

Record of Officer Decision made under the Openness of Local Government Bodies Regulations 2014

Nature of Decision - Termination of operation of winter market
Title of Officer Taking Decision - Town Clerk
Date of Decision - 25 <sup>th</sup> March 2020
Value of Contract/Expenditure Incurred - Nil
<p>Reasons for Decision</p> <p>Need to ensure adherence to government 'stay at home' guidance and maximise protection of public health.</p> <ul style="list-style-type: none"><li>- Difficulties experienced with crowd management on 20<sup>th</sup> March (lack of social distancing)</li><li>- Lack of council staff resources to manage the situation</li><li>- No police support available</li><li>- Perception of 'business as usual' would contradict 'stay at home/protect the NHS/save lives' messaging and increase risk to public health.</li></ul>
<p>Details of Alternative Options Considered and Rejected</p> <p>Continuation of single fruit and veg stall – but see reasons above. In addition there is the possibility that an alternative home delivery service could be established.</p>
Record of any conflict of interest declared by a Councillor consulted on the Decision - None
<p>Details of any background papers</p> <p>E-mail exchanges with Inspector James Offer and Culvin Milmer, Visitor Services Manager 09:46, 10:04, 10:26 on 25<sup>th</sup> March 2020.</p>

Record of Officer Decision made under the Openness of Local Government Bodies Regulations 2014

<b>Nature of Decision</b> Godlington Cemetery Extension Design – award of contract TGMS Ltd
<b>Title of Officer Taking Decision</b> Town Clerk + Assets & Compliance Manager
<b>Date of Decision</b> 28/05/20
<b>Value of Contract/Expenditure Incurred</b> £5,740
<b>Reasons for Decision</b> <ul style="list-style-type: none"><li>- Specialist Contractor</li><li>- Most economically advantageous submission</li></ul>
<b>Details of Alternative Options Considered and Rejected</b> One alternative submission received
<b>Record of any conflict of interest declared by a Councillor consulted on the Decision</b> None
<b>Details of any background papers</b> <ul style="list-style-type: none"><li>- 18/03/20 Capital Projects Sub-Committee Minutes</li><li>- Quotes, confidential at time of contract award</li></ul>

Minutes of the Meeting of the **CAPITAL PROJECTS SUB-COMMITTEE** held at the Town Hall, Swanage at 4.00 p.m. on **WEDNESDAY 18<sup>th</sup> MARCH 2020**

Present: -

Councillor M. Bonfield - Chairman  
Councillor A. Harris – via telephone  
Councillor J. Page  
Councillor C. Tomes

Also present:

Councillor C. Moreton  
Martin Ayres – Town Clerk  
Cara Johnston – Operations Administration Officer  
Culvin Milmer – Visitor Services Manager  
Gail Percival – Operations Manager – via telephone

**Public Participation Time**

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

**1. Apologies**

There were no apologies to report.

**2. Declarations of Interest**

No declarations of interest were made in respect of items on the agenda.

**3. To approve, as a correct record, the Minutes of the Meeting of the Capital Projects Sub-Committee held on 19<sup>th</sup> February 2020**

It was Proposed by Councillor Tomes, seconded by Councillor Page, and  
RESOLVED UNANIMOUSLY: -

That the Minutes of the Meeting of the Capital Projects Sub-Committee held on 19<sup>th</sup> February 2020  
be approved as a correct record.

**4. To receive an update report from Dorset Property**

**a) Commissioned works Spring 2020**

The following updates were provided:

- Town Hall Annexe – damp proofing works have been ongoing. Repairs and decoration are on schedule to be completed by the 31<sup>st</sup> March.
- North Beach Public Conveniences - works are underway with completion scheduled for next week.
- Godlingston Cemetery Chapel – the repair work is proceeding well within the target of 31<sup>st</sup> March.
- Shore Road beach huts – works commence on the 31<sup>st</sup> March. The Visitor Services Manager has viewed the draft works contract. The door remediation work and the repainting of the walls can be completed within budget.
- Car park resurfacing – The Dorset Property Surveyor is compiling work in one framework with the De Moulham Road resurfacing so both works will come as a package. Works to be completed in the autumn. The Surveyor's advice is to proceed with either an open tender or streamlined framework.

## b) Programme of works 2020/21

- Play areas – there has been an initial review of play areas and what works are required. The Recreation Ground play area requires complete refurbishment of both the equipment and the seating.
- Days Park – it was reported that there is a couple of pieces of equipment that need replacing and also it has been identified that a new ground surface is required especially around the gym equipment.  
A budget has been set at £90,000 for each play area. It was estimated that more than £90,000 would be spent on the Recreation Ground play area and less on Days Park. The Operations Manager requested a £180,000 budget for both. It was agreed that this will be referred to the monthly council meeting. It was confirmed that all play areas will be inspected by ROSPA in June.
- Peveril Point Road – a report from Smith Foster is awaited which will detail what works are required in the different areas that need attention.
- Godlingston Cemetery extension – it was reported that two quotes had been obtained from contractors. Both companies had been provided with the cemetery plans and directed to the existing planning consent. The two quotes were similar with both stating that a topographical survey is required and a drawing and design of what the Council feels is required to be in keeping with the cemetery. Following this it is for the Council to agree the re-drawing. The chosen contractor would then set out a specification for tender and assist the Council in reviewing submissions. One quote received was £8,600 and the other was £5,740. These quotes are priced up to the point of the tender being publicised, the preferred supplier being chosen and the contract awarded. The topographic maps are included in the price quoted.
- The Downs/Seymer Road Wall – A quote has been received for £72,682 which includes 68 metres of wall being built and assumes new stone is required for all elements of the build and that existing stone cannot be used. The original request by Dorset Property was for stone to be re-used whenever possible. The price quoted does not include foundation works that may be required once the existing stone is removed so the costs could increase. It was agreed to go back to Dorset Property services and the contractor and request further clarification on these matters and that this be reported to the monthly Council meeting.
- Depot air conditioning – the cheapest quote from the three quotes obtained was priced at £4,494. The question was raised whether running costs had been taken into consideration and it was advised that the wattage of the units suggested by suppliers was similar but no information on running costs had been received. The quote for £4,492 is the cheapest and one that the Operations Manager recommends. It was agreed that this matter will be referred to the monthly Council meeting.

