

would be provided to the next meeting of the committee.

4. Review of Corporate Plan: Encouraging Health and Wellbeing and Enhancing Community Safety

The Town Clerk presented an overview of the process for reviewing the Corporate Plan for the period 2025-29, following the local elections last May. As a first step each of the Council's standing committees were being asked to review the relevant page within the existing plan to highlight any potential changes. Later in the year there would be a councillor workshop and public engagement, prior to a draft revised plan being brought before the Finance & Governance Committee. The importance of inviting contributions from each committee and the relevant outside representatives was highlighted.

Attention was drawn to the section detailing the corporate priority of protecting and enhancing the delivery of public services in Swanage, particularly health services and the library. It was suggested that an appropriate project be considered for inclusion, in light of the continuing liaison between the Emergency Health Services Working Party and outside stakeholders.

5. To consider recommendations from the Minutes of the Meeting of the Traffic Management Advisory Committee held on 19th June 2024

Members considered the contents of a briefing paper, and the recommendations contained therein, following the meeting of the Traffic Management Advisory Committee held on 19th June 2024. The Chairman of the advisory committee introduced each of the recommendations as set out below. During the discussion a query was raised regarding the total financial contribution of the Town Council in respect of the SID post installation on Valley Road. In response it was stated that the total payable to Dorset Council would be £530.00 (exc. VAT), with equal amounts of £265.00 (exc. VAT) payable by Swanage Town Council and Langton Matravers Parish Council. It was proposed by Councillor Sutton, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the following recommendations of the Traffic Management Advisory Committee, be approved.

That evidence be gathered regarding pedestrian safety on Northbrook railway bridge for presentation to Dorset Council's Community Highways Senior Team Leader (CHSTL) and that a request be made that consideration be given to the installation of additional signage.

That a referral be made to Dorset Council to consider a change to the current parking regulations in the High Street, Swanage (between the Methodist Church and United Reformed Church) as follows: To remove the parking restrictions during the winter months and retain the one-hour parking restriction between 15th May to 30th September.

That Dorset Council be asked to take action to enable emergency/delivery vehicle access to the southern section of Shore Road at all times, including consideration of the installation of kerb blips and hatched road markings.

That the Town Council contributes £265.00 ex VAT (jointly funded with Langton Matravers Parish Council) for the installation of an additional SID post on the Valley Road near the newly installed 30 m.p.h. signs and junction with the High Street, Langton Matravers.

It was noted that the recommendation set out in Minute No. 6 regarding the management of parking in the Mowlem Turning Circle would be discussed under the following agenda item.

6. Mowlem Turning Circle – Regulation of parking

Further to Minute No. 6 of the Traffic Management Advisory Committee meeting held on 19th June 2024, an update was provided regarding a constructive meeting held between representatives of the Mowlem Theatre, the Town Clerk, the Assets and Compliance Manager and tenants of the Mowlem shop units to discuss the proposed new parking regulations and installation of a lockable bollard to regulate parking at the Mowlem Turning Circle. It was reported that the meeting had been positive and that a one-month trial of the new permit arrangements, as set out in the briefing paper, would be undertaken.

Further to a brief discussion, it was proposed by Councillor Tomes, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

TO RECOMMEND:-

That the Town Council install a removeable lockable bollard to regulate access to the Mowlem turning circle, and that parking be regulated via permits to be issued by the Mowlem Theatre in accordance with the criteria set out in the briefing note on the matter, subject to review after one month.

7. Partnership Project Updates

a) Swanage Wellbeing Project, Chapel Lane

Further to Minute No. 7 a) of the Community Services Committee meeting held on 13th March 2024, a representative of Swanage & Purbeck Development Trust (SPDT), provided an update on the progress of the Focus Centre in Chapel Lane and introduced the newly appointed Chief Executive Officer of SPDT. It was stated that architects' plans are currently being obtained for proposed building alterations within the Focus Centre and arrangements have been secured with existing users of the premises. Other service providers were being approached who may be interested in utilising the space to re-establish a base within Swanage. Maternity and Family Service providers have been contacted with positive responses received to date. It was also reported that the Open Day held on 10th & 11th May 2024 had been a success and resulted in applications being received from 12 volunteers who wished to join the team moving forward. Consideration was also being given to potential grant applications.

