

Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
MONDAY, 11th DECEMBER 2023 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor C. Moreton

Councillor M. Bonfield

Councillor C. Finch

Councillor A. Harris

Councillor D. Monkhouse

Councillor N. Rogers

Councillor G. Suttle

Councillor W. Trite

Councillor M. Whitwam

In addition to Members of the Council and officers, 35 members of the public and one Member of the local press attended the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- In respect of agenda item 10, support was offered for the proposed development of affordable homes on the corner of Washpond Lane/Ulwell Road by Swanage Community Housing (SCH). Personal accounts of the difficulties faced by families unable to obtain secure housing were shared. Comments were made regarding the impact that a lack of affordable housing had on the community, which included the detrimental effect on the labour market and vibrancy of the town. In addition to the support offered, concern was raised over the limited amount of public consultation, to date, over the proposed housing development. It was stated that a meeting of local residents from the Ulwell Road area had highlighted the need for further information and particular concern was raised about the flood risk to the site. Some concern was also raised over the proposal to transfer the land directly from Dorset Council to Swanage Community Housing, without the involvement of the Town Council as had previously been envisaged.
- The Chairman of SCH provided an update on the progress of the group and explained that a full public consultation exercise would be held following the receipt of pre-application planning advice. It was stated that SCH was working in partnership with Hastoe Housing Association (HHA), which specialised in rural housing schemes. It was anticipated that a pre-planning application could be progressed by March 2024 and it was noted that the proposed development would be sympathetic to nature, allowing for wildlife corridors. It was noted that SCH membership now stood at over 60.
- In respect of agenda item 13, the Swanage Croquet Club representative offered thanks to the Town Council for considering its proposal to use Queen Elizabeth II (Forres) Field (QEII). With reference to the briefing note included in the agenda papers, it was argued that the Croquet Club's objectives were unlikely to require the specific consent of Fields in Trust. It was stated that the Club's preferred option would be sole use of the field, however, this would not be required until 2025, following a season of irrigation to monitor cracking of the soil.
- Others present drew attention to the use of the QEII field by dog walkers and concerns were raised that the use of the entire area by the Croquet Club would be

against the spirit of the Fields in Trust agreement, which was designed to protect public open space. It was further commented that such an agreement could set a precedent for similar change to be made to other green spaces, such as Day's Park. In response, a representative of the Croquet Club noted that the Public Spaces Protection Order prevented dogs being walked on lined playing pitches and therefore this area should not be used for that activity.

Reverend Ian Bird, Team Rector for Swanage and Studland Ministry, offered a short prayer before the commencement of the Meeting.

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

131. **Apologies**

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

132. **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.

No declarations were made on this occasion.

133. **Minutes**

(a) Proposed by the Town Mayor, seconded by Councillor Moreton, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Council Meeting held on
30th October 2023 be approved as a correct record
and signed.

In approving these minutes it was noted that the event named 'Swanalulu' had been incorrectly spelt as Swanaloolu.

134. **Finance and Governance Committee**

(a) Proposed by the Town Mayor, seconded by Councillor Whitwam and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Finance and Governance
Committee Meeting held on 1st November 2023 be
approved as a correct record and signed.

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

5) **Peveril Point Road – Consideration of funding options**

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

That the Town Council approves a budget of
£200,000 for the Peveril Point Road highway and
infrastructure improvement works, with £105,000 to
be funded from the CIL reserve, in order to proceed
to tender via Contracts Finder.

135. **Planning and Consultation Committee**

(a) Proposed by Councillor Harris, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Planning and Consultation Committee Meeting held on 6th November 2023 be approved as a correct record and signed.

136. **Community Services Committee**

- (a) Proposed by Councillor Bonfield, seconded by Councillor Monkhouse and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Community Services Committee held on 8th November 2023 be approved as a correct record and signed.

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

3) **To review Committee membership**

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

That a representative from the Swanage Museum, Swanage Community Housing Project and Swanage Community Skatepark Project be invited to sit on the Community Services Committee as outside representatives.

5 a) **To approve a Community Highways Policy and Traffic Management Request Form**

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

That the Town Council adopts the Community Highways Request Policy and Traffic Management Request Form.

22) **To consider engaging a consultant to undertake survey, investigation and design works relating to a retaining wall at Victoria Terrace/Marsh Way**

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

That Stress UK be jointly engaged with the property owner of 1a Victoria Terrace to undertake survey, investigation and design works for the wall at 1a Victoria Terrace/Marsh Way on a party wall basis for the sum of £6,938 (exc. VAT), noting that direct costs to the Council would be £3,469.

137. **Tourism and Local Economy Committee**

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

That the Minutes of the Tourism and Local Economy Committee held on 22nd November 2023 be approved as a correct record and signed.

138. **Planning and Consultation Committee**

It was noted that the Minutes from the Planning and Consultation Committee held on 4th December 2023 would be deferred to the next meeting of the Council.

139. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 31st October 2023 was submitted for information (a copy attached at the end of these Minutes).
- (b) A Statement of Cash Balance as at 30th November 2023 was submitted for information (a copy attached at the end of these Minutes).

140. **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 7, amounting to £1,412,694.95.
- Payment Schedule 8, amounting to £1,165,209.82.

141. **Chairman's Announcements**

The Town Mayor wished to note how pleased she was with the number of attendees at the meeting and encouraged all to engage with the Council as much as possible, in order for the Council to best represent the needs of the community.

142. **Conclusion of Audit 2022/23 – To note receipt of Section 3, External Auditor Certificate**

It was reported that the Town Council had received the External Auditor Report and Certificate for the 2022/23 financial year, confirming that the Annual Governance and Accountability Return had been completed 'in accordance with Proper Practices' and no matters had been identified 'giving cause for concern that relevant legislation and regulatory requirements have not been met'. It was noted that a letter had been issued by the external auditor, which clarified that the 'other matter' referred to at the end of the report, relating to whether the previous year's figures on the annual return had been noted as having been re-stated, had been included by the auditors in error. Thanks were extended to the Council's Finance Manager, Alison Spencer, for her hard work. It was AGREED:-

That the Town Council notes receipt of the external auditor report and certificate from PKF Littlejohn LLP for the year ended 31st March 2023 and that no further action is required.

143. **Committee Terms of Reference – To confirm minor amendments in respect of Community Services Committee and Coastal Change and Beach Management Advisory Committee**

Further to Minute No. 1 of the Coastal Change and Beach Management Advisory Committee meeting held on 1st November 2023, consideration was given to a minor amendment to the wording of the Terms of Reference to include a key item from the remit of the Swanage Coastal Change Forum, which had recently been incorporated within the advisory committee.

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

That the Town Council approves the minor amendment to the Terms of Reference for the Coastal Change and Beach Management Advisory Committee as follows:

Main Objective/Remit: To advise the Council on measures required to provide a safe, clean and well-maintained beach facility, compliant with the European Blue Flag criteria. Also to provide a forum for stakeholders to discuss matters relating more widely to the management

of the impacts of *climate induced* coastal change in Swanage and Durlston Bays and make recommendations to Council accordingly.

It was noted that a recommendation to expand membership of the Community Services Committee had been considered under Minute No. 136 (a) above.

144. **Swanage Community Housing – To consider confirming Town Council support for the allocation of land on the corner of Washpond Lane and Ulwell Road for the construction of community housing and the associated asset transfer from Dorset Council**

Further to Minute No. 101(d) of the Council Meeting held on 18th September 2023, consideration was given to a briefing paper prepared by the Town Clerk and a progress report provided by Swanage Community Housing (SCH).

