



**Minutes of the Annual General Meeting of the
Swanage Town & Community Partnership
held at The Town Hall, Swanage on
THURSDAY 25th JUNE 2015 @ 2.15 p.m.**

Present:

Kim Gallagher, Swanage Lions and Outgoing Chairman ST&CP
Martin Ayres, Swanage Town Council and Outgoing Treasurer ST&CP
Niki Clark, Management Support Officer, Swanage Town Council
Mo Andrews, Dorset POPP; Swanage Area Dementia Friendly Community
David Bale, Mowlem Institute Charity
Peter Bowyer, Studland Parish Council
Robin Brasher, Isle of Purbeck Model Railway Group; Purbeck Transport Action Group
Colin Brixton, CPRE; Photographic Society
Peter Clark, Swanage Cricket Club
Anneliese Fay, Swanage Youth Centre
Bob Foster, Rotary; Swanage & Purbeck Development Trust
Laurence Gloyn-Cox, Swanage Coastal Change Forum; Probus 2
Neil Hardy, Swanage RNLI
PC Kyle Hickman, Swanage Safer Neighbourhood Team
Dave Morton, Dorset Partnership for Older People Programme
Mel Norris, Swanage Senior Forum; Jazz Festival; Museum
Nick Reed, Environment Agency; Isle of Purbeck Sub-Aqua Club

Also in attendance:

There were no members of the public present.

1. **Welcome**

The Chairman, Mrs Kim Gallagher, welcomed all Partners to the meeting.

2. **Apologies**

Apologies for their inability to attend the Meeting were received from Councillor M Bonfield (STC), Mrs D Bemand (PDC), Mr K Childs (PDC), Mrs K Delahay (SPHA), Councillor Mrs C Finch (STC & COT), Councillor Mrs G Green (STC), Mr T Hobson (Swanage School), Ms S Randall (Swanage Library), Mr M Stollery (Purbeck Society) and Councillor B Trite (DCC/STC).

3. **Election of Chairman**

Proposed by Mr Bob Foster, seconded by Mr Mel Norris and RESOLVED UNANIMOUSLY:
That Mrs Kim Gallagher be appointed Chairman
of the Swanage Town & Community Partnership

for the ensuing year.

4. **Election of Vice Chairman**

Proposed by Mrs Kim Gallagher, seconded by Mr Dave Morton and RESOLVED UNANIMOUSLY:
That Councillor Mike Bonfield be appointed
Vice Chairman of the Swanage Town & Community
Partnership for the ensuing year.

5. **Election of Honorary Secretary**

No nominations had been received for the position of Honorary Secretary. It was therefore agreed that the Town Council would cover secretarial duties for the ensuing year.

6. **Election of Honorary Treasurer**

As set out in the Swanage Town & Community Partnership (ST&CP) Constitution, Dr Martin Ayres, in his capacity as Town Clerk, would continue in his role as Honorary Treasurer.

7. **Adoption of amended Constitution**

It was explained to the meeting that the ST&CP Constitution was being amended to streamline the document, include the Swanage2027 Steering Committee set-up, and to effect some minor technical corrections. Copies of the existing and amended Constitution had been circulated to Partners with the agenda paperwork.

A discussion ensued during which a query was raised regarding the wording of Paragraph 3. and the description that membership was open to organisations 'in Swanage and its rural catchment area'. It was confirmed to the meeting that this included all areas from the Corfe Castle side of Norden roundabout. Partners felt that, prior to adoption of the amended document, this description should be made clearer. It was therefore proposed by Mr Peter Clark, seconded by Mr David Bale and RESOLVED UNANIMOUSLY:

That the amended ST&CP Constitution be adopted,
subject to Paragraph 3. being modified to include
the areas covered in the rural catchment area,
namely the parishes of Corfe Castle, Studland,
Worth Matravers and Langton Matravers.

8. **Election of Steering Committee Members in line with Paragraph 7 of the Constitution**

It was reported that only one 'Expression of Interest' form for the position of Steering Committee Member had been received, from Mr David Bale. A discussion ensued regarding election of Steering Committee Members in accordance with Paragraph 7. of the ST&CP Constitution, and it was therefore proposed by the Chairman, seconded by Mr Peter Clark and RESOLVED UNANIMOUSLY:

That, in line with Paragraph 7. of the ST&CP
Constitution, the Steering Committee Members
for the ensuing year would be; Mrs Kim Gallagher,
Dr Martin Ayres, Mr Bob Foster, Mr David Bale,
Mr Mel Norris, Councillor Mrs Caroline Finch,
Councillor Mike Bonfield and Councillor John Bishop.

