

DRAFT

Minutes of the MONTHLY MEETING of the Swanage
Town Council held at the Town Hall, Swanage on MONDAY,
28th NOVEMBER 2016 at 7.00 p.m.

19/12/2016

PRESENT:-

Councillor S. Poultney – Chairman

Councillor J. Bishop

Councillor M.P. Bonfield

Councillor C. Finch

Councillor G. Green

Councillor A. Harris

Councillor G. Marsh

Councillor T. Morris

Councillor G.M. Suttle

Councillor W.S. Trite

Councillor M. Whitwam

In addition to Members of the Council and officers, 10 members of the public attended the Meeting.

Before opening the Meeting, the Chairman welcomed members of the public and read 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.

Revd. Chris Moreton, from the Methodist Church, offered a short prayer before the commencement of the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- A correction to the notes of October's Public Participation Time was requested to clarify that the concerns raised re. access to California Quarry related to the obstruction of vehicular access as a result of large stones being placed across the eastern access road by the quarry operators at the close of business each day.
- Request made for background information regarding the occupancy rates of Town Council beach huts.
- Swanage Jazz Festival – Recognition of sterling work undertaken by the Committee in organising the Festival for the past 28 years.
- Importance of retaining the Registration Service in Swanage.
- Concerns regarding proposed improvements to the Santa Fe Fun Park.
- Photographs of weekend storms taken by a member of the public.

The Chairman opened the Council Meeting at 7.10 p.m.

138. **APOLOGIES**

An apology for her inability to attend the meeting was received from Councillor Lejeune.

139. **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 No. 13a – Councillor Marsh declared a non-pecuniary interest under the Code of Conduct by reason of a long-standing connection with Swanage RNLI.

Agenda Item No. 13c – Councillor Bonfield declared a non-pecuniary interest under the Code of Conduct by reason of being Chairman of the Swanage and District Angling Club.

140. **MINUTES**

(a) Proposed by the Town Mayor, seconded by Councillor Marsh, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Monthly Meeting of the Council held on 31st October 2016 be approved as a correct record and signed.

Arising from the above, it was felt that the record of the Presentation given by the Headteacher of the Swanage School during Public Participation Time did not adequately reflect the success of the School in achieving an outstanding set of GCSE results which on one measure meant that it ranked as the best in Dorset. It was requested that the record be amended accordingly.

141. **PERSONNEL COMMITTEE**

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

That the Minutes of the Meeting of the Personnel Committee held on 31st October 2016 be approved as a correct record and signed.

Consideration was given to the following recommendation contained in the Minutes:-

4a. **One-off Payment in recognition of Outstanding Service**

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

To make a non-consolidated payment of £230 to each of the Council's permanent employees in recognition of their outstanding service in the current year.

142. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 7th November 2016 be approved as a correct record and signed.

143. **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**

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

That the Minutes of the Meeting of the Policy, Finance and Performance Management Committee held on 9th November 2016 be approved as a correct record and signed.

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

3. **Housing Needs Assessment**

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

That the Parish Housing Needs Survey be adopted by the Town Council.

9. **Treasury Management**

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

That the Council's Treasury Management Strategy Statement 2016/17 to 2018/19 be revised to increase the limit on non-specified investments to £5m to allow for a greater sum to be invested long-term. This sum to be reviewed as part of the annual budget setting process.

It was FURTHER RESOLVED:-

To place £500k with the M&G Strategic Corporate Bond Fund and £1m with the Investec Diversified Income Fund.

11. **Health and Safety Policy**

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

That the draft Health & Safety Policy be approved and adopted, subject to inclusion of the following amendment:

- Ensure that the Town Council is kept informed of relevant information, and receives a report on Health and Safety matters at least annually. Any major injury, seven day injury or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported at the next monthly Council Meeting. Follow-up reports will be presented at each Council Meeting thereafter until the issuing of the next Annual Report.

144. **TRANSPORT COMMITTEE**

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

That the Minutes of the Meeting of the Transport
Committee held on 16th November 2016 be
approved and adopted.

There were no recommendations brought forward from the Committee.

145. **BUDGET MONITORING**

(a) **Statement of Cash Balance**

A Statement of Cash Balance as at 31st October 2016 was submitted for
information (a copy attached at end of these Minutes).

146. **PAYMENT OF ACCOUNTS**

Proposed by Councillor Harris, seconded by Councillor Finch , and
RESOLVED:-

That the accounts specified in the Orders on Treasurer
Nos. 8 and 8a, amounting to £115,203.84 and £54,720.73
respectively be paid, and that cheques be drawn therefor.

147. **CHAIRMAN'S ANNOUNCEMENTS**

The Mayor reported that he had attended the following events during the
past month:-

- Armistice Day and Remembrance Day Services at the War
Memorial on the Recreation Ground.
- A Birthday Party to celebrate the 108th birthday of Lillian Priest.

148. **VOLUNTEER OF THE YEAR 2017**

A notice had been received from Purbeck District Council inviting
nominations from local Parish and Town Councils for the Volunteer of the Year
Award 2017.

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 prior to submission to PDC.

During the ensuing discussion, several nominations were put forward for
the Award, and Members acknowledged the sterling work undertaken by these
dedicated volunteers.

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

That a nomination for Volunteer of the Year
be agreed at the December Council meeting,
and that consideration be given to establishing a
scheme for civic recognition by Swanage Town
Council for those that had given outstanding
voluntary service for the benefit of the community
of Swanage.

149. **REGISTRATION SERVICE**

Further to Minute No. 62 of the Council meeting held on 25th July 2016,
the Clerk provided a Briefing Note on matters relating to the provision of the
Registration Service at the Town Hall.

It was noted that future changes to marriage legislation were likely to
impact on the requirements of the Registration Service, but such changes were

not expected to be forthcoming for 2-3 years and any proposed changes were unlikely to be implemented prior to the 2018/19 financial year.

An indication was given that the Swanage office may remain as a sub-office of Wareham, but given the anticipated reduction in marriage appointments, the service may be reduced to one morning per week. Payment towards the travel costs and related time of the registration staff may be sought from the Town Council.

In noting the above proposals, Members re-affirmed the view that it was essential to retain the Registration Service in Swanage, and it was AGREED:-

That the points raised in the briefing note be incorporated into a further letter in support of retaining the Registration Service in Swanage to Dorset County Council.

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

There were no matters to report from representatives on outside organisations during the past month.

151. **REPORTING OF DELEGATED MATTERS**

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

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

Items of Information

- (a) Armed Forces Day 2017 – In the absence of Mr. Frank Roberts, there were no matters to report at the present time.
- (b) The Town Clerk updated those present on damage sustained to the Parish Slipway, seawall, paving and the Stone Quay during the previous weekend storms. A meeting was being convened with the District Engineer of Purbeck District Council, and representatives of Dorset County Council and the Town Council to assess the damage and remedial work required. Members wished to record their appreciation of the prompt and efficient action taken by the Town Council's Operations Manager and his staff in dealing with the immediate situation.

Matters for Forthcoming Agendas

There were no matters to record for forthcoming Agendas at the present time.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Bonfield, 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 items 13 (a) to (d), and 14 (a) and (b) (due to consideration of legal and valuation advice and reasons of commercial confidentiality).

Further to her declaration of interest under Minute No. 139, Councillor Marsh remained in the meeting during consideration of the following item, but did not take part in the debate or vote on the Proposition.

153. **BOAT PARK AND PEVERIL POINT**

(a) **Lifeboat House**

i) **Compensation for use of Boat Park**

Further to Minute No. 210 of the Council meeting held on 25th January 2016, and detailed consideration of a Briefing Note dated November 2016 submitted by the Town Clerk, discussion ensued regarding the level of compensation to be paid by the RNLI for the use of the Boat Park during construction of the new lifeboat house and associated works.

Following discussion, during which Members compared the loss of income from the boat park and adjoining property against the costs for the jetty works, it was proposed by Councillor Trite, seconded by Councillor Green, and **RESOLVED UNANIMOUSLY:-**

That delegated authority to act in the matter be given to the Town Clerk, in consultation with the Town Mayor and Councillor Bishop, subject to the receipt of an appropriate Report from the Council's valuer recommending acceptance of the negotiated settlement.

It was **FURTHER RESOLVED:-**

That the above delegation be extended to negotiations in respect of items 13) b – d, the outcome of which to be reported to a future Council meeting.