## 5. Spa/Seafront Stabilisation Part 2 – update following the workshop held on 10<sup>th</sup> March 2020

It was reported that useful discussions were held at the workshop and a list of assumptions and aspirations had been compiled. The results are to be submitted to a future council meeting. The next steps will be to produce a draft brief.

## 6. Days Park / Northbrook Road – footpath improvements

Further to recent meetings with representatives of St Mary's Primary School and Dorset Council, consideration was given to potential footpath improvements through Day's Park in order to provide a safe route to school between Ulwell Road and Northbrook Road. It was reported that Dorset Council are in the process of considering

improvements to highway crossings on Ulwell Road, and it was noted that it might take another 5 years for the work to be done.

The key issues for the Town Council were identified as potential upgrading of the footpath and introduction of improved lighting. During the debate some concern was raised as to whether a new footpath would be created as part of the Development Trust's plans for the Football Club. A further question was raised enquiring if these works could be combined with other surfacing works.

In conclusion, the Operations Manager was asked to produce a report on these proposals, including options for lighting for consideration at a future meeting.

**7. Museum refurbishment – consideration of public toilet priorities following the workshop held on 10<sup>th</sup> March 2020**

Consideration was given to the possible museum extension and the public toilet requirements that were discussed at the working party meeting held on 10<sup>th</sup> March. It was reported that the museum wants to expand however this could impact upon the number of toilets that could be provided in the adjoining Heritage Square toilet block. A suggestion was made for making the toilets smaller so the museum could enlarge. Discussions on existing usage of these conveniences was held and it was reported that the toilets generated approximately £12,000 in revenue per year when the charge to use the facilities was 20p. A suggestion was made for 24-hour multi-use toilets but ones which are easy to maintain and keep the running costs low. Slightly smaller toilets were suggested. The Operations Manager will approach Dorset Property regarding the space and what type of toilets could be provided to see what can fit in there and to work out the structure. The Operations Manager had requested any plans of the building that the museum were able to provide. The committee gave support in obtaining this information in order to develop some outline proposals for future consideration.

**8. Items of Information and Matters for Forthcoming Agendas**

- a) Shore Road hardstanding
- b) Station Approach workshop - it was suggested that a working party be set up to review this area and this was welcomed by the sub-committee members.
- c) Cow Lane/Panorama Road works

**9. Date of next meeting**

To be arranged.

The Meeting concluded at 4.55 p.m.

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Record of Officer Decision made under the Openness of Local Government Bodies Regulations 2014

<p><b>Nature of Decision</b> Ground Surveys – Spa &amp; Shore Road Stabilisation part 2 - Award of Contract to South West Geotechnical Ltd</p>
<p><b>Title of Officer Taking Decision</b> Town Clerk + Assets &amp; Compliance Manager</p>
<p><b>Date of Decision</b> 12/10/20 (order raised)</p>
<p><b>Value of Contract/Expenditure Incurred</b> £32,925</p>
<p><b>Reasons for Decision</b></p> <ul style="list-style-type: none"><li>- Most economically advantageous submission</li></ul>
<p><b>Details of Alternative Options Considered and Rejected</b></p> <ul style="list-style-type: none"><li>- 15 alternative submissions received via Contracts Finder tender invitation</li></ul>
<p><b>Record of any conflict of interest declared by a Councillor consulted on the Decision</b> None</p>
<p><b>Details of any background papers</b></p> <ul style="list-style-type: none"><li>- Ground investigation specification brief &amp; supporting documents issued on Contracts Finder: <a href="https://www.contractsfinder.service.gov.uk/notice/068561d2-74bb-4cab-b18b-69464abce478?origin=SearchResults&amp;p=1">https://www.contractsfinder.service.gov.uk/notice/068561d2-74bb-4cab-b18b-69464abce478?origin=SearchResults&amp;p=1</a></li><li>- 14/09/20 Council meeting briefing note and minutes</li></ul>

**Spa/Shore Road Stabilisation Part 2 - to tender for additional ground surveys**

In 2014 a seafront geo-environmental and geo-technical assessment was completed for the Spa area (Spa, Sandpit Field, Weather Station Field). This included a desk study, a walkover survey and intrusive investigation with associated chemical and geotechnical testing and interpretive reporting on the make-up of the existing geology.

This report recommended further work be carried out to understand fully the controlling strength parameters and groundwater conditions. It advised that this would be best achieved with a thorough literature review, further detailed intrusive investigation, inclinometer monitoring, groundwater monitoring, and laboratory testing which builds upon the previous testing.

On this basis, Swanage Town Council has issued a tender for these further works on Contract Finder. This requires the submission of fully costed proposals to undertake the following and provide a detailed report in a digital format accordingly.

- Literature review of existing reports and publications
- Geomorphological mapping
- Installation of inclinometers and piezometers
- Window sample boreholes in the Spa beach hut complex
- Appropriate Laboratory testing including peak and residual strength parameters
- Stabilisation and foundation options appraisal.

Monitoring readings are to be taken on a monthly basis for a six-month period with an initial reference set of inclinometer readings after 1 week.

The indicative parameters for the cost of this work is £30,000 - £40,000 and the closing date for submission is 25<sup>th</sup> September 2020. It is anticipated the contract would commence in October 2020.

