

Minutes of the **MONTHLY MEETING** of the Swanage  
Town Council held at The Centre, Chapel Lane, Swanage  
on **MONDAY 30<sup>th</sup> APRIL 2018** at 7.00 p.m.

PRESENT:-

Councillor M. Bonfield (Town Mayor) – Chairman

Councillor J. Bishop  
Councillor G. Green  
Councillor A. Harris  
Councillor A. Lejeune  
Councillor G.A. Marsh  
Councillor T. Morris  
Councillor S. Poultney  
Councillor G.M. Suttle  
Councillor W. Trite  
Councillor M. Whitwam

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

Before opening the Meeting, the Chairman welcomed members of the public and made a short statement regarding the fire evacuation procedure, filming/audio recording etc. of the Meeting, and a summary of the procedure for Public Participation Time.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- Representatives of Defend Dorset NHS (DDNHS) provided additional evidence regarding the number of local residents that could face a significantly higher risk to their health due to increased travel times if the CCG implements its proposals to close the A&E and Maternity Departments at Poole Hospital. The group expressed their concern that the information that they had presented around the risk to trauma and cardiac patients prior to the Council meeting on 26<sup>th</sup> March had not been adequately reported in the minutes of that meeting.
- A request was made by DDNHS for a meeting with Town Councillors to discuss representations to the recently established Dorset Health Scrutiny Committee (DHSC) Task & Finish Group. A question was again posed regarding the possibility of Purbeck District Council appointing a substitute to attend meetings of DHSC if its nominated representative was unavailable and it was noted that this matter would be determined at the District Council's forthcoming Annual Meeting. A further request was made for District and Town Councillors to attend the next meeting of DHSC on 15<sup>th</sup> June 2018.
- Payment of Accounts – A question was asked regarding the process for Member scrutiny of the payment of accounts, given that the majority of payments were now reported retrospectively to Town Council meetings. It was noted that the Council's nominated signatories authorise each schedule of payments and that the Council's processes are fully audited. Specific enquiries were asked regarding payments for legal fees and VAT advice.
- Acquisition of New Depot – Concern was expressed that the Council routinely discussed this matter in private session and it was argued that greater transparency

was required given that it was shown in the Council's capital programme as a £1 million project.

- Concern expressed regarding the proposed tree works to be undertaken at Beach Gardens and statement made that a second opinion would be sought.
- A request made for the Town Council to support a proposed footpath on land adjacent to Washpond Lane, in order to provide a safe pedestrian route/access for children attending St Mary's RC Primary School.

269. **APOLOGIES**

An apology for her inability to attend the Meeting was received from Councillor Finch.

270. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

**Agenda Item Nos. 8 and 9** – Councillor Lejeune declared a non-pecuniary interest under the Code of Conduct by reason of being a parent of a pupil at St Mary's School.

271. **MINUTES**

(a) Proposed by Councillor Poultney, seconded by Councillor Marsh, and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Monthly Meeting of the Council held on 26<sup>th</sup> March 2018 be approved as a correct record and signed.

272. **GENERAL OPERATIONS COMMITTEE**

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

That the Minutes of the Meeting of the General Operations Committee held on 4<sup>th</sup> April 2018 be approved as a correct record and signed.

Consideration was given to the recommendations contained in the Minutes:-

3. **CEMETERY MATTERS**

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

(a) **Memorial benches at Godlingston Cemetery**

That an existing bench in the Council's ownership be placed in the older section of Godlingston Cemetery and that the requirement for additional seating be considered at a future meeting of the Operations Committee.

(b) **Proposal for dog ban in Godlingston Cemetery**

That the Cemetery Regulations be amended to state that dogs are only allowed within Godlingston Cemetery if they are kept on a lead, and that appropriate signage be erected accordingly.

273. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 9<sup>th</sup> April 2018 be approved as a correct record and signed.

274. **STATEMENT OF CASH BALANCE**

A Statement of Cash Balance as at 31<sup>st</sup> March 2018 was submitted for information (a copy attached at end of these Minutes).

275. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedules 13 & 1, amounting to £511,548.56, be authorised.

276. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield reported that in his capacity of Town Mayor he had attended the following events during the past month:-

- Purbeck Town and Parish Volunteer of the Year Awards 2018 - a special mention was given to Mr Ian Brown who had been Swanage's Volunteer of the Year.
- Herston Hall Open Day.
- Langton Matravers Parish Assembly.
- Swanage Rotary President's Evening.
- Classic Car Display and Charity Day in King George's Playing Fields.

Councillor Bonfield gave thanks to Deputy Mayor, Councillor Green, for undertaking Mayoral duties whilst he had been away on extended leave.

277. **LAND ADJACENT TO WASHPOND LANE – REQUEST FOR CONSENT FOR FOOTPATH ALONG NORTHERN BOUNDARY**

Further to Minute No. 4 of the Planning and Consultation Committee Meeting Held on 9<sup>th</sup> April 2018, consideration was given to a Briefing Note dated April 2018 prepared by the Town Clerk.

During the ensuing discussion Members were fully in support of consent for a new footpath, and were in agreement that it did not need to be 'over-engineered'.

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

That the Town Council grants consent to the creation of a footpath along the northern and western boundary of the field adjoining St Mary's School, and seeks approval from Dorset County Council as landowner.

278. **BARRATT HOMES' PROPOSALS FOR A RESIDENTIAL DEVELOPMENT ON LAND WEST OF NORTHBROOK ROAD, SWANAGE – REQUEST FOR MEASURES TO MITIGATE IMPACTS ON LOCAL COMMUNITY I.E. FINANCIAL CONTRIBUTIONS TOWARDS FOOTPATH IMPROVEMENTS AND PLAY EQUIPMENT**

Councillors Marsh and Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being Members of Purbeck District Council's Planning Committee. It was deemed likely that the application would be considered at a future Planning Committee Meeting.

Further to Minute No. 4 of the Planning and Consultation Committee Meeting held on 9<sup>th</sup> April 2018, consideration was given to a Briefing Note dated April 2018

prepared by the Town Clerk. It was reported that the Local Planning Authority was willing to discuss with Barratt Homes the possibility of their making a financial contribution towards measures that would mitigate the impact of their development to the west of Northbrook Road. It was likely that a decision on this planning application would be determined in early summer.

During the ensuing discussion concerns were reiterated about the risk of incident in Washpond Lane, and that a financial contribution towards a new footpath as discussed in Minute No. 277 above was considered to be the priority. However, it was agreed that a request for a donation towards play equipment should also be explored.

It was therefore proposed by Councillor Poultney, and seconded by Councillor Bishop:-

That the Town Council agrees to approach Barratt Homes, via Purbeck District Council who will undertake discussions on behalf of the Town Council, regarding the possibility of a financial contribution towards a new footpath, which was deemed to be the priority, and also a donation towards the future replacement and improvement of the play equipment/facilities at Days Park.

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

279. **LOCAL GOVERNMENT REORGANISATION WORKING PARTY UPDATE REGARDING ASSET TRANSFER**

Further to Minute No. 257 of the Monthly Council Meeting held on 26<sup>th</sup> March 2018, it was reported that a letter regarding four properties currently in the ownership of Purbeck District Council had been sent to the District Council, and discussed at its Policy Group Meeting on 18<sup>th</sup> April 2018. The Policy Group would be recommending the transfer of two of the properties to the Town Council, which would be considered at the District Council's Annual Council Meeting in May.

In light of the above an urgent meeting of the Town Council's Local Government Reorganisation working party had been held on Friday 27<sup>th</sup> April. It had been agreed to recommend that the Town Council should further pursue the acquisition of the Museum and Heritage Centre (including the adjoining public conveniences) and to note the District Council's position in respect of Kings Court, which it intended to transfer to the new unitary authority.

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

That a letter be sent to Purbeck District Council, prior to its Annual Council Meeting on 8<sup>th</sup> May 2018, seeking the transfer of the Museum and Heritage Centre to the Town Council.

It was further RESOLVED:

That the letter should note that the Town Council retains its user rights at the Kings Court Depot.

280. **TO CONSIDER REQUEST TO HOLD A RECEPTION FOR THE SPEAKER'S CHAPLAIN AT THE TOWN HALL, 29<sup>th</sup> MAY 2018**

Consideration was given to a request made by 'Any Questions' to hold a reception at the Town Hall for the Speaker's Chaplain, Reverend Rose Hudson-Wilkin, on 29<sup>th</sup> May 2018, along with Town Councillors, local church leaders, and pupils from local schools. It was noted that Reverend Hudson-Wilkin would also be speaking and

taking questions at an open meeting in the evening at the Swanage Methodist Church at 7.00 p.m., and all were welcome to attend.

