

SUPPORTING PAPERS - 4TH APRIL 2022

Council Meeting – Monday 4th April 2022

Agenda item 3)

Burlington Chine Public Conveniences – To consider recommendation regarding future operation from General Operations Committee

The General Operations Committee meeting held on 30th March 2022 recommended that that Burlington Chine public conveniences be opened for the 2022 season, but that stakeholders be notified of the Council's proposal to close the facility, either following a further breakdown, or at the end of the 2022 season, due to ground instability and the likelihood of further costly drainage works in the future, a final decision to be taken at a future meeting, taking into consideration responses from stakeholders to this proposal.

This was as a result of a recommendation of the Capital Projects Sub Committee meeting held on 19th January 2022, this matter being initially discussed at the Public Conveniences Working Party meeting held on 3rd November 2021.

The site of Burlington Chine public toilets was acquired by the former Urban District Council from Brigadier Montague Jones in February 1966. Additional areas were acquired from adjoining landowners in February 2005 to facilitate an improvement programme, more information about which can be found in Appendix A below.

Burlington Chine public conveniences are currently open to the public April – September and in school holidays only from October to March.

All foul drainage from the public toilets terminates externally into a pump chamber and is then pumped uphill to the nearest main sewer line. The pipeline runs approximately 110 linear metres. The land through which the pipeline runs is very susceptible to ground movement and is not in the ownership of the Council.

In both 2020 and 2021 movement and/or disturbance of the ground surrounding this pipework caused the pipe to fracture. These incidents have resulted in lengthy closures to the WCs in peak summer season and significant adverse publicity. In 2021 the Environment Agency were made aware of the fracture of the pipe and the Council was charged £252 by them for investigating a pollution incident.

The recent costs of maintaining the WCs are as follows:

- 2020/21 - £6,750
- 2021/22 - £11,500

These costs do not include payments made for the cleaning and provision of consumables to the public conveniences but do include payments made to contractors and an assessment of cost of Operations Team staff time.

A specialist contractor, engaged by the Council in 2021, inspected the uphill pipeline and provided the following advice:

"...it is known to be fracturing due to the ground movement. These fractures happen suddenly, not over time, so we cannot predict the lifespan in its current state. We recently exposed a section of the pumped main for repairs, it would appear to have been poorly installed being surrounded with flint and rejects rather than sand, causing weak points in the pipe work."

Replacing the pipeline in full may lead to further disturbance of unstable land and would be significantly disruptive as well as potentially obstructed by underground conditions. Considering this, the specialist drainage contractor recommends re-lining the pipe run with a

specialist woven-felt liner as a more sensible option. This will aid in stabilising the existing brittle PVC pipe. There is no hot water or heating provision to the WCs.

Advice has also been sought from the specialist contractor regarding replacement of the pipework with an above ground alternative. Their advice is that this would not prevent fracture in case of sudden movement and they affirm that lining the existing pipe is the most feasible and cost-effective option to reduce the risk of fractures as a result of slight ground movement. An estimate for the cost of this work provided in the first half of 2021 was £27,500- £30,000 and the Town Council budgeted £30,000 for these works in the 2021/22 financial year. However, the work has not been undertaken due to continued ground instability which has led to questions around whether this spending represents best value.

Due to the location and challenges of accessing these WCs installation of alternative toilet provision, for example composting, is not available. Provision of portable/temporary toilets is also not an option as there is no suitable space to locate the toilets on Swanage Town Council land and the distance from Burlington Road to the toilets is greatly in excess of any maximum reel length of pipe that could be used for emptying purposes.

A condition report of the WC block itself was also undertaken in 2021 by Dorset Property Services:

- Works identified as necessary for the period 2021-2025 (exclusive of works to waste drainage, i.e. the pump chamber, pumps and pipework) are in the region of £12,000;
- Works identified as necessary for the period 2025-2046 (exclusive of works to waste drainage, i.e. the pump chamber, pumps and pipework) are in the region of £96,000. N.B. More information on the pump system can be found in Appendix B.

