

Minutes of the Meeting of the Swanage Town Council  
held at the Town Hall, High Street, Swanage on  
**MONDAY, 11<sup>th</sup> 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  
30<sup>th</sup> 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 1<sup>st</sup> 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 6<sup>th</sup> 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 8<sup>th</sup> 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 22<sup>nd</sup> 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 4<sup>th</sup> 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 31<sup>st</sup> October 2023 was submitted for information (a copy attached at the end of these Minutes).
- (b) A Statement of Cash Balance as at 30<sup>th</sup> 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 1<sup>st</sup> 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 18<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 18<sup>th</sup> 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, 6<sup>th</sup> November and 4<sup>th</sup> and 11<sup>th</sup> 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 18<sup>th</sup> December 2023.

(b) **Car Parks, 15<sup>th</sup> 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 13<sup>th</sup> December 2023. Changes to the Council's Off-Street Parking Places Order had also been considered.

(c) **Environmental Policy and Action Plan, 17<sup>th</sup> November 2023**

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

(d) **Sport, Leisure and Wellbeing, 6<sup>th</sup> 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 8<sup>th</sup> 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 29<sup>th</sup> 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 11<sup>th</sup> 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 30<sup>th</sup> October 2023, and a meeting of the Sport, Leisure & Wellbeing Working Party held on 6<sup>th</sup> 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 15<sup>th</sup> 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.
- 29<sup>th</sup> 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.

- 5<sup>th</sup> February – Publish notice of proposals in local press, write to those immediately affected and display in car parks. Make deposited documents available for consultation.
- 27<sup>th</sup> February – Expiry of deadline for objections to the proposals.
- 1<sup>st</sup> 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.
- 25<sup>th</sup> 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.
- 1<sup>st</sup> 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 22<sup>nd</sup> 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 15<sup>th</sup> 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 8<sup>th</sup> 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 12<sup>th</sup> 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 8<sup>th</sup> 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 26<sup>th</sup> 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 18<sup>th</sup> 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 20<sup>th</sup> December 2023.

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

The Meeting closed at 8.40 p.m.

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Minutes of an Extraordinary Meeting of the Swanage Town Council  
held at the Town Hall, High Street, Swanage on  
**MONDAY, 18<sup>th</sup> 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 18<sup>th</sup> 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 29<sup>th</sup> 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 30<sup>th</sup> 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 13<sup>th</sup> 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 13<sup>th</sup> 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 30<sup>th</sup> 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 17<sup>th</sup> 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.

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Minutes of the **SPECIAL MEETING** of the Council held at the Town Hall, Swanage on **MONDAY, 15<sup>th</sup> 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 4<sup>th</sup> 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 11<sup>th</sup> 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, 13<sup>th</sup> 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 13<sup>th</sup> 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 18<sup>th</sup> December 2023, Minute No. 159 (b) refers.

165. **Minutes of the Finance and Governance Committee, 10<sup>th</sup> 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 10<sup>th</sup> 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 11<sup>th</sup> 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 11<sup>th</sup> 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 4<sup>th</sup> 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 10<sup>th</sup> 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 18<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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 18<sup>th</sup> 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 24<sup>th</sup> 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 19<sup>th</sup> 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.

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## Proposed Scale of Fees & Charges 2024/25

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
<b>Tourism &amp; Local Economy Committee</b>			
<b>1. BOAT PARK &amp; CAR PARKS</b>			
<b>Peveril Boat Park Per Grid (Trailer Included)</b>			
<b>Boats and trailers</b>			
<b>Up to 13 ft</b>			
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
<b>Up to 19 ft</b>			
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
<b>Up to 22 ft</b>			
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
<b>Up to 29 ft</b>			
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
<b>Kayak Rack Charge (not inc trailer)</b>			
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
<b>10% discount on annual ticket if purchased before 30th April</b>			<b>remove</b>
<b>Daily Launch Fees - Throughout the year</b>			
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	<b>remove</b>
<b>Daily Launch Fees (Boat only - removal of Trailer)</b>			
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
<b>Slipway Launch Annual Ticket</b>	1/5/23	270.00	285.00
<b>Trailer Only-per day - Under 4.5m</b>	1/5/18	7.00	10.00
<b>Trailer Only-per day - Over 4.5m</b>	1/5/23	12.00	15.00
<b>Winter Pontoon Storage 22ft</b>	1/5/23	165.00	180.00
<b>Fisherman's Hut Tenant Discount On All Boat Park Costs</b>	1/5/22	20%	10%

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
<b>Broad Road - Vehicles &lt; 4.8m only</b>			
<b>Motorhomes permitted 8am to 10 p.m only</b>			
<b>1st April to 30th June and 1st September to 31st October (inclusive).</b>			
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
<b>Overnight 9 p.m. to 8 a.m.</b>	NEW	NEW	no charge
<b>1st July to 31st August (inclusive).</b>			
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
<b>Overnight 9 p.m. to 8 a.m.</b>	NEW	NEW	no charge
<b>1st November - 31st March (inclusive)</b>			
All vehicles up to 13 hours	(1/4/18)	1.00	2.00
<b>Main Beach (Victoria Avenue)</b>			
<b>Motorhomes permitted 8am to 10 p.m only</b>			
<b>1st April to 30th June and 1st September to 31st October (inclusive).</b>			
<b>Vehicles &lt;4.8m</b>			
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
<b>Vehicles &gt;4.8m</b>			
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
<b>All vehicles - Overnight 9 p.m. to 8 a.m.</b>	NEW	NEW	no charge
<b>1st July to 31st August (inclusive).</b>			
<b>8 a.m. - 9 p.m.</b>			
<b>Vehicles &lt;4.8m</b>			
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
<b>Vehicles &gt;4.8m</b>			
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
<b>All vehicles - Overnight 9 p.m. to 8 a.m.</b>	NEW	NEW	no charge
<b>1st November - 31st March (inclusive)</b>			
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
<b>North Beach (De Moulham Road)</b>			
<b>Motorhomes permitted 8am to 10 p.m only</b>			
<b>1st April to 31st October (inclusive).</b>			
<b>Vehicles &lt;4.8m</b>			
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
<b>Vehicles &gt;4.8m</b>			
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
<b>Overnight 9 p.m. to 8 a.m.</b>	NEW	NEW	no charge
<b>1st November - 31st March (inclusive)</b>			
no charge for vehicles up to 13 hours	NEW		2.00
<b>Free parking in North Beach when attending NHS mobile units</b>			
* 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			
<b>Recreation Ground (Mermond Place) and Co op Pioneer (Central)</b>			
(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
<b>Recreation Ground (Residents)</b>			
(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
<b>Residents Parking Permits (per permit-not an annual fee)</b>			
	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			
<b>Annual Private &amp; Business (Main Beach or North Beach)</b>			
	1/4/23	290.00	350.00
<b>Summer Season Ticket (1st April-31st October)</b>	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			
<b>North Beach Annual Coach Permit</b>	1/4/23	350.00	400.00
<b>Annual Taxis (per permit)</b>			
	1/4/23	720.00	756.00
Charges will apply throughout the year.			
<b>Excess Charge Penalty</b>			
	1/4/04	60.00	60.00
* Reduced for payment within 10 days.	1/4/04	30.00	30.00
<b>Peveril Point Residents Tickets</b>			
	1/4/07	25.00	25.00
max of 4 per household			

	<b>Date of Last Increase/ (Decrease)</b>	<b>Agreed Fees 2023/24 £/p</b>	<b>Proposed Fees 2024/25 £/p</b>
<b>2. <u>TOURIST INFORMATION CENTRE</u></b>			
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
<b>3. <u>PEVERIL POINT</u></b>			
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			
<b>4. <u>STONE QUAY &amp; MONKEY BEACH</u></b>			
Pleasure Boats (Private) - not exceeding 12 passengers Hut on Quay	1/4/23		255.00 265.00
	1/4/23		165.00 170.00
<b>5. <u>MARKET</u></b>			
see separate pricing schedule - Appendix G i)			



	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
<b>6. BEACH BUNGALOWS</b>			
<b><u>SCALE OF FEES: SHORE ROAD - 2024/25 SEASON</u></b>			
<b>Agreed: Minute 99, Monthly Council Meeting held 18th September 2023</b>			
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
<b>Winter whole period charges</b>			
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
<b>Whole period charges</b>			
Sat 30 March - Fri 28 March - Lower Level	(1/4/23)	3155.00	3470.50
- Upper Level	(1/4/23)	1930.00	2123.00

	<b>Date of Last Increase/ (Decrease)</b>	<b>Agreed Fees 2023/24 £/p</b>	<b>Proposed Fees 2024/25 £/p</b>
<b>Premium Huts</b>			
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
<b>Winter whole period charges</b>			
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
<b>Whole period charges</b>			
Sat 30 March - Fri 28 March - Lower Level	(1/4/23)	4584.00	5042.40
- Upper Level	(1/4/23)	3223.00	3545.30
<b>Artisans on the Beach</b>			
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
<b><u>SCALE OF FEES: SPA BUNGALOWS - 2024/25 SEASON (if operational)</u></b>			
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
<b><u>SCALE OF FEES: SPA RETREATS - 2024/25 SEASON</u></b>			
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)		
<b>Private Sites</b>	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
<b>1. BEACH GARDENS</b>			
<b>Tennis</b>			
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
<b>Putting</b>			
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
<b>Table Tennis bat and ball hire</b>			
	1/4/18	1.00	1.50
<b>Basketball Hire</b>			
	1/4/14	2.50	3.00
<b>Pavilion</b>			
(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
<b>2. ALLOTMENTS</b>			
7.40 Prospect (per rod)	1/10/23		7.75
<b>3. TOWN HALL LETTINGS</b>			
<b>Council Chamber</b>			
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
<b>Committee Room</b>			
	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
<b>4. KING GEORGE V FIELD</b>			
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/21)	25.00 0.00	25.00 0.00
<b>5. FORRES SPORTS FIELD</b>			
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/21)	25.00 0.00	25.00 0.00
<b>6. JOURNEY'S END</b>			
Football Pitches Youth Teams	1/4/01 (1/4/21)	12.00 0.00	12.00 0.00
<b>7. SPORTS LICENCES</b>			
	n/a	30.00	36.00

	Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
<b>8. GODLINGSTON CEMETERY</b>			
<b>Garden of Rest</b>			
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
<b>Earthen Graves</b>			
(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
<b>Note</b>			
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
<b>Brick Graves or Vaults</b>			
(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
<b>Monuments, Gravestones &amp; Inscriptions</b>			
(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
<b>Memorial Tree Plaque</b>	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**

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

#### **9. Memorial Benches**

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

Appendix G i)

<b>Swanage Friday Market: Proposed Fees for 2024-25 (51 weeks)</b>			
	<b>5 April to 24 May (8) 6 Sep to 26 Oct (8)</b>	<b>31 May to 30 Aug (14)</b>	<b>1 Nov to 28 Mar (closed 27 Dec) (21)</b>
<b>Stall Size</b>	<b>Semi</b>	<b>Peak</b>	<b>Off</b>
<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
<b>Discount if paid in advance for full season (51 weeks):</b>			<b>25%</b>
<b>Stall Size</b>	<b>2024-25 Fee</b>	<b>2023-24 Fee</b>	<b>% on 2023-24</b>
<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			
	<b>2024-25 Fee</b>	<b>Notes</b>	
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			

Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 4<sup>th</sup> DECEMBER 2023** at **6.30 p.m.**

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor C Finch

Swanage Town Council

Councillor T Foster

Swanage Town Council

Councillor N Rogers

Swanage Town Council – from 6.35 p.m.

