

Review of Council Committee Draft Terms of Reference

During the autumn cycle of committee meetings each of the Council's committees, sub-committees and advisory committees has reviewed its own draft terms of reference. Prior to the approval of those for the six standing committees by the Town Council, it has been recommended that the Finance & Governance Committee should take an overview of the documents to ensure that the committees comprehensively cover the Council's functions and services.

This review also provides an opportunity to reflect on the operation of the new committee structure to identify whether there are any changes that it would be sensible to make to each committee's remit. The following amendments are proposed, and have been incorporated in red text in the draft terms of reference attached to this Briefing Note:

- **All committees** to have the role of considering draft policy documents relevant to their Terms of Reference and make recommendations directly to Full Council, rather than having to be referred to Finance and Governance in the first instance. An example of this was the Council's Tree Policy that was considered by the Environment Committee and sent directly to full Council for adoption. **Finance and Governance** would still receive policy documents relevant to its business (e.g. draft Standing Orders and Financial Regulations).
- Empower **Finance & Governance Committee** to authorise any increase in budget (up to £5,000) further to a recommendation from the Capital Projects Sub-Committee. If agreed, this is likely to require a small amendment to the Council's **Financial Regulations**.
- Add Mowlem Theatre to list of outside representatives of **Tourism & Local Economy Committee**.
- Remove Museum Working Party from remit of Planning & Consultation Committee and to **Tourism & Local Economy Committee**.
- Add Greengage Community Gardening Project to list of outside representatives for the **Community Services Committee**.
- Add Swanage Moorings Association and Planet Purbeck to the list of outside representatives for the **Beach Management Advisory Committee**.
- The Council's standing orders are silent on the subject of a quorum for advisory committees. The quorum for committees and sub-committees is three voting members. The two meetings of the **Traffic Management Advisory Committee** to date have been attended by only two voting members. The Committee is asked to determine whether the quorum for an advisory committee should be stated as two voting members.
- The process of approving the minutes of the **Council's sub-committees and advisory committees** requires clarification. It had been envisaged that advisory committees would confirm their own minutes (as these can have members who do not sit on the body to which they report), whereas sub-committees would refer their minutes to their parent committee for approval. The Council is free to determine which method is correct, and the terms of reference for the Neighbourhood Plan Sub-Committee have been drafted to enable it to approve its own minutes. That would

leave the Capital Projects Sub-Committee as the only sub/advisory committee to refer its minutes to its parent body for approval.

In order to complete the documents that regulate the Council's governance, it is good practice for the Council to also agree a scheme of delegation to officers. This should cover routine delegation (e.g. spending within budget, signing of licences/grave deeds/allotment agreements etc) and also capture the emergency delegation arrangements as instituted during lockdown. It is proposed that such a document be drafted and presented to this committee in the new year.

Action required

To review the Terms of Reference of the Council's committees and advisory committees, consider the suggested amendments and make a recommendation to the Town Council regarding their adoption.

Martin Ayres
Town Clerk

December 2022

Swanage Town Council



Draft Committee Terms of Reference

Standing Committees and Sub Committees

1. Community Services Committee
2. Environment Committee
3. Finance & Governance Committee
 - 3.a. Capital Projects Sub-Committee
4. Personnel Committee
5. Planning & Consultation Committee
 - 5.a. Neighbourhood Plan Steering Group (Sub-Committee)
6. Tourism & Local Economy Committee

Advisory Committees

7. Beach Management Advisory Committee
8. Traffic Management Advisory Committee

1. Community Services Committee Draft Terms of Reference

Main Objective/Remit: To protect and enhance the delivery of public services in Swanage, encourage health and wellbeing and enhance community safety.

Reports to: Full Council

Outside Representatives: Prospect Allotment Association, James Smith Funeral Directors, Swanage Tennis Club, Swanage Bowling Club, Dorset Police, S&PDT, **Greengage Community Gardening Project**, S&HFC

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: None.

Sub-Committees: None.

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Emergency Health Services
- Lower Grammar School Field
- Public Conveniences
- Sport, Leisure & Wellbeing

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: allotments; bandstand; Beach Gardens; CCTV; cemeteries; play areas/skate park, playing fields; public toilets; SIDs; street furniture (benches, shelters, signs, street lights, bus shelters); Town Hall and public help desk.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To agree minor amendments to relevant Council policy documents.
- 1.4 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to community safety, community transport, culture, health, leisure, sport and wellbeing.
- 2.2 To consider revenue funding requests to support the provision of community services by third parties (e.g. Dorset Council school crossing patrol).

- 2.3 To consider proposals for the provision of additional community services by Swanage Town Council.
- 2.4 To refer matters for detailed consideration to a relevant working party.
- 2.5 **To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.**
- 2.6 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.7 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.8 To consider any other matters relating to the delivery of community services to Swanage residents.

2. Environment Committee Draft Terms of Reference

Main Objective/Remit: To consider measures to protect the natural environment, address the climate crisis and oversee the management of the Town Council's parks, gardens and green spaces.

Reports to: Full Council

Outside Representatives: Durlston Country Park, National Trust, Dorset Wildlife Trust, Dorset Council, Planet Purbeck, Sustainable Swanage, Swanage Landers, Beach Buddies

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: All Committee Members to be invited to undertake training on the climate crisis.

Sub-Committees/Advisory Committees: To receive recommendations from the Beach Management Advisory Committee.

