

Minutes of the **MONTHLY MEETING** of the Swanage  
Town Council held at the Town Hall, Swanage on  
**MONDAY, 24<sup>th</sup> SEPTEMBER 2007** at 7.00 p.m.

PRESENT:-

Councillor G.M. Suttle (Town Mayor) – Chairman.

Councillor B. Audley

Councillor C.R. Bright (Until 8.55 p.m.)

Councillor Mrs. C. Gainsborough JP

Councillor L. Gloyn-Cox

Councillor M. Hadley

Councillor Mrs. G.A. Marsh

Councillor Mrs. A. Patrick

Councillor S. Poultney

Councillor M.W. Pratt

Councillor W.S. Trite

Councillor M. Whitwam

The Mayor welcomed Mr. Mike Davis, from the Kings Church, who offered a prayer before the commencement of the Meeting.

In addition to Members of the Council and officers, 15 members of the public attended the Meeting.

**Public Participation Time**

The following matters were raised by members of the public:-

- i) Proposed overnight closure of the minor injuries unit at Swanage Hospital. County Councillor Donald Hiatt reported on a petition containing 5,000 signatures that had been lodged against the proposals to close the minor injuries unit at Swanage Hospital overnight.
- ii) Overhanging trees/shrubs, with particular reference to Bon Accord Road.
- iii) Town Twinning Association – recent successful visit of a party from Rudesheim.
- iv) Planning Application for the proposed Coastguard building in North Beach Car Park.
- v) Relocation of allotments – confirmation given that there were no such proposals.
- vi) Major road works on the A351 at Sandford, which would probably necessitate the closure of the road for one week during October 2007.

Before the commencement of the Meeting, the Town Mayor was delighted to report that Swanage had achieved a “Silver-gilt” award in the South and South East in Bloom competition, and presented the Certificate to Councillor Mrs. Gainsborough, Chairman of the Swanage in Bloom Committee.

In accepting the Award, Councillor Mrs. Gainsborough expressed her appreciation of the sterling work undertaken by the Council's Operations Manager and his workforce in achieving such high standards, and also of the support given to her and the Committee by the Town Clerk.

The Council Meeting commenced at 7.15 p.m.

60. **APOLOGIES**

There were no apologies to report for inability to attend the Meeting.

61. **MINUTES**

(a) Proposed by Councillor Mrs. Gainsborough, seconded by Councillor Mrs. Marsh, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Council held on 20<sup>th</sup> August 2007 be approved as a correct record and signed.

(b) Proposed by Councillor Hadley, seconded by Councillor Mrs. Patrick, and RESOLVED:-

That the Minutes of the Special Meeting of the Council held to discuss policy and planning matters on 7<sup>th</sup> September 2007 be approved as a correct record and signed.

(c) Proposed by Councillor Mrs. Patrick, seconded by Councillor Hadley, and RESOLVED:-

That the Minutes of the Meeting of the Council held to discuss policy and planning matters on 17<sup>th</sup> September 2007 be approved as a correct record and signed.

62. **FINANCE & PERFORMANCE MANAGEMENT COMMITTEE**

Proposed by Councillor Mrs. Patrick, seconded by Councillor Gloyn-Cox, and RESOLVED:-

That the Minutes of the Meeting of the Finance & Performance Management Committee held on 10<sup>th</sup> September 2007 be approved as a correct record and signed.

Arising therefrom, it was proposed by Councillor Bright, seconded by Councillor Hadley, and RESOLVED UNANIMOUSLY:-

That the following recommendations be accepted:-

2 (a). **Anti-fraud & Corruption Policy**

That the Anti-fraud & Corruption Policy document be adopted.

2 (b). **Procurement Strategy**

That the Procurement Strategy be adopted, subject to the Council's commitment to protecting the environment being included within the document.

63. **GENERAL OPERATIONS COMMITTEE**

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

That the Minutes of the Meeting of the General Operations Committee held on 14<sup>th</sup> September 2007 be approved as a correct record and signed.

Arising therefrom, the following recommendations were apted:-

6. **Resurfacing Works**

That the quotation of £4,700 for the general repairs at the Boat Park and the resurfacing of Broad Road Car Park be accepted

10. **Replacement of Benches**

That a budget of £10,000 be made available by the Town Council to improve the provision of public seating.

In answer to a question, it was noted that approximately 12 people had offered to donate memorial benches, but these offers had not yet been progressed, pending further information regarding the design/costs of benches available.

13 i). **Vehicle Replacement**

Councillor Poultney declared a personal interest in this item, under the Model Code of Conduct, by reason of his owning the Avenue Garage.

It was proposed by Councillor Gloyn-Cox and seconded by Councillor Mrs. Marsh:-

That Option 1 (outright purchase) be adopted as the Town Council's preferred method of acquiring new vehicles, plant and equipment where funds are available, and Option 3 where they are not.

