

Minutes of the **MONTHLY MEETING** of the Swanage  
Town Council held at the Town Hall, Swanage on **MONDAY,**  
**31<sup>st</sup> OCTOBER 2016** at 7.00 p.m.

**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 G.M. Suttle

Councillor W.S. Trite

Councillor M. Whitwam

In addition to Members of the Council and officers, 20 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.

In the absence of a clergyman, Councillor Marsh offered a short prayer before the commencement of the Meeting.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- Expiry of planning consent in respect of proposed gas drilling at California Quarry.
- Request for Swanage Town Council members to support an objection to any new planning application that may be submitted in respect of gas drilling at California Quarry.
- Review of Risk Assessment undertaken in respect of Panorama Road.
- Concerns regarding obstruction for vehicular access to California Quarry.
- Availability of supporting Agenda papers for members of the public.
- 'Purbeck Weekend' sports event – Successful event, which raised approximately £6,000 for charity.
- A brief report presented by the Head Teacher of The Swanage School outlining the achievements of the school and its pupils, and expressing appreciation of the support given by the Town Council.
- An update given by representatives of the Swanage and Purbeck Development Trust on the acquisition of The Centre (formerly Swanage Youth Centre premises), including re-decoration of the

premises and the funding strategy. The urgent need for volunteers to assist with the project was also highlighted.

The Chairman opened the Council Meeting at 7.30 p.m.

119. **APOLOGIES**

Apologies for their inability to attend the meeting were received from Councillors Lejeune and Morris.

120. **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. 10** – Councillor Suttle declared a non-pecuniary interest under the Code of Conduct by reason of being a relation of the proprietor of Suttles Quarries.

In view of public interest in Agenda Item No. 10, the Mayor agreed that this item be re-scheduled for consideration at the start of the Meeting.

Further to his declaration of interest under Minute No. 120, Councillor Suttle left the Meeting during consideration of the following item.

121. **PROPOSED GAS DRILLING, CALIFORNIA QUARRY**

The Mayor read a statement from Infrastrata confirming that no works would be undertaken during the winter at California Quarry, and hence the existing planning permission would lapse on 3<sup>rd</sup> December 2016. If the licence was to be activated in the future it would have to be the subject of a new planning application, which would be discussed by the Town Council.

In view of the public interest in this item, the Mayor invoked Standing Order No. 1 p and adjourned the Meeting to allow members of the public to speak on the matter.

Concerns raised by members of the public included the following:-

- Original consultation not widely publicised.
- No predetermination – if new application submitted in the future, it should be considered separately.
- Robust policies should be in place to protect the area.

The Mayor re-convened the Meeting.

122. **MINUTES**

(a) Proposed by Councillor Bonfield, seconded by Councillor Green, and  
**RESOLVED UNANIMOUSLY:-**

That the Minutes of the Monthly Meeting of the Council held on 26<sup>th</sup> September 2016 be approved as a correct record and signed.

(b) Proposed by Councillor Finch, seconded by Councillor Harris, and  
**RESOLVED UNANIMOUSLY:-**

That the Minutes of the Extraordinary Meeting of the Council held on 17<sup>th</sup> October 2016 be approved as a correct record and signed.

123. **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 3<sup>rd</sup> October 2016 be approved as a correct record and signed.

124. **TRANSPORT COMMITTEE**

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

That the Minutes of the Meeting of the Transport Committee held on 12<sup>th</sup> October 2016 be approved as a correct record and signed.

There were no recommendations brought forward from the Committee.

125. **BUDGET MONITORING**

(a) **Statement of Cash Balance**

A Statement of Cash Balance as at 30<sup>th</sup> September 2016 was submitted for information (a copy attached at end of these Minutes).

126. **PAYMENT OF ACCOUNTS**

Proposed by Councillor Bishop, seconded by Councillor Marsh, and  
RESOLVED:-

That the accounts specified in the Orders on Treasurer Nos. 7 and 7a, amounting to £287,241.21 and £120,054.32 respectively be paid, and that cheques be drawn therefor.

127. **CHAIRMAN'S ANNOUNCEMENTS**

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

- The Dorset Lord Lieutenant's Awards Evening at which Samuel Jackson of Swanage had received the great honour of being appointed the Lord Lieutenant's cadet for 2016/17.
- The Annual Swanage Regatta & Carnival Presentation at which the sum of £23,000 had been distributed to local worthy causes.

128. **CONCLUSION OF AUDIT 2015/16**

The Annual Return in respect of the audit for 2015/16 was submitted from BDO LLP (the Council's external auditor), together with a Report on the issues arising from the audit.

It was noted, with satisfaction, that no significant issues of concern had been raised by the auditors, and the annual reminder to the Council to implement the recommendations made by the internal auditor was noted.

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

That the Annual Return in respect of the audit for 2015/16 be approved and accepted, and that the content of the matters arising report be noted.



129. **BEACH HUT PRICES 2017/18**

A proposed Scale of Charges for beach hut hire in 2017/18 was submitted for consideration.

Discussion ensued, during which questions were raised regarding the pricing differentials between the peak season and the shoulder months, and occupancy levels of the upper and lower level huts.

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

That the matter be deferred for consideration at the next meeting of the Policy, Finance and Performance Management Committee to be held on 9<sup>th</sup> November 2016 to enable further information to be obtained.

Having regard to the urgent timescale for the production of the beach hut booking forms and associated literature, it was FURTHER RESOLVED:-

That delegated authority be given to the Policy, Finance and Performance Management Committee to determine the Scale of Charges for beach hut hire in 2017/18.

Before consideration of the following item, Councillors Marsh and Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being the Town Council's and Purbeck District Council's representatives respectively on the Swanage Pier Trust. They remained in the Meeting during the debate, but did not vote on the matter.

130. **GRANTS AND DONATIONS 2016/17**

Consideration was given to a request received from the Swanage Pier Trust seeking capital funding support from the Town Council in the sum of £50,000 towards the Swanage Pier Regeneration project.

During the ensuing discussion, Members acknowledged the importance of the Pier to Swanage and its tourist trade, and supported the Swanage Pier Trust in its bid for Heritage Lottery Funding. However, further information was requested regarding funds raised and pledged towards the project, and it was proposed by Councillor Trite, seconded by Councillor Bonfield, and RESOLVED:-

That the matter be deferred for consideration at the next meeting of the Policy, Finance and Performance Management Committee to be held on 9<sup>th</sup> November 2016 to enable further information to be obtained.

Having regard to the timescale for the submission of the bid for Heritage Lottery Funding by the Swanage Pier Trust, it was FURTHER RESOLVED:-

That delegated authority be given to the Policy, Finance and Performance Management Committee to determine the level of capital funding support from the Town Council towards the Swanage Pier Regeneration project.

