

Minutes of the **MONTHLY MEETING** of the Swanage
Town Council held at the Town Hall, Swanage on
MONDAY 23rd JULY 2018 at 7.00 p.m.

PRESENT:-

Councillor M. Bonfield (Town Mayor) – Chairman

Councillor J. Bishop
Councillor C. Finch
Councillor G. Green
Councillor A. Harris
Councillor G.A. Marsh
Councillor T. Morris
Councillor G.M. Suttle
Councillor W. Trite
Councillor M. Whitwam

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

Before opening the Meeting, the Chairman welcomed members of the public, and a presentation was given by Penny Syddall, Communications Team Leader, Superfast Dorset Team, Dorset County Council.

To find out more about superfast broadband connectivity, and the Superfast Dorset Project and its aims, attendees were encouraged to visit:

<https://www.dorsetforyou.gov.uk/business-consumers-licences/superfast-dorset/superfast.aspx>

Public Participation Time

The following matters were raised during Public Participation Time:-

- PC Simon Colvin, Purbeck South Neighbourhood Policing Team, Dorset Police, introduced himself to the meeting, and provided an update on upcoming police engagement events, and the consultation on the proposed merger between Devon & Cornwall Police and Dorset Police. Concerns were raised regarding the merger proposals, and the Town Mayor confirmed that the consultation would be discussed at the next Meeting of the Council's Planning and Consultation Committee on 6th August 2018.
- Friends of Swanage Bandstand – a '20 pences around the Bandstand' table top sale and raffle event would be held at the Bandstand on 11th August 2018 from 10.30am. Thanks and appreciation were given by the Town Mayor to the Friends for their fundraising efforts and enthusiasm.

The meeting opened at 7.25 p.m.

47. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Lejeune and Poultney.

48. **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. 11 – Councillor Green declared a non-pecuniary interest under the Code of Conduct by reason of intending to take part in the Artisans on the Beach event this year.

49. **MINUTES**

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

That the Minutes of the Monthly Meeting of the Council held on 25th June 2018 be approved as a correct record and signed.

50. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 2nd July 2018 be approved as a correct record and signed.

51. **TOURISM COMMITTEE**

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

That the Minutes of the Meeting of the Tourism Committee held on 4th July 2018 be approved as a correct record and signed.

52. **STATEMENT OF CASH BALANCE**

A Statement of Cash Balance as at 30th June 2018 was submitted for information (a copy attached at end of these Minutes).

53. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedule 4, amounting to £188,510.19, be authorised.

54. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield reported that in his capacity of Town Mayor he had attended the following events during the past month:-

- Swanage Annual Civic Service.
- The re-opening ceremony of Swanage Youth Hostel following its £1.5m refurbishment.
- Royal British Legion Centenary Committee's 'Battle's Over' WW1 commemoration events planning meeting.
- Swanage Jazz Festival and the Jazz Parade.
- Swanage Town & Herston Football Club AGM, at which thanks were given to the Town Council for its continuing support to the Club.
- Swanage Parish Fete, St Mary's Church.
- The final Swanage Regatta & Carnival Committee planning meeting, along with Councillor Green, and Culvin Milmer, Visitor Services Manager.

55. **INSTITUTE ROAD IMPROVEMENTS – TO CONSIDER RECOMMENDATIONS FROM DCC HIGHWAYS CONSULTATION REPORT**

Further to Minute No. 291 (b) of the Monthly Council Meeting held on 30th April 2018, and Dorset Highways' public consultation exhibitions held on 13th and 14th June

2018, consideration was given to DCC's 'Institute Road Swanage, Public Consultation Results' report dated July 2018. Three possible options had been presented at the exhibitions as follows:

- **Option 1:** Widening the footways where possible but retaining some 'loading and unloading' provision in Institute Road, with a new loading bay in Station Road.
- **Option 2:** Widening the footways on both sides of Institute Road, with the loss of all 'loading and unloading' provision which would be restricted to a new bay in Station Road.
- **Option 3:** Do nothing, leave the road as it is at present.

The Town Council's Traffic Flow Working Party had met with representatives from DCC Highways on 13th July 2018 to review the results. It was reported that the consultation feedback forms received had expressed a clear preference for improvement of safety, coupled with a reduction in the volume of traffic, and that Option 2 was the preferred option, subject to better provision of loading for businesses in the final design. It was noted that further discussion with businesses in Institute Road would be held regarding this matter.