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Environmental Policy & Action Plan Working Party
- Waste Management Working Party

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services and properties: grounds maintenance, waste management, Peveril Point & The Downs Local Nature Reserve, parks, gardens and green spaces, footpaths and sustainable transport.
- 1.2 To oversee implementation of Council policies relating to the services and properties listed in 1.1, including the Environmental Action Plan, Carbon Neutral Plan 2030, and Green Infrastructure Strategy.
- 1.3 To oversee the Council's relationship with Sustainable Swanage and the delivery of its objectives.
- 1.4 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.5 To consider recommendations relevant to the Committee's remit from the Beach Management Advisory Committee.
- 1.6 To agree minor amendments to relevant Council policy documents.

- 1.7 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to the protection of the natural environment or to the management of the Council's parks, gardens and green spaces.
- 2.2 To refer matters for detailed consideration to a relevant working party.
- 2.3 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.4 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.5 To consider any other matters relating to the natural environment, the climate crisis or the management of the Council's parks, gardens or green spaces.

3. Finance & Governance Committee Draft Terms of Reference

Main Objective/Remit: To oversee the Council's governance arrangements and its management of public funds, ensuring that appropriate policies are in place and that adequate arrangements are made to manage risk.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Six scheduled meetings per year, otherwise as and when required.

Member Training requirements: Relevant in-house training will be offered to all councillors as part of their induction process.

Sub-Committees: Capital Projects Sub-Committee.

Working Parties/Panels: The following working parties/panels will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Rents & Licences Panel
- Communications Strategy Working Party

Other Matters: The Committee will be comprised of the Mayor, Deputy Mayor and the Chair of each of the Council's Standing Committees (Community Services, Environment, Personnel, Planning & Consultation and Tourism & Local Economy), together with any other Member(s) appointed by Council.

The public shall be excluded from any matter that is confidential in nature.

Delegated Matters:

- 1.1 To receive quarterly budget monitoring and variance reports, and determine any response required to address urgent concerns.
- 1.2 To monitor and review Council investments, including receipt of quarterly reports on treasury activity.
- 1.3 To receive interim reports from the Council's internal auditor and approve or amend the actions proposed by officers to address the concerns raised.
- 1.4 To receive, at least annually, a report demonstrating reconciliation of the Council's bank accounts.
- 1.5 To monitor and review funding arrangements for the Council's capital works programme.
- 1.6 To consider, at least annually, a report on the Council's provision for bad debts, authorising the writing off of any such debt not exceeding £500 and agreeing actions in respect of larger sums (the write-off of which must be approved by Council).
- 1.7 To agree minor amendments and clarifications of existing Town Council policies in respect of finance and governance.
- 1.8 To appoint an appropriate person to act as the Council's internal auditor.

- 1.9 To appoint a Capital Projects Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.
- 1.10 To approve any increase in budget (up to £5,000) further to a recommendation from the Capital Projects Sub-Committee.
- 1.11 To ensure appropriate arrangements are in place for carrying out rent reviews in respect of Council-owned property, and to consider any recommendations from the Rents & Licences Panel.
- 1.12 To review from time to time the adequacy of the Council's insurance cover and receive at least once a year a report regarding claims settled and lodged since the last report.
- 1.13 To monitor and review the performance of the Council's external contracts where appropriate (e.g. public toilet cleaning).
- 1.14 To review, at least annually, a report of complaints received regarding the Council's services and consider any actions required to address the concerns raised.
- 1.15 To consider periodically reports regarding the Council's compliance with its regulatory requirements (e.g. health and safety, data protection and transparency).
- 1.16 To act in a scrutiny role in respect of Council decisions, as and when requested by full Council.

Other functions:

- 2.1 To consider the strategic direction of the Town Council and periodically review the Town Council's Corporate Plan and Governance Arrangements, making appropriate recommendations to the Council.
- 2.2 To review the Town Council's list of priorities twice yearly and monitor progress towards their achievement, making appropriate recommendations to the Council.
- 2.3 To review, at least annually, the adequacy of the Town Council's Risk Register, and recommend amendments to the Council.
- 2.4 To consider in detail recommendations made by the Council's external auditor and recommend any resulting action plan to full Council.
- 2.5 To consider draft versions of Council policy documents relevant to these Terms of Reference and make appropriate recommendations to the Council.
- 2.6 To consider the response to changes in legislation affecting the Town Council and recommend appropriate steps to the Council.
- 2.7 To consider the draft annual estimates each year (usually in December) and make a recommendation to the Council regarding their adoption, including the Council's parish precept for the forthcoming financial year.
- 2.8 To consider any proposed virement (transfer of expenditure from one budget heading to another) and make a recommendation to Council.
- 2.9 To consider any case for the Council entering into borrowing and make an appropriate recommendation to Council.

- 2.10 To consider the adoption or amendment of the Members' Allowance Scheme in light of the Independent Panel's Report, and make a recommendation to Council accordingly.
- 2.11 To consider any other matters relating to the Council's governance arrangements and financial management.

3.a. Capital Projects Sub-Committee Draft Terms of Reference

Main Objective/Remit: To monitor the delivery of projects included in the Council's Capital Programme and the one-off list of revenue expenditure contained in the Annual Budget Report, providing support and guidance to officers as required.

Reports to: Finance & Governance Committee

Outside Representatives: None

Frequency of Meetings: As and when required.

Member Training requirements: None

Other Matters: The Committee will be comprised of three or four Members of the Finance & Governance Committee, usually including the Chairs of the Community Services and Environment Committees.

Due to the routine discussion of contractual and procurement matters the meetings of the sub-committee will not be open to the public, although all meetings will be preceded by a period of public participation time.