131. **USE OF BEACH HUTS AS 'POP UP SHOPS'**

Further to Minute No. 107 of the Council meeting held on 26<sup>th</sup> September 2016, and a subsequent meeting of the 'Pop Up Shops' Working Party, details of the arrangements for the use of beach huts as 'Pop Up Shops' during the winter period 2016/17 were submitted, for information.

The arrangements were noted and approved.

132. **PADDLEBOARD EVENT**

Consideration was given to a request received to hold NISCO Stand Up Paddleboard National Championships in Swanage Bay during the weekend 10/11<sup>th</sup> June 2017.

Discussion ensued, during which some concerns were raised regarding traffic management, parking and access to the beach.

A member of the audience, who had recently arranged a sporting event, indicated that he wished to speak on the matter, and the Mayor invoked Standing Order No. 1 p and briefly adjourned the Meeting for this purpose.

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

That permission be granted to hold NISCO Stand Up Paddleboard National Championships in Swanage Bay during the weekend 10/11<sup>th</sup> June 2017, subject to compliance with the Council's standard terms and conditions and liaison with Purbeck District Council regarding a Safety Advisory Group.

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

- (a) Councillor Whitwam reported that during the past month he had attended a meeting of the Purbeck Transport Action Group.
- (b) The Mayor reported that he had attended a meeting of the DAPTC at which concerns had been raised at the number of cycling events that were being held in the area.
- (c) Councillor Marsh reported that she had attended meetings of the DAPTC at which the main subject for discussion at both meetings had been the proposals for local government re-organisation.
- (d) Councillor Green referred to an event held on Shore Road to promote the work of 'Dorset Dogs', and to advertise a 'Guided Walking' event that was being held in November.
- (e) Councillor Trite reported that he had been scheduled to attend a meeting at Dorset County Council regarding the provision of the registration service, but the meeting had been postponed.
- (f) Councillor Finch reported that she had attended the Dorset Tourism Awards Evening at Bovington Tank Museum. She was delighted to report that she had accepted a Gold Award on behalf Purbeck District Council for the Tourist Information Centre at Wareham, and that Swanage Tourist Information Centre had achieved a Bronze Award. She wished to record her appreciation of the sterling work undertaken by the staff in both locations in achieving the prestigious Awards.

134. **REPORTING OF DELEGATED MATTERS**

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

135. **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 Swanage School – A short Report had been presented by the Head Teacher during Public Participation Time prior to the commencement of the Meeting.
- (c) The Centre – An update had been given by representatives of the Swanage & Purbeck Development Trust during Public Participation Time prior to the commencement of the Meeting.
- (d) The temporary re-location of the Tourist Information Centre to the Town Hall had been completed, and the facilities would be open to the public with effect from Tuesday, 1<sup>st</sup> November 2016.

**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 17 (a) and 17 (b), and 18 (a) and 18 (b) (in relation to legal and financial matters).

136. **LEGAL ISSUES**

(a) **Seabreeze Restaurant**

Further to Minute No. 67 of the Council meeting held on 25<sup>th</sup> July 2016, and the subsequent receipt of valuation advice, consideration was again given to the request from the proprietor of Seabreeze Restaurant for the use of the gated area adjoining the restaurant for the storage of tables and chairs.

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

That the request for the use of the gated area adjoining the restaurant for the storage of tables and chairs be approved, at a rental value in accordance with the recommendation of the Council's valuer.

Consideration was then given to a further request for a small extension to the left-hand side of the building to provide an additional service point. It was proposed by Councillor Bonfield and seconded by the Town Mayor:-

That the request for a minor extension to the left-hand side of the building be approved.

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

(b) **Santa Fe Park**

A proposal was 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 had not yet been determined and it was felt that future

development proposals for this site should be considered prior to a decision on the above request.

It was AGREED:-

That the matter be deferred for consideration at a future meeting of the Council to be held after a forthcoming meeting of the Seafront Working Party.

137. **PROCUREMENT**

(a) **Town Hall**

Further to Minute No. 115 (b) of the Council meeting held on 26<sup>th</sup> September 2016, consideration was given to tenders submitted for the external repairs and decorations to the Town Hall, and the recommendation of Dorset Property.

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

To agree the recommendation of Dorset Property to accept the tender of Ian Williams Ltd in the sum of £38,950 for external repairs and decorations to the Town Hall.

Before consideration of the following item, Councillor Suttle declared a pecuniary interest under the Code of Conduct by reason of a business association with a company that had submitted a tender for the refurbishment of the Tourist Information Centre. He left the meeting during the debate.

(b) **Tourist Information Centre**

Consideration was given to tenders received for the refurbishment of the Tourist Information Centre, and the recommendation of Dorset Property. Following discussion, it was proposed by Councillor Bonfield, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY:-

To agree the recommendation of Dorset Property to accept the tender of Isles Building Services Ltd in the sum of £138,678.00 for the refurbishment of the Tourist Information Centre, subject to clarification of a matter relating to electrical work.

The meeting concluded at 9.20 p.m.

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Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 31<sup>st</sup> OCTOBER 2016** at 9.30 a.m.

PRESENT:-

Councillor G. Green – Chairman

Councillor J. Bishop  
Councillor M. Bonfield

Also Present:-

Dr. M.K. Ayres  
Mrs L. Burgess

Town Clerk  
Senior Administration and Finance Officer

**Public Participation Time**

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

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from the Town Mayor and Councillors Lejeune, Morris and Trite.

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.

3. **STAFFING STRUCTURE AND POST LIST**

Details of the current staffing structure and post list were submitted for information and approved for further consideration during the budget setting process.

In accepting the document, Members noted that the majority of the full-time posts had now been filled.

4. **ADDITIONAL HOLIDAY**

Members of the Committee expressed their appreciation of the loyalty and dedication shown by all members of staff when dealing with queries and issues raised by members of the public, often in difficult circumstances.

As a small gesture in recognition of this dedication, it was proposed by Councillor Bonfield, seconded by Councillor Green, and RESOLVED:-

To grant an additional day's holiday to all permanent employees to cover the Christmas shutdown (for 2016 only).

Consideration was also given to the possibility of making an additional one-off payment to all staff, and it was proposed by Councillor Bonfield, seconded by Councillor Green, and RESOLVED:-

**TO RECOMMEND:**

To make a one-off payment in the region of £225 to each of the Council's permanent employees in recognition of their outstanding service in the current year.



**EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Green, 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 5, 6 and 7 (in relation to contractual and financial matters).

5. **ADVANCED PROGRESSION IN SALARY**

The Clerk reported on a request received from the holder of Post No. TIC 1 for an advanced progression in salary to Grade 8, scale point 33 or 34.

