

Minutes of the Special Meeting of the Swanage Town Council held to discuss **POLICY AND PLANNING** matters at the Town Hall, Swanage on **MONDAY, 28<sup>th</sup> MAY 2012** at 7.00 p.m.

PRESENT:-

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

Councillor Mrs. C. Bartlett

Councillor M. Bonfield

Councillor I. Brown

Councillor Miss C. Harris

Councillor Mrs. G.A. Marsh

Councillor S. Poultney

Councillor M.W. Pratt

Councillor M. Whitwam

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

### **Public Participation Time**

**REVD. PRATT** referred to his previous requests that three additional parking spaces be allocated for use by the disabled in the vicinity of the Health Centre, and submitted a detailed analysis of his suggestions for addressing the problem.

**MRS. J. GIBBS** gave a brief outline of the proposals from ‘Fresh Prospects’ Community Garden Scheme.

The Deputy Mayor opened the Council meeting at 7.10 p.m.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from the Town Mayor and Councillor Wiggins.

2. **DECLARATIONS OF INTERESTS**

Members were invited to declare their interest as per the Parish Councils Model Code of Conduct Order 2007 Number 1159.

**Agenda Item No. 6** – Councillor Mrs. Patrick declared a prejudicial interest under the Model Code of Conduct in Planning Application No. 6/2012/0306 by reason of a business connection with the applicant.

**Agenda Item No. 6** – Councillor Mrs. Patrick declared a prejudicial interest under the Model Code of Conduct in Planning Application No. 6/2012/0316 by reason of a business connection with the applicant.

**Agenda Item No. 6** – Councillor Pratt declared a personal interest in Planning Application No. 6/2012/0316 by reason of being a neighbour of the applicant.

**Agenda Item No. 16 (a)** – Councillor Mrs. Patrick declared a prejudicial interest under the Model Code of Conduct by reason of having a business connection with the taxi operators.

**Agenda Item No. 16 (b)** – Councillor Whitwam declared a personal and prejudicial interest under the Model Code of Conduct by reason of being an officer of the Swanage Railway Trust.

**Agenda Item No. 17** – Councillor Mrs. Patrick declared a personal and prejudicial interest under the Model Code of Conduct by reason of a family connection to a concessionaire in this location.

**Agenda Item No. 17** - Councillor Bonfield declared a personal and prejudicial interest under the Model Code of Conduct by reason of being both a friend and relative of concessionaires in this location.

**Agenda Item No. 18 (b)** – Councillor Mrs. Patrick declared a prejudicial interest under the Model Code of Conduct by reason of a business connection with the contractor.

3. **SYSTEM OF INTERNAL CONTROL 2011/12**

In accordance with paragraph 4) 2) of the Accounts and Audit Regulations 2011, a Report on the Findings of the Review of the System of Internal Control 2011/12 was submitted for consideration.

It was proposed by Councillor Mrs. Patrick, seconded by Councillor Mrs. Marsh, and RESOLVED UNANIMOUSLY:-

That the Review of the System of Internal Control 2011/12 be approved and accepted.

In accepting the Review of the System of Internal Control 2011/12, Members wished to record their appreciation of the Town Clerk and staff for the work undertaken in preparing the document.

4. **ANNUAL RETURN 2011/12**

(a) **Part 1 – Accounting Statements**

Proposed by Councillor Mrs. Patrick, seconded by Councillor Mrs. Marsh, and RESOLVED UNANIMOUSLY:-

That the Accounting Statements be approved and signed for submission to the Council’s external auditor with the Annual Return 2011/12.

(b) **Part 2 – Annual Governance Statement**

Proposed by Councillor Mrs. Patrick, seconded by Councillor Whitwam, and RESOLVED UNANIMOUSLY:-

That the Annual Governance Statement be approved and signed.

In approving the Annual Governance Statement, Members wished to record their appreciation of the work undertaken by the Council’s internal auditor during the past year.

5. **ANNUAL TREASURY REPORT 2011/12**

Proposed by Councillor Mrs. Patrick, seconded by Councillor Mrs. Marsh, and RESOLVED UNANIMOUSLY:-

That the Annual Treasury Report 2011/12 be approved and accepted.

6. **PLANS**

Under the Model Code of Conduct, Members declared a formal interest in the capacity of Corporate Trustee of the De Moulham Estate Trust in applications relating to the Trust.

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**

6/2012/0275 **Mrs K Cooke**  
Erect entrance porch to front of property.  
Wordsworth House Care Home, Belle Vue Road, Swanage.  
**OBSERVATION:** No objection.