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Councillor W Trite

Swanage Town Council

Miss N Clark

Planning and Community Engagement Manager

There were six members of the public present at the meeting.

### **Public Participation Time**

The following matters were raised:-

#### **Planning application No. P/FUL/2023/06848 Land at Priests Road, Swanage, BH19 2RL**

- Concerns regarding the overbearing size and scale of the proposed development, shoehorning three, three-storey properties into a small triangle of land, on a hill, and the potential adverse impact that this could have on neighbouring properties, and the character of the surrounding area. These concerns included:
- Overly dominating three-storey properties, which would tower over surrounding properties.
- Potential overlooking, loss of privacy/neighbour amenity, and loss of daylight.
- Out of keeping with the street scene and character of the area – proposed red brick, in a cul-de-sac of Purbeck Stone properties.
- Adverse impact on wildlife, and loss of an important green space – in particular bats, evidence of which had been reported to Dorset Council, slowworms, birds and badgers. The existing mature trees/bushes had previously been removed/destroyed and the bats and birds had disappeared. However, these had returned when the area had regrown.
- Highway safety concerns – increase in vehicular traffic in the cul-de-sac, and potential difficulties regarding access for emergency vehicles.
- Potential for the properties to be second homes.

#### **Planning application No. P/FUL/2023/06658 164 High Street, Swanage, BH19 2PD**

- Concerns regarding the proposed fencing, which was considered to be of an industrial design, and not appropriate in a residential area. Further concerns held regarding highway safety, delivery lorries, and potential parking/passing issues if the parking spaces were removed from the forecourt of the business.

#### **Disabled access to the Town Hall Chamber**

- Comments made that there was no disabled access to the Chamber. The Chairman acknowledged the concerns raised, and confirmed that online access to meetings was available (via Zoom or Teams), and that meetings were also held in accessible venues at times during the year. It was confirmed that this matter would be brought to the attention of the Accessible Swanage Advisory Group for consideration.



Councillor Rogers joined the Meeting at 6.35 p.m.

1) **Apologies**

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

2) **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.

**Item 4 a) Tree works application No. P/TRC/2023/06596 St Marys Church, Church Hill, Swanage, BH19 1HU** – Councillor Harris declared a non-pecuniary interest under the Code of Conduct by reason of being Church Warden at St Mary's Church.

There were no further declarations to record on this occasion.

**Planning**

3) **Plans for consideration**

**Delegated Applications**

P/FUL/2023/06062

**51 Station Road, Swanage, BH19 1AD**

Installation of new extraction canopy, new ductwork, fan and filtration.

**OBSERVATION:** No objection to the installation of extraction equipment in principle, subject to the Design and Conservation Officer's report, and mitigation of the Town Council's concerns as follows:-

**Potential adverse impact on neighbour amenity - noise or disturbance (resulting from use, including proposed hours of operation), smells and fumes** – the proposed siting of the new extraction equipment and fans being situated adjacent to residential dwellings, in close proximity to their windows/ doors, and outdoor amenity space.

**Potential adverse impact on the Swanage Conservation Area** – the design of the system, in particular the size/height and position of the proposed extract ductwork, which would be higher than the roofline, appears to be out of keeping with the character of the area/street scene. Attention is drawn to the fact that the property is situated within the Swanage Conservation Area, and the rear of the premises is highly visible from the Kings Road West area.

**Highway issues: vehicular access, road/pedestrian safety** – the application form states that the site has no existing parking spaces, which is incorrect. There is a parking area next to the building which is accessed over the busy main footway into the town centre. Attention is drawn to the recently approved licensing application for the premises, which included a proposal to use part of this parking area as an outside seating space for the restaurant.

P/FUL/2023/06595

**10 Cluny Crescent, Swanage, BH19 2BS**

Convert existing dwelling into two separate dwellings.

**OBSERVATION:** No objection to the proposed works to the property, subject to adherence to the Design and Conservation Officer's report. However, concerns are raised as follows:-

**Loss of enclosure/adverse impact on street scene** – concerns are raised regarding the continued loss of character in the town through redevelopment, and the potential loss of the existing Purbeck Stone boundary wall at the front of this property, which is situated in the Swanage Conservation Area. The Town Council recommends/seeks confirmation that the wall will be retained as part of any approved scheme.

P/FUL/2023/06658

**164 High Street, Swanage, BH19 2PD**

Replacement of existing fencing to front yard.

**OBSERVATION:** Recommend refusal, the Town Council's concerns are as follows:-

**Potential adverse impact on the street scene, character and appearance of the surrounding area** – the property is situated in a historic residential area of predominantly Edwardian dwellings – the proposed fencing is considered to be of an inappropriate industrial, metal design, more akin to security fencing seen on industrial estates, the appearance and height of which would have a detrimental impact on the street scene, and its setting in close proximity to listed buildings (The Old Forge, and Hatton Cottage, in the High Street). Attention is drawn to the fact that No. 164 is also an Edwardian building.

**Highway issues: traffic generation, vehicular access, highway/pedestrian safety** – potential reduction in visibility for motorists when turning into and out of Linden Road from the busy High Street. **Parking/passing concerns** – limited on-street parking in the area, used by local residents and visitors, and concerns are held that if the existing parking spaces (for staff/customers/deliveries) in the business's forecourt were removed this would exacerbate inconsiderate parking/passing issues currently experienced in the surrounding area, and reduce the number of on-street parking spaces available, this being a busy builders' merchant. Accessibility for larger delivery lorries – turning and unloading in a residential road – delivery lorries currently regularly block the busy High Street as they are too big to manoeuvre into Linden Road and the merchant's forecourt (main vehicular/ tourist route into the town centre).

P/FUL/2023/06848

**Land at Priests Road, Swanage, BH19 2RL**

Erect a terrace of three dwellings and associated parking.

**OBSERVATION:** Recommend refusal, the Town Council's concerns are as follows:-

**Loss of an important historic green space** – the Council would wish to stress that this is not just a piece of land left over from a 1950s council house development, it is a historic landscape feature, as confirmed by a review of historic OS maps of the area (dated 1902 and 1928) detailing the old paths and cartways around the site.

Attention is also drawn to the fact that the Town Council is currently in the process of producing a Neighbourhood Plan for Swanage (SNP), and the Neighbourhood Plan Steering Group has identified this area of land as a potential green space which should be protected by the SNP.

**Adverse impact on nature conservation interests and biodiversity opportunities** – the application form states that there are no biodiversity or geological conservation considerations to take into account. This proposal will result in the loss of a sizeable area of existing greenspace, which has already had an adverse impact on local wildlife, with no environmental impact assessment having been undertaken. The Council would wish to express its complete disappointment that the developer has cleared the site on more than one occasion and removed much of the mature vegetation/hedgerows, which had been there for some 40+ years, and which had been a refuge for wildlife. It is noted that in many of the residents' letters of objection submitted to Dorset Council regarding the previously approved application reference is made to the fact that badgers, bats, birds and slowworms had previously been living/been seen using this site, prior to destruction of the vegetation/hedgerows. Since that time the vegetation has grown back and bats and birds have returned to the site once again. However, this has recently been removed again by the developer. The Council wishes to receive confirmation that appropriate environmental impact assessments/a bat survey will be completed accordingly.

**Swanage Green Infrastructure Strategy (SGIS) SPD – Herston**

– whilst Swanage is seen as a reasonably affluent seaside town, it does have areas of poverty, Herston being the second most deprived of 29 neighbourhoods within the Purbeck area, and there are no recreational areas and only limited greenspace, as detailed in the SGIS – particular attention is drawn to the following sections:  
**166.** As a result, Herston needs to be designated a priority area for the implementation of GI projects, and where possible, strong GI connections need to be made between Herston, the rest of town, and the open countryside.

**187.** The SCSP identifies that Herston is the most deprived part of Swanage. Low levels of poor-quality GI in areas of social housing here mean that residents do not benefit from their immediate environment in the same way as people do elsewhere in Swanage. In fact, the majority of the amenity open space in Herston is just short mown grass which should not really be classed as GI. Statistics show that people in more deprived areas are more likely to suffer more physical and mental health related issues.

Again, the Council would wish to stress that this is an important historic greenspace and not redundant SLOAP.

**Overdevelopment/layout and density of building design, visual appearance and materials to be used, and potential detrimental impact on the street scene** – the site is a small triangle of steep land - the three proposed three storey red brick houses are

considered to be wholly out of keeping with surrounding properties which are two storey houses constructed of Purbeck stone.

Reference is made to the Swanage Townscape Character Assessment (STCA) Council Estate Development Part 04.16

“Predominantly semi-detached houses arranged around a network of connecting roads and a few cul-de-sacs. Two storey houses. Modest domestic scale massing.” It is understood that the nearby Purbeck stone council housing development won a design award when constructed in the 1950s.

The Council recommends greater use of traditional/local materials, namely Purbeck Stone (including window sills, lintels and quoins), and Swanage brick, in any approved scheme, which would be more in keeping with surrounding properties.

**Potential adverse impact on Herston Conservation Area (HCA)**

– although the land is not situated within the HCA, as can be seen from the HCA Map 1: Boundaries, it is in very close proximity to the boundary at the top of Bell Street, and attention is drawn to STCA Herston Village Part 04.19 – Strengths and Threats.

**Potential adverse impact on neighbour amenity, overlooking and loss of privacy** – overbearing height of the proposed three-storey properties, on a steep site, being so close to the boundaries of neighbouring properties in Ash Close and Bell Street cul-de-sac.

**Highway issues – traffic generation, vehicular access, highway safety** – Ash Close, Priests Road, Bell Street and the Bell Street cul de sac, and Marsh Way, all converging at the bottom of the site.

There is already extremely limited on street parking in the surrounding area, and there is no turning circle in the cul de sac. Potential increase in passing difficulties experienced by motorists, refuse collections and the emergency services, due to regular instances seen of inconsiderate parking, and the sizeable number of parked cars in the surrounding area. Comments are made that this has previously been reported by the ambulance service. Traffic also increases considerably in this area during the summer season to/from nearby camping/holiday parks.