Following discussion, it was proposed by Councillor Bonfield, seconded by Councillor Green, and RESOLVED UNANIMOUSLY:-

That the postholder commences his employment at Grade 8, scale point 32, and that a further review of his request be undertaken on completion of the probationary period after six months.

6. **REPORT FROM SOUTH WEST EMPLOYERS REGARDING SALARY SCALES**

Further to previous consultation with South West Employers following the job evaluation undertaken in 2008/09, consideration was given to a Report compiled by South West Employers after externally benchmarking Swanage Town Council jobs against other Town Councils.

In concluding the Report, it was noted that there were no findings to suggest that Swanage Town Council's pay and grading structure had been benchmarked higher or lower than the average.

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

That the Report be accepted, and no further action be taken in the matter.

7. **TOWN CLERK – REVIEW OF CONTRACT**

Having acquired the CiLCA (Certificate in Local Council Administration) qualification, it was noted that the Town Clerk's salary was due to advance by one further scale point from last June under the terms of his contract.

Contractual matters concerning overtime payments for attendance at monthly Council meetings were also considered, and, following a brief discussion, it was proposed by Councillor Bishop, seconded by Councillor Bonfield, and RESOLVED:-

That, in accordance with the terms of his contract, the Town Clerk's salary be advanced by one scale point to SCP 56 with effect from May 2016, and that the existing contractual arrangements for attendance at monthly Council meetings be continued.

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

(a) **Items of Information**

There were no additional items of information to report at the present time.

(b) **Matters for Forthcoming Agendas**

i) Local Government Pension Scheme.

9. **DATE OF NEXT MEETING**

The date of the next Personnel Committee was scheduled to be held on 22<sup>nd</sup> February 2017 at 9.30 a.m.

The meeting concluded at 10.10 a.m.

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**Monthly Meeting 28<sup>th</sup> November 2016**

**Agenda Item 4a) Recommendation from Personnel Committee 31<sup>st</sup> October 2016**

**One-off Payment in recognition of Outstanding Service**

In December 2014 & 2015, Council granted a non-consolidated payment to all permanent employees of £220 & £225, respectively, in recognition of their outstanding service in the preceding year. This was warmly received by the Council's employees and was a considerable boost to staff morale. At the meeting of the Personnel Committee held on 31<sup>st</sup> October 2016 the possibility of again making this payment was proposed.

There are currently 31 permanent employees and it is suggested that a non-consolidated payment of £230 be made in the December pay-run, in recognition of the continued outstanding service in the context of ongoing staff vacancies. The employer costs associated with making this payment would be approximately £9,300 including pension and NIC. Current projections show an approximate underspend of £38,000 in employee costs against budget, due to posts remaining vacant and the inability to fill some seasonal posts.

**Decision Required:**

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

Martin Ayres  
Town Clerk

November 2016



Minutes of a Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 7<sup>th</sup> NOVEMBER 2016** at 6.30 p.m.

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor M P Bonfield

Swanage Town Council

Councillor A Lejeune

Swanage Town Council

Councillor T J Morris

Swanage Town Council

Councillor S Poultney

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Also Present: -

Dr M Ayres

Town Clerk

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

**Public Participation Time**

There were no matters raised.

**1) Apologies**

There were no apologies for their inability to attend the meeting.

**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 – Non delegated applications**

Planning application No. 6/2016/0371, Land to south west of Prospect Business Park, Swanage - Councillor Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being a Director of Swanage Railway Trust.

Planning application No's. 6/2016/0371 Land to south west of Prospect Business Park, Swanage, 6/2016/0523 Plot 1, Prospect Business Park, Victoria Avenue, Swanage, BH19 1AP, and 6/2016/0618 Former Police Station Premises, Argyle Road and Kings Road West, Swanage, BH19 1HZ – 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 likely that these applications would be considered at a future Planning Committee Meeting.

Planning application No. 6/2016/0600, West End Cottage, Belvedere Road, Swanage, BH19 2AN – Councillor Harris declared a non-pecuniary interest under the Code of Conduct by reason of being a friend of the applicant.

There were no other declarations to record on this occasion.

**Planning**

**3) Plans**

**Non Delegated Applications**

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

- 6/2016/0371 **Land to south west of Prospect Business Park, Swanage, Dorset**  
 Installation of railway siding and turntable to include temporary access road and compound, boundary treatment and landscaping.  
 Swanage Railway Trust  
**OBSERVATION:** No objection, subject to addressing the concerns of the Environment Agency, Dorset Area of Outstanding Natural Beauty Team, and Southern Gas Networks.
- 6/2016/0523 **Plot 1, Prospect Business Park, Victoria Avenue, Swanage, BH19 1AP**  
 Minor material amendment to PA 6/2014/0616 (Construct ten B1, B2 and B8 units, and four small storage units (Use Class B8); layout car parking, cycle and bin stores.) to split units 13 to 15 into four units (previously three units), amend car parking layout and materials.  
 D & P Lovell Ltd  
**OBSERVATION:** No objection, subject to the issues raised in the Environmental Design Manager's report (regarding proposed materials and their colour) being satisfactorily addressed.
- 6/2016/0618 **Former Police Station Premises, Argyle Road and Kings Road West, Swanage, BH19 1HZ**  
 Alterations and extensions to former police station to facilitate conversion to six dwellings.  
 Mr Pearce  
**OBSERVATION:** No objection.

#### Delegated Applications

- \* 6/2016/0418 **Re-validated application**  
**9 Rabling Road, Swanage, BH19 1EB**  
 Erect rear single storey extension with canopy. Cladding to front elevation. Replacement of garage with store. Erection of car port canopy. Layout car parking to form new vehicular access.  
 Mr McVey & Miss Ramsden  
**OBSERVATION:** No objection.
- 6/2016/0555 **22 Lighthouse Road, Swanage, BH19 2JJ**  
 Two storey side/rear extension, raising and enlargement of roof to create additional floor space, roof lights, and Juliet balcony, involving alterations to elevations.  
 Mr Smith  
**OBSERVATION:** Recommend refusal on the grounds that the proposed balcony and extended roof is out of keeping with the character of the Swanage Lanes zone as described in the Townscape Character Appraisal. This states that such buildings should be 'of low-scale, massing and form' and be 'generally unimposing on their surroundings'. Concern is also raised regarding increased overshadowing and loss of light to neighbouring properties.
- 6/2016/0557 **Haven Cottage, 63 Ulwell Road, Swanage, BH19 3DG**  
 Replacement windows and replacement front door.  
 Mr & Mrs Hooke  
**OBSERVATION:** No objection, subject to compliance with the Design and Conservation Officer's report.

