

Minutes of the **MONTHLY MEETING** of the Swanage  
Town Council held at the The Centre, Chapel Lane, Swanage  
on **MONDAY, 24<sup>th</sup> FEBRUARY 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 N. Rogers  
Councillor G. Suttle  
Councillor C. Tomes  
Councillor M. Whitwam

In addition to Members of the Council and officers, 19 members of the public attended the Meeting.

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

Before opening the Meeting, the Chairman 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**

The following matters were raised during Public Participation Time:-

- **Swanage Fairtrade** – a presentation was given by Mrs Frances Ward, Chair of the Swanage Fairtrade Group. It was reported that Swanage had recently been granted a renewal of its Fairtrade Town status until 2<sup>nd</sup> January 2022, and a certificate had been presented to the Town Council, which had been widely publicised on the Council's website and Facebook page. Details were provided about Fairtrade Fortnight which ran from 24<sup>th</sup> February to 8<sup>th</sup> March 2020. Fairtrade displays would be held in the Swanage Library and Swanage Information Centre, and a musical evening would be held in Corfe Castle to raise funds towards the production of a local Fairtrade directory. For further information regarding Fairtrade, please visit: <http://www.fairtrade.org.uk/>
- **Trevor Chadwick Commemoration Proposals** – further to Minute No. 197 of the Council Meeting held on 27<sup>th</sup> January 2020, and discussions held at the VE Day 75 Celebrations Working Party Meeting held on 30<sup>th</sup> January 2020, thanks were given to the Town Council for its support in facilitating this important community project.
- **Concerns regarding the recent landslips seen at North Beach and closure of the steps down to the beach at Sheps Hollow** – a request made for interested parties to be encouraged to work together to find a solution. Further concerns were held regarding the possible adverse impact this closure could have on tourism and the local economy.

The Chairman reported that cliff stability measures were not the responsibility of the Town Council, although representatives from the Council had met on site with other interested parties (including the National Trust and Dorset Council). Councillor Suttle stated that the matter had been referred to the Rights of Way officer and that he would pursue the matter via Dorset Council.

The Chairman opened the Council Meeting at 7.20 p.m.

208. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Trite.

209. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

**Agenda Item No. 18** – Councillor Suttle declared a pecuniary interest under the Code of Conduct by reason of a business association with the contractor.

There were no other declarations to record on this occasion.

210. **MINUTES**

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

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

211. **PLANNING AND CONSULTATION COMMITTEE**

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

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

212. **ROADS AND TRANSPORT COMMITTEE**

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

That the Minutes of the Meeting of the Roads and Transport Committee held on 5<sup>th</sup> February 2020 be approved as a correct record and signed.

213. **TO CONSIDER THE FOLLOWING SPECIAL MOTION RECEIVED IN ACCORDANCE WITH STANDING ORDER 9.a. – THAT THE £300 GRANT APPROVED BY THE TOWN COUNCIL FOR SUSTAINABLE SWANAGE AT ITS MEETING HELD ON 29<sup>th</sup> OCTOBER 2019, MINUTE NO. 122, BE REVOKED, AND THE SUM TRANSFERRED TO AN ENVIRONMENTAL PROJECTS BUDGET IN ORDER TO ALLOW THE MONEY TO BE SPENT BY THE TOWN COUNCIL IN SUPPORT OF THE ACTIVITIES AGREED BY THE SUSTAINABLE SWANAGE STEERING GROUP**

Further to Minute No. 122 of the Council Meeting held on 28<sup>th</sup> October 2019, the Town Council had awarded a grant of £300 to the Sustainable Swanage Group. However, it was explained that at the present time the Group did not hold a bank account to take receipt of these funds.

Consideration was therefore given to the revocation of the grant monies and for the funds to be transferred to an environmental projects budget in order to allow these

to be spent by the Council in support of the activities agreed by the Sustainable Swanage Steering Group.

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

That the Town Council withdraws the grant of £300 made to Sustainable Swanage and transfers the sum to an environmental projects budget, to be spent in support of the activities agreed by the Sustainable Swanage Steering Group.

214. **STATEMENT OF CASH BALANCE**

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

215. **PAYMENT OF ACCOUNTS**

In accordance with Regulations 5 and 6 of the Council's Financial Regulations, Payment Schedule 11, amounting to £123,003.19, was submitted for information.

216. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield reported that in his capacity of Town Mayor he had attended the following events during the past month:-

- Swanage and Purbeck Rotary's Young Musician of the Year Competition (Swanage Heat) at the Swanage Methodist Church.
- The opening of the new Dorset Holiday Cottages shop in The Square, Swanage.

217. **REPORT FROM DORSET COUNCILLORS**

Updates were given on a number of matters including:-

- **Dorset Council** – the Council's Budget Strategy Report 2020-2021 had been approved at its meeting on 18<sup>th</sup> February 2020. It was noted that the Council would be investing significant sums into adult social care and children's services.

218. **WORKING PARTY UPDATES**

(a) **VE Day 75 Celebrations, 30<sup>th</sup> January 2020**

Further to Minute No. 193 (a) of the Council Meeting held on 27<sup>th</sup> January 2020, an update was provided on the progress of event planning. It was noted that tickets for the street party would be on sale at a price of £4 in due course. Consideration was then given to a briefing note prepared by the Town Clerk dated February 2020 which included the following requests, which were discussed in turn:-

i) **Commemorative seat**

Swanage Army Link's request to fund the provision of a memorial seat at the Recreation Ground, near to the War Memorial.

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

That the Town Council gives approval in principle to Swanage Army Link's request for the siting of an inscribed memorial seat, subject to consultation with the Council's Operation Team to find a suitable location for the seat.

ii) **Commemorative stone plaque**

Swanage Army Link's request for the commissioning of a commemorative stone plaque, to be installed on the top of the stone wall near to the War Memorial.

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

That the Town Council gives approval in principle to Swanage Army Link's request for the commissioning and installation of a commemorative stone plaque at the War Memorial, subject to funding arrangements being confirmed.

iii) **Proposals for commemorating Trevor Chadwick as part of the VE Day 75 Celebrations on 8<sup>th</sup> May 2020**

Further to discussions at a meeting of a sub-group of the working party on 10<sup>th</sup> February 2020, the following proposals had been put forward for consideration by the Town Council, which were discussed in turn:-

- To include commemoration of Mr Chadwick in the church service.
- To plant a tree, possibly in the vicinity of the Recreation Ground play area, which could possibly be renamed 'Chadwick Park'.
- To work with the Association of Jewish Refugees to erect a Blue Plaque on an appropriate building/structure in the parish.
- To have a gazebo with information about Mr Chadwick and Kindertransport as part of the VE Day Street Party.

During the discussion it was reported that the Very Reverend John Mann, had confirmed that commemoration would be included in the church service.

It was proposed by Councillor Finch, seconded by Councillor Monkhouse:-

That the Town Council gives approval in principle to the planting of a memorial tree at the Recreation Ground, subject to consultation with Mr Chadwick's family members as to the type of tree to be planted and preferred location for it.

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

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

That the Town Council gives approval to the renaming of the Recreation Ground play area to 'Chadwick Playground' with effect from 8<sup>th</sup> May 2020, and installs a new name plaque and information board at the play area, subject to consultation with Mr Chadwick's family regarding content for the board.

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

That the Town Council provides landlord's consent to the installation of a Blue Plaque at

an appropriate location at Swanage Railway Station, subject to agreement of the Trustees of Swanage Railway.

(b) **Affordable Housing, 17<sup>th</sup> February 2020**

Further to Minute No. 193 (b) of the Council Meeting held on 27<sup>th</sup> January 2020, consideration was given to a briefing note dated February 2020 which detailed actions taken since the last meeting. It was reported that good progress was being made and working party members had agreed that a public meeting should now be held to identify local residents interested in serving on a steering group. It was intended that the meeting would be widely advertised in the local press and on the Council's website and Facebook page.

It was therefore AGREED:-

That a public meeting be arranged for the early evening of Wednesday 22<sup>nd</sup> April 2020 to gauge public interest in a community housing scheme and identify potential steering group members.

(c) **Environmental Policy, 18<sup>th</sup> February 2020**

Further to Minute No. 193 (f) of the Council Meeting held on 27<sup>th</sup> January 2020, consideration was given to a briefing note dated February 2020 which set out details of actions undertaken since the last meeting and included a copy of the Council's draft Environmental Policy. Next steps included consultation on the draft Policy, and a workshop with representatives of Extinction Rebellion to develop a draft action plan for presentation to the Town Council in due course.

