

Minutes of the **MONTHLY MEETING** of the Swanage
Town Council held at the The Centre, Chapel Lane, Swanage
on **MONDAY 17th SEPTEMBER 2018** at 7.00 p.m.

PRESENT:-

Councillor M. Bonfield (Town Mayor) – Chairman

Councillor G. Green

Councillor A. Harris

Councillor G.A. Marsh

Councillor T. Morris

Councillor S. Poultney

Councillor W. Trite

Councillor M. Whitwam

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

Before opening the Meeting, the Chairman welcomed members of the public, and made a short statement regarding the fire evacuation procedure, filming/audio recording etc. of the Meeting, and a summary of the procedure for Public Participation Time.

Reverend Andrew Corke, Team Vicar of Swanage & Studland Team Ministry, offered a short prayer before the commencement of the Meeting.

A presentation was then given by Mrs Mo Andrews, Swanage Area Dementia Friendly Community (SADFC), which included an update and progress report from Rachel Murray, Purbeck's first community-based Admiral Nurse, covering her first six months in this new post (Sept 2017 - February 2018). Rachel had been working to provide the specialist dementia support that families needed, through psychological support, expert advice and information. A copy of the presentation slides would be provided to the Town Council for circulation to interested parties.

Thanks and appreciation were given to Mrs Mo Andrews, Mrs Jean Gibbs, all at SADFC, and to Rachel Murray for such a successful first year.

Public Participation Time

The following matters were raised during Public Participation Time:-

- Events 2019 - Purbeck Outdoor Weekend – the event organisers would be applying for permission to hold live music at next year's POW event. An update was given on the success of the 2018 festival, and it was reported that some 110 Nordic walkers, 30 cyclists, and 400+ runners, had taken part. Thanks were given to everyone who had contributed to the organisation and success of the events. It was noted that the POW team were keen to offer assistance to the organisers of the Jazz Festival.
- Defend Dorset NHS and Isle of Purbeck SemiColons– disappointment was expressed regarding the outcome of the Judicial Review, and it was reported that consideration was being given to an appeal. Information was provided regarding potential increased clinical risk to local residents arising from the relocation of key services from Poole Hospital to the Royal Bournemouth. Attention was drawn to the forthcoming meeting of the Dorset Health Scrutiny Committee which would consider the referral of the CCG's proposals to the Secretary of State for Health for independent review.

- Swanage Museum & Heritage Centre – it was reported that outline proposals had been submitted to the Town Council for the extension/improvement of the Centre, which was in urgent need of expansion/additional facilities. It was noted that, in partnership with the National Trust, new displays highlighting the important role played by Studland and Swanage during the run up to the D-Day Landings in 1944 were planned.

The meeting opened at 7.40 p.m.

72. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Bishop, Finch, Lejeune, and Suttle.

73. **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. 6 – Councillor Green declared a pecuniary interest under the Code of Conduct by reason of being the recipient of a payment listed in Schedule 5.

74. **MINUTES**

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

That the Minutes of the Monthly Meeting of the Council held on 23rd July 2018 be approved as a correct record and signed.

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

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

That the Minutes of the Meeting of the Policy, Finance and Performance Management Committee held on 25th July 2018 be approved as a correct record and signed.

76. **GENERAL OPERATIONS COMMITTEE**

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

That the Minutes of the Meeting of the General Operations Committee held on 1st August 2018 be approved as a correct record and signed.

77. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 6th August 2018 be approved as a correct record and signed.

78. **PERSONNEL COMMITTEE**

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

That the Minutes of the Meeting of the Personnel Committee held on 30th August 2018 be approved as a correct record and signed.

79. **PLANNING AND CONSULTATION COMMITTEE**

It was reported that consideration of the Minutes of the Meeting of the Planning and Consultation Committee held on 10th September 2018 would be deferred until the next Council Meeting being held on 29th October 2018.

80. **STATEMENT OF CASH BALANCE**

- (a) A Statement of Cash Balance as at 31st July 2018 was submitted for information (a copy attached at end of these Minutes).
- (b) A Statement of Cash Balance as at 31st August 2018 was submitted for information (a copy attached at end of these Minutes).

Further to her declaration of interest under Minute No. 78, Councillor Green left the meeting during consideration of the following item.

81. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedules 5 & 6,
amounting to £808,477.86, be authorised.

Councillor Green returned to the Meeting.

82. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield reported that in his capacity of Town Mayor he had attended the following events during August and September:-

- Swanage Regatta and Carnival Week – including the crowning ceremony of the Carnival Queen and Princesses, Carnival Procession, Masquerade Ball, and the Vintage & Classic Car Show.
- The opening night of Swanage Repertory Theatre season.
- Swanage Bandstand Project – ‘20 pences around the Bandstand’ table top sale and raffle fundraising event.
- Prospect Allotment Association’s vegetable and flower show.
- Swanage Lifeboat Week Church Service.
- A reception at The Swanage School.
- ‘Sunflowers Over Swanage’ high tea and award presentations.
- Royal British Legion Centenary Committee’s ‘Battle’s Over’ WW1 commemoration events planning meeting.
- A meeting to discuss the Cancer Research ‘Purbeck Relay for Life’ initiative.