Delegated Matters:

- 1.1 To support officers in prioritising the capital and revenue projects agreed by Council as part of the Estimates process each year.
- 1.2 To consider matters raised by officers in respect of the management of capital projects and provide advice and guidance accordingly.
- 1.3 To monitor progress in the delivery of projects, and receive reports from officers, contractors and external advisors, as appropriate.
- 1.4 To consider any additional matters referred by another Committee or Council.

Other functions:

- 2.1 To advise the Finance & Governance Committee on project budgets for the forthcoming financial year, as part of the Estimates setting process.
- 2.2 To consider any requirement for additional funds in respect of a specific project and make a recommendation to either the Finance & Governance Committee (up to £5,000), or Full Council, accordingly.
- 2.3 To consider any other matters relating to the management and delivery of Council projects.

4. Personnel Committee Draft Terms of Reference

Main Objective/Remit: To ensure that the Town Council fulfils its objective to be an excellent employer and complies with relevant legal obligations.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: All Members willing to participate in grievance or disciplinary appeal hearings should be provided with relevant training.

Working Parties/Panels: The Town Clerk, in consultation with the Chairperson, can convene panels of three trained committee members to hear appeals in relation to disciplinary and grievance matters. The Chairman can convene a panel to hear a disciplinary, grievance or other personnel issue in relation to the Town Clerk. All hearings will be held in accordance with the Staff Handbook and guidance will be sought from the Council's employment advisors.

Other Matters:

The public shall be excluded from any matter that would identify an individual member of staff.

Councillors who are not Members of the Committee will not automatically be sent copies of confidential agenda papers.

The Chairperson of the Committee will undertake the Town Clerk's annual appraisal, together with the mayor and deputy mayor, unless otherwise agreed with the Town Clerk.

Delegated Matters:

- 1.1 To determine requests for the regrading of existing posts within agreed budgets, having considered recommendations from the Town Council's employment advisors.
- 1.2 To determine the detailed implementation of Council policy, where this cannot be decided by officers (for example, where there is a conflict of interest because the decision would directly impact their terms and conditions).
- 1.3 To agree changes to the Council's staffing structure, and associated job descriptions and person specifications, within agreed budgets.
- 1.4 To agree significant additions/changes to the Council's training programme within agreed budgets.
- 1.5 To agree one-off payments to Staff from within agreed budgets.
- 1.6 To agree minor changes to the Staff Handbook.
- 1.7 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To review at least annually the Council's staffing structure and make recommendations to full Council about any change requiring an additional budget allocation.

- 2.2 To review proposed changes to the Staff Handbook and make recommendations about significant amendments to the Town Council.
- 2.3 To review proposed changes to staff contracts of employment and make recommendations about significant amendments to the Town Council.
- 2.4 To consider matters relating to employees' health and safety.
- 2.5 To annually review the Council's training budget and make recommendations to full Council.
- 2.6 To oversee any staffing review or job evaluation process.
- 2.7 To consider any recommendation from the Town Clerk appointment panel and in turn make a recommendation to Full Council.
- 2.8 To consider any proposed changes to the Town Council's pension provision and make recommendations to Full Council.
- 2.9 To develop the Council's approach to apprenticeships.
- 2.10 To consider proposals for staff benefits.
- 2.11 To oversee the recruitment of a new Town Clerk, **when a vacancy arises**, and make a recommendation as to a preferred candidate to Full Council.
- 2.12 To consider any other matters relating to the employment of staff.

5. Planning & Consultation Committee Draft Terms of Reference

Main Objective/Remit: To comment on planning applications submitted to Dorset Council regarding development within the parish of Swanage, or that are of direct relevance to the parish; to oversee the development and review of a Neighbourhood Plan; to comment on licensing and tree work applications and proposals for improved traffic management within the parish; and to respond to third-party consultation exercises.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Monthly.

Member Training requirements: All Members are expected to attend relevant training regarding the planning system, including the making of material comments on planning applications.

Sub-Committees/Advisory Committees: Swanage Neighbourhood Plan Steering Group (Sub-Committee) and Traffic Management Advisory Committee.

Working Parties/Panels: ~~Museum.~~

Other Matters: The committee may, by resolution, resolve to refer any matter of sufficient importance for consideration at a forthcoming Council meeting.

Delegated Matters:

- 1.1 To determine the Council's response to all planning applications submitted to Dorset Council regarding development either within the parish, or that is of direct relevance to the parish.
- 1.2 Where appropriate, to determine if the Town Council will be represented at meetings of Dorset Council's Eastern Area Planning Committee, or at appeal hearings held by the Planning Inspectorate.
- 1.3 To determine the Council's response to licensing applications submitted to Dorset Council regarding premises within the parish of Swanage or that will have a direct impact on residents of the parish.
- 1.4 To comment on any applications for tree works within the parish that have been submitted to Dorset Council.
- 1.5 To determine the Council's response to consultation documents prepared by third parties that contain proposals with direct relevance to the parish of Swanage, residents of Swanage, or the work of the Town Council.
- 1.6 To appoint a Neighbourhood Plan Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.
- 1.7 To appoint a Traffic Management Advisory Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.

~~1.8 To receive reports from the Museum working party and consider any recommendations set out therein.~~

Other functions:

- 2.1 To consider proposals for heritage related projects.
- 2.2 To consider proposals in relation to Conservation Areas within the town.
- 2.3 To advise the Town Council as to budget requirements in connection with the Committee's business.
- 2.4 To consider any other matters relevant to planning, licensing, heritage or traffic management not mentioned above.