These works are necessary in order to establish the feasibility of proposals for redevelopment of this seafront area. A sum of £1 million has been allocated for this work in the capital programme for the 2021/22 financial year. This will be reviewed as part of the forthcoming budget setting process.

**Decision required:**

To consider allocating a budget of up to £40,000 for the ground reports described above in respect of the Spa, Weather Station Field and Sandpit Field.

Further to Financial Regulation 4.7, it is requested that the Council grant delegated authority to Officers to award this contract and commit to spending up to a maximum value of £40,000.

Gail Percival  
Operations Manager

September 2020

Minutes of the **ANNUAL MEETING** of the Swanage Town Council held via Zoom on **MONDAY, 14<sup>th</sup> SEPTEMBER 2020** 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 J. Page  
Councillor G.M. Suttle  
Councillor C. Tomes  
Councillor W.S. Trite  
Councillor M. Whitwam

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

Reverend Mark Hatto, Minister & Team Leader, Emmanuel Baptist Church, offered a short prayer before the commencement of the Meeting.

Before opening the Meeting, the Chair welcomed members of the public and read 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.

**Public Participation Time**

There were no matters raised.

The Chairman opened the Council Meeting at 7.10 p.m.

**1. APPOINTMENT OF TOWN MAYOR**

Proposed by Councillor Moreton, seconded by Councillor Whitwam, and  
**RESOLVED UNANIMOUSLY:-**

That Councillor Michael Peter Bonfield be appointed  
Town Mayor for the ensuing year.

Councillor Bonfield completed the Statutory Declaration of Acceptance of Office, and was honoured to accept the appointment.

In accepting the appointment, Councillor Bonfield expressed his appreciation of the support given to him by Mrs Avril Harris as Deputy Mayor, and his fellow Councillors during his Term of Office.

Councillor Bonfield wished to record his thanks and appreciation for the support, hard work and dedication given by all Town Council officers and staff during his Term as Mayor.

In closing, Councillor Bonfield thanked his wife Audrey for her vital support and understanding, and for carrying out the role of Mayoress during the past year. He also gave thanks to his family. Audrey would continue to undertake the role of Mayoress during the forthcoming year.

2. **APPOINTMENT OF DEPUTY TOWN MAYOR**

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

That Councillor Avril Harris be appointed Deputy  
Town Mayor for the ensuing year.

Councillor Harris completed the Declaration of Acceptance of Office, and was delighted to accept the appointment. Councillor Harris' husband, Mr Michael Tucker, would continue to be her consort during her period of Office.

3. **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.

There were no declarations to record on this occasion.

4. **APOLOGIES**

An apology for her inability to attend the Meeting was received from Councillor Rogers.

5. **REPRESENTATIVES ON OUTSIDE BODIES 2020/21**

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

That the following appointments of representatives to outside bodies be approved:-

Citizens Advice Bureau

Councillor Moreton

Dorset Association of Parish & Town  
Councils

Town Mayor & Deputy Mayor

Dorset Coast Forum

Councillor Page

Herston Village Hall Management  
Committee

Councillor Bonfield – observer

Herston Reading Room

Councillors Bonfield &  
Monkhouse

Purbeck Rail Partnership

Councillor Whitwam

Purbeck Transport Action Group

Councillors Monkhouse &  
Whitwam

SE Purbeck Parishes Liaison Group

Town Mayor & Town Clerk

Sustainable Swanage Group

Councillors Harris, Monkhouse &  
Rogers

Swanage Childrens' Centre

Councillor Monkhouse

Swanage Fairtrade

Councillor Harris

Swanage Museum	Councillors Page & Whitwam
Swanage Pier Trust	Councillor Whitwam
Swanage Pub Watch	Councillor Whitwam
Swanage Regatta & Carnival Committee	Town Mayor, and Councillors Finch & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Harris & Whitwam
Swanage Town & Herston Football Club	Councillors Bonfield & Tomes
The Centre Management Board	Councillor Monkhouse - observer

**6. APPOINTMENT OF COMMITTEES 2020/21**

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

That the following appointments be made to the Committees:-

**General Operations Committee**

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and  
Councillors Finch, Monkhouse, Moreton, Page and Tomes.

**Personnel Committee**

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and  
Councillors Foster, Moreton and Trite.

**Planning and Consultation Committee**

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and  
Councillors Finch, Foster, Page and Whitwam.

**Tourism**

Councillor Bonfield (Town Mayor) and Councillors Finch, Foster, Moreton,  
Page, Tomes and Whitwam.

**Transport Committee**

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and  
Councillors Monkhouse, Moreton, Rogers and Whitwam.

**7. APPOINTMENT OF COMMITTEE CHAIRPERSONS AND POLICY,  
FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE 2020/21**

Proposed by Councillor Page, seconded by Councillor Tomes, and  
RESOLVED UNANIMOUSLY:-

That the following appointment of Committee Chairpersons  
and Policy, Finance and Performance Management  
Committee be approved:-

**General Operations Committee**

Chair – Councillor Moreton

**Personnel Committee**

Chair – Councillor Trite

**Planning and Consultation Committee**

Chair - Councillor Finch

**Tourism Committee**

Chair – Councillor Tomes

**Transport Committee**

Chair – Councillor Whitwam

**Policy, Finance and Performance Management Committee**

(To consist of the Town Mayor, Deputy Mayor, and Chair of each of the Council's Standing Committees).

Town Mayor, Deputy Mayor and Councillors Finch, Moreton, Tomes, Trite and Whitwam.

It was also agreed that, given his financial expertise, Councillor Suttle would also be a member of this committee.

