

Minutes of the **MONTHLY MEETING** of the Swanage Town Council held via Zoom on **MONDAY, 15<sup>th</sup> MARCH 2021** at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield – Chairman

Councillor C. Finch  
Councillor T. Foster  
Councillor A. Harris  
Councillor D. Monkhouse  
Councillor C. Moreton  
Councillor N. Rogers  
Councillor G.M. Suttle  
Councillor C. Tomes  
Councillor W. Trite  
Councillor M. Whitwam

In addition to Members of the Council and officers, nine members of the public, and two members of the local press attended the Meeting.

Reverend Martyn Needs, Swanage United Reformed Church, offered a short prayer before the commencement of the Meeting.

Prior to Public Participation Time, the Town Mayor led tributes to the late Councillor John Page, which was followed by a minute's silence.

**Public Participation Time**

The following matters were raised:-

- **Swanage Paramedic Car** – concerns raised regarding the withdrawal of funding and potential imminent withdrawal of the paramedic car, and the adverse impact this could have on response times to medical emergencies, and 'on the spot' treatment until an ambulance arrived.
  - Further concerns regarding the sizeable number of holiday visitors expected in the Purbeck area this year.
  - Support to save the service was sought from the Town Council.
  - Attention was also drawn to an online petition calling for the retention of the car, which currently had more than 4,000 signatures.
- **Purbeck Coast FM Community Radio Station** – support for the radio station's grant application was sought from the Town Council. Comments were made that the station provided a valuable service to the local community and visitors alike, and thanks were given to the Council for giving consideration to the revised grant application and supporting paperwork which had been submitted following discussions held at the Council Meeting on 25<sup>th</sup> January 2021.

The Chairman opened the Council Meeting at 7.15 p.m.

136. **APOLOGIES**

There were no apologies to report for inability to attend the Meeting.

137. **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. 12** – Councillor Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being a Director of the Swanage Pier Trust.

138. **MINUTES**

(a) Proposed by Councillor Harris, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Council held on 25<sup>th</sup> January 2021 be approved as a correct record and signed.

(b) Proposed by Councillor Foster, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Meeting of the Council held on 12<sup>th</sup> February 2021 be approved as a correct record and signed.

(c) Proposed by Councillor Moreton, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Meeting of the Council held on 10<sup>th</sup> March 2021 be approved as a correct record and signed.

139. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 1<sup>st</sup> February 2021 be approved as a correct record and signed.

140. **ROADS AND TRANSPORT COMMITTEE**

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

That the Minutes of the Meeting of the Roads and Transport Committee held on 3<sup>rd</sup> February 2021 be approved as a correct record and signed.

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

6) **Community Speed Indicator Device – update**

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

That the installation of two poles in the locations of Ulwell Road and Northbrook Road, and the acquisition of one Speed Indicator Device to be moved between the two locations, should proceed, subject to final costs, and that the installation of a pole in the High Street at Herston would be subject to further exploration of options and not be progressed at this stage.

141. **PERSONNEL COMMITTEE**

Proposed by Councillor Trite, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Personnel Committee held on 9<sup>th</sup> February 2021 be approved as a correct record and signed.

142. **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**

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

That the Minutes of the Meeting of the Policy, Finance and Performance Management Committee held on 10<sup>th</sup> February 2021 be approved as a correct record and signed.

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

7. **ANNUAL REVIEW OF RISK REGISTER**

Further to the discussion at the above meeting the Risk Register had been amended to record that the Town Council's Website Accessibility Statement had been published on 21<sup>st</sup> September 2020, and that the Council's management team had all successfully completed the IOSH Managing Safely training course and assessment.

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

That the amended Corporate Risk Register for 2021/22 be adopted.

143. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 1<sup>st</sup> March 2021 be approved as a correct record and signed.

144. **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**

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

That the Minutes of the Meeting of the Policy, Finance and Performance Management Committee held on 10<sup>th</sup> March 2021 be approved as a correct record and signed.

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

3. **TO CONSIDER ADOPTION OF REVISED GRANT POLICY**

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

That the draft Grant Policy be approved and adopted.