5.a. Swanage Neighbourhood Plan Steering Group (Sub Committee) Terms of Reference

Introduction/Background

The Neighbourhood Plan Steering Group is a sub-committee of Swanage Town Council's Planning and Consultation Committee and is referred to below as the "Steering Group".

Swanage Town Council (STC) is aiming to produce a Neighbourhood Plan that ensures the growth of our town is both sustainable and achieved within a townscape and environment that protects and enhances the special characteristics of the town as recognised by the Swanage community and which, in turn, attract the visitors who power the town's seaside economy.

1. Purpose and Objective

To ensure the production of a Draft Neighbourhood Plan, which defines the planning priorities identified by the community, taking into account all representations made during the plan making process and having regard to all relevant existing plans and evidence.

2. Constitutional Arrangements

2.1 The Steering Group is a Sub-Committee of Swanage Town Council's Planning and Consultation Committee. As such its governance arrangements must be in accordance with the Town Council's Standing Orders.

2.2 STC is the qualifying body for the purposes of preparing and financing the Plan. Quarterly reports will be made to the full Council to ensure effective progress, and the Town Council's Planning and Consultation Committee will receive copies of the Steering Group minutes to consider any matters arising.

2.3 The Steering Group has full delegated authority to manage the preparation of the Plan as set out in the objectives, and within agreed budgets, up to and including the publication of the Draft Neighbourhood Plan for public consultation. STC will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.

2.4 The Steering Group will approve the minutes of its meetings for accuracy.

2.5 The Steering Group must seek approval from its parent committee for any changes to these Terms of Reference.

3. The Steering Group will meet regularly to:

3.1 Determine the overall scope and objectives of the plan based on public feedback;

3.2 Commission and monitor a project plan and report to Swanage Town Council on progress against key objectives;

3.3 Ensure that there is a continued review of the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;

- 3.4 Make recommendations to the Town Council on resourcing the Plan, via the Planning and Consultation Committee;
- 3.5 Ensure that the wider community is involved in the Plan process;
- 3.6 Ensure that necessary evidence is gathered to inform each of the themes within the scope of the plan;
- 3.7 Ensure that all available options are identified and assessed in respect of each theme and reflected in the draft Plan for wider consultation and review;
- 3.8 Ensure minutes, reports and documents relating to the plan are made publicly accessible;
- 3.9 Agree a timescale for completion.

4. Task Teams

The Steering Group will oversee the setting up of Task Teams, which will feed evidence back to the Steering Group to support preparation of the Plan. A member of the Steering Group will chair the Task Teams. The initial theme groups are:

- Development Task Team (incorporating Housing and Community Services, Town Centre and Economic Development)
- Environment Task Team (incorporating Environment, Heritage and Conservation)

5. Membership

5.1 Membership of the Neighbourhood Plan Steering Group is as follows:

- a) Six Councillor Members of Swanage Town Council's Planning and Consultation Committee, nominated by the Planning and Consultation Committee.
- b) Up to six other members residing in the Parish of Swanage (the Steering Group having delegated authority to co-opt accordingly, dependent on skills and experience).

5.2 The Chair and Vice-Chair will be elected by the Steering Group.

5.3 Representatives of O'Neill Homer, Planning Consultants can attend any meeting of the Steering Group, and Theme Groups, as advisors.

6. Meetings

The Steering Group will meet regularly. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, in accordance with legislation each Councillor Member shall have one vote, and votes can only be made in person. The quorum is three voting members, although a minimum of five voting members shall be present at Steering Group meetings when a proposal is considered to recommend changes to these Terms of Reference. A simple majority will be required to support any motion. The Chair shall have one casting vote.

Town Council administrative staff will take minutes and organise meetings of the Steering Group and reporting to STC.

7. Conduct and Interests

The Steering Group will follow the Code of Conduct as adopted by Swanage Town Council. Whilst members as individuals may be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

6. Tourism & Local Economy Committee Draft Terms of Reference

Main Objective/Remit: To promote sustainable tourism and consider measures to support the local economy.

Reports to: Full Council

Outside Representatives: Durlston Country Park, Swanage & District Chamber of Trade and Commerce (up to three members to represent retailers, hospitality and licensed premises), Swanage Railway, Swanage Fishermen's Association, Swanage Pier Trust, Visit Dorset, National Trust, RNLI, Swanage Museum & Heritage Centre, **Mowlem Theatre**.

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: None.

Sub-Committees/Advisory Committees: To receive recommendations from the Beach Management Advisory Committee.

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Car Parks
- Communications Strategy
- Events
- Market
- **Museum**
- Seafront Masterplan

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: beach management, Beach Huts, boat park, car parks, events, festive lights, fishermen's huts, market, publicity & promotion, seafront infrastructure, Swanage Information Centre and town centre improvements.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To consider recommendations relevant to the Committee's remit from the Beach Management Advisory Committee.
- 1.4 To agree minor amendments to relevant Council policy documents.
- 1.4 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to events, the promotion of Swanage, tourism and the local economy.
- 2.2 To refer matters for detailed consideration to a relevant working party.
- 2.3 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.4 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.5 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.6 **To receive reports from the Museum working party and consider any recommendations set out therein.**
- 2.7 To consider any other matters relating to tourism and the local economy.

7. Beach Management Advisory Committee Draft Terms of Reference

Main Objective/Remit: To advise the Council on measures required to provide a safe, clean and well-maintained beach facility, compliant with the European Blue Flag criteria. Also to provide a forum for stakeholders to discuss matters relating more widely to the management of Swanage Bay.

Reports to: Tourism & Local Economy Committee and Environment Committee.

