

Minutes of the Meeting of the Swanage Town Council  
held at the Town Hall, High Street, Swanage on  
**MONDAY, 26<sup>th</sup> JUNE 2023** at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor C. Moreton

Councillor M. Bonfield

Councillor C. Finch (From 7.35 p.m.)

Councillor C. Tomes

Councillor M. Whitwam

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

**Public Participation Time**

The following matter was raised during Public Participation Time:-

- Comments were made regarding perceptions that areas of Town Council land where the grass had been left uncut to benefit biodiversity had an untidy appearance. It was felt this made areas look unkempt and did not present the town favourably. In response, it was stated that the Town Council managed specific areas for the benefit of nature and biodiversity, but that there were many other areas where amenity grass cutting was prioritised. It was noted that Dorset Council, who were responsible for the roadside verges, also had a policy regarding biodiversity.

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

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

40. **Apologies**

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

41. **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. 9 (b) and 9 (c)** - Councillor Bonfield declared a non-pecuniary interest under the Code of Conduct by reason of being an observer to the Mowlem Institute Trust.

42. **Minutes**

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

That the Minutes of the Annual Council Meeting held on 22<sup>nd</sup> May 2023 be approved as a correct record and signed.

- (b) Proposed by Councillor Foster, seconded by Councillor Moreton, and  
RESOLVED UNANIMOUSLY:-  
That the Minutes of the Special Council Meeting  
held on 24<sup>th</sup> May 2023 be approved as a correct  
record and signed.
- (c) Proposed by Councillor Bonfield, seconded by Councillor Tomes, and  
RESOLVED UNANIMOUSLY:-  
That the Minutes of the Extraordinary Council  
Meeting held on 14<sup>th</sup> June 2023 be approved as a  
correct record and signed.

43. **Planning and Consultation Committee**

- Proposed by Councillor Foster, seconded by Councillor Whitwam and  
RESOLVED UNANIMOUSLY:-  
That the Minutes of the Planning and Consultation  
Committee Meeting held on 5<sup>th</sup> June 2023 be  
approved as a correct record and signed.

44. **Community Services Committee**

- Proposed by Councillor Bonfield, seconded by Councillor Tomes and  
RESOLVED UNANIMOUSLY:-  
That the Minutes of the Community Services  
Committee Meeting held on 14<sup>th</sup> June 2023 be  
approved as a correct record and signed.

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

- 5) **To consider request from NCI Swanage for alterations to the lookout at Peveril Point**  
Proposed by Councillor Bonfield, seconded by Councillor Tomes and  
RESOLVED UNANIMOUSLY:-  
That landlord consent be granted for the alterations to  
the NCI Swanage lookout at Peveril Point to relocate  
and reconfigure the external steps, subject to all  
legal, planning, and other relevant permissions being  
in place. Furthermore, that confirmation of these  
permissions, along with all other necessary consents  
and methods in respect of access, materials, timing,  
risk and health and safety matters be delegated to the  
Assets and Compliance Manager for agreement.
- 6) **To consider appointment of a Councillor to act as a Police liaison representative**  
Proposed by Councillor Bonfield, seconded by Councillor Tomes and  
RESOLVED UNANIMOUSLY:-  
That the Mayor and Deputy Mayor represent  
Swanage Town Council in liaison meetings with the  
Town Clerk and the Police.
- 8) **To consider adoption of the Swanage Community Emergency Plan**  
Proposed by Councillor Moreton, seconded by Councillor Bonfield and  
RESOLVED UNANIMOUSLY:-

That the Swanage Community Emergency Response Plan be adopted.

Thanks was given to the various volunteers and community groups, included within the plan, who give up their time and resources, without which the provision of emergency facilities within the town would not be possible.

**11) To consider a fee for memorial bench plaques**

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

That a fee of £12 be added to the Scale of Fees and Charges 2023/24 for the fixing of an inscription plaque onto an existing memorial bench.

45. **Statement of Cash Balance**

(a) A Statement of Cash Balance as at 31<sup>st</sup> May 2023 was submitted for information (a copy attached at the end of these Minutes).

46. **Payment of Accounts**

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

- Payment Schedule 2, amounting to £265,377.71.