A sum of £5,000 has been allocated to undertake works to the building and internal fixtures during the 2022/23 financial year.

For purposes of comparison, during 2021/22 and 2022/23 a revenue budget of £20,000 was allocated for repairs and maintenance to **all** public conveniences managed by the Council, and the Council's total Public Conveniences reserve amounts to £50,000.

During the discussion by the Public Conveniences Working Party it was noted that the WCs are predominantly used by the occupiers of private beach huts and visitors to the private beach and nearby café and it was suggested that a meeting should be held with owners to understand if contributions towards the ongoing maintenance of the WCs could be sought.

Recommendation from the General Operations Committee:

That Burlington Chine public conveniences be opened for the 2022 season, but that stakeholders be notified of the Council's proposal to close the facility, either following a further breakdown, or at the end of the 2022 season, due to ground instability and the likelihood of further costly drainage works in the future, a final decision to be taken at a future meeting, taking into consideration responses from stakeholders to this proposal.

Gail Percival
Operations Manager

April 2022

Appendix A

In 2004 the Town Council undertook a re-development which included new beach huts on top of the Burlington Chine public toilets. The total cost of the programme of land stabilisation, beach hut construction and toilet improvement was £138,920; £43,525 of this was spent on the toilets. The beach huts were let on 125-year leases for which the Council is the freeholder raising a total of £175,000. The Council are supplying the beach huts with water as part of the supply to the WC block itself and electric via a separate metered spur to the electric supply to the WCs. These costs are recharged and there is an annual ground rent fee per beach hut of £25. In return for provision of land to enable the expansion of the toilet block, a legal agreement was entered into at that time providing the users of businesses operating in that area access to the Council WCs. Legal advice may therefore be required prior to any decision to permanently close the facility being made. There are also restrictions in the title of the WC block with regard to public health legislation and the future use of the site for other activities is restricted.

There is a small void space next to the toilet blocks in the ownership of the Council and previously advice was sought regarding its conversion to a store and its disposal on the open market via a long lease, as with the beach huts above. Any sum raised from such a disposal could only be applied to fund improvements which meet the definition of capital expenditure.

Appendix B

The submersible pump chamber and pumps require regular routine maintenance by a specialist contractor. In order that such works can be carried out 2 x tankers (a small specialist tanker specifically hired in advance and subject to very limited availability is situated adjacent to the WCs and a regular tanker on Burlington Chine Road) are required to be engaged to pump clear the chamber prior to works commencing. Due to the location of the pump chamber near to the sea, the valves and other components of the pumping system are exposed to salt and therefore require more frequent replacement due to corrosion than is usual for this type of system. The pumps are electric and the control panel is housed within the WC block. The system operates by signalling that the chamber is becoming full thus triggering the pumps to commence. The waste is then pumped uphill via the 110-metre pipe at significant pressure to reach the waste system on Burlington Chine Road and relies on the operation of several non-return valves.

The pump manufacturer has supplied the following statement regarding pump life span: *"We've got pumps out there which are over 30 years old. The serial numbers that you have given are 17 years old. Obviously, it depends on what is being pumped as to how much the metal work wears out, and what strain is put on the motor. If a cast iron pump is used to pump sandy / silty fluid then you can expect wear over time of the impeller, volute, seal housing (and therefore a spares kit with new seals) and these things together can mean it's more economical to replace the pump altogether rather than repair it"*.

A cost for replacement of the pumps has not yet been sought but should be budgeted for within the next 5-10 years for a provisional sum of £7,500. Annual servicing of the pumps undertaken in spring costs in the region of £1,250 although this will increase to circa £1,500 from the present onwards.

To consider requests for grant funding and recommendations of Grants Panel

Members of the Grants Panel met on 30th March 2022 to review in detail Swanage Town Council Grant Applications received to date for the 2022/23 financial year. All applications received are set out in the table below (Appendix 1). This also indicates the sum requested, the recommended size of the grant from the Grants Panel, a summary of the project that will be funded by the grant, and the reason for the Council's support.