**8. APPOINTMENT OF COUNCILLOR MEMBERS OF THE FOLLOWING ADVISORY COMMITTEES**

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

That the following appointments to Advisory Committees be made:-

(a) **Beach Management Advisory Committee**

Councillors Bonfield, Finch and Tomes.

(Comprising three members of the Tourism Committee)

(b) **Community Housing Steering Group**

Councillors Bonfield, Foster, Harris and Monkhouse.

**9. MEMBERSHIP OF WORKING PARTIES 2020/21**

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

That the following appointments to Council Working Parties be approved:-

**Affordable Housing**

Councillor Harris (Deputy Mayor) and Councillors Foster, Monkhouse, Moreton, Page, Rogers and Whitwam.

**Car Parks**

Councillor Bonfield (Town Mayor) and Councillors Finch, Foster and Whitwam.

**Communications Strategy**

Councillors Finch, Foster, Moreton and Tomes.

**Community Awards Panel**

Councillor Bonfield (Town Mayor) and Councillor Harris (Deputy Mayor).

**Environmental Policy**

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillors Foster, Monkhouse, Rogers, Trite and Whitwam.

**Events**

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillors Finch and Tomes.

**Grants Panel**

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillors Finch, Foster and Page.

**Market**

Councillors Finch, Foster and Page.

**Museum**

Councillor Bonfield (Town Mayor) and Councillors Page and Whitwam.

**Public Conveniences**

Councillor Bonfield (Town Mayor) and Councillors Finch and Moreton.

**Shore Road Closure**

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillors Monkhouse, Moreton and Whitwam.

**Sport, Leisure & Wellbeing**

Councillor Bonfield (Town Mayor) and Councillors Foster, Moreton, Rogers and Tomes.

**10. ANNUAL MEMBERSHIP SUBSCRIPTIONS 2020/21**

Consideration was given to membership subscriptions paid annually.

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

That the following annual membership subscriptions  
be paid:-

<b>Organisation</b>	<b>Renewal Date</b>	<b>Amount £ (approx.)</b>
National Association of Memorial Masons	1 <sup>st</sup> January	264
Campaign to Protect Rural England	1 <sup>st</sup> February	36
Fields in Trust	1 <sup>st</sup> February	65
Local Council Advisory Service (Zurich)	1 <sup>st</sup> February	114
National Association of British Markets	1 <sup>st</sup> March	358
Institute of Cemetery & Crematorium Management	1 <sup>st</sup> April	95
South West Councils	1 <sup>st</sup> April	514
Dorset Association of Parish & Town Councils (NALC)	1 <sup>st</sup> April	1331

British Destinations	1 <sup>st</sup> June	120
Community Land Trust Network	1 <sup>st</sup> August	44
National Society of Allotment & Leisure Gardeners	1 <sup>st</sup> August	66
Society Of Local Council Clerks	1 <sup>st</sup> September	357

**11. MINUTES**

(a) Proposed by Councillor Whitwam, seconded by Councillor Foster, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Monthly Meeting of the Council held on 27<sup>th</sup> July 2020 be approved as a correct record and signed.

**12. PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 3<sup>rd</sup> August 2020 be approved as a correct record and signed.

**13. SWANAGE COMMUNITY HOUSING STEERING GROUP**

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

That the Minutes of the Meeting of the Swanage Community Housing Steering Group held on 2<sup>nd</sup> September 2020 be approved as a correct record and signed.

**14. STATEMENT OF CASH BALANCE**

(a) A Statement of Cash Balance as at 31<sup>st</sup> July 2020 was submitted for information (a copy attached at the end of these Minutes).

(b) A Statement of Cash Balance as at 31<sup>st</sup> August 2020 was submitted for information (a copy attached at the end of these Minutes).

**15. 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 4, amounting to £203,634.50
- Payment Schedule 5, amounting to £200,617.15

**16. TO RECEIVE AND CONSIDER THE EXTERNAL AUDITOR REPORT**

The Town Clerk was pleased to report that no matters had been identified by the External Auditor for consideration by the Town Council, and a 'clean bill of health' had been received. Thanks were extended to officers, and to the Town Clerk and the Council's Finance Manager, Alison Spencer.

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

That the Town Council notes receipt of the external auditor report and certificate from PKF Littlejohn LLP for the year ended 31<sup>st</sup> March 2020 and that no further action is required.

17. **CHAIRMAN'S ANNOUNCEMENTS**

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

18. **REPORT FROM DORSET COUNCILLORS**

Updates were given on a number of matters including:-

- **Projections for end of financial year 2020/21** – it was reported that Dorset Council could potentially be faced with an estimated £5m overspend by the end of the financial year unless remedial action was taken. Some concern was raised over the potential impact of this on the delivery of local services.
- **Dorset Waste Partnership** – problems had recently been experienced with missed rubbish and recycling collections, which had been under review by DWP over the past quarter.
- **Government's furlough scheme** – the furlough scheme would come to an end on 31<sup>st</sup> October 2020. Concerns had been raised that up to 15,000 people could be at risk of losing their jobs in Dorset.
- **Estate and Assets Management** – a review of Dorset Council owned land and buildings was being undertaken.
- **Eastern Area Planning Committee** – further to Minute No. 68 of the Town Council Meeting held on 29<sup>th</sup> July 2019 it was reported that the number of councillors representing wards in the former Purbeck District Council area had reduced. Councillor Trite would be making representations to Dorset Council regarding this matter.
- **Dorset Council Discretionary Business Grant** - £5k grant monies had been awarded to Swanage Town Council to cover costs incurred during the pandemic.