An update was also provided regarding Herston Village Hall, including progress made to date in raising funds for the rebuilding project. A professional team would soon be appointed for the preparation of the required documents and specifications to enable a priced tender to be issued for the redevelopment works. An update would be provided to a future committee meeting.

b) Swanage Community Housing Project

Further to Minute No. 7 b) of the Community Services Committee held on 13th March 2024, an update was provided by a representative from the Swanage Community Housing Project regarding the development of land at the junction of

Ulwell Road and Washpond Lane. It was reported that negotiations were continuing with Dorset Council in respect of the transfer of the land. It was also reported that a Housing Association partner had been appointed and pre-application planning advice was being sought. It is expected that once this had been received the scheme will be subject to public consultation.

It was further reported that initial talks had commenced with Dorset Council regarding potential suitable locations for a second site within the town so that a pipeline of developments could be established. Consideration was also being given to the rehabilitation of older houses and whether there is the potential to become a Registered Provider which could provide a range of benefits.

8. Swanage Library – Consideration of whether to seek changes to the newly introduced opening hours.

It was reported that the recently implemented changes to the opening times of Swanage Library had maintained provision for 30 hours a week, although there had been a reduction in the Saturday opening hours. Concerns were raised as to whether this alteration may have a negative impact on youth services in the town, as younger generations may not have the ability to attend the library during the week and would have reduced access to study space at weekends.

An update was provided following a meeting between Town and Dorset councillors and officers, held on 16th July 2024, at which a number of alternative options had been discussed for the provision of extended opening hours which included the use of volunteers or contributions by the Town Council in order to fund additional opening hours. Data had been provided regarding library usage, although it was acknowledged that the figures needed further analysis over time. In terms of potential funding from the Town Council, it was noted that if the committee were supportive of this approach it would need to be considered as part of budget setting for the 2025/26 financial year.

Further to a brief discussion, it was proposed by Councillor Monkhouse and seconded by Councillor Tomes:-

To support the exploration of options for extending the opening hours of Swanage Library.

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

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

To engage with Dorset Council, the Friends of Swanage Library and other local voluntary groups to explore the possibility of extending library opening hours through the deployment of volunteers.

It was agreed that this matter should be included on the agenda for the next meeting of the community Services Committee.

9. Allotments – Update on minor amendments to the plot condition monitoring arrangements

The Assets and Compliance Manager reported on minor amendments to the arrangements for monitoring plot conditions at Prospect Allotments following consultation with the Prospect Allotment Association and the National Allotment Association.

As a result of this advice, and following consultation with Prospect Allotment Association, the following change to the level of information that should be provided within plot monitoring letters and the duration of time that warning letters should be kept on file, was noted:

- Plot condition warning letters will contain specific information regarding any rule breach and refer to the appropriate paragraph of the Tenancy Agreement.
- Plot condition warning notices will remain on file and valid for 12 months.
- Timescales for the rectification of rule breaches have been clarified.

Members acknowledged that external and personal circumstances occasionally prevented allotment holders from being able to maintain their plots in accordance with the rules, and these situations would be dealt with on a case-by-case basis.

Further to a brief discussion, it was proposed by Councillor Monkhouse, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the proposed minor amendments to plot condition monitoring arrangements for Prospect Allotments be approved.

10. CCTV – Update on monitoring arrangements

Further to Minute No. 8 of the Community Services Committee meeting held on 13th March 2024, the Assets and Compliance Manager reported that details had now been received regarding future CCTV monitoring arrangements funded by contributions from the Safer Streets Project. It was reported that Town Council officers had held meetings with the Dorset Council Service Manager, the CCTV Control Room Manager, Purbeck and West Dorset NPT Inspector and Dorset Council’s technical contractors. If the proposed changes were implemented, the Town Council would continue to own and maintain the CCTV hardware, but the monitoring would transfer to the CCTV monitoring centre at County Hall. It was noted that local access to the CCTV footage might cease, but that the Dorset Council monitoring service currently operates for 21 hours a day with plans in place to extend this to 24 hours a day. It is managed and operated by a skilled team that are well embedded into the relevant police networks as well as providing support to other local agencies such as Shop Watch and homeless link organisations. Dorset Council would be the Data Controller and be responsible for all subject access requests, although all evidential reviewing of images would be undertaken by the police.