154. **LEGAL ISSUES**

(a) **Santa Fe Park**

i) **Rent Review**

A letter dated 23rd November 2016 was submitted from the Council's valuer outlining discussions held with the lessee of the Santa Fe Park regarding the rent review of the Santa Fe Park and Family Games Room. It was proposed by the Town Mayor, seconded by Councillor Bonfield, and **RESOLVED UNANIMOUSLY:-**

To approve the recommendation of the Council's valuer for a rental figure of £13,700 per annum for the Santa Fe Fun Park and a rental figure of £11,200 per annum for the Family Games Room with effect from 1st April 2016.

ii) **Proposed Future Enhancements**

Further to Minute No. 136 (b) and a subsequent meeting of the Seafront Working Party, consideration was again given to a proposal submitted from the concessionaire of the Santa Fe Park to carry out future enhancements to the Park by developing the concrete and metal fenced viewpoint at the seafront end of the Santa Fe site.

During the following discussion, it was noted that the future of the former seafront shelter site on Shore Road had not yet been determined, but at the present time, it was not envisaged that there would be any conflict of interest pending future development proposals for this site.

It was proposed by Councillor Whitwam and seconded by Councillor Green:-

That the matter be deferred until proposals for the future development of the former shelter site on Shore Road had been determined.

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.

Further discussion ensued, following which it was proposed by Councillor Green, seconded by the Town Mayor, and RESOLVED:-

That the Seafront Working Party be requested to give consideration to a temporary enhancement programme for the area, to include seating, painting etc.

(b) **Lower Grammar School Field**

The Clerk updated Members on matters relating to the existing tenancy agreement with the Allnatt Centre for use of the Lower Grammar School Field, and a request received for amended lease terms for the usage to extend to sharing with other local sports and recreational groups and to be able to offer camping for educational groups booking programmes via the Centre.

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

To agree to the Allnatt Centre's proposed expansion of uses on the Lower Grammar School Field, and to grant a 5-year term from the date of signing of the lease, subject to agreement of a revised rental figure in line with valuation advice.

The meeting concluded at 8.25 p.m.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

REPORT OF THE
COMMISSION ON THE
FUTURE OF THE
UNIVERSITY OF CHICAGO
1987-1988

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

DRAFT Minutes of a Meeting of the **TOURISM COMMITTEE**
held at the Town Hall, Swanage on **WEDNESDAY,**
23rd NOVEMBER 2016 at 10.00 a.m.

Chairman: -

Councillor C Finch

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor G Green

Swanage Town Council

Councillor G Marsh

Swanage Town Council

Councillor T Morris

Swanage Town Council

Councillor W Trite

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Outside Representatives:-

Mrs K Delahay

Swanage & Purbeck Hospitality Association

Mr G Hunt

Swanage & District Chamber of Trade

Mr R Johnson

Swanage Pier Trust

Mr M Norris

Swanage Museum

Mr D Rawsthorn

Swanage Railway

Mr P Sykes

Swanage Railway

Also Present: -

Dr M Ayres

Town Clerk

Miss N Clark

Management Support Officer

Miss H Lagden

Tourism Manager, Purbeck District Council

Mr C Milmer

Visitor Services Manager & Business

Development Officer

There were no members of the public present at the meeting.

Public Participation Time

There were no matters raised.

1) Apologies

Apologies for their inability to attend the Meeting were received from Mr B Adeney (Swanage Pier Trust), Mr I Brown (MCA), and Mr M Green (Swanage Railway).

2) Declarations Of Interest

Members were invited to declare their interests and 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.

There were no declarations to record on this occasion.

3) Matters arising from Minutes of the Tourism Committee Meeting held on 22nd June 2016

There were no matters raised.

4) Matters arising from Minutes of the Beach Management Advisory Committee Meeting held on 19th October 2016

a) Lifeguards and sea safety

i) Consideration of RNLI Lifeguard Service Options 2017

It was reported that the RNLI Lifeguard Manager had attended the Beach Management Advisory Committee (BMAC) Meeting to give an update/review of lifeguarding operations for the first season on Main Beach, and also to present three potential options for the lifeguard service in 2017. A briefing note had been provided detailing the options, two of which included the possible relocation of the lifeguards' hut/flagged area. A summary of the advantages and disadvantages for each option had been presented and, after a lengthy discussion, Option 2 had gained the broadest support among Committee Members.

A discussion ensued, during which it was explained that Option 2, which would see the hut/flagged area relocated to the north side of Banjo Pier, provided improved coverage of the beach as the patrolled area would include an additional 200 metres of beach either side of the flagged area, and would therefore still incorporate the pedestrianised area south of Banjo Pier. Comments were made that this should also 'draw' beach users to the northern side of the beach, and spread beach population coverage. It was noted that the cost of the providing the service in 2016 had been less than the approved budget for Beach Wardens.

Committee Members agreed that Option 2 would be the preferred option, and that consideration should also be given to extending the craft free zone so that it would be in line with the flagged area. It was further felt that the arrangements/service should be reviewed annually.

It was therefore proposed by Councillor Bonfield, seconded by Councillor Marsh and RESOLVED UNANIMOUSLY:

That Option 2 of the RNLI Lifeguard Service Options be implemented in 2017, subject to satisfactory costings being presented to the Policy, Finance and Performance Management Committee meeting to be held on 14th December 2016, and confirmation that it will be possible to amend the craft free zone, such arrangements to be reviewed annually.

ii) Consideration of 'on the water' enforcement

As previously reported, there had been no patrol in the bay during 2016. The Lifeguard Service Options for 2017 included the possibility of a lifeguard watercraft to assist the Town Council with a waterborne presence that would be able to inform water users of local byelaws and speed restrictions, acting as a deterrent to any rule breaking (not to enforce byelaws). A minimum of three lifeguards would be required, and the only extra cost would be for the additional lifeguard. It was explained that the Town Council had been looking at ways in which it could 'plug the gap' in services, and had so far been unable to find a local solution.

A discussion ensued, during which comments were made that similar RNLI services were in place on other beaches, and had been successful. CCTV equipment was used on lifeguards' watercraft, and was reported to be the biggest deterrent. Committee Members were in agreement that this option should be explored further, and it was felt that the watercraft would enhance the lifeguard services patrol and rescue capabilities. The enforcement of byelaws was the responsibility of Purbeck District Council (PDC), and a question was raised as to whether PDC's budget could be obtained towards the cost of the proposed service.

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

That further research be undertaken into the

the proposals for a RNLI lifeguard watercraft, to include costings, and to ascertain whether the District Council's budget would be available towards the cost of the service, to be considered further by the Policy, Finance and Performance Management Committee on the 14th December 2016.

iii) Consideration of future production of Swanage Bay Water Safety Leaflet

Following the recommendation made by the BMAC, consideration was given to the continued production of the Swanage Bay Water Safety Leaflet. Committee Members were in agreement that the leaflet was worthwhile, but that the content/design of the leaflet was in need of updating.

A copy of Poole's safety leaflet for kayakers had been provided by the RNLI Community Sea Safety Officer for information purposes, and a discussion ensued.

Members agreed that the existing leaflet/map was basic, and a number of suggestions for improvements were made. It was therefore proposed by Councillor Morris, seconded by Councillor Marsh and **RESOLVED UNANIMOUSLY:**

That approval be given to the production of an updated and improved Swanage Bay Water Safety Leaflet, subject to satisfactory costings being obtained.

b) Enforcement of Seafront Regulations Summer 2017

A copy of the Town Council's existing Beach Regulations had been provided for information purposes. As owner of Main Beach, the Council's regulations were in place to provide beach users with advice and guidance. The regulations regarding dogs were covered by PDC's byelaws.

This had been the first season without Town Council Beach Wardens on patrol on the beach/along the seafront, although support had been provided by the Council's Enforcement Officers, ably assisted by the lifeguards. However, concerns had been raised at the BMAC Meeting regarding pedestrian safety due to the number of cyclists who cycled along the closed section of Shore Road, and an increase in incidents of dogs and barbecues on the beach.

A discussion ensued and Committee Members were in agreement that the wording of the Beach Regulations and beach/Shore Road signage could be improved, and more effective enforcement action taken. However, it was felt that some of the messages needed to be more 'welcoming' to visitors, and officers would be requested to review/explore options in this respect. It was noted that an increased budget had been proposed for 2017/18 to provide additional beach signage.

It was reported that the Council's Enforcement Officers' job description had been amended to include providing guidance on seafront regulations, and a request was made for the Officers to undertake additional patrols along the seafront as it was felt that a 'walking presence' (in high-visibility clothing) would be more effective.