Members acknowledged the comments raised during public participation time and were sympathetic to both the difficulties faced by families in need of affordable housing and also the concerns raised around the site in question and the limited amount of consultation undertaken to date. A brief overview and timeline of the project was provided and SCH was praised for the detailed and informative report provided. Nevertheless, it was noted that if the perception of local residents was such that adequate information had not been supplied, a delay in the decisions required by the Council should be considered to allow consultation to take place.

If the matter was to be deferred significant support was voiced for that deferral to be no longer than one month, in order that there was minimal delay to the housing project. It was noted that the next scheduled Council meeting was due to be held on 15th January 2024. It was proposed by Councillor Bonfield, seconded by Councillor Trite and
RESOLVED:-

That the Town Council defers further consideration of the development of a community housing scheme on the land on the corner of Washpond Lane and Ulwell Road for one month, in order to allow SCH time to offer some initial public engagement and to report thereon to the next Council meeting on 15th January 2024.

145. **Green Seafront – To receive report from Dorset Coast Forum on outcome of public consultation, to note its content and to consider next steps.**

Further to Minute No. 107(d) of the Council Meeting held on 18th September 2023, consideration was given to a briefing paper prepared by the Town Clerk, and a report completed by Dorset Coast Forum, which set out the results of the public feedback on the two possible draft options presented. Of the 468 respondents to the survey who responded to the question ‘Given all the considerations presented at this stage, which option would be your preferred scheme?’ 51.1% chose the enhanced scheme and 43.6% chose the essential scheme, 5.3% responding ‘don’t know’.

Members noted the quality of the report provided by Dorset Coast Forum and commented that it would prove extremely useful in helping the Council to evaluate next steps. It was proposed by Councillor Bonfield, seconded by Councillor Suttle and
RESOLVED UNANIMOUSLY:-

That the Town Council notes the contents of the Green Seafront Stabilisation and Enhancement Scheme Public Consultation Report and convenes a Councillor workshop in early January 2024 to consider the next steps.

146.

Working Party Updates and Recommendations

(a) **Property Panel, 6th November and 4th and 11th December 2023**

It was reported that, at the recent meetings of the Property Panel, discussions had been held regarding the Expressions of Interest received in regard to opportunities for concessions on Town Council owned land, and an update would be provided to the Extraordinary Meeting of the Council on 18th December 2023.

(b) **Car Parks, 15th November 2023**

It was reported that, at the meeting of the Car Parks working party, discussions had been held regarding the scale of fees and charges, which would be reviewed at the next Finance and Governance Committee meeting being held on 13th December 2023. Changes to the Council's Off-Street Parking Places Order had also been considered.

(c) **Environmental Policy and Action Plan, 17th November 2023**

A brief report on progress in implementing the Environmental Action Plan was provided.

(d) **Sport, Leisure and Wellbeing, 6th December 2023**

It was noted that discussions held at the Sport, Leisure and Wellbeing working party meeting would be considered under agenda item 14.

147.

Queen Elizabeth II (Forres) Field – To consider recommendation from the Community Services Committee that the Croquet Club's request for permission to permanently relocate to Queen Elizabeth II (Forres) Field be approved, together with a potential review of green space at QEII and King George's Fields

Further to Minute No. 13 of the meeting of the Community Services Committee held on 8th November 2023, consideration was given to a briefing paper that outlined a request made by Swanage Croquet Club for use of the QEII field and concerns raised by Swanage Town & Herston Football Club regarding the potential loss of capacity for youth football games.

A discussion ensued as to whether the exclusive use of a significant part of the field by one club might impact on future options for the Town Council and other sports clubs/organisations. In light of this debate, the recommendation from the Community Services Committee 'That the Croquet Club's request for permission to permanently relocate to Queen Elizabeth II (Forres) Field be approved' was not moved.

Consideration was given to alternative ways forward and the benefits of pursuing a one-year trial use of part of the field by the Croquet Club, as agreed by the Community Services Committee on 29th March 2023, were highlighted. Attention was drawn to the possibility set out in the briefing note of commencing work on the Town Council's Greenspace Strategy (approved at the meeting of the Environment and Green Spaces Committee held on 11th October 2023) with a focus on the future of the QEII field and the adjoining King George's Playing Field. It was acknowledged that this work would not get underway until the summer of 2024.

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

That the Town Council reaffirms its approval of the request made by Swanage Croquet Club for the use of part of the Queens Elizabeth II (Forres) Field for a trial period of one year, and that no fee should be charged for the duration of the one-year trial period.

It was **FURTHER RESOLVED:**

That work on the Greenspace Strategy should commence with a focus on Queen Elizabeth II

(Forres) Field and King George's Field, including engagement with all local sports clubs to determine the strategic parameters for future uses of this area.

148. **Day's Park - To agree to work with Swanage Town & Herston Football Club to provide a community sports facility at Day's Park and carry out community engagement**

Further to Minute No. 122 (a) of the Council Meeting held on 30th October 2023, and a meeting of the Sport, Leisure & Wellbeing Working Party held on 6th December 2023, consideration was given to a briefing paper prepared by the Town Clerk, which set out the background to recent discussions about the future of sports facilities at Day's Park. It was noted that three options had been identified, one a Sports and Social Centre (supported by Swanage & Purbeck Development Trust), a smaller community sports facility or a hybrid version of the two other options. The 'hybrid option' was considered to be the best balance between the range of community facilities provided and the cost. It was acknowledged that community engagement would be pivotal for the success of the project and it was anticipated that following a meeting with local sports clubs to gauge their potential use of the facilities, a wider community engagement phase would be undertaken to understand the broader community need. It was noted that Dorset Council's Leisure Services Manager and his team would continue to provide support and guidance.

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

That the Town Council agrees to work with Swanage Town & Herston Football Club to provide a community sports facility at Day's Park, commencing with a two-phase engagement with local sports clubs and the wider community.

149. **Swanage Town Council (Off-Street) Parking Places Order 2024 – To consider proposed next steps**

Further to a meeting of the Car Parking Working Party on 15th November 2023, Members considered the contents of a briefing paper prepared by the Town Clerk which detailed a number of proposed changes to parking arrangements in the Town Council's car parks. These included:

- Revised definition of overnight parking in long-stay car parks, 9 p.m. to 8 a.m.
- Consistency with Dorset Council car parks in preventing overnight parking of motorhomes.
- Introduce 'multi-use' spaces for longer vehicles.
- Clarify qualifying criteria for a resident's permit.
- Introduce no return periods in short stay car parks.
- Introduce free overnight parking in Council car parks.
- Introduce winter charging in North Beach car park.

The briefing note also set out an indicative timetable for making a new Off-Street Parking Places Order, as follows:

- Mid-January – Car Parking Working Party meets to consider final draft order and schedules. Undertake formal consultation with Dorset Council and Dorset Police.
- 29th January – Council confirms draft order (subject to any changes proposed by Dorset Council prior to publication) and provides authority to officers, in consultation with the Car Parking Working Party to consider any objections.

- 5th February – Publish notice of proposals in local press, write to those immediately affected and display in car parks. Make deposited documents available for consultation.
- 27th February – Expiry of deadline for objections to the proposals.
- 1st March – Meeting of Car Parking Working Party to review objections received and consider modifying the draft order. If modifications proposed, then inform those directly affected and allow a reasonable time for them to respond.
- 25th March – Council agrees to make final version of parking order, incorporating any modifications, and writes to all those whose objections were not addressed within 14 days. Order sealed. Make final order available for inspection and publish notice of making. Erect amended signage.
- 1st April – Swanage Town Council (Off Street) Parking Places Order 2024 comes into force (Easter Monday).