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

That approval be given to hold a reception at the Town Hall for Reverend Rose Hudson-Wilkin, the Speaker's Chaplain, on Tuesday 29<sup>th</sup> May 2018.

281. **BEACH GARDENS PROPOSED TREE WORKS – REPORT FROM WORKING PARTY**

Further to Minute No. 216 of the Monthly Council Meeting held on 29<sup>th</sup> January 2018, consideration was given to a Briefing Note dated March 2018 prepared by the Beach Gardens working party. The working party had recently met to review the findings of a detailed report on the trees in Beach Gardens carried out by the County Council's Arboricultural Team Leader, a copy of which was provided at the meeting for information purposes. Following careful consideration of the report, the working party had recommended that:-

- The removal of any dead wood be carried out immediately.
- Two trees be removed in the autumn/winter 2018. One was a poor specimen and was leaning into the canopy of its neighbour, and the other which had multiple stems which was causing it to lean over the pathway (pictures provided).
- Old stumps be removed if possible and replaced with suitable saplings.
- The trees were inspected on a regular basis.

It was therefore proposed by Councillor Green, seconded by Councillor Harris and **RESOLVED UNANIMOUSLY:**

That the Town Council accepts the recommendations of the Beach Gardens Working Party as set out in the Briefing Note dated March 2018.

In light of the concerns raised during Public Participation Time, it was further **RESOLVED:-**

That should a report be forthcoming that contradicts the report carried out by the County Council's Arboricultural Team Leader then the Town Council should review its decision.

282. **SWANAGE CRICKET CLUB – USE OF ADJACENT LAND FOR PARKING**

Consideration was given to a letter dated 8<sup>th</sup> April 2018 from Swanage Cricket Club. The Club requested permission to use the northern section of Journey's End (adjoining Swanage Cricket Ground to the east) for overflow car parking on important match days. It was noted that the deed of conveyance of Journey's End made provision for car parking on this land in relation to sporting events on adjoining property.

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

That permission be granted to Swanage Cricket Club for the parking of cars on important match days, on the section of Journeys End that adjoins the Cricket Club Ground to the east.

283. **DAY'S PARK – UPDATE FROM SWANAGE & PURBECK DEVELOPMENT TRUST AND SWANAGE & HERSTON FOOTBALL CLUB**

A Briefing Note dated April 2018 prepared by the Swanage and Purbeck Development Trust was provided for information purposes which detailed progress made, and actions taken to date, regarding the proposed new west stand and new Sports and Social Centre projects. It was hoped that the long-awaited new seated stand (capacity 200) would be erected prior to the beginning of the next football season, replacing the existing dilapidated stand.

(a) **New Stand Project**

Consideration was given to a Briefing Note dated April 2018 prepared by the Town Clerk.

It was proposed by Councillor Bishop, seconded by Councillor Marsh and RESOLVED UNANIMOUSLY:-

That the Town Council agrees to a planning application being lodged in the Council's name for a new stand to the west of the football ground.

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

That the Town Council's Sports Facilities Working Party be authorised to draw up draft terms for the release of a capital contribution of up to £100,000 towards the new stand project, for consideration at a future Council Meeting.

(b) **James Day Sports and Social Centre**

It was reported that the Swanage & Purbeck Development Trust and the Football Club had organised a meeting on 18<sup>th</sup> April 2018 and had invited local sports clubs and other interested parties along to establish interest in taking forward a project to redevelop the existing Football Clubhouse and sports hall as a multi-functional centre. Expressions of positive interest had been received from attendees in support of the project. A questionnaire had been provided at the meeting to find out what attendees' requirements would be, both now and in the future.

A working party would now be established to interpret the results of the survey, and to research other operating multi-functional facilities, which would help to inform discussions about the Swanage project.

