

SUPPORTING PAPERS 23/5/22

Annual Council Meeting – Monday 23rd May 2022

Agenda Item 5)

To appoint representatives to outside bodies

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2022/23

Citizens Advice Bureau	Councillor Moreton
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Bonfield – observer
Herston Reading Room	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Bonfield - observer
Purbeck Rail Partnership	Councillor Whitwam
Purbeck Transport Action Group	Councillors Monkhouse & Whitwam
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors Harris, Monkhouse & Rogers
Swanage Childrens' Centre	Councillor Monkhouse
Swanage Community Land Trust	Councillors Monkhouse & Rogers - observers
Swanage Fairtrade	Councillor Moreton
Swanage Museum	Councillors Moreton & Whitwam
Swanage Pier Trust	Councillor Whitwam (Director until December 2023)
Swanage Pub Watch	Councillor Whitwam
Swanage Regatta & Carnival Committee	Town Mayor, and Councillors Finch & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Whitwam

Swanage Town & Herston Football Club -
Days Park Development Forum

Councillors Bishop, Bonfield & Tomes

The Centre Management Board

Councillor Monkhouse - observer

Wellbeing Swanage

Councillor Monkhouse

Item 6) To appoint the following Committees

SWANAGE TOWN COUNCIL – PROPOSED COMMITTEES 2022/23

General Operations Committee

Town Mayor, Deputy Mayor and Councillors Bishop, Bonfield, Finch, Harris, Monkhouse and Tomes.

Personnel Committee

Town Mayor, Deputy Mayor and Councillors Bonfield, Harris and Trite.

Planning and Consultation Committee

Town Mayor, Deputy Mayor and Councillors Bonfield, Finch, Harris, Rogers and Whitwam.

Roads and Transport Committee

Town Mayor, Deputy Mayor and Councillors Bishop, Monkhouse and Whitwam.

Tourism

Town Mayor, Deputy Mayor and Councillors Bonfield, Finch, Tomes and Whitwam.

Item 7) To appoint Chairmen of the above Committees and confirm membership of the Policy, Finance and Performance Management Committee

PROPOSED COMMITTEE CHAIRPERSONS AND POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE 2022/23

General Operations Committee

Chair – Councillor Bonfield

Personnel Committee

Chair – Councillor Trite

Planning and Consultation Committee

Chair - Councillor Harris

Roads and Transport Committee

Chair – Councillor Whitwam

Tourism Committee

Chair – Councillor Tomes

Policy, Finance and Performance Management Committee

(To consist of the Town Mayor, Deputy Mayor, and Chair of each of the Council's Standing Committees).

Town Mayor, Deputy Mayor and Councillors Bishop, Bonfield, Harris, Tomes, Trite and Whitwam.

Item 8) To appoint Councillor members of the following Advisory Committees

PROPOSED COUNCILLOR MEMBERS OF ADVISORY COMMITTEES 2022/23

Beach Management Advisory Committee

Councillors Bonfield, Finch and Tomes.

(Comprising three members of the Tourism Committee)

Community Emergency Plan Steering Group

Councillor Moreton.

To appoint Council Working Parties

PROPOSED WORKING PARTIES 2022/23

Car Parks

Councillors Bonfield, Finch, Foster and Whitwam.

Communications Strategy

Councillors Finch, Foster, Harris, Monkhouse, Moreton and Tomes.

Community Awards Panel

Town Mayor and Deputy Mayor.

Emergency Health Services

Councillors Finch, Foster, Harris, Monkhouse, Suttle and Trite.

Environmental Policy and Action Plan

Councillors Foster, Monkhouse, Moreton, Rogers, Tomes, Trite and Whitwam.

Events

Councillors Finch, Foster and Tomes.

Grants Panel

Town Mayor and Deputy Mayor and Councillors Bishop, Bonfield and Finch.

Lower Grammar School Field

Councillors Bonfield, Finch, Harris, Monkhouse, Moreton, Tomes, Trite and Whitwam.

Market

Councillors Finch, Foster and Tomes.

Museum

Councillors Bonfield, Moreton and Whitwam.

Public Conveniences

Councillors Bonfield, Finch and Moreton.

Rents and Licences Panel

Councillors Bonfield, Foster, Harris, Monkhouse, Moreton and Suttle.

Seafront Masterplan

Councillors Bonfield, Foster, Harris, Monkhouse, Moreton, Rogers, Suttle and Tomes.

Shore Road Closure

Councillors Bonfield, Monkhouse, Moreton and Whitwam.

Sport, Leisure and Wellbeing

Councillors Bishop, Bonfield, Foster, Moreton, Rogers and Tomes.

Waste Management

Councillors Bonfield, Finch, Harris and Moreton.

Lead Councillors 2022/23

Car Parks	Cllr Foster
Communications Strategy	Cllr Foster
Community Awards Panel	Cllr Foster
Community Emergency Plan	Cllr Moreton
Emergency Health Services	Cllr Monkhouse
Environmental Policy	Cllr Harris
Events	Cllr Tomes
Grants Panel	Cllr Foster
Lower Grammar School Field	Cllr Whitwam
Market	Cllr Foster
Museum	Cllr Whitwam
Public Conveniences	Cllr Bonfield
Rents and Licences	Cllr Bonfield
Seafront Masterplan	Cllr Bonfield
Shore Road Closure	Cllr Whitwam
Sport, Leisure and Wellbeing	Cllr Tomes
Waste Management	Operations Committee Chair

ANNUAL SUBSCRIPTIONS 2022/23

Renewal	Date	Amount £
National Association of Memorial Masons	1 st January	220.00
Campaign to Protect Rural England	1 st February	36.00
Fields in Trust	1 st February	65.00
Local Council Advisory Service (Zurich)	1 st February	114.00
National Association of British Markets	1 st March	384.00
Dorset Association of Parish & Town Councils (NALC)	1 st April	1378.40
Institute of Cemetery & Crematorium Management	1 st April	95.00
Rural Market Town Group	1 st April	130.00
South West Councils	1 st April	465.00
British Destinations	1 st June	100.00
National Society of Allotment & Leisure Gardeners	1 st August	66.00

The Ancient and
Honourable Guild of
Town Criers

1st August

35.00

Council and Committee Meeting Schedule
2022-2023

	Council Meetings			Committee Meetings					
	Council	Parish Assembly	Planning and Consultation Committee	Policy, Finance & Performance Management Committee	Tourism Committee	Beach Management Advisory Committee	General Operations Committee	Roads & Transport Committee	Personnel Committee
N.B. All Meetings start with fifteen minutes of Public Participation Time									
	Monday								
Commencing	7pm	7pm	6.30pm	9.30am	2.15pm	2.15pm	2.15pm	2.15pm	9.30am
2022 May	23* & 25 (Weds)▲		9						
June			6						
July	11		4	27					
August			1						
September	12##		5				21		14
October	17		3			19			
November	12		7	9	16		9	23	16
December	16# & 30		5	14					
2023 January			9						18
February			6	22		22		8	
March	13***		6	15	22		29		
April	24		3						
May	22* & 24 (Weds)▲	15**	8						
June	26		5				14		
July	17		3	12	5	21		7	

Council and Committee Meetings Schedule
2023-2024

	Council Meetings		Committee Meetings						
	Council	Parish Assembly	Planning and Consultation Committee	Policy, Finance & Performance Management Committee	Tourism Committee	Beach Management Advisory Committee	General Operations Committee	Roads & Transport Committee	Personnel Committee
N.B. All Meetings start with fifteen minutes of Public Participation Time									
Monday									
Commencing	7pm	7pm	6.30pm	9.30am	2.15pm	2.15pm	2.15pm	2.15pm	9.30am
2023 May	22* & 24 (Weds)▲	15**	8						
June	26		5	12	5	21	14	7	
July	17		3						
August			7						
September	11##		4					20	13
October	16		2			11			
November			6	1	15		8	22	29
December	11		4						
2024 January	15# & 29		8	10					
February			5	21				7	
March	11***		4	13	20		27		
April	22	29**	8						24
May	20* & 22 (Weds)▲		6						
June			3			12	19	5	
July	15		1	24	17				

* Annual Council Meeting (Election of Mayor)

▲ Final Accounts

Annual Estimates Meeting

This Meeting will be held in The Swanage School, Main Hall, High Street

** This Meeting will be held in The Centre, Chapel Lane

*** This Meeting will be held in the Methodist Church, High Street

Recommendation from Minute No. 5 Policy, Finance and Performance Management Committee, 11th May 2022

To consider adoption of Interim Corporate Priorities and approval of timescale for preparation of Corporate Plan

Background

At a meeting held on 17th October 2019 the Town Council resolved to start work on a Corporate Plan that would set out the Council's key priorities, act as a guide to decision making and help communicate the Council's vision for the town to residents and partner organisations. The following paragraphs are taken from a briefing note considered at that meeting:

The Town Council's adopted Risk Register acknowledges the importance of the Town Council publishing a corporate plan to ensure that the Council clearly understands its aims and objectives and communicates these to the local community. Such a document would set out the overall priorities for the Council in terms of broad topics such as 'Supporting the local economy', 'Protecting the local environment' and 'Enhancing health and wellbeing'. It would also enable Council to set out what actions it will take to deliver these over the four years prior to the next election in May 2024.