**Flooding/excess water run-off from the fields and down the adjacent footpath, particularly seen after heavy rainfall** – the application form states that the site is not within an area at risk of flooding - the proposed development will be constructed on a steep site, situated in Flood Zone 1. Has an appropriate flood risk assessment been undertaken, and flood mitigation/drainage proposals been received?

**Eastern Area Planning Committee** - in view of the number of concerns held by the Town Council, and local residents, a request is made for the application to be referred to the Eastern Area Planning Committee for careful consideration at a future meeting, and that it would be vital for the Committee to undertake a site visit prior to the meeting to view and fully appreciate the biodiversity, size and topography of the site, and the impact that this proposal will have on the area and surrounding properties.

**Other matters**

The address and postcode stated for the site is Priests Road, the site is actually in Bell Street cul de sac.

**Application form:**

- **Description of the proposal** – has the work or change of use already started? - the application form states ‘No’, this is incorrect as the site has been cleared.
- **Trees and hedges** – the application form states ‘No’ for both questions, this is incorrect as there were trees/hedges on the site. The Biodiversity Checklist also states ‘No’ to all questions, which is incorrect, as can be seen from the aerial photograph within the Planning Statement (page 3), and the photos below:-
- <https://maps.app.goo.gl/wHoaZBhdwYN6gLbq9>
- <https://maps.app.goo.gl/FvnsQ5HqhHBdR4w66>

- P/HOU/2023/03337      **19 Newton Road, Swanage, BH19 2EA**  
Erect conservatory and first floor extension. Create dormer windows, Juliet balcony and install rooflight. Internal alterations.  
**OBSERVATION:** No objection.
- P/HOU/2023/06488      **1A Hillview Road, Swanage, BH19 2QU**  
Side extension, reposition garage (new, rebuilt). Form new access.  
**OBSERVATION:** No objection.
- P/HOU/2023/06777      **108 High Street, Swanage, BH19 2NY**  
Installation of two conservation rooflights.  
**OBSERVATION:** No objection.
- P/LBC/2023/06269      **Listed Building Consent**  
**LISTED**      **108 High Street, Swanage, BH19 2NY**  
Installation of two conservation rooflights.  
**OBSERVATION:** No objection.
- P/HOU/2023/06867      **18 Sandbourne Close, Swanage, BH19 2LQ**  
Erect rear extension.  
**OBSERVATION:** No objection.
- P/PADM/2023/06471      **Prior Approval - Demolition**  
**Regents Court, 15 Victoria Road, Swanage, BH19 1LY**  
Demolition of a block of seven garages in the parking area to the rear of Regents Court.  
**OBSERVATION:** No objection.
- P/VOC/2023/06416      **Variation of Condition**  
**7 Moor Road, Swanage, BH19 1RG**  
Application to vary Condition 2 of approved planning application No. 6/2018/0411 (Erect a dwelling.) to incorporate a basement under the dwelling.  
**OBSERVATION:** No objection.

**For information only**

- P/NMA/2023/06576      **Non Material Amendment**  
**Bay View Court, 7 Cluny Crescent, Swanage, BH19 2BP**  
Revise approved ground floor layout from two flats to one (no external changes).
- P/NMA/2023/06582      **Non Material Amendment**  
**10 Newton Rise, Swanage, BH19 2QP**  
Lengthen dormer by 750mm, alterations to fenestration of extension including high level side windows, reducing glass doors, timber boarding rear elevation, and stepping the rear wall line.

Further to her declaration under Minute No. 2) Councillor Harris left the room during consideration of the following item. In the absence of the Chairman, Councillor Foster, as Town Mayor, assumed the Chair.

**4) Applications for tree works - opportunity to raise any matters of concern**

**a) P/TRC/2023/06596 St Marys Church, Church Hill, Swanage, BH19 1HU**

Consideration was given to the tree survey, photographs, and plan regarding proposed tree works to be undertaken in the grounds of St Mary's Church. The recommended works

included the felling of one tree which was in a very poor condition, and the pruning of seven others. The Town Council had been consulted as the trees were situated in the Swanage Conservation Area.

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

That the Town Council has no objection to the tree works as set out in the schedule of works dated 10<sup>th</sup> November 2023.

Councillor Harris returned to the Meeting.

## **Consultation**

### **5) To note receipt of the following consultation document, and to determine the Council's preferred method of response, if any:**

#### **a) Dorset Council (DC) – Purbeck Local Plan (PLP) (2018-2034) Supplementary Proposed Main Modifications Consultation**

It was reported that DC was consulting on supplementary proposed Main Modifications to the PLP (2018-2034). It was explained that these modifications were necessary to address planning issues of soundness, and for compliance with legislation relating to the local plan making process.

Consideration was given to DC's consolidated schedule of Main Modifications to the PLP dated November 2023, comprising proposed Main Modifications, further proposed Main Modifications, and supplementary proposed Main Modifications (SMM). DC was only seeking comments on the novel revisions presented in the SMM. Committee Members had reviewed the additions and deletions made in the SMM, and wished it to be noted that they had no further comments to make.

Following the discussion, Members reiterated their complete disappointment, and frustration, regarding the timescale of the turnaround of the submitted PLP 2018-2034.

### **6) Dorset Council (DC) – The Dorset Open Land Anti-social Behaviour Related Public Spaces Protection Order (PSPO) 2022 – consideration of areas of land in Swanage to be put forward for DC's review of the PSPO in 2024**

Further to Minute Nos. 5) and 3) of the Planning and Consultation Committee Meetings held on 6<sup>th</sup> March 2023 and 5<sup>th</sup> June 2023 respectively, consideration was given to a list of areas of land in Swanage that the Town Council would wish to protect by The Dorset Open Land Anti-social Behaviour Related PSPO. As previously reported, DC would be considering requests to include further areas of land in the PSPO in 2024 (the existing PSPO would expire in June 2025).

During the discussion it was agreed that the following list of areas would now be put forward to DC for consideration during its review of the PSPO:-

- Herston Community Field (Former St Mark's Playing Fields)
- King George's Playing Fields
- Day's Park
- Prince Albert Gardens
- Peveril Point and The Downs Local Nature Reserve
- Herston Village Green
- Sandpit and Weather Station Fields
- Recreation Ground
- The two SANG sites (Suitable Alternative Natural Greenspace) in Northbrook Road/Washpond Lane

**7) Items of Information and Matters for Forthcoming Agendas**

**a) Dorset Council – Eastern Area Planning Committee** - it was reported that the following planning applications would be considered by the Eastern Area Planning Committee at its next meeting being held on 6<sup>th</sup> December 2023:-

- i) P/FUL/2023/03413 23 De Moulham Road – Demolition of dwelling and erection of four dwellings.
- ii) P/FUL/2023/04646 Cefyn Bryn, 3 Ballard Estate - Demolition of existing single storey dwelling and erection of new single storey dwelling.

It was confirmed that a Member of the Town Council’s Planning and Consultation Committee would be attending the meeting to present the Council’s concerns regarding these applications (as set out in the Minutes of the Committee Meetings held on 11<sup>th</sup> September 2023, and 6<sup>th</sup> November 2023).

**8) Date of next meeting**

The date of the next meeting had been scheduled for Monday 8<sup>th</sup> January 2024.

The meeting closed at 8.25 p.m.

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Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 8<sup>th</sup> JANUARY 2024** at **6.30 p.m.**

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor T Foster

Swanage Town Council

Councillor C Moreton

Councillor N Rogers

Swanage Town Council – from 6.35 p.m.

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

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

### **Public Participation Time**

There were no matters raised.

Councillor Rogers joined the Meeting at 6.35 p.m.

#### **1) Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Bonfield and Finch.

#### **2) Declarations of Interest**

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

There were no declarations to record on this occasion.

### **Planning**

#### **3) Plans for consideration**

##### **Delegated Applications**

P/FUL/2023/07257

**Durlston Wall, 3 Belle Vue Road, Swanage, BH19 2HP**

Erect replacement dwelling.

**OBSERVATION:** No objection in principle to the redevelopment of the property, subject to adherence to Dorset Council's Coastal Risk Management Officer's report and recommendations.

P/FUL/2023/07338

**White Horse Inn, 11 High Street, Swanage, BH19 2LP**

Demolition of single garage, and proposed extension and refurbishment, to provide a newly arranged ground floor pub and restaurant, and eight new residential dwellings.

**OBSERVATION:** No objection in principle to the redevelopment of the property/site, subject to adherence to the Design and Conservation Officer's, and Building Control Team's, reports and recommendations.



P/LBC/2023/07339  
**LISTED**

**Listed Building Consent**

**White Horse Inn, 11 High Street, Swanage, BH19 2LP**

Demolition of single garage, and proposed extension and refurbishment, to provide a newly arranged ground floor pub and restaurant, and eight new residential dwellings.

**OBSERVATION:** No objection in principle to the redevelopment of the property/site, subject to adherence to the Design and Conservation Officer's, and Building Control Team's, reports and recommendations.

P/PPRD/2023/07381

**White Horse Inn, 11 High Street, Swanage, BH19 2LP**

Demolition of single garage.

**OBSERVATION:** No objection in principle to the redevelopment of the property/garage/site (related planning application no's. P/FUL/2023/07338, P/LBC/2023/07339, and P/PPRD/2023/07381), subject to adherence to the Design and Conservation Officer's, and Building Control Team's, reports and recommendations.

P/FUL/2023/07445

**164 High Street, Swanage, BH19 2PD**

Yard racking for storage of materials. (Cantilever and pallet racking).

**OBSERVATION:** Recommend refusal, this application needs to be considered in conjunction with planning application P/FUL/2023/06658 to fully appreciate the impact that both proposals will have as a whole on the surrounding area and neighbouring properties. The Town Council's concerns are as follows:-

**Potential adverse impact on neighbour amenity** – the height, size and style of the proposed racking is considered to be overbearing, intrusive to neighbouring properties, and dominates the property and garden next door.

**Potential adverse impact on the street scene, character and appearance of the surrounding area** – the property is situated in a historic residential area of predominantly Edwardian dwellings – the proposed racking/structure is considered to be an inappropriate and inconsiderate addition to the property, not suitable in the midst of a residential area, the appearance and height of which would also have a detrimental impact on the street scene, and its setting in close proximity to listed buildings (The Old Forge, and Hatton Cottage, in the High Street). Attention is drawn to the fact that No. 164 is also an Edwardian building.

Attention is also drawn to the Town Council's concerns raised regarding related planning application no. P/FUL/2023/06658.

P/HOU/2023/06683

**20 Manwell Road, Swanage, BH19 2QD**

Loft conversion with dormer and balcony.

**OBSERVATION:** No objection.

P/HOU/2023/07069

**14 Anglebury Avenue, Swanage, BH19 1QP**

Raise ridge, and increase height of extension. Addition of two dormers, and loft conversion. Dropped kerb extension, and parking space.