12. **INSURANCE-ANNUAL RENEWAL & CLAIMS UPDATE**

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

That a 2-year extension to the current agreement with Zurich be approved.

145. **PERSONNEL COMMITTEE**

Proposed by Councillor Trite, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Personnel Committee held on 12<sup>th</sup> March 2021 be approved as a correct record and signed.

146. **STATEMENT OF CASH BALANCE**

(a) A Statement of Cash Balance as at 31<sup>st</sup> January 2021 was submitted for information (a copy attached at the end of these Minutes).

(b) A Statement of Cash Balance as at 28<sup>th</sup> February 2021 was submitted for information (a copy attached at the end of these Minutes).

147. **PAYMENT OF ACCOUNTS**

In accordance with Regulations 5 and 6 of the Council's Financial Regulations, the following Payment Schedules were submitted for information:-

- Payment Schedule 10, amounting to £140,112.08
- Payment Schedule 11, amounting to £161,745.15

148. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield reported that he had not attended any civic events during the past month.

149. **REPORT FROM DORSET COUNCILLORS**

Updates were given on the following matters:-

- **Draft Dorset Local Plan Public Consultation** – it was reported that the consultation would end today. It was noted that Dorset Councillors representing the Swanage ward had received a sizeable number of representations regarding some of the proposals in the draft Plan and confirmed that these concerns had been brought to the attention of Dorset Council (DC) accordingly.
- **Government grant funding of £19m awarded to DC to help tackle the climate and ecological emergency** – DC had been awarded £19m towards the reduction of its carbon footprint and would be updating and upgrading its properties. This programme of works would be a major step towards DC's ambition to become carbon neutral by 2040.
- **Census 2021** – further to Minute No. 85 of the Council Meeting held on 14<sup>th</sup> December 2020 a reminder was given about the upcoming census which was being held on 21<sup>st</sup> March 2021. Support was available for anyone who required help completing the census. Further details could be found on the Census 2021 webpage <https://census.gov.uk/> or via local census officers.
- **Dorset-Council run Tourist Information Centres (TICs)** – at the DC Cabinet Meeting held on 2<sup>nd</sup> March 2021 it had been decided that DC would be withdrawing direct funding from its Dorchester, Sherborne and Wareham TICs.
- **Eastern Area Planning Committee (EAPC)** – further to Minute No. 52 of the Council Meeting held on 19<sup>th</sup> October 2020 concerns were again raised regarding the reduced number of councillors representing wards in the former Purbeck District Council area, and also in respect of the approval of a number of local planning applications at recent meetings of the EAPC.
- **Council Tax Bills 2021-2022** – further to Minute No. 113 of the Council Meeting held on 25<sup>th</sup> January 2021 it was reported that, faced with a budget

deficit of £18.6m, at the Council Meeting held on 16<sup>th</sup> February 2021 DC had approved an increase of 5% to Council Tax bills for 2021-22. DC was now in the process of sending out new bills to residents accordingly.

- **Coronavirus Business Support Grants** – it was reported that the government had confirmed that there would be a new discretionary grant available for some businesses from April 2021. However, DC was currently awaiting further details and guidance regarding this scheme and an update would be given at a future meeting.
- **Business Rates** – it was reported that additional business rates support for eligible businesses in England had been announced in the Chancellor’s budget on 3<sup>rd</sup> March 2021.

150. **SWANAGE COMMUNITY HOUSING STEERING GROUP**

(a) **Matters arising from minutes of the meetings held on 4<sup>th</sup> November 2020 and 12<sup>th</sup> February 2021**

Further to Minute No. 114 (a) of the Council Meeting held on 25<sup>th</sup> January 2021, Members had reviewed the minutes of the meetings of the Steering Group held on 4<sup>th</sup> November 2020 and 12<sup>th</sup> February 2021 and had no matters to raise.

(b) **To consider request from Councillor Rogers to be appointed to the Steering Group**

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

That Councillor Rogers be appointed as a member of  
the Swanage Community Housing Steering Group.