Councillor Membership: Three councillors to be appointed at the Annual Council Meeting each May, one of which will be elected as Chairman of the Advisory Committee.

Outside Representatives: Swanage Lifeboat Crew, MCA, Coastwatch, Dorset Council, Dorset Police, National Trust, Environment Agency, Swanage Pier, Swanage Sailing Club, Swanage Fishermen's Association, Swanage Angling Club, Private Beach Hut Sites Hut Owners' Group, North Beach Representative, Swanage Sea Rowing Club, local divers, Ocean Bay businesses, Seaweed removal contractor, Pierhead Watersports and Byelaw Enforcement, Durlston Country Park, Designated Bathing Zone Operator, Quay Operators, Deckchair/pedalo concessionaire, Wessex Water, and Natural England, RNLI Lifeguard team, Beach Buddies, local outdoor adventure companies, **Swanage Moorings Association, Planet Purbeck.**

Frequency of Meetings: Three times a year, in February, May, and October.

Member Training requirements: None.

Other Matters: This committee has no delegated decision making powers. Any issue requiring Town Council expenditure or amendment to Town Council policy will be the subject of a recommendation to either the Tourism and Local Economy Committee or Environment Committee, which may in turn be referred to a meeting of the Town Council. The committee can provide guidance to officers to assist them in taking forward minor matters that do not require referral to a committee.

Functions:

- 1.1 To consider proposals, and make recommendations as appropriate, in respect of the following matters relating to the beach and Swanage Bay:
 - beach and water safety
 - environmental management and education
 - signage
 - events
 - accessibility
 - moorings and boat launching/landing facilities
 - management of personal watercraft
 - commercial proposals relating to the Main Beach (Mowlem to Ulwell Stream).
- 1.2 To advise on amendments to the beach rules and regulations.
- 1.3 To advise on amendments to Dorset Council's Public Pleasure Boats Byelaws.
- 1.4 To receive reports regarding sea defence works, flood prevention and beach replenishment schemes from the Environment Agency and Dorset Council.
- 1.5 To receive reports regarding water quality from Wessex Water.
- 1.6 To consider any matter referred to it by the Town Council or another council committee.

8. Traffic Management Advisory Committee Draft Terms of Reference

Main Objective/Remit: To consider proposals relating to traffic management and highway safety in the parish of Swanage, in consultation with Dorset Council, and formulate recommendations to the Planning & Consultation Committee accordingly.

Reports to: Planning & Consultation Committee.

Outside Representatives: Dorset Police, Community Highways Officer (Dorset Council).

Frequency of Meetings: Quarterly, otherwise as and when required.

Member Training requirements: None.

Other Matters: Although this committee has no delegated decision making powers, it can provide guidance to officers to assist them in taking forward minor matters that do not require referral to the parent committee.

Functions:

- 1.1 To consider the following matters, taking into account advice from a relevant Highways Officer, and where appropriate make recommendations to the Planning & Consultation Committee about a response to Dorset Council as the Highway Authority.
 - a) Proposals to improve traffic management on the public highway (e.g. parking restrictions and changes to speed limits).
 - b) Proposals to improve highway and pedestrian safety (including pavements).
 - c) Concerns regarding parking enforcement.
- 1.2 To work with Dorset Council in respect of any town-wide parking review.
- 1.3 To consider traffic management measures in respect of Town Council owned roads and highways (i.e. Station Approach, Peveril Point Road, Panorama Road, De Moulham estate service roads).
- 1.4 To consider any other traffic management measure within the parish of Swanage, not otherwise described above.
- 1.5 To consider any matter referred to it by the Town Council or the Planning & Consultation Committee.

Burlington Chine Public Conveniences

At the Community Services Committee held on 9th November 2022, the Council outlined six options with regard to the pipework at Burlington Chine Public Conveniences and advised that discussions regarding the extent and type of refurbishment to the toilet block itself were ongoing.

Further to this, a meeting of the Public Conveniences Working Party was held on 16th November 2022. The matter of Burlington Chine Public Conveniences was further discussed at the Capital Projects Sub-Committee held on 30th November 2022.

At this meeting it was resolved to recommend to the Finance and Governance Committee to undertake works to the external frontage of the Burlington Chine Public Conveniences with a budget of £7,000. There is a current budget of £5,000 allocated within the significant one-off revenue budget for 2022/23.

It was further resolved to recommend to the Finance and Governance Committee to commission an annual survey to monitor the condition of the pipework with the sum of £30k to be held in reserve to contribute to re-lining the pipes if deemed necessary or if a critical failure occurs.

An inspection of the pipe has been undertaken in late November 2022 and no visible faults have been identified.

Professional advice has been sought regarding the potential timescale for relining of the pipe should a critical failure occur and have been advised this may be in the region of 8 weeks. Dependent upon the location and scale of failure however it may be possible to undertake a temporary repair until such time that the pipe can be relined.

At the Public Conveniences Working Party Meeting held on 16th November 2022, it was also proposed that further work be undertaken to explore the value and potential disposal of the area directly adjacent to the conveniences that is within the Council's ownership.

Decision required

To recommend an annual survey of the pipework at Burlington Chine Public Conveniences and the retainment of a sum of £30k in reserve to contribute to re-lining the pipes if deemed necessary or if a critical failure occurs.

To recommend that the current budget of £5,000 allocated for Burlington Chine Public Conveniences within the significant one-off revenue budget for 2022/23 be increased to £7,000.

To recommend a current valuation of the area directly adjacent to Burlington Chine Public Conveniences that is within the ownership of Swanage Town Council be sought.