6/2016/0558 **Listed Building Consent**  
**LISTED Haven Cottage, 63 Ulwell Road, Swanage, BH19 3DG**  
Replacement windows and replacement front door.  
Mr & Mrs Hooke  
**OBSERVATION:** No objection, subject to compliance with the Design and Conservation Officer's report.

6/2016/0579 **11 Ballard Estate, Swanage, BH19 1QZ**  
Clad rear extension.  
Mr Livingstone  
**OBSERVATION:** No objection.

Further to her declaration of interest under Minute No. 2), Councillor Harris left the room during consideration of the following item. In the absence of the Committee Chairman, the Town Mayor assumed the Chair.

6/2016/0600 **West End Cottage, Belvedere Road, Swanage, BH19 2AN**  
Erect single storey extension, roof terrace and minor window alterations.  
Miss Owens  
**OBSERVATION:** No objection.

# 6/2016/0603 **Plot 104 Swanage Bay View Holiday Park, Panorama Road, Swanage, BH19 ZQS**  
Construct extension to timber decking.  
Mr Watkins  
**OBSERVATION:** No objection.

6/2016/0607 **Swanage Hospital, Queens Road, Swanage, BH19 2ES**  
Erect enclosed bin storage area.  
Mr Williams  
**OBSERVATION:** No objection. However, the Committee would like to express its regret at the loss of such a prominent tree, which will have a significant visual impact.

6/2016/0620 **17 Newton Road, Swanage, BH19 2EA**  
Roof alterations and extensions to form gable ends and dormer windows, and alterations to sides of dwelling including new porch.  
Mr Collis  
**OBSERVATION:** Defer for consideration at the next Planning and Consultation Committee meeting due to be held on 5<sup>th</sup> December 2016.

\* 6/2016/0623 **Flat 4 Bon Accord, 9 Victoria Avenue, Swanage, BH19 1AJ**  
Extend the height of the lift shaft on the roof of the building.  
Bon Accord Residents Company Ltd  
**OBSERVATION:** Defer for consideration at the next Planning and Consultation Committee meeting due to be held on 5<sup>th</sup> December 2016.

**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 \*.

# The Town Council is the owner of land included within, or directly affected by, applications marked #.



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

There were no matters raised on this occasion.

**Consultation**

**5) To note receipt of the following consultation documents and to determine the Council's preferred method of response:**

**a) 2018/19 Dorset School Admissions policies Consultation**

It was reported that Dorset County Council was consulting on its proposed Dorset admission and school transport policies for 2018/19. Committee Members had reviewed the consultation documents and, after a brief discussion, agreed that no comment would be made. It was therefore proposed by Councillor Bonfield, seconded by Councillor Poultney and RESOLVED UNANIMOUSLY:

That the Committee wished it to be noted that the consultation documents had been reviewed and appropriately discussed, and had no further comments to make.

**b) Dorset Waste Partnership (DWP) – Charging for Household Waste Containers Consultation**

It was reported that Dorset Waste Partnership was looking at options for savings on the future supply of new bins for some residents. Government funding was being reduced, and DWP was under pressure to reduce budgets. The containers used in the kerbside collection scheme provided enough waste capacity for the majority of households, however, there were additional measures of flexibility in the service to ensure that it worked for different kinds of households, and such measures came at a cost to DWP's budget. The consultation was therefore looking at options for savings on these additional measures, and residents' views would be taken into consideration by the DWP Joint Committee in January 2017.

A discussion ensued, during which the consultation survey was completed by Committee Members, and the answers would be submitted to DWP by officers accordingly.

**c) Council Tax Support Scheme 2017/18 – Review of Council Tax Support Scheme for working age applicants**

It was reported that Purbeck and West Dorset District Councils, and Weymouth & Portland Borough Council, were proposing changes that would bring their Council Tax Support Scheme in line with the changes made by Central Government in Housing Benefit and Universal Credit.

A brief discussion ensued. Committee Members felt that the consultation document lacked detail/background information and, as the closing date for survey responses was 22<sup>nd</sup> November 2016, it was therefore agreed that all Town Councillors should be requested to consider responding individually to the consultation, if deemed appropriate. Officers would inform Councillors accordingly.

**d) BT Telephone Kiosks – to consider the removal, retention, or adoption, of two telephone kiosks in Swanage**

It was reported that BT was proposing to remove two telephone kiosks, at the junction of Priests Road/Quarry Close, and at Greyseed Estate, Herston, and public notices had been posted in the kiosks to gather feedback in this respect. BT had given three possible options for response: Object (with reasons), Agree, or Adopt (the option to purchase a kiosk for the community, minus telephone equipment, for £1).

A brief discussion ensued, during which Members were in agreement that they did not wish to consider the purchase of the kiosks, and would raise no objection to the kiosks being removed.

6) **Items of Information and Matters for Forthcoming Agendas**

- a) **Road line markings** – concerns were raised about the poor condition of line markings on many of the town's roads, and a request was made for this to be added as an agenda item for a future meeting of the Transport Committee.

7) **Date of next Meeting**

The date of the next meeting had been scheduled for Monday 5<sup>th</sup> December 2016 at 6.30 p.m.

The meeting closed at 8.05 p.m.

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Minutes of the Meeting of the **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 9<sup>th</sup> NOVEMBER 2016** at 4.30 p.m.

PRESENT:- Councillor S. Poultney (Mayor) – Chairman.

Councillor M. Bonfield  
Councillor C. Finch  
Councillor G. Green  
Councillor A. Harris  
Councillor M. Whitwam

Also in attendance:-

Councillor T. Morris

Anna Lee                      Purbeck District Council  
Chris McDermott          Purbeck District Council

Dr M. Ayres – Town Clerk  
Mrs L. Burgess – Senior Administration & Finance Officer  
Miss A. Spencer – Finance Officer

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

1. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Bishop.

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.

The dispensation granted to Councillor Green in respect of cemetery matters was noted.

3. **HOUSING NEEDS ASSESSMENT**

The Mayor welcomed Anna Lee and Chris McDermott (from Purbeck District Council) and invited them to present the Parish Housing Needs Survey Report for Swanage.

The Parish Housing Needs Survey had been sent to all households in Swanage in November 2015. The purpose of the survey was to give every household the opportunity to have their need assessed, and identify actual households in need in the locality. A secondary function was to give an indication of the level of community support for the provision of affordable homes to meet local need.

Consideration was given to the detailed Report, following which it was proposed by the Town Mayor, seconded by Councillor Bonfield, and RESOLVED:-

**TO RECOMMEND:**

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



During the discussion, it was noted that no charge would be levied on the Town Council for pre-planning application discussions with officers of Purbeck District Council regarding future proposals for 'affordable housing' on Town Council-owned land.

