

Minutes of the Special Meeting of the Swanage Town Council held to discuss **POLICY AND PLANNING** matters at the Town Hall, Swanage on **MONDAY, 19<sup>th</sup> AUGUST 2013** at 7.00 p.m.

PRESENT:-

Councillor Mrs. A. Patrick (Town Mayor) – Chairman.

Councillor Mrs. C. Bartlett  
Councillor M. Bonfield  
Councillor I. Brown  
Councillor Miss C. Harris  
Councillor Mrs. G.A. Marsh  
Councillor S. Poultney  
Councillor M. Whitwam  
Councillor A. Wiggins

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

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Pratt, Suttle and Trite.

2. **DECLARATIONS OF INTERESTS**

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. 9 (a)** – Councillor Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being a director of Swanage Railway Company.

3. **PLANS**

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**

6/2013/0440 **Salisbury Diocesan Board of Education**

New C of E 1 form entry primary school, with core facilities suitable for expansion to a 1.5 form entry Primary school (Amendments to application PP 6/2012/0776).

Swanage Middle School, High Street, Swanage.

**OBSERVATION:** No objection.

6/2013/0441 **Turner 2K (Swanage) Ltd**

Sever land and erect three bedroom detached dwelling with vehicular access and parking.

15 Sydenham Road, Swanage.

**OBSERVATION:** No objection.

## **Items for Information Only**

The following applications were not discussed by the Town Council as it was considered that a conflict of interest existed, given that the Town Council had retained the freehold of the Holiday Park.

6/2013/0433 **Mr & Mrs Evans**  
Erect vinyl decking.  
Plot 177, Swanage Bay View Holiday Park, Panorama Road, Swanage.

6/2013/0434 **Mr & Mrs Penny**  
Erect vinyl decking.  
Plot 272, Swanage Bay View Holiday Park, Panorama Road, Swanage.

The following application was not discussed by the Town Council by virtue of the Town Council being the owner of the access road included within the application.

6/2013/0456 **Infrastrata plc**  
Temporary planning permission for the construction of a wellsite, with associated portable cabins for the storage of equipment and for staff accommodation, the drilling of an exploratory borehole, undertaking of production tests and retaining the site and wellhead valve assembly gear for evaluation of a conventional hydrocarbon reservoir.  
California Quarry, Swanage.

### 4. **BUDGET MONITORING**

#### (a) **Statement of Cash Balance**

A Statement of Cash Balance as at 31<sup>st</sup> July 2013 was submitted for information (a copy attached at end of these Minutes).

### 5. **PAYMENT OF ACCOUNTS**

Proposed by Councillor Brown, seconded by Councillor Miss Harris, and  
RESOLVED:-

That the accounts specified in the Orders on Treasurer Nos. 5 and 5a, amounting to £190,190.93 and £57,010.57 respectively be paid, and that cheques be drawn therefor.

### 6. **PINES HOTEL CLIFF STABILISATION**

Consideration was given to an e-mail submitted from Halcrow Group Ltd outlining the proposals for the Pines Hotel cliff stabilisation, and seeking the Council's consent for access across the beach and foreshore at Ocean Bay for the contractors.

During the ensuing discussion, various issues of concern were raised i.e. access for plant on a busy corner, method statement, storage depot etc. and it was proposed by the Town Mayor, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That the request be agreed in principle, and that the Town Mayor, Councillor Brown and the Town Clerk meet with the contractors to discuss details of the proposals and concerns raised.

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

(a) **Items of Information**

i) **Navitus Bay Wind Park – Phase Four Consultation**

Consultation period - 2<sup>nd</sup> September to 11<sup>th</sup> October 2013.

ii) **Gas Main Works – Victoria Avenue**

Works to be undertaken between Prospect Farm and Northbrook Road junction during the period 7<sup>th</sup> October to 1<sup>st</sup> December 2013.

Consideration was being given to alternative routes into and out of the town during the period of the road closure.

iii) **Staffing** – Current staff shortages due to illness.