(c) **To consider recommendation regarding the establishment of a Community Land Trust (CLT) as a Community Benefit Society with Charitable Status**

Consideration was given to an extract from the draft minutes of a meeting of the Swanage Community Housing Steering Group held on 8<sup>th</sup> March 2021, and a briefing note prepared by the Swanage CLT Sub-group of the Steering Group, which set out a recommendation that the community led housing project should take the form of a Community Land Trust and be incorporated as a Community Benefit Society with charitable status.

Three legal formats had been explored; Company limited by guarantee/charity, Community Interest Company and Community Benefit Society.

It was noted that free consultation sessions had been undertaken with Wessex Community Assets, Wrigley’s solicitors and Ms Fiona Astin, Housing Advisor, to assist with the formation of the recommendation to the Steering Group.

It was proposed by Councillor Foster, seconded by Councillor Monkhouse and  
RESOLVED UNANIMOUSLY:-

That the community led housing project should take the  
form of a Community Land Trust, and be incorporated  
as a Community Benefit Society with charitable status.

(d) **To agree Council representation on Board of Trustees**

Consideration was given to a briefing note which set out advice received from Dorset Council’s Monitoring Officer regarding Town Council representation on the Board of Directors of the proposed Community Land Trust.

It was reported that it would be in order for a Town Councillor to serve both as a councillor and as a board member at the same time but that there may be occasions when the legal duties they owed as board members could come into conflict with their role as a councillor. If this was the case it was possible that

this could have an impact on council business at meetings e.g. quorum on a council committee.

A discussion ensued during which comments were made that if the Board had twelve Directors then it would be reasonable to appoint a maximum of four Town Councillors to the Board.

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

That the Town Council appoints a maximum of four Councillors to a 12-member Board of Directors of the Community Land Trust.

(e) **Renewal of Membership of National Community Land Trust Network**

Further to Minute No. 272 (b) of the Extraordinary Council Meeting held on 29<sup>th</sup> June 2020 it was reported that renewal of the Council's membership with the National CLT Network was due by 1<sup>st</sup> April 2021.

Consideration was given to the opportunity to upgrade the Council's membership from a 'Start-Up Package' to a 'Member Package' now that the project was progressing and a CLT was being established, the cost of which was £150 for the year. Details of the associated benefits were provided.

Members were in agreement that the Network had provided the Council with invaluable information and advice during the initial/start-up period of the project and that it now made sense to progress to the next level of membership.

It was proposed by Councillor Harris, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the Council's membership of the National Community Land Trust Network be renewed and upgraded to a 'Member Package' at a cost of £150 for the year 2021/22.

151. **WORKING PARTY UPDATES**

(a) **Environmental Policy on 1<sup>st</sup> February 2021**

Further to Minute No. 115 (b) of the Council Meeting held on 25<sup>th</sup> January 2021 it was reported that the working party was now working on the implementation of the Environmental Policy Action Plan.

(b) **Events on 9<sup>th</sup> March 2021**

Further to Minute No. 115 (d) of the Council Meeting held on 25<sup>th</sup> January 2021, and in light of the government's four-step roadmap published on 22<sup>nd</sup> February 2021 to cautiously ease Covid-19 restrictions across England, consideration was given to a briefing note prepared by the Visitor Services Manager (VSM) dated March 2021 which set out details of previously provisionally approved events, and also the following requests and recommendations which were discussed in turn:-

- (i) To consider approach to re-opening events for 2021, in line with the government's roadmap:-

**Step 1** - 29<sup>th</sup> March – no events permitted.

**Step 2** - 12<sup>th</sup> April – no events permitted.

**Step 3** - 17<sup>th</sup> May – no events permitted except where the organiser can demonstrate controlled access and subject to the decision of the Events Working Party.

**Step 4** - 21<sup>st</sup> June – all events permitted.

- (ii) To consider if provisional approval should be provided for the following new events:-
- **King George's Playing Field** - 22<sup>nd</sup> to 24<sup>th</sup> August 2021 - inflatable theme park for under-12s.
  - **North Beach car park** – 11<sup>th</sup> November 2021 - half marathon running event.