19. **WORKING PARTY UPDATES**

(a) **Environmental Policy held on 10<sup>th</sup> September 2020**

Further to Minute No. 218 (c) of the Council Meeting held on 24<sup>th</sup> February 2020 consideration was given to a briefing note dated September 2020, which included a copy of the Draft Swanage Town Council Environmental Policy dated February 2020, an update on progress to date, and details of next steps. It was reported that some key steps had been delayed due to the Covid-19 pandemic, however, matters were now moving forward quickly and a first draft Action Plan for the Environmental Policy was being developed which, once completed, would be subject to public consultation.

It was noted that the next meeting of the working party would be held on 14<sup>th</sup> October 2020 at which the progress of the draft Action Plan would be reviewed, and options would be explored for the Town Council to move to a 'green' energy tariff.

20. **SUSTAINABLE SWANAGE PROGRESS REPORT**

Further to Minute No. 295 (a) of the Council Meeting held on 27<sup>th</sup> July 2020 consideration was given to a briefing note dated September 2020 providing an update on actions and progress made to date by the Group, which included a possible tree planting project in the High Street, the creation of a 'tree map' of Swanage, a Swift conservation project, and a successful open meeting on sustainable transport.

It was noted that a further open meeting was planned for 22<sup>nd</sup> September which would

focus on ‘greening’ projects and tree planting in the town, and the Group would welcome suggestions for new locations to be included in these proposals. October’s open meeting would focus on discussions regarding sustainable tourism.

(a) **To consider draft proposal for Rabling Green Pocket Park**

Further to Minute No. 271 (b) 3 of the Extraordinary Council Meeting held on 29<sup>th</sup> June 2020, consideration was given to a briefing note dated September 2020 which set out the design proposal for the Rabling Green Pocket Park, and provided details of the tree species to be planted. It was proposed that this work would be undertaken during winter 2020/21, although the park would continue to be developed over a number of years. Total estimated costs for these works were £900. It was noted that boards displaying the plans had been installed on site for members of the public to view.

The Town Council would be required to cut the grass on a regular basis, and would retain responsibility for health and safety and ultimate management of the site. However, the day to day running of the site would be undertaken by the Greening Swanage Group, which sat within the structure of Sustainable Swanage. It was therefore deemed essential that a Memorandum of Understanding should be developed between the Town Council and Sustainable Swanage to set out the responsibilities and requirements of each organisation regarding future management of the site.

During the discussion it was agreed that consultation with neighbours of the site should be undertaken, and that the proposals should be widely promoted locally and via Social Media and the Council’s website. A comment was also made that the Council currently had a waiting list for memorial benches and whether these could also be considered for the park.

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

That approval be given for Sustainable Swanage to proceed with the development of the Rabling Green Pocket Park, as set out in the briefing note dated September 2020:-

- 1) That the Rabling Green Pocket Park concept and design is adopted by the Town Council.
- 2) That a Memorandum of Understanding is produced by Sustainable Swanage and the Town Council and approved at a future meeting Council Meeting.
- 3) That the Town Council approves a grant of £900 towards the funding of this project.

(b) **Designation of Downs Local Nature Reserve (LNR) – Update**

Further to Minute No. 298 of the Council Meeting held on 27<sup>th</sup> July 2020 consideration was then given to a briefing note which detailed the progress made to date with the development of the Downs LNR. A habitat map of the site and a survey of the species present had been completed. Next steps included the creation of a formal Management Plan, which would be subject to community engagement. It was proposed to establish a ‘Friends of’ group to be involved in the development of the plan.

The update on actions undertaken by Sustainable Swanage regarding the Downs LNR was noted by the Town Council accordingly.

21. **WEBSITE ACCESSIBILITY REGULATIONS – COMPLIANCE PLAN**

(a) **To authorise budget for new website**

Consideration was given to a briefing note dated September 2020. It was reported that from 23<sup>rd</sup> September 2020 all local council websites would have to comply with the government's accessibility requirements and achieve Web Content Accessibility Guidelines (WCAG) 2.1 level AA as part of meeting these requirements. At the least, councils would have to have a plan of action and an accessibility statement in place by this date, and it was explained that the Council would need to make reasonable adjustments to its website to ensure that it was accessible to people with various disabilities. These included:-

- Impaired vision
- Motor difficulties
- Cognitive impairments or learning disabilities
- Deafness or impaired hearing

Members of the Council's Communications Strategy Working Party had met on 11<sup>th</sup> September 2020 to discuss the Council's existing website and WCAG 2.1 Compliance Plan. As part of this officers were in the process of undertaking a basic accessibility check of the website and a number of issues had been identified, which included outdated PDF documents, the beach hut booking system, and that the site was currently not user friendly on some mobiles/handheld devices.

Working Party Members agreed that although the existing website was user friendly it was in need of some updating and refreshing and, in view of the amount of work required to make the site compliant, felt that consideration should be given to the commissioning of a new WCAG 2.1 compliant site. The maximum cost for this work had been estimated at £11,000.

During the ensuing discussion Members of the Working Party expressed an interest in being involved in any tender process for a new website.

It was proposed by Councillor Foster and seconded by Councillor Harris:-

That the Town Council approves a budget of up to a maximum of £11,000 for the design and build of a new WCAG 2.1 compliant Swanage Town Council website.

Upon being put to the Meeting, TEN Members voted IN FAVOUR of the Proposition, and there was on ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

It was further proposed by Councillor Foster and seconded by Councillor Moreton:-

That the Communications Strategy Working Party be involved in the assessment of tenders and awarding the contract.

Upon being put to the Meeting, TEN Members voted IN FAVOUR of the Proposition, and there was on ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

22. **VISITOR SERVICES PROPOSALS AUTUMN/WINTER 2020/21**

(a) **Winter Market**

Further to Minute No. 243 of the Extraordinary Council Meeting held on 20<sup>th</sup> March 2020 consideration was given to a briefing note dated September 2020 detailing discussions held at the Market Working Party Meeting held on 25<sup>th</sup> August 2020, and setting out the operational arrangements for the Swanage

Winter Market which would run from 7<sup>th</sup> November 2020 to 26<sup>th</sup> March 2021.