**OBSERVATION:** No objection.

- P/HOU/2023/07398      **263 High Street, Swanage, BH19 2NQ**  
Proposed alterations to existing roof conversion, including rear facing dormer window. Ground floor rear extension to kitchen, and internal alterations. New front bay window.  
**OBSERVATION:** No objection.
- P/HOU/2023/07466      **Sentry Bungalow, Sentry Road, Swanage, BH19 2AG**  
Alterations to windows and doors, and new timber cladding.  
**OBSERVATION:** No objection.
- P/HOU/2023/07532      **Punfield, 15 Ballard Estate, Swanage, BH19 1QZ**  
Extend bedroom into existing garage.  
**OBSERVATION:** No objection.

**For information only**

- P/CLP/2023/07453      **Certificate of Lawful Use Proposed**  
**64 Cauldron Barn Road, Swanage, BH19 1QF**  
Single storey rear extension, Juliet balcony to rear existing dormer, two rooflights to front elevation, and internal remodelling.

**4) Applications for tree works - opportunity to raise any matters of concern**

There were no matters raised.

**Licensing**

**5) To note receipt of the following premises licence application, and to determine the Council's response, if any:**

**a) Mr W Rudge - Fonc Lounge (was The Club), 1 High Street, Swanage, BH19 2LN – application to vary a premises licence under the Licensing Act 2003**

It was reported that this existing, licensed business had recently had a change of ownership, and an application to vary the premises licence had been submitted, which included risk assessments for special events, door supervisor arrangements, change of layout of the premises, and opening hours.

Consideration was given to the application under the four licensing objectives.

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

**OBSERVATION:** No objection under the four licensing objectives.

**Neighbourhood Planning**

**6) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 8<sup>th</sup> December 2023**

There were no matters arising.

**7) Items of Information and Matters for Forthcoming Agendas**

- a) Dorset Council News – Residents' Magazine Survey – closing date for responses: 31<sup>st</sup> January 2024** – it was reported that details of this survey would also be posted on the Town Council's website and Facebook page.

**8) Date of next meeting**

The date of the next meeting had been scheduled for Monday 5<sup>th</sup> February 2024.

The meeting closed at 7.45 p.m.

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## Agenda Item 5 (a)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balances as at 31st December 2023

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 30/11/2023	£6,125,337.29 Cr	
Income during December	£74,126.04 Cr	
Movement of Cash-Investment	£600,000.00 Cr	
Add - Outstanding receipts- November	£727.14 Cr	
Less - Outstanding receipts - December	<u>£0.00 Dr</u>	£6,800,190.47 Cr
Less payments made:		
As per Reconciliation dated 30/11/2023	£6,113,842.50 Dr	
Schedule 9 payments dated 31/12/2023	£209,386.91 Dr	
Movement of Cash-Investment	<u>£500,000.00 Dr</u>	£6,823,229.41 Dr
		<u><u>£54,560.98 Cr</u></u>
Balance at Bank		
Current Account		£32,582.31 Cr
Deposit Account		£21,978.67 Cr
		<u><u>£54,560.98 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
DMADF-Deposit		£450,000.00
DMADF-Deposit		£600,000.00
DMADF-Deposit		£500,000.00
		<u><u>£2,300,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st December 2023

Prepared by Alison Spencer

Dated: 8th January 2024

Certified by Martin Ayres

Dated: 8th January 2024

**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March 2024**

**Payment schedule reported to Council - 29th January 2024**

**Schedule 9:**

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's

**SEVEN HUNDRED AND NINE THOUSAND, THREE HUNDRED AND EIGHTY  
SIX POUNDS AND NINETY ONE PENCE**

.....(£709,386.91).....

## Swanage Town Council Schedule of Payments - Month 9

### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/12/2023	AIB Merchant Services	301123.000010	30/11/2023	Merchant Serv charge Nov 23		44.24
11/12/2023	Barclaycard Merchant Services	001884331123	30/11/2023	Monthly 8 charge		43.36
07/12/2023	British Telecom	Q145QT	23/11/2023	Q3-TH	170.24	
07/12/2023		Q139 1B	23/11/2023	Q3-BG	197.86	
08/12/2023		Q119RT	23/11/2023	Q3-Emergency phone	279.22	647.32
01/12/2023	Dorset Council	840014144	01/04/2023	23/24 NNDR		17,810.00
14/12/2023	Ecotricity Ltd	04400315	23/11/2023	Electricity - all sites Oct 23	6,067.48	
27/12/2023		04467163	06/12/2023	Electricity - all sites Nov 23	6,829.42	12,896.90
14/12/2023	First Data	520334510615636	30/11/2023	Card payments Nov 23		79.82
15/12/2023	Green Energy (UK) Ltd	5278933	10/12/2023	TH gas -office Nov	1,154.84	
15/12/2023		52708793	10/12/2023	Depot gas - Nov	347.67	
15/12/2023		52708590	10/12/2023	TIC gas- Nov	321.68	
15/12/2023		52708941	10/12/2023	TH gas- Nov	633.29	
15/12/2023		EBDS	10/12/2023	EBDS applied	(133.91)	2,323.57
11/12/2023	Lloyds Bank PLC	414358432	13/11/2023	Monthly charge	311.30	
27/12/2023		415269049	07/12/2023	Bank charge	110.40	421.70
11/12/2023	Paytek Admin Services Ltd (First)	MI/4131221/03	01/12/2023	Regular Service charge	72.00	
11/12/2023		MI/4127775/03	01/12/2023	Regular Service charge	128.35	200.35
29/12/2023	Pitney Bowes Finance Ltd	BL06521750	23/12/2023	Q4 - Rental		87.62
18/12/2023	Sage (UK) Ltd	INV18038655	01/12/2023	Monthly charge		560.70
01/12/2023	water2business	4064137510	01/11/2023	Burlington Toilets	230.96	
01/12/2023		4064140556	01/11/2023	Mermond Toilets	584.35	
01/12/2023		4064140565	01/11/2023	Heritage Toilets	833.26	
01/12/2023		4064139988	01/11/2023	Prospect Allotments	51.21	
01/12/2023		4064175063	01/11/2023	Shore toilet	1,015.78	2,715.56
<b>Total of Direct Debit &amp; Standing Orders</b>						<b>37,831.14</b>

### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
18/12/2023	Charge Card Transactions	MT2332802820000	22/11/2023	Road Closure	75.00	
18/12/2023		MT2333102600000	24/11/2023	Christmas Tree	65.50	
18/12/2023		1F0100012525550	03/12/2023	Annual Fee	32.00	
18/12/2023		1F0100012525550	03/12/2023	Annual Fee	32.00	204.50
<b>Total of Chargecard payments</b>						<b>204.50</b>

### BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
22/12/2023	1st Call Training	7561	30/11/2023	NPORS 360 Excavator course		516.00
22/12/2023	A.B.A. Groundcare (SW) Ltd	143288	18/12/2023	Service for iseki mower		811.72
22/12/2023	Ace Office Environments Ltd.	01098632	30/11/2023	TIC - stationery	69.62	
22/12/2023		01099367	30/11/2023	TH- Stationery	19.32	
22/12/2023		01100403	08/12/2023	Stationery	142.10	231.04
22/12/2023	ACL Asbestos Contracting Limited	17336	13/12/2023	Asbestos removal		1,440.00
22/12/2023	Andrews Plant Ltd	5995	28/11/2023	(MRS)Road Sweep		784.30
22/12/2023	Apogee Corporation Ltd	1423713	28/11/2023	Depot Toner colour	55.68	
22/12/2023		1423872	28/11/2023	Monthly rent	484.44	
22/12/2023		1423872	28/11/2023	Toner Monthly charge	706.33	
22/12/2023		1424835	05/12/2023	TH toner	9.00	1,255.45
22/12/2023	AquAid (Southcoast)	15383	12/12/2023	Sanitisation	(26.39)	
22/12/2023		454406	30/11/2023	Water & Sanitisation	99.58	73.19
22/12/2023	Audit West	7915846	07/12/2023	Data Protection services 2023-24		1,500.00
22/12/2023	Babypoint Limited	4442	15/12/2023	Baby change units		2,400.00
22/12/2023	BIPCOM	INV-9806	01/12/2023	Divert to mobile		6.60
22/12/2023	C. Brewer & Sons	PLE/376391	30/11/2023	Galvanised paint		133.04
22/12/2023	Crab Apple Catering	INV-2685	12/12/2023	Catering		774.00
22/12/2023	Darkin Miller Ltd	856	15/12/2023	Audit Fees visits 1 & 2		1,491.98
29/12/2023	Dorset County Pension Fund	Month 9	20/12/2023	Payroll Month 9- Pension	19,558.70	
29/12/2023		Month 9	20/12/2023	Payroll Month 9- CAYS	221.72	19,780.42
22/12/2023	Dorset Council	2800372678	22/11/2023	Swanage Bay Water Patrol 2023	4,200.00	
22/12/2023		2800375950	12/12/2023	Tree reduction work	672.00	4,872.00

