

To consider governance arrangements from spring 2022

At the Extraordinary Council Meeting held on 31st January 2022 Members agreed the following:

- Bring the delegation arrangements in place since 13th December to an end;
- Re-instate smaller committee meetings in person (Planning & Consultation; Policy, Finance & Performance Management; Personnel; and Capital Projects);
- Postpone larger committee meetings until after 14th March (Roads & Transport and Beach Management);
- Hold working party meetings either in person or remotely, as agreed by the lead councillor and officer;
- Make remote access available for councillors unable to attend any council, committee or working party meeting in person;
- Continue to delegate to the Town Clerk and Visitor Services Manager the determination of requests for new events on Town Council property, in consultation with the events working party, where permission is required for operational reasons prior to 14th March.

Since 31st January infection rates have fallen significantly. At that date case rates were 794 per 100,000 in the Dorset Council area, and as of 11th March are 425 per 100,000. Although all government regulations ceased on 24th February, caution is still required as numbers are once again rising and given a reduction in reporting of cases these figures are likely to under represent the true prevalence of Covid-19 in the community.

Given that rates are currently at levels last seen in the autumn, when all Council meetings were taking place in person, and that since that date booster vaccines have been widely administered, it would be appropriate for Members to consider returning to holding all formal meetings in person, principally at Swanage Town Hall. It should be noted that the government has still made no provision for online or hybrid meetings to be permitted under the Local Government Act 1972 and, therefore, in order for committees and the full council to make legally enforceable decisions they must meet in person.

If the Council chooses to return to holding all formal meetings in person (council, committees, sub-committees and advisory committees) then it is recommended that the following provisions remain in place:

- Hold working party and panel meetings either in person or remotely, as agreed by the lead councillor and officer.
- Remote access be provided for councillors unable to attend any council, committee or working party meeting in person.

Under the Council's existing Standing Orders, any Member of the Council attending remotely will be present as a member of the public, and therefore the degree of participation will be at the discretion of the chairman. Because they are not legally 'present' at the meeting, Members attending remotely cannot vote and nor will their position on a particular item of business be recorded in the minutes, even if a named vote were to be called for. If Council wishes to change this position, then it is recommended that the Policy, Finance and Performance Management Committee should review Standing Orders.

Given the poor sound quality provided by the Council's current equipment it is not proposed that meetings will be live streamed. However, once the new equipment authorised for purchase by Council in November 2021 has been appropriately trialled, Members may wish to consider doing so. Currently any member of the public in attendance can live stream or live report a council meeting, under revisions to the Public Bodies (Admission to Meetings) Act, 1960 that were introduced in 2014.

Any meetings held in person must continue to be compliant with the Council's risk assessment. Measures in place will be reviewed regularly, but are likely to include those stated on the agenda for this meeting, as follows:

- Numbers attending to be limited, as necessary;
- Recommendation to take a lateral flow test prior to attending;
- Reminders not to attend if showing symptoms or receive a positive test result;
- Masks to be worn, at least until seated;
- Seating arranged to maximise space;
- Windows and doors open to provide adequate ventilation.

In addition to the above, the Council has a number of clear plastic screens available for anybody who wishes to make use of them. If anyone (councillor, staff member or resident) wishes to see additional precautions taken then they should be encouraged to discuss their thoughts with officers to see whether further such measures can be reasonably accommodated.

Given that infection rates are once again increasing, it is proposed that delegated authority be given to the Town Clerk, in consultation with the mayor and deputy mayor, to change venue or make other arrangements for Council meetings that may be required in order to maximise the safety of those attending over coming months.

Action required:

To consider making the following governance arrangements from 14th March 2022 onwards:

- To return to holding all formal meetings in person, principally at Swanage Town Hall (council, committees, sub-committees and advisory committees);
- To continue holding working party and panel meetings either in person or remotely, to be determined by the lead councillor and officer.
- To continue to make provision for remote access for councillors who are unable to attend any council, committee or working party meeting in person.
- To grant delegated authority to the Town Clerk, in consultation with the mayor and deputy mayor, to change venue or make other arrangements for Council meetings that may be required in order to maximise the safety of those attending over coming months.