It was proposed by Councillor Tomes, seconded by Councillor Rogers and **RESOLVED UNANIMOUSLY:-**

That the Town Council continues not to permit events on Town-Council owned land as set out above and in the VSM's briefing note dated March 2021, and provides provisional approval to the requests from event organisers for 2021, as set out in Appendix 1 of the briefing note, subject to adherence to government guidance for public events and the Town Council's requirement to demonstrate compliance therewith, including submission of the required documentation at the appropriate time.

**(c) Market on 9<sup>th</sup> March 2021**

Further to Minute No. 115 (c) of the Council Meeting held on 25<sup>th</sup> January 2021 an update on market operations was given by the VSM.

During the update it was reported that pitches at the weekly market were provided to community and charity groups free of charge to assist with the fundraising activities of these groups. A request was made for the VSM to be granted delegated authority to manage these types of booking on a week-by-week basis, which would take into account the business types of traders which had booked pitches each week.

It was proposed by Councillor Foster, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:**

That delegated authority be given to the Visitor Services Manager to manage bookings for community and charity groups on a week-by-week basis, taking into account the business types of market traders' present each week.

**152. TO CONSIDER THE MOTION SUBMITTED BY COUNCILLOR MONKHOUSE ON TUESDAY 2<sup>ND</sup> MARCH 2021, IN ACCORDANCE WITH STANDING ORDER 11:**

Further to Minute No. 122 (a) of the Council Meeting held on 25<sup>th</sup> January 2021, and the concerns raised during Public Participation Time, consideration was given to a motion submitted by Councillor Monkhouse on 2<sup>nd</sup> March 2021.

It was proposed by Councillor Monkhouse and seconded by Councillor Finch:-

That Swanage Town Council recognises that the retention of the Paramedic Car is vital for Swanage, and that its removal would be a threat to the lives of local people. This Council resolves to make every effort to prevent the withdrawal of the Paramedic Car and to urgently contact the MP for South Dorset, Dorset People and Health Scrutiny Committee, South West Ambulance Services Trust and Dorset Clinical Commissioning Group to secure its retention.

The imminent risk of withdrawal of the paramedic car, and the impact and implications that this could have for the local community, was discussed.

An AMENDMENT to the motion was then proposed by the Town Mayor, seconded by Councillor Finch and RESOLVED UNANIMOUSLY:-

That the word ‘Council’s’ be inserted so as to read ‘Dorset Council’s People and Health Scrutiny Committee’, and the motion be expanded to include the following sentence: ‘This council will also request a meeting with the South West Ambulance Trust and other interested parties to clarify the costs of maintaining this service and the funding options available’.

The amended motion was then put as a SUBSTANTIVE MOTION.

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

That Swanage Town Council recognises that the retention of the Paramedic Car is vital for Swanage, and that its removal would be a threat to the lives of local people. This Council resolves to make every effort to prevent the withdrawal of the Paramedic Car and to urgently contact the MP for South Dorset, Dorset Council’s People and Health Scrutiny Committee, South West Ambulance Services Trust and Dorset Clinical Commissioning Group to secure its retention. This council will also request a meeting with the South West Ambulance Trust and other interested parties to clarify the costs of maintaining this service and the funding options available’.

It was noted that a meeting would now be arranged with Richard Drax MP for South Dorset as soon as possible to discuss the Council’s mounting concerns. It was noted that assurances had previously been received by Mr Drax from SWAST that community engagement would be undertaken before a decision on the car would be made.

153. **TO CONSIDER RECOMMENDATION OF GRANTS PANEL REGARDING REVISED GRANT APPLICATION FROM PURBECK COAST RADIO**

Further to his declaration under Minute No. 137 Councillor Whitwam remained in the meeting during discussion of this item, but did not take part in any discussion or vote.

Further to Minute No. 119 of the Council Meeting held on 25<sup>th</sup> January 2021 consideration was given to a briefing note prepared by the Administration and Communications Manager setting out the recommendation made by the Grants Panel following its meeting on 22<sup>nd</sup> February 2021 which had been held to consider and review in detail further information received from Purbeck Coast FM Community Radio Station in support of its grant application. A reduced grant of £15,000 had now been requested.