(b) **Matters for Forthcoming Agendas**

i) **Navitus Bay Wind Park – Phase Four Consultation**

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, 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.

8. **PROCUREMENT**

(a) **‘Pay by Phone’ Parking Contract**

Consideration was given to a Briefing Note giving information on the procurement process undertaken by councils in Dorset to procure a county wide cashless parking supplier.

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

To appoint Bemrose Booth Mobile as the Council’s ‘Phone and Pay’ supplier with effect from 1<sup>st</sup> November 2013.

(b) **Forres Field Changing Rooms**

Members were updated on the proposals to provide changing rooms in Forres Field, and it was acknowledged that there was now a need to appoint an architect to prepare designs and costs for a facility in order to progress the project.

After consideration of a detailed Briefing Note prepared by the Project Development Officer, analysing the tenders that had been received, it was proposed by the Town Mayor, seconded by Councillor Bonfield, and RESOLVED:-

To instruct GA Architects to progress with stage one of the scheme, and to arrange a meeting with them to discuss the detailed requirements.

(c) **Telephone Contract**

In accordance with the Council’s procurement procedure, three companies had been invited to tender for the replacement of the existing telephone system at the Town Hall. British Telecom was the only company that had responded to

the invitation, and consideration was given to the quotation submitted from them for the provision of this service.

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

To accept the quotation supplied by BT, including the replacement of the existing Norstar system with BT Avaya IPO.

(d) **Seafront Stabilisation Scheme**

Before consideration of the following item, Councillor Brown declared a personal interest under the Code of Conduct, but remained in the Meeting during the debate.

The Clerk updated Members on matters relating to the Seafront Stabilisation Scheme.

It was noted that following the grant of planning permission, the tender process for the construction company would be completed within six weeks. From that date there would be a requirement for a company to be in place to pro-actively manage the works and ensure that the scheme is delivered on time. An estimate for the contract administration had been received from Morgan Carey, but having regard to the specialist nature of the works, and in order to ensure best value, it was proposed by the Town Mayor, seconded by Councillor Poultney and RESOLVED:-

That in accordance with the recommendation of the Seafront Stabilisation Scheme Working Party (meeting held on 13<sup>th</sup> August 2013), officers be instructed to seek two additional estimates for contract administration for the Seafront Stabilisation project and report the outcome to a future meeting.

9. **LEGAL ISSUES**

Further to his declaration of interest under Minute No. 2, Councillor Whitwam remained in the Meeting during consideration of the following item.

(a) **Lease – Swanage Railway**

The Clerk updated Members on matters relating to the Swanage Railway lease and amendments that had been made to the lease (as set out in the Briefing Note dated August 2013).

The need to make arrangements for the final approval and signing of the lease was acknowledged, and it was proposed by Councillor Bonfield, seconded by Councillor Mrs. Bartlett, and RESOLVED:-

That delegated authority be given to the Swanage Railway Working Party, which included the Mayor and Deputy Mayor, to agree the outstanding matters.

It was further AGREED:-

That the Mayor and Deputy Mayor be authorised to sign the lease when it was finalised.

Further discussion ensued, during which reference was made to the rent to be charged for the buildings and track bed, and it was proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED:-

To confirm agreement to the disposal of Swanage railway station buildings, track bed and adjoining land on a 99-year lease for less than due consideration

because of the economic and environmental benefits  
to the town of the operation of Swanage Railway.

(b) **Access to Forres Field from Kirkwood Park**

The Clerk reported on a request received from Mr Kirkwood requesting access to Forres Field from Kirkwood Park.

Following discussion, it was proposed by the Town Mayor and seconded by Councillor Mrs. Bartlett:-

That a meeting be arranged with the Town Mayor,  
Deputy Mayor, Town Clerk and Mr. Kirkwood  
to discuss the matter.

Upon being put to the Meeting, EIGHT Members voted IN FAVOUR of the Proposition and ONE Member voted AGAINST, whereupon the Proposition was declared CARRIED.

The meeting concluded at 7.45 p.m.

---