Martin Ayres
Town Clerk

March 2022

Council and Committee Meetings Schedule 2021-2022

	Council Meetings				Committee Meetings						
	Council	Parish Assembly	Planning and Consultation Committee	Policy, Finance & Performance Management Committee	Tourism Committee	Beach Management Advisory Committee	General Operations Committee	Roads & Transport Committee	Personnel Committee		
										Monday	Wednesday
Commencing	7pm	7pm	6.30pm	9.30am	10.00am	2.15pm	4.30pm	2.15pm	9.30am		
2021 May	Extraord 5&24* ▲ 6pm	24 (5pm)	12								
June	(28 - reserve date)		14			30		23			
July	26		12	21	6		14		30		
August	Extraord 11		Extraord 25								
September	13##		6					22	10		
October			4			13					
November	1##		8	3	16		10	24	29		
December	13***		6								
2022 January	17# & Extraord 31		10	10 (Mon 7.15pm)							
February			7	16							
March	14***		7	9 (1.30pm)	29		30 (2.15pm)				
April	4 & 25	11**	4			27		6	20		
May	23* & 25 (Weds) ▲		9								
June			6			8	15 (2.15pm)	1			
July	11		4	20	5						

* Annual Council Meeting (Election of Mayor)

▲ Final Accounts

Annual Estimates Meeting

These Meetings will be held in The Swarage School, Main Hall, High Street

** This Meeting will be held in The Centre, Chapel Lane

*** This Meeting will be held in the Methodist Church, High Street

Red Proposed amendments

Blue E. Area planning clash or A/L - consider change

Council and Committee Meeting Schedule
2022-2023

N.B. All Meetings start with fifteen minutes of Public Participation Time	Council Meetings		Committee Meetings						
	Council	Parish Assembly	Planning and Consultation Committee	Policy, Finance & Performance Management Committee	Tourism Committee	Beach Management Advisory Committee	General Operations Committee	Roads & Transport Committee	Personnel Committee
	Monday		Wednesday		Tuesday	Wednesday			
Commencing	7pm	7pm	6.30pm	9.30am	10.00am	2.15pm	2.15pm	2.15pm	9.30am
2022 May	23* & 25 (Weds) ▲		9			8	15	1	
June			6						
July	11		4	20	5				
August			1						
September	12##		5					21	14
October	17		3			19			
November			7	9	15		9	23	16
December	12		5	14					
2023 January	16# & 30		9						18
February			6	22		22			
March	13**		6	15	21		29		
April	24		3						
May	22* & 24 (Weds) ▲	15**	8						
June	26		5			21	14	7	
July	17		3	12	4				

* Annual Council Meeting (Election of Mayor)
 ▲ Final Accounts
 # Annual Estimates Meeting
 ## This Meeting will be held at the Bandstand, Recreation Ground, Swanage
 ** These Meetings will be held in The Centre, Chapel Lane
 Blue E. Area planning clash or A/L - consider change

Council and Committee Meetings Schedule
2023-2024

N.B. All Meetings start with fifteen minutes of Public Participation Time	Council Meetings			Committee Meetings					
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Commencing	7pm	7pm	6.30pm	9.30am	10.00am	2.15pm	2.15pm	2.15pm	9.30am
2023 May	22* & 24 (Weds) ▲	15**	8						
June	26		5			21	14	7	
July	17		3		4				
August			7						
September	11##		4					20	13
October	16		2			11			
November			6	1	14		8	22	29
December	11***		4						
2024 January	15# & 29		8	10					
February			5	21				7	
March	11***		4	13	19		27		24
April	22	29**	8						
May	20* & 22 (Weds) ▲		6			12	19	5	
June			3						
July	15		1	24	16				

* Annual Council Meeting (Election of Mayor)
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 # Annual Estimates Meeting
 ## These Meetings will be held in The Swanage School, Main Hall, High Street
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Working Party Matters – Emergency Health Services – Update.

Notes of the **EMERGENCY HEALTH SERVICES
WORKING PARTY MEETING** held via Zoom
TUESDAY 22ND FEBRUARY 2022 at 9.30 a.m.

Present:

Councillor Monkhouse (Lead councillor)

Councillor Finch

Councillor Foster

Councillor Harris (Town Mayor)

Councillor Suttle

Councillor Tomes

Councillor Trite

Martin Ayres

Town Clerk

Emma Evans

Management Support Officer

The following agenda items were noted for discussion:

- 1) Convening meeting of Isle of Purbeck stakeholder groups
- 2) DCCG
- 3) Dorset Council
- 4) SWAST

1) Convening meeting of Isle of Purbeck stakeholder groups

The best method of co-ordinating a joint response to the CCG's consultation/ engagement process was considered at length. Stakeholders were identified as neighbouring parishes and interested organisations such as patient participation groups and defibrillator groups. It was suggested that the four options, as presented at the recent DCCG Listening meeting, be shared with the relevant parties.