It was noted that the Council had agreed a grants budget of £10,000 for the 2020/21 financial year and a total of £6,850 had been awarded to date.

It was reported that representatives from the radio station had been in attendance at the meeting to undertake a presentation on the station’s revised Sustainability Plan and Five-year Financial Forecast, which enabled the Panel to undertake a ‘Q&A’ session with the representatives. Details of the radio station’s fundraising activities were



also provided, which included an application for grant funding to the National Lottery Community Fund (NLCF).

Members of the Grants Panel acknowledged that this was an important community service and, after careful deliberation, had recommended that the Town Council should continue to support the aims and promotional activity of the radio station and approve a grant of £2,000, but that this approval should be subject to confirmation being received that the station's application to the (NLCF) had been successful.

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

That the sum of £2,000 be awarded to Purbeck Coast FM Community Radio Station in support of the aims and promotional activity of the station, in recognition of the service it provides to the local community, subject to confirmation being received that the Station's application to the National Lottery Community Fund has been successful.

A review of the Town Council's grants policy had also been completed at the meeting. A draft copy of the amended policy had subsequently been recommended for approval by the Policy, Finance and Performance Management Committee at its meeting held on 10<sup>th</sup> March 2021, and approved in Minute No. 144 above.

154. **TO CONSIDER FUNDING REPLACEMENT OF SWANAGE ART TRAIL BOARDS ON TOWN COUNCIL PROPERTY**

Consideration was given to a briefing note prepared by the VSM regarding the Swanage Seen Arts Trail, which was a series of nine information boards managed by a local artist, four of which were sited on land maintained by the Town Council, with others located around the town, at Durlston and another at Langton Matravers. It was reported that the boards had originally been funded by a number of stakeholders and were installed around ten years ago. However, the condition of the inserts within the boards had now deteriorated and were due for replacement. The Council had therefore been asked for financial assistance to cover the costs of procuring and installing new inserts in either four or eight of the boards, at an estimated cost of £600 or £1,000 respectively. It was noted that one board had recently been repaired.

It was explained that the boards were linked by a walking trail, made a positive contribution to the area's tourism provision, and were considered to be a valuable reminder to visitors that Swanage has an important artistic heritage.

During the ensuing discussion Members were in support of providing assistance for the repair of all eight boards and it was therefore proposed by Councillor Tomes, seconded by Councillor Harris and **RESOLVED UNANIMOUSLY:-**

That the Town Council approves funding of up to the sum of £1,000 to cover the cost of replacement inserts for eight of the Swanage Seen Art Trail information boards, as set out in the VSM's briefing note.

155. **TO RECEIVE REPORT FROM TOWN CRIER AND CONSIDER FUNDING OF UNIFORM**

Consideration was given to an email received from Mr Andrew Fleming, Swanage Town Crier, dated 30<sup>th</sup> January 2021 which provided an update on activities over the past year, which had included leading local residents in a daily 'shout' at their front gates for 'Clap for Carers' for 50 consecutive evenings. An average of 35 people had taken part, and each evening had concluded with a communal rendition of the Isle of Purbeck anthem.

It was reported that usual Town Crier competitions had been cancelled. However, in July 2020, the Wareham Town Crier had run the first 'Virtual World Town

Crier Competition' which Mr Fleming had won, performing from Prince Albert Gardens. Mr Fleming was now hoping to run the second virtual world competition from Swanage in April 2021.

It was noted that Mr Fleming had inherited his Town Crier uniform in 2011 and that it was now approximately 40 years old and somewhat worn. Mr Fleming had therefore arranged to have a new one made (coat, waistcoat and trousers, and repairs to the Swan hat) and would be meeting the cost of £2,200 himself. However, he hoped to run a campaign for contributions in coming months.

A discussion ensued during which comments were made that the Town Crier supported many local good causes, and was a great ambassador for the town which benefitted from his work. Further comments were made that Mr Fleming was always highly placed in crying competitions, and Members were in agreement that financial assistance should be afforded for the replacement of the outdated uniform.

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

That a sum of up to £2,000 be awarded towards the cost of a new Swanage Town Crier's uniform in recognition of the contribution that the Town Crier makes to the life of the town.