Discussion at recent management meetings has highlighted the benefits that officers believe would flow from this exercise. For example, this document would assist in prioritising future capital projects as we transition from a reactive programme of repairs and maintenance towards prioritising planned improvements to council facilities. It would aide budget preparation and financial planning, and help in the assessment of grant requests from third parties.

The outline vision of the document is that it should be succinct (Dorset Council's being only 16 pages in total) and well-designed so that it makes good use of photographs and diagrams to make information readily accessible.

Dorset Council's Corporate Plan, adopted in 2020, identified the following five priorities:

- economic growth - we will deliver sustainable economic growth, increasing productivity and the number of high quality jobs in Dorset, creating great places to live, work and visit;
- unique environment - we will help to deliver sustainable development while protecting and enhancing Dorset's environment;
- suitable housing - we will work with registered housing providers, community land trusts and local housing partners to deliver affordable, suitable and decent housing;
- strong, healthy communities - we will work with residents and partners to build and maintain strong communities where people get the best start and lead fulfilling lives;
- staying safe and well - we will work with all of our residents to have a good quality of life.

Examples from other larger coastal town councils can be found via the following links:

Newquay Town Council - [NTC0002_CorporatePlan_v03.pdf \(newquay.gov.uk\)](#)

Weymouth Town Council - <https://www.weymouthtowncouncil.gov.uk/wp-content/uploads/2021/07/WTC-Corporate-Plan-2021-2025.pdf>

Falmouth Town Council -

https://www.falmouthtowncouncil.co.uk/sites/default/files/Strategic%20Plan%202019-2023_0.pdf

Weston-super-Mare - <https://wsm-tc.gov.uk/wp-content/uploads/2020/04/WsM-Town-Council-Strategy-2020-2030.pdf>

A start was made on the process, with all councillors being invited to partake in a workshop. That was held on 8th November 2019 and was attended by Cllrs Bonfield, Foster, Harris, Moreton, Tomes and Whitwam. The aim of the session was to review the Council's current services, identify potential changes and improvements, and to group the Council's activities under a number of headings that could form corporate objectives. The headings discussed were as follows:

- Tourism
- Environment
- Health, Wellbeing and Community Safety
- Sport, Leisure, Heritage and Culture.

The overwhelming conclusion was that Members approved of the Town Council's range of services and that the focus should not be on radical change, but incremental improvement where required. Some possibilities raised at the meeting included:

- Maximise use of technology where appropriate;
- Implement environmental improvements across departments/services;
- Improve tourism offer (e.g. facilities for water sports);
- Aid delivery of affordable housing;
- Prepare a welcome pack for new residents.

It had been intended that following a further workshop, consideration by Council and public consultation, the Corporate Plan would have been adopted in July 2020. Unfortunately, however, largely due to the pandemic, work on the plan was put on hold.

It is proposed that work on the plan should now be revived, covering the period until 2025. This will provide guidance to councillors newly elected in 2024, whose first year's budget will also be agreed by the current Council in January 2024. Following a year in office, they will then have the opportunity to produce a revised plan for the following 5 years, 2025-2030.

Next steps

In order to progress matters, the notes of the workshop held in November 2019 have been reviewed, alongside the Council's agreed budgets, services and capital projects. As a result, it is proposed that consideration be given to agreeing the following list of priorities as an interim measure:

- **Delivering Good Governance**
- **Promoting Sustainable Tourism and Supporting the Local Economy**
- **Providing Opportunities to Improve Health and Wellbeing**
- **Planning for the Future and Protecting our Past**
- **Protecting the Natural Environment and Addressing the Climate Crisis**

The following paragraphs seek to illustrate how the Council's services could be grouped under each of these headings, together with relevant capital projects and working parties. Examples are also provided of more specific objectives that could be identified under each priority. If these priorities are approved, it is also envisaged that consideration would be given to revising the committee structure to bring that into line with these overarching priorities.

Delivering Good Governance

- Work in partnership (include grant support)
- Actively communicate and consult with residents
- Uphold transparency in decision making
- Positively represent the community
- Make use of new technology
- Represent the views of residents
- Obtain Best Value from Council assets and investments
- Uphold the highest standards of conduct and champion equality for all

Services – Grants, Communications, Community Awards, Civic/Mayoral Support

Working Parties – Community Awards Panel, Communications Strategy, Grants Panel, Rents & Licences Panel

Promoting Sustainable Tourism and Supporting the Local Economy

- Promote sustainable tourism, encouraging visitors to the town outside of the main summer season (includes events/heritage)
- Ensure Swanage is a high-quality visitor destination
- Explore opportunities to improve access from the sea
- Provide an environment in which businesses can thrive providing employment opportunities for young people

Services - Beach Management; Car Parks and Taxi Rank; Boat Park and Fishermen's Huts; Beach Huts; Events; Market; Lifeguards; Information Centre; Festive Lights

Capital Projects – Seafront Stabilisation & Enhancement; Beach Hut Booking System

Working Parties – Car Parks, Events, Market, Seafront Masterplan, Website & Marketing

Providing Opportunities to Improve Health and Wellbeing

- Support development of affordable housing (planning policy & CLT)
- Provide opportunities for sport, leisure and culture
- Protect and enhance the delivery of public services in Swanage (both STC community services and those of other public authorities)
- Promote community safety (CCTV and working with police; flooding; community emergency planning)

Services – Cemeteries; Public Toilets; Community emergency response; Allotments; Town Hall/Police help desk and Community Hub (CAB/Registrar); Beach Gardens; Playing Fields; CCTV; Street Furniture (benches, shelters, signs, street lights, bus shelters); Play Areas/Skate Park; School Crossing Patrol; Town Hall Hire (weddings etc); Council-Owned Roads

Capital Projects – Play Areas/Skate Park; Cemetery Extension; Beach Gardens Tennis Courts; Day's Park Footpath; Football Club Grants; Depot improvements and Vehicle acquisition; Council-Owned Road improvements, Peveril Point Stabilisation

Working Parties - Affordable Housing, Emergency Health Services, Public Conveniences, Lower Grammar School Field, Sport, Leisure & Wellbeing

Planning for the Future and Protecting our Past

- Comment on planning applications
- Actively participate in planning policy & traffic management proposals (Neighbourhood Plan, parking review)
- Champion protection of conservation areas
- Protect and increase knowledge of local heritage

Services - Planning; Planning Policy; Monuments

Capital Projects – Seafront Coastal Defence Projects, Station Approach improvements

Working Parties – Museum, Shore Road Closure

Protecting the Natural Environment and Addressing the Climate Crisis

- Take measures to address the climate crisis (Environmental Action Plan)
- Nurture green spaces & marine environment (Green Infrastructure Strategy)
- Promote biodiversity
- Ensure appropriate waste management measures in place (working with Dorset Council)

Services - Grounds maintenance; Rubbish/Recycling/Dog bins

Capital Projects – Environmental Projects

Working Parties – Environmental Policy, Waste Management

Timeframe

In October 2019 the Town Council agreed the next steps set out below. Amended target dates have been provided with the aim of adopting the Plan in the early stages of budget setting for the 2023/24 financial year. It may be necessary to call extraordinary council and committee meetings for the sole purpose of progressing the plan in order to ensure that this timetable can be delivered.

Further councillor workshop – late May/early June 2022

Draft plan presented to Policy, Finance and Performance Management Committee – late June/early July 2022 to consider recommendation to full Council to go out to consultation

Draft plan presented to full Council – 11th July 2022

Public consultation and engagement with partner organisations – mid-July to mid-September 2022

Consideration of consultation responses – mid-September to mid-October 2022

Revised plan presented to Policy, Finance and Performance Management Committee to consider recommendation to full Council for adoption – mid-October 2022

Adoption by full Council – November 2022

Recommendation

That the Interim Corporate Priorities (set out below), and the revised timeframe for the production of a Corporate Plan, as set out in the briefing paper, be adopted.

