

Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
MONDAY, 30th OCTOBER 2023 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor C. Moreton

Councillor M. Bonfield (until 8.30 p.m.)

Councillor D. Monkhouse (until 7.50 p.m.)

Councillor N. Rogers

Councillor G. Suttle

Councillor C. Tomes

Councillor W. Trite

Councillor M. Whitwam (until 8.25 p.m.)

In addition to Members of the Council and officers, 13 members of the public and one Member of the local press attended the Meeting

Public Participation Time

The following matters were raised during Public Participation Time:-

- In respect of agenda item 4 (b) concern was expressed about the potential effect of toxins released from the proposed Portland Energy Recovery Facility on the biodiversity of the area and the possible detriment to the health of adults and children in Swanage and the surrounding areas. It was stated that the tourism industry and recycling targets for the area could also be compromised and Members were urged to support the campaign to oppose the building of the facility on Portland. In addition, it was requested that the Town Council donate £1,000 to support the campaign in opposition to the facility on Portland and support a neighbouring parish.
- Regarding agenda item 8, two pupils from St Mary's Primary School gave a presentation outlining the Fairtrade principles and how this was implemented in their school. It was reported that the Fairtrade ethos was embedded in the school and a commitment was made for Fairtrade goods to be used at all events. It was noted that the school hosts a Fairtrade Fortnight annually and reported that 120 pupils had accessed a Fairtrade breakfast. A Fairtrade recipe book had been produced and the children had brought along their Fairtrade chocolate brownies to share at the meeting, which were well received!
The Chairman thanked the pupils for their informative presentation, the Fairtrade leaflet, and the brownies!
- In respect of agenda item 9 (a) a request was made for the Town Council to enter into a 100-year lease directly with Swanage Town & Herston Football Club for the premises at Day's Park. It was noted that a long lease would enable the club to secure alternative funding streams.

Reverend Karen James, Minister at the Methodist Church, Swanage, offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.15 p.m.

111. **Apologies**
Apologies for their inability to attend the Meeting were received from Councillors Bishop, Finch and Harris.
112. **Declarations of Interest**
Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.
Agenda Item No. 17 (a) - Councillor Bonfield declared a disclosable pecuniary interest under the Code of Conduct by reason of being an employee of a local taxi company.
Agenda Item No. 17 (a) - Councillor Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being a trustee of the Swanage Railway.
Agenda Item No. 10 (a) – It was reported that Councillors Foster, Moreton, Bonfield, Monkhouse, Rogers, Suttle, Tomes, Trite and Whitwam had formally requested dispensations to participate in this item by reason of being representatives of the King George's Field Charitable Trust. The dispensations were being sought under section 9 of the Council's Code of Conduct because otherwise the number of members prohibited from taking part in the meeting would impede the transaction of the business.
It was proposed by Councillor Rogers, seconded by Councillor Trite and
RESOLVED UNANIMOUSLY:-
That Grants of Dispensation be provided to Councillors Foster, Moreton, Bonfield, Monkhouse, Rogers, Suttle, Tomes, Trite and Whitwam in order to participate in discussions and vote on Item No. 10
(a) - the consideration of entering into a Management Agreement with King George's Field Charitable Trust.
113. **Minutes**
(a) Proposed by Councillor Tomes, seconded by Councillor Moreton, and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Council Meeting held on 18th September 2023 be approved as a correct record and signed.
114. **Planning and Consultation Committee**
(a) Proposed by the Town Mayor, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Planning and Consultation Committee Meeting held on 11th September 2023 be approved as a correct record and signed.
(b) Proposed by Councillor Bonfield, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Planning and Consultation Committee Meeting held on 2nd October 2023 be approved as a correct record and signed.
- Consideration was given to the following recommendation contained in the Minutes:-

4) **To consider making a financial contribution of £1,000 to the Portland Association in support of their objection to the planning appeal lodged by the promoters of the Portland Energy Recovery Facility**

Members acknowledged the concerns raised during public participation time. It was noted that the direct line distance between Portland and Swanage was 22 miles, in the direction of the prevailing wind, therefore any adverse effects could impact Swanage and the surrounding areas. Members wished to demonstrate their support for the nearby coastal community by providing a financial contribution in the sum of £1,000, and by nominating Councillor Harris, as Chairman of the Planning and Consultation Committee, to speak on behalf of the Town Council at the planning inquiry in December 2023.

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

That the Town Council agrees to make a financial contribution to the Portland Association in the sum of £1,000, towards legal and technical expert support costs in relation to the planning appeal in respect of the proposed development of an Energy Recovery Facility in Portland Port, and that Councillor Harris, Chairman, be nominated to speak on behalf of the Town Council at the inquiry in December 2023.

115. **Environment and Green Spaces Committee**

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

That the Minutes of the Environment and Green Spaces Committee Meeting held on 11th October 2023 be approved as a correct record and signed.

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

4) **To consider the procurement of LED lighting and solar panels, conditional upon funding from Low Carbon Dorset**

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

That a procurement of LED Lighting in Council Buildings and Solar Panels for Beach Gardens Pavilion and the Operations Department Depot should be undertaken, on the condition that the work is part-funded by Low Carbon Dorset and the work is implemented in the 2023-24 financial year.

116. **Extraordinary Meeting of the Personnel Committee held on 13th October 2023**

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

That the Minutes of the Extraordinary Meeting of the Personnel Committee held on 13th October 2023 be approved as a correct record and signed.

117. **Extraordinary Meeting of the Finance and Governance Committee held on 13th October 2023**

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

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

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

4) **To consider the adoption of the Draft Data Protection Policy, Draft Revised Privacy Notices and Draft Records Management Policy**

Proposed by the Town Mayor, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-

That the draft Data Protection Policy, Privacy Notices and Records Management Policy be adopted. Furthermore, that delegated authority be granted to the Town Clerk, in consultation with the Data Protection Officer, to finalise the document retention schedule, ensuring that it is tailored to the Town Council's requirements.

118. **Statement of Cash Balance**

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

119. **Payment of Accounts**

In accordance with Regulations 5 and 6 of the Council's Financial Regulations, the following Payment Schedule was submitted for information:-

- Payment Schedule 6, amounting to £653,025.87.

120. **Chairman's Announcements**

The Town Mayor reported attendance at the following events since the Council meeting held on 24th July 2023:

- It had been a privilege to have met a group of Ukrainian families at Cumulus Outdoor Centre, who had travelled from Weymouth for a day out organised by Weymouth Churches. The intention was to welcome the Ukrainian families to Swanage and the welcome they extended was remarkable. Cumulus had extended an invitation to hold a day out for councillors, where activities to look forward to include high ropes, archery or rifle shooting.
- Opening the Poppy Shop in Station Road and also the Old Harry Rocks shop, in Institute Road.
- Opening of the Purbeck Film Festival and attending the display at Co-op to promote Purbeck Coast Radio.
- It was reported that a Mayor's Air Cadet had been appointed and that the Mayor looked forward to meeting her in due course.
- Some tickets for the Polar Express experience on the Swanage Railway had been donated and it was hoped that these could be raffled to raise funds for the Mayor's nominated charities for this year, the RNLI and Lewis Manning Hospice Care.

121. **Fairtrade – To confirm the Town Council’s continued commitment to maintaining “Fairtrade Community” status**

Members thanked the children of St Mary’s Primary School for their valued contribution during public participation time and acknowledged the importance of understanding the origins and meaning of Fairtrade. It was, therefore, proposed by Councillor Bonfield, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:-
That the Town Council reaffirms its commitment to maintaining “Fairtrade Community” status.

122. **Working Party Updates and Recommendations**

(a) **Sports, Leisure and Wellbeing, 4th and 25th October 2023**

Further to Minute No. 101 (a) of the Council meeting held on 18th September 2023, and a briefing note prepared by the Town Clerk, it was noted that a condition survey had been undertaken on the Football Club buildings on 4th October 2023, which had highlighted continued deterioration of the buildings, despite the considerable effort of the Football Club to improve the premises. A summary of the surveyor’s key recommendations had been discussed at the meeting of the Day’s Park Forum on 18th October, at which the Football Club’s representatives had agreed to take forward a number of actions to urgently address the most important issues raised. Members noted the actions taken by the Town Council and the assurances provided by Swanage Town & Herston Football Club that steps will be taken to address the urgent items highlighted by the survey report.

In respect of taking forward proposals to provide improved facilities at Day’s Park, it was reported that the Swanage and Purbeck Development Trust (S&PDT) had reviewed their involvement and decided to withdraw from the project. Thanks were provided to the Trust’s Chairman, Mr Bob Foster, and S&PDT for their hard work to date, and it was anticipated that the Trust would continue to offer their support for the project. Discussions had continued between the Town Council and the Football Club and an initial meeting had been held with Dorset Council’s Leisure Services Manager who would bring considerable expertise to future discussions. It was agreed that a meeting of the Sports, Leisure and Wellbeing Working Party should be convened to consider the different options that had been identified for providing improved community sports facilities at Day’s Park prior to the next Council meeting on 11th December.

Further to an onsite meeting held on 25th October 2023 at the Former St Mark’s School Playing Field, it was reported that at the Fun Day held on 1st May the majority of attendees who had expressed a view on the future of the field wished to see it remain as a green space with the addition of benches. Members discussed the various name suggestions and agreed that in providing a name the space would develop its own identity. It was, therefore, proposed by Councillor Tomes, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

That the Town Council names the former St Mark’s School Playing Field “Herston Community Field”.

(b) **Property Panel, 13th October 2023**

It was noted that the discussions held at the Property Panel meeting would be considered under agenda item No. 17 (a).

(c) **Market, 11th October 2023**

It was noted that the recommendations of the Market Working Party would be considered at the next meeting of the Tourism and Local Economy Committee, being held on 22nd November 2023.

(d) **Events, 25th October 2023**

Consideration was given to a briefing note prepared by the VSBDM, which detailed the Events procedure and outlined the new events proposed for 2024, which included the Coastal Barbarian Rowing Regatta, Studland Swim Run, Swanaloolu Festival, Wareham Town Band and Jurassic Coast Macmillan Mighty Hike. It was noted that the new events would be trialled for one-year only and reviewed by the Events Working Party at the end of 2024. Thanks were given to the volunteers who organised the events and made them possible.

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

That the Town Council agrees to the new events, indicated in section 4 of the briefing note, along with the various criteria recommended for the Swanaloolu Festival and the Macmillan Big Hike, including the use of Day's Park as the mid-way checkpoint should Forres Field be unsuitable at that time. Furthermore, that the proposed revised terms and conditions, indicated in section 5 be approved and the events as detailed in Appendix 2 be agreed.

It was **FURTHER AGREED:-**

That delegated authority be provided to the VSBDM to provide authorisation to event organisers to sell alcohol for fundraising purposes.

123. **King George V Playing Field**

(a) **To consider entering into a Management Agreement with the King George's Field, Swanage, Charitable Trust**

Further to Minute No. 5 of the Finance and Governance Committee meeting held on 13th October 2023, consideration was given to a briefing paper which set out specialist legal advice received in relation to the Town Council's management of the King George's Field, Swanage, charitable trust, of which it is the corporate trustee. The Council had been advised that it should enter into a management agreement with the Trust so that the current arrangements for managing the field are set out in a formal legal document. A draft management agreement had been circulated prior to the meeting for consideration and had earlier been approved at a Meeting of the King George's Field, Swanage, Charitable Trust. It was proposed by Councillor Bonfield, seconded by Councillor Monkhouse and **RESOLVED UNANIMOUSLY:-**

That the Town Council agrees to enter into the Management Agreement with the King George's Field, Swanage, Charitable Trust in respect of the King George V Playing Field, and to authorise its signature by two councillors.

(b) **To consider proposed replacement of wetland walkway**

Consideration was given to a briefing paper, prepared by the Assets and Compliance Manager, which set out the costs associated with the complete replacement of the wetland walkway, required due to vandalism. It was noted that a claim had been made to the Council's insurers but that that had been unsuccessful. Therefore, quotations had been sought which indicated a budget sum required of £2,500, which could be allocated from within the existing repair and maintenance budgets. It was anticipated that the work would be undertaken by the Council's in-house team with an estimated completion time of two weeks.

It was noted that due to the location of the walkway and materials used the walkway may be susceptible to vandalism again in the future.

A brief discussion ensued during which Members noted that the potential of future vandalism should not lead to the removal of the benefit of the walkway to the community. It was therefore proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

To reinstate a timber walkway within the wetlands area of King George V Playing Fields at a cost of circa. £2,500.

Councillor Monkhouse left the meeting at 7.50 p.m.

124. **Station Approach – To consider authorisation of next steps in implementing safety improvement scheme**

Further to Minute No. 131 (a) of the Council meeting held on 30th January 2023, consideration was given to a briefing paper which set out proposed safety improvements in Station Approach. Discussions between officers of the Dorset Council Project Management Team and Swanage Town Council have been held and it is felt that the proposals provide the most advantageous outcome in terms of meeting the project brief whilst not relying on the cooperation of adjacent landowners. At a recent informal meeting of the Capital Projects Sub-Committee, minor design amendments were considered, which included:

- Removal of the existing bus shelters and replacement by larger bus shelters located at either end of the pavement in front of the station entrance to ease pedestrian congestion.
- Tailoring the vehicular exit from the Co-Op to lead vehicles towards the correct exit past the station.
- Removing the railway parking from the location indicated within the taxi rank.

It was noted that the proposal would also be presented to the next meeting of the Accessible Swanage group for comment.

It was anticipated that the works would take approximately six weeks to complete with proposed commencement in September/October 2024. It was proposed by Councillor Bonfield, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the Town Council approves the current proposal for infrastructure improvements at Station Approach, Swanage and that delegated authority be given to the Community Services Committee for any further minor amendments to the design. Furthermore, the Town Council agrees to carry forward the sum of £50,000 allocated in the Capital Programme 2023/24 to create a total budget allocation of £120,000 in the Capital Programme for 2024/25.

125. **Reports from Dorset Councillors**

The following updates were provided by Councillors Suttle and Trite:

- It was reported that Dorset Council (DC) was in the process of budget setting for the financial year 2024/25. It was noted that in order to maintain services to residents additional funding of £15m was being sought to cover the budget deficit.
- It was reported that a judicial review regarding the Bibby Stockholm barge was taking place.
- It was noted that John Sellgren, Executive Director of Place, was retiring and that the completion of asset transfers would be a priority before his departure.

- A Dorset Resident Survey was being conducted and door to door representatives may approach residents at home between 10 a.m. and 8 p.m.
- The winter gritting teams were on standby to take action when required.
- It was noted that Round 4 of the Household Support Fund would open on Tuesday 5th December 2023.
- A decision had been made to proceed with a devolution deal for Dorset, which would enable Dorset Council to take decisions over a wider area of activities, providing it fell within the Council's strategic policy objectives.

Councillor Monkhouse joined the meeting remotely from 8.05 p.m.

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

(a) **Swanage Carnival Committee**

Further to Minute No. 106 (b) of the Council Meeting held on 18th September 2023, it was reported that the presentation evening had been held on Friday 6th October 2023, where it was announced that £27,650 had been raised for local charities. It was noted that Mr Brian Norman had stood down as President after 10 years, and appreciation was shown for his hard work during that time.

127. **Reporting of delegated matters**

There were no matters to report on this occasion.

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

(a) **Report following Swanage Sports Club Networking Meeting, 3rd October 2023**

It was reported that a successful first networking meeting for local Sports Clubs had taken place on 3rd October 2023. It was anticipated that a plan would be developed to open sport to a wider audience and a support network established for the various sports clubs in town.

(b) **Six Months to Local Elections – Information event for prospective Town Councillors, 20th November 2023**

It was noted that the local elections would take place in May 2024 and the Town Council would be hosting an information event for prospective new councillors on Monday 20th November 2023, 6 p.m. to 8 p.m. at the Town Hall.

(c) **Committee Review – December 2023**

Further to Minute No. 186 of the Council meeting held on 24th April 2023, whereby it had been agreed that the trial period for the revised committee structure be extended, with a further review to take place upon the anniversary of its adoption in September 2023, Members considered whether they wished to pursue a further review prior to the next election. It was noted that the committee structure reflected the Corporate Plan aims and objectives and consequently it was
AGREED:-

That the review of the current committee structure should be deferred until the last meeting of the Finance and Governance Committee prior to the election, currently scheduled for 13th March 2024.

Consideration was given as to whether or not to form a dedicated working party or steering group to take forward the redevelopment at Day's Park. However, it was agreed that the existing arrangements should remain at place for the remainder of this Council's term of office.

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 16 and 17 for reasons of legal and commercial confidentiality.

Councillor Whitwam left the meeting at 8.25 p.m.

129. **Procurement**

(a) **Boat Park jetty emergency repairs**

Consideration was given to a briefing paper which set out the recent deterioration of the extension to the jetty located nearest to the Angling Club/Lifeboat Station. An inspection had taken place by engineers to explore potential repair methods. It was proposed by Councillor Suttle, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:-

To prepare and issue a detailed brief for repairs to the jetty for tender purposes and that a budget of £1,500 be allocated for professional advice to support the preparation of the tender brief and analysis of responses. Furthermore, that an assessment of the budget costs associated with the longer-term future of the jetty be undertaken.

Councillor Bonfield left the meeting at 8.30 p.m.

130. **Property-Related Legal Matters**

(a) **Rental of former Taxi Office – To consider report on expressions of interest**

Further to Minute No. 110 (c) of the Council Meeting held on 18th September 2023, consideration was given to a briefing paper which outlined four expressions of interest that had been received by the Council's agent. It was noted that these had been reviewed by the Property Panel at its meeting on Friday 13th October. Three of the offers proposed refreshment sales, but the Panel had concluded that a refreshment facility was not well suited to the area, especially given concerns about crowding of pedestrians around the bus stops and the potential to re-locate one of the bus stops to the area in front of the former taxi office as part of the proposed improvements to Station Approach, discussed under Minute No. 124 above.

Consequently, it was proposed by Councillor Suttle, seconded by the Town Mayor and RESOLVED UNANIMOUSLY:-

To accept the offer of Swanage Railway to rent the former taxi office at Swanage Station in the sum of £5,250 p.a., subject to agreement of terms for a short lease, excluded from the security of tenure provisions under the Landlord and Tenant Act 1954.

It was noted that some improvement works were required to the premises prior to the new tenant taking occupation.

The Meeting closed at 8.40 p.m.

Minutes of the **FINANCE AND GOVERNANCE COMMITTEE**
held at the Town Hall, Swanage on **WEDNESDAY**
1st NOVEMBER 2023 at 9.30 a.m.

PRESENT:- Councillor T Foster (Town Mayor) – Chair

Councillor M Bonfield
Councillor A Harris
Councillor C Moreton
Councillor WS Trite
Councillor M Whitwam

Also in attendance: -

Dr M Ayres	Town Clerk
Ms G Percival	Assets & Compliance Manager
Miss A Spencer	Finance Manager

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

1. **APOLOGIES**

Apologies for their inability to attend the meeting were received from Councillors Bishop and Tomes.

2. **DECLARATIONS OF INTEREST**

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

There were no declarations to record on this occasion.

3. **FINANCIAL REPORTS**

(a) **Income and Expenditure Account Q2 2023/24**

Consideration was given to a report setting out the Council's financial position at the end of the first half of the financial year and forecast year-end position.

It was noted that at the end of Q2 the Council had a surplus on the general fund of £362k, being £25k above budget. The reasons for any significant variance were outlined. It was noted that the Council generally received the majority of its budgeted revenue during the first half of the financial year, with expenditure predominating in the second half of the year.

The smaller projects being undertaken by the Council were detailed in Appendix A to the report. Members noted the position with regards to the general fund and reserves.