156. **TO GIVE INITIAL CONSIDERATION TO DORSET COUNCIL COMMUNITY GOVERNANCE REVIEW (CGR)**

Consideration was given to a briefing note received from Jacqui Andrews, Service Manager, Democratic & Electoral Services, Legal and Democratic Services, Dorset Council regarding Dorset Council's upcoming Community Governance Review.

It was explained that, as a principal council, Dorset Council was required to undertake a review of governance arrangements of all parishes every 10-15 years, and as a number of enquiries had recently been received from parish councils regarding such matters (including revising boundaries, warding arrangements and the number of councillors), now seemed the appropriate time to carry out a council-wide review.

It was reported that the CGR process would formally start in July 2021 and it was proposed that public consultation on the review would be held from 5<sup>th</sup> August 2021 for a period of twelve weeks. Dorset Council was therefore undertaking early engagement with parish councils to make them aware of the process.

A brief discussion ensued during which Councillors noted the details of the review and had no further comments to make at this time.

157. **TO CONSIDER ADOPTION OF DRAFT POLICY ON CO-OPTION**

Consideration was given to a draft Casual Vacancy – Co-Option Policy document. The policy outlined the legal requirements and local arrangements that the Town Council would follow when a casual vacancy occurred, following the death, resignation or disqualification of a sitting councillor. It had been informed by an advice note produced by the National Association of Local Councils (NALC).

During a brief discussion, and in light of the upcoming by-election for the current vacancy for a Town Councillor for Swanage North Ward, Members were in agreement that greater consideration needed to be given to such an important document before a decision could be made and that this should be undertaken by the Policy, Finance and Performance Management Committee.

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

That consideration of the adoption of the draft policy on co-option be deferred to a future meeting.

158. **TO RECEIVE VERBAL REPORT ON ACTION TAKEN IN RESPECT OF REPAIRS TO THE STONE QUAY SLIPWAY FOLLOWING RECENT STORM DAMAGE**

Further to Minute No. 305 (b) of the Council Meeting held on 27<sup>th</sup> July 2020 a verbal update on action taken in respect of repairs to the Stone Quay slipway was provided by the Operations Manager.

It was reported that a Project Engineer from the Dorset Flood and Coastal Erosion Partnership had undertaken an inspection and had advised the following:-

- The extent of damage to the Stone Quay slipway was considerable, the visible void and loss of fill material was substantial.
- It appeared that the toe of the slipway had been undermined (probably over a lengthy period of time) and provided an entry point for water to get in beneath the surface blocks.
- The open nature of the joints between the blocks of stone combined with the loss of some blocks and fill material meant that the structure was going to be vulnerable to further damage during extreme wave conditions and could lead to a complete failure.
- The type of construction and the fact that the structure was listed would suggest that if the repair was to be sympathetic to the original construction then it might not be carried out by conventional methods.

Options for repair were now being actively explored and, in light of the advice received larger, more visible signage would be deployed from 26<sup>th</sup> March warning members of the public not to access the slipway. Notifications to the relevant conservation authorities had been made due to the listed status of the structure.

A further update would be given at a future Council Meeting.

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

- (a) **Swanage Pier Trust** – Councillor Whitwam reported that it was anticipated that Swanage Pier and shop would be reopening to the public on 12<sup>th</sup> April 2021.
- (b) **The Mowlem Trust** – the Town Mayor reported that he had attended two recent meetings of the Trust and had been impressed by the Trustees’ drive and enthusiasm regarding the theatre’s future plans. Further updates on these plans would be provided at future Council Meetings.

160. **REPORTING OF DELEGATED MATTERS**

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

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

- (a) **Re-opening of services post-lockdown** – it was reported that Beach Gardens (tennis and putting) would be reopening with effect from 2<sup>nd</sup> April 2021, with appropriate social distancing measures in place. The Swanage Information Centre and the beach huts would reopen on 12<sup>th</sup> April 2021. A gazebo would be in situ outside of the Centre to assist with social distancing measures. The recruitment process for seasonal posts, including Seafront Advisors, was underway. The Depot – from 29<sup>th</sup> March 2021 the outdoor workforce would be ‘phased’ back into one team. The outdoor gym equipment in Days Park would also be available for members of the public to use again. The Town Hall – the reception office remained closed at the present time. However, return to work Covid-19 risk assessments would be undertaken in

due course, and discussions would be held with Purbeck Citizens Advice, Dorset Registration Service and Dorset Police (reception services) regarding their proposed plans to return to the building.