- **Delivering Good Governance**
- **Promoting Sustainable Tourism and Supporting the Local Economy**
- **Providing Opportunities to Improve Health and Wellbeing**
- **Planning for the Future and Protecting our Past**
- **Protecting the Natural Environment and Addressing the Climate Crisis**

Martin Ayres

Town Clerk

May 2022

Proposed STC Priorities Spring/Summer 2022

Project	Urgency	What does success look like @ 1st October 2022?	Immediate Next Steps
Good Governance			
Complete staffing review and undertake recruitment	H	Future staffing structure agreed; job descriptions agreed; salary structure review completed; recruitment completed for priority posts.	Management team to review final tranche of draft job descriptions and then refer to South West Councils prior to final consideration by Personnel Committee.
Financial Planning	H	Council has agreed sustainable spending objectives for medium term.	Report to PF&PM Committee July 2022.
Corporate Plan 2022-25	H	Corporate priorities agreed and plan being prepared for adoption in autumn.	Outline plan to be presented to PF&PM Committee.
Off-Street Parking Places Order	H	Draft order completed and timescale agreed for adoption.	Organise car parks working party meeting to determine schedules required. Clarify DC position re. 2004 Act.
Review Committee Structure	H	Revised committee structure agreed and implemented.	Report to PF&PM Committee May 2022.
Charitable Trust Review	H	Governance arrangements reviewed and action plan identified.	Specialist charity solicitor to be engaged - report to Council.
Lease and licence renewals & rent reviews	H	Rent reviews completed and new licences/leases in place.	Valuer recommendations to be presented to Council; solicitors to be instructed.
Finalise Operation London Bridge Plan	H	Plan agreed and all materials acquired.	Review and adapt model plans and present to PF&PM Committee.
Review Member and Officer Protocol	H	Protocol reviewed and revised document adopted.	Report to PF&PM Committee May 2022.
Seek to improve IT for remote meetings	H	Potential improvements for remote meetings held at the Town Hall identified and implemented.	Suppliers identified, final procurement process to be completed.
Improve access to Transparency Code Data and Revise Asset Register	H	All relevant data accessible via a single webpage.	Information to be saved into a single location.
Finalise lease/licence agreements North Beach and Peveril Point	M	Finalise outstanding lease/licence agreements.	Meet with third parties and follow up legal advice.
Develop Communications Plan	M	Draft communications plan in preparation for presentation to Council.	Draft plan to be presented to communications working party.
Tender new Council website	L	Tender process for website fully compliant with accessibility regs at an advanced stage.	Develop brief for tender process in consultation with communications working party.
Local Economy and Tourism			
Develop Seafront Enhancement Scheme Phase 2	H	Outcomes of feasibility report agreed in advance of budget setting for 2023/24.	Seafront strategy working party to consider next steps following receipt of feasibility report.
Develop Seafront Master Plan	H	External facilitation engaged and draft plan prepared.	Council to appoint consultant and consider initial report.
Finalise timescale for closure of southern section of Shore Road	H	Timescale, procedure and budget agreed for closure of southern section of Shore Road.	Council to consider request for Experimental Traffic Regulation Order.
Agree public realm improvements for Lower High Street	M	Format of public realm improvements in lower High Street agreed.	Continue to participate in Dorset Council project meetings; seafront strategy working party site visit to Portsmouth.
Review Boat Park Operation and Procedures	M	Decision taken regarding future operation.	Agree format of service review and report to relevant committee.
Develop Marketing Strategy	L	Progress made towards completing series of meetings, reviewing findings and drafting strategy ready for adoption.	Continue meetings with partner organisations and report to future Tourism Committee meetings.
Community Services, Health and Wellbeing			
Investigate options for footpath linking Washpond Lane and Northbrook Road	H	Discussions concluded with stakeholders and outcome determined.	Clarify position of St Mary's School; determine whether permissive footpath is an option; consult stakeholders; consider costings and refer to working party.
Progress Football Club redevelopment proposals	H	Clear progress being made in implementing Phase One of redevelopment proposals.	Continue regular meetings with S&PDT/S&HFC.
Public Conveniences - Determine future of Burlington Chine WCs	H	Discussions held with north beach owners and Council considered options for future operation.	Undertake stakeholder engagement and report to Council.
Peveril Point Road stabilisation/improvements	H	Specification of works agreed.	Council to appoint consultants.
Town Hall services review	M	Operation of Town Hall/Police help desk reviewed and new opening hours in place; future operation of CAB/Registration agreed.	Liaise with partners and develop report for Council.
Beach Gardens future plan	M	Meetings held with Bowls and Tennis Clubs and outline plan agreed for way ahead, together with financial contributions.	Officers and sports, leisure and wellbeing working party continue to meet with sports clubs.
Planning & Heritage			
Agree way ahead on planning policy (Neighbourhood Plan + Dorset Plan)	H	Consultant appointed and steering group established.	Meeting with potential consultants to be held early June.
Station Approach Improvements	H	Specification for improvement works agreed.	Consider report from consultants.
Environment & Climate Crisis			
Implement next stage of Environmental Action Plan	H	Action plan developed and priorities identified.	Consider actions arising from consultant's report.
Downs LNR - Complete designation	M	Downs LNR legal designation secured.	DC to progress designation.

Continue to support partners
 Dorset Council Flood Defence Scheme
 CLT provision of local social housing
 S&PDT football club proposals
 Willdoes proposals
 Museum re. extension/relocation plans
 Dorset Council parking review

Agenda Item 15 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th April 2022

	£ p	£ p
Balance in Hand at 01/04/2022		£534,426.84 Cr
Income during April	£594,631.40 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- March	£3,500.80 Cr	
Less - Outstanding receipts - April	<u>£5,341.39 Dr</u>	£592,790.81 Cr
Less payments made:		
Schedule 1 payments dated 30/04/2022	£171,423.10 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£171,423.10 Dr
Unpresented Cheques		
15000	£46.25 Cr	
15001	<u>£160.00 Cr</u>	£206.25 Cr
		<u><u>£956,000.80 Cr</u></u>
Balance at Bank		
Current Account		£446,554.34 Cr
Deposit Account		<u>£509,446.46 Cr</u>
		<u><u>£956,000.80 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
UK Government- Gilts		<u>£452,108.44</u>
		<u><u>£1,202,108.44</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 30th April 2022

Prepared by Alison Spencer

Dated: 23rd May 2022

Certified by Martin Ayres

Dated: 23rd May 2022

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2023

Payment schedule reported to Council - 23rd May 2022

Schedule 1:

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's Financial Regulations, amounting in aggregate to:

**ONE HUNDRED AND SEVENTY ONE THOUSAND, FOUR HUNDRED AND
TWENTY THREE POUNDS AND SIXTY PENCE**

.....(**£171,423.60**).....

Swanage Town Council Schedule of Payments - Month 1

Cheques

Date	Name	Chq number	Inv Date	Details	Payment Total
26/04/2022	Petty Cash	015000	26/04/2022	Petty Cash-TIC Sundries	46.75
26/04/2022	Petty Cash	015001	26/04/2022	Petty Cash - Float	160.00
Total of Cheques					206.75

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
11/04/2022	Barclaycard Merchant Services	001884330322	31/03/2022	March charges	75.76
01/04/2022	Dorset Council	840014144	01/04/2022	Rates - 2022/23 April	15,771.20
14/04/2022	First Data	52033451065636/Marc	31/03/2022	TIC-card services charges March	103.89
19/04/2022	Green Energy (UK) Ltd	52161800	07/04/2022	Gas TH March	717.17
19/04/2022		52161798	07/04/2022	Gas Annexe March	215.90
19/04/2022		52161788	07/04/2022	Gas Depot March	133.01
19/04/2022		52161796	07/04/2022	Gas TIC March	312.80
07/04/2022	Kent County Council	E8151314	17/03/2022	Electricity	2,463.57
14/04/2022		E8155946	22/03/2022	Electricity	7,846.05
22/04/2022		E8158825	28/03/2022	Electricity	423.11
11/04/2022	Lloyds Bank PLC	366723379	11/03/2022	Bank charges month 12	122.30
14/04/2022		540436505892703/Mar	31/03/2022	Cardnet-March	35.70
25/04/2022		367263471	05/04/2022	March charges	68.10
11/04/2022	Paytek Admin Services Ltd (First)	MI/3271342/03	31/03/2022	March charges	72.00
11/04/2022		MI/3271341/03	31/03/2022	March charges	128.35
12/04/2022	Pitney Bowes Finance Ltd	BL06330348	07/04/2022	Q1 Rental & Maintenance	53.76
14/04/2022	Sage (UK) Ltd	INV14342147	01/04/2022	SAGE - April	477.90
01/04/2022	water2business	2059683257	10/02/2022	January water	495.06
01/04/2022		3059996371	10/02/2022	February -Water	476.73
01/04/2022		3059886164	08/03/2022	February -Water	214.86
01/04/2022		2059917153	11/03/2022	H2 Water	50.06
01/04/2022		2059917144	11/03/2022	H2 Water	82.61
Total of Direct Debit & Standing Orders					30,339.89