9. **Appointment of Independent Examiner of Accounts**

It was reported by the Chairman that Darkin Miller Limited, accountants, had been appointed as Auditor for the ensuing year, all were in agreement with this appointment.

10. **Chairman's Annual Report**

The Chairman reported that ST&CP had continued to work closely with Swanage Town Council (STC) and Purbeck District Council (PDC) on the draft Swanage Local Plan (SLP), through regular meetings of the SLP Steering Committee.

Work had progressed on the Terms of Reference for Swanage2027, in partnership with STC and the Swanage & Purbeck Development Trust (S&PDT). Projects and priorities would now be determined to take forward the Swanage Community Strategic Plan, and SLP action points, by the Swanage2027 Steering Committee.

As reported at a previous meeting, Swanage Coastal Change Forum had identified the need for a Swanage Community Resilience Plan to help local residents in case of emergency. The Chairman had recently attended a forum meeting, the Fire Service had produced a template document that could be adapted for Swanage use, and a small working group had been formed to identify resources in the town in a more coordinated way, adding further resilience to the plans held by other statutory authorities and the emergency services. A further update would follow at a future meeting.

11. **Statement of Audited Accounts 2014/15**

A copy of the Certified Annual Report for the year ended 31st March 2015 was provided and a brief overview given. During the course of the financial year the Partnership did not apply for or receive any grants or contributions.

Financial activity was limited to two payments to Humphries Kirk solicitors totalling £600, for legal advice received by the Swanage & Purbeck Development Trust (S&PDT) in order to complete an application to the Charity Commission, and the payment of a grant to the S&PDT of £5,000 in order to support this application. It was reported that this grant was still showing as a creditor in the Balance Sheet due to a delay in the set-up of the new bank account for S&PDT. All outgoings had previously been approved by the Partnership.

It was noted that remaining ST&CP funds had been divided into 'allocated' and 'non-allocated' in the Balance Sheet as a further £15,000 drawdown facility had been approved for S&PDT at the ST&CP AGM held on 8th July 2014, but had yet to be drawn down.

It was proposed by Mr David Bale, seconded by Mr Mel Norris and RESOLVED UNANIMOUSLY:
That the Statement of Audited Accounts 2014/15
be received and approved.

12. **Financial Management of Swanage Town & Community Partnership Funds**

a) Bank Mandate – to agree signatories

It was agreed that the bank signatories would be Dr Martin Ayres, Honorary Treasurer, Mrs K Gallagher, Chairman, and Councillor Mike Bonfield, Vice Chairman. As set out in the ST&CP Constitution, any cheques drawn against funds should hold the signatures of the Honorary Treasurer plus a minimum of one other officer.

b) Swanage & Purbeck Development Trust – update further to Minute No. 13. of the Annual General Meeting of the Swanage Town & Community Partnership held on 18th July 2014

It was reported that the S&PDT website had now been created (www.sandpdt.org) and £500 was required from the allocated funds of £15,000 to cover set up costs. It was therefore proposed by the Chairman, seconded by Mr Laurence Gloyne-Cox and RESOLVED UNANIMOUSLY:

That the Partnership authorise a £500 drawdown from allocated funds to cover S&PDT website set up costs.

It was confirmed that there would be no ongoing website maintenance costs.

13. **Minutes of the Quarterly Meeting held on 26th March 2015**

Proposed that these were a true record by Mr Dave Morton, seconded by Mr Bob Foster and agreed unanimously.

14. **Matters arising**

Terms of Reference - Swanage2027 – further to Minute No. 6. of the ST&CP Quarterly Meeting held on 26th March 2015, a copy of the amended draft Terms of Reference had been circulated to Partners prior to the meeting. As previously discussed, it was felt that it was important that the town had a body to take forward the Swanage Community Strategic Plan and Swanage Local Plan action points; Swanage2027 being described as the delivery vehicle and driving force for change in the revitalisation of Swanage.

It was explained that this would be a collaborative initiative between ST&CP, S&PDT and STC. Theme Advisory Groups would be established, invitations would be extended for volunteers from the community, and it was proposed that an annual Action Plan would be produced. Together the organisations would find ways of delivering priorities that had been identified. A discussion ensued regarding process and evaluation of projects, and Partners were in agreement that local residents needed to be made aware of Swanage2027 and that action would be taken.

