

Minutes of an Extraordinary Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
MONDAY, 18th DECEMBER 2023 at 5.30 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor J. Bishop

Councillor M. Bonfield

Councillor C. Finch

Councillor A. Harris

Councillor N. Rogers

Councillor C Tomes

Councillor W. Trite

Councillor M. Whitwam

Public Participation Time

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

155. **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Moreton and Suttle. Councillor Monkhouse attended the meeting remotely.

156. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

Agenda Item No. 4 - Councillor Foster declared a non-pecuniary interest under the Code of Conduct by reason of being an acquaintance of one of the concession applicants in respect of the Hardstanding: Catering Facility and the Beach: Northern Kiosk.

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

There were no items to record on this occasion.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Bonfield, seconded by Councillor Rogers 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 4 to 7 for reasons of legal and commercial confidentiality.

Further to her declaration under Minute No. 156 Councillor Foster left the room during consideration of the following item. In the absence of the Chairman, it was agreed that Councillor Bonfield would assume the Chair during consideration of the next item.

158. **Concessions to operate from Town Council Property – Report on preferred bidders and next steps**

Further to Minute No. 98 (a) of the Council Meeting held on 18th September 2023, consideration was given to a briefing paper, prepared by the Visitor Services and Business Development Manager, which set out the submissions received and the scoring

of each application against the six criteria which had been sent to all applicants. A discussion around the key issues in connection with the Hardstanding: Catering Facility and the Beach: Northern Kiosk ensued.

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

That the businesses that submitted the highest scoring expressions of interest for the Hardstanding: Catering Facility and the Beach: Northern Kiosk be invited to enter into a without prejudice discussion to negotiate the terms of an appropriate draft legal agreement and to ensure that appropriate permissions (e.g. planning) can be put in place.

The chairman re-entered the meeting.

Consideration was then given to the key issues in relation to the Hardstanding: Activity Facility. It was reported that the highest scoring submission was for a sauna and that one of the key areas for consideration was whether it would be wood-burning or powered by electricity. It was agreed that this should be discussed further with the applicant. It was proposed by Councillor Tomes, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:-

That the business that submitted the highest scoring expression of interest for the Hardstanding: Activity Facility be invited to enter into a without prejudice discussion to negotiate the terms of an appropriate draft legal agreement and to ensure that appropriate permissions (e.g. planning) can be put in place.

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

To authorise expenditure on legal advice in connection with the drafting of legal agreements.

It was noted that a further report would be presented to the Council Meeting on 29th January 2024.

159. **Procurement – To award contracts for the following works:**

(a) Boat Park Jetty Repairs

Further to Minute No. 129 (a) of the Council Meeting held on 30th October 2023 consideration was given to the outcome of the recent tender process to undertake repairs to the boat park jetty, which had required the pricing of three different options. It was noted that discussions were also taking place with the RNLI in respect of a potential financial contribution to the works.

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

To authorise expenditure on the repair of the boat park jetty and to delegate selection of the best option and placing of the order to officers, in consultation with the Mayor and Deputy Mayor, following negotiation with the RNLI.

(b) Town Hall External Repairs

At the meeting of the Finance and Governance Committee held on 13th December 2023 consideration had been given to the cost of clock repairs and the installation of lightning protection, which had been highlighted as a risk in a recent fire inspection. A

budget of £50,000 had been previously agreed to fund external repairs to the building and the Committee had recommended an increase in budget of £33,000 to undertake a wider scope of works.

In light of the specialist advice received, it was proposed by Councillor Bonfield, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:-**

That the Town Council accepts the recommendation to increase the budget for Town Hall external works, as set out in Minute No. 6 (a) of the Meeting of the Finance & Governance Committee held on 13th December 2023 and awards contracts for the following works:

- Clock and bell repairs – Smiths of Derby - £7,358
- Installation of lightning protection – Turrell Ltd via Dorset Council Electrical Works: Test and inspection of emergency lighting and electrical installations. New and replacement installations Framework Agreement Lot 2A - £8,581
- Scaffold and external redecoration – Blacknoll Ltd via the Dorset Council Repairs, Maintenance, Minor and Small Capital Works Framework Agreement: Lot 11 - £50,358

(c) Installation of PV Panels and LED Lighting to Council Buildings

Minute No. 115 of the Council Meeting held on 30th October 2023 authorised the procurement of LED lighting in council buildings and solar panels for the roofs of Beach Gardens Pavilion and the Operations Department Depot, conditional upon part-funding of the project costs by a grant from Low Carbon Dorset. It was noted that the Council would have to pay the full costs up front but that it would be able to reclaim 50% of the cost from Low Carbon Dorset if the grant application were to be successful. Consideration was given to the results of the procurement exercise, which in respect of the installation of solar panels had been undertaken via the Contracts Finder website. The outcome was set out in a briefing note prepared by the Assets and Compliance Manager.

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

To commit, in principle, and subject to the confirmation to award grant funding by Low Carbon Dorset (match funding £33,314) towards the provision of photovoltaic solar panels on the Operations Department Depot and Beach Gardens Pavilion and the installation of LED lighting at the Town Hall, Visitor Information Centre, Operations Department Depot and Beach Gardens Pavilion.

That, subject to the confirmation to award 50% grant funding by Low Carbon Dorset, an order be placed with Dorset Energy Solutions for the sum set out in the briefing note.

That Financial Regulation 11.11 be waived to enable an order to be placed with Luna Electrical Services without seeking three quotations, noting that at the

time of providing their submission they were Dorset Council Framework Contractors and the prices they submitted have been independently reviewed.

That, subject to the confirmation to award 50% grant funding by Low Carbon Dorset, an order be placed with Luna Electrical Services Ltd for the sum set out in the briefing note.

It was noted that should planning permission be required for the installation of the solar panel array at Beach Gardens, then delivery of the project is likely to be delayed and occur within the 2024/5 financial year.

160. **Rent and Licence Fee Reviews**

(a) Bus Depot – Rent Review

Consideration was given to a brief report received from the Council's appointed surveyor in connection with an outstanding rent review in relation to the Bus Depot and related premises, which had been due in December 2022. It was proposed by Councillor Tomes, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:-

That the surveyor's advice regarding the bus depot rental be referred to the Property Panel for further discussion.

(b) Beach Deckchair and Pedalo Concessions – Review of Licence Fees

Consideration was given to a briefing paper prepared by the Town Clerk, which set out the terms of the beach deckchair and pedalo concessions and the outcome of recent negotiations with the concessionaire regarding an uplift in fees.

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

That the licence fees for the beach deckchair and pedalo concessions be increased by 2.5%, in respect of the 2022-24 summer seasons, and that a further 2.5% increase be implemented in 2025 for the last year of the current agreement.

161. **Pursuit of Aged Debt – Update**

Further to Minute No. 63 (a) of the Council Meeting held on 17th July 2023, an update was provided in respect of ongoing legal measures being taken to pursue unpaid rent and costs in connection with the former beach ice cream kiosks.

The Meeting closed at 6.30 p.m.