BACS /CHAPS

27/04/2022	A.B.A. Groundcare	128392	24/02/2022	Repairs	80.53
27/04/2022		128391	24/02/2022	Repairs	112.57
27/04/2022		128390	24/02/2022	Repairs	87.62
27/04/2022		128438	25/02/2022	Hedge trimmer service	44.89
27/04/2022		128437	25/02/2022	Hedgecutter repairs	44.89
27/04/2022		128563	03/03/2022	Stihl chainsaw - parts	140.22
29/04/2022	Ace Office Environments Ltd.	01043580	18/04/2022	Stationery	87.91
29/04/2022		01043473	18/04/2022	Stationery	139.84
29/04/2022		01043473	18/04/2022	Sundries	7.21
29/04/2022	Aish Electro Mechanical Services	114748	20/04/2022	Burlington Road Pump Station Service	1,632.00
29/04/2022	Andrews Plant Ltd	1214	22/04/2022	Road Sweeper	468.00
27/04/2022	Anglebury Press Ltd	INV-108384	31/03/2022	Beach Gardens - Putting score cards	198.00
27/04/2022		33104	31/03/2022	ECN Books	228.00
27/04/2022	AquaAid (Southcoast)	406777	31/03/2022	Depot - Sanitisation x2	47.98
29/04/2022	Aster Group	SINV444532	07/04/2022	Telecare quarterly fee-Q1	94.21
27/04/2022	Be Smart Clothing Ltd	130980	24/03/2022	TIC - staff uniform	99.50
29/04/2022		131136	06/04/2022	TIC - staff uniform	455.54
27/04/2022	BIPCOM	INV-6308	31/03/2022	March charges	3.00
27/04/2022	C. Brewer & Sons	PLE/351236	31/03/2022	Paint	29.87
27/04/2022	Cards for Good Causes	INV-3102	21/02/2022	Agency Sales	3,196.44
27/04/2022	Central Southern Security Ltd	184420	23/03/2022	Fire alarm servicing	511.20
27/04/2022	Charlie's Tasty Treats	0013	09/02/2022	TIC - dog treats for retail	60.00
29/04/2022	Countryside Tree Surgeons Ltd	SI-172	10/04/2022	Beach Gardens -	228.00
27/04/2022	C G Ltd	46663	31/03/2022	Q4 Car Parking Management Settlement	4,585.58
27/04/2022	DAPTC	INV-0682	31/03/2022	Training	90.00
29/04/2022	Darkin Miller Ltd	711	19/04/2022	Internal Audit Fees	624.44
27/04/2022	Steve Darrington	BR21005	08/03/2022	Agency Sales-Wristbands	930.00
29/04/2022	Dorset County Pension Fund	Month 1	20/04/2022	Payroll Month 1	14,541.76
29/04/2022		Month 1	20/04/2022	CAYS Payroll Month 1	201.00
27/04/2022	Dorset Council	1801158116	25/03/2022	Surveyor Fees	15,610.80
27/04/2022		1801158112	25/03/2022	Surveyor Fees	4,172.40
27/04/2022		2800302320	25/03/2022	TIC - Biodegradable dog wast bags for	226.80
27/04/2022		1801158983	31/03/2022	DBS x2	109.00
27/04/2022	Dorset Waste Partnership	2800302673	31/03/2022	March Recycling	18.40
27/04/2022	Eagle Plant	BOU2818980	31/03/2022	March container hire	88.32

27/04/2022	Four County Services Ltd,	60537	31/03/2022	Q4 calls	28.18	
27/04/2022		60537	31/03/2022	Q4 calls	86.17	
27/04/2022		60537	31/03/2022	Q4 calls	19.67	
29/04/2022		60573	10/04/2022	TH IT	615.06	
29/04/2022		60571	10/04/2022	Depot IT & Phones	283.66	
29/04/2022		60572	10/04/2022	TTC IT & Phones	430.57	
29/04/2022		60573	10/04/2022	TH Phone line	42.00	
29/04/2022		60660	21/04/2022	E-mail Management	42.00	1,547.31
27/04/2022	G4S Cash Solutions (UK) Ltd	85049123	01/01/2022	Cash processing	212.33	
27/04/2022		85049707	31/01/2022	Cash processing	175.86	
27/04/2022		85050049	28/02/2022	Cash processing	192.97	
27/04/2022		2022033798	31/03/2022	March cash collection	217.39	
27/04/2022		85050424	31/03/2022	Cash processing	225.00	1,023.55
29/04/2022	GH Print Management	INV-6621	14/04/2022	Signage		15.00
27/04/2022	Greenham Trading Ltd.	04/378595	25/03/2022	Armorgard Storage box - Bandstand	1,003.20	
29/04/2022		04/379897	01/04/2022	Materials & Equipment	587.86	
29/04/2022		04/381423	12/04/2022	Boots	462.00	2,053.06
29/04/2022	A.R. Harris & Son	31286	20/04/2022	Peveril WC		82.20
27/04/2022	Haymarket Media Group	50211773	31/03/2022	Job Advert		1,074.00
29/04/2022	Hendy Group Ltd	42058080	07/04/2022	Repairs	208.51	
29/04/2022		42058080	07/04/2022	MOT	54.85	263.36
29/04/2022	HMRC	Month 1	20/04/2022	Payroll Month 1		13,953.95
27/04/2022	Hunt's Foodservice Ltd	398541	30/03/2022	Beach Gardens - provisions for Kiosk		303.19
29/04/2022	Inst. of Cemetery & Crematorium Ma	4411/2022/23	01/04/2022	ICCM Annual Membership		95.00
27/04/2022	Inn-Supplies	30820	08/03/2022	Beach Gardens - takeaway cups		182.52
29/04/2022	Swanage Jazz Festival	Grant 1	25/04/2022	Grant 1 2022/23		250.00
27/04/2022	J.D. Facilities Ltd	INV-1098	31/03/2022	Beach Hut Cleaning	132.00	
27/04/2022		INV-1098	31/03/2022	Cleaning-TIC	294.34	
27/04/2022		INV-1098	31/03/2022	Cleaning-Kiosk	91.20	
27/04/2022		INV-1108	31/03/2022	Cleaning-Town Hall	499.20	
27/04/2022		INV-1107	31/03/2022	Cleaning-Toilet Contract	6,438.20	
27/04/2022		INV-1110	31/03/2022	Cleaning-Depot	230.62	
27/04/2022		INV-1109	31/03/2022	Cleaning-Depot	197.59	7,883.15
27/04/2022	Keep Britain Tidy	SI000671	29/03/2022	TIC - Blue Flag application		958.80
27/04/2022	Leakers Bakery	54849	30/03/2022	Beach Gardens - Bakery		21.20
29/04/2022	Lily's Produce	TTC46	13/04/2022	TIC - jams for retail		132.00
29/04/2022	D. & P. Lovell Ltd.	LS327	05/04/2022	Bigger hire April		352.80
27/04/2022	Lyreco UK Limited	6290283692	28/02/2022	TIC - stationery		60.84
29/04/2022	Metric Group Ltd.	C62411	01/04/2022	Aslan Month 1		192.00
29/04/2022	NABMA	22/230	01/04/2022	NABMA Annual membership		384.00
27/04/2022	National Express	AREXT/00230586	31/03/2022	Agency Sales-March		104.13
27/04/2022	Newlands Training Ltd	7374	31/03/2022	1 day Excavator Refresher course		660.00
27/04/2022	Nixons Hardware Ltd	121236	31/03/2022	Brasso		14.25
29/04/2022	P.J. Notley Ltd.	4441	20/04/2022	Cleaning-Q4		216.00
20/04/2022	Swanage Town Council	Month 1 Payroll	20/04/2022	Net Wages-Month 1		43,036.92
29/04/2022	Pear Technology Services Ltd	133936	06/04/2022	Mapping of Godlingston Cemetery		600.00
27/04/2022	Postage By Phone	B1867538	12/03/2022	Meter Reset TIC		112.01
29/04/2022	Platinum Jubilee	Grant 2	25/04/2022	Grant 2 2022/23		1,000.00
29/04/2022	Pod Point Ltd	0001253743	25/04/2022	Admin Fees - Q4		53.23
29/04/2022	Purbeck Print Company	1008	06/04/2022	TIC - Map design		22.00
27/04/2022	Purbeck Ice Cream	140001	30/03/2022	Beach Gardens - ice-cream		627.36
27/04/2022	Purbeck Media Group	INV-1807	22/03/2022	TIC - uniform for seasonal staff	234.00	
29/04/2022		INV-1857	08/04/2022	Enforcement officers	109.20	343.20
29/04/2022	Purbeck Stone Construction	01/2022	25/04/2022	Stage 1 - wall repairs		2,925.00
27/04/2022	Recruit Local Ltd	2202	27/01/2022	Job Adverts	440.00	
27/04/2022		2249	30/03/2022	Job Adverts	80.00	520.00
27/04/2022	BP	BP-B03	27/04/2022	Boat Park Refund		1,083.60
29/04/2022	Seton	9303459371	04/04/2022	TIC - key cabinet		149.94
29/04/2022	South West Councils	0000068539	13/04/2022	SWC Membership 22/23		558.00
27/04/2022	St. Michaels Garage	2477	31/03/2022	Fuel-March		833.97
27/04/2022	Suez Recycling & Recovery UK Ltd	32591639	31/03/2022	Waste disposal		1,741.20
27/04/2022	Sutcliffe Play (South West) Ltd.	6450	31/03/2022	Polyethylene bush		43.85
27/04/2022	Swanage News	1284/Mar 22	26/03/2022	March papers		32.60
29/04/2022	Swanage Tyres and Tuning Ltd	23995	14/04/2022	Valve replacement	21.00	
29/04/2022		23996	14/04/2022	HJ18 EHX - Replacement tyres	84.60	
29/04/2022		23991	14/04/2022	HG67 MDV - replacement tyre	68.35	173.95
27/04/2022	Telefonica O2 UK Ltd	13023862	24/03/2022	SIM Charges -March		345.60