Further to Minute No. 8 c) of the Tourism and Local Economy Committee meeting held on 22nd November 2023, it was noted that further discussion would be held with the Accessible Swanage group to ensure changes to the order would not be discriminatory and that improvements to disabled parking would be identified prior to adoption of a new order.

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

That the Town Council approves the recommendations made by the Car Parking Working Party at its meeting on 15th November as the basis of further consideration and endorses the indicative timetable for making a new Off-Street Parking Places order.

150. **Public Transport – To consider request from Dorset Council for letter of support for ZEBRA 2 (Zero Emissions Bus Regional Area) funding bid for a fleet of electric buses to operate routes 40 (Swanage to Poole via Wareham) and 50 (Swanage to Bournemouth via Studland)**

Consideration was given to information provided by Dorset Council regarding a funding bid for a fleet of electric buses to operate bus routes 40 and 50. A draft letter of support had been included as a supporting paper and it was **AGREED:-**

That the Town Council endorses the letter of support in respect of Dorset Council’s funding bid for a fleet of buses to operate routes 40 (Swanage to Poole via Wareham) and 50 (Swanage to Bournemouth via Studland).

151. **Reports from Dorset Councillors**

The following updates were provided by Councillors Suttle and Trite:

- It was reported that Dorset Council’s (DC) Eastern Area Planning Committee had reviewed two planning applications in Swanage, which STC had strongly opposed. One planning application had been refused by DC’s planning committee (3 Ballard Estate) with the other planning application approved (23 De Moulham Road).
- It was anticipated that the second home Council Tax premium would be discussed at the February Council meeting. It was noted that the additional charges would contribute an additional £10 million into the budget from the 2025/26 financial year.
- It was reported that Dorset Council’s budget would be finalised within the next six weeks.

- It was reported that Dorset Council would need to increase Council Tax by just under 5%, largely as a result of the costs associated with the increase in demand for adult social care and children's services.
- Applications for round 6 of the Community Culture Fund would close on 8th January 2024. The fund offered 80% of total project costs, from £1,000 up to £5,000 for 'not for profit' organisations to start new activities and events that benefit the local community.

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

(a) **Swanage Pier Trust**

It was noted that the current Town Council representative would end their term as a trustee to the Swanage Pier Trust and therefore a position would be open. Interested parties were encouraged to contact the Town Clerk.

(b) **Emergency Health Services**

It was noted that a meeting of the Emergency Health Services working party would be held on Tuesday 12th December 2023 with Nick Reynolds, County Commander for South West Ambulance Foundation Trust, where clarification would be sought over information received about recent usage of the ambulance car.

(c) **Chamber of Trade**

It was reported that £1,000 worth of goods had recently been stolen from a local store, by a persistent shoplifter, and it was queried whether a representative from the Police force could be invited to a future meeting in order to discuss concerns.

153. **Reporting of delegated matters**

Further to Minute No. 22 of the Community Services Committee meeting held on 8th November 2023 and Minute No. 136 (a) above, it was reported that due to the urgency of repairs required to the wall an order had been placed for the survey and design work in order to expediate the process.

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

(a) **Mowlem Theatre – Draw down of grant due to successful fundraising for improvements to community room**

Further to Minute No. 49 (b) of the Council Meeting held on 26th June 2023, it was reported that the Mowlem Theatre had been successful in fundraising and would be in a position to draw down the funds from the Town Council grant of £5,000 towards the renovation of the Community Room.

(b) **Annual Report 2023**

It was noted that an Annual Report would be distributed to homes early in the new year and some paper copies would be available from the Town Hall, Visitor Information Centre and Swanage Library.

(c) **Extraordinary Meeting, 18th December - to consider report on expressions of interest in operating concessions on Town Council property and other legal, commercial and procurement matters, Monday 18th December**

It was noted that an Extraordinary Meeting of the Council would be held on Monday 18th December 2023 to report on the expressions of interest in operating concessions on Town Council property and other legal matters. Members of the public would be welcome to attend and speak within public participation time, however, due to the confidential nature of the items to be discussed the remainder of the meeting would be held in private.

(d) **Environment Agency**

It was noted that, due to Storm Ciarán, the concrete blocks installed by the Environment Agency as a sea defence had been moved by the particularly strong waves. The Environment Agency planned to reposition the blocks with the shorter side facing the sea and install additional blocks to provide a stronger resilience

against the strong tide. This would result in an obstruction to the pathway in places but was deemed essential. It was anticipated that the Environment Agency would undertake these works in the lower High Street on Wednesday 20th December 2023.

The Chairman thanked all those for their attendance at the meeting.

The Meeting closed at 8.40 p.m.

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.

Minutes of the **SPECIAL MEETING** of the Council held at the Town Hall, Swanage on **MONDAY, 15th JANUARY 2024** at **7.00 p.m.**

PRESENT:- Councillor T. Foster (Mayor) – Chairman.

Councillor J. Bishop
Councillor M. Bonfield
Councillor A. Harris
Councillor D. Monkhouse
Councillor C. Moreton
Councillor N. Rogers
Councillor G. Suttle
Councillor C. Tomes
Councillor W.S. Trite
Councillor M. Whitwam

Also in attendance:-

Dr M. Ayres – Town Clerk/RFO
Miss N. Clark – Planning & Community Engagement Manager
Mr C. Milmer – Visitor Services & Business Development Manager
Miss A. Spencer – Finance Manager

In addition to Members of the Council and officers, 24 members of the public and one member of the local press attended the Meeting.

Public Participation Time

The following matters were raised during public participation time:-

- The chairman of Swanage Community Housing (SCH) reported that 60 residents had attended a public consultation event held on 4th January 2024, despite the extremely wet weather. It was reported that the flooding analysis of the Washpond Lane/Ulwell Road site had returned a 1:1000 probability of flooding (one flood in 1,000 years or a 0.1% of a flood occurring in one year). The housing association felt this would not impact progression of the project.
- In respect of agenda item 4, support was expressed for the proposed development of affordable homes on the site in question. It was noted that a successful affordable housing development had been constructed on a flood plain near Upton, Poole, and due to the advancement in drainage technologies the homes were unaffected.
- Concerns were raised regarding the impact of developing the Washpond Lane site on wildlife and the exacerbation of water runoff. It was felt that this site was inappropriate for social housing and a suggestion was made that the Kings Court/Old Depot site would be preferable. Thanks was given to the Town Council for the deferment of a decision at the Council meeting held on 11th December 2023 to provide the opportunity for SCH to undertake some initial public consultation.

The Chair opened the Meeting at 7.15 p.m.

162. **Apologies**

Apologies for her inability to attend the Meeting were received from Councillor Finch.

163. **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 Trite declared a non-pecuniary interest in the Swanage Community Housing development by reason of being a Member of the Eastern Area Planning Committee for Dorset Council.

Agenda Item No. 5 – Councillor Bonfield declared a non-pecuniary interest in the scale of charges under the Code of Conduct by reason of being employed as a taxi driver and hiring a grid space in the boat park.

Agenda Item No. 5 – Councillor Tomes declared a non-pecuniary interest in the scale of charges under the Code of Conduct by reason of close family members being private beach hut site licensees.

It was noted that Councillor Bonfield and Bishop were regular hirers of beach huts, but that as the beach hut charges for the 2024/25 financial year had previously been approved by the Council there was no need for them to declare an interest on this occasion.