In reviewing the Council's reserves, Members noted funds of £4.4k held in the Football Club Facilities Reserve. A discussion ensued regarding a request from Swanage & Herston Football Club to fund essential remedial works that had been identified in a recent survey of the Club's buildings at Day's Park. It was proposed by Councillor Bonfield, seconded by Councillor Moreton and

RESOLVED UNANIMOUSLY:

To fund the Council's contribution towards remedial works required at the Football Club from the Football Club Facilities Reserve reserve, and to request copies of the papers including accounts circulated at the AGM.

(b) **Treasury Management Outturn Report H1 2023/24**

Members considered a Treasury Outturn Report for the first half of the financial year and noted the content. It was reported that the council held treasury investments of £6.7m at 30th September 2023 and had received an overall yield of 4.23% on those investments. However, the report illustrated that the market value of the strategic investments was £4.2m, a decrease of £78k during the financial year.

Investment income of £133k was noted as being £35k above budget, resulting from higher than estimated balances being held by the Council combined with higher interest rates available on short-term investments than those budgeted.

In light of a decline in capital values of the Council's strategic investments, and following advice from Arlingclose, the Council's treasury advisors, it was agreed that consideration should be given to the establishment of a Treasury Risk Management Reserve which would hold funds received from investments above the level budgeted. It was anticipated that this would be £80k at year-end.

It was Proposed by the Town Mayor, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

To establish a Treasury Risk Management Reserve to hold income received above the level budgeted in order to mitigate against any potential losses that may be incurred when redeeming strategic investments.

(c) **Capital Programme Monitoring Report**

A Capital Programme Monitoring Report for the first half of 2023/24 was submitted for information and the contents noted.

4. **MATTERS ARISING FROM NOTES OF INFORMAL MEETING OF THE CAPITAL PROJECTS SUB-COMMITTEE HELD 4TH OCTOBER 2023.**

Station Approach

It was noted that a representative of Dorset Council had been present to provide an overview of a revised scheme, incorporating a range of infrastructure improvements at Station Approach. This proposal had subsequently been presented to the Council Meeting on Monday 30th October and approved, subject to minor amendments to be agreed by the Community Services Committee.

Town Hall & Annexe external redecoration

It was reported that it was now anticipated that the costs for this project would be received by Council in December.

Peveril Point Road

It was noted that this item was due to be discussed at Agenda Item 5.

5. **PEVERIL POINT ROAD – CONSIDERATION OF FUNDING OPTIONS**

Members considered a briefing note outlining the revised costs and funding options for these works. It was proposed by Councillor Bonfield, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

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

Further to the above, it was also agreed to allocate a revenue budget in 2024/25 to allow for the adequate monitoring of walls on Peveril Point Road.

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

The following matters were listed as matters for forthcoming agendas.

a) Civility and Respect Pledge

b) Vexatious Correspondence Policy

In order to take this matter forward it was proposed by Councillor Trite, seconded by Councillor Whitwam and RESOLVED UNANIMOUSLY:

To form a Working Party to develop a Vexatious Correspondence Policy, with Members to consist of Councillors Moreton (lead member), Bonfield, and Harris.

c) Medium Term Financial Plan 2024/25 to 2026/27

d) Update on Action Points from Internal Audit Report 2022/23

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Councillor Harris, seconded by Councillor Trite and AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 7 (on grounds of commercial confidentiality).

7. **TO CONSIDER THE ESG AND RESPONSIBLE INVESTMENT IN LOCAL AUTHORITY TREASURY MANAGEMENT REPORT**

Members considered an ESG and Responsible Investment in Local Authority Treasury Management Report that had been prepared by the Council's treasury advisors, Arlingclose, which was a lengthy document containing considerable detail. The contents of the report were noted.

It was reported that the Council's current TMSS included some provision for ESG criteria when considering new counterparties and that all new investments placed in 2023/24 had complied with this criteria.

Consideration was given by Members as to the next steps that needed to be taken in order to develop an ESG Policy, with a view to approving the 2024/25 Treasury Management & Investment Strategy. It was proposed by Councillor Bonfield, seconded by Councillor Moreton and AGREED UNANIMOUSLY:

That a workshop be held in January 2024 to consider and develop an ESG Policy.

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as 13th December 2023.

The meeting concluded at 10.45 a.m.

**Recommendation further to Minute No. 5 of the Finance & Governance Committee –
1st November 2023**

Peveril Point Road - To consider funding options.

At the Extraordinary Meeting of the Finance and Governance Committee held on 26th July 2023, Minute No.4 it was agreed that as the initial costings for the full scope of works to address highway works and associated ground stabilisation requirements at Peveril Point Road were significantly higher than the budget of £95k allocated to this project, the Assets and Compliance Manager should work with WSP to identify the most urgent elements of the project and explore potential phasing.

As reported to the informal meeting of the Capital Projects sub-committee on 4th October 2023, WSP had identified the most critical elements of the proposed works and also advised an outline budget estimate for the essential works and preliminaries of c. £200k, which includes a contingency. This is an estimate and final costs would be determined through a competitive tender on Contracts Finder.

At this meeting, it was recognised that the essential works needed to be undertaken and that this should be referred to the Finance & Governance Committee to review funding options.

Initially a budget of £95k was allocated to this project, to be funded from the Usable Capital Receipts Reserve (UCRR), leaving a short fall of £105k on the outline budget estimate. With a view to funding the Green Seafront Stabilisation Scheme over the next 2-4 years, the financial constraints under which the Council is operating should be recognised, leaving few funding options available should Council agree to proceed with the urgent works at Peveril Point Road.

In reviewing the Council's reserves and balances policy in January 2023, it was determined that the Community Infrastructure Levy (CIL) reserve should be utilised in the first instance for works to 'infrastructure' as defined in Section 216 of the Planning Act 2008. As such, and in accordance with Council policy, the CIL reserve should be the first option assessed for available funds to finance the balance of £105k to enable the essential elements of this project to be carried out.

At 25th October 2023, £303k was held in the CIL reserve. A further £58k is committed to be spent in this financial year, leaving a balance of £245k of funds available, should Council wish to commit the funds to this project.

An additional revenue budget would also be required for continued monitoring of areas along Peveril Point Road from 2024/25 onwards.

Recommendation

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

Gail Percival - Assets and Compliance Manager

Alison Spencer – Finance Manager

October 2023

- Regarding agenda item 17)a) a request was made that the estimated cost of £245,000 for the major refurbishment of the three seafront shelters on Shore Road, contained in the Draft Capital Programme 2024/25-2026/27, be scrutinised prior to approval.
- In respect of agenda item 12), the Chairman of the Greengage Community Gardening Project wished to thank Swanage Town Council, and officers, for the ongoing support which has been provided, allowing the project to thrive.
- Further to discussion at the Council meeting held on Monday 30th October 2023, a query was raised regarding why proposals for the installation of play equipment at the former St Mark's School Playing Field had not been forthcoming, as there appeared to be public support for additional playgrounds in the Herston area. It was noted that significant expenditure had been incurred in the removal of redundant and unsafe play equipment, surfacing and the installation of new fencing, and that at present the plan was for the field to remain as an informal area of open green space.

1. Apologies

Apologies for their inability to attend the Meeting were received from Councillors Bishop and Tomes and Mr M Green (James Smith Funeral Directors).

2. Declarations of Interest

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct. No declarations were made on this occasion.

3. To review Committee membership

The Assets and Compliance Manager reported that there were additional groups that would positively contribute to the committee, and it was suggested that representatives from the following organisations be invited to sit on the Community Services Committee as outside representatives:

- Swanage Museum
- Swanage Community Housing Project
- Swanage Community Skatepark Project

It was proposed by Councillor Foster, seconded by Councillor Finch and

RESOLVED UNANIMOUSLY:-

TO RECOMMEND:

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

4. Matters arising from the Minutes of the Meeting of the Community Services Committee held on 14th June 2023

There were no matters raised.

5. Matters arising from the Minutes of the Meeting of the Traffic Management Advisory Committee held on 30th October 2023

a) Introduction of Community Highways Request Policy and Form

Further to Minute No. 3 of the Traffic Management Advisory Committee meeting, held on 30th October 2023, it was reported that in order for Dorset Council to progress proposals for traffic management improvements, the support of Town councillors, a Dorset councillor and evidence of community backing would be required. Therefore, the

draft policy and forms would enable residents to evidence support for any proposed changes to traffic management measures, prior to discussion at meetings of the Traffic Management Advisory Committee.

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

TO RECOMMEND:

That the Community Highways Request Policy and Traffic Management Request Form be adopted.

Councillor Foster declared a non-pecuniary interest in the following item by reason of being a relative of the property owner and left the meeting.

b) Financial contribution towards cost of bollard outside 36 High Street

Further to Minute No. 5 (c) of the Traffic Management Advisory Committee meeting held on 30th October 2023, a discussion was held regarding a proposal to enter into an agreement between Swanage Town Council, Dorset Council and the owner of 36 High Street to fund the installation of a bollard outside that property. It was noted that the installation would aim to mitigate future damage to the Victorian columns which hold historic value.

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

That the proposal to fund one third of the cost of installing a bollard outside of 36 High Street be agreed.

Councillor Foster re-entered the meeting.

c) Joint funding of additional SID post inside 30mph extension on A351 at Coombe

Further to Minute No. 6 of the Traffic Management Advisory Committee meeting held on 30th October 2023, the benefit of the installation of a Speed Indicator device on the approach to the town was acknowledged. It was therefore proposed by Councillor Moreton, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

That the Town Council submits a request to Dorset Council for the installation of a SID, inside the 30mph extension on the A351 at Coombe, subject to discussions with Langton Matravers Parish Council regarding the joint-funding for the installation costs and ongoing management of the SID.

d) Support for introduction of double yellow lines at Greensands Way/ Northbrook Road and Ancaster Road/Victoria Avenue

Further to Minute No. 5 (g) and No. 8 of the Traffic Management Advisory Committee meeting held on 30th October 2023, it was noted that the Community Highways Senior Team Leader (CHSTL) was willing to take forward the proposal for double yellow lines on the corner of Greensands Way/Northbrook Road and Ancaster Road/Victoria Avenue to address inconsiderate parking in these locations. It was proposed by Councillor Finch, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That a request be made to Dorset Council to introduce double yellow lines at Greensands Way/Northbrook Road and Ancaster Road/Victoria Avenue.

e) **Support for extension of 30mph zone along Northbrook Road to junction with Washpond Lane**

Further to Minute No. 8 of the Traffic Management Advisory Committee meeting held on 30th October 2023, consideration was given to a proposal brought forward by Dorset Council to extend the 30-m.p.h. zone along Northbrook Road to the junction with Washpond Lane. It was reported that the CHSTL had advised that it would not be possible to further reduce the speed limit to 20 m.p.h. within this zone until the required community led Speedwatch scheme had been established, and relevant data collated. Further discussion would be held under agenda item 5 (f).

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

To support Dorset Council's proposal to extend the 30mph speed limit from outside St Mary's Primary School to the mini roundabout junction with Washpond Lane.

f) **Establishment of Swanage Community Speedwatch scheme**

Further to Minute No. 10 of the Traffic Management Advisory Committee held on 30th October 2023, it was reported that neighbouring parishes had successfully launched Community Speedwatch schemes, which would form an essential part of data collection in order to evidence and support a 20 m.p.h. zone application process.

It was noted that the formation of a Swanage Community Speedwatch scheme would require public support in the form of volunteers who would receive training and work with Swanage Town Council, Dorset Council and Dorset Police. It was proposed by Councillor Moreton, seconded by Councillor Foster and
RESOLVED UNANIMOUSLY:-

That the Town Council supports the formation of a Swanage Community Speedwatch group, using neighbouring parishes as a model, and following the procedural guidance detailed on the Dorset Council website.

6. **Station Approach – to confirm details of the scheme further to Council Meeting held on 30th October 2023**

Further to Minute No. 124 of the Council Meeting held on 30th October 2023, consideration was given to a briefing paper prepared by the Assets and Compliance Manager, which outlined proposed minor amendments to the agreed infrastructure improvements at Station Approach. It was noted that additional amendments might be brought forward as a result of a forthcoming consultation with Accessible Swanage.

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

To approve the minor design amendments to the approved proposals for infrastructure improvements at Station Approach, subject to feasibility assessments and discussion with the Dorset Council Project Manager and Project Designer.

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

That delegated authority be provided to the Assets and Compliance Manager to take forward any minor design amendments which may arise as a result of consultation with Accessible Swanage, subject to feasibility assessments and discussion with the Dorset Council Project Manager and Designer.

It was FURTHER RESOLVED:

That a review of the overall scheme and minor amendments be considered at the Community Services Committee meeting in March 2024.

7. Partnership Project Updates

a) Swanage Wellbeing Project, Chapel Lane

Further to Minute No. 101 (b) of the Council meeting held on 18th September 2023, representatives of Swanage & Purbeck Development Trust (SPDT) provided an update on the progress of the Community Asset Transfer of the Chapel Lane site and reconfirmed the need for funding for three years, originally granted at the Council Meeting held on 12th December 2022. The update provided information regarding timelines, financial viability and funding sources, noting that progress had been slower than anticipated following the unanimous decision in favour of the Community Asset Transfer being made to SPDT at the Dorset Council Cabinet Meeting on 28th March 2023.

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

That the Finance and Governance Committee give consideration to the inclusion of a sum of £21,000 per annum in support of the Health and Wellbeing hub at Chapel Lane in the budgets for the next two financial years (2024/25 – 2025/26), in accordance with Minute 118(a) of the Council Meeting held on 12th December 2022.

b) Swanage Community Housing Project

An update was provided regarding the progress of the Swanage Community Land Trust (CLT), known as Swanage Community Housing, with regard to an initial development on land at the junction of Ulwell Road and Washpond Lane. It was reported that a housing association partner had been chosen and that a scheme architect would be selected imminently.

It was reported that positive results had been received from the topographical and flooding surveys which may indicate the potential to realise more houses on the site than first anticipated. It was envisaged that, despite the lengthy legal process regarding the Asset Transfer from Dorset Council to Swanage Town Council, in turn to the Community Land Trust, it may be possible to obtain pre-application planning advice within 4 months. It had been anticipated that the Asset Transfer would have progressed sooner, but that initial advice to submit an application under Dorset Council's Community Asset Transfer Policy had proven to be incorrect. However, it was noted that all parties continued to work together towards a successful outcome.

8. Godlingston Cemetery Matters

a) Update on Poole Crematorium

The content of a briefing note which outlined the operation of cremation services at Poole Crematorium was noted. It was reported that at a Cabinet Meeting held by BCP Council on 6th September 2023 the future of Poole Crematorium was discussed again, and despite the previous commitment to reinstate two cremators, as noted in Minute 13 (b) of the Community Services Committee meeting held on 29th March 2023, the decision had now been taken to pause investment into new cremators whilst a review was carried out on the operating model for BCP Bereavement Care Services.

b) Future of Registration Services in Swanage

A briefing note was provided on behalf of James Smith Funeral Directors regarding the

future of Registration Services in Swanage, further to their withdrawal during the Covid-19 pandemic. Dorset Council Registration Service had previously advised that they faced capacity issues, due to unfilled job vacancies and sickness absence, which had adversely reduced the number of registrars available to conduct appointments. Therefore, the focus remained on providing as many appointments as possible within the offices currently open. Following a further query regarding the matter the Town Council had been advised that this situation remained unchanged, pending a review. The review had subsequently been delayed due to capacity issues within the registrars' management team. It was proposed by Councillor Finch, seconded by Councillor Monkhouse and **RESOLVED UNANIMOUSLY:-**

That the Town Council provide written support to James Smith Funeral Directors in seeking the restoration of Registration Services within Swanage.

9. Allotment Update

The content of a briefing note which outlined allotment activity over the past 12 months, including inspection dates, plot turnover and waiting list information, was noted.

10. Swanage Museum – Actions required further to condition survey

Members noted the contents of a briefing note which set out the results of a recent condition survey of the Museum premises in The Square. The report identified several areas for repair with budget costs of circa £60,000 over the next 5 years. A meeting had been held to discuss the report between Swanage Town Council's Museum Working Party, Swanage Museum representatives and the Museums Advisor for BCP and Dorset Councils. It was noted that the Museums Advisor had provided significant assistance in identifying potential grant funding opportunities. The Council and the Museum will be working closely together to make an application to the Museum Estate and Development Fund which will be accompanied by a letter of support from the County Museums Advisor.

11. Public Conveniences Working Party Update and Recommendations – meeting held on 26 October 2023

Members considered a briefing paper prepared by the Assets and Compliance Manager which outlined a review of public conveniences operations and opening times, undertaken by the Public Conveniences Working Party on 26th October 2023. The paper highlighted the benefit in the alignment of the opening hours of the Main Beach public conveniences, until the end of October, with the winter parking charges. Additionally, it was noted that due to the operation of the Polar Express attraction on Thursdays during November and December, it would be prudent to provide additional opening of the Main Beach public conveniences on those dates.

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

To adjust the opening schedule for Main Beach public conveniences in October to open daily from 8.00am-6.00pm and that a budget sum of an additional £360 associated with this change be considered by the Finance and Governance Committee.

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

To adjust the opening schedule for Main Beach public conveniences in November and December 2023 in accordance with the operational dates of the Polar Express attraction and to meet the additional

costs associated with this from the public conveniences cleaning budget.

12. Greengage Nursery – To consider request to install a mobile field shelter

Consideration was given to a briefing paper detailing the proposal received from Greengage Community Garden for the placement of a mobile field shelter for an informal place for volunteers to rest, socialise and shelter from the weather when required. The funding for the shelter would be sought from various grant funding organisations by Greengage Nursery. It was proposed by Councillor Moreton, seconded by Councillor Foster and RESOLVED UNANIMOUSLY: -

That permission be granted to Greengage Community Garden to place a mobile field shelter in the grounds of Prospect Nursery and that specific details regarding the precise location and design of the shelter be delegated to the Assets and Compliance Manager.

13. To consider request from Swanage Croquet Club for a permanent home at Queen Elizabeth II (Forres) Field

Further to Minute No. 180 of the Council meeting held on 24th April 2023, consideration was given to a briefing paper which summarised the request received from Swanage Croquet Club to permanently relocate to Queen Elizabeth II (Forres) Field. The paper set out the longer-term aspirations for the club which included a secure area fenced off from the surrounding green space and permission to erect a clubhouse with services connected, subject to planning approval. The briefing paper also noted that given that the Field had been dedicated as a public playing field, consent might be required from Fields in Trust for any significant changes to the site. It was also noted that a legal restriction had been placed on the land by a Deed of Grant in 1994, requiring the majority of the field to be freely available to flood.

It was proposed by Councillor Finch and seconded by Councillor Foster:

TO RECOMMEND :

That the Croquet Club's request for permission to permanently relocate to Queen Elizabeth II (Forres) Field be approved.

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

14. Swanage Skatepark Community Project Update

The content of a briefing note prepared by the Swanage Skatepark Community Project was noted and a progress report was provided by two representatives of the project group who also offered their thanks to the Community Services Committee for formalising their invitation to join the committee. It was advised that the results of the recent user consultation survey were nearing finalisation and would be publicised in the near future.

15. Swanage and Herston Football Club – to consider contribution towards remedial works to facilities at Day's Park

Further to Minute No. 122 (a) of the Council Meeting held on 30th October 2023, consideration was given to a briefing note which outlined the urgent remedial works required at Swanage Town and Herston Football Club. A condition survey, commissioned by the Town Council as landlord, had identified continued deterioration of the building and the surveyor's recommendations had been discussed with representatives of the Football Club.

The Council had subsequently received a request for funding from the Football Club to address the following items:

- Demolition of the existing boundary wall between the car park and the football pitch.
- Provision of netting along the pitch side of the sports hall to catch falling debris from the deteriorating walling.
- To repair and secure the external steps from the changing facilities to the pitch.
- To board-off the internal changing room balcony from the sports hall.