Background

The Council has agreed a grants budget of £10,000 for the 2022/23 financial year. This is separate from the support for the Citizens Advice Bureau which has been given its own budget line. This sum also excludes the Council's support to partner organisations including Dorset Council, through which the Council funds the Mount Scar School Crossing Patrol.

Also attached is a copy of the Council's grant criteria, adopted by Council in February 2021. This states that in order to ensure a wide distribution of funds, grants will usually be for sums of less than £500, and would typically only support festivals and events whilst they are being established.

No grants have been awarded to date. A total of £2,500 has been requested, and it is proposed that £1,250 be awarded. The balance of £8,750 will be available for applications received throughout the remainder of the financial year. The Town Council will also be increasing awareness of its grant scheme with local charitable/community groups.

Decisions required:

- 1) To approve the recommendations of the Grants Panel made at its meeting held on 30th March 2022.

Niki Clark
Administration and Communications Manager
April 2022

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

1. Swanage Town Council provides an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need, and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached application form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application. Any application not on the approved form cannot be considered. Applications that are applying retrospectively cannot be considered.

Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity, or a not-for-profit company.

Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.

3. Requests for grant aid should be consistent with the Town Council's statement of policies and objectives (see www.swanage.gov.uk/Policies.aspx) and will normally only be considered from the following:
 - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
 - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
 - 3.3 Residents of Swanage requesting grant aid with a capital project to provide benefit to a wider group.
 - 3.4 A club, association or organisation serving all or part of the Swanage community.
 - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural, or other demonstrable benefit to the town.
 - 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e., where there are restrictions on membership inconsistent with equal opportunities).

4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.6 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application please contact the Town Clerk either by telephone on 01929 423636, or e-mail admin@swanage.gov.uk
5. Together with this application form you should also supply the following information:
 - A copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
 - A business plan or strategy that includes a clear understanding of the organisation's operating environment, risk exposure, and projected income and expenditure.
 - A minute of the meeting of the organisation stating the purpose of the funding request and authorising the application.
 - Payments will not be made to individuals or private bank accounts. Please include the name and details of the account that any grant will be paid into (must be in the name on the application form).
 - Applications must take into consideration the impact on climate and environment and show a commitment to comply with the Town Council's Environment Policy and Action Plan.
6. Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission is the **31st December** for grants to be paid in respect of the forthcoming financial year, from 1st April. However, if funding remains available, requests may be considered at any stage during the financial year.
7. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council's policies and objectives; how well the grant will meet the economic, cultural, environmental, social or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.

The Council reserves the right to request further information and supporting evidence.

Grants may be paid over a three-year period.

The length of the grant period will be at the discretion of The Council.

8. The decision of the Town Council is final. If your application is successful you will receive written confirmation of your award. You must sign a form accepting the Council's terms and conditions and will be expected to acknowledge Council support in all communication with the media.
9. Any grant not utilised within 12 months for the original purpose must be returned to the Town Council.

