

Minutes of the **MONTHLY MEETING** of the Swanage  
Town Council held at the Town Hall, Swanage on  
**MONDAY, 20<sup>th</sup> APRIL 2015** at 7.00 p.m.

PRESENT:-

Councillor S. Poultney (Deputy Mayor) – Chairman

Councillor Mrs. C. Bartlett  
Councillor M. Bonfield  
Councillor I. Brown  
Councillor Mrs. G.A. Marsh  
Councillor G.M. Suttle  
Councillor W.S. Trite  
Councillor M. Whitwam

In addition to Members of the Council and officers, 18 members of the public attended the Meeting.

Councillor Poultney welcomed Revd. Mark Hatto from the Emmanuel Baptist Church, who offered a short prayer before the commencement of the Meeting.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- Request for restrictions on the use of Panorama Road by heavy goods vehicles until risk assessment fully analysed.
- Issues previously raised regarding proposals for future gas drilling at California Quarry and whether any ‘emergency strategy’ was in place.
- Proposals for fundraising event on Sandpit Field.
- Planning application No. 6/2015/0165 – De Moulham Road.
- Proposal to convert tennis court No. 1 to an astroturf playing surface.
- Wilts and Dorset Bus Company – request for review of bus services when special events are being held in the town.

The Town Mayor opened the Council Meeting at 7.15 p.m.

172. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from the Town Mayor and Councillors Pratt and Wiggins.

173. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011.

**Agenda Item No. 5** – Councillor Mrs. Bartlett declared a non-pecuniary interest in planning application No. 6/2015/0146 under the Code of Conduct by reason of being a friend of the applicant.

**Agenda Item No. 17 (a)** – Councillor Bonfield declared a non-pecuniary interest under the Code of Conduct by reason of being Chairman of the Swanage & District Angling Club.

**Agenda Item No. 17 (a)** – Councillor Brown declared his interest under the Code of Conduct in item No. iv) by reason of being a member of HM Coastguard Swanage.

**Agenda Item No. 17 (b)** – Councillor Suttle declared a pecuniary interest under the Code of Conduct by reason of a business association with the contractor.

174. **MINUTES**

(a) Proposed by Councillor Mrs. Bartlett, seconded by Councillor Bonfield, and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Monthly Meeting of the Council held on 2<sup>nd</sup> March 2015 be approved as a correct record and signed.

(b) Proposed by Councillor Bonfield, seconded by Councillor Mrs. Bartlett, and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Special Meeting of the Council held to discuss policy and planning matters on 16<sup>th</sup> March 2015 be approved as a correct record and signed.

175. **TOURISM COMMITTEE**

Proposed by Councillor Brown, seconded by Councillor Bonfield, and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Tourism Committee held on 2<sup>nd</sup> March 2015 be approved as a correct record and signed.

Consideration was given to the following recommendation contained in the Minutes:-

**Swanage Tourist Information Centre – Social Media Policy (Facebook/Twitter feeds)**

Proposed by Councillor Brown, seconded by Councillor Poultney, and  
RESOLVED UNANIMOUSLY:-

That authority be granted to the Tourist Information Centre Supervisor to operate official Swanage Town Council tourism Facebook and Twitter accounts, subject to Council approval of a tailored Social Media Policy.

176. **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**

Proposed by Councillor Poultney, seconded by Councillor Mrs. Bartlett, and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Finance and Performance Management Committee held on 11<sup>th</sup> March 2015 be approved as a correct record and signed.

The recommendations contained in Minutes No. 4 (Review of Corporate Risk Register) and No. 7 (Festive Lights Committee) had been approved at the Council meeting held on 16<sup>th</sup> March 2015.

177. **GENERAL OPERATIONS COMMITTEE**

Proposed by Councillor Bonfield, seconded by Councillor Poultney, and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the General  
Operations Committee held on 1<sup>st</sup> April 2015 be  
approved as a correct record and signed.

Consideration was given to the following recommendations contained in the  
Minutes:-

**Cemetery Matters**

**Fee for Multiple Interments of Cremated Remains**

Proposed by Councillor Bonfield, seconded by Councillor Poultney, and  
RESOLVED UNANIMOUSLY:-

That in instances of multiple interments of  
cremated remains, a reduced charge of one  
third of the full interment fee be made for  
second, third or fourth interments made at  
the same time, such charge to be subject to  
the payment of double fees if the deceased  
was resident out of the parish at the time of  
their death.

**Clarification of Policy on Footstones and Kerbing**

Proposed by Councillor Bonfield, seconded by Councillor Mrs. Bartlett, and  
RESOLVED UNANIMOUSLY:-

That the Permitted Memorial section of the  
cemetery regulations be amended to permit  
the erection of footstones measuring 2'6" x  
2'6" x 6", within kerbed graves only.