6/2012/0309 **Mrs J Adkins**  
Erect rear extension with storage under and raised decking.  
181 High Street, Swanage.  
**OBSERVATION:** No objection.

6//2012/0312 **Ankers & Rawlings**  
Variation of Condition 2 of PP 6/2011/0295 ( Demolish existing building and erect terrace of 6 dwellings with associated parking; create new pedestrian and vehicular access) to amend floor plans and make changes to the roof elevation details.  
Emmanuel Baptist Church, Howard Road, Swanage.  
**OBSERVATION:** No objection.

Further to her declaration of interest under Minute No. 2, Councillor Mrs. Patrick left the Meeting prior to consideration of the following items.

Before vacating the Chair, it was proposed by Councillor Mrs. Patrick, seconded by Councillor Brown, and RESOLVED:-

That, in her absence, Councillor Poultney assumes the Chair.

6/2012/0306 **Mr J Lucas**  
Raise ridge height and erect rear extension, form first floor accommodation with dormer windows, roof lights and a balcony.  
Replace existing garage.  
20 Bay Crescent, Swanage.  
**OBSERVATION:** No objection.

6/2012/0316 **Mr Philip Dyke**  
Erect two-storey side extension.  
15a Princess Road, Swanage.  
**OBSERVATION:** No objection.

## 7. **BUDGET MONITORING**

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

A Statement of Cash Balance as at 30<sup>th</sup> April 2012 was submitted for information (a copy attached at end of these Minutes).

## 8. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in the Orders on Treasurer Nos. 2 and 2a, amounting to £124,560.94 and £166,334.81 respectively be paid, and that cheques be drawn therefor.

9. **PROSPECT NURSERY**

Consideration was given to a proposal submitted from 'Fresh Prospects' for a Community Garden Scheme at Prospect Nursery.

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

That the Town Council supports the project in principle, and that the Working Party consisting of Councillors Mrs. Bartlett, Miss Harris and Poultney, be convened to progress the matter.

10. **NAVITUS BAY WIND FARM**

It was AGREED UNANIMOUSLY:-

That the Town Mayor and Councillor Miss Harris be nominated to represent the Town Council at the 'Drop In' session to consider the Navitus Bay Wind Farm proposals on Thursday, 21<sup>st</sup> June 2012 at the Swanage Youth & Community Centre.

11. **CABIN BEACH CAFE – LICENCE APPLICATION**

It was reported that an amended licence application had been submitted in respect of the Cabin Beach Cafe (below the Grand Hotel).

It was AGREED UNANIMOUSLY:-

That a letter of objection to the granting of a licence for the Cabin Beach Cafe be sent to Purbeck District Council outlining the Town Council's concerns under the relevant licensing objectives.

12. **OLYMPIC TORCH PROCESSION**

Members were updated on preparations for the Olympic Torch Procession in Swanage on Friday, 13<sup>th</sup> July 2012.

A request was submitted from PONG (Purbeck Olympic Networking Group) seeking a donation towards the cost of providing live music on Shore Road during the Procession.

It was AGREED:-

That, in the event that no free entertainment can be booked, a sum not exceeding £200 be made available towards the cost of providing live music on Shore Road, and that the Town Mayor and Deputy Mayor be given delegated authority to act in the matter.

13. **REPLACEMENT VEHICLE**

Consideration was given to a Briefing Note submitted by the Council's Operations Manager, outlining the problems experienced with the diesel Fiesta van currently used by the Enforcement Officers, and seeking approval to purchase a replacement vehicle.

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

That the quotation received from English Ford for a Ford Fiesta 1.25 van stage 5 petrol (including part exchange allowance) be accepted, with a total on the road price of £3,749.44 (incl.VAT), to be funded from the relevant earmarked reserve.

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

**Items of Information**

- (a) Durlston Bus - Operation for 2012 summer season, with a stop at Main Beach Car Park.
- (b) Superfast Broadband in Dorset – There were no additional matters to report at the present time.
- (c) The Annual Civic Service would be held on Sunday, 24<sup>th</sup> June 2012 in St. Mary's Parish Church at 3 p.m.
- (d) Heritage Centre toilets – Having regard to the Street Party and associated events being held in the Lower High Street to commemorate the Diamond Jubilee of Queen Elizabeth II, no charges would be made for the use of the toilets at the Heritage Centre on Monday, 4<sup>th</sup> June.
- (e) The Tourism Committee meeting scheduled to be held on Monday, 11<sup>th</sup> June had now been re-scheduled for Wednesday, 13<sup>th</sup> June at 10 a.m.
- (f) Grass cutting programme, Dorset County Council – Concerns were raised regarding the overgrown condition of the grass verges, particularly on the approach road into Swanage at Herston.