22/12/2023	Dorset Waste Partnership	2800374166	05/12/2023	Recycling Bin Depot Nov		30.33
22/12/2023	Flowbird Smart City UK Ltd	UI00004961	12/12/2023	Flowbird WebOffice	84.00	
22/12/2023		UI00004961	12/12/2023	Gateway transaction Charge	72.47	156.47
22/12/2023	Four County Services Ltd.	64866	30/11/2023	PC & Build	1,714.02	
22/12/2023		64902	04/12/2023	Depot- calls	32.95	
22/12/2023		64902	04/12/2023	TIC - calls	89.69	
22/12/2023		64934	10/12/2023	Depot IT/Phone	379.56	
22/12/2023		64935	10/12/2023	TIC IT/Phone	509.78	
22/12/2023		64936	10/12/2023	TH IT	771.72	
22/12/2023		64942	12/12/2023	Subscription	293.22	
22/12/2023		64973	15/12/2023	Annual Licence -TH	2,491.20	6,282.14
22/12/2023	Follow The Shine Ltd	M&J1/5/77	06/12/2023	Cleaning Service- Dec		180.00
22/12/2023	G4S Cash Solutions (UK) Ltd	2023113130	30/11/2023	Cash processing Nov 23		813.19
22/12/2023	Glasdon UK Limited	SJ877101	15/12/2023	Replacement Dog Bin		320.26
22/12/2023	Greenham Trading Ltd.	04/445473	16/11/2023	Cleaning supplies & clothing	253.86	
22/12/2023		04/448356	05/12/2023	Grit Bin for Boat Park	174.00	
22/12/2023		04/447002	06/12/2023	Fleece Tops	483.00	
22/12/2023		04/447319	06/12/2023	Materials & Equipment	467.88	
22/12/2023		04/448644	07/12/2023	Materials & Equipment	215.09	1,593.83
22/12/2023	A.R. Harris & Son	33642	27/11/2023	Faulty string seafront lights	42.00	
22/12/2023		33683	06/12/2023	Shore Road-Beach Huts	102.11	
22/12/2023		33689	08/12/2023	Investigate/repair faulty timer	180.00	
22/12/2023		33711	13/12/2023	Investigate failed festoon	100.66	424.77
22/12/2023	Hendy Group Ltd	42092119	15/11/2023	HJ18 NVP - Repairs	5,968.97	
22/12/2023		42092546	22/11/2023	HJ18 EHX Repairs	1,751.60	7,720.57
29/12/2023	HMRC	Month 9	20/12/2023	PAYE/NI Month 9		18,132.70
22/12/2023	Impact (Boston) Ltd	111-111365	30/11/2023	Car Park Tickets		722.30
22/12/2023	IMS Group	21392	05/12/2023	Annual Report 2023		1,644.91
22/12/2023	J.D. Facilities Ltd	INV-1555	01/12/2023	Depot - deep clean	230.62	
22/12/2023		INV-1554	01/12/2023	Depot - cleaning Nov 23	197.59	
22/12/2023		INV-1541	01/12/2023	TIC - cleaning Nov 23	322.42	
22/12/2023		INV-1553	01/12/2023	Public Toilets- Nov 23	7,600.85	
22/12/2023		INV-1552	01/12/2023	TH-cleaning	522.61	8,874.09
22/12/2023	King & Shaxson Ltd	LEI05122022STC	05/12/2023	Annual Renewal Fee		60.00
22/12/2023	Metric Group Ltd.	C68754	30/11/2023	Monthly charge Aslan- Nov	180.00	
22/12/2023		C68924	01/12/2023	Maintenance-Jan- March 24	1,936.51	2,116.51
22/12/2023	S. Moores	4595	01/12/2023	Biscuits		58.28
22/12/2023	National Express	AREXT/00129710	30/11/2023	November- Agency Tickets		240.95
22/12/2023	Nixons Hardware Ltd	123088	16/11/2023	Keys	12.00	
22/12/2023		123103	18/11/2023	TIC - Hazard tape	5.49	
22/12/2023		123117	24/11/2023	mugs, cutlery, lights	24.98	42.47
22/12/2023	Openings	A70263	05/12/2023	Repair of Car park gate		884.40
22/12/2023	Origin Amenity Solutions Limited	OASI0087841	28/11/2023	Grass seed bags		204.80
20/12/2023	Swanage Town Council	Month 9 Payroll	20/12/2023	Net Wages-Month 9		57,804.88
22/12/2023	Planet Merchant Service Ltd	PP4000681IE2310	13/12/2023	Gateway Fees		652.80
22/12/2023	Pod Point Ltd	3010250	28/11/2023	Admin fees June- August 23		280.85
22/12/2023	Purbeck Print Company	1063	11/12/2023	Annual Report 2023		100.00
22/12/2023	Purbeck Stone Construction	12/23	12/12/2023	Wall repairs		4,200.00
22/12/2023	O'Neill Homer	1405	08/09/2023	Neighbourhood plan		1,440.00
12/12/2023	Refund	Shore 18	12/12/2023	Refund		298.65
22/12/2023	R U Secure Systems	132632	08/12/2023	Replacement of cameras		1,024.80
22/12/2023	Swanage Town & Herston Football	001	15/12/2023	Reimbursement of costs	1,322.66	
22/12/2023		Grant	19/12/2023	Football club grant - Q3	987.50	2,310.16
22/12/2023	Spaldings (UK) Ltd.	SJ-2914466	05/12/2023	STIHL parts		46.68
22/12/2023	St. Michaels Garage	3650	30/11/2023	Diesel- Nov		850.49
22/12/2023	Sutcliffe Play (South West) Ltd.	7042	18/12/2023	Equipment		838.70
22/12/2023	Swanage News	1284	02/12/2023	Newspapers		41.35
22/12/2023	Swanage Tyres and Tuning Ltd	30626	06/12/2023	Service HF63 XZA	279.55	
22/12/2023		30642	07/12/2023	HJ18 EHX	203.21	482.76
22/12/2023	Terminator Control Ltd	4133	06/12/2023	Pest Control (All areas)		317.00
22/12/2023	Services For Tourism Ltd	DOTA00674	15/12/2023	Dorset Tourism Awards		492.00

22/12/2023	Travis Perkins	9292ANN211	22/11/2023	Materials & Equipment	114.91	
22/12/2023		9292ANN547	28/11/2023	Materials & Equipment	34.46	
22/12/2023		9292ANN694	29/11/2023	Materials & Equipment	1,546.23	
22/12/2023		9292ANN945	04/12/2023	Materials & Equipment	351.00	
22/12/2023		9292ANO013	05/12/2023	Materials & Equipment	551.09	
22/12/2023		9292ANO024	05/12/2023	Materials & Equipment	280.80	
22/12/2023		9292ANO115	06/12/2023	Materials & Equipment	421.20	
22/12/2023		9292ANO238	08/12/2023	Materials & Equipment	44.16	
22/12/2023		9292ANO230	08/12/2023	Materials & Equipment	79.47	
22/12/2023		9292ANO308	11/12/2023	Materials & Equipment	51.79	
22/12/2023		9292ANO386	12/12/2023	Materials & Equipment	27.96	
22/12/2023		9292ANO350	12/12/2023	Materials & Equipment	18.96	
22/12/2023		9292ANO433	13/12/2023	Materials & Equipment	27.81	
22/12/2023		9292 AN0560	15/12/2023	Materials & Equipment	39.66	
22/12/2023		9292 AN0587	15/12/2023	Materials & Equipment	127.01	3,716.51
29/12/2023	Third Party Payments	Month 9	20/12/2023	Payroll- Month 9 Deductions		211.33
22/12/2023	Westmade Ltd	1011572	17/11/2023	Boiler fault	156.76	
22/12/2023		1011585	20/11/2023	Boiler repairs-Depot Workshop	395.27	
22/12/2023		1011729	11/12/2023	TH Annexe Boiler maintenance	1,152.00	1,704.03
22/12/2023	WGS Power & Lighting Ltd	SI-11289	28/11/2023	Festive Light Installation-2023		7,728.00
22/12/2023	Woodlands Nursery (Dorset) Ltd	8144T	14/12/2023	Plants		237.57
<b>Total of BACS/CHAPS Payments</b>						<b>171,351.27</b>

<b><u>BACS payroll payment issued 11th &amp; 20th December 2023</u></b>	57,804.88
<b><u>F/P Refund 12th December 2023</u></b>	298.65
<b><u>BACS supplier payments issued 22nd December 2023</u></b>	75,123.29
<b><u>BACS payroll payments issued 29th December 2023</u></b>	38,124.45
	<b>171,351.27</b>

**Total of Payments 209,386.91**

#### Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
21/12/2023	DMADF	transfer	21/12/2023	DMADF	500,000.00
<b>Total of Investments</b>					<b>500,000.00</b>

**Total of Payments & Investments 709,386.91**

**Event Working Party – 24<sup>th</sup> January 2024**

On 30<sup>th</sup> October 2023, Full Council approved a large number of events for the 2024 calendar year. As part of this process, a new event, called ‘Willdoes presents Swanalulu’ was approved to take place on the weekend of 7<sup>th</sup> to 9<sup>th</sup> July at King George’s Field. Councillors may recall that a number of operational restrictions were imposed on this event due to the use of King George’s field. Appendix 1 provides more detail regarding these restrictions.

The event includes a stage and two days of live music, including a well-known band headliner. Live music would be played on both days from lunchtime to 10.00pm and the event includes a bar. Some fencing would be required as the event would be ticketed. The final day, the Sunday, would consist of a more family day including bouncy castles, cinema and a silent disco etc.

Since this date, a request has been received from Willdoes to change the location of the event from King George’s Field to Prince Albert Gardens. Full Council are asked to consider if this is something that might be permitted and Appendix 2 provides a full list of events during the year.

An additional request was also received to move the date of the event from 5-7<sup>th</sup> July to 23-25<sup>th</sup> August 2024. The Event Working Party felt that this was not appropriate for 2024, primarily as the August Bank Holiday is historically very busy in Swanage and the addition of a 3-day music event on this weekend would pose significant challenges to the town.

Councillors should note that as a new event, this is deemed to be a trial for the first year and will be reviewed thereafter by the Event Working Party.

**Decision required**

That approval is granted for the ‘Willdoes presents Swanalulu’ event to take place on King George’s Field rather than Prince Albert Gardens on 5-7<sup>th</sup> July 2024.

Culvin Milmer  
Visitor Services Manger

December 2024



## **Appendix 1 – Full Council: 30<sup>th</sup> October 2023 Item 9d (extract)**

### Swanalulu Festival - 5th to 7th July

This two-day music event will take place on Friday and Saturday on King George's Playing Field in early July. The event will be similar to the September 'Music by the Sea' event but over two days. Local bands will play throughout the day and evening with a larger celebrity band playing on the Saturday night. All music will end by 10.00pm. Fair rides and food outlets will be available on site. The event is being organised by Willdoes. The Events Working Party recommends that the following criteria are included:

1. The event organiser must identify, and include within their plans, an alternative pedestrian access point to King George's Field so that the current vehicular access point may only be used for vehicles during the event.
2. Sufficient space must be retained on the field for summer overflow parking.
3. That music and entertainment must finish at 10.00pm each evening.
4. Due to the weight limit on the vehicle bridge, only standard size vehicles will be permitted.