47. **Chairman's Announcements**

The Town Mayor thanked the Deputy Mayor for his continued support and looked forward to another year of working together. The Mayor reported that she had attended the following events, since the Annual Council meeting held on 22<sup>nd</sup> May 2023 and had categorised them into the event venues:

- The Bandstand – attended the Town Band performances on two occasions, which had been delightful. The band, venue and attendance of so many local people and visitors made it a valued asset for the town.
- Prince Albert Gardens – the stage for a very successful Fish Festival and the recent setting for the Antiques Roadshow. Thanks was given to all those that worked hard to ensure the events were a success.
- Mowlem Theatre – attended the Swim Too event by invitation and the public engagement event for the Seafront Masterplan was held in the Showbar. Unfortunately, the Mayor was unable to attend the Flower Club event on this occasion but hoped this had been a successful event
- Churches – The Swanage Methodist Church was the venue for the well attended public meeting with the Police and Crime Commissioner, which had been organised by local residents to address concerns over crime rates in the town. The Mayor and her consort attended Wareham's Civic Service, at St Mary's Church, along with other Mayors from across Dorset.
- Town Hall – As well as the usual council and committee meetings, the mayor had most enjoyed a meeting with Little Birds pre-school group. The Town Council published a lovely article on its Facebook page, with a picture of the wonderful portrait of the Mayor drawn by the budding artists. The pre-school children even had an opportunity to vote in the best name for the Meeting Owl, which is now named Elsa!
- Chosen charities – The Mayor announced that her chosen charities for the year ahead would be the RNLI and Lewis Manning Hospice.

The Town Mayor stated she was looking forward to another year of positive and effective action.

48. **Working Party Updates and Recommendations**

(a) **Accessibility, 24<sup>th</sup> May**

Further to Minute No. 18 of the Annual Council meeting held on 22<sup>nd</sup> May 2023, the Visitor Services and Business Development Manager (VSBDM) reported that the Swanage Disability Reference Group would meet in July and provide an update to a future meeting of the Tourism and Local Economy Committee. Furthermore, Dorset Coast Forum would initiate discussions with the group to ensure inclusion in the Seafront Masterplan engagement process.

(b) **Environmental Policy and Action Plan, 24<sup>th</sup> May**

Further to Minute No. 187 (a) of the Council meeting held on 24<sup>th</sup> April 2023, the VSBDM reported that the detailed environment action plan would be presented to the next meeting of the Environment and Green Spaces Committee. It was noted that the next meeting of the working party would be held on 26<sup>th</sup> June 2023, where EV chargers and the draft Carbon Neutral Plan would be discussed.

(c) **Sport, Leisure and Wellbeing, 31<sup>st</sup> May**

It was reported that the working party had met with trustees from the Mowlem Theatre Trust on 31<sup>st</sup> May 2023 primarily to discuss their fundraising strategy.

(d) **Emergency Health Services, 31<sup>st</sup> May**

Further to Minute No. 99 of the Council meeting held on 17<sup>th</sup> October 2022 it was noted that the working party would contact DAPTC to review progress of the motion submitted at the AGM in November 2022. It was noted that the Task and Finish group had not been established and there remained concerns over health provision in the area. It was stated that an NHS health information event would be held at the Mowlem Theatre on 29<sup>th</sup> June 2023 and letters requesting further assurances around health care provision would be handed to representatives in attendance.

(e) **Seafront Masterplan, 5<sup>th</sup> June**

It was noted that this had been a meeting of the officer project team, not a working party meeting and had been listed on the agenda in error.

(f) **Property Panel, 9<sup>th</sup> June**

It was reported that the working party had commenced a review of the Town Council's assets and concession opportunities and would meet again in July to explore options in regard to the seafront, taking into account the content of the draft Seafront Masterplan. A report would be made to a future Council Meeting.

49. **To consider grant applications**

Consideration was given to a briefing paper, prepared by the Planning and Community Engagement Manager, which detailed a number of recent grant requests, as reviewed by Members of the Grants Panel. It was noted that the Council had agreed a grants budget of £10,000 for the 2023/24 financial year of which a total of £6,850 had been requested to date, and any remaining funds would be available for applications received until the end of the financial year.

(a) **Friends of Swanage Bandstand - £350 towards cost of bandstand centenary concert.**

It was noted that the bandstand was a great asset for the residents of the town and attracted visitors.

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

That the Town Council approves the recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to award the Friends of Swanage Bandstand £350 towards the cost of hiring a P.A./sound system, and band, for the bandstand centenary concert in August 2023.

Further to his declaration under Minute No. 41. Councillor Bonfield remained in the room during consideration of the following two items but did not take part in any discussion or vote.

- (b) Mowlem Institute (Theatre) Charity - £5,000 towards cost of renovating the Community Room at the Mowlem Theatre.