178. **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**

Proposed by Councillor Poultney, seconded by Councillor Brown, and  
RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Finance  
and Performance Management Committee held  
on 15<sup>th</sup> April 2015 be approved as a correct  
record and signed.

Consideration was given to the following recommendations contained in the  
Minutes:-

**Internal Audit 2015/16**

Proposed by Councillor Poultney, seconded by Councillor Bonfield, and  
RESOLVED UNANIMOUSLY:-

That Darkin Miller – Chartered Accountants be  
appointed to provide internal audit services to  
the Town Council for a three year period commencing  
2015/16, subject to a 2.5% discount on the hourly  
scale rate.

179. **PLANS**

Under the Code of Conduct, Members declared a formal interest in the capacity  
of Corporate Trustee of the De Moulham Estate in applications relating to the Trust.

Councillor Mrs. Marsh did not vote on, or propose, or second any of the motions on the following planning applications, by reason of being a Member of the Purbeck District Council's Planning Board.

### **Delegated Applications**

6/2015/0141 **Mr Simon Fryett**  
Raise ridge height and alterations to roof, insert rooflights and dormer windows to facilitate loft conversion; erect single-storey rear extension.  
22 Manwell Road, Swanage.  
**OBSERVATION:** No objection, subject to no overlooking and loss of privacy to neighbouring properties.

Further to her declaration of interest under Minute No. 2, Councillor Mrs. Bartlett left the meeting during consideration of the following item.

6/2015/0146 **Mr Hamish Murray**  
Raise and extend existing roof with dormer windows and juliet balcony to create first-floor accommodation. Erect replacement garage and sunroom with decking. Weatherboard cladding to front elevation and new entrance porch.  
4 Bon Accord Road, Swanage.  
**OBSERVATION:** No objection, subject to no overlooking and loss of privacy to neighbouring properties.

6/2015/0167 **Mr Martin Smith**  
Raise ridge height, insert dormer windows, roof lights and juliet balcony to extend first-floor accommodation. Erect two-storey rear extension and replacement porch.  
22 Lighthouse Road, Swanage.  
**OBSERVATION:** Recommend refusal. Consider to be gross overdevelopment and out of keeping with the street scene. Concerns expressed regarding overshadowing and loss of light to neighbouring properties.

6/2015/0188 **Mr & Mrs Hatcher**  
Changes to planning permission 6/2014/0553. Erect detached dwelling with vehicular access from Manor Road (to reduce car port and create study, install balcony, amend doors and windows and install solar panels).  
18 Manor Road (Formally Purbeck House Hotel, 91 High Street, Swanage).  
**OBSERVATION:** No objection.

6/2015/0207 **Saltrock Surfwear Ltd**  
Erect new fascia with logo and text.  
39 Station Road, Swanage.  
**OBSERVATION:** No objection.

6/2015/0214 **Mr Moss & Miss Edmeades**  
Erect single-storey rear extension and replacement detached garage.  
7 Newton Rise, Swanage.  
**OBSERVATION:** No objection.

### **Non-Delegated Applications**

6/2015/0163 **The Salisbury Diocesan Board of Education**  
Demolish modern extensions, convert existing school into four apartments, erect six dwellings and lay out car parking and circulation area; form new vehicular and pedestrian accesses.  
Former St. Marks C of E School, Bell Street, Swanage.  
**OBSERVATION:** Recommend refusal. The Town Council strongly objects to this application on the following grounds:

- overdevelopment;
- out of keeping with the street scene;
- unsympathetic to the conservation area;
- inadequate car parking;
- loss of light and privacy to some neighbouring properties.

6/2015/0196 **Nylo Homes Ltd.**  
Convert & extend existing dwelling to form 5 self-contained flats and erect detached house with associated parking; form new vehicular and pedestrian accesses.  
24 Cluny Crescent, Swanage.  
**OBSERVATION:** No objection to the conversion. Recommend refusal for the detached house on the grounds of overdevelopment and out of keeping with the street scene.

### **Items for information only**

6/2015/0151 **Mr Jonathan Lucas**  
Proposed non-material amendment to PP 6/2012/0306 (Raise ridge height and erect roof extension with dormer windows, rooflights and balcony. Replace existing garage) to allow changes to roof tiles.  
20 Bay Crescent, Swanage.

6/2015/0152 **Mr and Mrs Sutton**  
Erect side extension and replacement rear extension with roof terrace and external stairs. (Re-submission of PP 6/2014/0069)  
70 Higher Days Road, Swanage.