The dispensation granted to the eleven Councillors resident in Swanage to participate in setting the precept until May 2025 was also noted.

164. **Minutes of the Finance and Governance Committee, 13th December 2023**

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

That the Minutes of the Finance and Governance Committee Meeting held on 13th December 2023 be approved as a correct record and signed.

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

5) To consider council priorities/work plan winter/spring 2023/24

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

That the Town Council approves the draft priority list for winter/spring 2024.

It was noted that a further recommendation from this meeting, agenda item 6 a), to increase the budget allocated to Town Hall External Works, had been approved at the Extraordinary Meeting of the Council held on 18th December 2023, Minute No. 159 (b) refers.

165. **Minutes of the Finance and Governance Committee, 10th January 2024**

During consideration of these minutes it was noted that the recommendation to increase the precept contained in Minute No. 3 (a)(iv) had not been unanimous as stated in the minutes.

Proposed by Councillor Foster, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

That, subject to it being recorded that the recommendation set out in Minute No. 3 (a)(iv) had been carried with one abstention, the Minutes of the Finance and Governance Committee Meeting held on 10th January 2024 be approved as a correct record and signed.

166. **Swanage Community Housing - To consider confirming Town Council support for the allocation of land on the corner of Washpond Lane and Ulwell Road for the construction of community housing and the associated asset transfer from Dorset Council**

Further to Minute No. 144 of the Council Meeting held on 11th December 2023, consideration was given to a briefing paper prepared by the Town Clerk, which had been first prepared for the Council Meeting held on 11th December 2023. At that meeting consideration was deferred to enable SCH to carry out some initial consultation with local residents, which was undertaken at All Saints Church on Thursday 4th January 2024. A report containing the feedback was circulated prior to the meeting as a briefing paper.

Members noted the significant concerns raised by neighbours of the site about the flooding of the area and the potential for there to be a negative impact on wildlife. However, it was felt that these matters would be considered once the proposed development progressed to the planning phase. In making their decision Members noted that they had to weigh these concerns against the urgent need for the provision of properly affordable homes for local working families and the fact that there was no easily deliverable alternative site.

In terms of the potential freehold transfer of the land to the Town Council prior to its conveyance to Swanage Community Housing it was noted that this would incur additional costs and had the potential to further delay the legal process, although some concern was expressed that there was a possibility that a direct transfer would impact on the future housing allocation policy.

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

That the Town Council supports the development of a community housing scheme on the land on the corner of Washpond Lane and Ulwell Road and agrees not to pursue the freehold title to the land, prior to its transfer from Dorset Council to Swanage Community Housing.

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.

167. **Estimates 2024/25**

Members considered the recommendations made by the Finance & Governance Committee at its meeting held on 10th January 2024 to approve and adopt the draft Estimates, as set out in the Budget Book and Appendices to the Budget Report 2024/25.

(a) **Scale of Fees and Charges**

In light of councillors' declarations under Minute No. 163 above, the Scale of Fees and Charges for 2024/25 were considered in three instalments.

Further to his declaration of interest under Minute No. 163 above, Councillor Tomes left the meeting.

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

That the Scale of Fees and Charges for 2024/25 in respect of the Private Beach Hut Sites fees (as contained in part 6 of the Tourism & Local Economy Committee section) be approved and adopted, subject to the fee being reviewed if: i) if Dorset Council or the VOA advises that the beach hut owners should be

individually rated; ii) if there is any change in the rateable value and/or; iii) in light of further advice regarding the application of VAT.

Councillor Tomes re-entered the meeting.

Further to his declaration of interest under Minute No. 163 above, Councillor Bonfield left the meeting.

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

That the Scale of Fees and Charges for 2024/25, in respect of the annual taxi permits and boat park charges (as contained in part 1 of the Tourism & Local Economy Committee section), be approved and adopted.

Councillor Bonfield re-entered the meeting.

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

That the Scale of Fees and Charges for 2024/25, excluding the fees agreed above, be approved and adopted.

It was noted that the beach hut fees and charges had been approved and adopted at the Council Meeting held on 18th September 2023, Minute No. 99 refers. A copy of the agreed Scale of Fees and Charges for 2024/25 is attached at the end of these Minutes.

(b) Revenue Budget, Capital Programme and Precept

Further to the recommendations made by the Finance & Governance Committee at its meeting held on 10th January 2024, a discussion ensued around the proposed precept increase.

It was proposed by Councillor Trite:

That the Town Clerk be asked to define a range of moderate reductions in spending that will alter the precept such that the Council Tax increase in the coming year will be 0%.

Upon being put to the meeting no seconder was forthcoming.

Members considered the comments made, however, it was stated that the budget had been scrutinised in detail over the previous four months, including at finance workshops and formal committee meetings, and therefore it was proposed by Councillor Tomes and seconded by Councillor Bishop:-

That the Council approves and adopts the Budget Report 2024/25, incorporating estimates for revenue and capital expenditure and movements on reserves, with the precept to be levied at £878,750 for the 2024/25 financial year, equivalent to a Band D bill of £177.14, an increase of 2.98%/£5.13 on the current year's charge.

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.

Councillor Suttle left the room.

167. **Reserves Policy**

Further to the recommendation contained in Minute No. 3 (b) of the Finance & Governance Committee Meeting held on 10th January 2024, it was proposed by Councillor Tomes, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:

That the revised Reserves Policy be approved and adopted.

Councillor Suttle re-entered the meeting.

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

There were no matters raised on this occasion.

169. **Award of contract for Town Hall External Works**

It was noted that this item had been considered at the Extraordinary Council Meeting held on 18th December 2023, therefore no further discussion was required.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Suttle, seconded by Councillor Rogers 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 item 9 for reasons of legal and commercial confidentiality.

170. **Consideration of recommendation of Property Panel in response to Neighbourhood Plan Call for Sites**

In light of the recent Neighbourhood Plan call for sites for potential future residential and commercial development, consideration was given to a briefing paper, prepared by the Town Clerk, which set out the discussions of the Property Panel, to date, regarding potential asset disposal of Town Council owned sites, including initial, outline, valuation advice received. This was further to Minute No. 87 of the Council Meeting held on 24th July 2023, in which ‘the potential for asset disposal to part-fund significant capital projects that would enhance the provision of community facilities in accordance with the Council’s Corporate Plan’ had been noted. This possibility had also been referred to in the recent consultation on the Green Seafront Scheme.

Attention was drawn to the fact that the Property Panel was not recommending that any asset disposal or development proposal should be progressed at the current time, but it was noted that the Council would need to respond to the call for sites in respect of any land in its ownership where development was a possibility in future years so that planning policy could reflect this opportunity. It was further noted that any submission to the Neighbourhood Plan process would be open to public scrutiny and that any site allocation would be the subject of extensive public consultation and ultimately a local referendum. Furthermore, the Council’s neighbourhood planning advisors had stated that the nominated sites could be withdrawn from consideration at any time. The need to respond prior to the deadline for responses to the Call for Sites on Friday 19th January was highlighted.

The Property Panel had given particular consideration to the following sites for potential commercial development:

- Spa Beach Huts and adjoining land (potential hospitality or leisure use)
- North Beach Car Park (potential retail, hospitality or leisure use).

During the ensuing discussion, some concern was raised regarding the need to protect the character of the seafront, although the current unattractive appearance of the Spa beach hut site was also noted.