It was therefore **AGREED:**

That delegated authority be given to the Visitor Services Manager and Business Development Officer, and Operations Manager, to undertake a review of existing signage, and wording of Beach Regulations/messages, and provide an update on actions taken to the Tourism Committee at its next meeting.

c) #2 minute beach clean – consideration of beach clean station boards

#2 minute beach clean station boards had been considered at the BMAC Meeting. Committee Members had felt that the Town Council's beach cleaners, who patrolled the beach between 6.00 a.m. and 5.00 p.m. each day, did an excellent job of keeping the beach clean and clear of litter, and therefore considered that the stations would be surplus to requirements on Town Council-owned beaches. However, the Visitor Services Manager reported that he had recently attended a Dorset Coastal Change Forum (DCCF) Meeting and they had been keen for the Town Council to be involved in this initiative. A request was therefore made for the Tourism Committee to consider installing boards on a trial basis.

A brief discussion ensued, during which comments were made that boards could be useful in the Stone Quay area, and that this initiative may possibly become part of the Blue Flag regulations in the future. Queries were raised as to whether the boards could be adapted/ fixed to railings, who would be responsible for the boards once in situ, and whether the private beach owners had also been approached by DCCF.

It was therefore proposed by Councillor Bonfield, seconded by Councillor Morris and **RESOLVED UNANIMOUSLY:**

That agreement in principle be given to the trial of two #2 minute beach clean station boards for the 2017 season, subject to satisfactory costings being obtained, and that delegated authority be given to the Visitor Services Manager and Business Development Officer to research suitable locations for the boards, and report his findings to the next Tourism Committee Meeting for further consideration.

It was further agreed that consideration should be given to the exploration of a possible annual award system for local business owners, for their efforts in litter control, at an appropriate future meeting.

5) New leaflet to promote Swanage and the surrounding areas and attractions – update

A draft copy of the new leaflet was provided to Committee Members by the Tourism Manager for their information/review. It was explained that the leaflet had been created as a 'bridging' guide to assist with marketing activities during the shoulder months, with the majority of distribution planned for October each year. The leaflet would be sent out by the Tourist Information Centre (TIC) with accommodation enquiries, and would also be on display in hotels and public transport stations in the Bournemouth and Poole areas.

Members were requested to submit any suggestions for amendments to the Tourism Manager before the end of November 2016, as it was hoped that the leaflet would be printed in early 2017 in time for a pre-season marketing 'drive'.

Members congratulated all who had been involved in the production of the leaflet, and thanks were given to the Tourism Manager for her efforts. Thanks were also given by the Tourism Manager to the local businesses who had contributed to the leaflet, and for their invaluable support.

6) Visit Dorset Tourism Partnership

The Tourism Manager had provided Committee Members with a summary of Visit Dorset activity during 2015/16, and an update on Visit Dorset Tourism Partnership activities as at November 2016, and plans for the future.

It was reported that the Visit Dorset Tourism Partnership had awarded a new five year

contract to NewMind|tellUS to provide a Destination Management System, and major redesign of www.visit-dorset.com, the official tourism website for Dorset. The new website was being launched on 30th November 2016, and the Tourism Manager was excited about the improvements made to the site. Links to the new pages would be provided as soon as they were available, and the Tourism Manager welcomed any questions and/or feedback on the above reports/new site.

7) Swanage & Purbeck Value of Tourism Summaries 2015

The 2015 Value of Tourism statistics for Swanage and Purbeck had been received which reported that there had been over 4.108 million visits to Purbeck during the year (1.031m to Swanage), with a total related visitor spend of over £229.983m (£75.7m for Swanage). Tourism represented 19% of all employment in Purbeck (1,400 jobs in Swanage had been supported by visitor related spend). The full Dorset reports could be found at: <http://ch.visit-dorset.com/trade/research/dorset-tourism-data>

It was reported that the data for Purbeck was based on actual figures, however, the data for Swanage was ‘modelled’. The Tourism Manager would be analysing the summaries and would report her findings back to a future Committee Meeting. It was felt that this type of data may attract businesses to the area in the future, and could be included in Business Plans.

A discussion ensued during which comments were made regarding a perceived change in the coach tour market, and that coach companies were now looking for new attractions to visit, e.g. the Etches Collection in Kimmeridge. It was reported that in recent times an increase had been seen in groups on activity breaks, and a question was raised as to whether Members felt that Swanage was seen as a coach friendly town.

The Tourism Manager gave brief details of an accreditation process, to enable towns to achieve ‘Coach Friendly’ Town Status, which was specifically designed to provide coaches with greater ease of access to key visitor attractions and facilities, whilst actively promoting coach tourism. The question was raised as to whether Swanage could offer improved facilities for drivers and coaches, e.g. better drop off and pick up points during the shoulder months, and driver incentives, to attract more coach parties in the future. The Tourism Manager therefore agreed to research the accreditation process, and report her findings back to a future Committee Meeting.

8) Budget Setting 2017/18

a) Review of Tourism Budgets

A brief summary was given on the current year’s budgets, relating to the TIC, beach huts, Boat Park and Beach Gardens, and what the probable out-turn for the year would be.

Consideration was then given to a request for an increase in the budget for advertising/marketing purposes, and IT, at £1,000 and £1,500 respectively. It was explained that the funds would be used to better promote TIC and Boat Park facilities, and that the Town Council was keen for beach hut bookings to be made available online/via the Council’s website by March 2017. This would streamline the booking process, and enable members of the public to book huts in advance, thereby reducing administration at the start of each season. It was hoped that this would also lead to an increase in occupancy rates.

Committee Members agreed with the proposals in principle, and requested that Further information regarding the cost of such measures be brought forward during the budget setting process for 2017/18.

b) Scale of Charges 2017/18 – Recommendation to Estimates Meeting

Consideration was given to the scale of charges for 2017/18. It was reported that the fees and charges had remained unchanged in 2016/17, excluding the Shore Road

beach hut charges, where a significant reduction had been approved for the upper level huts to encourage increased uptake.

It was reported that a 2% increase was now proposed for 2017/18, except for the Shore Road beach hut charges, and some of the Beach Gardens (BG) fees, which were to remain the same. A discussion ensued during which comments were made that it was felt that BG was currently under-used and, in view of the small increases proposed, that the fees should not be increased in 2017/18. A question was raised as to whether the BG fees could be rounded up/down so that the facilities were easier to 'market', and a suggestion made that BG usage could be reviewed after the 2017 season to see if usage had increased. A further question was raised as to whether BG could be used for other community purposes e.g. as an 'exhibition space'.

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

That the Visitor Services Manager be asked to review the draft scale of charges for 2017/18 prior to further discussion at the Policy, Finance & Performance Management Committee meeting due to be held on 14th December 2016.

9) Tourism Reports

There were no further updates to be given at this time.

10) Updates from Outside Representatives

Swanage Pier

An update was given on the current status of the Pier's applications for grants from the Heritage Lottery and Coastal Communities Funds. If successful, other donations would follow. A further update would be given at the next Committee Meeting.

Swanage Railway

An overview of the 2016 season was given. Passenger figures were reported slightly down at 208,000, however, the station had not been operational for two of the 'peak season' days whilst filming was being undertaken for a major film production, and there had also been a technical change implemented in passenger statistic reporting.

It was reported that the Railway had won a Gold Award at the 2016 Dorset Tourism Awards in the 'Large Attraction of the Year' category. Congratulations were given to Swanage Railway, and also to PDC's Discover Purbeck Information Centre, and Swanage TIC, for winning Gold and Bronze Awards respectively in the Tourist Information Service of the Year category.

Swanage & District Chamber of Trade (COT)

It was reported that the new PurbeXperience magazine for visitors to/residents of Purbeck had now been launched, and would be delivered to circa 20,000 homes in the area. The booklet would be published once every six months, and would be used to promote Purbeck. Members were impressed with the quality and content of the first edition.

Jazz Festival

It was noted that the 2017 festival would most likely be the last to be operated by the current team of volunteers, although the future of the festival appeared to be assured.

Swanage Museum and Heritage Centre

It was reported that income figures had been 18% up this year, with approximately 50,000 visitors. The sterling work of the Museum's volunteers was noted.

Swanage & Purbeck Hospitality Association (S&PHA)

It was reported that discussions regarding the proposed 'merger' between S&PHA and Swanage COT were ongoing, and it was possible that this could be in place by April 2017. The aim being to rejuvenate both parties, as membership numbers had fallen in

recent times, and to 'join forces' to better promote the town in the future.