It was proposed that a charge of £250 be made to stallholders for this period for each stall up to six metres in size. Any stall over this size would be charged at £500 for the period.

It was noted that it was likely that Main Beach car park would be temporarily closed during January and February 2021 and that the Winter Market may move to Broad Road car park for the duration of the work.

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

That the Town Council approves the charges for the  
Swanage Winter Market as set out in the briefing note  
dated September 2020 and detailed above.

(b)

### **Artisans on the Beach**

Further to Minute No. 213 of the Council Meeting held on 25<sup>th</sup> March 2019, and in response to the Covid-19 pandemic, consideration was given to a briefing note dated September 2020 which set out proposed amendments to the operational arrangements for this year's event, which would run from 30<sup>th</sup> November 2020 to 3<sup>rd</sup> January 2021.

During the ensuing discussion it was noted that only the lower level beach huts would be used for the event this year. Members were in agreement that the procedures needed to be amended to make it clear that it would only be every other lower level beach hut being used.

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

That the Town Council approves the revised  
procedures for the Artisans on the Beach event as set  
out in the briefing note dated September 2020, subject  
to the procedures being amended to make it clear that  
only every other lower level beach hut is being used  
for the event.

(c)

### **Events on land operated by Swanage Town Council**

Further to Minute No. 276 of the Extraordinary Council Meeting held on 29<sup>th</sup> June 2020 consideration was given to a briefing note dated September 2020 and a request for the Town Council to consider whether to permit events on Council owned land again with effect from 1<sup>st</sup> October 2020, or whether to extend its stance on not permitting events for a further period.

A discussion ensued during which concerns were raised regarding the current government guidelines surrounding the Covid-19 pandemic, and the 'rule of six' which had come into effect today. Members were in agreement that they would be unable to make a decision on this matter at the present time, and until at least 1<sup>st</sup> December 2020. However, it was acknowledged that there could be exceptional circumstances when an event may need to be considered.

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

That the Town Council continues not to permit events  
on Town-Council owned land until 1<sup>st</sup> December 2020  
and that determination of any exceptional requests for  
small-scale events be delegated to the Visitor Services  
Manager, in consultation with the Events Working  
Party, subject to adherence to government guidance  
for public events, and submission of the required  
documentation at the appropriate time.

23. **CONSIDERATION OF LICENCES FOR USE OF TOWN COUNCIL PROPERTY FOR COMMERCIAL PHYSICAL TRAINING ACTIVITIES**

Consideration was given to a briefing note dated September 2020. It was reported that over the past few years a small number of commercial 'fitness' operators had been granted permission by the Town Council to use its parks and beaches. A request had now been received from the Purbeck Heart Support Group, a non-profit making organisation (under the auspices of the British Heart Foundation), which would like to undertake exercise-based rehabilitation classes in Days Park.

The briefing note recommended approval of the request, subject to the following conditions:-

- a. That a standard Swanage Town Council User Agreement for events is signed, which includes the prohibition of single use plastic.
- b. That instructors must be accredited with either the 'Register for Exercise Professionals' (REPS), 'National Register of Personal Trainers' (NRPT) or hold at least a Level 2 Fitness Qualification.
- c. The instructor must provide a suitable reference.
- d. The Town Council reserves the right to view the activities taking place.
- e. That the use of Forres Field is excluded from this licence.
- f. No advertising is undertaken on land operated by Swanage Town Council.
- g. Other events booked and approved on land operated by Swanage Town Council will have priority.
- h. The public will have access to the parks and open spaces and play and fitness equipment at all times.
- i. That a trial is undertaken until the end of 2020-21 at which time a review will be made of the arrangements in place.
- j. A fee of £25 to be charged for the period up to 31<sup>st</sup> March 2021 to help cover the cost of the administration of the licence.

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

That the Town Council approves the request for a licence from the Purbeck Heart Support Group subject to the conditions as set out in the briefing note dated September 2020 (as listed above).

24. **BUDGET SETTING 2021/22 – TO AGREE CHARGES FOR BEACH HUT HIRE**

Consideration was given to a briefing note dated September 2020. It was reported that the Visitor Services Manager had undertaken a review of the beach hut charges and booking procedures and, in response to the Covid-19 pandemic, some changes to the booking procedures were proposed to allow sufficient flexibility to meet social distancing requirements and any potential further restrictions that may be imposed in the future. It was noted that beach hut bookings had reopened from July 2020, although only every other beach hut was being offered for rent to ensure that these met with social distancing guidelines.

The briefing note recommended that the beach hut charges remained the same for 2021/22, except for the winter daily price for The Shore beach huts. It was explained that in view of the additional cleaning which was required, at a cost of £6 per hut, it was proposed to increase this daily charge from £5 to £8. It was further recommended that whilst the 15% deposit requirement had worked well for the Council and customers over the past two years, this did require a significant administrative resource during January and February. It was therefore proposed to take full payment up front going forward to ensure that any future demands on staffing and administrative capacity surrounding a potential resurgence of Covid-19 could be met.

During the ensuing discussion comments were made that, in view of the administration and cleaning costs, the winter daily hire charge should be retained at £5 but that a minimum booking period of two days should be introduced.