Martin Ayres & Gail Percival
Town Clerk & Assets & Compliance Manager
December 2022

Minutes of the Meeting of the **CAPITAL PROJECTS SUB-COMMITTEE** held at the Operations Department Depot, Swanage on **WEDNESDAY, 30th NOVEMBER 2022** at **4.00 p.m.**

Chair: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor J Bishop

Swanage Town Council (from 4.15 p.m.)

Councillor T Foster (Town Mayor)

Swanage Town Council

Councillor A Harris

Swanage Town Council

(until 5.05 p.m.)

Councillor C Tomes

Swanage Town Council

Also in attendance: -

Councillor C Moreton (Deputy Mayor)

Swanage Town Council

Martin Ayres

Town Clerk

Gail Percival

Assets & Compliance Manager

Matthew Snowdon

Assets & Compliance Support Officer

There were no members of the public present at the meeting.

1) Apologies

There were no apologies to report on this occasion.

2) Declarations of Interest

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3) Matters arising from minutes of previous meeting held on 7th September 2022.

There were no matters raised on this occasion.

4) Days Park Path update on timing of works

It was reported that a site visit had been arranged for Thursday 1st December 2022 with the Asset & Compliance Manager, Dorset Council Property Services, the appointed contractors and a Dorset Council Arboriculture Officer for a final walkthrough. It is anticipated a start date for works will be agreed at this meeting.

Councillor Bishop joined the meeting at 4.15 p.m.

5) Peveril Point Road

Further to Minute No. 5 of the meeting of the Capital Projects Sub-Committee held on 7th September 2022, it was reported that the contract for provision of a methodology and specification in relation to highway works and ground stabilisation had been awarded to WSP at the Council meeting held on 26th September 2022. An update is due within two weeks setting out proposed design solutions.

6) Seafront Improvement Scheme update

The Assets & Compliance Manager drew attention to the content of the recent ground investigation report on the seafront land between Victoria Avenue and Cliff Cottage. It was agreed that this information should be incorporated in forthcoming councillor workshops to explore options for the stabilisation and enhancement scheme. It was noted that following the workshops a meeting of the Seafront Masterplan Working Party would be convened to make recommendations as to next steps.

7) Station Approach update

Further to the meeting of the Traffic Management Advisory Committee held on 22nd November 2022, it was noted that recommendations for works outlined in the WSP 'Feasibility Study for Pedestrian Safety Improvements at Swanage Station' are due to be presented to the Planning & Consultation Committee meeting scheduled for 5th December 2022.

Works proposed by the Advisory Committee include:

- bringing the existing location up to current highway standards (crossings, tactile paving, road markings)
- relocate the parking bays allocated for the railway to either the Co-op car park or to the two taxi bays adjacent to the disabled bays
- adjust road marking/surfacing in the area where the railway parking was previously located
- install a cycle rack (location to be determined)
- review the installation of additional crossings.

8) Seafront Repairs – Parish Slipway/Stone Quay.

Further to Minute No. 8 of the meeting of the Capital Projects Sub-Committee held on 7th September 2022, it was noted that the works had been delayed due in part to the Environment Agency's timescales for installing the seasonal sea defences. This had led to the initial tender process being re-run, the outcome of which, it was reported, is currently being evaluated by the Assets & Compliance Manager and Dorset Flood and Coastal Erosion Management Team, prior to a report being made to the Council Meeting on 12th December. It was noted that timing remained critical due to the need to prevent further damage to the assets requiring repair.

9) Burlington Chine Public Conveniences.

Further to Minute No. 6 of the meeting of the Community Services Committee held on 9th November 2022 and the subsequent meeting of the Public Conveniences Working Party held on 16th November 2022, the Assets & Compliance Manager reported on a subsequent pipework and drainage inspection, which had not identified any visible faults. It was further reported the Council had been advised that if a rupture were to occur to the pipe in the future, it could be lined within an 8-week period and potentially temporarily patched as an emergency measure. Attention was drawn to the fact that a sum of £30,000 had been added to the Public Conveniences Reserve to cover the estimated cost of this work.

Councillor Harris left the meeting at 5.05 p.m.

Recognising the strength of support for retaining this facility, as demonstrated at the public meeting organised by the Council to consider future options on 7th September

2022, and in light of the drainage inspection, it was proposed by Councillor Bonfield, seconded by the Town Mayor and RESOLVED UNANIMOUSLY:-

TO RECOMMEND:

That an annual survey be commissioned to monitor the condition of the pipework at Burlington Chine public conveniences, with a sum of £30,000 being retained in the Public Conveniences Reserve for re-lining the pipes if that is deemed necessary or a critical failure occurs.

Consideration was also given to requirements for scheduled building maintenance, as detailed in the briefing note provided with the agenda for this meeting. It was noted that a revenue budget of £5,000 had been allocated for the current financial year, but that it was estimated that the works required would total approximately £7,000. Members confirmed that if the facilities were to remain open then they should be maintained in accordance with the advice received. It was, therefore, proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY: -

TO RECOMMEND:

That works to the external frontage of Burlington Chine public conveniences be undertaken and that the budget be increased to £7,000.

Councillor Moreton left the meeting at 5.15 p.m.

It was reported that the working party meeting held on 16th November had discussed the benefits of obtaining an up-to-date valuation of the open area adjoining the public conveniences and the Town Clerk agreed to pursue that matter further.

10) Recreation Ground Footpaths.