Purbeck Arts Weeks

A very successful event was reported this year, with good attendance numbers, and a financial surplus which would feed into next year's event, for which the theme would be 'time'.

11) Items of Information and Matters for Forthcoming Agendas

- a) **Tourist Information Centre (TIC) building refurbishment – update** – it was noted that TIC had been temporarily relocated to the basement offices in the Town Hall for autumn/winter 2016/17. The move had gone well and the temporary office was well presented. The refurbishment of the TIC building on Shore Road had commenced and was due to complete in late March so that the building could be re-occupied prior to Easter. The Visitor Services Manager was developing proposals for a TIC open day soon after its move to raise awareness of the services offered.
- b) **Proposals for a combined TIC and Museum & Heritage Centre – update** – it was reported that discussions were ongoing, and that a meeting between the Town Council's Seafront Enhancement Working Party, and representatives from the Swanage Museum and Heritage Centre, and Swanage and Purbeck Development Trust, was being held on 24th November 2016.
- c) **European Maritime Festival to be held in Poole from 17th to 21st May 2017** – it was noted that the Tourism Manager would be liaising with colleagues in Poole regarding opportunities to promote Swanage and Purbeck as part of the above.
- d) **Swanage TIC Brown Tourist Signage – update** – enquiries were ongoing with Dorset County Council, as Highways Authority, regarding this item.

12) Date of Next Meeting

The date of the next meeting had been scheduled for Wednesday 8th March 2017 at 10.00 a.m.

The meeting closed at 12.00 p.m.

DRAFT

Minutes of the Meeting of the **GENERAL OPERATIONS COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY 23rd NOVEMBER 2016** at **4.30 p.m.**

Chairman: -

Councillor J Bishop

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor C Finch

Swanage Town Council

Councillor G Green

Swanage Town Council

Councillor A Harris

Swanage Town Council

Councillor G Marsh

Swanage Town Council

Councillor S Poultney

Swanage Town Council

Also present: -

Councillor W Trite

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Dr M Ayres

Town Clerk

Mr G Brookes

Operations Manager

Mrs L Burgess

Senior Administration and Finance Officer

Miss C Johnston

Operations Department Administration Officer

Mr M Green

James Smith Funeral Directors

Mr T Bennett

Prospect Allotment Association
(until 4.50 p.m.)

Mrs S Powell

Prospect Allotment Association
(until 4.50 p.m.)

Public Participation Time

There were no members of the public present.

1. Apologies

Apologies for their inability to attend the Meeting were received from Councillor Lejeune and Mr A Lander (Fishermen's Association).

2. 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.

There were no declarations to record on this occasion.

The dispensation granted to Councillor Green in respect of Cemetery Matters was noted.

3. Matters Arising from Minutes of the Meeting of the General Operations Committee held on 20th July 2016

Arising from Minute No. 5 (a), it was noted that no further information was available regarding the possibility of contracting out burial services at weekends.

4. Allotment Matters

a) Matters raised by the Allotment Association.

i) Speed restrictions

A request was received from the representative of the Allotment Association for a 5mph speed restriction to be installed along the allotment road and also requested that humps be placed along the road to try to combat speeding. The representative reported that there had been two complaints received recently regarding speeding vehicles. Consideration was given to the request and a suggestion was put forward for speed restriction signs to be installed. The Operations Manager advised that allotment works were not yet completed, and that future consideration would be given to this request.

ii) Seaweed provision and non-residents

A request was received from the representative of the Allotment Association for a regular delivery of seaweed to the allotments, which would be of particular benefit to the elderly plot holders. The Clerk reported that this request had previously been considered at the General Operations Committee meeting held on 2nd July 2014 (See Minute 3 4. a). Environmental issues were further discussed with regard to the smell generated from rotting seaweed, the attraction of rodents and associated storage problems. It was agreed that the Allotment Association representative would discuss possibilities with the Town Council's Operations Manager.

iii) Availability of allotments for non-residents

The availability of some allotment plots was reported, and consideration was given to the possibility of extending the tenancy agreement to allow these vacant plots to be allocated to non-residents. It was agreed that further consideration be given to this suggestion at the spring committee meeting.

It was further suggested that the availability of vacant allotments be advertised at the Prospect allotment site and also through social media.

A request for more frequent allotment inspections was also noted.

5. Cemetery Matters

a) Matters raised by James Smith Funeral Directors

i) Meadowland burial ground

Consideration was given to concerns regarding the condition of the Meadowland burial area at Godlingston. It was acknowledged that the planned wildflower meadow had not developed as envisaged due to environmental factors. Remedial action by the planting of wildflower turves had helped to improve the situation.

During the ensuing discussion, the need to retain the area for natural burials in Swanage was agreed, but it was proving difficult to promote this facility to bereaved families due to the condition of the land. The Operations Manager confirmed that he would continue to monitor the Meadowland, and that a budget had been allocated for improvements.

It was RESOLVED:-

To retain and improve the Meadowland area.

6. Fishermens Huts and Jetties

a) Matters raised by Swanage Fishermen's Association

There were no matters raised by the Swanage Fishermen's Association.

b) The Town Clerk reported on the FLAG (Fishermans Local Action Group) and the presentation regarding the possibility of euro funding. Issues had been highlighted regarding cold storage for the catch.

7. Budget Setting 2017/18

a) Capital Programme Monitoring and Plans for 2017/18

Consideration was given to the Capital Programme Monitoring Report 2016/17 and the proposed capital programme for 2017/18.

During the ensuing discussion, it was noted that budget provision had been included in the capital programme 2016/17 for works to the Stone Quay. These works had not been undertaken during the current financial year, but provision for these and additional works required following the recent storms, had been carried forward to 2017/18.

Other items highlighted included:-

- Re-allocation of budget re changing facilities at Forres Field.
- Proposed refurbishment of toilets at King Georges Field/Main Beach Car Park.
- Improvement to public address system in the Council Chamber.

Following further discussion, it was AGREED:-

That a Workshop be held for members of the General Operations Committee to prioritise the most urgent projects for progression included within the Capital Programme.

b) Review of Operations Budgets

Comprehensive details of the current operations budgets and the projected out-turn for 2016/17 were submitted.

Members noted the information.

c) Scale of Charges 2017/18

A draft Scale of Charges was submitted for consideration prior to the budget setting process for 2017/18.

During the ensuing discussion, a question was raised regarding the fees charged for the use of the football pitches/changing facilities at King George's Field/Forres Field and the process and frequency of collecting the fees. The possibility of introducing an annual charge was mooted.

Consideration was then given to the costs generated by users of Council-owned land for public events i.e. Prince Albert Gardens, Sandpit Field etc. and the possibility of introducing a nominal charge to cover these costs was suggested.

Following further discussion, it was AGREED:-

That no charges be levied for the use of Council-owned land for public events in 2017/18, and that consideration be given to the possible introduction of an appropriate fee in the future.

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

That the draft Scale of Charges be taken forward to the Policy, Finance and Performance Management Committee Meeting scheduled to be held on 14th December 2016 and considered further during the budget setting process for 2017/18.

8. Operations Manager's report

- **Health & Safety report**

The Operations Manager provided an update on health and safety matters at work, and reported that there had been only one injury recorded in the last quarter. No RIDDOR (Reporting Injuries and Dangerous Occurrences Regulations 2013) incidents had occurred and there were no near misses. It was reported there had been, in total, 350 working days lost due to sickness which was mainly recovery from operations.

Health & Safety risk assessments had been updated and tool box talks were on-going. Annual fire safety training had been arranged for all available council staff on the 13th December 2016.

- **Update on contracts issued and agreed works**

The contract works on the war memorial had been completed as per the contract specification. The new Eastgate seating and the British Legion stone seat had also been installed.

- **Tourist Information Centre refurbishment**

A contractual pre-site meeting had taken place on 16th November. The building was handed over to the contractor on the 21st November for pre-site inspections and set up. Works were due to commence on the 29th November with a completion date of 27th March 2017. As part of CDM (Construction, Design and Management) nobody would be permitted on site without permission.

- **Town Hall**

Works were due to commence on the external redecoration and repairs to the Town Hall. A pre-start contractual meeting had been arranged for 24th November to discuss the erection of scaffolding, site set up and the commencement date of works. Parking restrictions would apply within the Town Hall car park.

- **Tennis Courts 4 & 5 resurfacing works**

Works had been completed within the budget and on time.