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

That the Town Council nominates North Beach car park as a site for potential commercial development in response to the Neighbourhood Plan call for sites process.

During further consideration of the Spa, attention was drawn to the support that had been expressed during the recent public consultation on the Green Seafront Stabilisation and Enhancement Scheme for the 'enhanced option' which would see the filling in of Walrond Rd to create a larger green space. It was noted that the Council might need to explore whether planning policy in connection with this land needed to change to facilitate that option. It was highlighted that the Council may have to explore a wider range of commercial opportunities at the Spa to fund those proposals. Consequently, it was proposed by Councillor Suttle and seconded by Councillor Bonfield:-

That the Town Council nominates the Spa beach huts and land adjoining as a site for potential commercial development in response to the Neighbourhood Plan call for sites process.

Upon being put to the Meeting EIGHT Members voted IN FAVOUR of the Proposition and there were THREE AGAINST, whereupon the Proposition was declared CARRIED.

Given the need to ensure that planning policy provided the flexibility to facilitate the current Green Seafront Scheme options, it was suggested that the Weather Station Field should also be submitted as part of the Neighbourhood Plan call for sites process.

It was proposed by Councillor Bonfield and seconded by Councillor Suttle:-

That the Town Council includes the Weather Station Field within its nomination of the Spa and adjoining land in response to the Neighbourhood Plan call for sites process.

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

The meeting closed at 8.35 p.m.

Proposed Scale of Fees & Charges 2024/25

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
Tourism & Local Economy Committee			
1. BOAT PARK & CAR PARKS			
Peveril Boat Park Per Grid (Trailer Included)			
Boats and trailers			
Up to 13 ft			
Summer - 1 May - 31 October	1/5/23	361.00	361.00
Weekly	1/5/23	115.00	115.00
Autumn/Winter - 1 September - 30 April	1/5/23	271.00	271.00
Winter - 1 November - 30 April	1/5/23	151.00	151.00
Annual 1st May -30 April	1/5/23	502.00	502.00
Up to 19 ft			
Summer - 1 May - 31 October	1/5/23	590.00	590.00
Weekly	1/5/23	165.00	165.00
Autumn/Winter - 1 September - 30 April	1/5/23	432.00	432.00
Winter - 1 November - 30 April	1/5/23	236.00	236.00
Annual 1st May -30 April	1/5/23	840.00	840.00
Summer 1 May - 31 October - returning next year	1/5/23	740.00	740.00
Up to 22 ft			
Summer - 1 May - 31 October	1/5/23	668.00	668.00
Weekly	1/5/23	170.00	170.00
Autumn/Winter - 1 September - 30 April	1/5/23	497.00	497.00
Winter - 1 November - 30 April	1/5/23	274.00	274.00
Annual 1st May -30 April	1/5/23	950.00	950.00
Summer 1 May - 31 October - returning next year	1/5/23	850.00	850.00
Up to 29 ft			
Summer - 1 May - 31 October	1/5/23	965.00	965.00
Weekly	1/5/23	203.00	203.00
Autumn/Winter - 1 September - 30 April	1/5/23	757.00	757.00
Winter - 1 November - 30 April	1/5/23	435.00	435.00
Annual 1st May -30 April	1/5/23	1,400.00	1,400.00
Summer 1 May - 31 October - returning next year	1/5/23	1,300.00	1,300.00
Kayak Rack Charge (not inc trailer)			
Summer - 1 May - 31 October	1/5/23	70.00	77.00
Weekly	1/5/23	28.00	31.00
Winter - 1 November - 30 April	1/5/23	28.00	31.00
Annual 1st May -30 April	1/5/23	100.00	110.00
10% discount on annual ticket if purchased before 30th April			remove
Daily Launch Fees - Throughout the year			
Boat with trailer over 4.5m	1/5/23	30.00	30.00
Boat with trailer under 4.5m	(1/4/19)	25.00	25.00
Jet Skis	(1/4/19)	25.00	25.00
Residents Permit Holders/Emergency Services and RNLI crew discount	(1/4/19)	20.00	20.00
Small Dinghy (up to 12ft)	(1/4/22)	15.00	15.00
Kayaks	1/4/19	12.00	remove
Daily Launch Fees (Boat only - removal of Trailer)			
Boats	(1/4/19)	20.00	20.00
Jet Skis	(1/4/19)	20.00	20.00
Residents Permit Holders (25% discount on boats & jet skis)	(1/4/19)	15.00	15.00
Small Dinghy (up to 12ft)	1/5/22	10.00	10.00
Kayaks	1/4/19	5.00	5.00
Slipway Launch Annual Ticket	1/5/23	270.00	285.00
Trailer Only-per day - Under 4.5m	1/5/18	7.00	10.00
Trailer Only-per day - Over 4.5m	1/5/23	12.00	15.00
Winter Pontoon Storage 22ft	1/5/23	165.00	180.00
Fisherman's Hut Tenant Discount On All Boat Park Costs	1/5/22	20%	10%