## Appendix 2 Swanage Town Council: Event requests for 2024 (venue booking dates)

'Yellow' rows indicate that the event is outside the control of the Town Council / grey rows indicate a new event

Event	Date – From	Date – To	Organiser	Detail	Venue	Notes	Alcohol / Evening Close
SSRC 10K Run	14 Jan	14 Jan	SSRC	Running Event	North Beach CP	As 2023	-
Swanage Blues Festival	29 Feb	5 Mar		Blues music at different venues in Swanage	Pubs		-
Jurassic Express Half Marathon	9 Mar	9 Mar	UK Running	Run from Swanage to Corfe inc. train	Hardstanding	As 2023	-
Sunrise Service	31 Mar	31 Mar	Jim Farrer	Easter Morning sunrise service	Beach	As 2023	-
Charity Day & Classic Car Display	21 Apr	21 Apr	Swanage Carnival	Charity Stalls & Classic Cars, inc. alcohol, finish at 4pm	Main Beach CP	As 2023	Alcohol – finish at 4pm
Coastal Barbarians Rowing Regatta	27 Apr	27 Apr	Coastal Barbarians	Studland based rowers	Beach / Sandpit Field / NB CP	NEW	-
Swanage Railway-Diesel Gala & Beer Festival	12 May	14 May	Swanage Railway	Trade stands, diesel trains and beer and food stalls	Corfe Castle		-
Jurassic Coast Challenge 100km	13 May	14 May	Action Challenge	Jurassic Coast Challenge 100km walk and run with the first stop at Days Park	Days Park	As 2023 - £400	-
Swanage Kayak Angling	Mid May	Mid May	Swanage Classic	Kayak fishing tournament	PAG / Monkey Beach	As 2023	-
Swanage Living History Pirate Festival	25 May	26 May	South Sea Buccaneers	Family friendly pirate/militia festival, skirmishes, re-enactment, living history (no alcohol or evening entertainment)	Sandpit Field / Beach	As 2023	-
Swanage Fairy Festival	31 May	1 June	Fairy Festival	A magical weekend of mermaids, fairies and pixies and elves, (inc. alcohol, finish at 7pm)	Sandpit Field	As 2023	Alcohol – finish at 7pm
Purbeck Arts Week	25 May	June	PAW	Art in venues throughout the Purbeck area			-

Sea Rowing Regatta	8 June	8 June	SSRC	Sea Rowing competition	Beach & North Beach CP	As 2023	-
The Studland SwimRun	15 June	15 June	I-Swim-Run	Swim run event across Swanage and Durlston Bays	Swanage Beach / Monkey Beach Peviral Point	NEW	-
Fish Festival	14 June	17 June	Fish Festival	Celebrating local food with a focus on fish. Alcohol - no evening entertainment	PAG	As 2023	Alcohol – finish 11pm
Swanage Railways 'Roads to Rail' event	21 June	23 June	Swanage Railway	Steam-powered demonstrations and vintage fairground fun	Corfe Castle		-
Coastal Rowing Regatta	29 June	29 June	Coastal Rowers	Rowing competition in Swanage Bay	Beach, North Beach Car Park	As 2023	-
Swanage Triathlon	29 June	30 June	Challenging Events	Triathlon	Sandpit field & Beach	As 2023	-
Will Does Presents Swanalulu	4 July	7 July	Will Does	2 day Family Music Festival, Alcohol and close at 11pm.	KGV playing fields	NEW	Alcohol – finish at 10pm
Wareham Town Band at the Bandstand	7 July	7 July	Wareham Town Band	Band	Bandstand	NEW	-
Swanage Jazz Festival	12 July	14 July	Jazz festival	Various venues across town hosting jazz. Sandpit Field alcohol and close at 11pm.	Sandpit Field and others?	As 2023	Alcohol – finish at 11pm
Big Hike Cancer Research	12 July	13 July	Hike events	Final stage of hike across Jurassic Coast to raise funds for charity	PAG	As 2023	-
The Wild Swimming Festival	20 July	21 July	The Wild Swimming co	Swim Festival including alcohol and close at 11pm	PAG	As 2023	Alcohol – finish at 11pm
Wareham Town Band at the Bandstand	21 July	21 July	Wareham Town Band	Band	Bandstand	NEW	-
Wilkswood Reggae Festival	18 July	21 July		Music festival	Wilkswood farm		-
Camp Bestival	25 July	28 July	Lulworth	Music Festival	Lulworth Estate		-
Swanage Carnival	29 July	5 Aug	Carnival	Full range of events across the town, Sandpit alcohol and close at 11pm	All event areas	As 2023	Alcohol – finish at 11pm
Swanage Rotary Fete	8 Aug	8 Aug	Rotary	A family fete to raise funds for the Rotary/local charities, alcohol	Sandpit Field	As 2023	Alcohol – finish late afternoon

SISATA – Peter Pan	6 Aug	7 Aug	SISATA	Theatrical open-air adaption of Peter Pan	PAG	As 2023	-
Lifeboat Week	10 Aug	20 Aug	RNLI	Events around town inc. PAG with stage, alcohol, evening entertainment close at 11pm	Hardstanding, PAG & Downs	As 2023	Alcohol – finish at 11pm
Purbeck Valley Folk Festival	15 Aug	18 Aug		Music Festival	Harmans Cross		-
The Great Dorset Steam Fair	22 Aug	26 Aug		Steam Fair with food and drink and fairground	Stourpaine		-
Harmans Cross Field Day	25 Aug	25 Aug		Family Fayre with stalls	Harmans Cross		-
Bournemouth Air Festival	29 Aug	1 Sept		Air Festival	Bournemouth		-
Dorset County Show	7 Sep	8 Sept		Country Show	Dorchester		-
Music By The Sea Memorial Concert	30 Aug	1 Sept	Music bar and food	A memorial music day by local acts, inc. alcohol and close at 10pm	PAG	As 2023	Alcohol – finish at 10pm
Swanage Railway Classic Steam & Vehicle show	6 Sept	8 Sept	Swanage Railway	Steam and vehicle show	Harmans Cross		-
Swanage Folk Festival	3 Sept	9 Sept	Folk Festival	Folk Festival based on Sandpit Field inc. alcohol and close at 11pm	All event areas	As 2023	Alcohol – finish at 11pm
Jurassic Coast Macmillan Mighty Hike 2024	6 Sept	8 Sept	Threshold Sports	Charity walk with checkpoint in Swanage – up to 2,000 walkers	Forres Field	NEW	-
Planet Purbeck Festival	Mid Sep	Mid Sep	Planet Purbeck	Mowlem Car Park, alcohol close late afternoon	Mowlem CP	As 2023	Alcohol – finish late afternoon
Sea Rowing Vets	5 Oct	5 Oct	SSRC	Rowing event on Swanage Beach for Veterans, inc. alcohol and close by early evening	Beach / Hardstanding / MB CP	As 2023	Alcohol – finish early evening
Swanage Blues Festival	3 Oct	6 Oct		Blues music festival	Various		-
Remembrance Sunday	12 Nov	12 Nov	STC	Road closure for Parade	War Memorial	As 2022	-
Switch on the Lights	30 Nov	30 Nov	STC	Road closure for Christmas light switch on	Station Road	As 2023	-
Endurance Life Marathon	? Dec	? Dec	Endurance Life	Various running events which finish on the beach	Hardstanding / Beach / Sandpit	As 2022	-
Boxing Day Dip	26 Dec	26 Dec	Willdoes	Swim for charity	Beach	As 2023	-
SSRC 10K Run	? Jan	? Jan	SSRC	Running Event	North Beach CP	As 2023	-
Jurassic Express Half Marathon	? Mar	? Mar	UK Running	Run from Swanage to Corfe and back on the train	Hardstanding	As 2023	-

**Seafront Masterplan**

**a) Green Seafront Scheme – To consider next steps in light of response to public consultation.**

At the Council Meeting held on 11<sup>th</sup> December 2023 it was resolved under Minute No. 145 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.

A Councillor workshop was held as a meeting of the Seafront Masterplan Working Party on 8<sup>th</sup> January 2024. The results of the public consultation were discussed and the following next steps were proposed:

To explore the option of working in partnership with Dorset Council to take forward the Green Seafront Scheme as a joint project. It was considered that benefits of this could include better access to the wider resources that Dorset Council may be better placed to offer in terms of officer time and expertise in certain aspects of the project development process. It would also ensure a joined-up approach to the ground stabilisation and highway improvement works identified in the Seafront Masterplan.

To obtain estimates to undertake a cost analysis of the budgeted costs for each scheme as provided by WSP and set out within the public consultation. This would enable more robust project costings for both the essential and enhanced options and could include an opportunity for early contractor involvement.

**Decision required**

To consider whether:

To commission the development of a proposal for taking forward the Green Seafront Scheme as a joint project with Dorset Council, to be presented to a relevant Council or Committee meeting in spring 2024.

To investigate options for undertaking a cost analysis of the financial estimates provided by WSP for both the essential and enhanced options in order to develop more robust project costings and to provide a report with recommendations to full Council in early 2024.

**b) Shore Road improvements – To consider proposal to commission Dorset Council to undertake highways modelling and design work.**

A large proportion of feedback received by the Council from the public consultations for the Swanage Seafront Masterplan and the Swanage Green Seafront Stabilisation and Enhancement Scheme related to a desire for improved pedestrian access and the integration of traffic management within proposals. In respect of the most recent consultation, the integration of improved traffic management was consistently cited through the survey. Of those who felt there was something missing from the enhanced scheme – ‘the pedestrianisation of Shore Road’ and ‘traffic management’ were the most popular themes of

respondents' answers. There were also over 100 mentions of 'Shore Road' in all the comments.

In respect of feedback received as a result of public consultation regarding the Swanage Seafront Masterplan, the open question 'How would you improve the seafront?', the complete pedestrianisation of Shore Road was listed as the most common theme – with 16% of respondents citing it. When asked 'What don't you like about Swanage seafront?' the most popular response was 'cars and traffic' (23%), 13% of respondents cited the narrowness of the pavement on Shore Road and a quarter felt that the seafront is not safe for pedestrians.

In order to explore proposals for options to address these issues, work has been ongoing and a feasibility study proposal has been received from Dorset Council as the Highways Authority. This proposes investigation of options to amend the layout of Shore Road and surrounding highway network to support the implementation of the seafront stabilisation proposals and respond to public feedback received.

It proposes four highway improvement options are considered for the northern section of Shore Road against each of the two enhancements schemes (essential and proposed):

- a. Close with gates or features such as bus enforcement cameras to restrict vehicular access. Similar to existing closure along southern section of Shore Rd.
- b. Restrict to one-way traffic, remove parking bays and widen pavements.
- c. As option b. with additional changes to the wider traffic network around the town.
- d. As option a. but a full road closure with the removal of highways features and implementation of placemaking issues.

A fee estimate for the feasibility study has been received in the sum of £7,966 from Dorset Council Infrastructure and Assets Team which it is proposed is funded 50% by Swanage Town Council and 50% by Dorset Council.

In order to inform the feasibility study highways modelling works will be required which would include traffic counts at key points and other monitoring in order to understand traffic flows to and in the surrounding area. It is proposed these are undertaken in the peak summer season. The extent of the modelling work is yet to be fully determined, but cost estimates range from £15,600 for a desk top study up to £53,000 for a full highway model. Dorset Council have indicated that these costs would have to be borne exclusively by the Town Council.

### **Decision required**

To consider jointly commissioning with Dorset Council a feasibility study to investigate options to amend the layout of Shore Road and the surrounding highway network at a cost of £3,983 to be paid from the Council's general fund balance.

To confirm whether or not to include all the options a. to d. as listed above.

To refer the options for the highways modelling work to the Traffic Management Advisory Committee to review and to make a recommendation directly to the Town Council.

Gail Percival - Assets & Compliance Manager  
January 2024

**Day's Park - To consider request from Swanage Town & Herston Football Club for funding to support development of community sports facility proposal.**

**Background**

At the Council Meeting held on 11<sup>th</sup> December 2023 the Town Council agreed 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.