It was noted that the application for the Swanage Town Council grant formed part of a wider grant application process and the Mowlem Theatre had also submitted a grant application to the De Moulham Trust for £44,210. The renovation of the Community Room formed part of the charity's short/medium term building refurbishment programme to provide an improved, flexible, and well-equipped space with the total cost of the project estimated at £82,017.

It was anticipated that with the support of the Town Council other grant bodies may invest in the theatre.

It was proposed by Councillor Tomes and seconded by Councillor Whitwam:-

That the Town Council approves the recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to award the Mowlem Institute Charity £5,000 towards the cost of renovating the Community Room at the Mowlem Theatre to provide an improved, flexible, and well-equipped space.

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

- (c) Mowlem Institute (Theatre) Charity - £500 towards SW!M Too event.

The Grants Panel had noted that the application failed to meet the requirements of the Town Council's grant policy, points 3 to 3.6, as the event was not considered a new event. The first event was held in 2022, which was a ticketed event, had been well attended and had been successful in the receipt of a De Moulham Trust grant of £500 in 2022.

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

That the Town Council approves the recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to decline the Mowlem Institute Charity's grant application for £500 towards the cost of the SW!M Too event.

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

- (d) Purbeck Film Festival - £500 towards cost of annual film festival.

Further to information contained within the briefing paper, it had been noted that the application failed to meet the requirements of the Town Council's grant policy, points 3 to 3.6, as this is a long-established event.

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

That the Town Council approves recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to decline the Purbeck Film Festival's grant application for £500 towards the cost of the 2023 film festival.

- (e) #Willdoes Charity - £500 towards Music by the Sea event.

It was noted that the Music by the Sea event would raise funds for the #Willdoes charity and Cancare. It was anticipated that the cost of the event would be circa £30,000 and would be a ticketed event and financed by other fundraising events. The event required additional security and road closures due to the confirmation of a major headline act. In that respect, it was anticipated that it would be a one-off event and that any future grant applications would be reviewed against the Town Council's grant policy at that time.

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

That the Town Council approves the recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to award #Willdoes £500 towards the cost of the road closure and security for the Music by the Sea event in September 2023.

It was noted that as a result of the above grant awards a total of £5,850 had been allocated from the Town Council's £10,000 budget for the current financial year and that the Town Council will continue to raise awareness of its grant scheme with local charitable/community groups.

Councillor Finch entered the meeting at 7.35 p.m.

50. **Request for concessionary car parking for Ukraine Support group, St Mary's Church, Ferndown, 21<sup>st</sup> – 23<sup>rd</sup> August 2023**

Consideration was given to a briefing paper, prepared by the Democratic Services Officer, which outlined a request from the Ukraine Support Group, based in Ferndown, to receive concessionary car parking in order to assist with the budgetary constraints of a visit for 27 Ukrainians visiting the area. The party would be travelling in six vehicles between 21<sup>st</sup> to 23<sup>rd</sup> August. A brief discussion ensued where Members noted that the cost for parking six vehicles for three days in Main Beach car park would amount to £120.00. Members considered this to be a relatively insignificant loss to the Council in light of the benefit to the Ukrainian people visiting the area.

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

That the Town Council waives the car parking charges for 6 vehicles, for 3 days, at a cost of £120.00 and issues permits to the Ukraine Support group for use in Main Beach car park only for 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> August 2023.

51. **Reports from Council Representatives on Outside Organisations**

(a) **Chamber of Trade**

It was noted that a public meeting, arranged by residents, regarding crime and policing in town had been held on 12<sup>th</sup> June 2023 at the Methodist Church, Swanage. It had been well attended with the Police and Crime Commissioner

(PCC), councillors and members of the public in attendance. It was reported that the PCC was sympathetic to the issues of anti-social behaviour and shoplifting experienced in the town and offered advice regarding potential grant funding available for additional CCTV cameras and training for volunteers.

(b) **Fish Festival**

The festival committee wished to thank the Town Council for use of Prince Albert Gardens (PAG) for the Swanage Fish Festival, which had been well attended and no negative incidents had been reported. It was noted that the use of PAG for recent events, which had included the Antiques Roadshow, had proved successful and officers and depot staff were praised for their effort in promoting and maintaining this area.

(c) **Swanage Carnival Committee**

It was noted that the Carnival Programme would be available to purchase next week and preparations for the commencement of the Carnival on 29<sup>th</sup> July were nearing completion.