- (b) **Casual vacancy** – it was reported that a by-election had been called by 10 electors to fill the casual vacancy for a Town Councillor for Swanage North Ward. Formal Notice of election would be published on 29<sup>th</sup> March. If the election was contested the poll would take place on 6<sup>th</sup> May 2021.
- (c) **Removal of Paramedic Car from Swanage – Update** – further to Minute No. 152 above there was no further update to give.
- (d) **A & E Local – Update** - further to Minute No. 122 (b) of the Council Meeting held on 25<sup>th</sup> January 2021 there was no further update to give at this time.
- (e) **Wellbeing Swanage – Update** – further to Minute No. 122 (c) of the Council Meeting held on 25<sup>th</sup> January 2021 it was reported that a part-time project co-ordinator had now been appointed. It was anticipated that a meeting would be held imminently with Theresa Leavy, Executive Director for People – Children, Dorset Council, to progress discussions with Dorset Council regarding the project and the Chapel Lane site.

Following discussions, the Town Council wished to pass on their thanks and appreciation to all Town Council staff members for their hard work over the past twelve months, which at times had been extremely challenging.

#### **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Harris 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, 22, 23, 24 and 25 for reasons of legal and commercial confidentiality.

#### 162. **TO APPROVE EXTENSIONS TO FOLLOWING CONTRACTS:**

- (a) **Play area refurbishment – to consider approval for additional surfacing and drainage works, further to recommendation from Capital Projects Sub Committee Meeting held on 24<sup>th</sup> February 2021**

Further to Minute No. 4 a) of the Capital Projects Sub Committee Meeting held on 24<sup>th</sup> February 2021 consideration was given to a briefing note prepared by the Operations Manager which provided an update on the Days Park and Trevor Chadwick Playground refurbishments which had now been completed. However, it was reported that there had been an issue with water pooling in one corner of the Playground.

Discussions regarding this matter had been ongoing with the contractor and in order to rectify this issue it was proposed that drainage should be installed to service the trampoline area, and that the surfacing in this area should be changed from grass to wetpour. An estimate for this work had been received in the sum of £9,800, and the Sub Committee had recommended unanimously that a sum of up to £10,000 be allocated to complete these additional works.

It was proposed by Councillor Tomes, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

To accept the recommendation of the Capital Projects Sub Committee to extend the contract of Sutcliffe Play (South West) Ltd by a value of up to £10,000 to resolve the issues of water pooling in the Trevor Chadwick Playground.

(b) **Godlingston Cemetery extension - to consider approval of the award of phase 4 works for construction monitoring, further to recommendation from Capital Projects Sub Committee Meeting held on 13<sup>th</sup> January 2021**

Further to Minute No. 4 b) of the Capital Projects Sub Committee Meeting held on 13<sup>th</sup> January 2021 consideration was given to a briefing note prepared by the Operations Manager which provided an update on the Godlingston Cemetery extension project, and included a proposed timetable for the works.

It was reported that TGMS had been appointed in June 2020 to act as the Council's cemetery development consultant to provide technical support for the development of an extension. In order to progress the project to the next stage it had been recommended unanimously by the Sub Committee that TGMS be appointed to undertake construction phase monitoring of the extension works, which had been stage four of their original proposal at a cost of £8,780.

It was noted that the tender process for the extension works had commenced on 1<sup>st</sup> March 2021, and it was anticipated that the works would be completed and signed-off by mid-September 2021.

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

To accept the recommendation of the Capital Projects Sub Committee to appoint TGMS to undertake construction phase monitoring of the cemetery extension in the sum of £8,780.