Swanage Town Council - Grant applications received

Appendix 1

Applicant	Sum requested	Recommended grant	Summary of project	Reason for support
Swanage Jazz Festival	<p>£500 each year, for three years</p>	<p>£250 one-off grant</p>	<p>The aims of the organisers are:</p> <ul style="list-style-type: none"> • To stage an annual high-quality jazz festival in Swanage that promotes a wide range of top-quality music, that entertains local people, attracts visitors to the town, and raises and enhances Swanage's profile and image nationally and internationally. • To provide a platform for local jazz groups to perform and showcase their skills. • To introduce visitors to the charms of Swanage and all it has to offer, as the Eastern Gateway to The Jurassic Coast World Heritage Site, and to encourage them to make repeat visits to the town and the other events and festivals the town organises. <p>Swanage Jazz Festival has a main programme (ticketed), and a fringe programme in pubs, hotels and open air spaces which is free to the public. It also provides attractive street entertainment, and free indoor entertainment. For many years the festival was predominantly based and staged on Sandpit Field. In 2019 the festival was brought back into the town and that is where it is now predominantly based.</p> <p>Total estimated cost of the festival is £80,993.</p>	<p>Benefit to the local community's health and wellbeing, and local economy (encouraging many visitors to the town outside of the main summer holiday period). Also provides a platform for local jazz performers to showcase their skills. Recommend smaller donation. Although this is not a 'new' event as such, the new organisers (eight local residents who took over at short notice after public meetings had been held in Jan 2019 to save the festival, and had managed to deliver a smaller festival that year which had broken-even) had to postpone the festivals due to be held in 2020 and 2021 due to the Covid-19 pandemic, and were now in the process of resurrecting and rejuvenating the festival. The organisers will be widely promoting the festival, including a press, radio and social media campaign. The Panel noted that the cost of the weekend 'stroller' tickets for 2022 had been maintained at the 2020 prices, and as part of a longer term strategy the organisers are seeking a headline sponsor for the festival in future years.</p>

<p>Swanage Regatta and Carnival Committee</p>	<p>£1,000</p>	<p>£0</p>	<p>Registered charity. Established annual week-long event, hosting a variety of organised, free and paid for events and entertainment for residents and visitors of all ages (estimated footfall of circa 100,000 passing through the town over the course of Carnival week). In Sandpit Field, and at various locations around the town. The Committee raises funds through sponsorship, stallholder pitch fees, bucket collections, bar sales, and entry fees for some events. Surplus proceeds being distributed to 25 local charities and good causes. In 2019 total costs for the Carnival are noted as circa £195,000. (No up to date financial information or projections have been provided.)</p>	<p>Decline – long established event. In line with the Council's existing grant policy, Points 3 to 3.6, this is a long established event.</p>
<p>The Swanage Platinum Jubilee Group</p>	<p>£1,000</p>	<p>£1,000</p>	<p>Community group. A group of local residents who have formed a committee with the aim of organising a 'community party' to celebrate The Queen's Platinum Jubilee, for all ages. Proposals include a street party (ticketed) for 600 people, and music, events, entertainment and stalls in Prince Albert Gardens. The total cost of these events has been estimated at £6,669.</p>	<p>Benefit to the local community's health and wellbeing (social activities, creating memories), and local economy. Volunteer run. The Queen's 70th year as our Monarch, and Head of the Commonwealth, her Platinum Jubilee, is a unique milestone in our history, and is a feat that no previous monarch has achieved. For most of the population, the Queen is the only monarch they have known, and this occasion is something they will remember forever. Long and unbroken tradition in our country of celebrating Royal Jubilees.</p>

<p>Entertainment and activities for all ages, and would pay tribute to The Queen as part of the official Platinum Jubilee Weekend of celebrations from 2nd to 5th June 2022. In support of funding a community celebration rather than commemorative souvenirs.</p>				
Total		£2,500	£1,250	

Parish Slipway – To consider extension of measures to restrict vehicular access

At the Council meeting held on 26 April 2021, Minute No. 186(b) the Council were advised that as a result of reports raising health and safety concerns regarding vehicles using the slipway, a trial was being undertaken to restrict vehicular access by leaving a concrete block that had formed part of the seasonal sea defences in place at the top of the slipway. Access would still be possible for dinghies, canoes and smaller vessels.

It is the view of officers this trial has been successful with only one concern raised by a member of the public. In light of this, it is proposed that the trial is extended for a further 12-month period and that arrangements are made to again retain a concrete block in place at the top of the slipway.

This approach was considered preferable to the installation of bollards or a barrier at the top of the slipway, and if successful may be incorporated into the Lower High Street coastal defence works scheduled for 2024/25.

Decision required:

To consider extending the trial period to restrict vehicular access to the Parish Slipway through the positioning of a concrete block for a further 12 months.

Gail Percival
Operations Manager

April 2022