It was proposed by Councillor Finch and seconded by the Town Mayor:-

That the proposed booking procedures and beach hut fees for 2021-22 are adopted, as set out in the briefing note dated September 2020 (and listed below), subject to the winter daily hire for The Shore beach huts being retained at £5 and a minimum booking requirement of two days introduced:-

- 1) Beach huts will be offered on a three phased basis as follows:
  - a) 13<sup>th</sup> October 2020 – for bookings of 10 weeks or more.
  - b) 15<sup>th</sup> October 2020 – for bookings of 4 weeks or more.
  - c) 22<sup>nd</sup> October 2020 – for bookings of 1 week or more.
- 2) Full payment will be required up front.
- 3) The Council will only make available every other beach hut. However, if appropriate to do so at a later date, it may be possible to make more huts available for bookings.

Upon being put to the Meeting, NINE Members voted IN FAVOUR of the Proposition, and there were TWO ABSTENTIONS, whereupon the Proposition was declared CARRIED.

Further to Standing Order No. 12) a) viii, it was proposed by the Town Mayor, seconded by Councillor Harris, and RESOLVED UNANIMOUSLY:-

That Item 24 on the Agenda be moved to 30.

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

- (a) **Dorset Association of Parish and Town Councils Purbeck Area Committee (PAC) Meeting 24<sup>th</sup> August 2020** - Councillor Harris had attended the PAC Meeting at which proposed amendments to the DAPTC's Constitution, and a proposal for a small parishes committee to be set up, had been discussed.
- (b) **Purbeck Citizens Advice (CAB)** – Councillor Moreton reported on discussions being held regarding a possible merger with East Dorset CAB.

**26. REPORTING OF DELEGATED MATTERS**

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

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

- (a) **Festive Lights – Update on procurement** - further to Minute No. 303 of the Council Meeting held on 27<sup>th</sup> July 2020 it was reported that 50 icicle lights had been ordered at a cost of £633.75 p.a., funded by the Chamber of Trade, and added to the original hire arrangements for 2020 and 2021 in accordance with Financial Regulation 11.1.e. The lights would be installed between Swanage

Library and the Town Hall. Locations for the two proposed additional lamppost displays were still being explored.

- (b) **Removal of Ambulance Car from Swanage – Update** - further to Minute No. 302 (a) of the Council Meeting held on 27<sup>th</sup> July 2020 it was reported that a brief response had been received from the Dorset NHS CCG that this matter had been discussed and that the present position remained unchanged. A request was made for officers to seek clarity from the CCG regarding plans for consultation on this matter.
- (c) **A & E Local – Update** - further to Minute No. 302 (b) of the Council Meeting held on 27<sup>th</sup> July 2020 it was reported that the Dorset Health Scrutiny Committee had not yet had the opportunity to consider the proposals for A & E Local. However, the matter would be included on the agenda of the Committee Meeting being held in November 2020. It was suggested that a representative of the Town Council should attend the meeting in November and that a working party should be formed to consider how best to represent the Town Council's concerns in the months ahead. Thanks and appreciation were expressed to Councillor Monkhouse for the continued work/research undertaken regarding this matter.
- (d) **Coastal Change** – it was reported that Dorset Council would be commencing maintenance works to The Parade area, including the Stone Quay, during October 2020. The temporary concrete sea defences would also be installed in October for the second winter.
- (e) **'Changes to the existing planning system' and 'Planning for the future' White Paper public consultations** – a reminder was given that a workshop would be held to consider the Town Council's response to these important consultations. All Councillors would be invited to take part in these discussions. The date of the meeting and copies of the consultation documents would be circulated in due course. The National Association of Local Councils would also be holding an online training event for Councillors and officers regarding the consultations on 18<sup>th</sup> September 2020, and places were still available.

28. **PROJECT DELIVERY – COMMITMENT TO SPENDING**

- (a) **Spa/Shore Road Stabilisation Part 2 - to award contract for additional ground surveys**  
Consideration was given to a briefing note dated September 2020 which reported that a seafront geo-environmental and geo-technical assessment had been undertaken in 2014 for the Spa area (Spa, Sandpit Field, and Weather Station Field) which had recommended further work to be carried out to understand fully the controlling strength parameters and groundwater conditions of the area. The estimated cost of this work was between £30k-£40k. The tender for these further works had therefore been published on the GOV.UK Contracts Finder, and the closing date for receipt of tenders was 25<sup>th</sup> September 2020.  
It was noted that these works were necessary to establish the feasibility of proposals for the redevelopment of the seafront area, and a sum of £1m had been allocated for this work in the capital programme for the 2021/22 financial year.  
Proposed by the Town Mayor, seconded by Councillor Page, and RESOLVED UNANIMOUSLY:-

That the Town Council approves a budget of up to £40,000 for the ground reports as set out in the briefing note dated September 2020 and, in accordance with Financial Regulation 4.7, delegated authority be granted to officers to award the contract and commit to spending within that budget.

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

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

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 29 to 34 for reasons of legal and commercial confidentiality.

### **29. PROJECT DELIVERY – TO CONSIDER AWARD OF CONTRACTS**

#### **(a) Boat Park – safety improvements**

Consideration was given to a briefing note dated September 2020 which reported that additional impact protection had been recommended in respect of the diesel store at the boat park as it was located close to the steeply sloping public slipway, and could therefore be vulnerable to accidental impact. Dorset Council Assets and Property had specified appropriate protection in the form of marine grade steel bollards and had sought competitive quotes. A contractor had been appointed to complete these works in October 2020 at a cost of £2,904.

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

That the Town Council provides approval for these works to proceed and authorises a budget of £2,904.

#### **(b) Bandstand – additional drainage works**

Further to Minute No. 6 a) of the Capital Projects Sub-Committee Meeting held on 26<sup>th</sup> August 2020 consideration was given to a briefing note dated September 2020. It was reported that a useful site meeting had been held on 11<sup>th</sup> September between representatives of the Town Council and the Friends of Swanage Bandstand, at which questions had been raised around the necessity for some elements of the proposed drainage works and how they were to be funded. A request had therefore been made to defer a decision on any further works to the bandstand surrounds, pending receipt of further technical advice from Dorset Council's Surveyor. It was proposed by the Town Mayor, seconded by Councillor Tomes, and RESOLVED UNANIMOUSLY:-

That any decision to proceed with these works be deferred until further technical advice has been received from Dorset Council.