Members received a report from the Assets & Compliance Manager regarding significant cracking of footpaths and ground movement on the Recreation Ground and some parts of Sandpit Field. This was likely to be the result of the extremely dry weather conditions over the summer. An inspection has been undertaken by a suitably qualified contractor who had identified several areas where repairs would be appropriate, in some places to mitigate the health and safety risk to those using the footpaths. An initial estimate of the cost of these works had been £20,000, but to address all of the areas identified in the inspection would cost almost £27,000. After careful consideration it was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY: -

TO RECOMMEND:

That repairs be made to the footpaths on the Recreation Ground and Sandpit Field and that a budget of £27,000 be allocated.

11) Tourist Information Centre – Beach Cleaning/Storage Areas.

The Assets & Compliance Manager reported that repairs and refurbishment of the two areas adjoining the Tourist Information Centre currently used for staff breaks, equipment storage, beach cleaning equipment and COSHH storage had been allocated a budget of £15,000 within the Capital Programme 2022/23. It was highlighted that these works will ensure the integrity of the roof and services within the building, provide additional storage space and ensure that beach cleaners and, in the summer, seafront advisers have an appropriate area with hot and cold water for rest breaks.

A quotation for the works had been sought within Dorset Council's Repairs, Maintenance, Minor and Small Capital Works Framework Agreement: Lot 11, which was in excess of the original budget. In light of this it was proposed by Councillor Bishop, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY: -

TO RECOMMEND:

That repair and refurbishment works to the two areas adjoining the Tourist Information Centre be authorised and that the budget be increased to £18,000.

12) Skate Park – Equipment Removal and Resurfacing

Further to Minute No. 7 of the Community Services Committee meeting held on 9th November 2022, it was reported that the Assets & Compliance Manager continues to actively explore the most cost-effective options for the removal of the equipment approaching its end of and that resurfacing of the affected areas of the Skate Park will be undertaken once that has been removed.

It was noted that the Capital Programme for 2022/23 contained a provision of £25,000 for these works. However, a quote sourced via Dorset Council's Repairs, Maintenance, Minor and Small Capital Works Framework Agreement: Lot 11 had been received in excess of this sum.

Following careful consideration, it was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY: -

TO RECOMMEND:

That a contract be issued under Dorset Council's Repairs, Maintenance, Minor and Small Capital Works Framework Agreement: Lot 11 for the resurfacing of the Skate Park for a sum of £27,793.05, to be actioned once the redundant equipment has been removed.

13) Changing Places North Beach car park – update on timing of works.

The Assets & Compliance Manager reported that Dorset Council have received the Changing Places grant money from central government and that this work was now scheduled to commence in March 2023 with completion estimated for Summer 2023.

14) Budget Setting 2023/2024.

Further to consideration at each of the Council's Standing Committees, schedules containing the draft Capital Programme 2023/24 – 2025/26 and draft Significant One-off Revenue Expenditure 2023/24 were discussed. A number of amendments were identified to be further considered at the next meeting of the Finance & Governance Committee, scheduled for 14th December 2022, as follows:

Draft Capital Programme 2023/24 – 2025/26

- Consider bringing forward £40,000 for Station Approach Infrastructure improvements to the 2023/24 period.
- Remove Stone Quay Reconstruction & Bonding of £50,000 as this work cannot be capitalised and is now included within the Draft Significant One-off Revenue Expenditure 2023/24.

Draft Significant One-off Revenue Expenditure 2023/24

- Station Approach planning & consultation reduce from £10,000 to £5,000
- Burlington Chine pipe repairs – remove £35,000 from the budget as this amount is currently held in allocated reserves and will only be spent if required.

- Tourist Information Centre front of house changes – remove £10,000 and add to reserve list
- Electricity provision for Prince Albert Gardens – alter this to Electricity provision for Parks & Gardens
- Quay & Slipway repairs – further to Minute No. 8) above increase budget from £35,000 to £65,000.
- Wifi provision for Prince Albert Gardens – alter to Wifi provision for Parks & Gardens
- Path Repairs Recreation Ground – further to Minute No. 10) above increase from £20,000 to £27,000
- St Mark’s former playing field enhancements – reduce draft allocation from £7,000 to £3,000
- Beach Gardens awning – remove £6,500 and add to reserve list.

Further to the above, attention was drawn to the need to make budget provision for the removal of the Arts Club hut. It was noted that a quote had been received early in 2022 for removal of this building and isolating the electricity supply within a cabinet. The Assets & Compliance Manager will refer to the contractor to ascertain if this quotation remains current.

15) Date of next meeting.

The date of the next meeting was discussed and was agreed it should be set as and when required.

The Meeting closed at 5.55 p.m.