- **Installation of artificial playing surfaces for tennis courts 1 & 2**

Works were progressing well. The first snagging meeting took place on 23rd November and another meeting was scheduled in three weeks' time. It was hoped that the courts would be available for use week commencing 28th November.

- **CCTV update**

The upgrade had been completed on budget and within the timescale. It was suggested that consideration be given to the installation of additional cameras and a budget allowance made accordingly.

- **Reinstatement of Coastwatch Path at Peveril Point**

Works to reinstate the path to the Coastwatch building and general maintenance works to the area had been completed.

- **Prospect Allotments**
Road repairs had now been completed and road safety “slow down” lettering would be installed shortly.
- **Day’s Park & St Mary’s School**
Works were progressing for the provision of a pathway in agreement with Dorset County Council, and should be completed during the week commencing 28th November.
- **Storm Damage (Storm Angus)**
Clean up works had taken place on the morning of 20th November and a number of council staff and vehicles deployed. An on-going assessment of the sea wall and repairing obligations was being undertaken by Purbeck District Council.
- **Christmas events**
The lighting up of the Christmas tree was scheduled to take place on the 26th November and the Christmas market would be held on the 3rd December.
- **Vandalism**
Reported incidents of vandalism:
 - Graffiti attacks on the shelters at Shore Road
 - Fire damage to shelter seats
 - Damaged fencing at King George’s
 - Broken play equipment at Days Park & Kings George’s
 - Broken retaining hooks on beach huts at Shore Road
 - Two damaged warm air dryers in toilets
- **Dog Foulin**
Dog fouling in the town continued to be a problem.
- **General work**
General ground works and repairing maintenance were on-going.

In noting the Operations Manager’s Report, Members wished to express their appreciation of the sterling work undertaken by the Council’s workforce following ‘Storm Angus’.

9. Items of Information and Matters for Forthcoming Agendas

It was suggested that a report on vandalism be produced to highlight issues to local residents.

10. Date of Next Meeting

The next meeting was scheduled to be held on Wednesday, 5th April 2017 at 4.30 p.m.

The Meeting closed at 5.55 p.m.

DRAFT Minutes of a Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 5th DECEMBER 2016** at **6.30 p.m.**

Chairman: -
Councillor A Harris Swanage Town Council

Present: -
Councillor M P Bonfield Swanage Town Council
Councillor T J Morris Swanage Town Council
Councillor S Poultney Swanage Town Council
Councillor M Whitwam Swanage Town Council

Also Present: -
Miss N Clark Management Support Officer

There were five members of the public present at the meeting.

Public Participation Time

There were no matters raised.

1) Apologies

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

2) 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 No. 3) Plans for consideration – Delegated applications

Planning application No's. 6/2016/0693 9 Cauldron Crescent, Swanage, BH19 1QL, and 6/2016/0704 3 Hill Road, Swanage, BH19 1RH – Councillor Harris declared a non-pecuniary interest under the Code of Conduct by reason of being a friend of the applicants.

Planning application No. 6/2016/0675 11 Priests Road, Swanage, BH19 2RG – Councillor Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being a Member of Purbeck District Council's Planning Committee. It was deemed possible that the application would be considered at a future Planning Committee Meeting.

There were no other declarations to record on this occasion.

Planning

3) Plans

Delegated Applications

Further to Standing Order No. 12) a) viii, it was proposed by the Chairman and AGREED:

That Item 10. on the Planning List be brought forward to Item 1.

Further to his declaration of interest under Minute No. 2), Councillor Whitwam remained in the room during consideration of the following item, but did not take part in any discussion, decision or vote.

6/2016/0675 **11 Priests Road, Swanage, BH19 2RG**
Erect detached garage with parking area at front of property.
Mr & Mrs Ellison

Following discussions, the Chairman invoked Standing Order No.1 p. to briefly suspend the meeting so as to allow members of the public to address the Committee, and respond to questions regarding/relevant to the planning application.

OBSERVATION: Recommend refusal on the grounds that the proposed development blurs the definition of the streetscene, as described in the Townscape Character Appraisal, Mixed Pre- and Post-war Housing. The Committee would wish it to be noted that it reiterates its previous comments made, and feels that these remain relevant to this new application, as detailed below. Also, although not material planning considerations, further concerns were raised as follows:

- Occupiers of some nearby properties had not been informed/consulted regarding this new application
- Although the property was not situated within the Swanage Conservation Area, it was situated in very close proximity to the Conservation Area (lower Priests Road at the junctions with Cowlease and High Street) and it was felt that the proposed building would have a detrimental impact on the setting of the area

8th August 2016 – Application No. 6/2016/0409

OBSERVATION: Recommend refusal. Major concerns are expressed regarding the scale of the proposed building, the layout and density of building design, and its visual appearance, which is considered to be wholly out of keeping with the street scene. Further concerns were raised regarding the overbearing height of the building, and the potential adverse impact on neighbour amenity, loss of sunlight, overshadowing, loss of outlook, and loss of privacy.

The Committee also wished to record its concerns regarding possible future conversion to residential use, and that this application must not be regarded as setting a precedent for future planning applications for the conversion of garages to living accommodation in the vicinity.

It was further proposed by Councillor Bonfield, seconded by Councillor Harris and
RESOLVED UNANIMOUSLY:

That the Planning Authority be requested to reassign Planning Application 6/2016/0675 to the District Council's Planning Committee for consideration at a future Planning Committee Meeting.

Councillor Morris agreed to raise this matter on the Committee's behalf.

6/2016/0534 **St Mark's, Bell Street, Swanage, BH19 2SA**
Minor material amendment to planning permission 6/2015/0163 (Demolish modern extensions, convert existing school into four apartments, erect six dwellings and lay out car parking and circulation area; form new vehicular and pedestrian accesses) to make changes to windows.
The Broadwey Group
OBSERVATION: No objection.

- 6/2016/0583 **53 Queens Road, Swanage, BH19 2EN**
 Variation of conditions 2, 11, and 13 of planning permission 6/2009/0733 (Demolish existing buildings and erect two 4-bedroom dwellings with second floor balconies, and associated parking; form new vehicular access) to allow balconies with privacy screens.
 Mrs Pestana
OBSERVATION: Recommend refusal, concerns are again raised regarding the potential adverse impact on neighbour amenity, overlooking, and loss of privacy of neighbouring properties. It was strongly felt that conditions 2, 11, and 13 of PA 6/2009/0733 were originally put in place to protect the residential amenity of neighbouring residents, and that this new application does not overcome the original concerns as above.
- 6/2016/0584 **8 Cluny Crescent, Swanage, BH19 2BS**
 Convert existing dwelling into two separate dwellings.
 Mr Helas
OBSERVATION: No objection, subject to adherence to the Design and Conservation Officer's report.
- 6/2016/0585 **168A High Street, Swanage, BH19 1HA**
 Erect single storey extension.
 Mrs Gray
OBSERVATION: No objection.
- 6/2016/0620 **17 Newton Road, Swanage, BH19 2EA**
 Amendments to include: extension of hipped roof to form gables, insertion of dormer window in rear roof slope, roof lights in the front, replacement of existing roof covering with slate tile, insertion of bi-fold doors, and erection of porch.
 Mr Collis
 (Deferred from 7th November 2016 Meeting)
OBSERVATION: No objection.
- * 6/2016/0623 **Flat 4, Bon Accord, 9 Victoria Avenue, Swanage, BH19 1AJ**
 Extending the height of the lift shaft on the roof.
 Bon Accord Residents Company Ltd
 (Deferred from 7th November 2016 Meeting)
OBSERVATION: No objection.
- 6/2016/0643 **38 Ulwell Farm Caravan Park, Ulwell Road, Swanage, Dorset, BH19 3DE**
 Construction of timber decking.
 Mrs Stobart
OBSERVATION: No objection.
- 6/2016/0644 **18 Ulwell Farm Caravan Park, Ulwell Road, Swanage, Dorset, BH19 3DE**
 Construction of timber decking
 Mr Ware
OBSERVATION: No objection.
- * 6/2016/0647 **27 D'Urberville Drive, Swanage, BH19 1QN**
 Erection of a single storey extension to south western corner of bungalow.
 Mr & Mrs Furniss
OBSERVATION: No objection.