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
Broad Road - Vehicles < 4.8m only			
Motorhomes permitted 8am to 10 p.m only			
1st April to 30th June and 1st September to 31st October (inclusive).			
Up to 1 hour	1/4/23	1.60	1.70
Up to 2 hours	1/4/23	3.20	3.40
Up to 4 hours	1/4/23	5.30	5.60
Up to 6 hours	1/4/23	6.80	7.30
*Up to 13 hours	1/4/23	9.00	10.00
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Overnight 6 p.m. to 8 a.m.	1/4/23	remove	remove
Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st July to 31st August (inclusive).			
Up to 1 hour	1/4/23	2.00	2.10
Up to 2 hours	1/4/23	3.60	3.80
Up to 4 hours	1/4/23	6.70	7.10
Up to 6 hours	1/4/23	7.60	8.00
*Up to 13 hours	1/4/23	9.00	10.00
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Overnight 6 p.m. to 8 a.m.	1/4/23	remove	remove
Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st November - 31st March (inclusive)			
All vehicles up to 13 hours	(1/4/18)	1.00	2.00
Main Beach (Victoria Avenue)			
Motorhomes permitted 8am to 10 p.m only			
1st April to 30th June and 1st September to 31st October (inclusive).			
Vehicles <4.8m			
Up to 1 hour	1/4/23	1.60	1.70
Up to 2 hours	1/4/23	3.20	3.40
Up to 4 hours	1/4/23	5.30	5.60
Up to 6 hours	1/4/23	6.80	7.30
*Up to 13 hours	1/4/23	9.00	10.00
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Vehicles >4.8m			
Up to 1 hour	NEW	NEW	2.20
Up to 2 hours	NEW	NEW	4.40
Up to 4 hours	1/4/23	7.50	7.00
Up to 6 hours	NEW	NEW	9.20
Up to 13 hours	1/4/23	10.00	12.60
\$ 3 day permit	NEW	25.00	32.00
\$ 7 day permit	NEW	45.00	64.00
All vehicles - Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st July to 31st August (inclusive).			
8 a.m. - 9 p.m.			
Vehicles <4.8m			
Up to 1 hour	1/4/23	2.00	2.10
Up to 2 hours	1/4/23	3.60	3.80
Up to 4 hours	1/4/23	6.70	7.10
Up to 6 hours	1/4/23	7.60	8.00
*Up to 13 hours	1/4/23	9.00	10.00
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Vehicles >4.8m			
Up to 1 hour	NEW	NEW	2.70
Up to 2 hours	NEW	NEW	4.80
Up to 4 hours	1/4/23	7.50	9.00
Up to 6 hours	NEW	NEW	10.20
Up to 13 hours	1/4/23	10.00	12.60
\$ 3 day permit	NEW	25.00	32.00
\$ 7 day permit	NEW	45.00	64.00
All vehicles - Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st November - 31st March (inclusive)			
All vehicles up to 13 hours	(1/4/18)	1.00	2.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
North Beach (De Moulham Road)			
Motorhomes permitted 8am to 10 p.m only			
1st April to 31st October (inclusive).			
Vehicles <4.8m			
Up to 1 hour	1/4/23	1.60	1.70
Up to 2 hours	1/4/23	3.20	2.80
Up to 4 hours	1/4/23	5.30	4.80
Up to 6 hours	1/4/23	6.80	5.60
Up to 13 hours	1/4/23	9.00	8.50
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Vehicles >4.8m			
Up to 1 hour	NEW	NEW	2.20
Up to 2 hours	NEW	NEW	3.50
Up to 4 hours	1/4/23	7.50	6.00
Up to 6 hours	NEW	NEW	7.00
Up to 13 hours	1/4/23	10.00	10.70
\$ 3 day permit	NEW	25.00	32.00
\$ 7 day permit	NEW	45.00	64.00
Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st November - 31st March (inclusive)			
no charge for vehicles up to 13 hours	NEW		2.00
Free parking in North Beach when attending NHS mobile units			
* This ticket is transferable between Main Beach and Broad Road long stay car parks only.			
# The 3 day & weekly smaller vehicle permit is transferable between all long stay car parks and is available on JustPark only			
\$ The 3 day & weekly larger vehicle permit is transferable between Main & North Beach car parks and is available on JustPark only			
Recreation Ground (Mermond Place) and Co op Pioneer (Central)			
(Maximum of 2 hours between 8 a.m. & 7 p.m)			
Cars 1 hour - Summer (1st April to 31st October)	1/4/08	1.20	1.20
Cars 2 hours - Summer (1st April to 31st October)	1/4/11	2.10	2.40
Cars Hourly - Winter (1st November to 31st March)	1/4/11	0.60	0.60
Overnight parking 7 p.m. to 8 a.m.	1/4/07	no charge	no charge
Recreation Ground (Residents)			
(Maximum of 2 hours between 10 a.m. & 7 p.m)			
Cars 1 hour - Summer (1st April to 31st October)	1/4/08	0.60	0.60
Cars 2 hours - Summer (1st April to 31st October)	1/4/11	1.20	1.20
Cars Hourly - Winter (1st November to 31st March)	1/4/05	no charge	no charge
Overnight parking 7 p.m. to 10 a.m.	1/4/00	no charge	no charge
Residents Parking Permits (per permit-not an annual fee)			
	1/4/23	6.00	6.00
Permit holders are entitled to park in the Residents Car Park, Horsecliffe Lane subject to the restrictions and charges as set out above. Additional entitlement to parking in Swanage Town Council Operated Car Parks is as follows:			
<u>Summer Period</u>			
Mermond/Co-op Car Park -free parking between 08:00 and 10:00			
Main Beach Car Park -free parking between 08:00 and 10:00 on a Market Day			
<u>Winter Period</u>			
Broad Road and Main Beach Car Parks-free parking max. 24 hr stay			
Co-op and Mermond Car Park-free overnight parking 19:00 to 10:00			
Annual Private & Business (Main Beach or North Beach)			
	1/4/23	290.00	350.00
Summer Season Ticket (1st April-31st October)	1/4/20	194.00	262.50
cost to be 2/3 of annual ticket (agreed Car Parks Best Value Working Group 13/10/06 minute 3)d))			
start date extended to 1st April (agreed Roads and Transport Committee 24/11/2021 minute 7) 3/4 of annual ticket			
North Beach Annual Coach Permit	1/4/23	350.00	400.00
Annual Taxis (per permit)			
	1/4/23	720.00	756.00
Charges will apply throughout the year.			
Excess Charge Penalty			
	1/4/04	60.00	60.00
* Reduced for payment within 10 days.	1/4/04	30.00	30.00
Peveril Point Residents Tickets			
	1/4/07	25.00	25.00
max of 4 per household			

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
2. <u>TOURIST INFORMATION CENTRE</u>			
Advertising Board 3ft x 4ft (Annual)	1/4/23		500.00 525.00
Advertising Board 3ft x 4ft (Summer: April - September)	New		New 395.00
Advertising Board 3ft x 4ft (Winter: October - March)	New		New 155.00
Advertising Board 3ft x 4ft (Christmas: October - December)	New		New 105.00
Advertising Board 3ft x 4ft (Monthly Summer)	New		New 75.00
Advertising Board 3ft x 4ft (Monthly Winter)	New		New 30.00
National Express Administration Fee (excluding Coach Card requests)	1/4/23		2.10 3.00
Commission on Gross Agency Ticket Sales (unless by contractual agreement)			
- General	1/4/16		10% 10%
- Local Charities	1/4/16		5% 5%
- Discretionary Rate For Local Charities/Community Groups			0% 0%
Parasol hire (per day)	1/4/23	4.20	4.50
Parasol hire (per week)	1/4/23	21.00	23.00
Parasol hire (max charge per beach hut period booking)	1/4/23	52.50	60.00
Additional beach hut chair (per day)	1/4/23	1.05	2.00
Additional beach hut chair (per week)	1/4/23	5.25	10.00
Additional beach hut chair (max charge per beach hut period booking)	1/4/23	21.00	30.00
Deposit - Additional beach hut key	1/4/23	21.00	30.00
Replacement beach hut key	1/4/23	26.25	50.00
Late Return of Key for Beach Hut	New	New	One days hire
Faulty Electrical Equipment Charge	New	New	100.00
3. <u>PEVERIL POINT</u>			
Foreshore - Dinghy Storage (Angling Club)	1/4/15		tbc tbc
Dug-Out Storage Area, Rear of Waterside (per week)	1/4/23		12.50 13.10
Rent of Hut Site (East of Lifeboat House)	1/4/15		tbc tbc
Fishermen's Huts	1/4/23		480.00 500.00
Prince Albert Gardens - charge to be considered upon application to the Council			
4. <u>STONE QUAY & MONKEY BEACH</u>			
Pleasure Boats (Private) - not exceeding 12 passengers Hut on Quay	1/4/23		255.00 265.00
	1/4/23		165.00 170.00
5. <u>MARKET</u>			
see separate pricing schedule - Appendix G i)			