It was further agreed that STC should minute a decision regarding its preferred option. Members in attendance indicated their support for Option 1 (retaining the existing provision), with Option 2 the second choice.

It was felt there would be strength in a united voice for the wider area, however, it was acknowledged that a transparent and clear approach would be essential. It was added that the local Town and Parish Councils would need to formally minute their preferred option and therefore STC should write to them requesting that this be included on the agenda for their next appropriate meeting.

It was noted that as DCCG had not shared an additional fifteen slides at the recent meeting, these should be requested to enable an informed discussion for all.

Further to a lengthy discussion the following actions were agreed:

- Request the additional slides from DCCG.
- Establish the next meeting dates for local Town and Parish Councils (including Arne and Church Knowle).

- Draft a letter to Town and Parish Councils requesting the Ambulance car is placed on their next agenda.
- Decide on mechanism to engage with T&PCs/other organisations.
- Arrange a meeting of SE Purbeck Parish clerks and chairmen to introduce the information.

2) DCCG

Further to a short discussion it was agreed to contact DCCG to ask the following:

- Could the presentation be distributed including the additional fifteen slides ASAP?
- What was expected to be achieved before the end of the organisation?
- That the consultation/engagement questionnaire provide residents with a choice between a Swanage or Wareham option, with a further sub-heading for Swanage options.
- What are the clear steps/timeframe for the engagement/consultation process?

3) Dorset Council

During the ensuing discussion, Cllr Suttle received confirmation from Cllr Flower that the T&F group was in the process of being set up.

- It was agreed that Cllr Trite would ask cabinet to clarify when the T&F group would be set up.
- It was also agreed that Cllr Trite would informally raise a query as to why he could not be co-opted to the T&F group as he represented residents most affected. It was confirmed that without membership of the T&F group Cllr Trite would still be able to contribute to meetings but without a vote.

4) SWASFT

Further to discussion it was agreed to lodge an FOI request for average staffing levels across the whole Dorset fleet between January – December 2021.

5) Healthwatch

It was reported that dentists not accepting any new patients, NHS or private, was a national issue. Healthwatch are lobbying and government funding promises have been made, although it has not been made clear what implication this will have for Swanage.

It was felt there needed to be clarification over the role of Healthwatch in supporting retention of the Ambulance car, and agreed that the Town Clerk should write to seek clarification.

In conclusion, the following action points were noted:

Action	Responsibility
Request the additional slides from DCCG and raise agreed list of questions.	Town Clerk
Establish the next meeting dates for local Town and Parish Councils.	Town Clerk/Management Support Officer

Draft a letter to Town and Parish Councils requesting that the Ambulance car is placed on the next agenda to ensure that each parish's preferred option is minuted.	Cllr Monkhouse
Amended version of T&PC letter to be sent to other organisations with offer of a meeting if required, subject to approval of full council.	Town Clerk
Request a meeting with SE Purbeck Parish clerks and chairmen to raise awareness of the consultation/engagement process.	Town Clerk
Cllr Monkhouse and Trite to prepare a question for Cabinet and then circulate to EHSWP for comments before deadline of Thursday 24 th February @ 8.30 a.m.	Cllr Monkhouse/Cllr Trite
Draft a FOI request to SWASFT.	Cllr Monkhouse/Town Clerk
Request Cllr Flower to consider Cllr Trite being co-opted to T&F group.	Cllr Suttle/Cllr Trite
Request clarification over the role of Healthwatch in supporting retention of the Ambulance car.	Town Clerk

Open Letter from NHS Dorset Clinical Commissioning Group (CCG) and South Western Ambulance Service NHS Foundation Trust (SWASFT)

Dear residents,

We would like to take the opportunity to provide an update on the Purbeck Rapid Response Vehicle (RRV) – also known as the Purbeck/Swanage Ambulance Car.

As many of you will know, we have been exploring the views of local people about the service through our ongoing listening exercise. Throughout this time funding for the car has continued and has not been reduced.

We started this listening exercise some time ago; but have not been able to move forward earlier due to the NHS' national and local pressures, priorities to sustain the COVID-19 response, the roll-out of the COVID-19 vaccination programme across Dorset and the recovery of services.