Appendix A: Fees and Charges

Summer Market Fees - 2023						
From Friday 7th April 2023 to Friday 27th October 2023 (30 weeks)						
* Small - <3m (without market style gazebo, small garden gazebo is permitted)						
25% reduction for new traders for one week only						
25% reduction on all fees for a BH19 business address						
Charity and community groups at no cost						
Electric charged at £6 pr day						
Charge - Base Rate						
	Weeks	Small	Standard	Large	Extra Large	Mega
		<3m*	<4m	<7m	TBA	TBA
07-Apr-23	1	15.00	32.00	50.00	55.00	135.00
14-Apr-23	2	15.00	32.00	50.00	55.00	135.00
21-Apr-23	3	15.00	32.00	50.00	55.00	135.00
28-Apr-23	4	15.00	32.00	50.00	55.00	135.00
05-May-23	5	15.00	32.00	50.00	55.00	135.00
12-May-23	6	15.00	32.00	50.00	55.00	135.00
19-May-23	7	15.00	32.00	50.00	55.00	135.00
26-May-23	8	15.00	32.00	50.00	55.00	135.00
Period Charge	8	90.00	192.00	300.00	330.00	810.00
02-Jun-23	1	25.00	40.00	54.00	60.00	145.00
09-Jun-23	2	25.00	40.00	54.00	60.00	145.00
16-Jun-23	3	25.00	40.00	54.00	60.00	145.00
23-Jun-23	4	25.00	40.00	54.00	60.00	145.00
30-Jun-23	5	25.00	40.00	54.00	60.00	145.00
07-Jul-23	6	25.00	40.00	54.00	60.00	145.00
14-Jul-23	7	25.00	40.00	54.00	60.00	145.00
Period Charge	7	125.00	200.00	270.00	300.00	725.00
21-Jul-23	1	25.00	40.00	54.00	60.00	145.00
28-Jul-23	2	25.00	40.00	54.00	60.00	145.00
04-Aug-23	3	25.00	40.00	54.00	60.00	145.00
11-Aug-23	4	25.00	40.00	54.00	60.00	145.00
18-Aug-23	5	25.00	40.00	54.00	60.00	145.00
25-Aug-23	6	25.00	40.00	54.00	60.00	145.00
01-Sep-23	7	25.00	40.00	54.00	60.00	145.00
Period Charge	7	125.00	200.00	270.00	300.00	725.00
08-Sep-23	1	15.00	32.00	50.00	55.00	135.00
15-Sep-23	2	15.00	32.00	50.00	55.00	135.00
22-Sep-23	3	15.00	32.00	50.00	55.00	135.00
29-Sep-23	4	15.00	32.00	50.00	55.00	135.00
06-Oct-23	5	15.00	32.00	50.00	55.00	135.00
13-Oct-23	6	15.00	32.00	50.00	55.00	135.00
20-Oct-23	7	15.00	32.00	50.00	55.00	135.00
27-Oct-23	8	15.00	32.00	50.00	55.00	135.00
Period Charge	8	90.00	192.00	300.00	330.00	810.00
<i>Periods in total</i>		430.00	784.00	1,140.00	1,260.00	3,070.00
<i>Whole Season no disc.</i>	30	590.00	1,072.00	1,556.00	1,720.00	4,190.00
<i>% Discount</i>		40.00%	40.00%	40.00%	40.00%	40.00%
Whole Season Fee	30	354.00	643.20	933.60	1,032.00	2,514.00
<i>2022-23 Fee</i>	30	285.00	615.00	915.00	-	2,235.00
% Change		19.49%	4.38%	1.99%	-	11.10%
<i>Artisans at the Market</i>		15.00	(Artisans must be pre-approved and are permitted to be >3m and include a market style gazebo)			

Winter Market Fees - 2023-4

From Friday 3rd November 2023 to Friday 29th March 2024 (30 weeks)

* Small - <3m (without market style gazebo, small garden gazebo is permitted)

25% reduction for new traders for one week only

25% reduction on all fees for a BH19 business address

Charity and community groups at no cost

Electric charged at £6 pr day

		Charge - Base Rate				
	Weeks	Small	Standard	Large	Extra Large	Mega
		<3m*	<4m	<7m	TBA	TBA
03-Nov-23	1	16.00	20.00	23.00	27.00	58.00
10-Nov-23	2	16.00	20.00	23.00	27.00	58.00
17-Nov-23	3	16.00	20.00	23.00	27.00	58.00
24-Nov-23	4	16.00	20.00	23.00	27.00	58.00
01-Dec-23	5	16.00	20.00	23.00	27.00	58.00
08-Dec-23	6	16.00	20.00	23.00	27.00	58.00
15-Dec-23	7	16.00	20.00	23.00	27.00	58.00
22-Dec-23	8	16.00	20.00	23.00	27.00	58.00
Period Charge	8	96.00	120.00	138.00	162.00	348.00
05-Jan-24	1	15.00	18.00	20.00	25.00	50.00
12-Jan-24	2	15.00	18.00	20.00	25.00	50.00
19-Jan-24	3	15.00	18.00	20.00	25.00	50.00
26-Jan-24	4	15.00	18.00	20.00	25.00	50.00
02-Feb-24	5	15.00	18.00	20.00	25.00	50.00
09-Feb-24	6	15.00	18.00	20.00	25.00	50.00
16-Feb-24	7	15.00	18.00	20.00	25.00	50.00
Period Charge	7	75.00	90.00	100.00	125.00	250.00
23-Feb-24	1	15.00	18.00	20.00	25.00	50.00
01-Mar-24	2	15.00	18.00	20.00	25.00	50.00
08-Mar-24	3	15.00	18.00	20.00	25.00	50.00
15-Mar-24	4	15.00	18.00	20.00	25.00	50.00
22-Mar-24	5	15.00	18.00	20.00	25.00	50.00
29-Mar-24	6	15.00	18.00	20.00	25.00	50.00
Period Charge	7	75.00	90.00	100.00	125.00	250.00
<i>Periods in total</i>		246.00	300.00	338.00	412.00	848.00
<i>Whole Season no disc.</i>	22	323.00	394.00	444.00	541.00	1,114.00
<i>% Discount</i>		40.00%	40.00%	40.00%	40.00%	40.00%
Whole Season Fee	22	193.80	236.40	266.40	324.60	668.40
<i>2022-23 Fee</i>	21	168.00	231.00	252.00		577.50
% Change		13.31%	2.28%	5.41%		13.60%
<i>Artisans at the Market</i>		12.50	(Artisans must be pre-approved and are permitted to be >3m and include a market style gazebo)			