- 6/2016/0679 **97 Bay Crescent, Swanage, BH19 1RD**
Erect side and rear extensions, and alterations to existing detached dwelling.
Mr & Mrs Jones
OBSERVATION: No objection.
- 6/2016/0680 **18 Hill Road, Swanage, BH19 1RH**
Removal of existing conservatory, raise ridge height to provide additional first floor accommodation with dormer window and Juliet balcony.
Mr & Mrs Arnold
OBSERVATION: No objection, subject to mitigation of neighbour concerns regarding potential adverse impact on neighbour amenity, overlooking and loss of privacy.
- 6/2016/0684 **10 Institute Road, Swanage, BH19 1BX**
Demolish store and erect two storey dwelling.
Mrs Woolston
OBSERVATION: No objection.
- 6/2016/0685 **1 Salisbury Road, Swanage, BH19 2DY**
Erect detached garage and associated works.
Mr Beasley
OBSERVATION: Recommend refusal. Concerns are expressed regarding the inappropriate scale of the proposed development. The Committee would also wish it to be noted that it reiterates its previous comments made, and feels that these remain relevant to this new application, as detailed below. Further concerns are raised that the proposed building would potentially have a greater detrimental impact on the visually important street scene, more so than the existing planning permission held for a paved area only.

4th April 2016 - Application No. 6/2016/0169

OBSERVATION: Recommend refusal. Considered to be overdevelopment. Concerns were expressed regarding the inappropriate scale of the proposed paved area, and capacity of physical infrastructure in relation to drainage and previous flooding issues experienced in the area. Concerns were also raised regarding highway safety and traffic generation, the site being situated on a corner with restricted views, and the fact that the road was maintained as a footpath. Further concerns were raised regarding the potential detrimental impact on the visually important street scene, inconsistent with the character of the Swanage Lanes area as defined in the Swanage Townscape Character Appraisal, and reduction in neighbourhood amenity.

Further to her declaration of interest under Minute No. 2), Councillor Harris remained in the room during consideration of the following item, but did not take part in any discussion, decision or vote.

- * 6/2016/0693 **9 Cauldron Crescent, Swanage, BH19 1QL**
Alterations and extensions to house including: demolition of first floor Balcony, and erection of a flat roofed single storey rear extension, alterations to first floor windows in front and rear elevations, two further ground floor windows in southern side of building, and cladding of all sides of the house with weatherboarding.
Mr & Mrs Humpherson

OBSERVATION: No objection, subject to mitigation of any neighbour concerns received regarding potential adverse impact on neighbour amenity, overlooking and loss of privacy.

6/2016/0702 **21 Argyle Road, Swanage, BH19 1HZ**
Erection of a single storey rear extension, and a first floor rear extension.
Mr Dercole
OBSERVATION: No objection.

Further to her declaration of interest under Minute No. 2), Councillor Harris remained in the room during consideration of the following item, but did not take part in any discussion, decision or vote.

6/2016/0704 **3 Hill Road, Swanage, BH19 1RH**
Demolish two existing garages, and erect single storey extension with chimney.
Mrs Fawcett
OBSERVATION: No objection.

Please note:

* The Town Council is Corporate Trustee of the De Moulham Trust, which holds the benefit of covenants in the properties that are the subject of applications marked *.

4) Applications for tree works - opportunity to raise any matters of concern

There were no matters raised on this occasion.

5) Items of Information and Matters for Forthcoming Agendas

a) **Public Consultation - NHS Dorset Clinical Commissioning Group – Dorset’s Clinical Services (DCS) Review** – a link to the consultation documents and online questionnaire was provided to Committee Members for information purposes. The deadline for responses was 28th February 2017, and it was agreed that the consultation/questionnaire would be discussed further at the next Committee Meeting. Details of the consultation would also be sent to all other Town Councillors, to give Councillors the opportunity to raise any comments/provide input to the questionnaire, along with an invitation to attend the next meeting to take part in discussions if they so wished. It was reported that a consultation drop-in event was being held in Swanage on 17th January 2017 at the Emmanuel Baptist Church, from 2.00 p.m. to 8.00 p.m.

b) **Reshaping your councils – consultation response reports on unitary proposals for Dorset** - it was reported that the consultation results had now been published. The results had shown clear backing for change to local government structures in Dorset. A press release had been issued by the District Council, and the reports were available online via: www.reshapingyourcouncils.uk. The reports/evidence would now be considered separately by all nine Dorset councils during January 2017, to determine whether they supported change from nine councils to two. If an agreement were to be reached, a request would be made to the Secretary of State for Communities and Local Government, who would make the final decision. It was anticipated that any new councils would come into existence in April 2019.

7) Date of next Meeting

The date of the next meeting had been scheduled for Monday 9th January 2017 at 6.30 p.m.

The meeting closed at 8.00 p.m.

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th November 2016

	£ p	£ p
Balance in Hand at 1.4.16.		£1,743,788.16 Cr
Income to 31.10.16.	£3,003,658.87 Cr	
Investment Income	£781.73 Cr	
Income during period	<u>£36,140.25 Cr</u>	<u>£3,040,580.85 Cr</u>
		<u>£4,784,369.01 Cr</u>
Less payments made:		
As per Reconciliation dated 31.10.16.	£1,692,936.81 Dr	
Order on Treasurer		
No. 8 dated 28.11.16.	£115,203.84 Dr	
No.8a dated 28.11.16.	£54,720.73 Dr	
	£1,862,861.38 Dr	
Emergency payments to 30.11.16.	<u>£505.00 Dr</u>	<u>£1,863,366.38 Dr</u>
		<u>£2,921,002.63 Cr</u>
Balance at Bank		
Current Account		£48,138.53 Cr
Deposit Account		£833,997.20 Cr
Investment Account		£2,114,346.02 Cr
Credit Card Account		£21.00 Cr
		<u>£2,996,502.75 Cr</u>
Unpresented Cheques		£75,500.12 Dr
		<u>£2,921,002.63 Cr</u>

VISION FOR A SWANAGE HERITAGE AND VISITORS' CENTRE Submitted on behalf of Swanage Museum

Background

Visitor interest in local natural and cultural history is well recognised and along the Jurassic Coast visitor centres have been created, extended or refurbished at Beer, Lyme Regis, Charmouth, the Fleet, Lulworth, Kimmeridge Bay, Seaton (Devon) and the new Steve Etches Centre in Kimmeridge village. Locally, there have been other successful developments at Durlston Castle and the Norden Mining Museum, but both of these have a relatively narrow focus on topics of specific interest to their locality, neither say much about Swanage.

Sadly, Swanage is currently the only town along the Jurassic Coast that has no adequate public space to display its rich history.

Swanage lies at the eastern extremity of the 'Jurassic Coast' World Heritage Site and is recognised in the World Heritage Site Management Plan as a 'gateway' to the Jurassic Coast. Swanage is the principal town in the Isle of Purbeck and provides accommodation for many thousands of visitors. It is a natural hub that lies at the centre of many of the places of interest that visitors come to explore.

Apart from its strategic value, Swanage itself has a remarkably rich geological, natural, cultural and industrial heritage - much of which is archived in Swanage Museum. Since humans first settled here, and particularly since Roman times, the exploitation of stone, clay and oil, as well as agricultural and marine resources, has modelled the landscape and thrown up a vast collection of artefacts and records. At the same time the dramatic land and seascape has attracted a host of artists - many of international renown.

In addition, the town, with its wealth of natural resources and wide variety of specialist accommodation providers, has been a natural focus for school field trips for many years. With outdoor education once again receiving priority in the National Curriculum, and visits taking place outside of the normal visitor season, Swanage is well placed to develop this sector further and profit from the activity

In recent years Swanage has also seen its visitor season extend much further into the spring and autumn. These 'shoulder month' visitors have interests which go beyond the beaches and out into the wider natural and cultural landscapes which surround the town. There is currently no easy reference point for these people to broaden their knowledge and organise their activities.

Development Proposal

It is proposed that Swanage develops its own Heritage/Visitor Centre on the seafront in the area between and including the existing TIC and Kay's amusement arcade. It will focus strongly on the local heritage but also act as a Jurassic Coast Gateway Centre, a resource centre and starting point for visiting and local schools on educational field trips, a sub-regional hub for visitor activities and a local community centre. Importantly, it will also provide a much-needed wet weather facility for visitors

The new Centre will include community and education space, exhibitions, fixed displays, interactive elements, an archive and research area, the Tourist Information Centre and retail space. It will be fully accessible and designed to be financially sustainable. It will be energy efficient, use modern display techniques and make maximum use of its central position on Swanage seafront to attract visitors.