4. **INTERNAL AUDIT REPORT 2016/17**

The Clerk presented the first interim Internal Audit Report for the year 2016/17 prepared by Darkin-Miller – Chartered Accountants.

The following areas had been reviewed during the audit visit:-

- Beach Gardens income.
- Proper Bookkeeping.
- Risk Management.
- Income, with a specific focus on:
  - (a) Cemeteries.
  - (b) Market.

Members noted that six recommendations had been made, and prioritised as one of high importance, one of medium importance and four of low importance.

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

That the first interim Internal Audit Report for the year 2016/17 be accepted.

5. **BUDGET REPORT – INCOME AND EXPENDITURE AND TREASURY REPORT 2016/17**

Consideration was given to a detailed report setting out the principal sources of the Town Council's income and expenditure.

The Council generated a surplus of £161.8k from its operations during the first half of the year against a budget of £17.7k. With the addition of the precept and Council Tax Support Grant, a surplus of £525,107 had resulted in the year to date. The significant variance of £144k was mainly attributable to employee costs of £34k and car parking revenue of £37k.

A further £17.8k from the General Fund had been used to finance the installation of CCTV, as per the Council's capital programme.

At the end of the 2<sup>nd</sup> quarter an annual net deficit on the general fund of £138k was being projected, against a budgeted deficit of £254k - a positive variance of £116k. A greater than anticipated general fund balance was also brought forward from 2015/16, £806k against an estimate of £621k. At the end of the 2<sup>nd</sup> quarter of the financial year, a projected GFB of £668k was projected for the end of the financial year.

Consideration was also given to the interest and investment income during the 2<sup>nd</sup> Quarter and it was noted that the projected out-turn from the Council's investments was expected to be marginally above budget. This forecast may change with the reduction in the Bank of England base rate to 0.25% in September, and a pending review of the Council's investment strategy and portfolio.

The Budget Report and Council's financial activity was noted.

6. **CAPITAL PROGRAMME MONITORING REPORT**

The 2<sup>nd</sup> Quarter Monitoring Report of the Capital Programme 2016/17 was submitted for information.

Arising from the Report, it was noted that the upgrade of the CCTV cameras and the relocation of the system to the Town Hall Annexe had been completed at a cost

of £17,818, against an estimate of £17k. This had been financed from the General Fund as per budget.

It was also noted that re-surfacing works to the Boat Park had been approved at the Council meeting held on 26<sup>th</sup> September 2016 at an estimated cost of £26,028, and that a contract had been awarded for the TIC renovation works in the sum of £138,678 plus Dorset Property Services administration fees (11.5%).

**7. BUDGET SETTING 2017/18 – AGREEMENT OF BUDGET PRINCIPLES**

A document outlining the budget setting process for 2017/18 and projections for the two financial years beyond was submitted for information.

Members noted the timescale of Committee meetings at which the fees and charges appropriate to the Committee would be considered, as well as discussion around the revenue and capital budgets, prior to the submission of the draft budget to the Policy, Finance and Performance Management Committee on 14<sup>th</sup> December 2016.

It was AGREED:-

That the budget setting principles for 2017/18 be approved.

**8. BEACH HUT PRICES 2017/18**

Further to Minute No. 129 of the Council meeting held on 31<sup>st</sup> October 2016, consideration was given to the proposed Scale of Charges for beach hut hire in 2017/18.

During the ensuing discussion, it was felt that there should be no increase in the current prices for the beach huts, but that consideration should be given to additional promotion of the facilities with a view to increasing occupancy levels of the huts.

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

That the following scale of fees and charges for beach huts for 2017/18 be approved and adopted:-

**BEACH BUNGALOWS**  
**SCALE OF FEES: SHORE ROAD - 2017/18 SEASON**

Sat 1st April- Friday 19th May

Lower Level Huts

Daily	15.00
Weekly	55.00
Whole period	330.00

Upper Level Huts

Daily	10.00
Weekly	37.00
Whole period	220.00

Sat 20th May - Fri 14th July

Lower Level Huts

Daily	20.00
Weekly	97.50
Whole period	700.00

Upper Level Huts

Daily	14.00
Weekly	65.00
Whole period	470.00

Sat 15th July - Fri 1st September

Lower Level Huts

Daily	30.00
Weekly	200.00

	Whole period	1400.00
Upper Level Huts	Daily	20.00
	Weekly	135.00
	Whole period	940.00
Sat 2nd September - Fri 15th September		
Lower Level Huts	Daily	20.00
	Weekly	97.50
	Whole period	175.00
Upper Level Huts	Daily	14.00
	Weekly	65.00
	Whole period	115.00
Sat 16th September - Fri 30th Mar		
	Daily	5.00
	Weekly	25.00
<b>Winter whole period charges</b>		
Sat 16th September - Fri 30th Mar - Lower Level		500.00
- Upper level		335.00
Sat 28th October - Fri 30th Mar - Lower Level		400.00
- Upper level		270.00
Sat 25th November - Fri 30th Mar - Lower Level		320.00
- Upper level		215.00
Sat 16th December - Fri 30th Mar - Lower Level		250.00
- Upper level		165.00
Sat 27th January - Fri 30th Mar - Lower Level		150.00
- Upper level		100.00
<b>Premium Huts (50% uplift on standard hut prices)</b>		
Sat 1st April- Friday 19th May		
Lower Level Huts	Daily	22.50
	Weekly	82.50
	Whole period	495.00
Upper Level Huts	Daily	15.00
	Weekly	55.25
	Whole period	330.00
Sat 20th May - Fri 14th July		
Lower Level Huts	Daily	30.00
	Weekly	146.25
	Whole period	1050.00
Upper Level Huts	Daily	20.00
	Weekly	98.00
	Whole period	700.00
Sat 15th July - Fri 1st September		



Lower Level Huts	Daily	45.00
	Weekly	300.00
	Whole period	2100.00
Upper Level Huts	Daily	30.00
	Weekly	200.00
	Whole period	1400.00
Sat 2nd September - Fri 15th September		
Lower Level Huts	Daily	30.00
	Weekly	146.25
	Whole period	262.50
Upper Level Huts	Daily	20.00
	Weekly	98.00
	Whole period	175.00
Sat 16th September - Fri 30th Mar	Daily	7.50
	Weekly	37.50
<b>Winter whole period charges</b>		
Sat 16th September - Fri 30th Mar - Lower Level		750.00
- Upper level		500.00
Sat 28th October - Fri 30th Mar - Lower Level		600.00
- Upper level		400.00
Sat 25th November - Fri 30th Mar - Lower Level		480.00
- Upper level		320.00
Sat 16th December - Fri 30th Mar - Lower Level		375.00
- Upper level		250.00
Sat 27th January - Fri 30th Mar - Lower Level		225.00
- Upper level		150.00