Following this, an invitation was sent to a wide range of local sports clubs to attend a meeting at the Day's Park Clubhouse on the evening of Thursday 4<sup>th</sup> January 2024. Attendance was limited, partly due to the appalling weather conditions, but, nevertheless, badminton, gymnastics, walking football, table tennis, croquet and Purbeck Runners were represented.

Nick Spetch, representing the Football Club, presented the three options for the future facilities at Day's Park that had been considered jointly by the Club and Council, highlighting the 'hybrid proposal' as the preferred option. During the discussion that followed questions were asked about funding and usage. Despite some reticence due to the number of proposals that had ultimately not been delivered over the years, the clubs expressed broad support for the proposed way forward.

**Next Steps**

The briefing note prepared for the meeting on 11<sup>th</sup> December highlighted the fact that the Football Club have identified a company that would work with local sports clubs to refine the design of the facility, at a cost of £11,000 (plus VAT). It was noted that if Members were to support this request it could be funded from the £220,000 allocation for improved facilities at Day's Park contained within the Council's agreed capital programme.

A letter has now been submitted from the Board of Swanage and Herston FC Ltd formally requesting these funds. The letter, which is attached as an appendix to this briefing note, explains the importance of preparing detailed drawings that 'will enable all parties to share the vision and gain support from the community & engage with potential grants/funders'. Given the intention to use the plans that are developed to engage with the community, this proposal is consistent with the Council's resolution of 11<sup>th</sup> December.

It should be noted that the Town Council has not requested the Football Club to undertake a procurement process prior to the engagement of their chosen consultant. Whilst this may have been desirable it is not essential, provided that the contractual relationship remains unambiguously between the Football Club and their selected company.

The letter makes clear that the £11,000 (£13,200 incl. VAT) is the first part of a total grant request for £33,000 (plus VAT), which would be required to take the proposals through to a full planning application. Councillors Tomes, Bonfield and Bishop, who were appointed at the Annual Council Meeting as the Council's representatives on the Day's Park Development Forum, have suggested that Members may wish to indicate their support for this larger sum, subject to the supply of further information demonstrating that the project is deliverable,

including confirmation of funding availability and clarification of the legal structure of the entity that will lead on the project. The test as to whether sufficient information had been supplied could be delegated to the Town Clerk, in consultation with the Sport, Leisure and Wellbeing Working Party.

**Decision required:**

To consider the grant request from Swanage and Herston FC Ltd for the sum of £13,200 to fund the development of plans for a community sports facility at Day's Park.

To consider making a larger commitment to grant a further £26,522 towards the design fees for planning, subject to the supply of further information that demonstrates that the project is deliverable, that question to be determined by the Town Clerk, in consultation with the Sport, Leisure and Wellbeing working party.

Martin Ayres  
Town Clerk

January 2024



Day's Park - To consider request from Swanage and Herston FC for funding to support development of community sports facility proposal



# SWANAGE & HERSTON FC LTD

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**Nick Spetch**

Director

Days Park

Swanage. BH19 1NN

**Swanage Town Council**

Town Hall, High Street

Swanage. BH19 2NZ

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23 Jan 2024

**Dear Swanage Town Council,**

Following very positive meetings with Councillor's, Jade Aden and as agreed at our recent STHFC Ltd Board meeting on 17<sup>th</sup> January 2024, we would like to make a formal request for £11,000 (£13,200 inc. VAT) to take our plans for the Days Park Community Centre forwards at pace in the next few months.

The £11,000 is part of a £33,000 request that will allow STHFC Ltd to take exciting new proposals for a Community Centre and take to a full planning application. The grant of £11,000 will enable us to:

1. Work with Jade Aden's Architects to prepare detailed drawings of a proposed design. Initial date penciled in for 20<sup>th</sup> Feb 2024.
2. The aim is to use Jade Aden's experience to assist in optimizing the design to provide the best facilities to satisfy many requirements from local Sports & Social Clubs for the community.
3. The work will also challenge the initial estimated cost of £2.9M and will provide design efficiencies to reduce costs as much as possible, whilst still delivering the best results.
4. Whilst the process will output detailed drawings, these will enable all parties to share the vision and gain support from the Community & engage with potential grants/funders. Both the STC & STHFC have met with local Sports/Social Clubs, who are all extremely positive about the plans. Naturally they are all keen to see positive actions.

The breakdown of costs requested are below and we have attached a very short PowerPoint presentation that provides a little more context:

<b><u>Swanage Community Sports facility.</u></b>	<b><u>Cost Net of Vat</u></b>
<b>Re-design scheme if required to more economical layout</b>	<b>£11,000.00</b>
<b><u>Design Fees for planning stage</u></b>	
Topological Survey	£1,720.00
Architectural/Local Authority planning/consultants fees	£16,642.00
Ecology	£2,100.00
Tree report/construction protection plan	£1,640.00

The Football Club is committed to working with the Community, Funders, STC & DC to deliver a much-needed facility for the Town and I hope we can move ahead.

Sincerely,



**Nick Spetch – Director on behalf of STHFC Ltd**



# Community Sports Facility

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The Way Forwards

29 November 2023



# Actions From Last Meeting

- With SPDT pulling out, create alternative options for consideration for Days Park Development Project :
  - phased build as per original plan
  - scaled down build that caters for major requirements

# Original Plan - £9M Estimate

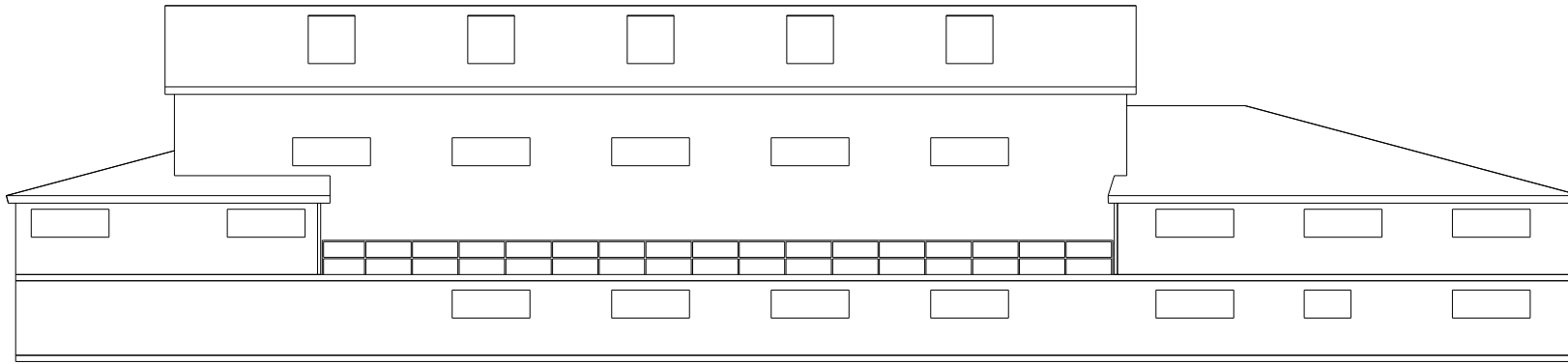


- **PHASE 1 –**  
New 3G pitch,  
Overflow Pitch (Journeys End)  
New spectator facilities (west side),  
New fencing for main pitch
- **Phase 2 –**  
New Sports Hall and Clubhouse
- **Phase 3**  
Rest of Sports and Leisure Centre



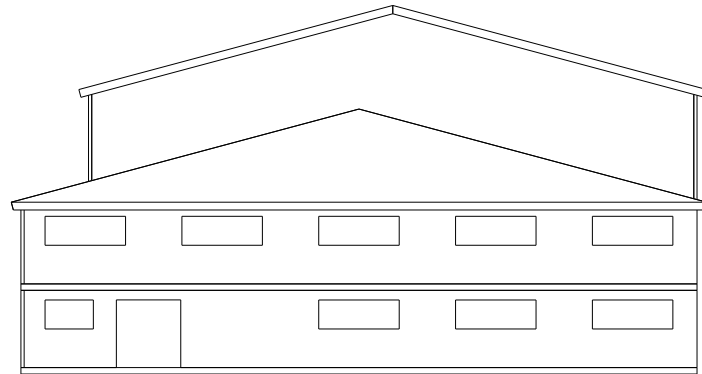
# Scaled Down Option

- To include
  - 4G Training area
  - Sports Hall (smaller)
  - Kitchen
  - Football changing rooms
  - Gym & Hall changing rooms
  - Large Storage for
    - table tennis
    - badminton/soft tennis
    - gymnastics
    - indoor football
  - Clubhouse & Café
  - Fitness Suite