**Matters for Forthcoming Agendas**

There were no additional matters raised for inclusion on forthcoming Agendas.

15. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, 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 matter.

16. **LEGAL ISSUES**

Further to her declaration of interest under Minute No. 2, Councillor Mrs. Patrick left the Meeting prior to consideration of the following item.

Before vacating the Chair, it was proposed by Councillor Mrs. Patrick, seconded by Councillor Brown, and RESOLVED:-

That, in her absence, Councillor Poultney assumes the Chair.

Councillor Poultney assumed the Chair.

(a) **Swanage Taxi Office – Lease and Rent Review**

A letter dated 17<sup>th</sup> May 2012 was submitted from the Council's surveyor in respect of the lease and rent review of the Swanage Taxi Office.

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

To accept the recommendations of the Council's surveyor, contained in his letter dated 17<sup>th</sup> May 2012.

Councillor Mrs. Patrick re-assumed the Chair.

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

(b) **Swanage Railway Station - Lease**

Consideration was given to the draft Heads of Terms for the lease on Swanage Railway Station and land and buildings adjoining.

It was proposed by Councillor Mrs. Patrick, seconded by Councillor Brown, and RESOLVED:-

That the draft Heads of Terms for the lease of Swanage Railway Station be approved as the basis for continuing negotiations.

(c) **Santa Fe Amusement Park – Rent Review**

A letter dated 3<sup>rd</sup> May 2012 was submitted from the Council's surveyor regarding the rent review of the Santa Fe Amusement Park.

It was proposed by Councillor Mrs. Patrick, seconded by Councillor Mrs. Bartlett, and RESOLVED:-

To accept the recommendations of the Council's Surveyor, contained in his letter dated 3<sup>rd</sup> May 2012.

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

Before vacating the Chair, it was proposed by Councillor Mrs. Patrick, seconded by Councillor Brown, and RESOLVED:-

That, in her absence, Councillor Poultney assumes the Chair.

Councillor Poultney assumed the Chair.

17. **STONE QUAY**

Before consideration of this item, Councillor Mrs. Marsh declared a personal and prejudicial interest under the Model Code of Conduct by reason of a family member being a concessionaire and left the Meeting before the debate.

A report highlighting some issues in the vicinity of the Stone Quay was submitted from the Council's Health and Safety consultant.

It was RESOLVED:-

That the report be accepted, and that the matter be referred for further consideration at a future meeting of the Council.

Councillor Mrs. Patrick re-assumed the Chair.

18. **CAPITAL PROGRAMME**

(a) **Town Hall Roof**

It was reported that additional works were required to complete the Town Hall roof repairs. Whilst the scaffolding was in place, it was also intended that work be done to secure loose stonework on the frontage of the building.

It was proposed by Councillor Mrs. Patrick, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That additional expenditure up to a maximum of £10,000 be approved.

Further to her declaration of interest under Minute No. 2, Councillor Mrs. Patrick left the Meeting prior to consideration of the following item.

It was proposed by Councillor Brown, seconded by Councillor Mrs. Bartlett, and RESOLVED:-

That, in the absence of Councillor Mrs. Patrick,  
Councillor Poultney assumes the Chair.

Councillor Poultney assumed the Chair.

(b) **Bandstand**

As part of the refurbishment of the bandstand, it was reported that it would be necessary for specialist removal of asbestos.

It was proposed by Councillor Poultney, seconded by Councillor Mrs. Bartlett, and RESOLVED UNANIMOUSLY:-

That additional expenditure of approximately £4,305  
be authorised for the specialist removal of asbestos at  
the Bandstand.

Councillor Mrs. Patrick re-assumed the Chair.

(c) **Council Chamber**

It was reported that while the Council Chamber was being decorated, it would be necessary to restrict the use of the room for the duration of the work.

(d) **Refurbishment of Toilets, Shore Road**

It was reported that a tender brief was being prepared for the refurbishment of the toilets on Shore Road.

19. **PROCUREMENT – MOBILE TELEPHONE PARKING PAYMENT SYSTEM**

Members were updated on matters relating to the tendering process for the mobile telephone parking payment system. It was noted that this process was being led by Bournemouth Borough Council on behalf of Dorset County Council and Poole Borough Council.

It was proposed by Councillor Mrs. Patrick, seconded by Councillor Brown, and RESOLVED UNANIMOUSLY:-

That Swanage Town Council confirms that it wishes  
to be named as a 'definite user' on the contract document.

The meeting concluded at 8.45 p.m.

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