27/04/2022	Travis Perkins	9292 AML297	23/03/2022	Tiles	47.46	
27/04/2022		9292 AMJ376	24/03/2022	Box of screws	21.08	
27/04/2022		9292 AMJ421	25/03/2022	Grout	8.46	
27/04/2022		9292 AMJ628	30/03/2022	Timber - beach hut staging	96.94	
27/04/2022		9292 AMJ701	30/03/2022	2 van vault tipper tool	816.00	
27/04/2022		9292 AMJ678	30/03/2022	Screws	59.59	
27/04/2022		9292 AMJ214	31/03/2022	Undercoat paint	13.75	
27/04/2022		9292 AMJ723	31/03/2022	Fluidmaster	22.27	
29/04/2022		9292 AMJ807	01/04/2022	Timber	30.25	
29/04/2022		9292 AMJ828	01/04/2022	Timber	16.15	
29/04/2022		9292 AMK386	12/04/2022	Postcrete	32.02	
29/04/2022		9292 AMK616	19/04/2022	Sealant	14.78	1,178.75
29/04/2022	Third Party Payments	Month 1 Deductions	20/04/2022	Payroll Month 1 Deductions		517.55
27/04/2022	Wessex Grounds Services	WGS 10109	31/03/2022	March services		3,960.00
Total of BACS/CHAPS Payments						140,876.96

<u>BACS payroll payment issued 20th April 2022</u>	43,036.92
<u>BACS supplier payments issued 27th April 2022</u>	53,675.00
<u>BACS refund 27th April 2022</u>	1,083.60
<u>BACS supplier payments issued 29th April 2022</u>	43,081.44
	140,876.96

Total of Payments	171,423.60
--------------------------	-------------------

Shore Road – Update on potential experimental closure of section between Victoria Avenue and the Mowlem, October 2022-May 2024

Background

In October 2020 the Town Council voted unanimously to request Dorset Council to permanently close the southern section of Shore Road, between The Mowlem and Victoria Avenue, to improve public safety. This followed a consultation exercise run by the Town Council between January and March 2020 which received 847 responses. Of these responses, 72.5 per cent expressed concern over public safety in this area and nearly 60 per cent wanted this stretch of road closed permanently, with a further 7 per cent wanting to see the seasonal closure extended. The results of the consultation can be found at Appendix A.

Unfortunately, since that date Dorset Council has been unable to take action in response to this request. This Easter further concerns were raised by members of the public regarding safety in this area. Here is one example from a visitor to the town:

I regularly come to Swanage throughout the year, it is my favourite place in the UK and my children love it. However, I am always deeply disappointed that Shore Road is open at Easter. My children struggle to remember that part of the year it's closed but not at Easter - constant reminders have to be given and we do not feel safe walking along this stretch of road. This Easter it has been very busy and it is an accident waiting to happen and be fatal. I watch a number of small children yesterday come down from the park and nearly run into the road. More by the ice cream shop that nearly stepped in the road. It is DANGEROUS, someone will end up dying. Yes, parents should watch their children but accidents do happen. It's very hard to cross you have cars in both directions of which they can't get passed both at the same time. They drive too fast along the road and there is no safe crossing point for pedestrians. Yesterday I watch an ambulance struggling to get down the road the car coming the other direction ending up driving on to the pavement so he could get passed again with lots of children around. I know that you have looked at closing this road in the past and seriously think you should reconsider this. At the very least close it during the school holidays when you know families will be there. There have been accidents before down there and there will be again if it's not closed.

Following communication between the Town Clerk and the Head of Highways, it has now been agreed that Dorset Council are willing to pursue an experimental year-round closure of the southern section of Shore Road. This would allow the Highway Authority to assess the success (or otherwise) of the closure and measure its impact on traffic flow in the town. The experimental order could be in place for up to 18 months, meaning that the road would remain closed until October 2024 without the need for a permanent closure order. However, it could also be abandoned earlier, as was the case with the Kings Road East reversal.

In order to proceed Dorset Council requires a statement of what the experiment is and how it will be monitored. The cost of the Traffic Regulation Order will be roughly £2,000. Initially it would be around £1,000 to progress the experimental order, and the further £1,000 would be required if the experiment is successful and it moves to a permanent order. The Town Council is expected to fund these costs, alongside charges for associated signage/lining.

Dorset Council have also asked, informally, as to whether the Town Council would be willing to compensate it for the loss of income from the on-street parking meters in this vicinity. That sum is, as yet, unquantified.

Unlike a permanent Traffic Regulation Order, full public consultation is not required and this can be a cause of concern to local residents. Indeed, it is not possible to lodge a formal objection to an Experimental Traffic Regulation Order until it is in force. Once it is in force, objections may be made to the order being made permanent within the first six months. Given that one-third of the respondents to the Town Council's survey objected to permanent closure, significant opposition to the Experimental Order can be anticipated once in place.

In light of this, should the Council wish to pursue an Experimental Order, Council may wish to carry out some informal awareness raising of this proposal, and the manner in which it will operate, prior to it coming into force.

Decisions required

To determine whether to support the implementation of an Experimental TRO along the southern stretch of Shore Road (between Victoria Avenue and The Mowlem) for an 18-month period from October 2022 and confirm a budget allowance of £2,000 for legal costs and a commitment to additional unbudgeted signage costs.

To determine whether to issue a press release and social media post to raise awareness of the proposal to close the road this autumn/winter under an Experimental Order, and to explain the process for the public to raise objections in due course.

Report on responses to public consultation on the potential pedestrianisation of southern section of Shore Road

The Shore Road Closure survey was instigated as a result of various committee and working party meetings, where it was decided that the need to seek public opinion was essential prior to consideration to propose a change to the current traffic regulation order, which would be referred to Dorset Council, as Highways Authority.

The Shore Road Closure Survey was held between 20th January 2020 and closed on 20th March 2020. The survey was available to complete online, using Google forms, and was promoted via Facebook. Paper format was also available, and the survey was printed on the Swanage Town Council newsletter which was delivered to all Swanage homes with postcodes BH19 1 and BH19 2.

The responses received via Google forms was 726 and paper forms returned totalled 121, making the overall total responses 847.

Under the heading *'Would permanent closure be beneficial, if yes why?'* the highest number of comments made related to safety, as a reason for permanent closure. Many of the respondents mentioned the confusion over the opening and closing of the road, near miss accidents and parked cars impacting the visibility of pedestrians crossing the road.

Suggestions for using the area, should this section of road be closed permanently, included an attractive seating area, splash area for children, an area for events, exhibitions, games, and a market.

The image of the town was also mentioned, and the benefit of a designated pedestrian area by the seafront. Other suggestions included installing additional benches and attractive planting, improved leisure space, increased tourism and greater beach hut hire.

Reducing the pollution levels and increasing the 'green' status of the town was also noted as beneficial, should the road be closed to vehicles.

Comments made under the heading *'Would permanent closure be detrimental, if yes why?'* could largely be grouped in four categories; congestion, access to other areas of the town, parking and that the current arrangement was suitable as it was.

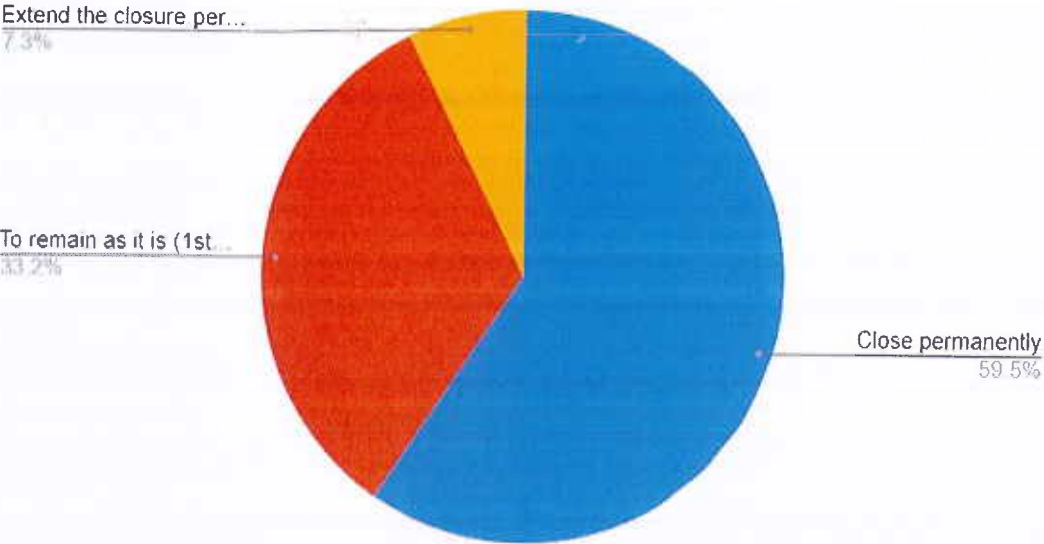
Other suggestions made included providing a one-way system in De Moulham Road, opening Shore Road permanently, reducing the speed limit, the effect of permanent closure on businesses and some suggested an extension to the closure period to include the Easter holidays.

Given the opportunity to make any other comments or suggestions regarding Shore Road, respondents noted the confusion due to the road opening in September and closing in May, as an area of concern, as well as the issue of parked cars obstructing the view for pedestrians crossing the road.