284. **FORMER ST MARK'S SCHOOL PLAYING FIELD – TO AGREE TERM OF LEASE FROM DORSET COUNTY COUNCIL**

Further to Minute No. 232 of the Monthly Council Meeting held on 26<sup>th</sup> February 2018, consideration was given to a Briefing Note dated April 2018 prepared by the Town Clerk. It was reported that the County Council had now responded that a lease term of 21 years was acceptable and, whilst significantly less than the Town Council had hoped for, such a term was considerably longer than the 8 years that was originally on offer.

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

That the Town Council accepts the offer of a 21-year lease for the former St Mark's School Playing Field from Dorset County Council.

285. **TO CONSIDER GRANTS AND DONATIONS 2018/19:-**

It was noted that an annual budget of £10,000 had been allocated to the grants and donations budget which was available to local charities and voluntary groups.

A list of grant applications approved to date for the 2018/19 financial year had been distributed for information purposes, totalling £7,190.

A discussion ensued regarding the Council's grant policy and the criteria used for assessing eligibility for grants and donations and, further to Minute No. 199 of the Special Meeting of the Council held on 22<sup>nd</sup> January 2018, a request was again made for a review of the Council's grants and donations policy for future years prior to budget setting for 2019/20.

(a) **Swanage Regatta and Carnival Committee**

Consideration was given to the submission by Swanage Regatta and Carnival Committee for a grant of £1,000 as a contribution towards the costs of holding this year's Carnival week from 28<sup>th</sup> July to 4<sup>th</sup> August 2018.

A discussion was held regarding existing support that the Town Council provided to the Carnival by way of advertising costs, Operations Department staff time, and utilities free of charge. It was noted that the Council had awarded a grant of £750 towards the Carnival in 2017.

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

That the sum of £750 be donated towards the costs of the Swanage Regatta and Carnival 2018.

286. **SHORE ROAD CLOSURE ORDER – TO CONFIRM REGULATIONS TO MANAGE VEHICLE MOVEMENTS DURING CLOSURE PERIOD**

Further to Minute No. 258 of the Council Meeting held on 26<sup>th</sup> March 2018 consideration was given to a Briefing Note dated April 2018 prepared by the Visitor Services Manager. It was reported that the required amendments had been made to the wording of the application form, and contact made with concessionaires and stakeholders to discuss the new arrangements.

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

That the regulations to manage vehicles in Shore Road when it is closed to vehicles, as set out in the Briefing Note dated April 2018, be formally adopted.

287. **BOAT PARK – UPDATE ON REOPENING**

Further to Minute No. 8 a) of the Tourism Committee Meeting held on 14<sup>th</sup> March 2018, it was reported that the boat park was on course to reopen on 23<sup>rd</sup> May 2018, and Swanage Information Centre was currently allocating boat park spaces to interested parties. White-lining and new signage would be installed imminently.

It was noted that if the proposed fishermen's slipway project was to go ahead later in the year, then a small area of the park may be required for a compound for the contractors who would be undertaking the works.

288. **SWANAGE INFORMATION CENTRE – INTRODUCTION OF ADMINISTRATION FEE IN RESPECT OF NATIONAL EXPRESS BOOKINGS**

Consideration was given to a Briefing Note dated April 2018 prepared by the Visitor Services Manager which detailed the National Express bookings service provided by Information Centre staff, and the challenges that this service presented during busy periods. It was reported that most TICs now charged a transaction fee for processing this type of booking.

During the ensuing discussion Members were in agreement that it would not be unreasonable to charge a small fee in view of the work involved, and concurred with the VSM that there were still members of the local community who benefitted from using this service and that it should therefore be retained.

It was proposed by Councillor Green, seconded by Councillor Suttle, and  
RESOLVED UNANIMOUSLY:-

That approval be given to the introduction of a £2.00  
transaction fee for all National Express Bookings,  
with the exception of requests for National Express  
Coach Cards, as set out in the Briefing Note dated  
April 2018.

289. **REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

(a) Councillor Whitwam reported on the following matters:-

- **Pub Watch Group** – Councillor Whitwam was again pleased to report that no incidents had been reported, therefore no meeting of the group had been convened. It was hoped that this would continue.
- **Purbeck Community Rail Partnership Steering Group** – a meeting of stakeholders would be taking place on 1<sup>st</sup> May 2018 to consider the Steering Group's Constitution.