It was noted that although there would be no cost incurred by the Town Council relating to this transfer there was the potential that, following an initial 18-month period, a contribution would be requested for ongoing monitoring costs. This would be based on the number of cameras being monitored. If this was required, it was reported that it could potentially be funded through future rounds of the Safer Streets funding (or similar). New CCTV signage would be required, and Dorset Council have indicated they would provide support with this. It was proposed by Councillor Vile, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the monitoring of the CCTV cameras in Swanage be transferred to the Dorset Control Room.

11. Community Sports Facility, Day’s Park – Update

Further to Minute No. 9 of the Community Services Committee meeting held on 13th March 2024, it was reported that Swanage Town and Herston Football Club is progressing with the community sports hall project. It was noted that consideration is being given as to how to constitute the body to manage the project and a business plan is nearing completion. Funding options are being explored and there will soon be significant public engagement following discussions earlier in the year with local sports clubs.

12. Swanage Skatepark Community Project - Request for permission to display corporate sponsorship at skatepark

A representative of the Swanage Skatepark Community Project set out the challenges in obtaining grant funding for capital projects and reported that as a consequence a multi-thread fundraising strategy was being developed, including plans to attract corporate sponsorship. This would be achieved by the placing of advertising stickers on pieces of

skatepark equipment. Images of the style and type of stickers were provided by way of example.

Further to a brief discussion, it was proposed by Councillor Tomes, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That approval be provided for the Swanage Skatepark Community Project to display corporate sponsorship on pieces of skatepark equipment, with final approval of specific corporate sponsors, together with the size and placement of stickers, being delegated to the Assets and Compliance Manager.

13. Museum – Update on MEND Grant Application Round 4

Minute No. 11 d) of the Community Services Committee meeting held on 13th March 2024 set out the opportunity for potential funding for repairs required at the Museum and Heritage Centre building via an application to Round 4 of the Arts Council MEND scheme. Despite a strong submission, the Assets and Compliance Manager reported that the application for the MEND grant had been unsuccessful due to the fund being oversubscribed.

Following this notification a further meeting was conducted in June 2024 between Swanage Museum representatives, the Dorset Council Museums Advisor and Council officers to investigate alternative funding options, one of which may be an application to the Heritage Lottery Fund. These investigations will continue with a future meeting to be arranged between Swanage Museum representatives and the Council's Museum Working Party to discuss the proposals.

14. Beach Gardens Review - Update

Further to Minute No. 10 of the Community Services Committee meeting held on 13th March 2024, and a meeting of the Sport, Leisure and Wellbeing working party held on 5th June 2024, consideration was given to a briefing paper which outlined the scope of the Beach Gardens review as follows:

- Financial and legal agreements with the Bowls and Tennis Clubs.
- The future of the Pavilion, which is now over 40 years old.
- Aspirations for the future – short-term actions and long-term vision.

It was noted that the working party had recommended the development of a revised funding and legal agreement with both clubs for the next 3 years (excluding the bowling green), with draft proposals being brought to the next meeting of the Community Services Committee in November 2024. This would allow a longer time to be taken to develop a long-term vision for the future of the facility and plan its implementation. Further to a brief discussion, it was proposed by Councillor Foster, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

To work with Swanage Tennis Club and Swanage Bowls Club to develop a revised funding and legal agreement for the use of facilities at Beach Gardens for a period of 3 years, alongside development of a long-term vision for the future of the facility.

During the debate, the possibility of developing a multi-use games area (MUGA) at Beach Gardens was raised and it was agreed that this could be considered as part of the review.