The requested contribution had been calculated in the region of £1,500, which it was noted could be provided from the football club facilities earmarked reserve (see Minute No. 3 (a) of the Finance and Governance Committee held on 1st November 2023). Additionally, the Football Club had requested that a container be placed on site to assist with the relocation of youth football equipment from the sports hall, the cost of which was likely to be in the region of £12-14 per week plus delivery costs.

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

To provide the requested financial contribution for the remedial works required at Day's Park from the Football Club earmarked reserve, up to a maximum of £1,500, and to fund a storage container for the safe storage and access of youth football equipment from the Day's Park hired services budget.

16. Beach Gardens

a) Beach Gardens Review – Update

The Visitor Services & Business Development Manager reported that the scope of the review of the sports facility at Beach Gardens would include improvement in the offering to customers, the future of the pavilion and funding considerations. It is anticipated that further details regarding this review will be brought to the next meeting of the Community Services Committee in March 2024.

b) Swanage Tennis Club – to consider proposal to resurface courts 4 and 5

Further to Minute No. 9 of the Community Services Committee held on 14th June 2023, consideration was given to Swanage Tennis Club's proposal to resurface courts 4 & 5 at Beach Gardens with Astroturf.

Investigations have been conducted on the existing surfaces of courts 4 & 5 by Swanage Tennis Club and Swanage Town Council and it had been agreed to jointly fund professional advice for the sum of £1,550 (exc. VAT) to determine more exactly the specification and extent of the works that are required to install Astroturf which would therefore form the basis for a tender package for the works.

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

To request that the Finance and Governance Committee give consideration to allocating £15,000 for the 2024/25 financial year towards resurfacing tennis courts 4 & 5 with Astroturf, conditional upon a VAT reclaim of at least £6,681 being received from HMRC and revised contributions to the Council's tennis court reserve being agreed.

17. Budget Setting

a) Draft Capital Programme 2024/25

The draft list of capital expenditure for the next three financial years was considered and projects relevant to the committee were noted. It was acknowledged that this would be discussed more fully by the Finance and Governance Committee as part of the budget

setting process for the next financial year. It was proposed by Councillor Bonfield, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY: -

That the draft Capital Programme for the next 3 years be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25 subject to the removal of Swanage and Purbeck Development Trust in the naming of Item 8 within the programme.

b) Significant One-Off Revenue Expenditure 2024/25

Consideration was given to the draft list of one-off items of revenue expenditure proposed for inclusion in the Town Council's community services budgets for 2024/25 as follows:

- Public Conveniences - £22,000 in respect of remedial and damp alleviation works within the Heritage Public Conveniences.
- Cemeteries - £7,000 to repair the boundary wall on the north and east elevations of Northbrook Cemetery.
- Beach Gardens - £3,000 for the installation of an awning.
- Spa green space - £2,000 for the installation of a public noticeboard.

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

That the one-off revenue expenditure items listed above be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25.

c) Scale of fees and charges 2024/25

Consideration was given to the Draft Scale of Fees and Charges for 2024/25 in respect of services overseen by this committee. It was proposed by Councillor Finch, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the proposed scale of fees and charges be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25.

18. Swanage Town Council Communications Resource

Consideration was given to a report submitted by the Planning and Community Engagement Manager which set out options to deliver the commitment made by the Town Council in the Corporate Plan 2023-25 regarding improvements to governance via actively communicating, consulting and engaging with residents.

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

That the Communications Strategy Working Party consider a preferred option for delivering the agreed Swanage Town Council Communications Plan, alongside budget availability, and make a recommendation to the Finance & Governance Committee as part of budget setting for the 2024/25 financial year.

19. To consider a request for commemorative benches and trees, Swanage Army Link

Consideration was given to a request submitted by Swanage Army Link for two commemorative benches and two commemorative trees to be installed near to the War Memorial on the Recreation Ground to recognise the 40th Anniversary of the association between Swanage and the Royal Corps of Signals. Costs for the benches and trees would be underwritten by Swanage Army Link, although the Royal Corps of Signals will also be approached to support the funding of this project.

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

To approve the request from Swanage Army Link to place two commemorative benches and two commemorative trees at the Recreation Ground subject to consultation with the Assets and Compliance Manager regarding the final placement and the types of benches and tree.

20. To consider a request for a commemorative tree in memory of Bob Field, Swanage Museum

Members considered the request submitted by the Chairman of the Swanage Museum for a commemorative tree to be planted, with an accompanying plaque, near to the Prince Albert Memorial in Prince Albert Gardens, in recognition of the late Robert 'Bob' Field and his many years of dedicated service as Art Director of Swanage Museum. It was proposed by Councillor Finch, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY: -

To approve the request from Swanage Museum to place a commemorative tree and plaque near to Prince Albert Memorial in memory of the late Robert 'Bob' Field and to delegate authority to the Assets and Compliance Manager to provide final approval with regards to timing, permissions and health & safety considerations.

21. Items of information and matters for forthcoming agendas

a) Town Hall – Front desk service review

It was reported that whilst Dorset Police have reopened the front desk reception service at the Town Hall on Mondays and Fridays, this is yet to be confirmed as a permanent arrangement. This in turn, makes it challenging to make a final decision with regards to the Town Council's operations. It is anticipated that further updates enabling a formal review will be available prior to the next meeting of the Community Services Committee.

b) Swanage Green Seafront – Consultation update

It was reported that the consultation regarding the Swanage Green Seafront had closed within the last seven days and that Dorset Coast Forum were currently working through the responses received, estimated to be in the region of 500. It was anticipated that a formal report would be presented to the Council Meeting, being held on 11th December 2023.

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the

business to be transacted under agenda item 22 for reasons of legal and commercial confidentiality.

22. Land at Marsh Way – To agree next steps in repair of boundary wall

Further to Minute No. 32 of the Special Council Meeting held on 24th May 2023, consideration was given to a briefing note summarising an agreement that had been reached with the owner of 1a Victoria Terrace to jointly instruct, on a party wall basis, survey, investigation and design work regarding the boundary wall of Marsh Way and 1a Victoria Terrace. It was noted that the cost of this approach would be significantly less than the budget of £25,000 allocated in May.

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

TO RECOMMEND:

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

It was noted that given the urgent requirement to move towards a solution that will stabilise the wall, the Town Clerk may act to authorise the issuing of an order for this work to be undertaken prior to the approval of this recommendation by the Council under Financial Regulation 4.8.

23. Date of next meeting

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 13th March 2024.

The Meeting closed at 3.40 p.m.



COMMUNITY HIGHWAYS REQUEST POLICY

Introduction

The purpose of this policy is to guide Councillors in assessing requests for support from the public for Highways improvements related to parking, speeding and the anti-social use of vehicles.

Swanage Town Council is not the provider of these improvements, but Dorset Council will only consider improvements that meet a number of criteria and are supported by the Town Council. Dorset Council determines which projects can move forward within the available budgets, taking into account the evidence available. A list of matters that will be taken into consideration is set out in Appendix 1.

If the Town Council resolves to support a particular request, this is no guarantee that Dorset Council will be able to take action after assessing the relative need and budget available. There are many competing demands across Dorset for such interventions and Dorset Council officers will determine priorities.

The following information can be found on Dorset Council's website:

<https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/traffic-management/request-new-traffic-management-measures>

In order for a request to be added to a Town Council Traffic Management Advisory Committee agenda for consideration the following points will need to be met:

Submitting a request

1. The request must be made via the Community Highways Request Form (email permitted) and include the relevant information along with a map clearly showing the area and the exact location of requested interventions.
2. Written requests must also be accompanied by the name of at least one of the local ward Town Councillors who already supports the proposal.
3. Requests without the required level of support will be returned to the requester detailing the additional information needed.

Community Support

4. The scheme must be requested by a named resident of the age of 16 or over, and supported by up to 5 other residents, who are directly affected by the request, plus a local Town Councillor.

Speed related request

5. For requests regarding speed related interventions, local residents are requested to operate a community speed watch in the specific area and that this must show clear evidence of excessive speeds and to have operated for a period of time sufficient to enable an assessment to be made on the success of the speed watch to change driver behaviour. Community speed watch is a proven way for the community to address local speeding issues and can bring about tangible changes in driver behaviour.



<https://www.dorsetroadsafe.org.uk/enforcement-operations/community-speed-watch/>

6. Members should bear in mind that if the Committee resolves to support a speed related scheme and speed data is not available for that site, STC may be requested to fund the speed survey at a minimum cost of £250.00 per site. Dorset Council has a limited budget for surveys that it allocates to its priority sites. It is unlikely that community requests will become a priority.

DRAFT

Adopted on: (date)
Review due: (date)



Appendix 1

Things to consider when requesting new traffic management measures

- Suitability
- is the introduction of a restriction suitable for the area?
 - consider the advantages and disadvantages
 - does the road already have traffic calming features; such as signs, speed bumps and on-street parking? All these can contribute to road safety in one way or another
 - if the proposal does not meet our various criteria, they are unlikely to be implemented.
- Cost
- would the proposals be achievable financially? It is not a case of just of introducing a restriction, so consider the costs of advertisement, consultation and materials required, which can run into thousands of pounds
 - Dorset Council's funding for traffic management has reduced substantially in recent years.
- Opinion
- do other residents agree that there is an issue in the area?
 - would the proposal actually inconvenience you, your neighbours, the community and others?
 - if your concerns are related to traffic offences, have you contacted [Dorset Police](#) to see if they are able to carry out enforcement? It may negate the need for any changes in the first place.
- Impact
- if implemented, would the restriction have the desired effect or will it actually introduce more problems?
 - will the introduction of a restriction just move the problem to another area?



TRAFFIC MANAGEMENT REQUEST FORM

Should you wish to fill in an electronic copy please follow the link: [\(Google form\)](#)

Please read the Community Highways Request Policy, prior to completing the form to ensure all criteria is met, further information can be found via:

[Dorset Council Highway Request new traffic management measures](#)

Date		
Name of applicant		
Address		
Tel:		
Email:		
Location	Concern raised	Suggested solution



Councillor support	Name	Signed Date
Map attached	Yes	No
Photographs attached	Yes	No
In support	Name	Address
In support	Name	Address
In support	Name	Address



In support	Name	Address
Additional Comments		

DRAFT

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balances as at 31st October 2023

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 30/09/2023	£3,808,859.88 Cr	
Income during October	£433,232.01 Cr	
Movement of Cash-Investment	£825,000.00 Cr	
Add - Outstanding receipts- September	£2,523.18 Cr	
Less - Outstanding receipts - October	<u>£3,985.01 Dr</u>	£5,065,630.06 Cr
Less payments made:		
As per Reconciliation dated 30/09/2023	£3,535,937.73 Dr	
Schedule 7 payments dated 31/10/2023	£262,694.95 Dr	
Movement of Cash-Investment	<u>£1,150,000.00 Dr</u>	£4,948,632.68 Dr
		<u><u>£194,597.30 Cr</u></u>
Balance at Bank		
Current Account		£53,005.74 Cr
Deposit Account		£141,591.56 Cr
		<u><u>£194,597.30 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
DMADF-Deposit		£600,000.00
DMADF-Deposit		£450,000.00
DMADF-Deposit		£350,000.00
DMADF-Deposit		£350,000.00
		<u><u>£2,500,000.00</u></u>

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

Prepared by Alison Spencer

Dated: 6th November 2023

Certified by Martin Ayres

Dated: 6th November 2023

Agenda Item 5 (b)

SWANAGE TOWN COUNCIL

Statement of Cash Balances as at 30th November 2023

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 31/10/2023	£5,065,630.06 Cr	
Income during November	£106,449.36 Cr	
Movement of Cash-Investment	£950,000.00 Cr	
Add - Outstanding receipts- October	£3,985.01 Cr	
Less - Outstanding receipts - November	<u>£727.14 Dr</u>	£6,125,337.29 Cr
Less payments made:		
As per Reconciliation dated 31/10/2023	£4,948,632.68 Dr	
Schedule 8 payments dated 30/11/2023	£315,209.82 Dr	
Movement of Cash-Investment	<u>£850,000.00 Dr</u>	£6,113,842.50 Dr
		<u><u>£89,094.71 Cr</u></u>
Balance at Bank		
Current Account		£37,234.63 Cr
Deposit Account		£51,860.08 Cr
		<u><u>£89,094.71 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
DMADF-Deposit		£600,000.00
DMADF-Deposit		£450,000.00
DMADF-Deposit		£350,000.00
DMADF-Deposit		£250,000.00
		<u><u>£2,400,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 30th November 2023

Prepared by Alison Spencer

Dated: 5th December 2023

Certified by Martin Ayres

Dated: 5th December 2023

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 11th December 2023

Schedule 7:

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

**ONE MILLION, FOUR HUNDRED AND TWELVE THOUSAND, SIX HUNDRED AND
NINETY FOUR POUNDS AND NINETY FIVE PENCE
.....(£1,412,694.95).....**

Swanage Town Council Schedule of Payments - Month 7

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
16/10/2023	AIB Merchant Services	290923 000008	29/09/2023	Merchant Service charge	219.87
10/10/2023	Barclaycard Merchant Services	001884330923	30/09/2023	Month 7- charge	37.60
02/10/2023	Dorset Council: Revenues & Bene	840014144	01/04/2023	23/24 NNDR	17,810.00
13/10/2023	First Data	520334510615636	30/09/2023	Card payment Sept 23	120.15
04/10/2023	Green Energy (UK) Ltd	52652478	04/10/2023	TH Gas	256.00
04/10/2023		52652476	04/10/2023	Annexe Gas	(196 57)
04/10/2023		52652474	04/10/2023	TIC -Gas	(98 82)
16/10/2023		52652453	04/10/2023	Depot -Gas	85.23
10/10/2023	Kent County Council	UMS8963855	14/09/2023	Beach lock- ElectricityAug	59.50
01/10/2023		UMS8963814	14/09/2023	Car parks	83.48
10/10/2023		E8956962	04/09/2023	Depot	(102 38)
10/10/2023		E8964900	15/09/2023	Depot Electricity Aug	136.91
16/10/2023	Lloyds Bank PLC	409496042	12/09/2023	Bank charge	346.66
24/10/2023		410328477	06/10/2023	Bank charge	103.60
10/10/2023	Paytek Admin Services Ltd (First)	MI/4020076/03	01/10/2023	Service charge Oct23	200.35
27/10/2023	Pitney Bowes Finance Ltd	BK367856	14/10/2023	Meter Reset	209.66
16/10/2023	Sage (UK) Ltd	INV17698106	01/10/2023	Monthly charge Sept23	513.30
02/10/2023	water2business	4063505135	01/08/2023	Public Conveniences	6,902.65
02/10/2023		4063794199	05/09/2023	Allotments Water	66.39
02/10/2023		4063814702	07/09/2023	Beach Gardens	194.29
02/10/2023		4063840730	12/09/2023	Standpipes	426.42
02/10/2023		4063845156	13/09/2023	Nurseries Water	238.55
02/10/2023		4063854944	14/09/2023	Depot Water	480.88
Total of Direct Debit & Standing Orders					28,093.72

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
16/10/2023	Charge Card Transactions	C/C AMS	01/10/2023	DVLA Vehicle Tax	322.50
Total of Chargecard payments					322.50

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
31/10/2023	A.B.A. Groundcare (SW) Ltd	141976	23/10/2023	Filter & Oil	34.46
31/10/2023	Ace Office Environments Ltd.	01094702	15/10/2023	Stationery	78.74
31/10/2023		01094702	15/10/2023	Sundries	6.31
31/10/2023		01095138	22/10/2023	Stationery	49.85
31/10/2023	Apogee Corporation Ltd	1412564	27/09/2023	Depot-toner	40.42
31/10/2023		1413156	27/09/2023	Monthly rental charge	444.45
31/10/2023		1413156	27/09/2023	Monthly toner charge	500.32
31/10/2023		1413747	03/10/2023	TH toner	9.00
31/10/2023	AquAid (Southcoast)	448905	30/09/2023	Water	79.80
31/10/2023	BDO LLP	INV-00432008	29/09/2023	Assurance Review	4,536.00
31/10/2023	BIPCOM	INV-9418	01/10/2023	Divert to mobile	6.60
31/10/2023	Blacknoll Construction Ltd	11623	26/09/2023	Repair works	1,236.00
31/10/2023	C. Brewer & Sons	PLE/373782	30/09/2023	Paints	591.70
31/10/2023		PLE/373786	30/09/2023	Filter	84.42
31/10/2023	Broxap Ltd	0000310997	12/10/2023	Memorial Bench Plaque	126.00
31/10/2023		0000311368	23/10/2023	Derby Double Slim Litter Bin	612.00
31/10/2023	Complete Asbestos Solutions Ltd	1605	18/09/2023	Asbestos surveys	414.00
31/10/2023		1657	23/10/2023	Testing	186.00
31/10/2023	Central Southern Security Ltd	195341	30/09/2023	Service call- replace front door	96.00
31/10/2023		195399	02/10/2023	TIC Alarm system remedial works	144.00
31/10/2023		195613	09/10/2023	Alteration to emergency lights- Depot	180.00
31/10/2023		195613	09/10/2023	Alteration to emergency lights- TIC	180.00
31/10/2023		195708	10/10/2023	Emergency lighting servicing -Depot	180.00
31/10/2023		195708	10/10/2023	Emergency lighting servicing -Pavilion	180.00
31/10/2023		195708	10/10/2023	Emergency lighting servicing TH, TH annexe	198.00
31/10/2023	Charlie's Tasty Treats	0024	27/09/2023	TIC - dog treats for retail	72.00
31/10/2023	C G Ltd	Sept 23 Q2	30/09/2023	Q2 Car Park Settlement	31,089.73
31/10/2023	DAPTC	INV-1514	12/10/2023	Clerk's Annual Conference	170.01
31/10/2023	Steve Darrington	23005	11/10/2023	Blues Agency- Statement	2,790.00
31/10/2023	Dorset County Pension Fund	Payroll-Month 7	20/10/2023	Payroll- Month 7 Pension	19,210.01
31/10/2023		Payroll-Month 7	20/10/2023	Payroll- Month 7 CAYS	221.72
31/10/2023	Dorset Council	1801326264	09/10/2023	Surveyor Fees	1,210.50
31/10/2023		2800369154	18/10/2023	Seafront Masterplan-DCF Project Manag fee	3,000.00
31/10/2023	Dorset Waste Partnership	2800367121	04/10/2023	Recycling BG- Sept 23	21.96
31/10/2023		2800367121	04/10/2023	Recycling Depot- Sept 23	20.22
31/10/2023	Field Honey Farms	00004828	26/09/2023	TIC - honey for retail	152.40
31/10/2023	Flowbird Smart City UK Ltd	UI00003381	18/10/2023	Gateway Transaction charge- Sept 23	361.58
31/10/2023		UI00003381	18/10/2023	Flowbird Weboffice	84.00