To start the development process it will be necessary to:

1. Document research on Swanage's geological history in the context of the Jurassic Coast
2. Identify and summarise Swanage's unique selling points in terms of natural and cultural history
3. Assess available resources in terms of artefacts, documents and local knowledge
4. Research opportunities for linking to other local attractions and interests
5. Establish a management structure that will take this work forward
6. Prepare a vision statement for an initial approach to the Heritage Lottery Fund
7. Research other grant and sponsorship funding possibilities

Financial Viability, Sustainability and Succession Planning

Grant funders will be focused upon capital input, only, and will expect the recipient organisation to show that the project will be financially viable within a 3 to 5 year period. Viability will include projections of economic running costs, strong governance and income flows which more than adequately cover running and management costs.

As the proposal is for a new building there is an opportunity to incorporate "green" credentials and efficient energy systems to minimise annual costs and have a low carbon footprint.

Efficient and effective management structures will need to be presented both for the project itself and the long-term management of the completed building.

The existing Heritage Centre benefits from a 50,000 footfall, per annum. This is way ahead of any other Museums/Heritage centres in Dorset, including Dorchester, and represents a unique opportunity to capitalise upon income flows from these visitor numbers. The project, as proposed, would create opportunities to turn the Heritage Centre into a destination target for visitors in addition to the predominantly “passing” trade from visitors already staying in Swanage. The current projections suggest that visitor numbers could be increased by 50% to 75,000 visitors.

Income flows are likely to arise from:

- Retail sales - currently running at £35,000 pa, but with increased footfall and a larger retail offering it is believed that this could double;
- Education – by providing a lecture theatre, attached to the Museum facility it anticipated that there would be a good flow of visiting school bookings, with low cost accommodation, locally including the Youth Hostel and the Townsend Centre;
- Exhibitions – in addition to particular exhibitions within the Heritage Centre it is proposed to create a separate area for Community and sponsor organisation use which would be let out on a year-round basis;
- Interactive displays – these will add to the attractiveness of the venue and allow opportunities for income generation;
- Sponsorship – a plan is being developed for a closer relationship with local trades to sponsor particular exhibits and one-off exhibitions during the course of each year.

TIC will also benefit from a greatly increased footfall by sharing with the Heritage Centre.

In addition to looking for short to medium term viability the funders will require to see a plan for the long-term sustainability of the Project. This will need to include a deliverable Succession Plan, which recognises the ages of the existing volunteers, the need for paid management and the promotion of volunteer recruitment techniques to maintain continuity, long into the future. By creating a joint venture with Swanage and Purbeck Development Trust (SPDT) a wider dimension to sustainability and succession planning is created, not limited to the Heritage Centre specialisation.

Proposed Legal Structure

It is proposed that a long lease be granted by Swanage Town Council to SPDT with an immediate, back to back, development lease arrangement, to the Heritage Centre for the carrying out of the development. The arrangement/joint venture between the Heritage Centre and SPDT will need to be structured, in such a way, to build maximum credibility with Grant Funders.

Essential Next Steps

Following an in-principle agreement of the proposed legal transaction there are certain early steps that will need to be taken to understand the viability and deliverability of the project as a whole. These are:

1. Early talks with PDC on the flood, sea wall and planning implications;
2. Early talks with the Heritage Lottery Fund (HLF);
3. Commissioning of architects for development of ideas and creation of artist's impressions of the likely project, for discussion with HLF. No promises can be made to architects about future involvement as such a prominent site may need an architects' competition and public consultation, This will mean that the commission fees will have to be paid at an early stage;
4. Engineers surveys. From the experiences of the nearby beach hut project some early engineer input will be necessary. It was clear that taking selected bore holes on their own was not enough to establish the overall ground conditions. A more extensive investigation will be necessary to understand the additional costs of development as a result of ground conditions. There will need to be a fee commitment for this survey before any project planning can commence.

Appendix - background information

Swanage's geological history and the Jurassic Coast World Heritage site

- Thomas Beckles and his collection of early mammal teeth from Durlston Bay (one of the most important collections in the Natural History Museum, London)
- Fossils from the rocks in Durlston Bay include 30 species of fish, (it is one of most important late Jurassic fish localities in the world), plus amphibians, mammals, 40 species of reptiles, (turtles, crocodiles, lizards and dinosaurs)
- Durlston Bay, by far the richest reptile site of this age, has also yielded 3,000 insect specimens from 150 species
- The dinosaur footprints and trackways from around Swanage are internationally important and the best and most numerous in the whole of the Jurassic Coast
- New finds continue to be made like the crocodile skull found in 2009 – a species new to science
- The sea stacks seen at Old Harry rocks and the headlands of Ballard Point, Peveril Point and Durlston Head are used internationally as textbook examples of coastal erosion and the natural evolution of coasts

Swanage's unique selling points in terms of natural and cultural history

- George Burt and his legacy, including Purbeck House
- Quarrying history, the 'bankers' and 'Little London' artefacts
- The history of the Swanage Piers
- Swanage Steam Railway
- The Slade School of Art (300 artists painted in Swanage between 1880 and 1914)
- Artists of international renown - Nash, Everett, Fry
- Regency, Victorian and Edwardian tourism, the influence of Thomas Hardy and the growth & style of early seaside tourism
- Wartime defences - Peveril Fort, the Napoleonic wars and both World Wars including the role of the early Radar development
- Townsend Nature Reserve, Durlston National Nature Reserve, Dorset Area of Outstanding Natural Beauty, marine Special Area of Conservation

Swanage's unique position as a centre for educational visits and field trips

- A wealth of natural resources readily available, accessible and relevant to the study of geology, geography, history, ecology, biology, environmental and coastal management
- A history of visiting school groups with many schools using Swanage on an annual basis

- A number of locally based Field Trip and activity centres (inc. Leeson House, Harrow House, the Townsend Centre, the Chatsworth Centre, Land and Wave and the Youth Hostel Association)
- A central position in relation to other educational facilities in Purbeck – notably those offered by Durlston Country Park, the National Trust, the Lulworth Estate, the Dorset Wildlife Trust, the RSPB, the Burngate Stone Carving Centre and the Jurassic Coast Team

Available resources in terms of artefacts, documents and local knowledge

- Swanage museum – expertise, documents, photographs and artefacts
- Local collections – photographs, documents, fossils
- The Jurassic Coast Team
- Natural History Museum – many fossils from Swanage including dinosaur trackways
- Dorset County Museum – many fossils from Swanage
- Dorset History Centre's county archives
- Purbeck Society archives
- The Isle of Purbeck Arts Group
- Swanage Town Council archives
- Local writers, painters, sculptors and stonemasons
- Swanage Heritage Group includes the Swanage Railway, Friends of Durlston, the Pier Trust and the Swanage Museum. The newly formed group aims to promote Swanage as a target destination and is an important focus for local people with literally hundreds of active volunteers attached to the member organisations.

Opportunities for linking to other visitor attractions and interests in the local area.

Links to Durlston, Kimmeridge, Corfe Castle, Norden, Wareham, Studland, National Trust properties, Langton Matravers Coach House Museum, Leeson House

Starting point for walks, cycle routes

Information on cultural and leisure activities,

Information on access to land and water-based sports and activities

Information on things to do and places to see in Swanage

A structure to take this work forward

Working group comprising Swanage Town Council, Swanage Museum, Swanage Development Trust and other relevant parties, with a Chairperson tasked with working the ideas up into a project proposal. This should include consultation with the Jurassic Coast team, the Dorset CC Museums Co-ordinator, other local attractions, education providers and activity bases.



SWANAGE TOWN & HERSTON FOOTBALL CLUB

“A Football Club at the Heart of the Community”

SUMMARY BUSINESS PLAN & VISION

2016 to 2019

December 2016



1. EXECUTIVE SUMMARY

The Football Club is going through a time of change. It has ambitions to consolidate its operations, in Swanage, and progress up the Football Association Leagues. The buildings occupied by the Club have reached the end of their useful life and require replacement. A new lease of the ground is currently under discussion with Swanage Town Council.

The location of the Football ground and its surrounds, the quality of the pitch, the availability of a Club house, changing facilities and good car parking are admired by visiting clubs and are considered adequate for several steps, in leagues, above the Club's current league.

The purpose of this Summary Business Plan is to understand the actions necessary and record the agreed approach to delivering the Club's ambitions. The items to be agreed are: progression in the FA non-League pyramid; agreement of a new long term lease and the redevelopment of the buildings. The formal Business Plan will include Actions to be followed by all Club Members in moving the Club forward.