83. **TO CONSIDER PROPOSALS FOR TOWN COUNCIL ANNUAL AWARDS SCHEME**

Further to Minute No. 211 of the Monthly Council Meeting held on 29th January 2018, consideration was given to proposals for the introduction of a Town Council Annual Community Awards Scheme. It was noted that, in view of the impending local government reorganisation proposals, the District Council’s Purbeck Town and Parish Volunteer of the Year Awards may not be continued after 2019.

Members were in agreement that it would be important to continue to recognise local individuals/groups who undertake vital voluntary services in the town and/or contribute to the quality of community life.

A suggestion was made that a working party should be established to take this initiative forward, which should include outside representatives.

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

That a working party be appointed, consisting of the Town Mayor, Deputy Mayor, a Town Council officer, Rector of Swanage, and President of the Rotary Club of Swanage & Purbeck, to review the proposals in greater detail, and present its recommendations for the awards to a future Council Meeting.

84. **NHS DORSET CCG CLINICAL SERVICES REVIEW – TO REPORT OUTCOME OF JUDICIAL REVIEW AND CONSIDER REPRESENTATIONS TO DORSET HEALTH SCRUTINY COMMITTEE**

Further to Minute No. 137 (a) of the Monthly Council Meeting held on 30th October 2017, it was reported that the Town Council had met with Richard Drax MP today and had requested his support for the referral of the CCG’s proposals to the Secretary of State for Independent Review. However, in light of the Judicial Review decision, he felt unable to support that course of action.

Members noted their long-standing concerns over the CCG’s proposals, arising largely from the increased travel times to A&E and maternity services. Members also reiterated concerns about ambulance response times, which would be critical if the CCG’s proposals were to be introduced. It was therefore proposed by the Town Mayor, seconded by Councillor Poultney, and **RESOLVED UNANIMOUSLY:-**

That the Town Council sends letters of concern to the DHSC requesting referral of CCG proposals for independent review and requesting that action is taken to improve ambulance response times.

85. **SWANAGE MUSEUM AND HERITAGE CENTRE – PROPOSED EXTENSION AND IMPROVEMENTS**

Further to Minute No. 256 of the Monthly Council Meeting held on 26th March 2018, consideration was given to a briefing note dated July 2018 prepared by the Museum Committee and the Swanage & Purbeck Development Trust which set out proposals/next steps for extension and improvements to the Swanage Museum and Heritage Centre, which included additional exhibition areas, interactive displays, and increased public space. The Museum would be looking to secure a 100-year lease for the building from the Town Council, which would provide greater opportunities for grant funding in the future.

During the ensuing discussion, Members were in agreement that it would not be possible to agree to any terms until such time as the building had been transferred into the Town Council’s ownership.

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

That the Town Council supports the proposals in principle, subject to the successful transfer of the freehold of the building from the District Council, and clarification over future proposals for the provision of public conveniences in the vicinity of the Town Square and Lower High Street.

86. **PROPOSED FORMATION OF SWANAGE COMMUNITY LAND TRUST – TO CONSIDER INITIAL STEPS, INCLUDING POSSIBLE PUBLIC MEETING**

It was reported that the District Council would be appointing a consultant to work with town and parish councils, and community groups, to develop proposals for affordable housing. The consultant would be undertaking public engagement activities, and would provide support by assisting with the sourcing of advice, and exploring grant funding options.

Potential next steps included a public meeting in order to gauge the level of interest in forming a community land trust. An initial get-together was therefore proposed with the Swanage & Purbeck Development Trust to commence arrangements for the meeting.

87. **TO CONSIDER REQUESTS FOR USE OF TOWN COUNCIL PROPERTY IN RELATION TO FESTIVALS AND EVENTS IN 2019**

Consideration was given to a briefing note and events schedule dated September 2018 prepared by the Visitor Services Manager (VSM), detailing the following requests which were discussed in turn:-

(a) **Requests to hold events on Swanage Town Council operated premises in 2019**

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

That the requests from event organisers, as set out in the schedule dated September 2018 prepared by the VSM, be approved, subject to:-

- Submission of the required documentation at the appropriate time.
- Satisfactory further information being obtained from The Purbeck Outdoor Weekend organisers regarding the proposed live music events on 13th and 14th September 2019.
- Confirmation that the Swanage Rowing Regatta will be held on a date outside of August 2019.