31/10/2023	Swanage Folk Festival	127	26/09/2023	Folk Festival- programme sales		519.00
31/10/2023	Four County Services Ltd.	64152	21/08/2023	Domain-councillors	38.40	
31/10/2023		64487	06/10/2023	Services	48.00	
31/10/2023		64507	10/10/2023	Depot IT/phone	379.56	
31/10/2023		64503	10/10/2023	Depot- Internal Channel licence	331.20	
31/10/2023		64508	10/10/2023	BG phone	42.00	
31/10/2023		64509	10/10/2023	TH IT	753.12	
31/10/2023		64508	10/10/2023	TIC IT	467.78	
31/10/2023		64519	12/10/2023	Councillors	293.22	
31/10/2023		64604	21/10/2023	Domain- councillors	38.40	2,391.68
31/10/2023	Follow The Shine Ltd	M7J1/5/46	10/10/2023	Cleaning service- Oct		180.00
31/10/2023	G4S Cash Solutions (UK) Ltd	2023093152	30/09/2023	Cash processing Sept	894.28	
31/10/2023		2023093152	30/09/2023	Cash collection Sept	1,273.29	2,167.57
31/10/2023	Greenham Trading Ltd.	04/438323	18/09/2023	Cothing	1,328.98	
31/10/2023		04/438845	02/10/2023	Protective headgear	374.30	
31/10/2023		04/441135	13/10/2023	Materials	415.68	
31/10/2023		04/441135	13/10/2023	Wellington Boots	42.00	
31/10/2023		04/441653	18/10/2023	Safety Trainers	57.60	
31/10/2023		04/441807	19/10/2023	Helmet safety	61.63	2,280.19
31/10/2023	A.R. Harris & Son	33389	27/09/2023	Festive lights	96.00	
31/10/2023		33388	27/09/2023	Investigation	48.00	
31/10/2023		33454	08/10/2023	Disconnection of Power	135.00	
31/10/2023		33506	23/10/2023	Emergency lighting faults	75.00	354.00
31/10/2023	Haysom Purbeck Stone	04455	25/09/2023	Headstone removal/replacement and storage		415.20
31/10/2023	Hendy Group Ltd	42089999	13/10/2023	SERVICE - HJ69KYY	179.00	
31/10/2023		42089999	13/10/2023	MOT- HJ69KYY	54.85	
31/10/2023		42090342	18/10/2023	HJ69 LCV MOT	54.85	
31/10/2023		42090432	19/10/2023	SERVICE HJ70ZLE	179.00	467.70
31/10/2023	Heritage Seeds	20774	02/10/2023	Wildflower seeds, various areas		102.84
31/10/2023	Hunt Forest Group Ltd	551687	14/10/2023	Roller wires for Trimax + parts		458.46
31/10/2023	HMRC	Payroll- Month 7	20/10/2023	Payroll- Month 7 PAYE/NI	17,412.51	
31/10/2023		HMCE VAT	27/10/2023	HMRC VAT QTR SEPT	44,854.25	62,266.76
31/10/2023	Inst. of Cemetery & Crematorium	17020	24/10/2023	ICCM Mgmt of memorials training course		360.00
31/10/2023	J.D. Facilities Ltd	INV-1506	01/10/2023	Depot - deep clean staff area Sept 23	230.62	
31/10/2023		INV-1505	01/10/2023	Depot - cleaning Sept 23	197.59	
31/10/2023		INV-1503	01/10/2023	TIC - cleaning Sept23	263.20	
31/10/2023		INV-1502	01/10/2023	TH-cleaning Sept 23	499.20	
31/10/2023		INV-1507	01/10/2023	Public Toilets- Sept 23	7,600.85	
31/10/2023		INV-1504	01/10/2023	Fishermen's toilets- cleaning	117.31	8,908.77
31/10/2023	LAVAT Consulting Ltd	INV-111466	29/09/2023	Training		240.00
31/10/2023	Little Map Company	SI-1671	06/10/2023	TIC - souvenirs for retail	251.45	
31/10/2023		SI-1671	06/10/2023	TIC - maps for retail	279.10	530.55
31/10/2023	D. & P. Lovell Ltd.	L6284	28/09/2023	Excavator hire		352.80
31/10/2023	The Jurassic Tog	254	09/10/2023	Photo and Filming		443.75
31/10/2023	Metric Group Ltd.	C67890	29/09/2023	Monthly charge Aslan Sept		180.00
31/10/2023	National Express	AREXT/00238890	30/09/2023	September-Agency Tickets		243.95
31/10/2023	Nixons Hardware Ltd	122865	01/09/2023	Hoselock parts for boat park		88.71
31/10/2023	Norfolk County Council	10051139	03/10/2023	NPLaw Feetime Charge- Sept 23	208.80	
31/10/2023		10051559	06/10/2023	Renewal of lease	2,042.04	
31/10/2023		10051785	10/10/2023	Renewal of lease	1,589.40	3,840.24
31/10/2023	P.J. Notley Ltd.	5562	11/10/2023	Window cleaning		48.00
31/10/2023	Octopress Printers Ltd	INV-007293	22/09/2023	Christmas Leaflets 2023		225.00
31/10/2023	Openings	A69808	28/09/2023	Annexe automated door service		186.00
20/10/2023	Swanage Town Council	Month 7 Payroll	20/10/2023	Net Wages-Month 7		59,459.59
31/10/2023	Planet Merchant Service Ltd	PP4000626IE2212	09/10/2023	Gateway-Sept 23		895.68
31/10/2023	Rawlins Davy Reeves Solicitors &	028796	19/10/2023	Court fees		1,802.00
31/10/2023	Society of Local Council Clerks	MEM245232-1	02/10/2023	Membership fee		470.00
31/10/2023	Spaldings (UK) Ltd.	319123	18/09/2023	Chain oil		38.95
31/10/2023	St. Michaels Garage	3540	30/09/2023	September-Diesel	594.59	
31/10/2023		P5712	24/10/2023	Door handles for Crewcab HJ18EHX	136.09	
31/10/2023		P5712	24/10/2023	Door handles for Crewcab HJ18NVP	121.97	
31/10/2023		P5334	24/10/2023	Numberplate HJ69LCV	19.74	872.39
31/10/2023	Suttle Projects Ltd	SI20231003	20/10/2023	Works at Parish slipway & Stone Quay site		5,870.14
31/10/2023	Swanage News	1284	30/09/2023	Newspapers		35.00
31/10/2023	Swanage Tyres and Tuning Ltd	29706	27/09/2023	MOT for Landrover HF63 XZA	54.85	
31/10/2023		29951	16/10/2023	Replace 2 front tyres	195.48	
31/10/2023		30086	25/10/2023	OSR Puncture replacement HG67MDV	21.60	271.93
31/10/2023	South West Coast Path Assn	2023-0878	16/10/2023	TIC - souvenirs for retail	31.03	
31/10/2023		2023-0878	16/10/2023	TIC - books for retail	169.14	200.17
31/10/2023	South West Geotechnical Ltd	INV-1333	11/10/2023	Monitoring of Spa		2,700.00
31/10/2023	Telefonica O2 UK Ltd	24266399	24/08/2023	SIM Charges		514.14
31/10/2023	Thornes Chartered Surveyors	00/4267	13/10/2023	Valuation Services		600.00

31/10/2023	Travis Perkins	9292ANK216	28/09/2023	Materials & Equipment	35.62	
31/10/2023		9292ANK491	04/10/2023	Materials & Equipment	34.48	
31/10/2023		9292ANK554	04/10/2023	Materials & Equipment	729.80	
31/10/2023		9292ANK862	10/10/2023	Materials & Equipment	117.48	
31/10/2023		9292ANK883	11/10/2023	Materials & Equipment	19.24	
31/10/2023		9292ANL024	13/10/2023	Materials & Equipment	20.10	
31/10/2023		9292ANL036	13/10/2023	Materials & Equipment	49.23	
31/10/2023		9292ANL147	17/10/2023	Materials & Equipment	16.73	
31/10/2023		9292ANL347	19/10/2023	Materials & Equipment	63.95	
31/10/2023		9292ANK577	24/10/2023	Materials & Equipment	5.95	1,092.58
31/10/2023	Trodax Stamps Online	057061	24/10/2023	TH - Ink pad		17.46
31/10/2023	Third Party Payments	Payroll-Month 7	20/10/2023	Payroll- Month 7 Deductions		211.33
31/10/2023	Westmade Ltd	1011359	06/10/2023	TH Boiler inspection	144.00	
31/10/2023		101136	06/10/2023	Boiler works @ TH	1,938.00	2,082.00
31/10/2023	Wilkswood Farm Ltd	4-2023	30/09/2023	Beach Raking x9		1,296.00
Total of BACS/CHAPS Payments						234,278.73

<u>BACS payroll payment issued 20th October 2023</u>	59,459.59
<u>BACS supplier payments issued 31st October 2023</u>	129,964.89
<u>BACS - HMRC VAT 31st October 2023</u>	44,854.25
	234,278.73

Total of Payments 262,694.95

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
31/10/2023	DMADF	transfer	31/10/2023	DMADF	350,000.00
31/10/2023	DMADF	transfer	31/10/2023	DMADF	350,000.00
31/10/2023	DMADF	transfer	31/10/2023	DMADF	450,000.00
Total of Investments					1,150,000.00

Total of Payments & Investments 1,412,694.95

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 11th December 2023

Schedule 8:

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

**ONE MILLION, ONE HUNDRED AND SIXTY FIVE THOUSAND, TWO HUNDRED
AND NINE POUNDS AND EIGHTY TWO PENCE**

.....(**£1,165,209.82**).....

Swanage Town Council
Schedule of Payments - Month 8

Cheques

Date	Name	Chq number	Inv Date	Details		Payment Total
07/11/2023	Petty Cash	015013	07/11/2023	Petty Cash TH	51.18	
07/11/2023	Petty Cash	015014	07/11/2023	Petty Cash & Postage Imprest-TIC	55.77	
Total of Cheques						106.95

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total	
15/11/2023	AIB Merchant Services	311023.000009	31/10/2023	Merchant Serv Chg		162.54	
10/11/2023	Barclaycard Merchant Services	001884331023	31/10/2023	Monthly charge		0.85	
01/11/2023	Dorset Council	840014144	01/04/2023	23/24 NNDR		17,810.00	
03/11/2023	Green Energy (UK) Ltd	52680624	03/11/2023	TIC-gas Oct 23	153.98		
03/11/2023		52680626	03/11/2023	TH- Office gas Oct 23	256.76		
03/11/2023		52680625	03/11/2023	TH-gas Oct 23	385.21		
15/11/2023		52680612	03/11/2023	Depot-gas Oct 23	(528.39)	267.56	
14/11/2023	First Data	520334510615636	31/10/2023	Card payment Oct 23		636.70	
08/11/2023	Kent County Council	E9018110	17/10/2023	Electricity all areas	13,862.00		
08/11/2023		UMS9024633	17/10/2023	CPTM-unmetered Sept	81.38		
08/11/2023		UMS9024630	17/10/2023	Beach Clock	57.95		
29/11/2023		E8750680	25/04/2023	Electricity	44.18	14,045.51	
13/11/2023	Lloyds Bank PLC	412183425	11/10/2023	Bank charge	327.41		
27/11/2023		412802798	07/11/2023	Monthly charge	115.80	443.21	
10/11/2023	Paytek Admin Services Ltd (First)	MI/4066971/03	01/11/2023	Regular Service charges	72.00		
10/11/2023		MI/4063619/03	01/11/2023	Regular Service charges	128.35	200.35	
29/11/2023	Pitney Bowes Finance Ltd	BK415782	14/11/2023	Meter Reset		208.00	
16/11/2023	Sage (UK) Ltd	INV17865965	01/11/2023	Monthly charge		513.30	
01/11/2023	water2business	4063899468	25/09/2023	Beach Gardens	2,659.88		
01/11/2023		4063899440	25/09/2023	Public Conveniences	6,895.73		
01/11/2023		4064023787	11/10/2023	Drinking Tap	64.67		
01/11/2023		4063938848	02/10/2023	Allotments Water	43.62		
01/11/2023		4064019737	10/10/2023	PAG Standpipe	38.17		
01/11/2023		4064024773	11/10/2023	Boat Park	38.35		
01/11/2023		4064023796	11/10/2023	Fisherman's Huts 23	373.85	10,114.27	
Total of Direct Debit & Standing Orders						44,402.29	

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/11/2023	Charge Card Transactions	V11	01/10/2023	Vehicle Licence	320.00	
15/11/2023		IV01186	19/10/2023	EPC Pavillion	210.00	
15/11/2023		IV01186	19/10/2023	EPC Taxi	151.34	681.34
Total of Chargecard payments						681.34

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/11/2023	Ace Office Environments Ltd.	01097518	10/11/2023	TH- Stationery Order	104.32	
30/11/2023		01096898	10/11/2023	TIC - stationery	257.57	
30/11/2023		C01098863	27/11/2023	TIC - stationery	(8.62)	
30/11/2023		01098521	24/11/2023	Desk Diary	6.76	
30/11/2023		01099093	24/11/2023	TH - Stationery	95.98	456.01
30/11/2023	Apogee Corporation Ltd	1418725	27/10/2023	Monthly Rent	484.44	
30/11/2023		1418725	27/10/2023	Toner Monthly charge	397.25	
30/11/2023		1418288	27/10/2023	Toner black/colour	112.78	
30/11/2023		1419371	02/11/2023	TH- toner	9.00	
30/11/2023		1419354	02/11/2023	Depot Toner	9.00	1,012.47
30/11/2023	AquaAid (Southcoast)	451698	31/10/2023	Water	58.50	
30/11/2023		451699	31/10/2023	Sanitisation/Water	104.98	163.48
30/11/2023	Arlingclose Ltd.	ACF3457	09/11/2023	Treasury Management Advisory Service		14,675.36
30/11/2023	Bartletts Country Stores	273985	27/10/2023	Tree stakes	93.75	
30/11/2023		275441	16/11/2023	Tree stakes	37.50	131.25
30/11/2023	BIPCOM	INV-9597	01/11/2023	Divert to mobile		6.60
30/11/2023	Blacknoll Construction Ltd	11643	27/10/2023	Days Park Lighting- Final Acc Application		33,433.74
30/11/2023	Blue Level Media Ltd	SI-30212	31/10/2023	Beach Huts - IT system		1,440.00
30/11/2023	C. Brewer & Sons	PLE/375055	31/10/2023	Materials & Equipment	21.60	
30/11/2023		PLE/375051	31/10/2023	Materials & Equipment	142.68	164.28
30/11/2023	Broxap Ltd	0000312017	09/11/2023	Bench slats	908.40	
30/11/2023		0000312628	27/11/2023	Memorial Plaques	240.00	1,148.40

30/11/2023	Central Southern Security Ltd	196313	31/10/2023	Fire alarm servicing	516.00	
30/11/2023		196313	31/10/2023	Reinstall door contact-TIC	60.00	576.00
30/11/2023	Charlie's Tasty Treats	0025	01/11/2023	TIC - dog treats for retail		80.00
30/11/2023	Countryside Tree Surgeons Ltd	SI-303	11/11/2023	Storm Damage tree works		720.00
30/11/2023	Dorset County Pension Fund	Payroll Month 8	20/11/2023	Payroll Month 8- Pension	29,078.59	
30/11/2023		Payroll Month 8	20/11/2023	Payroll- Month 8/CAYS	221.72	29,300.31
30/11/2023	Dorset Council	1801327098	31/10/2023	Legal Fees- Land registry disbursements		1,394.00
30/11/2023	Dorset Waste Partnership	2800370787	03/11/2023	Recycling BG- October 23	10.98	
30/11/2023		2800370787	03/11/2023	Recycling Depot- October 23	20.22	31.20
30/11/2023	Field Honey Farms	00004773	04/08/2023	TIC - honey for retail	148.20	
30/11/2023		00004866	30/10/2023	TIC - honey for retail	212.40	360.60
30/11/2023	Fireline Ltd	88023	07/11/2023	Fire risk Assessments		1,441.92
30/11/2023	Flowbird Smart City UK Ltd	UI00004138	17/11/2023	Flowbird Weboffice	84.00	
30/11/2023		UI00004138	17/11/2023	Gateway Transaction- charge Oct	207.25	291.25
30/11/2023	Four County Services Ltd.	64628	26/10/2023	Equipment	283.14	
30/11/2023		64727	10/11/2023	TH IT	753.12	
30/11/2023		64726	10/11/2023	TIC IT	467.78	
30/11/2023		64725	10/11/2023	Depot IT/Phone	379.56	
30/11/2023		64726	10/11/2023	BG phone	42.00	
30/11/2023		64735	12/11/2023	Subscription	293.22	
30/11/2023		64804	21/11/2023	Domain hosting- councillors	38.40	
30/11/2023		64839	26/11/2023	Domain Renewal	175.20	2,432.42
30/11/2023	Follow The Shine Ltd	M7J1/5/58	08/11/2023	Cleaning service- Nov		180.00
30/11/2023	G4S Cash Solutions (UK) Ltd	2023103177	31/10/2023	Cash Collection	1,164.60	
30/11/2023		2023103177	31/10/2023	Cash processing	760.12	1,924.72
30/11/2023	GH Print Management	INV-7215	27/10/2023	TIC - Christmas event advertising	60.00	
30/11/2023		INV-7217	31/10/2023	Mayors Christmas Cards	156.00	216.00
30/11/2023	Greenham Trading Ltd.	04/444741	14/11/2023	Tyre pressure gauges & graffiti remover		125.89
30/11/2023	D A.A. Halsgrove	305710	20/11/2023	TIC - publications for retail	57.40	
30/11/2023		305710	20/11/2023	TIC - publications for retail	13.50	70.90
30/11/2023	A.R. Harris & Son	33553	04/11/2023	Hired services		99.00
30/11/2023	Hunt Forest Group Ltd	551360	05/10/2023	Locking pins for front loader		33.90
30/11/2023	HMRC	Payroll Month 8	20/11/2023	Payroll- Month 8 PAYE/NI		33,025.27
30/11/2023	Jurassic Coast Trust	INV-0095	16/10/2023	TIC - souvenirs for retail	28.80	
30/11/2023		INV-0095	16/10/2023	TIC - publications for retail	102.87	131.67
30/11/2023	J.D. Facilities Ltd	INV-1528	01/11/2023	Depot - deep clean	230.62	
30/11/2023		INV-1529	01/11/2023	Depot - cleaning Oct 23	197.59	
30/11/2023		INV-1526	01/11/2023	Public Toilets- Oct 23	7,600.85	
30/11/2023		INV-1534	01/11/2023	Fisherman's toilets/hand wash Oct 23	66.78	
30/11/2023		INV-1532	01/11/2023	Main Beach Car Park toilet Oct 23	308.30	
30/11/2023		INV-1525	01/11/2023	TH- cleaning	522.61	
30/11/2023		INV-1511	01/11/2023	TIC- cleaning	294.34	9,221.09
30/11/2023	Lily's Produce	TIC57	08/11/2023	TIC - jams for retail	272.50	
30/11/2023		TIC58	25/11/2023	TIC - Jams and Chutnies for retail	232.00	504.50
30/11/2023	Little Map Company	SI-1711	03/11/2023	TIC - souvenirs for retail	143.00	
30/11/2023		SI-1711	03/11/2023	TIC - maps for retail	70.08	
30/11/2023		SI-1711	03/11/2023	TIC - maps for retail	78.00	291.08
30/11/2023	Luna Electrical Services Ltd	INV-6211	13/10/2023	Days Park-Completion of works		17,211.02
30/11/2023	Marchants Nursery	027807	15/11/2023	Trees - winter schedule		1,526.40
30/11/2023	Metric Group Ltd.	C68397	31/10/2023	Monthly charge Aslan- Oct		180.00
30/11/2023	S. Moores	3738	12/10/2023	TIC - biscuits for retail	248.48	
30/11/2023		4397	24/11/2023	TIC - biscuits for retail	79.08	327.56
30/11/2023	National Express	AREXT/00239291	31/10/2023	October Agency tickets		100.17
30/11/2023	Newlands Training Ltd	91	06/11/2023	NPORS training		1,104.00
30/11/2023	Newsquest Southern	43835460	20/11/2023	Public Notice - advert		203.62
30/11/2023	Nixons Hardware Ltd	123038	30/10/2023	Keys		40.00
30/11/2023	Norfolk County Council	10054748	09/11/2023	NPLaw Feetime charges October 23		490.20
30/11/2023	Origin Amenity Solutions Limited	OASI0085899	07/11/2023	Tree Guards	112.74	
30/11/2023		OASI0086273	10/11/2023	Tubex/ Square stake	167.40	280.14
20/11/2023	Swanage Town Council	Month 8 Payroll	20/11/2023	Net Wages-Month 8		79,374.25
30/11/2023	Pear Technology Services Ltd	139736	31/10/2023	Technical Support & Software		360.00
30/11/2023	Personnel Hygiene Service	70206604	16/11/2023	Hygiene services		2,205.86
30/11/2023	Rawlins Davy Reeves Solicitors	028519	31/08/2023	Professional fees	2,603.34	
30/11/2023		028898	31/10/2023	Process Server	352.40	
30/11/2023		028898	31/10/2023	Professional fees	1,561.80	4,517.54
30/11/2023	Royal British Legion	TCE08	08/11/2023	Poppy Wreath - Remembrance Day		27.50
30/11/2023	Recruit Local Ltd	2520	22/11/2023	Recruitment advert		40.00
28/11/2023	Refund	BP	28/11/2023	Refund of overpayment	35.00	
28/11/2023		SP	28/11/2023	Refund of Credit	10.99	45.99
30/11/2023	R&M Shepard	56962	14/11/2023	Container & Hire		475.20
30/11/2023	Swanage and Purbeck Development	284068	01/11/2023	Hire for The Centre Hall		50.00
30/11/2023	Sharman Fencing	101582	27/10/2023	Gate at Football Club		1,232.40