An AMENDMENT was moved by Councillor Bright and seconded by Councillor Gloyn-Cox:-

To incorporate within the Proposal, the words:-

That, in future, the financing of replacement vehicles should form part of the annual Estimate procedure.

This AMENDMENT was CARRIED.

The AMENDMENT was then put as a SUBSTANTIVE MOTION and declared CARRIED, with TEN Members voting IN FAVOUR.

The Town Mayor then highlighted the urgent need to acquire three vehicles for the estimated sum of £43,500 (1 @ £18,000 and 2 @ £12,500), and it was RESOLVED:-

That sanction be given to proceed in this matter.

Arising from Minute No.9 (Peveril Shelter), it was reported that Natural England was now prepared to fully fund an engineer's report into the options for the future of the look-out shelter on Peveril Point.

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

That the offer from Natural England to fully fund a coastal engineer's report into the options for the future of the look-out shelter on Peveril Point be accepted.

Concerns were raised regarding the condition of Sandpit Field, and discussion ensued as to whether resurfacing/re-seeding works should be undertaken during the winter period.

It was AGREED:-

That delegated authority be given to Councillor Gloyn-Cox and the Operations Manager to investigate the matter and report to a future meeting of the Committee.

64. **CHAIRMAN'S ANNOUNCEMENTS**

The Mayor was pleased to report on the following matters:-

- (a) The recent visit of a party from Rudesheim, organised by the Swanage Town Twinning Association, had proved very successful and thoroughly enjoyed by everyone who had been involved.
- (b) The Beach Rugby Tournament, held on 8<sup>th</sup> September 2007, had also been a very successful event, and the thanks of the organisers for the use of the beach was recorded.

65. **TOURISM REPORT**

In the absence of the Tourist Information Centre Manager, there were no matters to report on tourism at the present time.

66. **OPERATIONS REPORT**

The Operations Manager reported on the following matters:-

- (a) Works were in progress to upgrade the following public buildings in order to comply with the Regulatory Reform (Fire Safety) Order 2005:-
  - Town Hall and Annexe
  - Depot (Kings Road)
  - Beach Gardens Pavilion
  - Tourist Information Centre
  - Swanage Bay View Complex
- (b) Painting of the northern shelter on Shore Road was nearing completion.
- (c) General maintenance works to the parks and open spaces were being undertaken in accordance with the Council's autumn programme of works.
- (d) A detailed report on vandalism sustained recently, which included damage in the following areas:-
  - Removal of drain covers, King George's Field and Skate Park, Sandpit Field, the Spa, Shore Road and Day's Park area.

67. **MODEL CODE OF CONDUCT**

Further to Minute No. 33 of the Council Meeting held on 30<sup>th</sup> July 2007, consideration was given to the adoption of the revised Model Code of Conduct.

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

That the revised Model Code of Conduct be adopted, subject to it being noted that Paragraph 7 be deemed not applicable, and that Paragraph 12 (2) be incorporated along with the Ten General Principles.

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

(a) **Swanage Pier Trust**

Councillor Mrs. Marsh presented a report of the meeting of the Swanage Pier Trust held at the Swanage Pier Office on 13<sup>th</sup> September 2007.

(b) **Swanage Youth Centre**

Councillor Mrs. Patrick gave a verbal report on a recent meeting of the Swanage Youth Centre Committee.

69. **DELEGATED MATTERS**

There were no delegated matters to report this month.

70. **EVENING MEETINGS**

Further to Minute No. 6 (d) of the Policy and Planning Meeting held on 17<sup>th</sup> September 2007, and Minute No. 5 of the Policy and Resources Meeting held on 20<sup>th</sup> November 2006, the Clerk presented attendance figures for the Policy and Planning Meetings held during the evening on the following dates:- 16<sup>th</sup> July 2007, 13<sup>th</sup> August 2007 and 17<sup>th</sup> September 2007.

Having regard to the poor attendance at these Meetings (only 6 members of the public had been in attendance), it was proposed by Councillor Bright and seconded by Councillor Pratt:-

That at the earliest opportunity, the Council should revert to holding all Planning and Policy Meetings during the day.

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

71. **DIVING BARGE IN SWANAGE BAY**

Consideration was given to a request received for permission to sink a diving barge in Swanage Bay, and for the Council to indemnify the Crown Estates should work be required to make the wreck safe at any time in the future.

Following discussion, during which it was acknowledged that diving was a popular activity in Swanage Bay, it was proposed by Councillor Hadley and seconded by Councillor Bright:-

That the project be supported in principle, subject to further information regarding the level of indemnity required by the Crown Estates.

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

72. **METEOROLOGICAL RECORDS**

The meteorological records for the month of August 2007 were submitted for information.

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

(a) Consultation regarding the funding of local library services by the Town Council.

(b) Report of meeting of "Alley Action Group" held on 12<sup>th</sup> September 2007.

74. **EXCLUSION OF PRESS AND PUBLIC**

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

That, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded from the Meeting during consideration of the following matters.