(b) **Event requests for 2018**

It was reported that Swanage Sea Rowing Club were seeking approval to provide tea, coffee, and homemade cakes, for sale at its 'Supervets' event on Main Beach on 17th October 2018. This event had previously been approved by the Town Council on 23rd July 2018. All Members were in agreement with this request.

(c) **Delegated authority to Swanage Town Council staff**

Consideration was given to a request for delegated authority to be given to Council staff to agree and approve the following types of event requests:-

- (i) Beach cleans
- (ii) Basic film requests
- (iii) Bandstand performances by music bands
- (iv) Events that involved only a small number of attendees

During the ensuing discussion, clarification was sought regarding item (iv). It was reported that there had been a sizeable number of events held that only had 10-15 attendees, and it was therefore agreed that approval should be given for events of this nature at the VSM's discretion .

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

That delegated authority be given to the VSM to agree and approve the types of events as set out in the briefing note dated September 2018.

88. **BEACH HUT BOOKINGS – PROPOSED AMENDMENTS TO TERMS & CONDITIONS AND SCALE OF CHARGES FOR 2019/20**

Consideration was given to a briefing note dated September 2018 prepared by the VSM setting out revised beach hut terms and conditions, revised charges for long

term beach hut bookings, and proposals for one week's free use of a beach hut outside of the peak season by existing Town Council employees.

During the ensuing discussion concerns were raised regarding the wording of point 7 of the Booking Fees and Regulations, and a request was made for this to be reviewed and amended, in line with point 3 of the Regulations.

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

That approval be given to the proposals as set out in the VSM's briefing note dated September 2018, subject to amendment of point 7 of the Booking Fees and Regulations to remove reference to a non-refundable deposit

89. **ENVIRONMENT AGENCY – ACCEPTANCE OF SWANAGE SEWAGE TREATMENT WORKS ENFORCEMENT UNDERTAKING**

It was reported that, as a result of a discharge of sewage into Swanage Bay in August 2016, the Environment Agency had taken enforcement action against Wessex Water, as operator of Swanage Sewage Works. An Enforcement Undertaking had now been agreed between the two parties under the Civil Sanctions regime, including a payment of £400,000 from Wessex Water to Swanage Town Council. Although this would be made as an unrestricted donation, it was anticipated that this sum would be applied to the sea defence project currently being worked up to defend the Town Square and Lower High Street.

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

That the Town Council agrees to accept the payment of £400,000 from Wessex Water, arising from the Environment Agency's Enforcement Undertaking.

90. **JAPANESE KNOTWEED – TO CONSIDER PROPOSALS FOR ERADICATION PROGRAMME FROM TOWN COUNCIL PROPERTY**

It was reported that an infestation of Japanese Knotweed had been identified in Days Park (Journeys End), and consideration was given to a briefing note dated September 2018 prepared by the Operations Manager setting out proposals for an eradication programme. Costings had been obtained from three specialist external contractors, the details of which were included in the briefing note.

Following a discussion, it was proposed by Councillor Green, seconded by Councillor Whitwam, and RESOLVED UNANIMOUSLY:-

That the contract for a four year treatment plan with ECS Control Solutions be accepted at a total cost of £3,100.00.

91. **FISHERMAN'S SLIPWAY IMPROVEMENT SCHEME – REPORT OF INCREASE IN TENDER COSTS**

Further to Minute No. 68 of the Monthly Council Meeting held on 23rd July 2018, it was reported that the cost of the improvement works to the fishermen's slipway and sheds had increased due to the clarification of provisional sums included in the original estimate and the inclusion of additional items to meet the requirements of Natural England and other third parties.

It was noted that the revised tender price stood at £370,302.42, an increase of £24,257.28, three-quarters of which (£18,192.96) would be reclaimable from the European Maritime Fisheries Fund.

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

To note the Clerk's actions and formally record acceptance of the revised tender price of £370,302.42.

It was FURTHER RESOLVED:-

To delegate to the Town Clerk and Operations Manager agreement of the final specification, in consultation with the Boat Park working party.

92. **ACQUISITION OF NEW DEPOT AT ANVIL CENTRE PROSPECT BUSINESS PARK – UPDATE FROM OPERATIONS MANAGER ON FIT-OUT COSTS**

It was reported that the Town Council had completed the acquisition of units 5 and 8, Anvil Centre, Prospect Business Park, on Friday 10th August 2018. Works were now underway to complete the fitting out of the premises prior to occupation by the Operations Department towards the end of the year.

Minute No. 200 of the Special Meeting of the Council held on 22nd January 2018, recorded the Council's agreement to a budget of £35,000 for these works, subject to the Operations Manager producing a specification for Council approval. Members gave consideration to a schedule of works and it was proposed by the Town Mayor, seconded by Councillor Green and RESOLVED UNANIMOUSLY:-

To authorise the Operations Manager to incur expenditure of up to £35,000 in the fitting out of the new Depot, in approximate accordance with the table below.