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

That the Town Council approves the draft Environmental Policy and proceeds with consultation with local environmental groups, including Extinction Rebellion, subject to completion of the draft Environmental Action Plan.

(d) **Sports, Leisure & Wellbeing, 19<sup>th</sup> February 2020**

Further to Minute No. 194 (b) of the Council Meeting held on 27<sup>th</sup> January 2020, the working group had met and had considered a long agenda. Consideration was given to a briefing note dated February 2020 which gave an overview of the matters discussed/discussions held at the meeting.

It was reported that representatives of the Swanage and Purbeck Development Trust had attended the meeting to seek approval to the drawdown of funding for professional fees relating to the Days Park redevelopment project. It was noted that £20,000 had been included in the Council's capital programme for 2020/21, and a further £220,000 in future years.

It was noted that the working party had agreed to a surveyors report on the existing building, which would be paid for from within existing budgets.

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

That the Town Council provides agreement in principle to a draw-down facility from the sum allocated in the Council's capital programme for the Days Park redevelopment project, to fund the Swanage and Purbeck Development Trust's professional fees in respect of the project, subject to satisfactory quotations being

obtained and confirmation of the cost.

219. **APPOINTMENT OF TREVOR CHADWICK COMMEMORATION STEERING GROUP**

Further to Minute No. 197 of the Council Meeting held on 27<sup>th</sup> January 2020, and Minute No. 218 (a) iii) above, consideration was given to the appointment of a Trevor Chadwick Commemoration Steering Group. During the discussion Members were in agreement that this project should be community-led, including members of the Chadwick family, supported by the Town Council. It was reported that a local business owner had confirmed that he would be willing to Chair the group.

A suggestion was made that the first meeting of the steering group should be hosted/coordinated at the Town Hall.

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

That Councillors Bonfield, Harris and Trite be nominated as The Town Council's representatives on the Trevor Chadwick Commemoration Steering Group.

220. **APPOINTMENT OF COMMUNITY EMERGENCY PLAN STEERING GROUP**

Consideration was given to the appointment of a Community Emergency Plan Steering Group. It was proposed by the Town Mayor, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:-

That a Community Emergency Plan Steering Group be formed consisting of Councillor Moreton, Mr Ian Brown, and Mrs Kim Gallagher, with support of civil contingency planners and Town Council officers.

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

- (a) **Purbeck Community Rail Partnership Meeting** – further to Minute No. 200 (a) of the Council Meeting held on 27<sup>th</sup> January 2020, Councillor Whitwam reported that the three-car diesel unit had been delivered to Corfe Castle and was currently being tested in readiness for recommencement of the trial service in May 2020.
- (b) **Swanage Chamber of Trade and Commerce Meeting** – on behalf of the Chamber Councillor Finch passed on congratulations to the Swanage Information Centre Team for winning a well-deserved Gold Award at the recent South West England Tourism Excellence Awards 2019/2020. Thanks were also given to the Town Council for its continued support and investment in tourism.
- (c) **NHS Dorset CCG and Hospitals Foundation Trust Meeting 17<sup>th</sup> February 2020** – Councillor Monkhouse gave an overview of matters discussed at the meeting. Concerns were also raised regarding the proposed withdrawal of the Swanage Ambulance Car. The Chairman confirmed that this matter would be placed on the agenda of the next Council Meeting. Thanks were given by the Town Council to Councillor Monkhouse and to the Defend Dorset NHS Group.
- (d) **Herston Village Hall Refurbishment Project Appeal** – Councillor Bonfield gave a reminder about the Hall's fundraising activities, and that a Jumble Sale would be held at the Hall on Saturday 29<sup>th</sup> February 2020 from 10.00 a.m. to 12.00 p.m.

222. **REPORTING OF DELEGATED MATTERS**

There were no matters to report on this occasion.