(b) Councillor Harris reported that she had attended the following event:-

- **Herston Village Hall Open Day, 14<sup>th</sup> April 2018** – it was reported that attendees took part in a 'weeding party' to tidy up the outside space. The Herston Hall Management Committee was looking for volunteers to assist with the day-to-day running of the hall, and bookings were now being taken at a cost of £25 per session.

(c) Councillor Morris reported that he had attended the following meeting:-

- **Royal British Legion WW1 Centenary Committee** – the developing plan for Remembrance arrangements in Swanage in November 2018 had been discussed at the inaugural meeting of the Committee. Further to Minute No. 264 (b) of the Monthly Council Meeting held on 26<sup>th</sup> March 2018, it was reported that the Committee had discussed the 'Silent Soldiers' initiative, and further research would be undertaken. The next meeting would be held on 10<sup>th</sup> May 2018 in the RBL Club at 10.00 a.m.

290. **REPORTING OF DELEGATED MATTERS**

There were no delegated matters to report at the present time.

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

**Items of Information**

- (a) Dorset Health Scrutiny Committee – Update – it was reported that DHSC's Task and Finish Group would be meeting at the District Council offices on 1<sup>st</sup> May 2018 to again consider a review of Dorset NHS CCG's proposals. A second meeting was proposed for 24<sup>th</sup> May 2018, and the outcome of these meetings would be reported back to the Dorset Health Scrutiny Committee Meeting being held on 15<sup>th</sup> June 2018.
- (b) Institute Road Improvements – Update from Dorset County Council – further to Minute No. 230 of the Monthly Council Meeting held on 26<sup>th</sup> February 2018, it was reported that the Town Council had continued to lobby the County Council on a regular basis regarding its decision not to proceed with the proposed improvements to Institute Road, and a strongly worded email had also been sent to the Head of Highways reiterating the Town Council's/local residents' grave concerns regarding the risk of a serious accident taking place if these works did not go ahead. The Council's Traffic Flow Working Party had today met with the

Team Leader, Highway Improvements, and Project Engineer, Dorset Highways, to discuss DCC's proposals for a revised, less expensive, improvement scheme, and it was anticipated that public consultation on the revised proposals would take place during June 2018, the dates of which would be widely publicised when known.

292. **PROJECT MANAGEMENT – TO APPOINT CONTRACT MANAGERS TO OVERSEE PROCUREMENT IN RELATION TO BANDSTAND REFURBISHMENT AND CEMETERY EXTENSION**

The Town Clerk provided a verbal update on the progress of the bandstand and cemetery projects. It was reported that the Town Council was not in a position to appoint contract managers at the present time, but that Dorset Property would be reviewing the project paperwork/specifications, and a further report would be made to a future Council Meeting.

**EXCLUSION OF PRESS AND PUBLIC**

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 24 for reasons of commercial confidentiality.

293. **ACQUISITION OF NEW DEPOT AT ANVIL CENTRE PROSPECT BUSINESS PARK– PROGRESS REPORT FROM LEGAL ADVISERS**

Further to Minute No. 200 of the Council Meeting held on 22<sup>nd</sup> January 2018, careful consideration was given to a Briefing Note dated April 2018 prepared by the Town Clerk providing an update on progress to date with the Council's acquisition of its new depot at the Anvil Centre. The only significant outstanding matter to be resolved was the variation of a covenant that restricted the use of the property to specific planning use classes.

In light of the advice received from the Council's legal advisers, as set out in the Briefing Note dated April 2018:-

- (1) It was proposed by the Town Mayor, seconded by Councillor Morris, and RESOLVED UNANIMOUSLY:- That Thornes Chartered Surveyors be appointed to inspect the premises and sign off the alterations prior to completion.
- (2) It was proposed by Councillor Bishop, seconded by Councillor Harris, and RESOLVED UNANIMOUSLY:- That the Town Council accepts the legal advice provided as to the form of contract to be entered into.
- (3) It was proposed by Councillor Green, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:- That delegated authority be granted to the Town Clerk, in consultation with the Town Mayor, Deputy Mayor, and Chairman of the Operations Committee where appropriate, to address any issues arising with the purchase prior to completion, in line with the terms of Minute No. 200 of the Council Meeting held on 22<sup>nd</sup> January 2018.

The meeting concluded at 8.35 p.m.