Due to this, it has taken us a little longer than we had hoped to progress our listening activities, where we received valuable local feedback, insight and opinion regarding ongoing provision of the Purbeck Car.

We'd like to thank people for their patience and understanding.

We know how important it is to the communities of Purbeck and Swanage to have reassurance around the ongoing provision of healthcare services in the area.

Following our listening exercise, we can confirm that the service will remain as a 24/7 car and will continue to provide a valuable service.

As previously stated, SWASFT, along with all health and social care providers, are continuing to be impacted by the inevitable increases of staff absences as a result of the COVID-19 pandemic. We would like to provide assurances to the communities that we are working hard to address this and to improve the staffing of the car moving forward.

NHS Dorset Clinical Commissioning Group (CCG) and South Western Ambulance Service NHS Foundation Trust (SWASFT) would like to thank everyone who has been involved, along with those who have given their views.

Thank you,

Sue Sutton, Programme Director Urgent & Emergency Care – NHS Dorset CCG

Nick Reynolds, County Commander, South Western Ambulance Service NHS Foundation Trust

Martin Ayres
Town Clerk

March 2022

Events - To consider additional requests for use of Town Council property in relation to festivals and events in 2022

1. Event Management overview

Each year a sizeable number of events take place across Swanage and many of these are located on property which is managed and maintained by Swanage Town Council. The Town Council generally does not charge for these events if they bring community or economic benefits to the town. Each event organiser is required to complete a Stage 1 Application Form which provides ‘provisional approval’ for the event to take place. Town Council officers have some delegated authority to approve events at this stage, although the majority of events will come through the Town Council for approval.

Once ‘provisional approval’ has been provided, the event organiser is required to provide a Stage 2 Application Form which includes the requirement to provide a risk assessment, public liability insurance, event management plan, and usually a map of the field. Final approval is delegated to officers, which is provided once a review of documentation has taken place and assurances provided that the event will be safe and meets the requirements of the Town Council.

2. Delegated authority to Swanage Town Council officers as approved in 2018

Officers have previously been provided with delegated authority to approve the following event types:

- a) Beach cleans
- b) Basic filming requests
- c) Swanage Bandstand performances by music bands
- d) Events that involve only a small number of attendees

3. Requests to hold events on Swanage Town Council property in 2022

The majority of events were provided with provisional approval at a meeting of the Full Council on 1st November 2021. Since the last set of requests were approved by the Town Council, a further ten requests have been received, which are highlighted below as ‘grey’ rows in Appendix 1. Councillors are asked to provide provisional approval for the use of Council owned land for these requested events for 2022.

4. Public Liability Insurance for Events

Currently events are required to have £2m Public Liability Insurance before final approval is provided. In contrast, market stalls are required to have £5m and it is noted that BCP Council also require £5m. It is recommended that all events on Town Council areas should be required to have £5m of cover, including those using the Bandstand, Hardstanding and for filming activities. It is proposed that this is brought in from 1st November 2022.

5. Single Use Plastic Free

It is noted that as per the Council's Environment Action Plan, all events after November 2021 are required to be single use plastic free. However, a number of concerns have been expressed through the Carnival and Folk Festival regarding the use of single use drink containers. It is therefore proposed that the Event Working Group are asked to develop a set of guidelines regarding single use plastics and to report back to a future meeting.

6. Recommendations

- 6.1 Agree the events detailed in Appendix 1.
- 6.2 Agree increase to the Public Liability Insurance requirement from £2m to £5m from 1st November 2022.
- 6.3 Agree that the Event Working Group produce a set of guidelines regarding single use plastics at events and report back to a future meeting.

Culvin Milmer
Visitor Services Manager

March 2022

Event requests for 2022 (venue booking dates)

APPENDIX 1

'Greyed' rows indicate that the event has not yet been approved by the Town Council