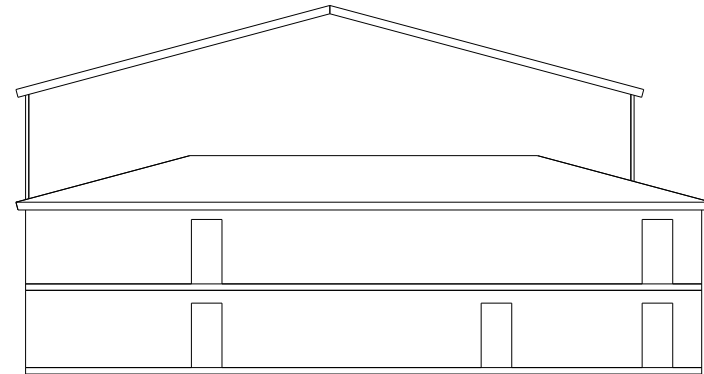
**PITCH SIDE VIEW**

SCALE 1:75 @ A1



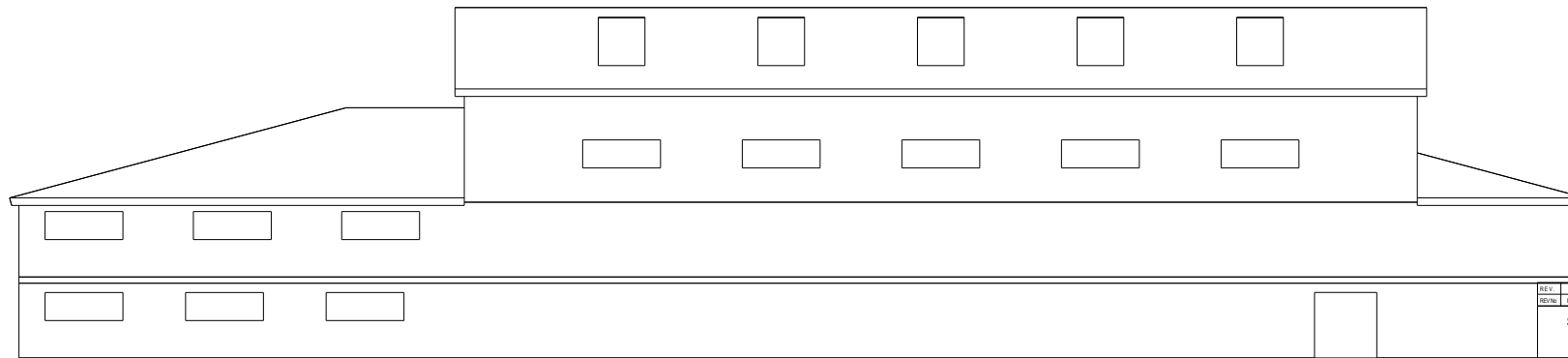
**FRONT VIEW**

SCALE 1:75 @ A1



**REAR VIEW**

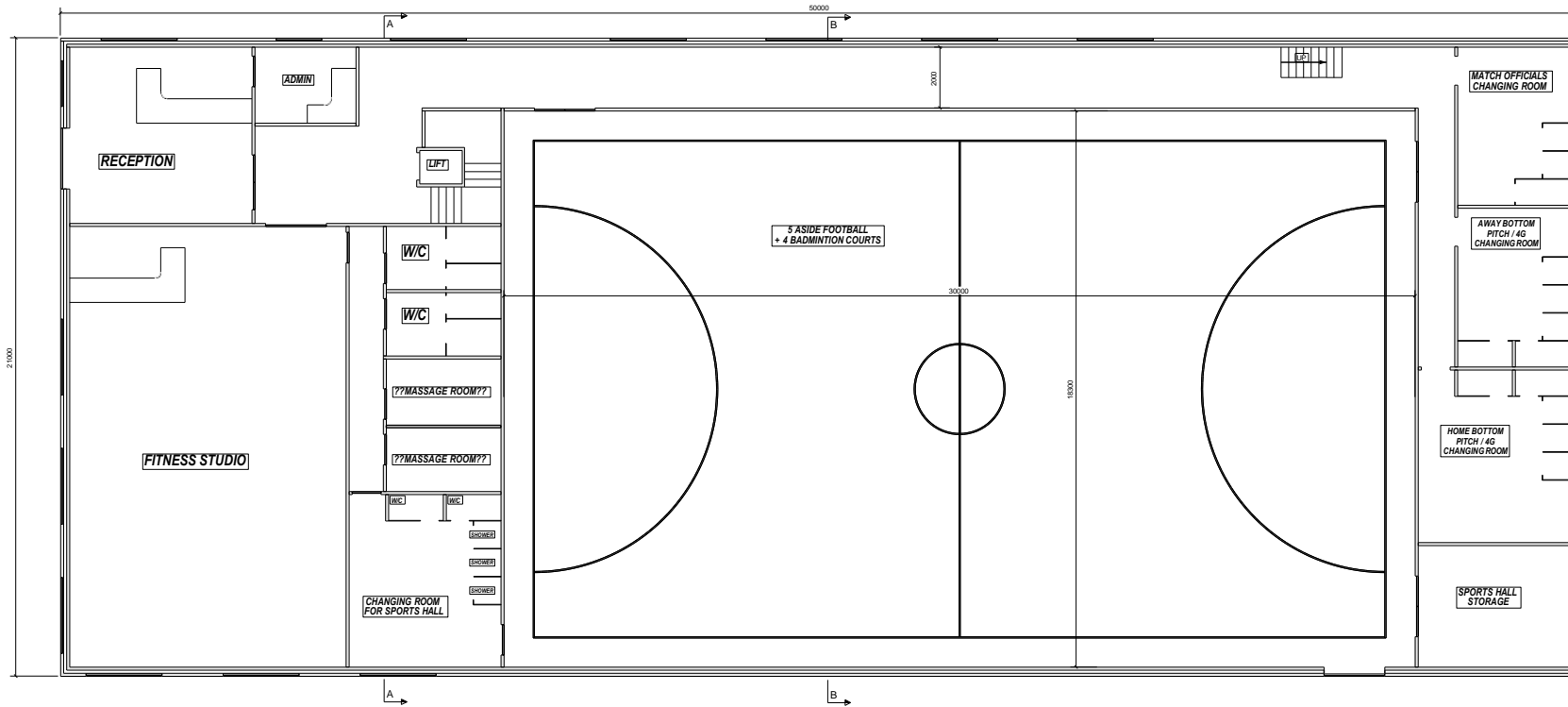
SCALE 1:75 @ A1



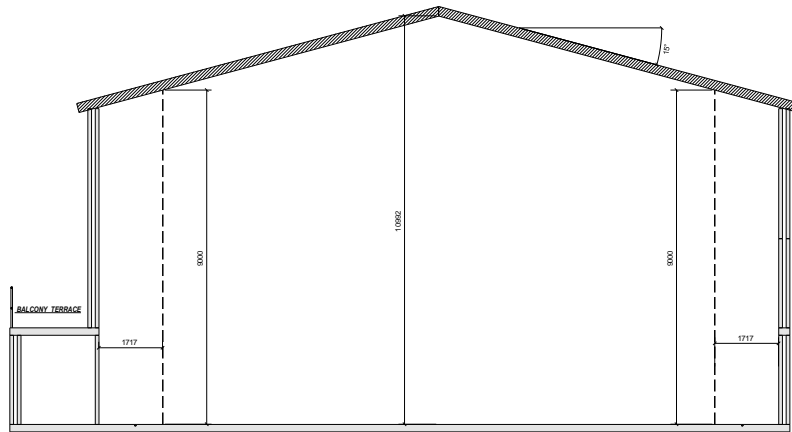
**LOWER PITCH SIDE VIEW**

SCALE 1:75 @ A1

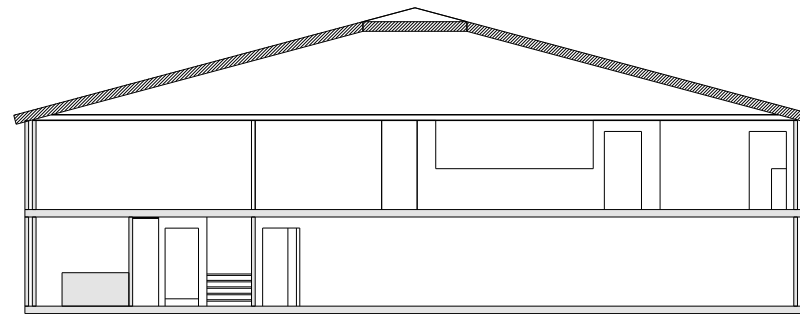
REV	NO	DESCRIPTION	DATE
REVISION	REMARK	REVISION/DESCRIPTION	REVISION/DATE
CLIENT		ST&HC	
CONTRACT		New Proposals	
DRAWING TITLE		PITCH SIDE ELEVATION	
SITE ADDRESS		Days Park	
DRAWN BY		S. CAIRNS	DATE
CONTRACT NO.		087584321	16.03.2023
DRAWING NO.		SWFC-EL1	PAGE 1/124



**GROUND FLOOR LAYOUT**  
SCALE 1:75 @ A1



**SECTION B-B**



**SECTION A-A**

REV.	P01	Preliminary Draft Issue	18.03.2023
REVISION	REMARK	REVISION DESCRIPTION	REVISION DATE
<b>Swange Town &amp; Herston Football Club Days Park</b>			
CLIENT	STWFC		
CONTRACT	New Football		
DRAWING TITLE	GROUND FLOOR		
SITE ADDRESS	Days Park		
DRAWN BY	S. C. ...	DATE	18.03.2023
CONTRACT NO.	CR2754321	MS 18	A3 2023
DRAWING NO.	SWFC-GF1		



**Jade-Aden  
Shirley  
Sports Hall  
(recent  
build)**



# Next steps

- Scaled down version is preferred option
- @ £2.9M we have STC/Community support
- STHFC/STC will partner on the project with FC operating once complete on 100-year lease
- Design review on 20<sup>th</sup> Feb to get detailed drawings completed for Planning Application & Local Community Support
- Target is 2026-27

**SWANAGE TOWN COUNCIL**

**The Swanage Town Council (Off-Street Parking Places)  
Order 2024**

**DRAFT Statement of Reasons**

The following is a statement of the Council's reasons for making the above-mentioned Order, a copy of which was made available for inspection at the Town Hall, High Street, Swanage, Dorset on xx February 2024. The proposed Order seeks to consolidate the provisions of the Council's existing parking orders, as follows:

- Swanage Town Council (Off Street Parking Places) Order 2007
- Swanage Town Council (Off Street Parking Places) Amendment (No 1) Order 2007
- Swanage Town Council (Off Street Parking Places) Order 2007 (Amendment No 2) Minor Order 2011

These orders will be revoked once the Swanage Town Council (Off-Street Parking Places) Order 2024 is made.

The Order is also being introduced to make the changes listed below.

The Order will introduce provisions to regulate the charging of electric vehicles.

The Council's long-stay car parks will no longer be chargeable 24-hours a day. Free overnight parking will be introduced between the hours of 9 p.m. and 8 a.m. in order to comply with the grant requirements for Dorset Council's 'Charging Ahead' initiative, which will see additional electric vehicle charging points installed in some of these car parks.

The Order will remove the hardstanding on Shore Road, Sandpit Field and Queen Elizabeth II (Forres) Field from the Off-Street Parking Order. Since parking regulations were introduced in these areas in 2007 it has not proven necessary to manage parking in these locations under the provisions of the Off-Street Parking Places Order. The Town Council has recently adopted an unauthorised encampments policy which will guide the response to unauthorised parking in these locations.

The area defined as the Boat Park Slipway is to be increased under the new Order, thereby enabling the Town Council to prevent unauthorised parking in front of the Fishers' Huts at Peveril Point.

The definition of resident in order to qualify for a resident's permit will be amended to require a matching address, on both the applicant's Council Tax Bill and VO5 Registration Document, in the following civil parishes: Swanage, Langton Matravers, Corfe Castle (including Kingston), Studland, Church Knowle, Steeple, Worth Matravers (including Harmans Cross) and Kimmeridge.

Parking for holders of residents' permits will be free of charge in Broad Road car park between 6 p.m. and 9 p.m., in recognition of the demand for residents' parking in this area.

In order to bring consistency to the Council's long-stay car parks, charges will be introduced in North Beach Car Park for the period 1<sup>st</sup> November to 31<sup>st</sup> March.

In order to provide consistency for visitors to the county, the definition of a Motorhome will be brought into line with Dorset Council's Off-Street Parking Places Order, and as in Dorset Council car parks this class of vehicle will be prevented from parking in Town Council car parks after 10 p.m. This removes provision for Motorhome Stopovers included in the Swanage Town Council (Off Street Parking Places) Order 2007.

The Order will introduce multiuse spaces for larger vehicles over 4.8m in length in order to reduce confusion over where longer vehicles can park.

The Order will introduce a 1-hour no return period in the Town Council's short stay car parks in order to increase the availability of parking spaces for those visiting the town centre.

**Martin Ayres**  
**Town Clerk**

January 2024