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
6. BEACH BUNGALOWS			
SCALE OF FEES: SHORE ROAD - 2024/25 SEASON			
Agreed: Minute 99, Monthly Council Meeting held 18th September 2023			
Sat 30 March - Fri 10 May			
Lower Level Huts			
	Daily 1/4/15	15.00	16.50
	Weekly 26/3/22	60.00	66.00
	Whole period (1/4/23)	306.00	336.60
Upper Level Huts			
	Daily (26/3/16)	10.00	11.00
	Weekly 26/3/22	40.00	44.00
	Whole period (1/4/23)	204.00	224.40
Sat 11 May - Fri 12 July			
Lower Level Huts			
	Daily 1/4/15	20.00	22.00
	Weekly 26/3/22	105.00	116.00
	Whole period 1/4/23	841.00	925.10
Upper Level Huts			
	Daily 28/3/20	15.00	16.50
	Weekly 26/3/22	70.00	77.00
	Whole period 26/3/22	535.00	588.50
Sat 13 July - Fri 30 August			
Lower Level Huts			
	Daily 26/3/22	32.00	35.00
	Weekly 26/3/22	220.00	242.00
Upper Level Huts			
	Daily 26/3/22	22.00	24.00
	Weekly 26/3/22	150.00	165.00
Sat 31 August - Fri 20 September			
Lower Level Huts			
	Daily 1/4/15	20.00	22.00
	Weekly 26/3/22	105.00	116.00
Upper Level Huts			
	Daily 28/3/20	15.00	16.50
	Weekly 26/3/22	70.00	77.00
Sat 21 September - Fri 28 March			
Lower Level Huts			
	Daily 26/3/22	6.00	7.00
	Weekly 26/3/22	25.00	28.00
Upper Level Huts			
	Daily 26/3/22	6.00	7.00
	Weekly 1/4/15	25.00	28.00
Winter whole period charges			
Sat 21 September - Fri 28 March - Lower Level	26/3/22	504.00	554.40
- Upper Level	26/3/22	350.00	385.00
Sat 26 October - Fri 28 March - Lower Level	(26/3/22)	396.00	435.60
- Upper Level	26/3/22	275.00	302.50
Sat 16 November - Fri 28 March - Lower Level	26/3/22	342.00	376.20
- Upper Level	26/3/22	237.00	260.70
Sat 7 December - Fri 28 March - Lower Level	26/3/22	288.00	316.80
- Upper Level	26/3/22	200.00	220.00
Sat 18 January - Fri 28 March - Lower Level	26/3/22	180.00	198.00
- Upper Level	26/3/22	125.00	137.50
Whole period charges			
Sat 30 March - Fri 28 March - Lower Level	(1/4/23)	3155.00	3470.50
- Upper Level	(1/4/23)	1930.00	2123.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
Premium Huts			
Sat 30 March - Fri 10 May			
Lower Level Huts			
	Daily 26/3/22	24.00	27.00
	Weekly 26/3/22	90.00	99.00
	Whole period (1/4/23)	459.00	504.90
Upper Level Huts			
	Daily (26/3/16)	15.00	17.00
	Weekly 26/3/22	60.00	66.00
	Whole period (1/4/23)	306.00	336.60
Sat 11 May - Fri 12 July			
Lower Level Huts			
	Daily 24/3/18	31.00	34.00
	Weekly 26/3/22	160.00	176.00
	Whole period 26/3/22	1224.00	1346.40
Upper Level Huts			
	Daily (26/3/16)	20.00	22.00
	Weekly 26/3/22	100.00	110.00
	Whole period 26/3/22	765.00	841.50
Sat 13 July - Fri 30 August			
Lower Level Huts			
	Daily 26/3/22	50.00	55.00
	Weekly 26/3/22	330.00	363.00
Upper Level Huts			
	Daily (26/3/16)	31.00	35.00
	Weekly 26/3/22	215.00	237.00
Sat 31 August - Fri 20 September			
Lower Level Huts			
	Daily 24/3/18	31.00	34.00
	Weekly 26/3/22	160.00	176.00
Upper Level Huts			
	Daily (26/3/16)	20.00	22.00
	Weekly (26/3/16)	100.00	110.00
Sat 21 September - Fri 28 March			
Lower Level Huts			
	Daily 26/3/22	10.00	11.00
	Weekly 26/3/22	40.00	44.00
Upper Level Huts			
	Daily 26/3/22	8.00	9.00
	Weekly 26/3/22	38.00	42.00
Winter whole period charges			
Sat 21 September - Fri 28 March - Lower Level			
	(26/3/22)	672.00	739.20
- Upper Level			
	26/3/22	532.00	585.20
Sat 26 October - Fri 28 March - Lower Level			
	(26/3/22)	528.00	580.80
- Upper Level			
	26/3/22	418.00	459.80
Sat 16 November - Fri 28 March - Lower Level			
	(26/3/22)	456.00	501.60
- Upper Level			
	26/3/22	361.00	397.10
Sat 7 December - Fri 28 March - Lower Level			
	26/3/22	384.00	422.40
- Upper Level			
	26/3/22	304.00	334.40
Sat 18 January - Fri 28 March - Lower Level			
	(1/4/22)	240.00	264.00
- Upper Level			
	26/3/22	190.00	209.00
Whole period charges			
Sat 30 March - Fri 28 March - Lower Level			
	(1/4/23)	4584.00	5042.40
- Upper Level			
	(1/4/23)	3223.00	3545.30
Artisans on the Beach			
Lower Level - Full Period			
	1/4/23	110.00	121.00
Upper Level - Full Period			
	1/4/23	55.00	60.50
Weekend Period			
	1/4/23	16.00	17.60
Premium Lower Level - Full Period			
	1/4/23	240.00	264.00
Premium Upper Level - Full Period			
	1/4/23	125.00	137.50

	Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
<u>SCALE OF FEES: SPA BUNGALOWS - 2024/25 SEASON (if operational)</u>			
Sat 30 March - Fri 10 May	Daily 26/3/22	7.00	8.00
	Weekly 26/3/22	30.00	33.00
Sat 11 May - Fri 12 July	Daily 26/3/22	10.00	11.00
	Weekly 26/3/22	50.00	55.00
Sat 13 July - Fri 30 August	Daily 26/3/22	20.00	22.00
	Weekly 26/3/22	125.00	138.00
Sat 31 August - Fri 20 September	Daily 26/3/22	10.00	11.00
	Weekly 26/3/22	50.00	55.00
Sat 21 September - Fri 25 October	Daily (1/4/14)	5.00	6.00
	Weekly 26/3/22	26.00	29.00
Spa Bungalows whole period (30/04/2024 - 25/10/2024)	24/3/18	1,150.00	1,265.00
<u>SCALE OF FEES: SPA RETREATS - 2024/25 SEASON</u>			
Sat 30 March - Fri 10 May	Daily 24/3/18	15.00	17.00
	Weekly (26/3/22)	80.00	88.00
Sat 11 May - Fri 12 July	Daily 24/3/18	20.00	22.00
	Weekly (26/3/22)	125.00	138.00
Sat 13 July - Fri 30 August	Daily 24/3/18	35.00	39.00
	Weekly (26/3/22)	240.00	264.00
Sat 31 August - Fri 20 September	Daily 24/3/18	20.00	22.00
	Weekly (26/3/22)	125.00	138.00
Sat 21 September - Fri 28 March	Daily 24/3/18	10.00	11.00
	Weekly (26/3/22)	68.00	75.00
Spa Retreats whole period (30/03/2024 - 28/03/2025)	26/3/22	3,250.00	3,575.00
STC staff use of a beach hut for one week outside peak period	30/3/19	0.00	0.00
£20 or 15%, whichever is the greater			£30 or 20%, whichever is the greater
Cancellation or change of booking charge	(24/3/18)		
Private Sites	1/4/23	425.00	495.00

Authority has been delegated to the Visitor Services Manager to discount prices when appropriate to maximise occupancy