#### **(c) Heritage Toilets – commissioning of plans for re-design**

Further to Minute No. 242 of the Extraordinary Council Meeting held on 20<sup>th</sup> March 2020, and Minute No. 6 d) of the Capital Projects Sub-Committee Meeting held on 26<sup>th</sup> August 2020, consideration was given to a briefing note prepared by the Operations Manager.

It was reported that a measured building survey of the Museum and Heritage Centre building had been undertaken in July 2020 by Dorset Council Assets and Property (DCAP).

At the Capital Projects Sub-Committee Meeting on 26<sup>th</sup> August Members had agreed that a study should now be commissioned to ascertain the feasibility of

expanding the Museum whilst still retaining adequate space for modern WC provision, and DCAP had provided a fee estimate for completion of the study of up to £980.

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

That the Town Council provides approval for this work to proceed and authorises a budget of up to £980.

(d) **Stone Quay – to award contract for repairs as part of Dorset Council contract for maintenance of sea defences**

It was reported that Dorset Council would be undertaking ground improvement works to The Parade in early October 2020 as part of their maintenance/ improvement programme for sea defences. This included using precision injection grouting to fill areas of internal voiding.

Initially the Stone Quay had not been included within this programme of works, however, following a request from the Town Council the quay area had been surveyed which had indicated potential voiding along the western side of the quay, and recommended the same solution as that for The Parade, which would ensure stability of the structure. Dorset Council's contractor had quoted a figure of £17,895 to add these works to those scheduled for The Parade.

However, it was noted that these works did not represent the entirety of repair that was required to the Stone Quay, following professional advice received in 2016, and repairs to the slipway and external wall structure of the quay would require completion in the future.

Proposed by Councillor Tomes, seconded by Councillor Page, and RESOLVED UNANIMOUSLY:-

That, in accordance with Financial Regulation 11.1.c, the Town Council provides approval for this work to proceed and authorises a budget of £17,895.

30. **SEABREEZE RESTAURANT, SHORE ROAD**

Consideration was given to an email received from the tenants of the restaurant dated 13<sup>th</sup> August 2020 seeking the Town Council's formal permission for a second extraction system to be fitted, which would exit the building on the south side.

Attention was drawn to other matters in relation to compliance with the terms of the lease and it was proposed by Councillor Suttle, seconded by Councillor Finch, and RESOLVED UNANIMOUSLY:-

That delegated authority be given to officers, to enter into negotiations with the tenants in respect of these matters and to report back to a future Council Meeting.

Further to Standing Order 1. q. the Town Mayor agreed that the Meeting should be extended beyond the 2-hour time limit in order to complete the business set out in the Agenda.

31. **FISHERMEN'S JETTY IMPROVEMENT WORKS – UPDATE IN RESPECT OF MATTERS ARISING FROM END OF DEFECTS PERIOD MEETING HELD ON 15<sup>th</sup> MAY 2020**

Further to Minute No. 306 of the Council Meeting held on 27<sup>th</sup> July 2020 consideration was given to emailed correspondence between the Town Council and the structural engineers, Smith Foster, regarding the additional expenditure incurred to rectify the defects in the Fishermen's Jetty. Attention was also drawn to other professional advice received.

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

That the Town Council accepts the solution set out  
in the e-mail from Smith Foster dated  
9<sup>th</sup> September 2020.

32. **SANDBANKS FERRY – FURTHER CONSIDERATION OF RESPONSE TO LETTER FROM BOURNEMOUTH-SWANAGE MOTOR ROAD AND FERRY COMPANY DATED 11<sup>th</sup> MAY 2020**

Further to Minute No. 307 of the Council Meeting held on 27<sup>th</sup> July 2020 it was reported that Dorset Council and BCP Council had been in discussion regarding a joint approach to the ferry company's proposed toll increase. Legal advice had been sought and would be reported to a forthcoming Council meeting. Discussions were also ongoing with neighbouring parish councils, and a representative of Dorset Council was currently seeking to arrange a meeting between all interested parties.

The Town Council had been informed that a Public Inquiry would be held online from 16<sup>th</sup> to 18<sup>th</sup> November 2020, and it would therefore need to give further consideration to this matter at its next meeting.

33. **POTENTIAL ACQUISITION OF LAND ADJACENT TO PURBECK BUSINESS CENTRE – UPDATE**

Further to Minute No. 282 of the Council Meeting held on 29<sup>th</sup> June 2020 it was reported that there had been no further feedback from Dorset Council (DC) regarding the potential acquisition of land adjoining Purbeck Business Centre. However, it was likely that DC's Asset Management Strategy would be considered at its next Cabinet Meeting in October 2020 and that this would inform its approach to this issue. It was therefore agreed that the Town Council's surveyor would be requested to make contact with Dorset Council to progress discussions at the earliest possible opportunity.

34. **PERSONNEL MATTER – TO NOTE OUTCOME OF EMPLOYMENT TRIBUNAL**

Further to Minute No. 308 of the Council Meeting held on 27<sup>th</sup> July 2020 the Town Clerk reported on the outcome of an employment tribunal (case no. 1403038/2019) which had been successfully defended by the Town Council. The costs incurred by the Council during the course of the tribunal were reported. Thanks were extended to the Town Clerk for his actions on behalf of the Council in this matter.

Before closing the meeting, the Town Mayor thanked the members of public present for attending meetings of the Town Council, and for their interest in its work.

The meeting concluded at 9.40 p.m.

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