Ref. No.	Event	Date – From	Date – To	Organiser	Detail	Venue	Notes	Recommendation
041/21	SSRC 10k Run	16-Jan-22	16-Jan-22	SSRC	10K run from North Beach car park	North Beach car park	As 2019	Approved
026/22	Swanage Town Crier Competition	09-Apr-22	09-Apr-22	Andrew Fleming	Town Crier competition	Hardstanding / PAG	NEW	Approve
005/22	Sunrise Service	17-Apr-22	17-Apr-22	United Reform Church	Easter Morning Sunrise Service 2022	Beach	As 2019	Approved
	Charity Day & Classic Car Display	24-Apr-22	24-Apr-22	Jenny Lazenbury	Approx. 100 cars (classic & veteran) static display with Charity Stalls	Main Beach car park	As 2019	Approved
020/22	Heart of Stone Community Play	30-Apr-22	30-Apr-22	Heart of Stone Community Project	Portland based community theatrical group	PAG	New	Approve
015/22	Swanage Bay Sprint Triathlon	1-May-22	1-May-22	Results Triathlon	750m swim in the bay, 20km bike and 5km run	Sandpit Field / Beach	As 2018	Approved
	May Market	5-May-22	8-May-22	Market Square	Market attraction, including alcohol	Hardstanding / closed Shore Road	As 2021 but looking to hold the event on the seafront using the Hardstanding and Shore Road	Approve

003/22	Jurassic Coast Challenge 100km walk and run with a rest stop at Days Park	12-May-22	15-May-22	Action Challenge	Jurassic Coast Challenge 100km walk and run with the first rest stop at Days Park. Event run previously in 2018, 2019 and 2021	Days Park	As 2019 - £350 was charged in 2021	Approved
013/22	Swanage Classic 2022	28-May-22	28-May-22	Swanage Classic	Kayak fishing tournament in aid of the Swanage RNLi	PAG / Monkey Beach	As 2019	Approved
012/22	Swanage Fairy Festival	27-May-22	30-May-22	Swanage Fairy Festival	A magical weekend of mermaids, fairies and mischievous pixies and elves, (inc. alcohol bar, finish at 7pm)	Sandpit Field	NEW	Approved
034/21	Platinum Jubilee Tea Party	02-June-22	04-Jun-22	The Platinum Jubilee of her Majesty the Queen	A street party in the Lower High Street for 600 people and entertainment, stalls and Picnics on Prince Albert Gardens (inc. alcohol/live music into the evening)	Prince Albert Gardens	NEW	Approved
017/22	'Out of the Blue' puppet show	04-June-22	04-June-22	Purbeck Arts Week	Puppets along the seafront	PAG / Hardstanding / Stone Quay	NEW	Approve
	MUSIC	04-June-22	05-June-22	Andrew Cannon	Music events for charity at the Bandstand	Bandstand	As 2021	Approve

002/22	Pirate Festival	03-Jun-22	05-Jun-22	South Sea Buccaneers	Family friendly pirate/militia festival, skirmishes, re-enactment, living history (no alcohol or evening entertainment)	Sandpit / Stone Quay / Monkey Beach	Similar to 2019. Will avoid Monkey Beach area on 3 rd June due to Street Party in this area	Approved
021/22	Big Hike – Cancer Research	09-June-22	09-June-22	Hike Events (Cancer Research)	Final stage of hike across Jurassic Coast to raise funds for charity	Sandpit Field	New	Approve
004/22	Swanage Rowing Regatta	11-Jun-22	11-Jun-22	Hants & Dorset Amateur Rowing Association	Coastal Rowing with races using coastal fours, pairs and singles, racing from Mowlem towards Ballard Down.	Swanage beach, Shore Rd, North Beach car park	As 2021, but note clash with the Sea Rowing Regatta	Approve
	Sea Rowing Regatta	18-Jun-22	18-Jun-22	Swanage Sea Rowing Club	Sea rowing competition	Beach, North Beach Car Park	As 2019, but note clash with the Rowing Regatta	Approved
	Fish Festival	16-Jun-22	20-Jun-22	Fish Festival	Celebrating local food with a focus on fish. Alcohol but no evening entertainment	PAG	As 2019	Approved
009/22	Roads to Rail	21-Jun-22	29-Jun-22	Swanage Railway	Traction engine and vehicle display, bar, trade stalls and fairground rides	King George V Field	Event on 24 to 26 June (in 2021 was held at Norden)	Request more information
001/22	Swanage Triathlon	03-Jul-22	03-Jul-22	Challenging Events	Triathlon	Sandpit / Beach	As 2021	Approved
	Swanage Jazz Festival	8-Jul-22	10-Jul-22	Jazz Festival	Various venues across town hosting jazz music	PAG/Bandstand/Hardstanding	As 2019 (most events are indoors)	Approved
011/22	Wuthering Heights production	23-Jul-22	25-Jul-22	SISATA	A theatrical adaptation of the novel with live music	PAG	As 2021	Approved
008/22	Swanage Carnival	30-Jul-22	06-Aug-22	Swanage Carnival	A week-long series of activities	All	As 2019	Approved