15. Sports Licence – To review Terms and Conditions and consider the issuing of a Sports Licence to a Martial Arts Instructor

The VSBDM provided an overview of the current Sports Licence agreements which the Council issues to individuals and organisations who operate commercial personal training or sports activities on Council controlled land and meet the requirements of the scheme. It was reported that the Council had received an application from the Swanage Martial Arts and Self Defence Club whose lead instructor was not eligible to obtain the accreditations required by the existing terms and conditions. However, it was noted that the club was affiliated to the British Combat Association. Further to a brief discussion, it was proposed by Councillor Tomes, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That an annual Sports Licence be issued to Swanage Martial Arts and Self Defence Club.

Given that other instructors may face the same difficulty in obtaining the accreditation currently stipulated in the Sports Licence terms and conditions it was proposed by Councillor Bonfield, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:

That condition 2 of the Sports Licence be amended to read: *That the instructor must be accredited with a nationally recognised professional association and hold at least a Level 2 Fitness Qualification or an equivalent qualification in the opinion of the Town Council.*

It was further proposed by Councillor Sutton, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:

That the Sports Licence terms and conditions be amended to require all instructors to provide a copy of their safeguarding policy to the Town Council prior to the issuing of a licence.

During the debate, a question was raised as to whether instructors should also be required to provide the Town Council with a copy of a recent DBS check, and it was agreed that officers would consider this matter and report further in due course.

16. Request to install and fund a plaque on the Recreation Ground memorial wall to commemorate Forres School boys killed on Swanage beach

The Assets and Compliance Manager introduced a request that had been made to the Council by a former student of Forres School to place a plaque on the Memorial Wall at the Recreation Ground to commemorate the five Forres schoolboys who lost their lives on Swanage beach on 13th May 1955 when they encountered a World War II land mine. This matter had been raised due to the recent closure of Purbeck View School and the likely demolition of a building erected in memory of the Forres pupils which contained a memorial stone. A request had also been made to the Council to fund the plaque, the estimated cost of which was £1,100.

Further to a brief discussion, it was proposed by Councillor Foster, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

That permission be granted for a Purbeck Stone plaque to be installed upon the Memorial Wall at the Recreation Ground to commemorate the five schoolboys who lost their lives on Swanage beach, and that the applicant be invited to explore alternative funding options for the cost of the plaque as these would not be met by the Town Council.

17. Swanage War Memorial – Information regarding required repairs

The Assets and Compliance Manager reported on the damage recently identified to one of the plaques on the Swanage War Memorial and the steps that would be required to effect repairs and/or replacement of the damaged area. It was noted that the structure was Grade II listed and therefore Listed Building Consent would be required prior to works being carried out. The War Memorial Trust had been approached for guidance on the most suitable repair methodology and to enquire about the potential availability of grant funding, and a positive response had been received.

It was noted that progress on this matter will be reported to future meetings of this committee, with any financial implications being submitted to the Finance & Governance Committee for consideration.

18. Items of information and matters for forthcoming agendas

a) Town Hall – Front desk service review

Further to Minute No. 11 c) of the Community Services Committee meeting held on 13th March 2024, the Town Clerk reported that the front desk service review was ongoing and an update would be provided to a future meeting.

b) Shore Road Toilets AED Cabinets and the national “Stop the Bleed” campaign

It was reported that a proposal had been received to remove the current AED (defibrillator) unit located on Shore Road and for it to be replaced with a new AED unit that would also include an emergency bleed kit.

c) Swanage Primary School – Potential review of school crossing patrol

It was reported that recruitment to the soon-to-be vacant school crossing patrol for Swanage Primary School had so far been unsuccessful. Further advertising would be undertaken, but it was felt wise that alternative solutions should be explored with Dorset Council, including the potential to implement road safety interventions at the crossing point.

d) Godlingston Cemetery – Potential future application for Green Flag Award

It was suggested that in view of the recent award of the Green Flag for a second year at Beach Gardens, consideration be given to whether an application should also be submitted for a Green Flag award in respect of Godlingston Cemetery. It was noted that this would be considered at the next meeting of the Environment and Parks Committee.

19. Date of next meeting

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 6th November 2024.

The Meeting closed at 3.35 p.m.