Community Services Committee

	Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
1. BEACH GARDENS			
Tennis			
10.00 Singles/Doubles Hourly (hourly per court)	1/4/23		10.50
With Club Member	1/4/23	6.00	6.50
Schools (per court)	1/4/23	5.50	5.80
Children (under 16 years)	1/4/23	4.00	4.20
Racket Hire	1/4/23	2.50	2.60
Tennis Ball Hire	1/4/18	1.00	1.00
Deposit for keys (Returnable) - Winter period only	1/4/14	5.00	10.00
Court Fees - Coaching			
4.75 -Adults (Non-members)	1/4/23		5.00
0.00 -Children (Non-members Under 16)	1/7/17		0.00
Putting			
Per Round - Adults	1/4/23	4.50	4.80
Per Round - Children (under 16)	1/4/23	2.50	2.60
Family (2 Adults + 2 Children)	1/4/23	11.00	12.00
Under 5s	1/4/18	0.00	0.00
Adult x 1 Season Ticket	1/4/23	45.00	50.00
Adult x 2 Season Ticket	1/4/23	80.00	90.00
Family Season Ticket	1/4/23	100.00	110.00
Table Tennis bat and ball hire			
	1/4/18	1.00	1.50
Basketball Hire			
	1/4/14	2.50	3.00
Pavilion			
(Charges include heating and lighting)			
Per Session (1 section)	1/4/23	30.00	35.00
Morning, Afternoon or Evening (2 sections)	1/4/23	41.00	45.00
2. ALLOTMENTS			
7.40 Prospect (per rod)	1/10/23		7.75
3. TOWN HALL LETTINGS			
Council Chamber			
Public Meetings and Lectures (per session)	1/4/17	45.00	45.00
Property Auctions	1/4/23	180.00	190.00
Civil Marriage/Partnership Ceremonies	1/4/23	155.00	160.00
Committee Room			
	1/4/18	30.00	30.00
* Community Groups (providing a service to Swanage residents) & Public Sector Organisations (agreed Minute 6) General Operations Committee 19th November 2014)		0.00	0.00
4. KING GEORGE V FIELD			
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/21)	25.00 0.00	25.00 0.00
5. FORRES SPORTS FIELD			
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/21)	25.00 0.00	25.00 0.00
6. JOURNEY'S END			
Football Pitches	1/4/01	12.00	12.00
Youth Teams	(1/4/21)	0.00	0.00
7. SPORTS LICENCES			
	n/a	30.00	36.00

	Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
8. GODLINGSTON CEMETERY			
Garden of Rest			
Cremation Plot for burial of cremated remains in casket or urn.			
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/23	340.00	360.00
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':			
(a) first interment	1/4/23	185.00	195.00
(b) for each additional interment (to 4 interments)	1/4/23	185.00	195.00
(c) for additional multiple interments (2nd, 3rd or 4th interment)	1/4/23	60.00	63.00
Fee for multiple interments of cremated remains: one third of the full first interment fee if interment is made at the same time - as recommended by the General Operations Committee 01/04/15 - Agreed by Full Council Minute 177. 20/04/15			
(d) for interments on Saturdays, Sundays and Public Holidays	1/4/23	195.00	205.00
(iii) Memorials	1/4/23	200.00	210.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2
(v) Transfer of Rights	1/4/23	60.00	63.00
Earthen Graves			
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:			
Section A	1/4/23	550.00	575.00
Section B	1/4/23	440.00	460.00
Children's Section	(1/4/18)	10.00	10.00
(ii) Interment Fees - for body of			
(a) a child, in the Children's section, in a grave not exceeding in depth:			
7 feet (2 interment)	(1/4/18)	No Charge	No Charge
(b) a person in a grave not exceeding in depth:			
7 feet (2 interments)	1/4/23	380.00	400.00
Casket-type coffin	1/4/23	550.00	580.00
(c) for interments on Saturdays Sundays and Public Holidays	1/4/23	420.00	440.00
(d) scattering of ashes beneath turf	1/4/23	105.00	110.00
(e) scattering of ashes on existing grave/ garden of remembrance	1/4/23	40.00	42.00
Note			
Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment.			
(iii) Fee for persons not resident in the parish.		As above x 2	As above x 2
(iv) Transfer of Rights	1/4/23	60.00	63.00
Brick Graves or Vaults			
(i) Right to construct (including grant of right of burial therein for a period of one hundred years) on each space:			
Section A	1/4/15	Price upon application	Price upon application
Section B	1/4/15	Price upon application	Price upon application
(ii) First Interment	1/4/23	1865.00	1960.00
(iii) Re-opening	1/4/23	1865.00	1960.00
(iv) For interment Saturdays Sundays and Public Holidays	1/4/23	905.00	950.00
(v) Fee for persons not resident in the parish.		As above x 2	As above x 2

	Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
Monuments, Gravestones & Inscriptions			
(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	1/4/23	200.00	210.00
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	1/4/23	595.00	625.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	1/4/23		
(iv) Kerb set	1/4/23	200.00	210.00
(v) Flatstone not exceeding 7' x 3' x 6"	1/4/23	200.00	210.00
(vi) Vase not exceeding 12" in height	1/4/23	315.00	330.00
(vii) Any other memorial not referred to above	1/4/08	50.00	52.00
(viii) Each additional inscription after the first in respect of each person	1/4/23	By Agreement 45.00	By Agreement 47.00
(ix) Fee for persons not resident in the parish.			
		As above x 2	As above x 2

GODLINGSTON MEADOWLAND BURIAL

(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years	1/4/23	440.00	460.00
(ii) Interment Fees - for body of			
(a) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/23	400.00	420.00
Casket-type coffin	1/4/23	570.00	600.00
(b) for interments on Saturdays Sundays and Public Holidays	1/4/23	420.00	440.00
(iii) Interment Fees - for burial of casket or urn			
(a) first interment	1/4/23	205.00	215.00
(b) for interments on Saturdays, Sundays and Public Holidays	1/4/23	195.00	205.00
(c) scattering of ashes beneath turf of existing grave	1/4/23	105.00	110.00
(d) scattering of ashes on existing grave/ garden of remembrance	1/4/23	40.00	42.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2
(v) Transfer of Rights	1/4/23	60.00	63.00
Memorial Tree Plaque	1/4/23	190.00	200.00

Cemetery services will not be available for the period 24th December to the third working day after the New Year's Day public holiday

Hire of Cemetery Chapel - Godlingston interment		No Charge	No Charge
Hire of Cemetery Chapel - External interment (agreed Minute 153, 14 March 2022)	14/3/22	150.00	155.00

9. Memorial Benches

9 year future maintenance contribution	1/4/23		n/a
Removed - Community Services Committee 29th March 2023 Minute 10.			
12.00 Memorial Bench Plaque - Fitting Only Community Services Committee 14th June 2023 Minute 13.	14/6/23		15.00

Appendix G i)

Swanage Friday Market: Proposed Fees for 2024-25 (51 weeks)			
	5 April to 24 May (8) 6 Sep to 26 Oct (8)	31 May to 30 Aug (14)	1 Nov to 28 Mar (closed 27 Dec) (21)
Stall Size	Semi	Peak	Off
<2m	£15.00	£22.00	£10.00
<4m	£25.00	£32.00	£15.00
<7m	£35.00	£42.00	£20.00
<12m	£45.00	£52.00	£25.00
>12m*	£100.00	£130.00	£50.00
Discount if paid in advance for full season (51 weeks):			25%
Stall Size	2024-25 Fee	2023-24 Fee	% on 2023-24
<2m	£568.50	£547.80	4%
<4m	£872.25	£879.60	-1%
<7m	£1,176.00	£1,200.00	-2%
<12m	£1,479.75	£1,356.60	9%
>12m*	£3,352.50	£3,182.40	5%
* In agreement with the Town Council			
	2024-25 Fee	Notes	
Additional Vehicle Charge (within market area)	£10.00	New charge	
Artisans at the Market	£15.00	No change	
Electricity	£6.30	5% increase	
Discount for BH19 based traders	25%	No change	
Introductory period discount of 25% increased from 1 week to 3 weeks			