Bookings for Christmas and New Year can only be taken as a 2 week block booking

**SCALE OF FEES: SPA BUNGALOWS - 2017/18 SEASON**

Sat 1st April- Friday 19th May	Daily	6.50
	Weekly	27.00
Sat 20th May - Fri 14th July	Daily	8.50
	Weekly	47.00
Sat 15th July - Fri 1st September	Daily	19.00
	Weekly	118.00
Sat 2nd September - Fri 15th September	Daily	8.50
	Weekly	47.00
Sat 16th September - Fri 27th October	Daily	5.00

Weekly 25.00

**SEASON CHARGES - 2017 SEASON (For Existing holders only)**

Private Sites 365.00

Spa Bungalows 12 to 18 whole period (01/04-27/10)- 40% discount 981.00

Authority has been delegated to the Visitor Services Manager to discount prices when appropriate to maximise occupancy

9. **TREASURY MANAGEMENT**

At a recent Investment Workshop held with Committee members, it was agreed that the Council's investment portfolio should be revised. In reaching this decision, the following factors had been taken into consideration:

- The settlement of the Indemnities claim, with less uncertainty more funds could be invested long term;
- The lower interest rate being given on the Lloyds account (new base rate + 0.20%, down from 1.1%);
- Following the introduction of bail-in legislation in 2015, there was a desire to move away from deposits held in banks due to the increased risk;
- A need to diversify the Council's portfolio.

Following discussion with Arlingclose, the Council's treasury advisers, several funds had been identified as being appropriate to the Council's investment strategy, and consideration was given to investing with the following funds:

**Strategic Bond Fund:**

- M&G Strategic Corporate Bond Fund - £500k

**Multi-Asset Income Fund:**

- Investec Diversified Income Fund - £1m

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

**TO RECOMMEND:**

That the Council's Treasury Management Strategy Statement and Investment Strategy 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:-

Subject to Council approval of the above, to place £500k with the M&G Strategic Corporate Bond Fund and £1m with the Investec Diversified Income Fund.

10. **GRANTS AND DONATIONS 2016/17**

Further to Minute No. 130 of the Council meeting held on 31<sup>st</sup> October 2016, and receipt of further information regarding funds raised and pledged towards the project, consideration was given to the request received from the Swanage Pier Trust seeking capital funding support from the Town Council in the sum of £50,000 towards the Swanage Pier Regeneration project.

Discussion ensued, following which it was proposed by Councillor Bonfield and seconded by Councillor Green:-

That the sum of £25,000 be pledged towards the Swanage Pier Regeneration project.

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

11. **HEALTH AND SAFETY POLICY**

A draft of the Council's updated General Health and Safety Policy was submitted for consideration.

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

**TO RECOMMEND:**

That the General Health and Safety Policy be approved and adopted.

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

There were no items of information or matters for forthcoming Agendas to record 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 nos. 13 and 14 (regarding legal and financial matters).

13. **INSURANCE CLAIMS**

Further to Minute No. 11 (b) of the Policy, Finance and Performance Management Committee meeting held on 4<sup>th</sup> November 2015, it was reported that one public liability claim against the Council had been re-submitted, and one claim on the vehicle policy was outstanding.

14. **REVIEW OF COUNCIL PRIORITIES AND PROJECTS**

Further to Minute No. 11 of the Policy, Finance and Performance Management Committee meeting held on 3<sup>rd</sup> August 2016, an updated schedule of Council Priorities and Projects was submitted, for information.

In presenting the Report, the Town Clerk updated Members on outstanding issues, and also gave a brief summary of matters that had now been concluded.

12. **DATE OF NEXT MEETING**

It was noted that the next meeting of the Policy, Finance and Performance Management Committee would be held on Wednesday, 14<sup>th</sup> December 2016.

The meeting concluded at 6.35 p.m.



## **Monthly Council Meeting 28<sup>th</sup> November 2016**

### **Item 4)c Recommendation from Policy, Finance and Performance Management Committee 9<sup>th</sup> November 2016**

#### **Approval of Amended Health and Safety Policy**

Since discussion of the above Policy at the PF&PM Committee on 9<sup>th</sup> November the following amendment has been suggested.

In the draft policy document, the following is listed as one of the Town Clerk's responsibilities.

- Ensure that the Town Council is kept informed of relevant information, and receives a report on Health and Safety matters at least annually.

It has been proposed that this should be expanded to read as follows:

- 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.

#### **Decision Required**

To approve and adopt the draft Health and Safety Policy, incorporating the above amendment.

Martin Ayres  
Town Clerk

November 2016



**3) Matters arising from Minutes of the Meeting of the Transport Committee held on 12<sup>th</sup> October 2016**

**4) a) i) Shore Road and Institute Road – potential enhancements and related matters**

As previously reported, draft proposals for improvements to Institute Road were being drawn up, and would be presented at a public drop-in event being held on 30<sup>th</sup> November 2016. HSBC Bank had announced that its branch in Institute Road would be closing in 2017, and concerns were raised that this closure could affect DCC's proposals for Institute Road. It was agreed that this information should be brought to the attention of the County Council's Transport Planners as soon as possible.

**4) c) Gilbert Road – consideration of parking restrictions**

Attention was drawn to the fact that, in the interests of clarity, the wording of Minute No. 4) c), should have read:

- Motorhomes obscuring one-way signage, and vehicles seen turning the wrong way into Gilbert Road, and then out onto Rempstone Road

Councillor Bonfield joined the meeting at 2.30 p.m.

**4) Dorset County Council - Highway Matters**

Further to her declaration of interest under Minute No. 2), Councillor Green left the room during consideration of the following item.

**a) Gilbert Road – consideration of parking restrictions**

Further to Minute No. 4) c) of the Transport Committee Meeting held on 12<sup>th</sup> October 2016, advice and guidance had been sought from DCC's Regulation Team regarding the possibility of STC erecting advisory signage in Gilbert Road, as an alternative option to the Town Council making a formal approach for a new Traffic Regulation Order (TRO).

It was confirmed that the Town Council did not have legal powers to erect highway signage, but it had been confirmed that DCC would not prevent STC from erecting appropriately worded advisory signage. DCC had cautioned against changes that would have the effect of moving the problem to another road in the town, and had suggested that any changes to Gilbert Road, being very much a tourist hotspot, could possibly be considered at the same time as the potential changes to Shore Road.

A discussion ensued, during which a query was raised as to whether overnight parking facilities for motorhomes/campervans could be considered in one of the Town Council's car parks. It was explained that STC had previously experimented with offering such facilities, however, once put in place these facilities were regularly abused and, after due consideration, subsequently removed. The general consensus was that there was a variety of local camping/caravan sites available that provided suitable pitches.