It was noted that, as per Minute No. 9. of STC Policy & Planning Committee Meeting held on 15th June 2015, Town Councillors had voted to support the establishment of the Swanage2027 Steering Committee, subject to full consultation with the Town Council on the projects and actions identified. It was therefore proposed by Mr Bob Foster, seconded by Mrs Anneliese Fay and RESOLVED UNANIMOUSLY:

That the Swanage2027 Terms of Reference dated
May 2015 be adopted as amended.

15. **Swanage Local Plan – update on development of the draft Pre-submission Consultation Document**

It had now been six months since the draft Swanage Local Plan Pre-submission Consultation document had been put together. It was reported that the SLP Steering Committee had continued to meet regularly and had been involved in discussions regarding potential additions/ amendments to the draft plan. Updates were given as follows:

- **A Housing Needs Survey** - would be undertaken by PDC later this year.
- **DCC Transport & Traffic Flow Survey** – covered a wide range of issues and possible improvements, including probable change to traffic flow on Shore Road. A consultation was planned for the autumn. DCC Officers also attended a recent meeting of the STC Transport Committee to discuss the above and also the exploration of a second route to the south of the town – considered timely after the recent traffic incident in Institute Road.
- **Town centre redevelopment** – to deliver expanded retail space and health centre in the town centre (site surrounding the Co-op store). PDC was working on a development brief and a consultation was planned for the autumn.
- **Conservation Area Review** – covering Herston and the town centre, this would be held later in 2015. A query was raised regarding the ‘definition’ of a Conservation Area and a request made to invite the PDC Conservation Officer to a future meeting.
- **Second Homes policy** – discussion held on whether a policy could be included to restrict numbers. Although this was not possible wording would be included to confirm that housing ‘mix’ should meet local housing needs. It was noted that two National

Parks had been successful in banning second homes.

- **Swanage Bay Character Assessment** – text included to ensure that future development preserved or enhanced the appearance of the bay, recognising it as a ‘jewel in the crown’.
- **Green Infrastructure Study** – in process and looked at how green spaces in the town could be enhanced, improved and/or joined-up.
- **Herston Fields** – DCC decision on Village Green application could be determined on 30th July 2015, approved, refused or out to public consultation.

The draft Pre-submission Consultation Document would be finalised and passed through PDC in late July 2015. It would then be presented to STC, and possibly ST&CP, in early August 2015 for approval prior to it being submitted for public consultation, which was planned to run from 3rd September to 16th October 2015.

During the above update a request was made as to whether details of future consultations could be sent to Swanage Youth Centre to enable young residents of the town to ‘have a say’. Concerns were also raised regarding Northbrook Road and whether there were any plans for safety works around the St Mary’s School area in view of the fact that there was no footway at present, and no facility for car parking for ‘drop offs’. It was confirmed that work had commenced on a new footpath.

Further comments were raised regarding the National Housing Policy and whether this was the correct way of looking at rural areas/local communities, and should housing numbers be moderated in these areas. A discussion ensued regarding the Partial Review of the Purbeck Local Plan and sites identified for possible development.

16. **Swanage & Purbeck Development Trust - update**

It was reported that the Trust’s application for charitable status had been submitted to the Charity Commission and it was close to obtaining its Charity Number. Once this had been received Trustees would be promoting S&PDT to the public. Monthly meetings of the Trustees continued to be held, and brief updates were given on the following subjects:

- **Art Workshop and Fresh Prospects community gardening group** – the project was nearing completion. Other applicants had now also come forward with small projects, research into which was ongoing.
- **Former St Mark’s School** - despite community and STC objections, the planning permission for the former St Mark’s School site had been approved. However, S&PDT was still hoping to purchase the old part of the school building and the Salisbury Diocesan Board of Education had agreed to meet with the Trustees. Discussions were ongoing and funding routes were being explored.

The Trust’s AGM would be held in either September or October 2015 and an invite would be sent round to Partners accordingly.

17. **Any other business**

- Congratulations were given to Mr Neil Hardy on his MBE
- Best wishes were sent to Mr Mike Stollery who was currently unwell
- A reminder was given regarding a Special Meeting of the ST&CP being held on Wednesday 5th August 2015 – presentation by PDC Officers and sign-off of the draft Swanage Local Plan Pre-submission Document for public consultation – please note, subsequently to these Minutes this meeting was rearranged for Thursday 27th August 2015

18. **Date of Next Annual General Meeting and Quarterly Meeting**

Thursday 23rd June 2016 and Thursday 24th September 2015, both at 3.30 p.m., at the Town Hall, Swanage.

The meeting closed at 5.00 p.m.