30/11/2023	Society of Local Council Clerks	10837	02/10/2023	Membership Fee		470.00
30/11/2023	DWG Smith	24034	12/11/2023	Tarmac works		504.00
30/11/2023	Spaldings (UK) Ltd.	319123	16/10/2023	Strimmer Heads x4		156.19
30/11/2023	St. Michaels Garage	3594	31/10/2023	Diesel- October	707.65	
30/11/2023		S26520	03/11/2023	Cabstar	108.00	815.65
30/11/2023	Suez Recycling & Recovery UK Ltd	33129437	31/10/2023	Skip Change		1,421.95
30/11/2023	Swanage News	1284	28/10/2023	Newspapers		35.00
30/11/2023	Swanage Chamber of Trade	001	01/11/2023	Agency Sales		585.00
30/11/2023	South West Geotechnical Ltd	INV-1384	10/11/2023	Swanage Seafront- Monitoring Oct23		1,683.00
30/11/2023	Telefonica O2 UK Ltd	27218494	24/11/2023	SIM Charges - Nov 23		256.56
30/11/2023	Tor Mark Press	22440	12/10/2023	TIC - books for retail		190.64
30/11/2023	Travis Perkins	9292ANL769	27/10/2023	Materials & Equipment	12.30	
30/11/2023		9292ANL943	31/10/2023	Materials & Equipment	10.66	
30/11/2023		9292ANM098	02/11/2023	Materials & Equipment	18.60	
30/11/2023		9292ANM067	02/11/2023	Materials & Equipment	33.91	
30/11/2023		9292ANM270	06/11/2023	Materials & Equipment	103.92	
30/11/2023		9292ANM232	06/11/2023	Materials & Equipment	17.71	
30/11/2023		9292ANM383	08/11/2023	Materials & Equipment	47.66	
30/11/2023		9292ANM554	10/11/2023	Materials & Equipment	9.89	
30/11/2023		9292ANM697	14/11/2023	Materials & Equipment	66.00	
30/11/2023		9292ANM803	15/11/2023	Materials & Equipment	48.43	
30/11/2023		9292ANM948	17/11/2023	Materials & Equipment	118.56	487.64
30/11/2023	Third Party Payments	Month 8	20/11/2023	Payroll- Month 8 Deductions		211.33
30/11/2023	Violet Farm Foods Ltd	131051	17/10/2023	TIC - tea for retail		402.90
30/11/2023	Wallgate	00032814	02/11/2023	Wallgate Service		7,387.20
30/11/2023	The Waste Group Ltd	75660	08/11/2023	Skip Hire - Allotments	302.40	
30/11/2023		75703	09/11/2023	Skip Hire - Allotments	302.40	604.80
30/11/2023	Watson Fuels	I13776672	27/10/2023	Diesel		864.54
30/11/2023	WSP	64654907	26/10/2023	Final payment -Fees	8,167.68	
30/11/2023		64655057	26/10/2023	Ground Stabilisation works	900.00	9,067.68
Total of BACS/CHAPS Payments						270,019.24

<u>BACS payroll payment issued 20th November 2023</u>	79,374.25
<u>F/P Refunds 28th November 2023</u>	45.99
<u>BACS supplier payments issued 30th November 2023</u>	190,599.00
	270,019.24

Total of Payments 315,209.82

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/11/2023	DMADF	transfer	30/11/2023	DMADF	250,000.00
30/11/2023	DMADF	transfer	30/11/2023	DMADF	600,000.00
Total of Investments					850,000.00

Total of Payments & Investments 1,165,209.82

Mr M Ayres
Swanage Town Council
Town Hall
High Street
SWANAGE
Dorset
BH19 2NZ

Date: 27 October 2023

Our Ref: DO0155

SAAA Ref: SB08300

Swanage Town Council

Dear Mr Ayres

We issued our external report and certificate for Swanage Town Council on 29 September 2023 which contained an 'Other matter' in relation to restated column for Section 2.

We confirm that we should not have included as an other matter that the word restated was not added to the 2021/22 column.

Once we issue our opinion and certify closure, we are unable to reissue our report; However, this letter may be published with the External Auditor Report for clarification.

Yours faithfully

DocuSigned by:
BDO LLP
F88E8F3322FA4B1...
BDO LLP

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

SWANAGE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/05/2023

and recorded as minute reference:

MINUTE REFERENCE 28(a)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS
www.swanage.gov.uk

Section 2 – Accounting Statements 2022/23 for

SWANAGE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 Restated £	31 March 2023 £	
1. Balances brought forward	1,468,069	1,125,564	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	747,040	840,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,702,059	3,708,472	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	918,710	1,074,527	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,872,894	3,946,609	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,125,564	652,900	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,288,403	832,427	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	13,355,490	14,258,246	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date 24/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

24/05/2023

as recorded in minute reference:

MINUTE REFERENCE 28(b)

Signed by Chairman of the meeting where the Accounting Statements were approved

[Redacted Signature]

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENSwanage Town Council TY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The comparative figures disclosed in Section 2 of the AGAR do not agree to the audited AGAR for the year ended 31 March 2022. The comparative figures (31 March 2022 figures) for box 1 (balances brought forward), box 3 (total other receipts), box 7 (balances carried forward) and box 9 (Total fixed assets plus long term investments and assets) have been restated. "Restated" has not been written at the top of the Accounting Statements. The restated comparative figures have not been audited.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

E BDO LLP SouthamptonERNAL AUDITOR

External Auditor Signature

DocuSigned by:
SIGNATURE REQUIRED
BDO LLP

Date

29 September 2023 Y

Committee Terms of Reference - To confirm minor amendments in respect of Community Services and Coastal Change & Beach Management

At the meeting of the Coastal Change and Beach Management Advisory Committee, held on 21st June 2023, it was noted that following a recent decision to discontinue meetings of the Swanage Coastal Change Forum, key items from its Terms of Reference (ToR) should be incorporated into the ToR of the Coastal Change and Beach Management Advisory Committee (CCBMAC). At the CCBMAC meeting held on 1st November 2023, a suggestion was made to amend the ToR wording, shown in red, within the 'Main objective/Remit' and was agreed by advisory committee members as follows:

Main Objective/Remit: To advise the Council on measures required to provide a safe, clean and well-maintained beach facility, compliant with the European Blue Flag criteria. Also to provide a forum for stakeholders to discuss matters relating more widely to the management **of the impacts of climate induced** coastal change in Swanage and Durlston Bays and make recommendations to Council accordingly.

Further to Minute No. 3. of the Community Services Committee held on 8th November 2023, it was reported that it would be beneficial to include representatives from the following organisations to be invited to sit on the committee as outside representatives: Swanage Museum, Swanage Community Housing Project and Swanage Community Skatepark.

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

TO RECOMMEND:

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

Decision required

To approve the minor amendments to the Terms of Reference for the Community Services Committee and Coastal Change and Beach Management Advisory Committee as outlined above and in Appendix 1.

Emma Evans
Democratic Services Officer

December 2023

Committee Terms of Reference -To confirm minor amendments in respect of Community Services and Coastal Change & Beach Management

1. Community Services Committee Terms of Reference

Main Objective/Remit: To protect and enhance the delivery of public services in Swanage, encourage health and wellbeing and enhance community safety. To comment on proposals for improved traffic management in the parish.

Reports to: Full Council

Outside Representatives: Prospect Allotment Association, James Smith Funeral Directors, Swanage Tennis Club, Swanage Bowling Club, Dorset Police, S&PDT, Greengage Community Gardening Project, S&HFC, Swanage Cricket Club, **Swanage Museum, Swanage Community Housing Project and Swanage Community Skatepark Project.**

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: None

Sub-Committees/Advisory Committees: Traffic Management Advisory Committee.

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Emergency Health Services
- Lower Grammar School Field
- Public Conveniences
- Sport, Leisure & Wellbeing

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: allotments; bandstand; Beach Gardens; CCTV; cemeteries; play areas/skate park, playing fields; public toilets; SIDs; street furniture (benches, shelters, signs, streetlights, bus shelters); Town Hall and public help desk.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To agree minor amendments to relevant Council policy documents.
- 1.4 To receive the minutes of the Traffic Management Advisory Committee, consider any recommendations set out therein and make representations to Dorset Council accordingly.
- 1.5 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to community safety, community transport, culture, health, leisure, sport and wellbeing.
- 2.2 To consider revenue funding requests to support the provision of community services by third parties (e.g. Dorset Council school crossing patrol).
- 2.3 To consider proposals for the provision of additional community services by Swanage Town Council.
- 2.4 To refer matters for detailed consideration to a relevant working party.
- 2.5 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.6 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.7 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.8 To consider any other matters relating to the delivery of community services to Swanage residents and improvements to traffic management in the parish.

7. Coastal Change and Beach Management Advisory Committee Terms of Reference

Main Objective/Remit: To advise the Council on measures required to provide a safe, clean and well-maintained beach facility, compliant with the European Blue Flag criteria. Also to provide a forum for stakeholders to discuss matters relating more widely to the management of **the impacts of climate induced** coastal change in Swanage and Durlston Bays and make recommendations to Council accordingly.

Reports to: Tourism & Local Economy Committee and Environment Committee.

Councillor Membership: Three councillors to be appointed at the Annual Council Meeting each May, one of which will be elected as Chairman of the Advisory Committee.

Outside Representatives: Swanage Lifeboat Crew, MCA, Coastwatch, Dorset Council, Dorset Police, Dorset Coast Forum, National Trust, Environment Agency, Swanage Pier, Swanage Sailing Club, Swanage Fishermen's Association, Swanage Angling Club, Private Beach Hut Sites Hut Owners' Group, North Beach Representative, Swanage Sea Rowing Club, local divers, Ocean Bay businesses, Seaweed removal contractor, Pierhead Watersports and Byelaw Enforcement, Durlston Country Park, Designated Bathing Zone Operator, Quay Operators, Deckchair/pedalo concessionaire, Wessex Water, and Natural England, RNLI Lifeguard team, Beach Buddies, local outdoor adventure companies, Swanage Moorings Association, Planet Purbeck, Jurassic Coast Trust, and former chairmen of Swanage Coastal Change Forum.

Quoram: Five Members, at least one must be a Swanage Town Councillor.

Frequency of Meetings: Three times a year, in February, May, and October.

Member Training requirements: None.

Other Matters: This committee has no delegated decision making powers. Any issue requiring Town Council expenditure or amendment to Town Council policy will be the subject of a recommendation to either the Tourism and Local Economy Committee or Environment Committee, which may in turn be referred to a meeting of the Town Council. The committee can provide guidance to officers to assist them in taking forward minor matters that do not require referral to a committee.

Functions:

- 1.1 To consider proposals, and make recommendations as appropriate, in respect of the following matters relating to the beach and Swanage Bay:
 - beach and water safety
 - environmental management and education
 - signage
 - events
 - accessibility
 - moorings and boat launching/landing facilities
 - management of personal watercraft
 - commercial proposals relating to the Main Beach (Mowlem to Ulwell Stream).
- 1.2 To advise on amendments to the beach rules and regulations.
- 1.3 To advise on amendments to Dorset Council's Public Pleasure Boats Byelaws.

- 1.4 To receive reports regarding sea defence works, flood prevention and beach replenishment schemes from the Environment Agency and Dorset Council.
- 1.5 To receive reports regarding water quality from Wessex Water.
- 1.6 To consider any matter referred to it by the Town Council or another council committee.
- 1.7 To provide a focus for local consultation by statutory agencies on coastal matters.
- 1.8 To encourage community engagement in the challenges posed by coastal change and other matters within the committees remit.
- 1.9 To review consultation documents that are relevant to the work of this advisory committee and advise the Town Council on an appropriate response.
- 1.10 To approve the minutes of its meetings for accuracy.

Swanage Community Housing – To confirm Town Council support for construction of community housing on land on corner of Washpond Lane and Ulwell Road and associated asset transfer from Dorset Council

Background

The Town Council has long supported efforts to provide affordable housing for local people. Inspired by the success of the Worth Matravers Community Land Trust in supplying homes for working people with a local connection, a working party was appointed to explore the potential for such an organisation in Swanage. In July 2019 it was determined that the formation of a Community Land Trust (CLT) would indeed provide the best delivery vehicle for such a project, thereby ensuring that any properties built would be excluded from the ‘right to buy’ and therefore remain as a community resource in perpetuity.

The Town Council nurtured the early stages of development of the Swanage CLT, engaging with Dorset Council’s housing advisor and funding membership of the National Community Land Trust Network, which included free legal advice on drawing up a constitution. In July 2020 the Council established an advisory committee to act as a Steering Group to drive the project forward. In November 2020 an initial public meeting was held online in order to raise awareness of the project and a number of outside representatives were recruited.

In March 2021 the Council agreed that the Community Land Trust should be incorporated as a Community Benefit Society with charitable status. Incorporation took place on 3rd September 2021 and an official launch event took place in November. Since that time the group has met independently of the Town Council, although Councillors Monkhouse and Rogers have served as council observers.

Site Selection

Since its incorporation, the CLT, now known as Swanage Community Housing (SCH), has undertaken considerable work to identify a viable site. One of the key criteria is that the land has to be available at nil cost, otherwise such a project would be financially unviable. In the absence of a private or institutional landowner willing to donate a site, the focus was on land in public ownership. Having reviewed all property owned by the Town and Dorset Council, discussions were held during 2022 about the future of the Kings Court/Depot site at the junction of Kings Road West and Court Road, and the grazing field on the corner of Washpond Lane and Ulwell Road.

In April 2022, the Town Council agreed to enter into discussions with Dorset Council about the potential development of community housing on the Kings Court/Depot site, and to seek ownership of the grazing field in order for it to be retained as green open space. However, after discussions with Dorset Council during the summer of 2022 it became clear that it would not be possible to progress redevelopment of the Kings Court/Depot site in the short term. Consequently, the Town Council agreed to review its preference, and at the Council Meeting held on 12th December 2022, further to a request from SCH, it was agreed ‘that, subject to the outcome of further studies regarding the suitability of the land on the corner of Washpond Lane and Ulwell Road, the Town Council agrees to support the Swanage

Community Housing group taking forward the site as an affordable housing delivery opportunity for local people’.

The main purpose of this agenda item is to review a progress report from SCH, including a summary of the ‘further studies’ that have been commissioned to establish the development potential of the site, and to consider whether or not to confirm the Town Council’s approval of the use of this land for a community housing scheme.

The progress report from SCH is attached as an addendum to this briefing note. It provides the following information:

- Agreement reached with Hastoe Housing Association.
- SCH prefer to acquire the freehold of the land as this will simplify legal arrangements.
- Flood Risk Assessment confirms significant part of the site can be developed for housing, and therefore SCH require entire site.
- SCH has recently written to neighbours of the site to make them aware of the proposals and encourage their engagement in the project.

Clearly, there is much work to be done prior to the submission of a future planning application in connection with this site, and if the Town Council were to support the use of the land as community housing it would have an important role to play in helping to shape an application that is sensitive to the local landscape and environment. Depending on the timeframe, the Neighbourhood Plan could also play an important part in shaping the development.

Decision required

To determine whether or not to confirm the Town Council’s support for the development of a community housing scheme on the land on the corner of Washpond Lane and Ulwell Road.

Ownership of Site

The site was gifted to Dorset County Council by James Day in 1944, as part of a bequest which subsequently saw the development of James Day Care Home (now Gainsborough) and later James Day Mead. It was transferred to Dorset Council following local government reorganisation in April 2019.

In November 2022 the Town Council lodged an application for a Community Asset Transfer of the site as green open space with the potential for development of community housing. Although the Town Council was informed in June 2023 that this had been unsuccessful, Dorset Council has since engaged in discussions that would see a disposal of the land to the Town Council at a peppercorn for community housing purposes. Discussions have been taking place around draft heads of terms.

As a result of these discussions, SCH has raised the possibility of directly acquiring the freehold from DC. At one time it had been envisaged that only part of the site would have been required, leaving part of the land to be managed by the Town Council. However, SCH are now looking to layout the entire site as part of these proposals and manage any remaining green space, most likely along the riverbank. This would mean that the Town Council would simply pass the freehold from Dorset Council to SCH. Given that this has the potential to add

additional cost in terms of staff time, legal and valuation fees, and potential delay by making four parties to the agreement (DC, STC, SCH and Hastoe Housing Association), Members are asked to consider whether or not the Town Council should continue to seek the ownership of this property.

In order to inform this decision, Dorset Council has been asked to consider whether or not it requires the Town Council to be the transferee, or whether the asset can be disposed of directly to SCH. Assurance has been provided that an answer to this question will be available prior to the meeting.

Decision required

To determine whether or not the Town Council wishes to pursue the freehold title to the land, prior to its transfer to Swanage Community Housing Group.

Martin Ayres
Town Clerk

December 2023

Swanage Community Land Trust

Building affordable homes for local residents and key workers



8th December 2023



Position Report

for
Swanage Town Council
on
Development of
Land at Ulwell Road
and Washpond Lane

Swanage Community Housing is the working name of Swanage Community Land Trust Limited.

Swanage Community Land Trust Limited is registered in England and Wales under the Co-operative and Community Benefit Societies Act 2014 as a community benefit society, Registration Number 8707 and recognised as a charity by HM Revenue & Customs.

Registered office: Cliff Cottage, Shore Road, Swanage, Dorset, BH19 1LD.

1. Who we are

- 1.1** Swanage Community Housing is a Community Land Trust incorporated as a Community Benefit Society with exempt charitable status. We are local residents who are passionate about meeting the need for genuinely affordable homes for local residents and key workers, who otherwise would be unable to live in Swanage. We recognise that, as in many communities, housing inequality exists in Swanage. Without affordable homes for key workers and people with local connections, we are deeply concerned that the diversity, economic viability and special character of our thriving community in Swanage will be adversely affected. We are grateful for Swanage Town Council's long-standing support for SCLT and this project.

2. Introduction

- 2.1** After a careful assessment, the most viable site at the current time (for delivering the Trust's aim to build 'affordable homes for local residents and key workers') would be to develop the land on the corner of Washpond Lane and Ulwell Road. It is understood that parties have concluded that the only route to developing the Washpond Lane site for social/affordable housing is to transfer the land to Swanage Community Land Trust (SCLT).
- 2.2** SCLT would like to develop the site with Hastoe Housing Association (HHA), its Registered Provider. HHA are a housing association specialising in rural housing, owning and managing around 7,500 homes across the South of England. HHA have a focus on building sustainable homes in sustainable communities and build new homes to high environmental standards that meet the Future Homes Standard. These are detailed in the Hastoe New Build Standard.
- 2.3** To achieve Dorset Council (DC) and STC objectives, SCLT propose, with HHA, to build homes for Affordable or Social Rent on the Washpond Lane site.
- 2.4** An illustration of the design opportunities and approach is included in Appendix A; this is at a very preliminary stage and has been provided with a view to providing information to STC. With the council's support, we would develop this further in the coming months with the intention of submitting a Pre-application Advice Request to DC planners around March/April 2024.

3. Professional support

3.1 SCLT has appointed:

HHA as Registered Provider who would develop the project.