163. **TO PROVIDE APPROVAL TO REPLACE SEAFRONT CATENARY AND LIGHTING FURTHER TO RECOMMENDATION OF CAPITAL PROJECTS SUB COMMITTEE MEETING HELD ON 24<sup>TH</sup> FEBRUARY 2021**

Further to Minute No. 4 c) of the Capital Projects Sub Committee Meeting held on 24<sup>th</sup> February 2021 consideration was given to a briefing note prepared by the Operations Manager which provided an update on the poor condition of the seafront catenary and lighting. It was noted that it was no longer considered viable to undertake responsive repairs and that it required replacement. It was reported that the Capital Programme 2021/22 contained the sum of £15,000 for this work.

Three quotes had been received for the purchase of the lamps the cheapest of which had been for the sum of £7,298. Three further quotes had been sought for the removal and replacement of the catenary and lighting. Given the specialised nature of this work only two quotes had been forthcoming, the cheapest of which had been for the sum of £9,350.00.

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

To provide approval to replace the seafront catenary and lighting further to the recommendation of Capital Projects Sub Committee Meeting held on 24<sup>th</sup> February 2021 for a total sum of £16,648.

164. **TO CONSIDER NEXT STEPS IN ASSESSING TENDERS RECEIVED IN RESPECT OF BIKE HIRE CONCESSION AT NORTH BEACH CAR PARK**

Further to Minute No. 123 of the Council Meeting held on 25<sup>th</sup> January 2021, consideration was given to a briefing note dated March 2021 prepared by the Visitor Services Manager. It was reported that there had been a total of six requests for tender

documents, however, only one compliant tender submission had been received. This had been assessed against the criteria set out in the tender pack and was of a high quality.

It was proposed that a presentation should be made to the Council's Sport, Leisure and Wellbeing working party by the tenderer at the earliest opportunity, and that the working party should liaise with them to review the proposal in detail to enable them to develop an enhanced draft Business Plan. The draft Plan would be brought to a future Council Meeting when consideration would be given to the award of the concession and, if approved, the terms of a new legal agreement.

During the ensuing discussion a comment was made that the tenderer should be encouraged to include the employment of a local apprentice as part of the enhanced Business Plan. It was proposed by the Town Mayor, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:-**

That delegated authority be given to the Sport, Leisure and Wellbeing Working Party to liaise with the tenderer to enable them to develop an enhanced draft Business Plan, to be brought back to a future Council Meeting for further consideration.

165. **TO CONSIDER SIDE-LETTER IN RESPECT OF ASSIGNMENT OF LEASE OF PROSPECT NURSERY TO THE SWANAGE AND PURBECK DEVELOPMENT TRUST (S&PDT)**

Further to Minute No. 246 of the Extraordinary Council Meeting held on 20<sup>th</sup> March 2020, consideration was given to a briefing note prepared by the Town Clerk which set out details of the ongoing discussions with the S&PDT, and provided a draft Letter of Side Agreement between the Town Council and S&PDT in respect of the assignment of the lease of Prospect Nursery. Details of the Greengage Community Garden Project and its three-year action plan (from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2022) were also included.

During the discussion, Members of the Council's Sport, Leisure and Wellbeing Working Party who had visited the site commented that they had been impressed by the project and the positive impact it was having on the health and wellbeing of the local community. An invitation was extended to all Councillors to visit the site.

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

That the Council confirms its intention to enter into a Licence to Assign the existing lease of the property to Swanage and Purbeck Development Trust, approves the terms of the 'Side Letter' as set out in the briefing note, and confirms that on expiry of the existing lease the new lease shall be excluded from the protections of the Landlord and Tenant Act, 1954.

166. **RENTS AND LICENCES PANEL – TO CONSIDER NEXT STEPS FOLLOWING SERVICE OF OBJECTION TO SECTION 26 NOTICE**

Further to Minute No. 131 of the Extraordinary Council Meeting held on 12<sup>th</sup> February 2021, the Town Clerk reported on recent action taken in this matter and further legal advice received. An update was also provided regarding the arrears that remained outstanding. Following careful deliberation, it was **AGREED:-**

That the Rents and Licences Panel be asked to consider the matter further and make a recommendation as to next steps to a future Council Meeting.

The meeting concluded at 8.50 p.m.