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

**Matters for forthcoming agendas**

- (a) **Institute Road Improvements - Update** – it was reported that the improvement works were progressing well. However, suggestions were made regarding possible improvements which could be made to the diversionary signage currently in situ, and these would be fed back to Dorset Council accordingly. Some minor issues with traffic flow in Kings Road East had been experienced, which had been due to the timings of the three-way traffic lights. The timings had now been altered to alleviate these problems, and the situation was being monitored by Dorset Council.
- (b) **Prospect Nursery – Potential assignment of lease to community group** – it was reported that the Town Council had been approached by the Dorset Wildlife Trust. The Trust was coming to the end of the funding for its Greengage Project and had enquired whether the lease could be assigned to a community group. Further information would be provided at the next Council Meeting.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Harris, 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 16 to 21 for reasons of legal and commercial confidentiality.

Further to his declaration under Minute No. 209, Councillor Suttle left the room during consideration of the following item.

224. **PUBLIC CONVENIENCES CLEANING CONTRACT – TO CONSIDER EXTENSION OF CONTRACT TO APRIL 2022**

Further to Minute No. 196 (a) of the Council Meeting held on 30<sup>th</sup> January 2017, consideration was given to a letter dated 27<sup>th</sup> January 2020 from the Council's public conveniences cleaning contractor regarding a two-year extension to the existing contract. The Town Clerk summarised the content of a briefing note which set out relevant content from the Public Contracts Regulations 2015.

After a lengthy debate it was proposed by Councillor Tomes, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the Town Clerk enters into negotiation with the contractor as set out under Option 2 of the briefing note dated February 2020.

225. **SWANAGE BANDSTAND PROJECT – TO CONSIDER INCREASE IN DORSET PROPERTY PROJECT MANAGEMENT FEES**

Further to Minute No. 44 of the Council Meeting held on 25<sup>th</sup> June 2018, consideration was given to an email dated 24<sup>th</sup> February 2020 from Dorset Council's Property Surveyor, which provided an explanation of the increased contract administration charges that were likely to be invoiced by Dorset Council.

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

That the Town Council authorises payment of increased

contract administration charges by Dorset Council in respect of the Swanage Bandstand project.

226. **SHORE ROAD BEACH HUT DOOR REPLACEMENT – TO APPROVE REVISED OPTION FURTHER TO AWARD OF CONTRACT**

Further to Minute No. 175 of the Monthly Council Meeting held on 16<sup>th</sup> December 2019 and Minute No. 4. a) of the Capital Projects Sub-Committee Meeting held on 19<sup>th</sup> February 2020, consideration was given to a recommendation that the replacement Shore Road beach hut doors should be wooden rather than Glass Reinforced Plastic (GRP). This recommendation had been made on cost grounds as GRP doors in the chosen colours had been priced in excess of £70,000.

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

That the Town Council agrees to the replacement of the Shore Road beach hut doors in wood, provided that the contract sum is not more than £38,708.

227. **RENT REVIEW – ICE CREAM KIOSK, SHORE ROAD**

It was reported that a rent review was due in respect of the Ice Cream Kiosk on the corner of Shore Road and Victoria Avenue. The Council's appointed valuer had been in negotiation with the lessee and had set out a recommended rent increase in an e-mail dated 6<sup>th</sup> February 2020.

After due consideration it was proposed by Councillor Harris, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the Town Council accepts the recommended rent increase set out in an e-mail from its surveyor and valuer to the Town Clerk dated 6<sup>th</sup> February 2020.

228. **SWANAGE MARKET – OPERATIONAL ARRANGEMENTS 2020**

Further to Minute No. 203 of the Council Meeting held on 27<sup>th</sup> January 2020, it was reported that it was unlikely that the existing market provider would be available to operate the Swanage Market this year.

Consideration was given to a briefing note dated February 2020 prepared by the Visitor Services Manager which set out a number of possible options for the 2020 season. These included operating the market in-house. During the ensuing discussion, concerns were raised regarding cash collection, staff risk assessment and potential illegal trading. However, Members also agreed that the market brought footfall to the town and had a positive impact on the local economy. It was therefore AGREED:-

That a working party be formed consisting of Councillors Finch, Foster and Page to consider the options set out in the briefing note dated February 2020 in greater detail, and to report back to the next Council Meeting being held in March 2020.

229. **PERSONNEL MATTER - UPDATE**

An update was provided on an ongoing personnel matter and Members supported the course of action set out by the Town Clerk. A further update would be given at a future Council Meeting.

The meeting concluded at 9.05 p.m.

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