Anthony Collins LLP as its legal advisers.

3.2 HHA, in consultation with SCLT, interviewed a number of architectural practices and wish to work with MH Architects for this project. HHA have worked with MH Architects in the past and are currently working on a number of other developments.

4. Land Transfer

4.1 Both SCLT and HHA would like to proceed as soon as possible and this requires that the land transfer arrangements (not just the Heads of Terms (HoTs)) be progressed with some enthusiasm as SCLT and HHA can only get to a pre-app stage with the legal agreements summarized below having been entered into.

4.2 SCLT and HHA hope to get to a pre-app stage around March/April 2024 and prefer to be able to use the momentum which will have developed by then to press forward and not to have to pause pending further discussions as to whether DC/STC wish to pursue this proposal or what structure of land transfer they want to use.

4.3 HHA have indicated that they are prepared to get to a pre-app stage without legal agreements being in place but legal agreements will need to have been entered into before HHA incurs costs of going further.

4.4 SCLT strongly prefers that, if the transfer of Washpond Lane site to SCLT occurs, it is a transfer of freehold title to SCLT (rather than the grant of a long lease). This would be considerably simpler and as a charity, the land would need to be used by SCLT for charitable purposes, which would include providing homes for social rent. A 250 year lease from SCLT to HHA would require this to be the case as well. A S106 Agreement may also be required. We do not see any obvious disadvantage to DC of a transfer of the freehold, taking the foregoing into account. However If DC require a SCLT to have a long lease, we are happy to go down that route. This is likely to/may be through an interim transfer to Swanage Town Council's (STC).

4.5 Draft HoTs have been prepared by DC. SCLT have responded with comments which were shared with STC on 2023/10/20.

5. Project Milestones

- 5.1** HHA have prepared a draft project delivery timetable which includes key milestones:
- 5.2** Nov 2023 - Mar 2024 Site Procurement
- 5.3** Nov 2023 - Jan 2024 Concept Design Stage
- 5.4** Mar 2024 – Jun 2024 Pre-Application
- 5.5** May 2024 – Aug 2024 Feasibility – Formal Consultation
- 5.6** Aug 2024 - Jun 2025 Planning Application
- 5.7** Jul 2025 – Dec 2026 Construction

6. Development Proposal

- 6.1** SCLT wish to develop the land for affordable housing for keyworkers and people in housing need with a local Swanage connection. While HHA need to keep its options open as between Affordable and Social Rent because of Homes England grants and financing generally, the strong expectation/intention is that the development will provide housing for Social Rent. The local Swanage connection criteria are being developed and will likely reflect criteria on other similar developments (with a fallback to DC list if no-one with local connections takes up the property).
- 6.2** Latest Housing Waiting List Figures:

Swanage – Local connection	Bedroom sizes					
Bands	1	2	3	4	6	Total
Submitted online	15	17	4	1		37
Band A - Urgent Housing Need	5	8				13
Band B - High Housing Need	6	6	1	2		15
Band C - Medium Housing Need	13	11	7			31
Band D - Low Housing Need	55	28	10	1	1	95
Grand Total	94	70	22	4	1	191

Swanage – Preferred Area	Bedroom sizes					
Bands	1	2	3	4	5	Total
Submitted online	7	13	1	1		22
Band A - Urgent Housing Need	3	2	2			7
Band B - High Housing Need	10	6	2	1		19
Band C - Medium Housing Need	6	5	5	1	1	18
Band D - Low Housing Need	26	11	5			42
Grand Total	52	37	15	3	1	108

- 6.3** If the development goes ahead, the homes and tenancies would be maintained and managed by HHA. The scheme would have a dedicated housing officer, access to a Money Matters Advisor and a Maintenance

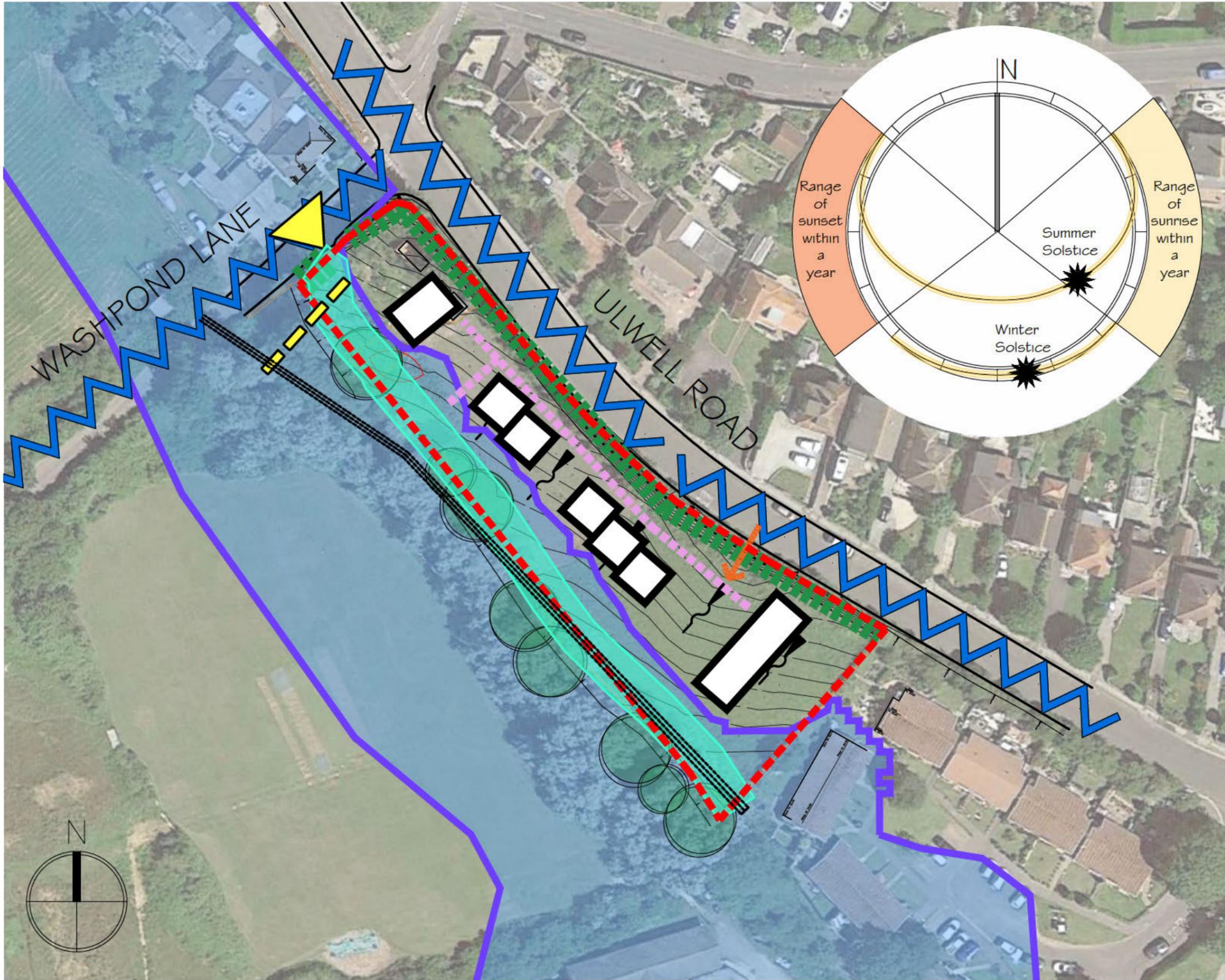
Surveyor assigned to the area with support staff to progress any repair issues and monitor stock condition. Relevant maintenance and servicing regimes would be put in place for the new homes.

7. Consultation and Press

- 7.1** A letter was sent on 28th Nov 2023 to all residents adjacent to the site. It made clear that we are at a very early stage, and that further progress is subject to decisions by DC and STC, as well as the planners, so that there will be further democratic oversight. The letter explained that once there was a clear scheme to consult upon, further consultation would take place with local residents. If, after this, we thought the scheme was still viable, any necessary changes would be made before the application for full planning permission. Neighbours to the site would then also be consulted as part of the planning process. Residents were invited to contact SCLT if they had any concerns – see Appendix C
- 7.2** A Press Release was issued on 4th Dec 2023 – See Appendix D.

Appendix A

BBBB23-147 Washpond lane Constraints SK01 P02 by MH Architects



Notes

1. This drawing is the copyright of MH Architects Ltd
2. Do not scale this drawing except for Local Authority planning purposes
3. All dimensions must be checked on site by the contractor prior to commencement of the works.



Client Approval

X	A - Approved				
X	B - Approved with comments				
X	C - Do not use				
Rev.	Revision Note/Purpose of Issue	Drw By	Date	Chk By	Date

- KEY:
- - - - - Application site
 - Constraints**
 - Existing field access
 - Moderate Noise / Physical Barrier
 - 1 in 1000 yr Flood area
 - Overhead Cable
 - Steep topography
 - Retain existing hedge
 - Large trees
 - Possible access point
 - Possible internal road
 - Possible building positions
 - 8m corridor for the EA
 - Possible route from site into school grounds

HASTOE HOUSING ASSOCIATION

Washpond Lane Swanage

Drawing title: **Site Constraints**

Drawn	Date	Checked	Date	Scale at A3				
TM	04/12/23			NTS				
Job No.	Pro.	Org.	Zone	Level	Type	Role	No.	Rev.
23-147	SCH	MHA	ZZ	XX	DR	A	SK01	P02
Purpose of Issue: PRELIMINARY								

Ground Floor | Bicentennial Building
Southern Gate | Chichester
West Sussex | PO19 8EZ

t. 01243 774748
e. admin@mharchitects.co.uk
www.mharchitects.co.uk

Limited Company
Registered in England No. 1994233

Appendix B

Anticipated surveys and reports required by HHA to advance to pre-app stage:

- Topographical survey – Already received
- Flood risk survey – Already received
- Ecology survey
- Arboriculturalist survey
- Landscape visual impact assessment
- RICS Valuation
- Energy Assessor
- Land and Soil Survey
- Highways advice

Appendix C

Letter to neighbours dated 28th Nov 2023

Details of recipients:



2 Washpond Lane, Swanage, BH19 1QS
55 Ulwell Road, Swanage, BH19 1QU
58 Ulwell Road, Swanage, BH19 1LN
60 Ulwell Road, Swanage, BH19 1LN
62 Ulwell Road, Swanage, BH19 1LN
64 Ulwell Road, Swanage, BH19 1LN
66 Ulwell Road, Swanage, BH19 1LN
68 Ulwell Road, Swanage, BH19 1LN
70 Ulwell Road, Swanage, BH19 1LN
70a, Ulwell Road, Swanage, BH19 1LN
72 Ulwell Road, Swanage, BH19 1LN
74a, Ulwell Road, Swanage, BH19 1LN
74b, Ulwell Road, Swanage, BH19 1LN
76 Ulwell Road, Swanage, BH19 1LN
78 Ulwell Road, Swanage, BH19 1LN
80 Ulwell Road, Swanage, BH19 1LN
82 Ulwell Road, Swanage, BH19 1LN
84 Ulwell Road, Swanage, BH19 1LN

1 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
2 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
3 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
4 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
5 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
6 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
7 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
8 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
9 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
10 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
11 James Day Mead, Ulwell Road, Swanage, BH19 1NQ
12 James Day Mead, Ulwell Road, Swanage, BH19 1NQ

Swanage Community Housing

Building affordable homes for local residents and key workers



28th November 2023

Dear Neighbour,

Swanage Community Housing & Ullwell Road/Washpond Lane site.

I am writing to you as Chair of Swanage Community Housing (SCH), a charity that is deeply concerned about the lack of social housing that can be afforded by key workers in our community. Working with local councils we have concluded that the only way to stop stories of key workers either not being able to find accommodation or else being subject to heart-breaking stories of eviction is to build houses that will be managed locally and will be available for local people at a price that they can afford in perpetuity.

So, you may be thinking, why am I receiving this letter? The reason is that we have identified a parcel of land near to your home, the grazing field on the corner of Washpond Lane and Ullwell Road, as the best opportunity of building a small number of houses to begin to address the need for local affordable housing.

Currently owned by Dorset Council, our scheme would bring the site into local control, extending development of the rest of the western side of Ullwell Rd to Washpond Lane. The proximity to existing bus routes and school makes the site ideal for social housing.

So far, we have been progressing slowly to investigate the possibility of the site flooding, in doing this we have undertaken detailed surveys to ensure that development is practical. While we still await the conclusive report, we understand that the probability of flooding only affects a strip of land adjacent to the river, that could form part of the green corridors currently being proposed for Swanage but leaving the bulk of the site available for us to develop. We will be reviewing the housing need and the land conditions and will be proposing a modest number of homes, probably somewhere between seven and ten.

We are at a very early stage but have appointed Hastoe Housing Association to work with us to develop the site. Hastoe are a well-established Housing Association working specifically in more rural sites and, with them, we have just appointed Architects to start design work on potential

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housing. However further progress is still subject to decisions by Dorset Council and the Town Council as well as the planners, so there will be lots of democratic oversight.

Initially we will develop a scheme to discuss with planners at what is known as the Pre-app stage. Once we have received Pre-App feedback, we will consult with you and the local community. If we still think the scheme is viable then we would make any changes necessary before applying for full planning permission.

We believe that Swanage is in desperate need of social housing in order to sustain its viability as a balanced and functioning community. Consultation is fundamental to the way in which we intend to work, and we will want you to be involved in making this a better place to live. We sincerely hope that you will agree with us and even might consider joining us as a member so, not only supporting us but also participate in making this a successful development.

If you would like to discuss this any further, please do get in touch and I will do my best to answer any of your questions.

Yours sincerely,

Robin Sutcliffe
Chair, Swanage Community Housing

Email: swanagecommunityhousing@gmail.com

Website: www.swanagecommunityhousing.org

Appendix D

Press Release dated 4th Dec 2023

***Affordable homes in Swanage - Keeping you updated.
Swanage Community Housing prepares to build affordable homes.***

Swanage Community Housing (SCH) is close to unveiling plans to build much needed affordable homes in Swanage. SCH is the local housing charity, established in 2021 as a “community benefit society” with support from the Swanage community and Swanage Town Council; the brief, to build new, affordable homes for rent in the town.

Several sites have been identified and the news is that negotiations are progressing to enable a transfer of land from Dorset Council to Swanage Town Council for the first development. The site is on the corner of Ulwell Road and Washpond lane. Gifted originally by James Day to the town for the benefit of local townspeople, this is surely something he would approve of!

SCH has identified Hastoe Homes, a registered provider of affordable housing with a track record of building sustainable housing schemes in sensitive rural environments, as their partner to deliver the affordable homes the town can be proud of.

Robin Sutcliffe, Chair of SCH, said, “We are delighted to be working with Hastoe as they have decades of experience in building well designed schemes that are sympathetic to such superb natural environments like ours whilst also providing high quality, energy efficient housing. We plan to consult residents on a detailed scheme for the site in the next few months.”

Swanage Councillor Nicola Rogers, who together with Cllr. Debbie Monkhouse provides day-to-day support to SCH, said, “We are pleased to be working closely with Dorset Council and SCH to bring much needed affordable housing to Swanage. Everyone knows that there is

a real shortage of affordable, rental housing for local families and key workers in Swanage. We are excited at the progress being made toward their first scheme."

Notes for editors

Swanage Community Housing

SCH is a Community Land Trust (CLT) trading as a Community Benefit Society with exempt charitable status.

For more information contact Robin Sutcliffe on 01929 421556.

Swanage Community Housing website is at

<https://swanagecommunityhousing.org/>

For information on the national community-led housing movement,
www.communitylandtrusts.org.uk

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

The public consultation report for Swanage Green Seafront Stabilisation and Enhancement scheme was published on December 6th 2023. This report, completed by Dorset Coast Forum on behalf of the Council sets out the results of public feedback on the two possible draft options presented.

To enable Councillors to review the findings in full and consider next steps it is proposed that a Councillor workshop is arranged in early January 2024.

Decision required

To receive and note the content of the Green Seafront Stabilisation and Enhancement Scheme Public Consultation Report and consider convening a Councillor workshop in early January 2024 to consider next steps.

Martin Ayres
Town Clerk

December 2023



Swanage Green Seafront Stabilisation & Enhancement Scheme

Public Consultation Report Survey Results & Key Findings December 2023





468 survey responses



Articles in various news outlets



1.9k webpage visits



Town Councillors & Town Council staff present at every event



430 approx. attendees at engagement pop ups and events



Planet Purbeck Festival - approx. 75 people engaged



Swanage Market - approx. 80 people engaged



Community Fete - approx. 50 people engaged



Purbeck Coast Radio Interview



Signs across the Green Seafront



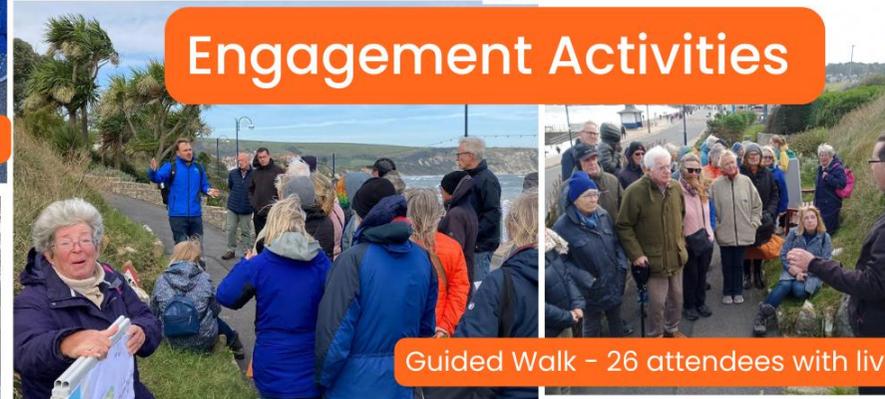
Youtube - Mayor Cllr Tina Foster introduced the schemes on dedicated webpage

The Mayor of Swanage Tina Foster & DCF's James Mitchell introduce Swanage Green Seafront Scheme

Engagement Activities



Swanage Carnival - approx. 40 people engaged



Guided Walk - 26 attendees with lively discussion



Mowlem Drop in event - around 160 people joined us

"Either scheme [should] consider closing off shore road to traffic so that the green space is linked to the beach without traffic danger"

"Could we enhance this more for disability access"
"Build seating onto stone walls at Shore Rd"
"Can we see the evidence for all this stabilisation"

"Obviously its necessary to stabilise the whole area but I'd prefer it to stay as much as possible the way it is. Lots more building cafes etc are going to spoil the grassy areas and the views. Same extra seats are ok but nothing sizeable filling in Walrond Rd will cost too much and it a quick route from de Moulham Rd."

"Sandpit field has worked for events over many years. I would need persuading that a scheme using all STC reserves is desirable. Cant just put in some piles and rebuild some walls?"

"It should be possible to have more trees and plants in this scheme? And green roof beach huts"

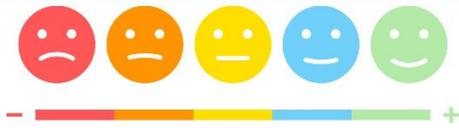
"... just get on with it or global heating will beat you to it"



"Hope for classy café (continental smart) not burgers chips etc. Prefer 2nd option but gradient to beach still steep for wheelchairs"

"Concerned on costs. Can you not just essential repairs on affected areas, retaining walls etc. loathe to spend council reserves and borrow money."

"Prefer this option. Option 2 too expensive. Worried how it would be funded."



Essential Scheme - A range of comments written by the public at the Mowlem Engagement Event

"Swanage version of HS2. Unaffordable. Not needed. No proper option appraisal."

"Could an option 3 be considered - cheaper but still effective and safe. It is a considerable amount to spend."

"If the larger scheme can be financed and delivered in it's entirety, then great! But I suspect cuts will be made as the money runs out and the environmental green benefits will not be delivered. Also the events space looks smaller. All down to cost, timescale and delivery!"