6/2015/0592 Application for Approval of Reserved Matters  
Re-validated by case officer.  
**AJS Developments Ltd**  
Demolish existing dwelling and erect four detached dwellings with integral garages and associated parking; modify vehicular access – Reserved Matters – Appearance and landscape.  
Sea Mist, Cobblers Lane, Swanage.

The following application was not discussed by the Town Council as it was considered that a conflict of interest existed, given that the Council was the owner of the land within, or directly affected by the application.

6/2015/0198 **WJ Haysom & Son**

Modification of Conditions 1 and 5 of Planning Permission  
6/1999/0804 to allow for continued winning and working of mineral  
and removal of limitation on winter HGV movements.  
Southard Quarry, Swanage.

6/2015/0165 **Mr Malcolm Turnbull**

Erect new four bedroom detached dwelling.  
Adjacent to 23 De Moulham Road, Swanage.  
**OBSERVATION:** No comment, pending possible future discussions  
by the Town Council as the corporate trustee of the De Moulham  
Estate Trust.

6/2015/0199 **Harrow House International College (Swanage) Ltd**

Change of use and alterations to form student accommodation  
associated with Harrow House.  
Harrow House, 36 Walrond Road, Swanage.  
**OBSERVATION:** No comment, pending possible future discussions  
by the Town Council as the corporate trustee of the De Moulham  
Estate Trust.

180. **BUDGET MONITORING**

(a) **Statement of Cash Balance**

A Statement of Cash Balance as at 31<sup>st</sup> March 2015 was submitted for  
information (a copy attached at end of these Minutes).

181. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in the Orders on Treasurer  
Nos. 13, 14, 14a, 1 and 1a, amounting to £105,225.63,  
£25,939.26, £44,599.11, £38,731.45 and £47,796.74  
respectively be paid, and that cheques be drawn therefor.

182. **CHAIRMAN'S ANNOUNCEMENTS**

Being the last Council meeting before the elections on 7<sup>th</sup> May 2015,  
Councillor Poultney wished to thank his fellow Councillors for their sterling work,  
and help and support given during their four year term of office. He extended his best  
wishes for the future to those Councillors who would not be seeking re-election.

183. **TOWN COUNCIL CONSTITUTION**

(a) **Financial Regulations**

Further to Minute No. 5 of the Finance and Performance Management  
Committee held on 11<sup>th</sup> March 2015, consideration was given to the revised  
Financial Regulations that had been amended in accordance with the  
recommendations contained in the model Financial Regulations produced by  
the National Association of Local Councils.

It was proposed by Councillor Mrs. Bartlett, seconded by Councillor Brown,  
and RESOLVED UNANIMOUSLY:-

That the revised Financial Regulations be approved  
and adopted.

(b) **Standing Orders**

Further to Minute No. 4 of the Finance and Performance Management Committee held on 15<sup>th</sup> April 2015, consideration was given to the revised Standing Orders that had been compiled in accordance with the recommendations contained in the model Standing Orders produced by the National Association of Local Councils.

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

That the revised Standing Orders be approved and adopted with effect from 1st May 2015.

184. **PANORAMA ROAD RISK ASSESSMENT**

Further to Minute No. 152 of the Council meeting held on 2<sup>nd</sup> February 2015, consideration was given to the Terms of Reference for the Working Party, which was scheduled to meet the following day.

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

That the following Terms of Reference for the Panorama Road Working Party be approved:

- To seek appropriate professional advice where required;
- To obtain estimates for improvement works where required;
- To liaise with road users; and
- To seek contributions towards improvements from those companies seeking to intensify usage.

185. **SANDPIT FIELD**

A letter dated 7<sup>th</sup> April 2015 was submitted from Mr Jason Haiselden requesting permission to hold a fundraising event i.e. a music festival, on Sandpit Field on Saturday, 19<sup>th</sup> September 2015.

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

That the request to hold a fundraising event on Sandpit Field be agreed in principle, subject to submission of the appropriate documentation, duly completed.

186. **BEACH GARDENS**

(a) **Swanage Bowling Club**

i) **Review of Fees for 2014/15 and 2015/16**

Further to previous discussions, and a subsequent meeting with representatives of the Swanage Bowling Club held on 13<sup>th</sup> April 2015, consideration was given to a licence fee to be paid for the use of the Bowling Green for 2014/15 and 2015/16.

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

That a licence fee of £8,000 per annum be agreed for the use of the Bowling Green in 2014/15 and 2015/16, subject to the receipt of professional advice.

- ii) **Conversion of Bowling Green to an Artificial Playing Surface**  
A suggestion was put forward by Swanage Bowling Club that consideration be given to the possibility of converting the Bowling Green to an artificial playing surface.  
Following discussion, it was proposed by Councillor Poultney, seconded by Councillor Brown, and **RESOLVED UNANIMOUSLY:-**  
That the request be approved in principle, subject to further information being obtained.