Further comments included the suggestion of closure of the entire length of Shore Road to vehicles, traffic calming measures such as road humps, a 20-m.p.h. speed limit, crossing points or traffic lights.

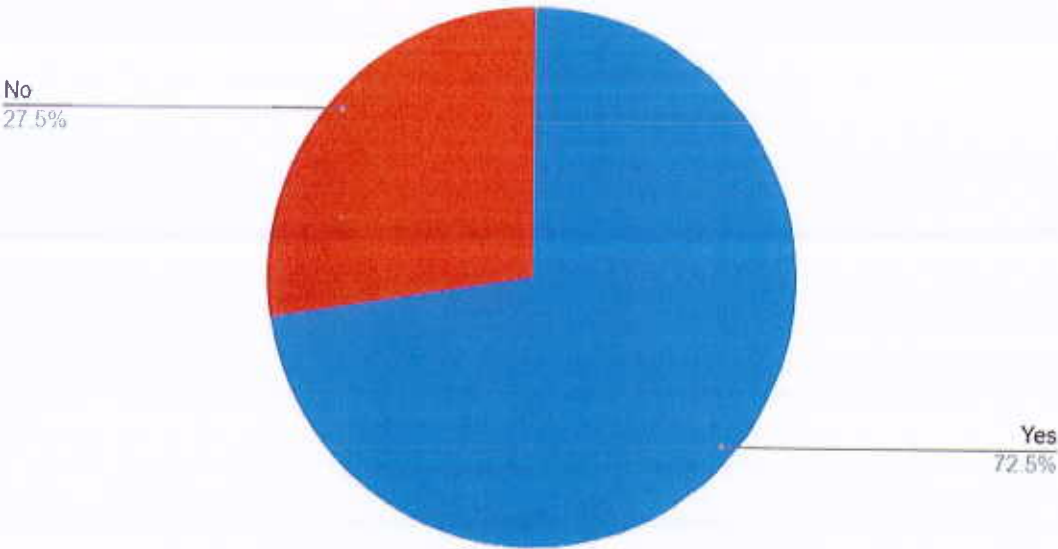
Shore Road Closure survey response charts

Count of Would you like to see the existing road closure arrangement:



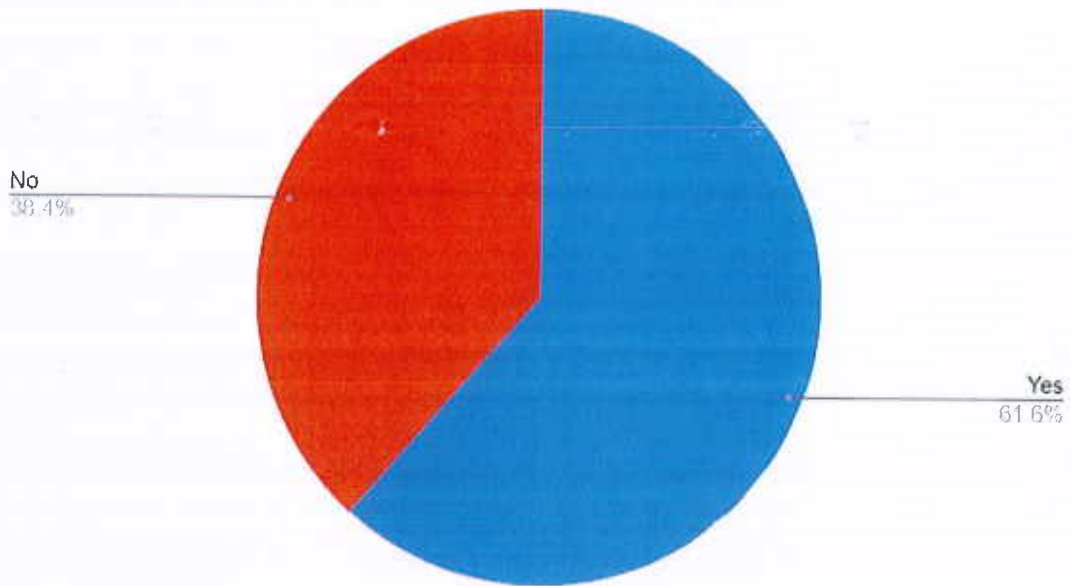
Close permanently 59.5% To remain as is 33.2% Extend the closure 7.3%

Count of Are you concerned about safety along the south end of Shore Road?



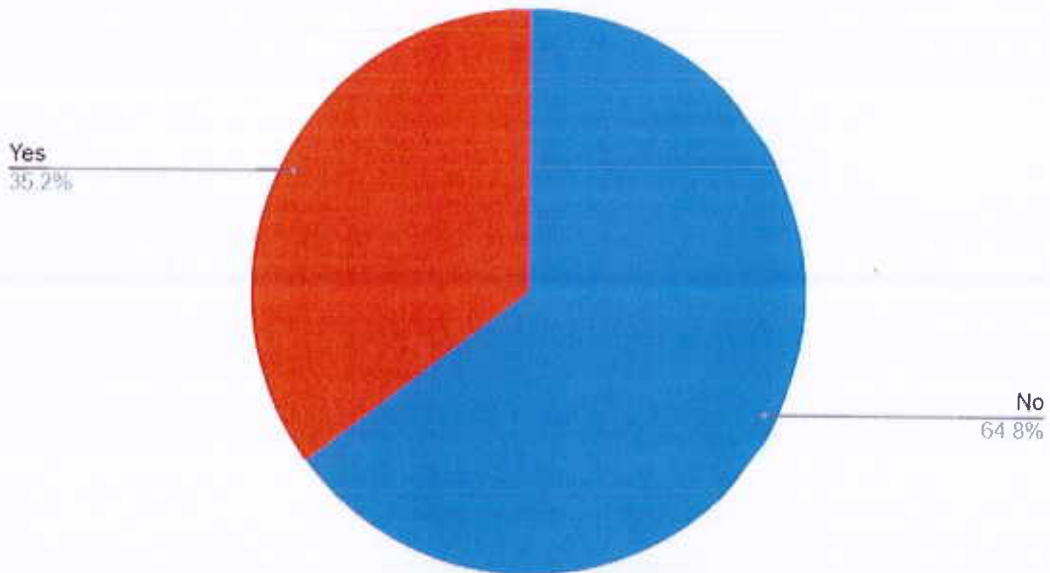
Yes 72.5% No 27.5%

Count of Would permanent closure be beneficial?



Yes 61.6% No 38.4%

Count of Would permanent closure be detrimental?



Yes 35.2% No 64.8%

Emma Evans, Management Support Officer

September 2020

Day's Park – To consider application from Swanage and Purbeck Development Trust to draw down funds towards architects' fees

Background

In July 2021 the Town Council confirmed its commitment to the Swanage and Purbeck Development Trust's proposed redevelopment of the facilities at Day's Park as a Sports and Social Centre, as set out in the Trust's Business Case dated December 2019 (See Appendix B). That document lists the facilities to be provided as follows: sports hall, café and reception area, soft play, gymnasium, fitness suite, offices/meeting rooms, and clubhouse and bar.

Council recognised that the provision of such a facility is of key importance to the health and wellbeing of local residents, and could also play an important role in future economic development. Redevelopment became more urgent given the decision to close the Sports Hall to public use, as reported to Council in December 2020. This has removed a key indoor meeting place for local sports groups including table tennis and badminton, in addition to the many football activities provided for all ages, from walking football through to mini-kickers.

At the same meeting in July 2021, the Town Council also agreed to make a pledge to Swanage and Purbeck Development Trust of 50% of the professional fees required to obtain planning permission for the full redevelopment (up to a maximum of £130,000), subject to match funding being obtained. Over recent months it has, however, become clear that funding bodes will not make available match funding for professional fees.

In order to identify a way forward, Councillors Bishop, Bonfield and Tomes, together with the Town Clerk, have attended recent meetings of the three-way partnership between the Town Council, Swanage & Purbeck Development Trust and Swanage & Herston Football Club, now known as the Day's Park Development Forum. The Trust and Club have worked closely together to produce a revised three-phase approach to the redevelopment, and in turn have put forward a modified funding application, which is set out at Appendix A.

The Trust's submission summarises the three phases of the redevelopment as follows:

Phase 1 – Development of the football ground to include a 3G pitch, greatly improved spectator facilities, including a new stand and new spectator toilets. The Clubhouse will be refurbished and opened up for public use. This will facilitate moving all the youth teams and senior teams onto one site and make it more of a community space.

Phase 2 – New Sports Hall. Clubhouse and changing facilities.

Phase 3 – New public café, permanent softplay area, purpose-built gymnasium, fitness suite and an Enterprise Hub.

The funding request before the Town Council is for a sum of £55,000 to fund 100% of the architects' fees required to secure planning permission for Phase 1 of the redevelopment proposals, and formal pre-planning advice for Phases 2 and 3. The Trust have confirmed that the draw-down of funds will only be triggered if the Football Foundation confirm, in writing, that it will be appropriate to locate a new 3G pitch at Day's Park, which will in turn unlock funding critical to the delivery of Phase 1.