(d) **Wellbeing Swanage**

It was reported that the Fareshare larder initiative had been oversubscribed by week three and currently 47 families accessed the service at St Mark's Primary School and a further 53 at Chapel Lane.

(e) **Swanage Community Land Trust**

Further to Minute 21 (a) of the Annual Council meeting held on 22<sup>nd</sup> May 2023, it was reported that the asset transfer had not yet been completed and an update would be reported to a future meeting.

52. **Reporting of delegated matters**

There were no matters to report.

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

- (a) **Report from Dorset Councillors** – in the absence of the town's Dorset Councillors there was nothing to report on this occasion.
- (b) **DAPTC Purbeck Area** – it was reported that the next meeting of the Purbeck Area Committee would be held on 5<sup>th</sup> July 2023 at 7 p.m. at Sandford Community Centre. It was reported that the Mayor and Deputy Mayor would be unable to attend on this occasion and two members were encouraged to attend to represent Swanage Town Council. It was noted that DAPTC wanted to ensure that the Purbeck Area Committee continued to attract enough members to provide adequate representation of the area.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Finch, seconded by Councillor Whitwam 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 14, 15 and 16, for reasons of commercial confidentiality.

54. **Pevelevil Point – To consider potential disposal of small section of shoreline further to request received from local resident**

Further to Minute No. 165 (a) of the Council Meeting held on 13<sup>th</sup> March 2023, consideration was given to the potential disposal of a section of shoreline, to the north of

the Old Coastguard Cottages at Peveril Point. It was noted that this was in effect a series of strips of land, some of which had already been acquired by a number of the cottage owners. During the debate, it was acknowledged that the property was of no strategic importance and that disposal would not interfere with existing public rights of access in the area. It was proposed by Councillor Bonfield, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

That the Town Clerk be instructed to write to the owners of the Old Coastguard Cottages opposite/ adjoining the individual strips of land at Peveril Point, to assess their interest in acquiring the shoreline to the north of their property.

It was **FURTHER RESOLVED:**

To authorise expenditure on legal and valuation advice where required, to be recharged to the relevant property owner wherever possible.

55. **Property-Related Legal Matters**

(a) **Beach Ice Cream Kiosks – To receive update following determination of County Court Claim**

Further to Minute No. 39 (a) of the Extraordinary Council Meeting held on 14<sup>th</sup> June 2023, consideration was given to a briefing note, prepared by the Town Clerk, which detailed the outcome of negotiations with the occupier of the beach ice cream kiosks. It was reported that a deed of agreement had been drafted, and that, further to Standing Order 23), in order for that deed to be executed, authorisation must be provided by the Town Council for it to be signed by the Mayor and Deputy Mayor.

After detailed consideration of the current situation, it was proposed by Councillor Bonfield and seconded by Councillor Tomes:

That the Mayor and Deputy Mayor be authorised to sign an agreement with the occupier for continued occupation of the ice cream kiosk bases until 29<sup>th</sup> September 2023, subject to payment of the agreed sum and the receipt of essential documentation no later than 5 p.m. on Wednesday 28<sup>th</sup> June.

Upon being put to the Meeting, FIVE Members voted IN FAVOUR of the Proposition, and ONE AGAINST, whereupon the Proposition was declared **CARRIED**.

In the event that the deadline was not complied with, the Town Clerk's delegated authority to act in accordance with legal advice received was confirmed.

(b) **Housing Development, Northbrook Road East – To receive update regarding drainage connection into Ulwell Stream**

Further to Minute No. 196 (b) of the Council Meeting held on 24<sup>th</sup> April 2023, Members considered the contents of a briefing paper prepared by the Town Clerk and Assets and Compliance Manager, which provided an update regarding the legal regularisation of the drainage connection into Ulwell Stream. It was **AGREED:**

To confirm the delegation arrangements agreed under Minute No. 196 (b) of the Council Meeting held on 24<sup>th</sup> April 2023.

56. **Seafront Stabilisation and Enhancement Scheme – To consider steps required to finalise options in preparation for public consultation**

Further to Minute No. 31 (a) of the Special Council Meeting held on 24<sup>th</sup> May 2023, consideration was given to a briefing paper prepared by the Town Clerk and Assets and Compliance Manager, which set out the timetable and process for public consultation about the proposed Seafront Stabilisation and Enhancement Scheme. Consideration was given as to whether further work was required to finalise the options to be presented to local residents, but it was agreed that such work was unnecessary at the current time.

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

That the public consultation process for the seafront stabilisation and enhancement scheme set out in the briefing note be approved.

The Meeting closed at 8.35 p.m.

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