Before consideration of the following item, the Mayor invoked Standing Order No. 69 and suspended the Meeting at 7.51 p.m. to enable a question to be put to a representative from the Swanage Tennis Club.

The meeting resumed at 7.52 p.m.

- (b) **Swanage Tennis Club**  
Consideration was given to a request received from the Swanage Tennis Club for 'in principle' agreement to convert tennis court No. 1 to an 'Astroturf' playing surface.  
Following discussion regarding the current agreement relating to the Floodlighting Sinking Fund, it was proposed by Councillor Poultney, seconded by Councillor Bonfield, and **RESOLVED:-**  
That the request to convert tennis court No. 1 to an 'Astroturf' surface be approved in principle, and that approval be given to the re-allocation of the 'Floodlighting Sinking Fund' towards the cost of this conversion.

187. **PUBLIC CONSULTATION**

- (a) **Proposals to set up a Combined Authority in Dorset for economic regeneration and transport**

An e-mail dated 8<sup>th</sup> April 2015 was submitted from the General Manager, Planning and Community Services, PDC, outlining the proposals to set up a Combined Authority in Dorset for economic regeneration and transport, and notifying the Council of the changes in the period of consultation.

Following discussion, it was proposed by Councillor Suttle, seconded by Councillor Mrs. Marsh, and **RESOLVED:-**

To invite a member of the consultation team to address the Town Council following the election of the new Council.

188. **COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

There were no matters to report from Council representatives on outside organisations at the present time.

189. **REPORTING OF DELEGATED MATTERS**

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

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

- (a) **Items of Information**

i) Navitus Bay Development Ltd – Notification of completion of the Examining Authority's examination received from the Planning Inspectorate.



- ii) Diversion of Public Footpath at Peveril Point for the duration of the RNLI boathouse works.
- iii) Filming of 'Peter Pan' in Swanage during the period 26<sup>th</sup> to 29<sup>th</sup> April 2015 and use of Broad Road Car Park.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Poultney, seconded by Councillor Brown, and  
RESOLVED UNANIMOUSLY:-

That, under Standing Orders Nos. 67 and 68, by reason of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting during consideration of the following matters.

191. **LEGAL ISSUES**

(a) **Grammar School Field**

The Clerk reported on lease negotiations with Joseph Allnatt Centres Ltd regarding the use of the former Grammar School Field.

Following discussion, it was proposed by Councillor Poultney, seconded by Councillor Suttle, and RESOLVED:-

That a rental of £1,800 per annum be agreed with Joseph Allnatt Centres Ltd for the use of the former Grammar School Field for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2018.

(b) **RNLI Boathouse**

The Clerk reported on lease negotiations with the RNLI regarding the rental figure to be paid for the new boathouse.

Following discussion, it was proposed by Councillor Poultney, seconded by Councillor Mrs. Bartlett, and RESOLVED:-

That a rental figure of £1,000 per annum be agreed with the RNLI in respect of the new building, subject to 10 year rent reviews, on a 99 year basis.

Further to his declaration of interest under Minute No. 2, Councillor Bonfield left the meeting during consideration of the following item.

(c) **Swanage Angling Club**

The Clerk reported on lease negotiations with the Swanage Angling Club regarding the rental figure to be paid for the new Club House (including the engine shed section).

It was proposed by Councillor Poultney, seconded by Councillor Mrs. Bartlett, and RESOLVED:-

That a rental figure of £1,025 per annum be agreed with the Swanage Angling Club for the new Club House (including the engine shed section).

(d) **MCA Coastguard Building**

The Clerk updated Members on outstanding issues relating to the MCA Coastguard Building and negotiations regarding a contribution towards resurfacing works at North Beach car park.

(e) **Prospect Nursery**

The Clerk updated Members on matters relating to the lease of Prospect Nursery with the Dorset Wildlife Trust.

Following discussion, it was proposed by Councillor Poultney, seconded by Councillor Mrs. Marsh, and RESOLVED:-

That, in order to progress the matter, a temporary licence for a six month period be agreed whilst a draft lease is prepared.

Further to his declaration of interest under Minute No. 2, Councillor Suttle left the Meeting during consideration of the following matter.

(f) **Public Toilet Cleaning Services**

A letter dated 2<sup>nd</sup> April 2015 was submitted from J.D. Facilities Ltd seeking a two year extension to the current contract for public toilet cleaning services, and, following a brief discussion, it was proposed by Councillor Poultney, seconded by Councillor Brown, and RESOLVED:-

That a two year extension to the contract for the public toilet cleaning services (until April 2017) be agreed at the existing contract price.

The meeting concluded at 7.55 p.m.

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