Additional Improvements	Estimated Cost £	Remarks
Electrical installation upgrades, vehicle charging unit	5,000	On order – ongoing installation
Cage Storage units	2,600	Completed
Roofing covering materials	400	On order
Vehicle access gate adjustments H&S	1,950	On order
Additional furniture fittings and fixtures	7,000	TBC
Movement of storage containers	1,800	Ongoing
Additional storage containers and welfare unit	4,500	TBC
IT/Tels/Building Alarm System/WIFI	6,400	On order - part installation
Fire Equipment and systems upgrade	1,750	On order
Staff welfare area fit out	700	TBC
Window Replacement	1,800	On order
H&S Signage	1,100	On order
Estimated total spend	35,000	

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

- (a) Councillor Whitwam was again pleased to report that no incidents had been reported, therefore no meeting of the Pub Watch Group had been convened.
- (b) The Town Mayor reported that he had attended the following meetings hosted by the Dorset Association of Parish and Town Councils:-

- (i) **Town and Larger Parish Councils Meeting** – discussions were held regarding local government reorganisation, which was now referred to as ‘Shaping Dorset Council’, and concerns were raised by attendees regarding the lack of communication/information for town and parish councils regarding the proposals, and the potential future impact of the changes on town and parish councils. Other topics discussed included the recent amendments to the National Planning Policy Framework.
- (ii) **Purbeck Area Meeting** – a presentation was given by Dorset Community Action. The importance of volunteers in the community was discussed, and concerns were raised regarding the loneliness and isolation being experienced by as many as 1 in 5 people in Dorset. The importance of town and parish councils engaging with the new Dorset Shadow Council was also discussed.

94. **REPORTING OF DELEGATED MATTERS**

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

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

Items of Information

- (a) External Audit 2017/18 – Update – it was reported that a local elector had lodged an objection in respect of the depot acquisition. The cost of the auditor’s additional work in this respect would be borne by the Town Council, at a cost of between £200 and £355 per hour. An interim audit report would be issued prior to the statutory deadline of 30th September, but a final certificate would not be issued until this matter had been resolved.
- (b) 11 Days of Remembrance in Swanage – Update – an information sheet providing an update on the planned commemoration events had been prepared by the Chairman of the RBL Swanage Branch.
- (c) Local Government Reorganisation ‘Shaping Dorset Council’ – Update – a link to the latest newsletter for town and parish councils had been provided for information purposes.

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 21 to 23 for reasons of commercial confidentiality.

96. **APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19 AND FUTURE YEARS – TO CONSIDER ESTIMATE FROM DARKIN MILLER ACCOUNTANTS LTD**

Consideration was given to an estimate for internal audit services for the years 2018/19 to 2022/23 from the Council’s existing internal audit provider, Darkin Miller. It was noted that a discount had been applied for a three-year plus one plus one contract, which could nevertheless be cancelled on three months’ notice.

It was noted that the internal audit reports were thorough and supplied on a regular basis. Given that an extensive tender exercise had been carried out prior to the award of the existing contract and that there were a limited number of providers it was agreed that Financial Regulation 12.1.a.ii be invoked, obviating the requirement to carry out a procurement exercise. It was proposed by the Town Mayor, seconded by Councillor Poultney, and **RESOLVED UNANIMOUSLY:-**

That the estimate for a three-year plus one plus one contract with Darkin Miller Ltd be accepted at an initial cost of £4,390 per annum, subject to clarification of the quoted mileage payments.

97. **DATA PROTECTION SUPPORT SERVICE – TO CONSIDER APPOINTMENT OF CONSULTANTS TO ASSIST IN IMPLEMENTATION OF GDPR AND ACT AS PROFESSIONAL ADVISORS**

In light of the introduction of the Data Protection Act 2018, consideration was given to two estimates received from companies providing Data Protection advice services.

In light of the fact that i-west had experience of advising on CCTV subject access requests, and could also provide guidance on matters under the Freedom of Information Act, it was proposed by the Town Mayor, seconded by Councillor Morris, and RESOLVED UNANIMOUSLY:-

That the Town Council should enter into a three-year contract with i-west for a Data Protection Advice Service, as set out in their estimate dated 29th August 2018, at a cost of £1,250 per annum.

98. **SEABREEZE RESTAURANT – CONSIDERATION OF LETTER FROM TENANTS REGARDING BACK RENT FOR GATED AREA**

Further to Minute No. 141 (b) of the Monthly Council Meeting held on 30th October 2017, at which a licence fee of £1,500 per annum had been agreed for the gated area adjoining Seabreeze Restaurant and the Shore Road public conveniences, it was reported that a dispute had arisen over the date from which the fee was payable.

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

That delegated authority be given to officers in order to negotiate an appropriate settlement.

The meeting concluded at 9.00 p.m.
