costs of between £5,000 and £6,000 had been incurred. It was proposed by the Town Mayor, seconded by Councillor Poultney and RESOLVED UNANIMOUSLY:-

That payment of a sum not in excess of £6,000 to the Council's appointed structural engineers be authorised, subject to the receipt of satisfactory supporting papers.

Further to minute 8)d) of the Meeting held to discuss Policy and Planning matters held on 19<sup>th</sup> August 2013, the Clerk updated those present on the seeking of additional quotes for the contract administration of the seafront works. It was noted that further to discussions with the Council's quantity surveyor and architect it was currently intended to place a single contract for both the seafront and Downs/Broad Road stabilisation works, and that consequently the contract for contract administration would also have to be let jointly in respect of both projects.

In relation to the tender process for the construction contract, it was noted that an advert had been placed in the Bournemouth Echo on Wednesday 18<sup>th</sup> September and that all companies wishing to tender had to submit a pre-qualification questionnaire prior to noon on Wednesday 25<sup>th</sup> September. The provisional deadline for the receipt of tenders is noon on Friday 25<sup>th</sup> October with the intention of the Town Council awarding the contract in early November. Members wished to formally note their satisfaction that the tender process was robust and in-line with the Council's Financial Regulations and Standing Orders.

Attention was also drawn to the need for the Town Council to appoint a CDM Co-ordinator for the project in line with the Construction (Design and Management) Regulations 2007. It was noted that it was preferable to appoint to this role prior to the issuing of tender documents, and that the Town Council had previously employed Bradbury Bichard as CDM Co-ordinator in relation to the demolition of the wartime lookout on Peveril Point.

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

That, given the specialist nature of the services required, the Town Council accept the estimate provided by Bradbury Bichard in the sum of £2,720 and appoint Neil Bichard as the CDM co-ordinator in respect of both the seafront and Downs/Broad Road stabilisation schemes.

14. **LEGAL ISSUES**

(a) **Lease – Vodafone Masts – Day’s Park and Main Beach Car Park**

Further to Minute No. 14 (a) of the Council meeting held on 17<sup>th</sup> September 2012 and Minute No. 14 (b) of the Council meeting held on 15<sup>th</sup> July 2013, the Clerk reported that lease negotiations in respect of the Vodafone masts at Day’s Park and Main Beach car park had now been concluded, with agreement being reached on an annual rental on each site of £3,950 per annum.

It was proposed by Councillor Trite, seconded by Councillor Brown, and  
**RESOLVED:-**

That the Town Mayor and Deputy Mayor be authorised to sign the lease in respect of the mast at Main Beach and the deed of variation in respect of that at Day’s Park.

The meeting concluded at 8.40 p.m.

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