During the ensuing discussion Members agreed that, in the interests of safety, Option 2 would be the preferred option, and it was therefore proposed by the Town Mayor, seconded by Councillor Trite, and **RESOLVED UNANIMOUSLY:-**

That the Town Council requests that DCC Highways proceeds with Option 2, as set out in its report dated July 2018, in the interests of safety, and as soon as possible.

It was further **RESOLVED:**

That DCC Highways be requested to consider the reversal of traffic flow in Kings Road East on a trial basis whilst the improvement works to Institute Road are undertaken and, if successful, to consider the reversal on a permanent basis.

56. **SHORE ROAD – INSTALLATION OF IMPROVED 'NO CYCLING' SIGNAGE ON CLOSED SECTION OF ROAD**

It was reported that the Town Council continued to receive reports of cyclists riding their bicycles on the closed, pedestrian only, section of Shore Road. It was felt that signage could be improved/more prominent (e.g. on the Shore Road gates and lampposts), and more effective enforcement action taken.

The County Council's Sign Shop had provided cost estimates for new signage at £110 for each gate, and £77 per lamppost. A suggestion was made that warnings could be stencilled onto the road, as long as they were removable when the road was re-opened at the end of the season.

It was therefore proposed by the Town Mayor, seconded by Councillor Bishop, and **RESOLVED UNANIMOUSLY:-**

That delegated authority be given to the Town Clerk and Operations Manager to liaise with DCC's Sign Shop and order appropriate signage.

Further comments were made that the Town Council should continue to lobby Dorset County Council and Dorset Police regarding safety in Shore Road, and that any incidents of dangerous cycling should be reported to DCC/the Police immediately.

57. **EVENTS – REQUESTS FOR USE OF TOWN COUNCIL PROPERTY IN RELATION TO FORTHCOMING EVENTS**

Consideration was given to a schedule prepared by the Visitor Services Manager (VSM) detailing the following requests:-

- **Main Beach** – ‘Surfers Against Sewage’ beach clean event, 12th August 2018.
- **Main Beach, Shore Road, and North Beach car park** – Swanage Sea Rowing Club, Swanage Supervets Regatta, 20th October 2018.

Following a brief discussion, it was proposed by Councillor Finch, seconded by Councillor Harris, and RESOLVED UNANIMOUSLY:-

That the requests from event organisers, as set out in the schedule prepared by the VSM, be approved, subject to submission of the required documentation at the appropriate time.

58. **ARTISANS ON THE BEACH – UPDATE ON ARRANGEMENTS FOR WINTER 2018/19**

Consideration was given to a briefing note prepared by the VSM setting out the proposed approach for the ‘Artisans on the Beach’ event 2018/19, which would run from 30th November 2018 to 4th January 2019 this year, including a timetable and Action Plan which would be taken forward by a new ‘Event Organiser’. The main aims of the event were to promote Swanage as a high quality destination, and bring additional visitors into the town during the quieter winter period to support the local economy. It was also intended to close Shore Road on Sundays during the event.

It was reported that the 2017/18 event had been very successful, however, comments had been received that improved advertising needed to be undertaken. It was therefore proposed to increase the hut rental charges from £75 (lower level) to £90, and from £40 (upper level) to £45, to allow a larger advertising budget, and also a small increase towards the Town Council’s hire/inspection costs.

During the discussion concerns were raised regarding the proposed increases, the event being aimed at small local crafters, although it was acknowledged that wider marketing of the event could bring in greater footfall/sales. Members were in agreement, however, that the Council’s rental charge should remain at the same level as 2017/18.

It was therefore proposed by Councillor Bishop and seconded by Councillor Suttle:-

That the charges for Artisans on the Beach 2018/19 be increased to £85 (lower level) and £45 (upper level), to provide a larger advertising budget, with the Town Council’s portion of the charge to remain at the same levels of £55 (lower) and £35 (upper), and that the charges be reviewed again prior to next year’s event.

Upon being put to the Meeting, EIGHT Members voted IN FAVOUR of the Proposition and there were TWO ABSTENTIONS, whereupon the Proposition was declared CARRIED.

59. **CHRISTMAS MARKETING PROPOSALS – UPDATE**

Further to Minute No. 7) of the Tourism Committee Meeting held on 14th March 2018, the Visitor Services Manager provided an update on progress to date with the proposals for a new leaflet, and digital marketing campaign, to advertise Swanage as a Christmas destination.

A discussion ensued, during which clarification was sought as to whether the Town Council would be offering any Christmas free parking in its long stay car parks, as in previous years. Further to Minute No. 5) of the Transport Committee Meeting held

on 22nd November 2017, it was reported that a new £1.00 all day parking fee in the Council's Main Beach and Broad Road car parks was being introduced, from 1st November 2018 to 31st March 2019, on a trial basis for one year.