There is a proposal to structure a relationship with Swanage and Purbeck Development Trust, which will increase the confidence of Investors/Funders in investing in a major project to develop a Multi-functional Centre on the site of the existing buildings on the east side of the football pitch.

There is also a proposal to repair and refurbish the terraces and buildings on the west side of the football pitch to make it more attractive for spectators and provide "decant" accommodation whilst the existing buildings are under development.

The critical starting point to commence upon the Club's ambitions is to agree a new lease structure with Swanage Town Council.

2. THE VISION

The long term Vision of the Football Club is to generate a sustainable, high profile future, at the heart of the Community. This will be achieved by moving several steps up the FA League tables supported by income from: memberships; ground receipts from increased local support; and letting income from a redeveloped building providing a Multi-Functional Community (MFC) facility.

The size and location of the current ground uniquely lends itself to providing an ideal platform for the future of the Club and a centrally located MFC for use by the whole Community.



3. THE CURRENT POSITION

A series of facilitated, open discussions took place during August. These were attended by the FC Committee and addressed, Strengths, Weaknesses, Opportunities and Threats as they relate to the Club.

Property, including the field and the buildings featured highly in all four areas, which underlined the importance of resolving the outstanding lease and organising a plan for the buildings.

The integration of the Youth teams on one site and building on Community support locally were also discussed in detail as being opportunities but also threats if they were not acted upon in the short to medium term.

The discussions also dealt with how the Club viewed the future and how it intended to achieve the changes necessary.

It was recognised that the long delay in agreeing a new lease of the site and the buildings no longer being fit for purpose was holding back the progress of the Club. These were seen as threats undermining confidence in the Club and planting seeds of doubt in the mind of the Community.

4. THE FUTURE OF THE CLUB

The future of the Club and how the Membership viewed it, was the subject of the second meeting. It was realised that when dealing with Investors/Grant Funders in the future it was important that they were made aware of and understood the Club's commitment, ambition, long term planning, sustainability and succession planning.

The Business Plan needed to be a reflection of how the Club sees itself and where it wants to go. As a business the Club needs to understand the viability of what it is planning and show commitment in how it intends to deliver it.

It was agreed that the core business continues to be football and the Club is ambitious in its aims and objectives. The Multi-functional Centre, following the redevelopment of the buildings, was agreed to be an important ingredient of the plan but as a support and to improve its sustainability, rather than a principal business driver. It was also seen as a way of building upon the support of the Community.

There was a recognition that many football clubs have failed, by overstretching themselves, and not having sufficient fall back when times get tough. It was considered important to build a model which could be scrutinised by investors and represent a robust, sustainable approach to build upon the ambitions of the Club.



Following consideration of the “Steps” issued by the FA in the “Guide to the FA Pyramid” the Members agreed that they wanted to move to Step 5, Wessex Premiership, within a 5 year period. The Club is currently at Step 7. Further advancement would be considered later in the life of the Plan based upon lessons learned from the initial progression.

It was realised that the current facilities of the Club met many of the FA requirements and with further investment in hardstanding, accessibility and refurbishment of the player and supporter facilities on the west side of the pitch the requirements could be met exactly.

In arriving at this 5 year target the progress of a number of regional clubs was discussed. It was agreed that meetings would be arranged with these to learn from their experiences. There was a need to find out what worked for the others and what did not, so that the Club could develop its plans further.

In depth discussions took place with Portland Town FC currently in the Wessex League Premier Division ie 2 steps above Swanage and Herston. Portland were willing to provide insight into how they progressed and a considerable amount of useful information was gained. This will provide support for the Clubs progression plan.

5. PLANNING FOR THE FUTURE

A variety of Actions were considered for the Club to take its ambitions forward.

It was agreed that the principal weaknesses of the state of the property and lack of progress could be overcome by the Club focusing on, and working towards, the delivery of the Business Plan. This would also build on the principal strengths including: the property; youth football; identity; and Community and Council support. The integration of the Senior and Junior clubs on one site was also seen as a positive strength for the future.

In the same way the opportunities, identified, needed to be built upon and the threats minimised.

The Committee agreed to support the Business Plan and work together to drive it forward. This commitment allows an Executive to be appointed, made up of a smaller number of Members, to have delegated authority to manage the delivery of the Plan. There was also recognition that some business coaching was necessary and support from outside volunteers was being sought

The Executive will be expected to report back to the Committee on progress but it will then have the authority to move quickly in decision making and act on behalf of the Board in its delivery. An effective business needs Governance, with this level of flexibility and authority, to be able to move quickly to take advantage of opportunities as they arise without the hindrance of retrospective doubters holding up progress.



There will also need to be a full range of Policies, as part of a Governance package, including: Financial; Health and Safety; Safeguarding; and Marketing and PR. These will be expected by Investors/Grant Funders as a minimum.

The lack of progress on the lease negotiations needed to be overcome. It was holding back upgrading/redeveloping the buildings and would stand in the way of the FA application to progress up the League Pyramid.

To progress the Plan for the future it was agreed that the following needed to be actioned:

- Agreement in principle by Swanage Town Council to grant a long lease of the football ground;
- a strategy for the progression of the Club to the next Step in the FA Leagues;
- a strategy for the redevelopment of the buildings to meet the needs of the Club and a Multi-functional Centre.

6. PROPOSED LEGAL STRUCTURE TO DELIVER THE PLAN

It was agreed that the proposed legal structure needed to include safeguards which helped Investors/Funders overcome reservations about the ability of Football Clubs to “manage” a project of this magnitude. There have been many examples of Clubs overstressing themselves and entering into administration/liquidation which would undermine confidence in the Club being able to meet its obligations in carrying out a major development. For this reason a proposal by Swanage and Purbeck Development Trust has been considered which allows the Club to retain “ownership” of the football ground whilst giving Investors/Funders comfort that there is a “fall back” in the case of failure of the Club, at some time in the future.

A long lease from Swanage Town Council is the critical starting point for the delivery of the Plan.

The preferred structure for the legal structure is as follows:

- a. A ground lease, of 100 years, of the whole site to Swanage and Purbeck Development Trust (SPDT);
- b. An immediate back to back lease to Swanage and Herston FC (SHFC) for 100 years, less one day, of the whole site but excluding the area of land earmarked for future development of the MFC;
- c. Creation of a Charity which will be a joint venture between SPDT and SHFC, managed by Trustees from both SPDT and SHFC. There would need to be a voting structure in a ratio of 3 SPDT Trustees to 2 SHFC Trustees to overcome Investor/Funder reservations about football clubs, generally.
- d. Agreement by the SPDT/SHFC charity to grant a long lease of accommodation, in the completed MFC, required by SHFC, for a Clubhouse and changing facilities etc.
- e. Income from the MFC will be distributed on the basis of covering the costs of running the centre, including Centre Management, a sinking fund for future repair and



improvement works on the centre. It is also anticipated that at least part of any surplus will be set aside for future ground improvements for use by SHFC.

7. PROPOSED DEVELOPMENT

It is proposed that a development of a Multi-functional Centre, similar to that proposed in the Consultation document, produced in 2006 will take place on the land currently occupied by the existing buildings on the east side of the pitch. This will include Clubhouse and changing facilities etc for exclusive occupation by SHFC.

It is also proposed that the buildings on the west side of the pitch should be repaired and refurbished to improve away team facilities and spectator stands. This would include improving hard standing areas at the south end and western terrace. The access to the western terrace also needs improvement with handrails and disabled ramp access.

The resulting, improved buildings, on the west side of the pitch, will also provide temporary decant facilities for the Club while the Multi-functional Centre is in the course of development.

8. PROPOSED TIMING

The first part of the Plan is to apply to the FA for progression up the League Pyramid which is due in before the end of December 2016. In order to be able to complete this application there will be a need to have agreed a new lease with STC, at least in principle.

Following agreement of the proposed legal structure, in principle, the SPDT and SHFC will work together to set up the charity vehicle proposed for the carrying out of the development of the Multi-functional Centre. This will need to be in place before the new lease structures are completed.

In the meantime, the Club would like to specify and start work on the refurbishment works to the western side of the ground, referred to in 8, above. It is hoped that STC may view these works as an alternative to those original proposed on King George's Fields and be able to fund them as a lower cost alternative. This would enable the FA League promotion to progress and provide much better spectator facilities to attract greater attendance at home matches to increase turnstile income.

It is hoped that planning for the Multi-functional Facility proposal could commence immediately after the grant of leases. Allowing 12 to 18 months for project planning and town planning and grant funding applications plus 18 to 24 months for construction and fit