75. **LEGAL ISSUE**

(a) **Coastguard Building, North Beach Car Park**

Further to Minute No. 8 (a) of the Council Meeting held to discuss policy and planning matters on 17<sup>th</sup> September 2007, and subsequent information obtained, detailed consideration was given to the outstanding matters.

- i) It was proposed by Councillor Mrs. Patrick, seconded by Councillor Gloyn-Cox, and RESOLVED:-  
To approve, in principle, the Heads of Terms, and that delegated authority be given to the Mayor and Deputy Mayor to act in any further negotiations in this matter.
- ii) Consideration was then given to either pollarding or removal of the poplar trees situated on the southern boundary of the site. Following a lengthy discussion, it was proposed by Councillor Pratt and seconded by Councillor Mrs. Patrick:-  
That the advice of the Council's arboriculturist be accepted.

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

- iii) It was proposed by Councillor Pratt, seconded by Councillor Mrs. Patrick, and RESOLVED:-  
To agree the positioning of the building in accordance with Plan 2.
- iv) It was proposed by Councillor Mrs. Patrick and seconded by Councillor Trite:-  
That the assessment in respect of the disposal of assets in accordance with the provisions of the General Disposal Consent Order 2003 be received, and that adoption of the assessment and disposal of land be approved.

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

During the general debate, it was suggested that, on completion of the project, the MCA should bear the cost of re-marking the car park. This suggestion was noted.

(b) **Audit Commission**

Further to Minute No. 8 (d) of the Council Meeting held to discuss policy and planning matters on 17<sup>th</sup> September 2007, the Clerk reported to

Members details of the current position regarding the form of words to be used within the amended 2005/06 Annual Accounts.

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

That the matter be referred to the Council's legal advisers before agreeing the final amendments to the 2005/06 Annual Accounts.

Councillor Bright left the meeting at 8.55 p.m. before the proposal was put to the Meeting, and therefore did not vote on the matter.

(c) **Operatic Society**

Consideration was given to a request received from the Swanage Choral & Operatic Society for permission to change the name on the lease agreement of 1987 for the rehearsal room on the Swanage Bay View Holiday Park complex to "Swanage Musical Theatre Company".

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

That no objection be raised to the change of name on the lease agreement of 1987 for the rehearsal room on the Swanage Bay View Holiday Park complex to "Swanage Musical Theatre Company".

(d) **King George's Field Charitable Trust**

Further to Minute No. 17 of the Council Meeting held on 21<sup>st</sup> May 2007, the Clerk presented the Charitable Declaration of Trust, and it was proposed by the Town Mayor, seconded by Councillor Hadley, and RESOLVED UNANIMOUSLY:-

That the Declaration of Trust be sealed, in accordance with Standing Order No. 41.

(e) **North Beach Car Park**

The Clerk reported on a letter received from "Double D Construction Ltd" requesting the use of a small area of North Beach Car Park for use as a storage compound whilst gas main replacement works are being carried out in the Bonfields Avenue/Vivian Park/Battlemead/Cauldon Avenue area of Swanage.

It was RESOLVED:-

That the request be granted, subject to reinstatement of any damage that may be caused to the surface of the area.

76. **APPOINTMENT OF INTERNAL AUDITOR**

Further to Minute No. 7 (c) of the Meeting of the Finance & Performance Management Committee held on 15<sup>th</sup> January 2007, consideration was given to the appointment of an internal auditor.

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

That Mr Henry Lovegrove be formally appointed as the Town Council's internal auditor for a period of 12 months in accordance with the terms set out in his letter dated 17<sup>th</sup> January 2007.

77. **SERVICE REVIEW AND OPTIONS APPRAISAL**

(a) **Scope, Timescale, Priority Areas and Methodology**

The Clerk presented a schedule of the scope, timescale, priority areas and methodology for the Service Review and Options Appraisal. In presenting the document, he highlighted the importance of adhering to the critical dates in order to complete the Review and Options Appraisal within the proposed timescale.

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

That the proposals contained in the Service Review and Options Appraisal document dated September 2007 be adopted.

(b) **Appointment of Consultancy Services**

Further to Minute No. 4 of the Meeting of the Council held to discuss policy and planning matters on 7<sup>th</sup> September 2007, consideration was given to the appointment of consultants for the provision of personnel and health and safety services.

A letter dated 11<sup>th</sup> September 2007 was submitted from Peninsula Business Services Limited outlining the services and support they would be willing to provide in this regard.

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

That Peninsula Business Services Ltd be appointed to provide personnel and health and safety services at a cost of £406 (plus VAT) per month over a three year period.

(c) **Value for Money Policy**

Further to Minute No. 2 (c) of the Finance and Performance Management Committee Meeting held on 10<sup>th</sup> September 2007, consideration was given to the "Value for Money Policy" document (copies circulated to all Members prior to the Meeting).

It was proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the "Value for Money Policy" document be adopted.

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