It was proposed by Councillor Suttle and seconded by Councillor Harris:-
That the £1 all day parking fee will apply in the long stay car parks every day during the Christmas period 2018/19.

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

60. **BEACH HUT BOOKING SYSTEM REVIEW**

Further to Minute 5 of the Meeting of the Tourism Committee held on 4th July 2018, consideration was given to a briefing note prepared by the Visitor Services Manager (VSM) detailing the outcome of a review of the Beach Hut booking system. It was noted that the existing booking system was difficult to explain to customers and created a significant administrative burden for staff.

The review recommended that a new system be implemented in respect of bookings for the 2019/20 season. The key changes were a move to online bookings, the introduction of a phased opening of bookings for different lengths of lets, the bringing forward of the opening for bookings to October, and the replacement of the existing lottery system with a first-come first-served approach. It was noted that an investment of £1,000 was required to fund improvements to the IT system to support these changes.

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

That the new booking system, as set out in the briefing note dated July 2018, be approved.

It was further proposed by Councillor Green, seconded by Councillor Finch and RESOLVED UNANIMOUSLY:-

That a budget of £1,000 be allocated for IT improvements to the beach hut booking system.

Consideration was given to the charges to be levied for the Spa and Shore Road beach huts for the 2019/20 season, in advance of the opening of bookings in October 2018. The briefing note recommended that the charges be frozen from 2018/19, in order to encourage higher occupancy levels. It was proposed by Councillor Suttle, seconded by Councillor Finch and RESOLVED:-

That the beach hut charges for the Spa and Shore Road be frozen for 2019/20.

Finally, the working party had raised the possibility of introducing a 50% discount for Town Council employees for the weekly hire of beach huts outside of the peak season. A number of questions were raised regarding the implementation of this proposal and it was AGREED:

That the Visitor Services Manager be asked to review the possible introduction of staff discounts for off-season beach hut hire and report to a future meeting.

61. **TO CONSIDER REQUEST FROM SWANAGE DISABLED CLUB FOR PERMISSION TO PARK MINIBUSES AT NORTH BEACH CAR PARK**

Consideration was given to a letter received from the Chairman of the Swanage Disabled Club regarding problems being experienced when parking one of the Club's

two minibuses on-street when it is not in use, and seeking suggestions for a solution to these problems.

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

That permission be granted to Swanage Disabled Club to park its minibus in the Town Council's North Beach car park when it is not in use, free of charge.

62. **TO CONSIDER GRANT REQUEST FROM SWANAGE COMMUNITY DEFIBRILLATOR PARTNERSHIP TO FUND DEFIB AT KING GEORGE'S FIELD**

Consideration was given to the submission by Swanage Community Defibrillator Partnership for a grant of £1,500 as a contribution towards the costs of installing a defib in King Georges Field. Since 2015, the Partnership had installed 30 public accessed defibs across Swanage and the surrounding villages.

An annual budget of £10,000 had been allocated to the grants and donations budget which was available to local charities and voluntary groups, and a list of grant applications approved to date for the 2018/19 financial year had been distributed for information purposes, totalling £8,120.

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

That the sum of £1,500 be donated to the Swanage Community Defibrillator Partnership towards the costs of installing an iPad Defibrillator and cabinet in King George's Field.

63. **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND – CONSULTATION ON UNITARY COUNCIL WARDS**

Consideration was given to an email received from the Dorset Association of Town and Parish Councils regarding the Local Government Boundary Commission's proposals for wards for Dorset's two new unitary councils. Under the proposed arrangements, Swanage would form a single two-member ward in contrast to the existing two single-member warding arrangement.

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

That the Town Council supports the proposed new warding arrangement for Swanage.

64. **VANDALISM OF TOWN COUNCIL PROPERTY – UPDATE**

Consideration was given to an update prepared by the Operations Manager dated July 2018 providing details of vandalism/damage to Town Council property, and detailed the actions/works undertaken to repair the same.

A discussion ensued, during which Members were in agreement that the costs incurred by the Council in relation to acts of vandalism should be publicised, and encouraged members of the public to report any incidents of vandalism to the Council as soon as possible.

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

That the total costs incurred by the Town Council in relation to acts of vandalism/damage of Council property be publicised on a monthly basis via the Council's website and Facebook pages.