This assurance substantially reduces the financial risk to the Council inherent in the previous commitment to fund up to £130,000 in fees for the full development without any certainty about the deliverability of the full project. Given that Phase 1 will secure the future of youth football at Days' Park this proposal fulfils one of the Council's principal aims in setting aside capital funding for the redevelopment project. It also drives forward the Council's priority to provide opportunities to improve health and wellbeing. This proposal is therefore being brought forward to full Council with the support of the Council's Development Forum representatives.

In overall funding terms, the Town Council has previously paid £14,400 in architect's fees to develop the outline proposals which were presented to the public in October 2019. In July 2021 the Council committed to a grant of £66,300 to the Trust to fund the installation of new lighting columns and floodlights around the main football pitch at Day's Park as a first step towards the improvement of the facilities. That grant has been paid and the work is due to start imminently.

If Members agree to the payment of a further £55,000, that will leave a balance of £118,700 as an earmarked contribution towards the later stages of the scheme from a budgeted allocation of £240,000.

Decision required:

To consider the application from Swanage and Purbeck Development Trust to draw down £55,000 from the Town Council's budgeted allocation towards architects' fees to obtain consent for Phase 1 and pre-planning advice for Phases 2 and 3 of the Day's Park redevelopment.

Martin Ayres
Town Clerk

May 2022

Revised application for funding by Swanage and Purbeck Development Trust and Swanage Town and Herston FC, 13th May 2022

PROPOSED DAY'S PARK SPORTS AND LEISURE FACILITY

Introduction.

The FC are currently going through a surge in demand from young players, including girls. The Club strategy is to build upon this demand and grow the Club from that level. Since their previous application for funding, towards fees, for obtaining a full planning application for the development of Day's Park, SPDT and STHFC have revised their strategy. The Plan now is to have a phased development. This will reduce the development into more easily fundable packages. As a result, the initial funding needed from STC is greatly reduced.

Phasing

Phase 1 – Development of the football ground to include a 3G pitch, greatly improved spectator facilities, including a new stand and new spectator toilets. The Clubhouse will be refurbished and opened up for public use. This will facilitate moving all the youth teams and senior teams onto one site and make it more of a community space.

Phase 2 – New Sports Hall. Clubhouse and changing facilities.

Phase 3 – New public café, permanent softplay area, purpose-built gymnasium, fitness suite and an Enterprise Hub.

Next Steps

To take the phased approach forward, the next steps will need to be taken:

- a. Obtain a go-ahead from Dorset FA and Football Foundation that a new 3G pitch can be located in Swanage. This needs confirmation as only limited allocations are made.
- b. Confirmation that Football Foundation will be willing to support the funding of the construction of the pitch together with other stadium improvements
- c. Apply for full planning consent for the Phase 1 improvements and make a pre-planning application for Phases 2 and 3.
- d. Raise match funding from other National and local funders for the construction of Phase 1.

Funding requirement

The funding requirement is for the fees for Architects, Planning Consultants, Ecologists, Arboriculturists, Flood risk and drainage engineers, Topographical surveys and Town Planning fees. The Architects were previously appointed following a competitive tender in 2019. These fees would take the project through to consent for Phase 1 and the pre-planning for Phase 2 and 3. The total fees and the amount requested by SPDT is - **£55,000 incl. VAT**

SPDT accept that these fees will only become payable if the Football Foundation confirm, in writing, **that it will be appropriate to locate a new 3G pitch at Day's Park. This will be the trigger for the Planning applications to be made.**

Notes

- Work on installing the new floodlights, funded by STC, is due to start 25 May.
- The fees related to Ecologists, Arboriculturists, Flood risk and drainage engineers, Topographical surveys, will not need to be paid again for the full application for Phases 2 and 3.



FIRST STAGE BUSINESS CASE FOR DAYS PARK SPORTS AND LEISURE CENTRE



December 2019

CONTENTS

Section	Page
Introduction	
1 Vision	
2 Executive Summary	
3 Background	
4 Needs Analysis	
5 Proposed Initial Scheme	
6 Project Objectives	
7 Cost and Income Analysis of the Initial Design	
8 Sustainability	
9 Financial Justification	
10 Outcomes Arising (Based upon original objectives)	
11 Next Steps	
APPENDICES	

Introduction

This first stage Business Case has been developed following the agreement of a Master Plan for the Days Park site prepared by Architects Stride Treglown. It should be read in conjunction with financial forecasts, Financial Analysis over 4 years 28.11.19.xls, summarised in sections 7 and 9 below.

The reason the Business Case has been prepared, as a first stage, is to provide preliminary analysis of the feasibility of the project and to understand the financial viability before progressing to the next stage.

1. Vision

Days Park Sports and Leisure Centre is planned as a Community Hub to improve the Health and Wellbeing of the Community of Swanage and surrounding areas. This will create opportunities for local people, of all ages and abilities, to participate in: healthy recreation; social and cultural activities; and identified employment opportunities. It will become a focus for improved Community life and social cohesion in the long term.

2. Executive Summary

The current football ground and adjoining Club House and Sports Hall are reaching the end of their useful life.

Swanage Town Council, Swanage Town and Herston FC and Swanage and Purbeck Development Trust have been working together to find a development solution to integrate all football teams on one site, upgrade the pitch to a multi-use 3G surface and construct a Multi-functional, Community, Sports and Leisure Centre.

The Football Club have identified a need to integrate their teams on one site to continue to deliver and improve the opportunities for playing football at all levels and gender. The need for a local Multi-functional, Community facility has been identified for over 15 years and has been the subject of 4 public consultations during that period.

Detailed discussions have been taking place with the Gillingham Community and Leisure Trust the owners of Riversmeet Leisure Centre in Gillingham in Dorset. An arrangement to share information initially and subsequently share some high-level management costs, for the benefit of both, has been discussed and provisionally agreed.

Days Park Sports and Leisure Centre is proposed as a Community Hub to improve the Health and Wellbeing of local people with opportunities for all ages and abilities to participate in healthy recreation and social and cultural activities. It also provides a source of employment for local people.

Architects, Stride Treglown were instructed to prepare a Master Plan of the proposed scheme, which now forms the basis of this initial Business Plan.

Project objectives have been established and proposed outcomes will be linked to a performance management matrix to track progress.

Following carrying out a financial analysis of projected costs and income over a 4-year period it has been identified that the project will break even by the 3rd year and move into surplus in year 4.

The conclusion has been reached, at this stage, that there is financial justification in progressing to the next step of appointing professionals to carry out a more detailed study of the development including site surveys, detailed plans and construction costings.

These further investigations should provide sufficient information to prepare for the subsequent stage of applying for planning consent and formally approaching Grant Funders.

3. Background

The Days Park site was donated to the town by James Day in 1935, for sports and pleasure use, and is held in Trust by Swanage Town Council. Swanage Football Club, as it was then called, has been in occupation since 1925. The club subsequently merged with Herston FC to become Swanage Town and Herston FC.

The current football ground and adjoining buildings are reaching the end of their useful life. The pitch has regular problems with waterlogging in Winter months resulting in postponed matches and a build-up of fixtures at the end of the season, which impacts upon the Club's ambitions to gain promotion up the leagues. The Youth teams currently play on King George's Fields because of the lack of space at Days Park and the need to preserve the main pitch for the senior first team. Ideally, for ease and efficiency of management, it was decided that the teams should be integrated on one site, preferably the Days Park site.

The FC have been working with Swanage Town Council, the landowners, and Swanage and Purbeck Development Trust to find ways to upgrade the Days Park facilities and make them more available for Community use. This has led to plans for the redevelopment of the Days Park site.

Swanage Town Council, the landowners, have reached agreement with Swanage and Purbeck Development Trust and Swanage Town and Herston FC to grant a 100-year lease of the development, once completed.

Swanage and Purbeck Development Trust has spent time in detailed discussion with the management of Riversmeet Leisure Centre (Gillingham, Dorset) and its parent Charity, the Gillingham Community and Leisure Trust Ltd. What started as a fact finding visit to a Leisure Centre, with similar objectives to the proposed project in Swanage, has been converted into a mutual willingness to work together on a proposed Project in Swanage. Riversmeet have

kindly provided cost and income figures to assist in the financial analysis included in this Business Case. It is also intended that Swanage and Purbeck Development Trust and Gillingham Community and Leisure Trust will enter into an agreement whereby high-level management costs will be shared including the General Manager, Financial Manager and HR support.

4. Needs Analysis

The FC

The FC delivers an important role in the Community by providing opportunities for playing football at all levels and gender, from under 5, “mini-kickers”, through to walking football for more senior members. Membership has grown to 196 and continues to increase. This has been identified in an FC Development Plan (see Appendix 1).

The FC Development Plan recognises that the teams need to be brought together on one site for the combined benefits of corporate identity and more efficient management. This integration is not possible on the existing ground due to the nature of the pitch. This led to the need to work towards a multi-use facility on one site

The Community Sports and Leisure Centre

The need for a Community Multi-functional facility, in Swanage, has been identified for many years. This need is based upon a lack of suitable, local Community buildings and a shortage of land for such use. Various surveys and consultations going back to 2003 have identified and documented this recognised need.

Whilst there are a variety of outdoor sports facilities in the area, with a number of small, organised clubs, the opportunity for indoor/wet weather fitness and training pursuits are very limited.