"Very joined up and great space arrangement"
"We need to smarten up to compete with other seaside towns."

"To be of any value to the town, it would have to be used 365 days a year. What will the effect be on the residents opposite?"

"Both schemes seem to be an excessive amount. What about an option C? Minimum stabilisation, repair and replace, no enhancements of gardens. Also, it will empty the town's coffers! A scheme this big much be a public (resident) vote, not just chamber!"

"I like the idea of something more ambitious. We should be looking o the future, adding value in terms of rental from huts, tearooms etc. Good to have services for swimmers like toilets, showers etc. Realistically Shore Road being shut would enhance scheme."

"Why spend £11m on something the town does not need. When it rains in the summer, this will do nothing to keep folk in town. Spend it on something that benefits the town i.e. sports centre"

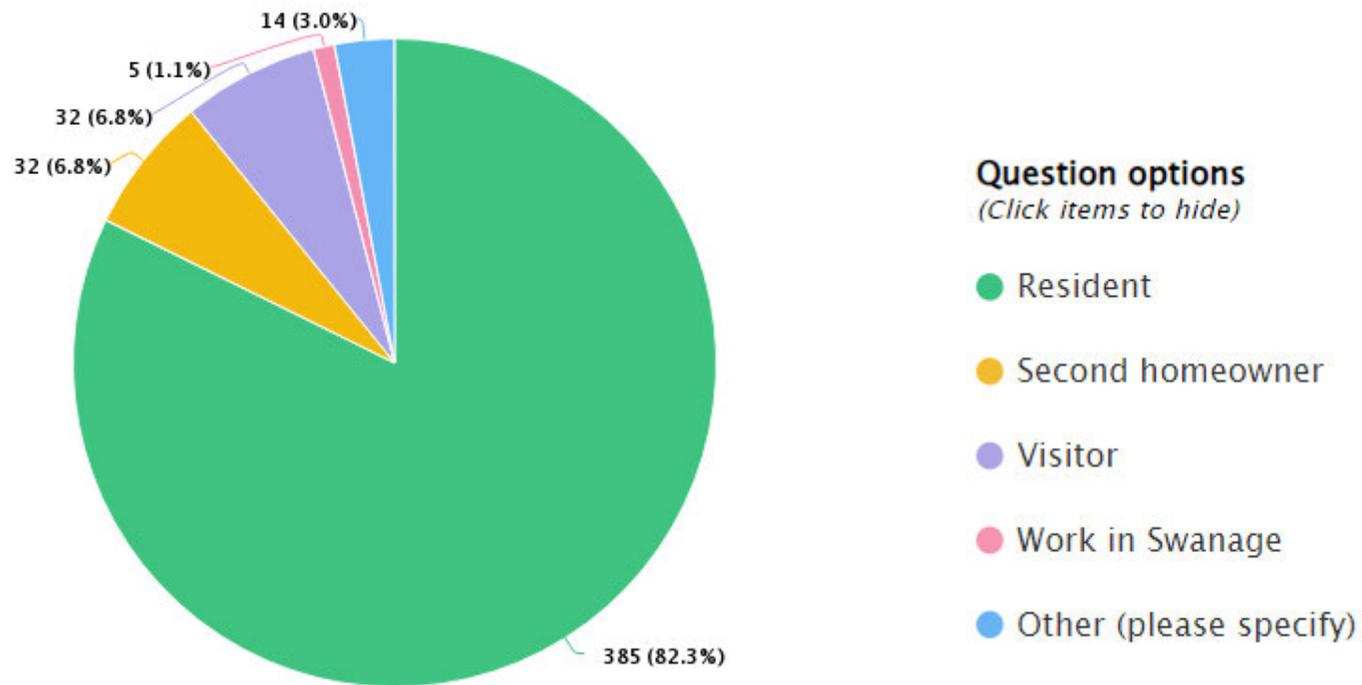


"Scheme 2 - preferable even if costly. The town can't stand still and survive successfully. An interesting new design to the front has to be a good thing - go for it"

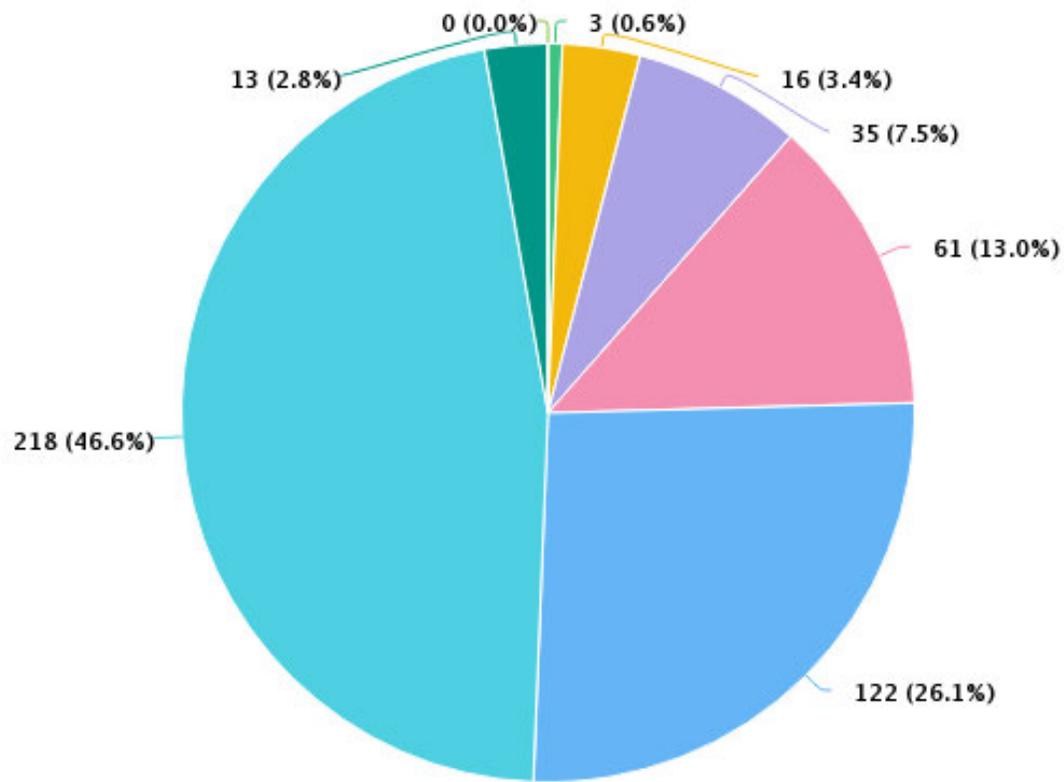
Enhanced Scheme - A range of comments written by the public at the Mowlem Engagement Event

Survey Results

Question One: What is your connection to Swanage?



Question Two: What age bracket are you in?

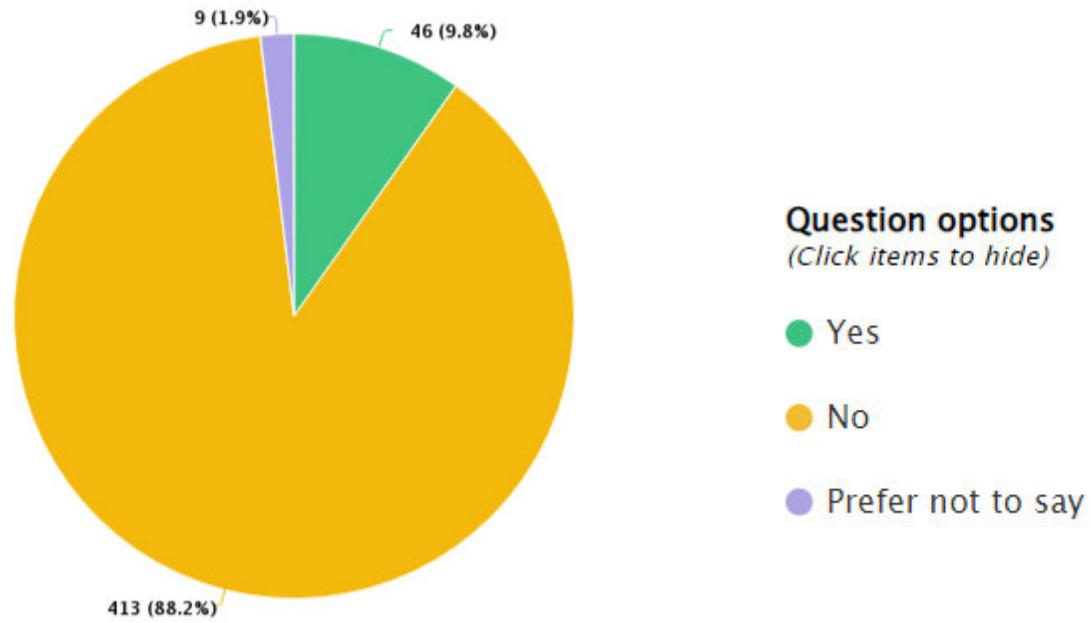


Question options

(Click items to hide)

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65 and over
- Prefer not to say
- Under 18

Question Three: Would you consider yourself to have a disability?

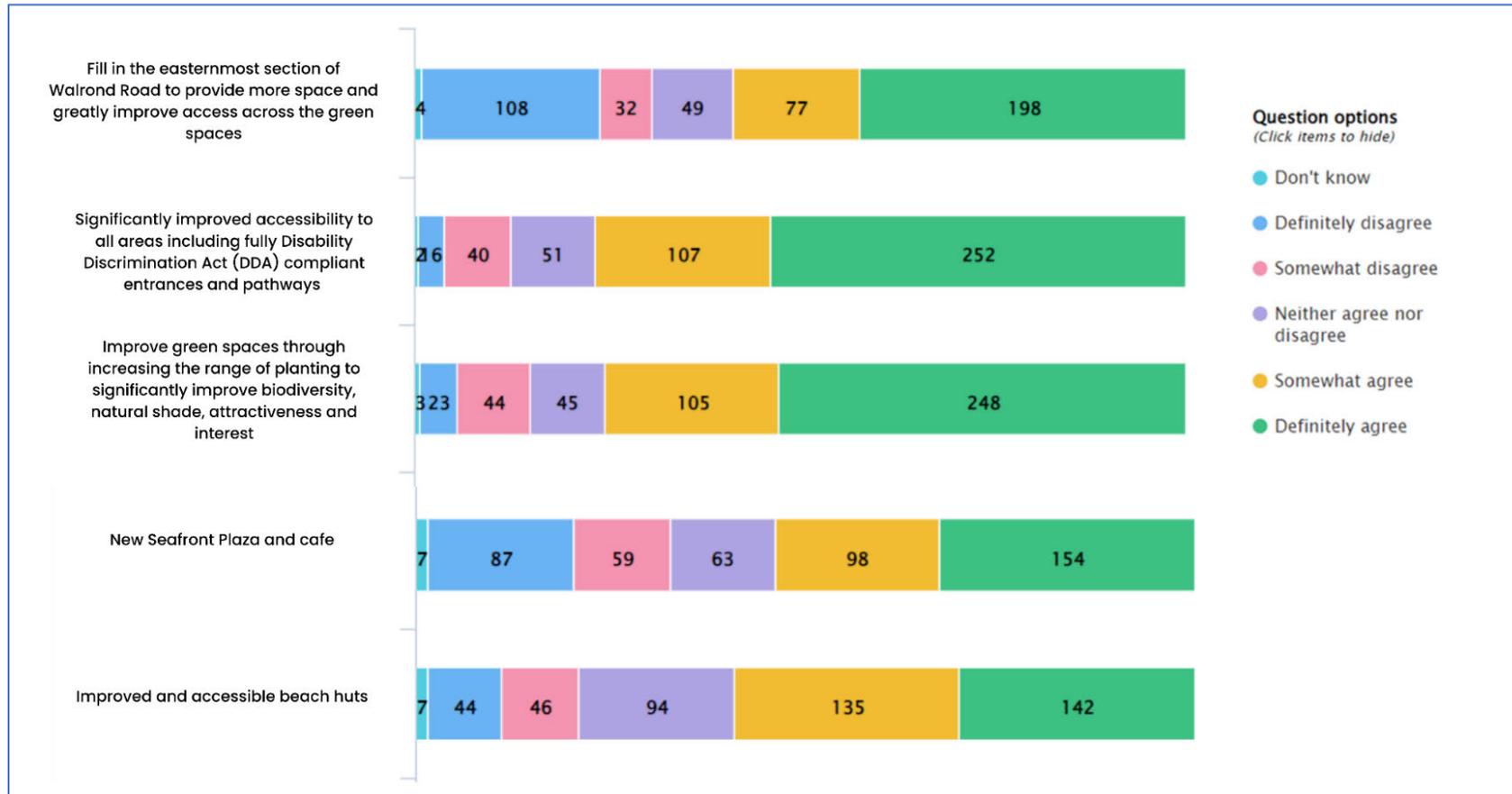


Question Four: Please state to what extent you agree or disagree with the following statements



Hidden numbers: I am aware of the ground movement issue along the Green Seafront – Don't know (2); Definitely disagree (16); Somewhat disagree (5); Neither agree nor disagree (105). It is important to stabilise the Green Seafront to protect the area for the town and future generations to enjoy – Don't know (2); Definitely disagree (13); Somewhat disagree (72); Definitely agree (367). It is important to use this opportunity to enhance the area if work is going to take place anyway – Don't know (2); Definitely disagree (32); Somewhat disagree (42); Neither agree nor disagree (34); Somewhat agree (91); Definitely agree (267). I am aware of the need to make an adjustment to the charitable status of the land – Don't know (73); Definitely disagree (65); Somewhat disagree (47); Neither agree nor disagree (86); Somewhat agree (78); Definitely agree (119). I am aware of the importance of Sandpit Field as an events field to the local economy – Don't know (2); Definitely disagree (9); Somewhat disagree (52); Definitely agree (401).

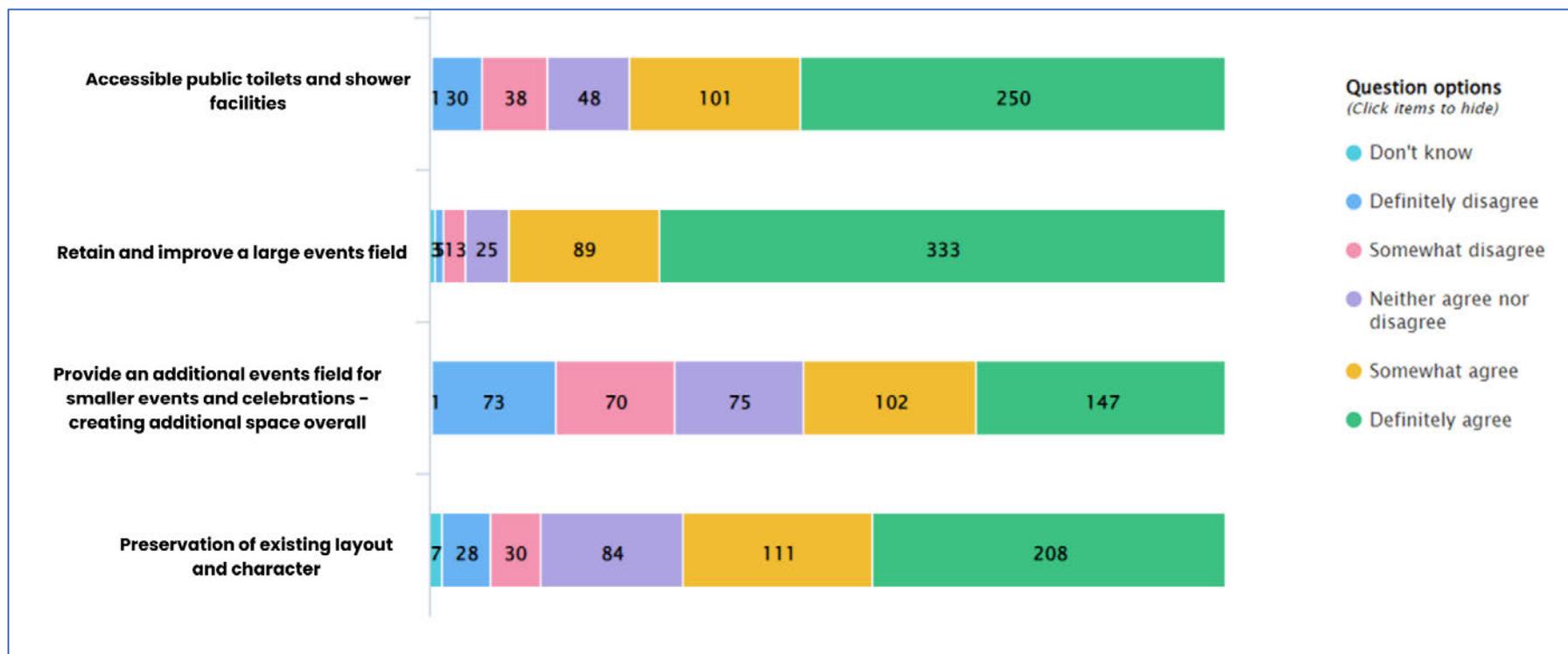
Question Five: How important are the following features of a new Green Seafront scheme?



2

² **Hidden numbers:** Significantly improved accessibility to all areas including fully Disability Discrimination Act (Equalities Act), compliant entrances and pathways: Don't know (2); Definitely disagree (16).

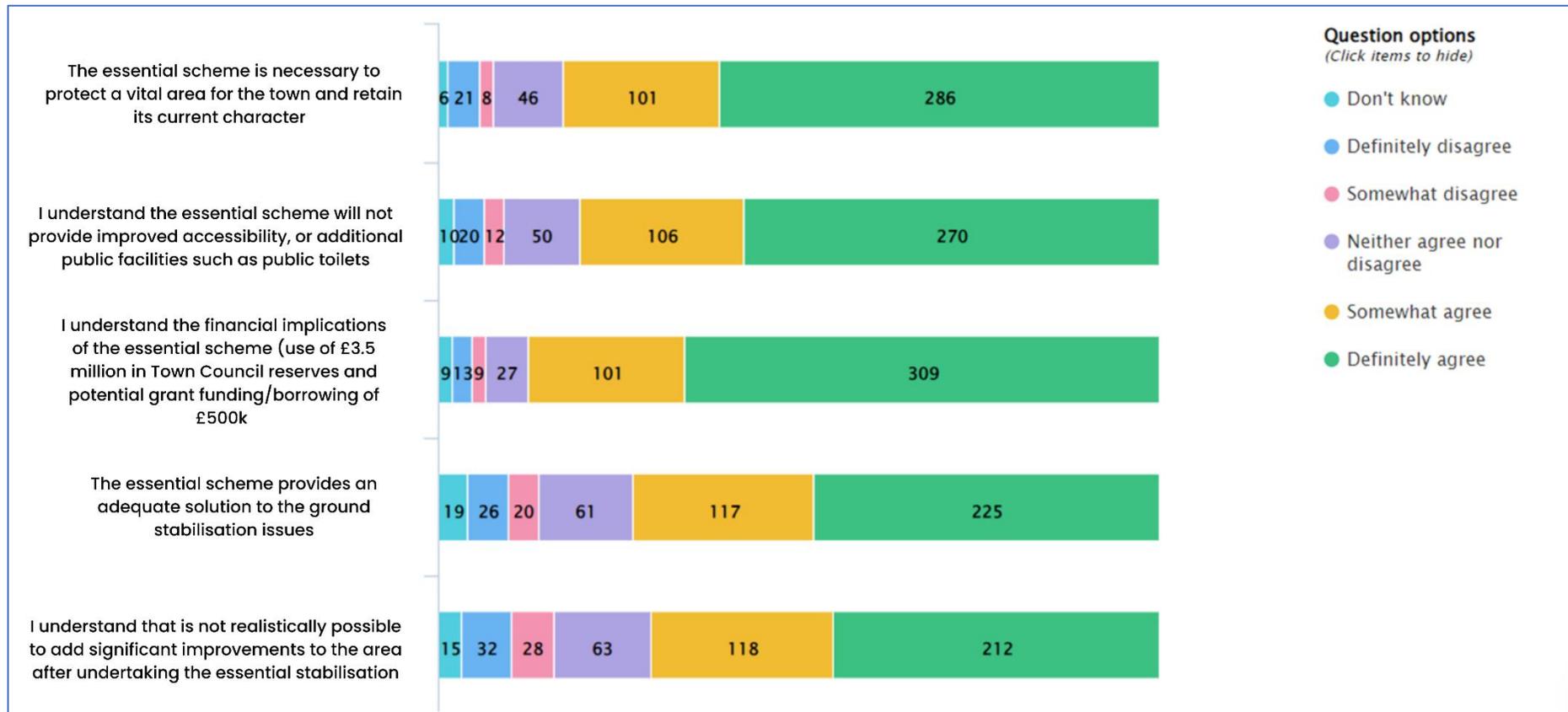
(Question Five Continued): How important are the following features of a new Green Seafront scheme?