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

- (a) Councillor Whitwam reported on the following matters:-
- **Pub Watch Group** – Councillor Whitwam was again pleased to report that no incidents had been reported, therefore no meeting of the group had been convened.
 - **Purbeck Community Rail Partnership** – an update was given on the trial summer Saturdays rail service from Salisbury to Corfe Castle.
 - **Purbeck Transport Action Group Meeting 17th July 2018** – Councillor Whitwam had attended the meeting, and there were no further updates to be given at the present time.
- (b) Councillor Bishop gave an update on the Swanage & Purbeck Development Trust’s proposals for a new multi-function centre, and reported that a productive and inspiring visit/meeting had been held in Gillingham’s multi-function centre, which was run by a development trust.
- (c) Councillor Harris reported on the following matters:-
- **A new Swanage Fairtrade leaflet** – copies of which were available at the Swanage Information Centre.
 - **Herston Village Hall** – the Committee was currently in the process of producing a business plan to improve usage of the hall.
- (d) Councillor Morris reported that he had attended the following meeting:-
- **Dorset Health Scrutiny Committee Task and Finish Group** – it was reported that the Judicial Review had been heard on the 17th and 18th July and that a decision was anticipated in September 2018.
- (e) The Town Mayor reported that he had attended a meeting with representatives of neighbouring parishes on 20th July 2018. It had been a useful forum for information sharing and the exploration of opportunities for future joint working.

66. **REPORTING OF DELEGATED MATTERS**

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

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

Items of Information

- (a) Proposed closure of Barclays Bank, Swanage – it was noted that the cash machine would be removed.
- (b) Dorset Waste Partnership – information regarding new bin rounds would be circulated to the residents affected by these changes.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Green, 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 21 to 24 for reasons of legal and commercial confidentiality.

68. **FISHERMEN'S SLIPWAY IMPROVEMENT SCHEME – AWARD OF CONTRACT**

Further to Minute No. 266 of the Council Meeting held on 26th March 2018, consideration was given to a tender report, prepared by Dorset Property, in respect of the fishermen's slipway and huts improvement scheme. It was confirmed that the Council had received agreement in principle of a grant from the European Maritime Fisheries Fund that would enable the Council to reclaim 75% of the total project costs. However, the issuing of a formal grant award letter had been delayed, largely due to a hold-up in the granting of the requisite licence by the Marine Management Organisation.

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

That, subject to receipt of the grant award letter from the European Maritime Fisheries Fund, the contract for the fishermen's slipway improvement scheme be awarded to Teignmouth Maritime Services Ltd in the sum of £346,045.14.

69. **ACQUISITION OF NEW DEPOT AT ANVIL CENTRE, PROSPECT BUSINESS PARK – PROGRESS REPORT FROM LEGAL ADVISERS**

Further to Minute No. 45 of the Monthly Council Meeting held on 25th June 2018, an update on the acquisition of units at the Anvil Centre was provided. The position was noted.

70. **TO CONSIDER GRANT OF RIGHTS FOR NEW VEHICULAR ENTRANCE TO NO. 4 GANNETTS PARK FROM REAR SERVICE LANE**

Further to a recent grant of planning permission for the extension and alteration of No. 4 Gannetts Park, consideration was given to valuation advice received regarding the annual fee to be paid for the creation of a new access onto the Council-owned service road at the rear of Gannetts Park and Beach Gardens.

It was proposed by Councillor Suttle, seconded by Councillor Morris and
RESOLVED UNANIMOUSLY:-

To accept the valuation advice and agree an annual fee of £125 per annum for the creation of the new access from No. 4 Gannetts Park onto the Council's service road.

71. **NOMINATION OF APPEAL PANEL TO ACT UNDER PARAGRAPH 8 OF THE TOWN COUNCIL'S COMPLAINTS PROCEDURE**

The Town Clerk reported on the need to convene a panel to act under paragraph 8 of the Council's Complaints Procedure. It was noted that the Procedure stated that where an individual was dissatisfied with the response to a complaint the matter would be referred to a panel consisting of the Mayor and Deputy Mayor. However, in this case the Mayor could not act in the matter and therefore a substitute needed to be appointed.

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

That in this instance Councillor Poultney, as a serving previous mayor, be appointed to the panel to act under paragraph 8 of the Council's Complaints Procedure.

In light of the above, it was agreed that it would be prudent to amend the Complaints Procedure so that provision was made for the substitution of the Mayor and Deputy Mayor if similar circumstances should occur in the future. It was proposed by the Town Mayor, seconded by Councillor Green and
RESOLVED UNANIMOUSLY:-

That the Council's Complaints Procedure be amended to allow for other councillors to act under Paragraph 8

if the Mayor or Deputy Mayor are prevented from
doing so.

The meeting concluded at 8.55 p.m.