	Swanage Rotary Fete	12-Aug-22	12-Aug-22	Rotary	Traditional Fete on Sandpit Field	Sandpit Field	As 2019	Approved
	Lifboat Week	12-Aug-22	21-Aug-22	Swanage RNLI	Series of events around town inc. PAG with stage, evening entertainment and alcohol	PAG / Hardstanding	As 2019	Approved
028/22	South West Inflatable Theme Park	24-Aug-22	26-Aug-22	SW Inflatable Theme Park	Inflatable theme park on Sandpit Field	Sandpit Field	As 2021	Approve at £250 per day
	Lewis Manning Fete	25-Aug-22	25-Aug-22	Lewis-Manning Hospice	Mini fete	Hardstanding	As 2021	Approve
006/22	Music by the Sea	04-Sep-22	4-Sep-22	Vicky Searle	A memorial music day performed by local bands and acts to raise money for local charities (no alcohol)	PAG	As 2021	Approved
010/22	Swanage Folk Festival	05-Sep-22	11-Sep-22	Folk Festival	Community Folk Festival based on Sandpit Field and venues around the town with music concerts, workshops and dance demonstration (alcohol)	Sandpit / Shore Road / Hardstanding / PAG / Bandstand / Stone Quay	As 2021	Approved
007/22	Purbeck Outdoor Weekend	16-Sep-22	18-Sep-22	Nice Work	Series of running events including Ultra, Marathon, 16 Mile, 6 Mile, 3 Mile and Nordic Walking events	Sandpit field, Shore Rd, PAG & Downs	As 2021	Approved
016/22	Army Triathlon	21-Sep-22	21-Sep-22	Results Tri / British Army	Standard distance triathlon – 1500m swim / 40km bike / 10km run – open to the public	Sandpit Field / Beach	New	Approved
	Planet Purbeck Festival	01-Oct-22	02-Oct-22	Planet Purbeck	Family picnic on PAG / Downs along with environmental events	PAG / Downs	As 2021	Approve

Sea Rowing Vets	15-Oct-22	15-Oct-22	Swanage Sea Rowing Club	Rowing event on Swanage Beach for Veterans	Beach / Shore Road	As 2021	Approved
Remembrance Sunday	13-Nov-22	13-Nov-22	Swanage Town Council	Road closure for parade	War Memorial	As 2021. STC will act as lead for the event.	Approved
Endurance Life Marathon	26-Nov-22	26-Nov-22	Endurance Life	Various running events to finish on beach	Hardstanding / Beach / Sandpit Field	As 2021	Approve
Dark Series Running Race	26-Nov-22	26-Nov-22	Maverick	Evening run to start at Pier and though PAG and Downs	PAG / Downs	NEW	Approved
Switch on the Lights	26-Nov-22	26-Nov-22	Swanage Town Council	Road closure for light switch on	Does not cover STC areas	As 2021. STC will act as lead	Approved
Sea Rowing Running Event	?-Jan-23	?-Jan-23	Swanage Sea Rowing Club	10K run from North Beach car park	North Beach Car Park	As 2019	Approved

Swanage Friday Market - Revised Bad Weather Protocol

Since the Town Council has taken on the operation of the Swanage Friday Market there have been several occasions when bad weather has resulted in restrictions on the use of canopies and the possibility of market cancellation has been considered. In addition, traders and customers have raised questions over the Council's decision-making process when the town experienced unseasonal high winds during this summer.

In September 2021, a Bad Weather Protocol was agreed by Council. Subsequently, after discussions with traders and the Operations Manager, a revised protocol has been established, which is now presented below and is recommended by the Market Working Group.

Decision required

To consider adoption of the 'Swanage Friday Market Bad Weather Protocol – December 2021' to replace the previous version agreed in September 2021.

Culvin Milmer
Visitor Services and Business Development Officer
March 2022

Swanage Friday Market

Bad Weather Protocol – December 2021

Introduction

Cancellation of a market day is viewed as a last resort. If weather conditions present safety hazards beyond what traders and staff could be reasonably expected to handle the market will be cancelled. The foremost concern of Swanage Town Council is the safety of our traders, staff, and shoppers. At all times during operation in extreme weather conditions, safety should be of paramount concern.

Approach

Each trader is required to undertake a risk assessment, which includes how they will manage high winds, before they are invited to join the market.