Committee Members were therefore in agreement that advisory signage should be installed as a temporary measure/deterrent, with the suggested wording 'Out of respect for local residents, please do not park motorhomes or campervans here', and that the signs should include STC's logo, making it clear that they were not DCC signs. However, it was felt that a formal request should also be made to DCC for the consideration of a new TRO.

During item 4) a) the Chairman invoked Standing Order No.1 p. to briefly suspend the meeting a number of times so as to allow members of the public to address the Committee and respond to questions regarding/relevant to the item.



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

That agreement be given to the installation of new advisory signage in Gilbert Road, subject to satisfactory costings being obtained.

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

That the Town Council write a letter to Dorset County Council fully supporting the introduction Of 'Cars and motorcycle parking only, no overnight camping/sleeping' restrictions in Gilbert Road.

## **5) Car Parks**

### **a) Proposed installation of electric vehicle charging points (EVCP) in Town Council car parks**

Further to Minute No. 5) a) of the Transport Committee Meeting held on 12<sup>th</sup> October 2016, further research had been undertaken by Members of the Working Party, and a detailed briefing note on their findings had been prepared and provided to Committee Members for further consideration. Two quotes had been received to date, with both companies recommending a dual-posted 7kW Fast Charging Point, which only required a single phase electricity supply. The cost of hardware and ongoing fees were in the region of £2.5k.

It was reported that two bays in the Mermond Place car park had been identified for the possible installation of an EVCP post, however, this would require a revision to the Council's Parking Order to allow for the four hour charging period. A debate ensued, during which concerns were raised regarding the potential ongoing costs to STC, as electricity was usually provided free of charge, and parking charges were generally waived, for vehicles that were charging. However, comments were made that other towns were promoting EVCPs as part of their 'tourism offering', and that this should be seen as providing an important service, and not as an income generating activity. It was also noted that by 2020 one in five vehicles would be able to be powered by electric, and that this type of vehicle was becoming extremely popular with commuters in view of the fact that they did not attract a congestion charge.

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

That this matter be taken forward to the meeting of the Policy, Finance and Performance Management Committee on 14<sup>th</sup> December 2016, to be considered further during the budget setting process.

Thanks were given to the Finance Officer for compiling the detailed report.

## **6) Car Park Estimates and Scale of Charges 2017/18**

A good summer season was reported, there had been an increase seen in visitors and revenue this year, and it was felt that the good weather had been a contributory factor to these results.

Consideration was given to the draft scale of charges for 2017/18. It was reported that only a small increase of 2% had been proposed to the Annual Taxi Permit charge. All other charges remained the same.

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

That the Draft Scale of Charges 2017/18 be taken forward to the meeting of the Policy, Finance and Performance Management Committee on 14<sup>th</sup> December 2016, to be considered further during the budget setting process for 2017/18.

Further to Minute No. 6) of the Transport Committee Meeting held on 11<sup>th</sup> November 2015, the contract with BemroseMobile for the pay by phone/app had been extended for one year to 31<sup>st</sup> October 2016. However, the anticipated countywide procurement process had still not progressed (although it was hoped that this would now commence in March 2017), and consideration was therefore given to a further extension of the contract for another year, on the same terms and conditions, pending the outcome of the proposed tender process.

It was reported that the convenience fee of 8p charged by BemroseMobile continued to be absorbed by the Town Council to encourage use of the facility, and that usage was still increasing.

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

That the contract with BemroseMobile be extended for a further period of one year, and that the convenience fee of 8p continue to be absorbed by the Town Council, to be reviewed again when the outcome of the proposed tender process is known.

Committee Members gave thanks to the Finance Officer for preparing the detailed briefing notes and summaries which accompanied the draft scale of charges.

**7) Items of Information and Matters for Forthcoming Agendas**

- a) **Dorset County Council – public drop-in event, Emmanuel Baptist Church, Victoria Avenue, Swanage, Wednesday 30<sup>th</sup> November 2016 at 6.00 p.m.** – a reminder was given about the forthcoming public drop-in event, at which revised scheme proposals for Shore Road and draft proposals for improvements to Institute Road would be presented. A question was raised as to whether a copy of the revised plans would be available before 30<sup>th</sup> November, however, this was considered unlikely.
- b) **Sandbanks Ferry refit 2016** – a reminder was given that the refit had commenced on 6<sup>th</sup> November, and would take two to three weeks to complete.
- c) **Town Council car parks – consideration of review of tariffs, and purchase of new ticket/payment machines** - a request was made for these matters to be added as agenda items for a future meeting of the Transport Committee. Queries had been raised as to whether the car park tariffs could be made simpler, and whether consideration could be given to the procurement of new ticket machines, to include debit/credit card payment facilities.

**8) Date of next meeting**

It was noted that the date of the next meeting had been scheduled for Wednesday 8<sup>th</sup> February 2017 at 2.15 p.m.

The meeting closed at 3.30 p.m.

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**SWANAGE TOWN COUNCIL**

**Statement of Cash Balance as at 31st October 2016**

	£ p	£ p
Balance in Hand at 1.4.16.		£1,743,788.16 Cr
Income to 30.09.16.	£2,853,304.30 Cr	
Investment Income	£807.48 Cr	
Income during period	<u>£149,547.09 Cr</u>	<u>£3,003,658.87 Cr</u>
Less payments made:		
As per Reconciliation dated 30.09.16.	£1,285,641.28 Dr	
Order on Treasurer		
No. 7 dated 31.10.16.	£287,241.21 Dr	
No.7a dated 31.10.16.	<u>£120,054.32 Dr</u>	
	£1,692,936.81 Dr	
Emergency payments to 31.10.16.	<u>£0.00 Dr</u>	<u>£1,692,936.81 Dr</u>
		<u><u>£3,054,510.22 Cr</u></u>
Balance at Bank		
Current Account		£186,487.07 Cr
Deposit Account		£983,973.08 Cr
Investment Account		£2,113,564.29 Cr
Credit Card Account		<u>£0.00 Cr</u>
		£3,284,024.44 Cr
Unpresented Cheques		<u>£229,514.22 Dr</u>
		<u><u>£3,054,510.22 Cr</u></u>

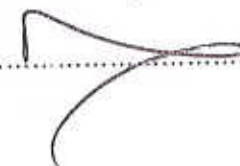
I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st October 2016.

Prepared by

  
.....

Dated: 3rd November 2016.

Certified by

  
.....

Dated: 3rd November 2016.





## Purbeck Town and Parish Volunteers of the Year Awards

### Special recognition by the Chairman of Purbeck District Council

**Local Parish and Town Councils are invited to provide details of their Volunteer of the Year to Purbeck District Council for recognition at a special ceremony.**

All the nominated volunteers will be invited to a ceremony on **Thursday 2 March 2017**, when the Chairman of Purbeck District Council will present each with a scroll as a mark of his or her achievements.