Swanage Town and Community Partnership, a local forum made of up the Town Council and local voluntary groups, took the lead in carrying out research into needs identification. This resulted in the commissioning of a report into a Swanage Multi-functional Centre 2006 and the Swanage Community Strategic Plan 2007.

Swanage Multi-functional Centre (2006)

A firm of Consultants, Hyder Consulting, was commissioned by Swanage Town and Community Partnership, with support from the Countryside Agency, Purbeck District Council and Dorset County Council, to provide advice on an MFC for Swanage.

They carried out public consultation through a Household and Business Questionnaire between 2004 and 2006. There was also a public exhibition.

The report was issued in 2006 indicating clear local support for a Community based Multi-functional Centre.

Swanage Community Strategic Plan (2007)

A consultation over a 2-year period culminating in a public exhibition attended by 220 people. This identified a range of needs in Swanage requiring action at a strategic level. These included the identification of a need for a Multi-functional Centre in Swanage.

Swanage Local Plan (Adopted 2017)

Forming part of the Purbeck Local Plan. The Swanage Local Plan Steering Group facilitated a Workshop and invited Local sports and leisure groups and providers. They came together to identify their requirements and decided that there was a need for such a Multifunctional Centre, with sports facilities and other provision such as conference area, meeting and workspace.

The findings were included in the Draft Local Plan, which was subject to public consultation and examination.

Public Exhibition of the Master Plan for Days Park (2019)

A public exhibition of display boards of the Master Plan for Days Park was held over 2 afternoons/evenings on 16 and 17 October 2019. The Exhibition was well attended by over 200 people. 133 feedback forms and 22 pot-it notes were received. All the feedback was positive, with many emphasising the “well overdue” need for such a facility in Swanage.

5. Proposed Initial Scheme

Architects, Stride Treglown, were instructed by Swanage and Purbeck Development Trust and the FC to provide a Master Plan of the site to replace the existing pitch with a multi-use 3G pitch, build new stands and redevelop the existing Club House and Sports Hall to provide a Multi-functional Sports and Leisure Centre.

After a several meetings based upon identifying client preferences the Architects produced plans and elevations of an acceptable scheme plus agreed display boards for a Public Exhibition.

The scheme included initial concept designs for a Multi-functional Centre to include a Sports Hall, Café and reception area, Soft play, Gymnasium, Fitness Suite, Offices/Meeting rooms and Clubhouse and bar. Ancillary changing facilities for indoor and outdoor activities plus storage were also included.

The 6 Badminton court Sports Hall was also designed to accommodate a variety of other activities including a Performance space with retractable seating for concerts, plays and conferences.

6. Project Objectives

- To provide a Community Hub for the people of Swanage and the surrounding areas which contribute to the Health and Wellbeing and social cohesion of the Community in the long term;
- To provide opportunities and encouragement for local people of all ages to engage in healthy recreation;
- To provide activities in a central location, which provide opportunities for social interaction, create a sense of belonging and the relieve loneliness;
- To encourage older and more infirm people to take up regular fitness activities in a “caring” environment;
- To create new full time and part time jobs in a new Sports and Leisure Centre in an area where there are few employment opportunities for young people;
- To provide flexible office facilities and booking service to encourage start up business and development of office skills for subsequent employment;
- To provide local access to cultural activities by providing audience attractive space for a wide range of music, dance and drama performance events.

7. Cost and Income Analysis of the Initial Design

With the benefit of cost and income information from Gillingham Leisure Centre a financial model has been built to understand the first 4-year period of operation. Gillingham has a larger population than Swanage, 11,600 in Gillingham and 9,600 in Swanage but the population of Swanage grows dramatically in the Summer months and other school holiday periods due to its popularity as a holiday resort. Adjustments have made in the figures to allow for these variations.

Looking first at Costs. These have been split into Base Costs and Operating Costs:

Base costs are defined as the minimum costs of running the completed building complex before the operation of the functions of a Sports and Leisure Centre.

Operational costs are defined as the costs of operating the Centre as a functional Sports and Leisure Centre, excluding Base Costs.

The reason for defining these costs separately is to give the opportunity to estimate a base level of cost on which to provide a foundation, during the first few years of the opening of the new building. Base costs will apply for the first 4 years whereas the operating Costs grow as demand increases for the use of the facility throughout. The estimates predict that the optimum level of cost and income is reached in the 4th year when a surplus is achieved.

The cash flows over the 4-year period reflect this growth of Operating Costs over Base Costs as demand and income grows.

Income relies upon the demand for use of the facilities. Demand, in turn requires a marketing strategy to build the profile and desirability of the Sports and Leisure Centre in the local Community and visitors on holiday in the area. Marketing budgets and sales personnel are built into the costs to support this strategy.

Parking is critical to the success of the project and the initial design includes space for 300 car spaces. Pricing of parking and the inclusion of free parking with Memberships, as appropriate, need to be at a level which attracts rather than deters use of the Centre.

In summary, the costs and income in first 4 years of the completed development, in operation, are indicated as follows:

Item	Yr 1	Yr 2	Yr3	Yr 4
Income - Sport Centre	349,600	428,900	616,190	726,400
Income - Parking	42,177	64,465	100,158	111,226
Base Costs	280,242	280,242	280,242	280,242
Operating Costs	210,681	273,681	364,871	443,008
Loss/Surplus	-99,146	-60,558	71,235	114,376

The losses in the first 2 years are eliminated in the 3rd year when a surplus begins to build. By the end of the 4th year a healthy surplus will be established.

(NB more needs to be said and included about FC income from match fees and lettings of the 3G pitch)

8. Sustainability

It is recognised that the carpets for 3G pitches wear out after 10 years of use. Using Sports England cost calculations, a sinking fund of 3.2% of the cost of installation will need to be set aside for replacement parts. In particular, the carpet needs to be replaced every 10 years under normal usage, which can cost £300,000. With a combination of sinking fund allocations and setting aside of lump sums, as surplus revenues permit, the carpet replacement forms part of the Sports and Leisure Centre budgeting.

It is anticipated that during the first 3 years there will be limited expenditure on the main fabric and services of the building. However, there will also be no surplus revenue. Allowance has been made for the accumulation of funds during his period, within Base Costs, for planned maintenance and decoration programmes to prolong the useful life of the building elements. This is to try and avoid future exposure to costly repairs and protect the fabric of the building for the long term.

As the Project moves into surplus after 3 years, and beyond, amounts will also be set aside for “restricted” reserves of up to 2 months income. These reserves will be held to meet unexpected circumstances which may prevent the use of the building for a period(s). There will also be funds set aside for “reinvestment” into improvements in the future to meet changing needs in the Community.

It is envisaged that the sustainability of this Project, for the long term, is assisted by the budgeting measures included in this Business Case.

9. Financial Justification

The cash flows used in arriving at the financial summary in 7, above, have been broken down in detail with the benefit of intelligence gained from the Riversmeet operation. The level of detail used allows the sensitivity to risk to be tested by varying costs and income to understand how these impact on the end result. For example, by lowering the income predictions in the first 2 years, to test the impact of over estimation of initial demand, it is possible to work back through the Operating cost figures to make adjustments to reflect this lower income.

Worked Example: By applying a 10% and 20% reduction to both Income and Operating Costs but assuming a fixed Base Cost over the 4-year period the resulting Loss/Surplus appears as follows:

Year	100%	90%	80%
1	-99,146	-117,255	-135,365
2	-60,558	-82,527	-104,4495
3	71,235	36,088	940
4	114,376	74,914	35,452

Based upon the Financial and Cashflow analyses carried out, on the anticipated costs and income figures provided, and exploring risk assessments through sensitivity analyses, the conclusion has been reached that the figures represent a robust justification for taking the project further. The caveat to this is that the first and second-year losses will need to be funded from an outside source before the project should be embarked upon.

10. Outcomes Arising (Based upon original objectives)

- A greater number of residents are fit and well and less susceptible to illness;
- An increased number of local people are actively involved with healthy recreation;
- Fewer residents feel that they do not have somewhere to go to meet others in a social atmosphere and feel less isolated as a result;
- A greater number of older and infirm people are actively attending fitness classes;
- An increased understanding, by local people, of the benefits of healthy living and social interaction in the “prevention” of physical and mental illness;
- More people, locally, are employed in full-time and part-time employment and apprenticeships
- More people are actively involved in office technology and achieving new, prosperous employment through creating their own business and finding new jobs through training and re-training;
- Increased number of people in Swanage actively attending live music, drama and dance performances

These “outcomes” will form part of a matrix of “key performance indicators” to measure the performance of the Project into the future.

11. Next Steps

This First Stage Business Case provides support for progressing to the next step of appointing professionals to carry out detailed investigations on site and producing detailed plans and construction costings. The next steps are:

- I. Instruct Architects, Engineers, Cost Consultants and Ecology experts to prepare detailed plans, analyse site conditions and suitability for construction, understand ecological constraints, and prepare detailed costings;
- II. Prepare a second stage Business Case;
- III. Prepare and submit a planning application for the Days Park Site;
- IV. Commence detailed discussions with Grant Funders.