Except where extreme winds are predicted we allow traders to make their own judgement regarding wind speed (gusts and speed), subject to their risk assessment.

The Council takes a two-stage approach to managing high winds. Each stage will consider the following:

- condition of local area roads
- condition of the market site
- extreme weather forecasted
- ability of staff & traders to travel to the market site

Stage 1 – Generally, where wind gusts are over 35mph as indicated by the Met Office website (<https://www.metoffice.gov.uk/>) for Swanage.

In these cases all traders' stalls will be checked at the beginning of the day and if necessary during the day, with regards their risk assessment and will be reminded of their need to be fully compliant.

If this is not the case they will be given a single verbal warning by the Market Attendant or an officer of the Town Council. If remedial action is not undertaken with immediate effect, the trader will be asked to leave without a refund.

Traders may be asked to move to a more sheltered site at the beginning of the day and should confirm with the Market Attendant before placing out their stall.

Traders remain responsible for the safety of themselves and their customers at all times and for the safe use of any structures they choose to erect.

Stage 2 – Generally, where wind and/or other weather is defined as extreme, the market will be cancelled, and no trading permitted. This decision will be based on several factors as indicated above.

The decision to cancel trading will be taken by the Town Council and the decision will be final.

No traders will be permitted to trade in the event of a cancelled market. Pitch fees will not be payable in the event of cancellation of market and if fees have already been paid a credit will be provided against future fees within the current financial year.

If during any market day the weather takes an unpredicted turn towards bad weather, then the Town Council can at their discretion close the market early. In addition, when extreme winds are forecast early, the Town Council may start the market at a later time.

If the decision to close the market early is taken, all traders must pack away and leave the site.

Market Cancellation Communications Plan

The decision to close the market will be made as early as possible but no later than on the Thursday morning before 10.00am if information exists at that time. A last-minute cancellation is possible in the case of unexpected extreme weather or a last-minute change to the weather forecast.

Once a decision to cancel a market day has been made, the following steps will be taken to communicate to traders and shoppers:

- A message will be added to the 'Swanage Market Traders' Whatsapp
- All paid up traders will be notified by phone with those selling prepared food advised first.
- Notice will be posted on the Swanage Friday Market Facebook page
- Notice of cancellation will continue to run on the Facebook page during the course of the cancelled market day

Further information can be found on our website www.swanage.gov.uk or through the Swanage Information Centre on 01929 766018 or welcome@swanage.gov.uk

December 2021

Appendix 1 – Beaufort Scale

Beaufort number	Description	Speed	Visual Clues and Damage Effects
0	Calm	Calm	Calm wind. Smoke rises vertically with little if any drift.
1	Light Air	1 to 3 mph	Direction of wind shown by smoke drift, not by wind vanes. Little if any movement with flags. Wind barely moves tree leaves.
2	Light Breeze	4 to 7 mph	Wind felt on face. Leaves rustle and small twigs move. Ordinary wind vanes move.
3	Gentle Breeze	8 to 12 mph	Leaves and small twigs in constant motion. Wind blows up dry leaves from the ground. Flags are extended out.
4	Moderate Breeze	13 to 18 mph	Wind moves small branches. Wind raises dust and loose paper from the ground and drives them along.
5	Fresh Breeze	19 to 24 mph	Large branches and small trees in leaf begin to sway. Crested wavelets form on inland lakes and large rivers.
6	Strong Breeze	25 to 31 mph	Large branches in continuous motion. Whistling sounds heard in overhead or nearby power and telephone lines. Umbrellas used with difficulty.
7	Near Gale	32 to 38 mph	Whole trees in motion. Inconvenience felt when walking against the wind.
8	Gale	39 to 46 mph	Wind breaks twigs and small branches. Wind generally impedes walking.
9	Strong Gale	47 to 54 mph	Structural damage occurs, such as chimney covers, roofing tiles blown off, and television antennas damaged. Ground is littered with many small twigs and broken branches.
10	Whole Gale	55 to 63 mph	Considerable structural damage occurs, especially on roofs. Small trees may be blown over and uprooted.
11	Storm Force	64 to 75 mph	Widespread damage occurs. Larger trees blown over and uprooted.
12	Hurricane Force	over 75 mph	Severe and extensive damage. Roofs can be peeled off. Windows broken. Trees uprooted. RVs and small mobile homes overturned. Moving automobiles can be pushed off the roadways.