This is an opportunity for the Chairman personally to thank those individuals who really make a difference and he looks forward to meeting them at the ceremony.

**Eligibility:** A full-time resident of Purbeck whose volunteer activities benefit the community in a substantial, important or unique way. The volunteer activity must have been undertaken during the award year of 2016 (January to December).

**Recognition:** All Volunteers of the Year, and their partners, will be invited to the ceremony at the council's Westport House offices in Wareham.

**Closing date:** Details of your Volunteer of the Year should be passed to Claire Lodge, Communications Officer, Purbeck District Council by Wednesday 4 January 2017.

**Submitting details of your Volunteer of the Year:** Please complete the form and return it by using one of the following methods.

**By post:**

Claire Lodge, Communications Officer,  
Purbeck District Council, Westport House, Worgret Road, Wareham, Dorset BH20 4PP

**Or by email:** [clairelodge@purbeck-dc.gov.uk](mailto:clairelodge@purbeck-dc.gov.uk)

Cont/d ...

## Monthly Council Meeting 28<sup>th</sup> November 2016

### Item 9 Registration Service - Update

Earlier in the year Dorset County Council undertook consultation on the future of Registration Services in the county. The options that were consulted upon may have led to the closure of the Swanage registration office and the County Council withdrawing from the management of the council chamber as a wedding venue. The Town Council strongly objected to these proposals in a letter dated 26<sup>th</sup> July 2016 (copy below).

The consultation was undertaken to inform discussion by a Policy Development Panel on Registration Services, which reports to the People and Communities Overview and Scrutiny Committee. Senior officers working with the Panel met with the Town Clerk on 11<sup>th</sup> October to provide an update on their deliberations.

It was noted that the proposals in the consultation had been put forward as a result of likely changes to marriage legislation in the future which would mean that the county registration service would lose its monopoly on civil wedding services. It is now considered that such changes are not likely to be forthcoming for 2-3 years and hence any proposed changes would not be implemented prior to the 2018/19 financial year.

Attention was also drawn to changes being introduced to the management of marriage registration (in anticipation of any amendments to legislation) which would see appointments with couples to discuss the planning of civil marriages in private venues taking place at the venue, rather than in offices such as that located in the basement of Swanage Town Hall. It is anticipated that this will significantly reduce the number of office opening hours required.

An indication was given that the Swanage office may remain open as a sub-office of Wareham, but that this would most likely only be required for one morning a week, given the anticipated reduction in marriage appointments. Officers indicated that the Town Council may be asked to pay the travel costs and related time of the registration staff between Wareham and Swanage, estimated at £24 per week.

The requirement for additional appointments at peak times, especially to register deaths during the winter months, was raised. If Members wished to put this proposal forward then it is possible that the Panel would give this consideration.

Officers were very clear that all of this remains to be debated by the Policy Development Panel, with a decision to be taken by the People and Communities Overview and Scrutiny Committee in January 2017. Information about this committee is available at <http://dorset.moderngov.co.uk/ieListMeetings.aspx?CommitteeId=299>.

No change to the management of wedding ceremonies at Swanage Town Hall are planned at the current time. The County Council will automatically renew the licence when it expires in May 2017.

### Decision Required

To note the above update and agree any response to Dorset County Council.

Martin Ayres, Town Clerk  
November 2016

Our Ref: MKA/LMB

26<sup>th</sup> July 2016

Dear Ms Wenborne

### **Public Consultation – Registration Service**

I refer to your letter dated 14<sup>th</sup> June 2016, which was considered by the Town Council at its meeting held on 25<sup>th</sup> July 2016.

During the discussion, Members acknowledged the financial challenges faced by Dorset County Council in meeting customer demand for services against a reducing budget, but felt strongly that the loss of the registration service in Swanage was unacceptable and that every effort should be made to retain the Swanage Registration Office for the benefit of local residents. It was felt that any savings made by closing the Swanage Office would be minimal, as there were no cost implications for the office accommodation (provided free of charge by the Town Council), and staffing was provided by the Registration Office at Wareham.

Concerns were raised for the added inconvenience, time, and cost implications, that local residents (often elderly) would experience when registering the death of a loved one if the Swanage facility was withdrawn. Many would have to use public transport to attend the Wareham Registration Office, and this would add to their concerns at an already stressful time. Statistics where the deceased lived and died in the BH19 area have been provided by James Smith Funeral Directors for the calendar year 2014, as follows:-

64%	Registered in Swanage
12%	Registered in Dorchester
19%	Registered in Wareham

These statistics support the retention of the Registration Service in Swanage.

The closure of the Swanage Registration Office could also have similar implications for young couples registering a birth. Although generally a happy occasion, this could be marred by the additional travelling and expense in attending the Wareham office.

It is understood that Swanage Registration Office is unique in the county in being staffed entirely from another location. Given that the proposals make clear that the Wareham Office will remain open, then it would appear to be quite straightforward to retain the current Swanage sub-office arrangement. If staff travel costs are a consideration in the proposed closure, then operation on one full day a week, rather than two half days would go some way to reducing that expense. Members consider that the availability of afternoon appointments



would be an advantage to some families who have to travel to Swanage to support an elderly relative through the registration process.

The wedding venue in Swanage Town Hall is a popular and well-used location, and is expertly managed by the registration team. Although the suggestion has previously been made that the Town Council could take on the management of this, this is impractical due to our limited staff resources, including the lack of a caretaker to lock and unlock the building on weekends. At present couples are able to attend the registration office to make arrangements directly with your highly experienced staff, providing them with a seamless service.

The Council would also draw your attention to the wider economic value of weddings at the Town Hall to local businesses. The closure of the Town Hall as a wedding venue would have a distinctly negative effect on the local hotels, cafes and restaurants that currently host the receptions for wedding parties.

If it is argued that the wedding service in Swanage is uneconomic to operate in its current format, then the Town Council would be happy to work together to review the charging structure.

In summary, maintaining facilities and services in a relatively isolated location is one of the key challenges facing Swanage. This is recognised in both the Purbeck and Swanage local plans, which set out a policy framework to protect the town's community services, including those provided at Swanage Town Hall. Currently the registration service is a key part of a one-stop shop for local residents at that location which includes the joint Town Council and police helpdesk, the CAB, and housing advisory service. Swanage Town Council has been actively working with Dorset County Council to develop ways of maintaining local services in the current difficult financial climate through the Forward Together programme. Therefore, whilst the Council cannot agree to the closure of the Swanage Registration Office, it is keen to work with you to find a solution to enable this service to be retained.

Yours sincerely

Town Clerk

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