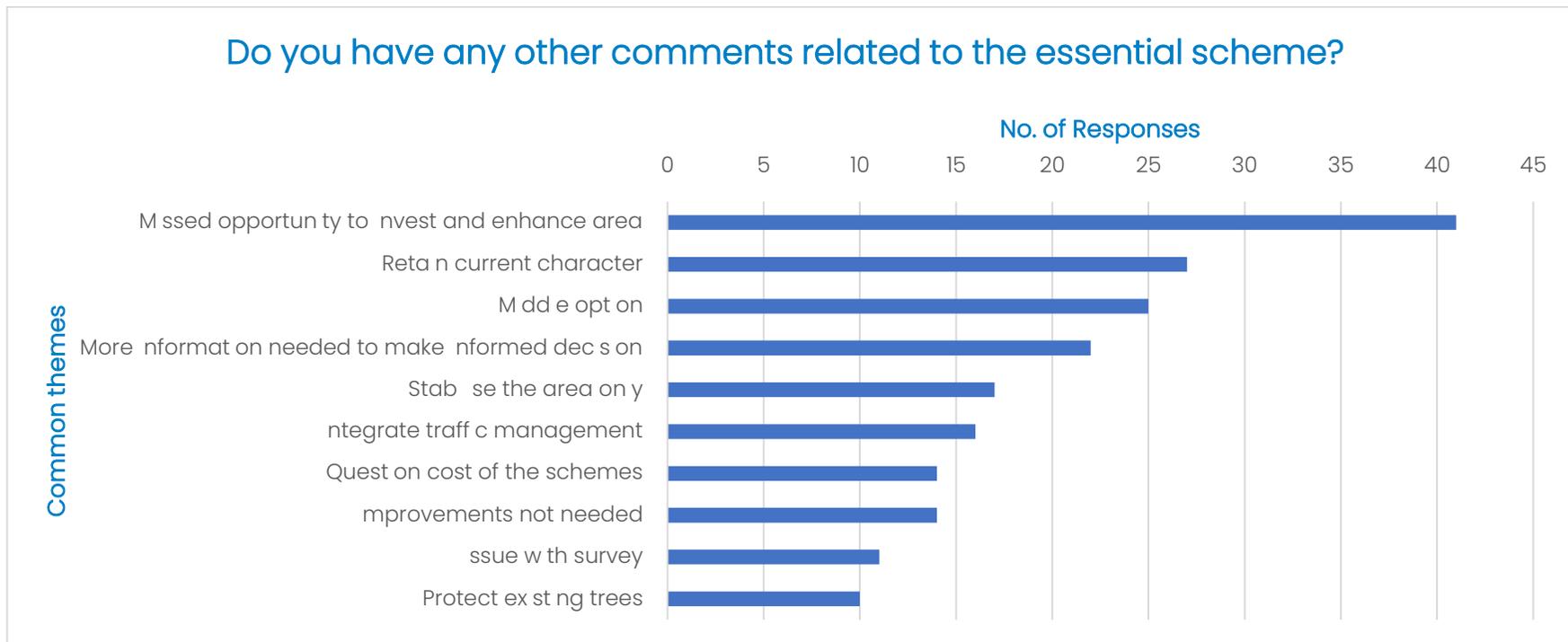
3

³ Hidden numbers: Retain and improve a large events field: Don't know (3); Definitely disagree (5); Somewhat disagree (13).

Question Six: Please state to what extent you agree or disagree with the following statements regarding the essential scheme



Question Seven: Do you have any other comments related to the essential scheme?



⁴ Text based responses to open questions were read and categorised into themes using 'tags'. The tags help to build a picture of how popular these themes were. Tagging helps to see broad trends and themes throughout the text based responses.

“Any other comments linked to the essential scheme?”

Missed opportunity to invest and enhance area

“It would seem a wasted opportunity and mean spending reserves simply for status quo, which will need modernising later”

“This scheme seems sensible and practical. There is always the option to add further improvements in the future and it is disingenuous to suggest otherwise”

“Fine if that’s all we can afford, but it seems like an opportunity missed. This is a once in a lifetime to improve the area as amenity and environmental”.

“While the essential scheme provides an immediate relief this is a unique opportunity to renovate, modernise and ultimately improve the Swanage seafront experience. Currently the seafront east of Walrond road provides little to no public value beyond the beach huts”.

“Pointless when the opportunity to upgrade the sea front is available”.

Middle option

“There is a middle ground option. Sandpit field can be retained pretty much as it is. An accessible link can be created across Walrond Road. Then revamp the weather station field to provide a smaller events field (shares Walrond Rd parking) and link this to the beach hut area with new cafe and toilets if required”.

“It seems incredible that this one scheme/development is not able to be tweaked to accommodate other good ideas”

Retain current character

“This looks to be the scheme to maintain the character of the area, continue with the important events field and not make traffic flow and parking worse!”

“Please Retain the unique character of Sandpit field and do not turn it into a generic boring area of landscaped ground that could be found anywhere”.

“Retaining the current character and amenity of Sandpit field is very important both visually and historically”.

"Any other comments linked to the essential scheme?"

"There are no timeframes included in the descriptions for either option. Assuming Option 1 (essential) is shorter timeframe I believe it is the better option".

More information needed

"I am not an engineer so find it difficult to assess the practicality. Equally the funding is fairly vague. I'm greatly in favour of improvements and if there is an integration with the road system on and around shore road which is pretty chaotic".

"More breakdown of what the sums of money are for"

Integrate traffic management

"These decisions should be taken in collaboration with traffic planning e.g. a one way scheme along the sea-front".

"To me it is absolutely imperative that a Scheme is not considered independently of the necessary improvements to Shore Road, which I understand are due to be carried out by Dorset Council next year. The necessary works that are being considered in this survey/scheme could be dealt with much more effectively if they are considered and developed in conjunction with the Shore Road proposals."

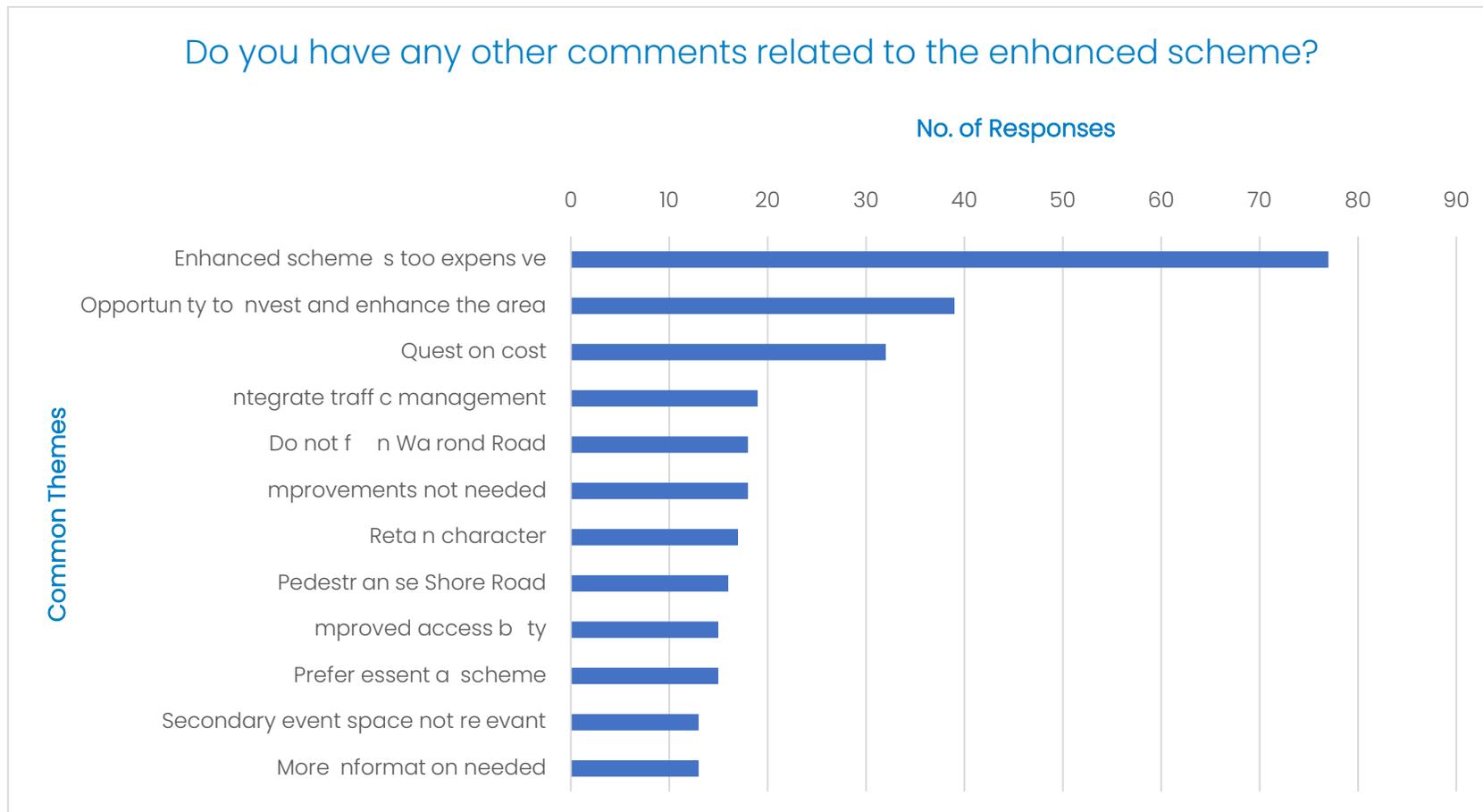
"The whole area works well for visitors and residents alike. There is no need to improve it, just stabilise it"

Stabilise area only

Question Eight: Please state to what extent you agree or disagree with the following statements linked to the enhanced scheme



Question Nine: Do you have any other comments related to the enhanced scheme?



“Any other comments linked to the enhanced scheme?”

“Spending more than twice the cost of option 1 does not provide value for money for council tax payers or Gov't funding”.

“I feel it would be a massive financial burden to the town and will not bring enough benefits to justify the cost”.

“Although this scheme offers much improvement to the area, I do not believe the impact to the Town Council's finances justifies the spend”.

Too expensive

“I worry about where the additional funding will come from. What 'assets' will need to be sold?”

“This option is more expensive and likely to be a longer timeframe. How many years? Likely to overrun on budget and timeframe”.

“Improving the area would be positive for the town but borrowing money in a period of higher interest rates could backfire.

Please don't put STC assets on the line to pay for this”.

Question Cost

Integrate traffic management

“Does the enhanced scheme have any negative knock-on effects to the other future proposals of updating the seafront? What I remember included better pedestrian access along the promenade and potentially making Shore Road one-way, or even closed off completely to vehicles”.

“It is unfortunate that we look unlikely to see an integrated scheme for these areas and Shore Road. It would enable a reimagining of the appearance and perception of Swanage as a seaside resort and residential town”.

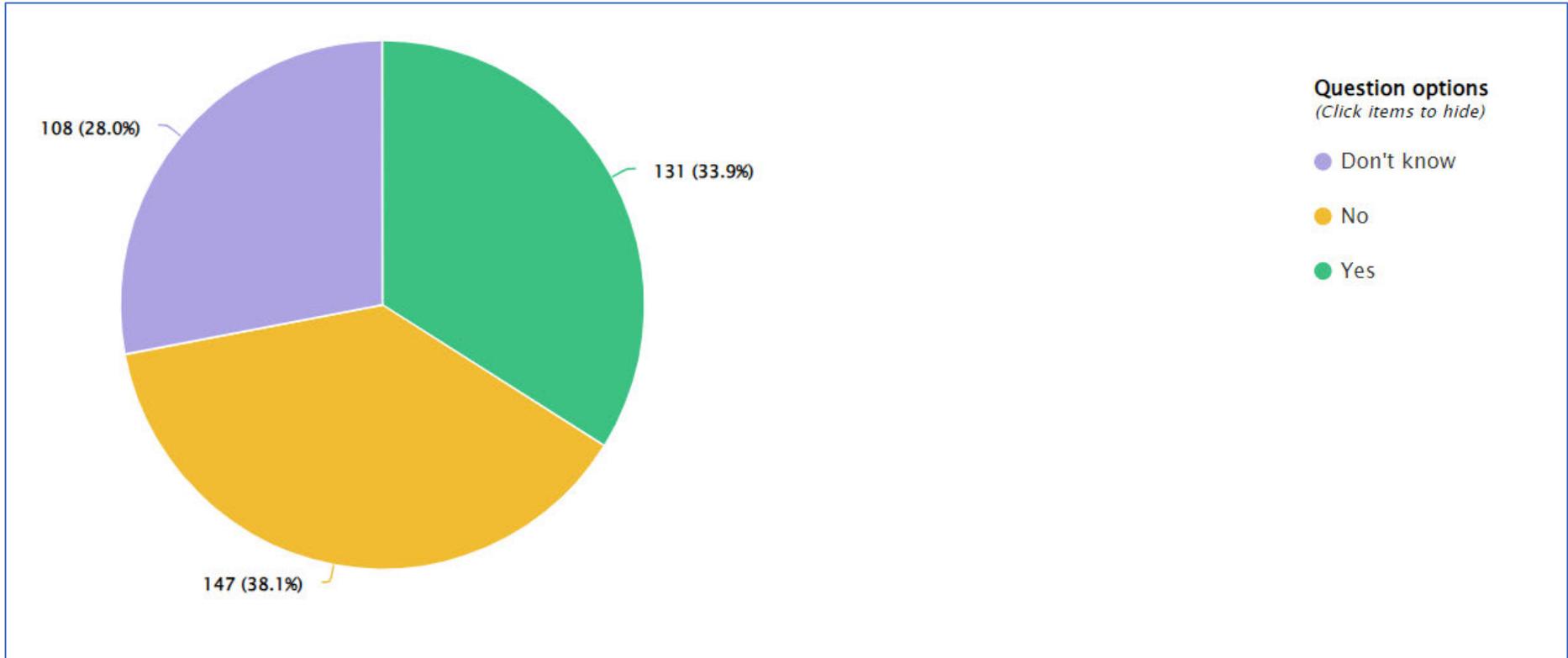
Opportunity to invest and enhance area

“Now is an opportunity to enhance our beautiful sea front and green spaces. We won't get this opportunity again, so lets do it properly and make it a place for residents and visitors to be proud of!”

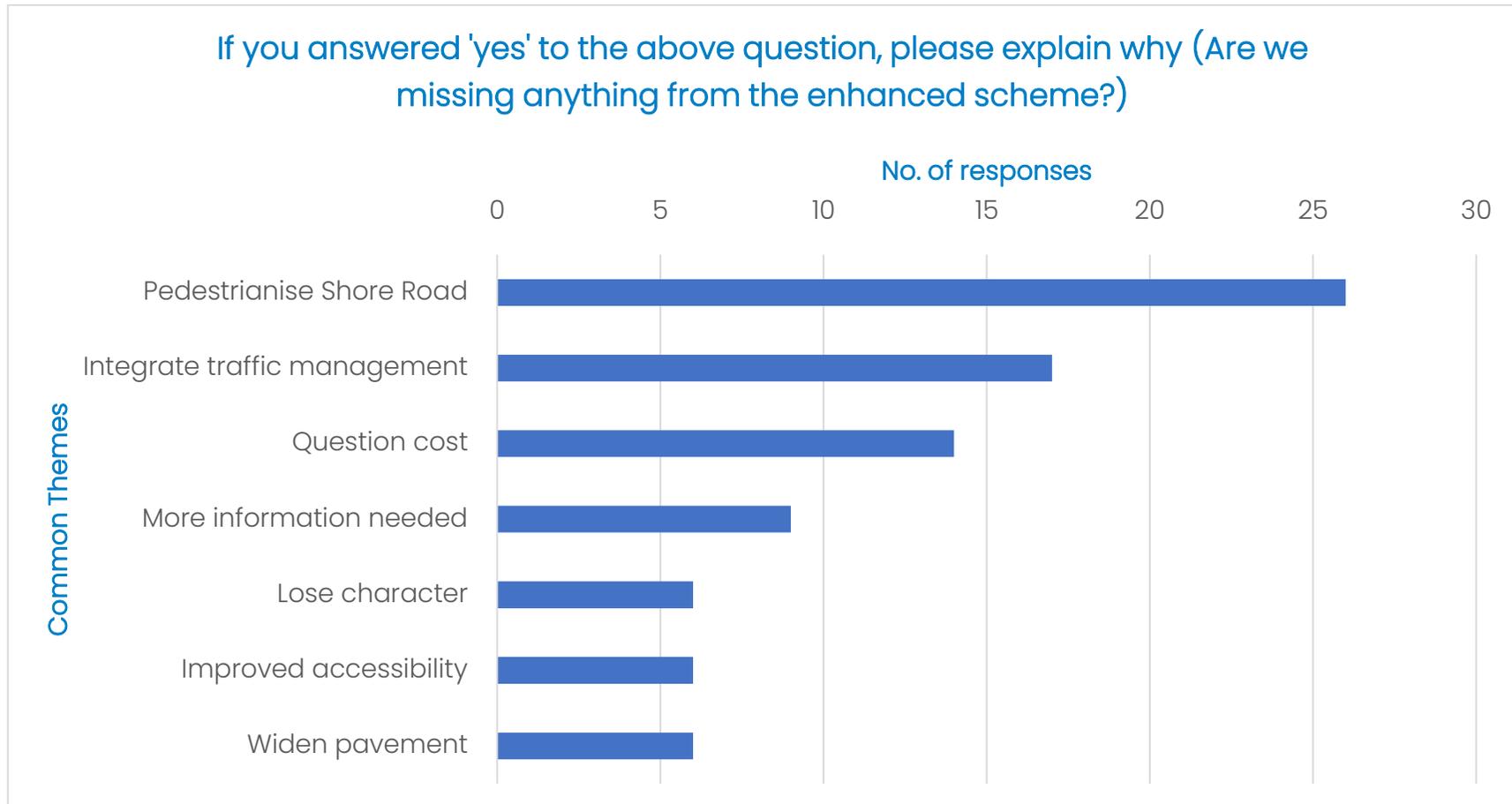
“This scheme would provide a long term benefit to the town and visitors alike and if some work is going to have to be done anyway, why settle for an interim solution that may need further investment later”.

“Swanage needs to invest for the next 50 to 100 years. This is an ideal opportunity to ensure that Swanage maintains it's attraction for both residents and visitors”.

Question Ten: Are we missing anything from the enhanced scheme?



Question Eleven: If you answered yes to the above question, please explain why



"Are we missing anything from the enhanced scheme?"

Question Cost

"You need to provide an option for how the £7m additional funds might be put to better use elsewhere in Swanage"

"Information about how long the schemes will take to complete. If necessary enhanced scheme should be completed in phases as funding allows."

"How can the price increase from 3.5 million+ to 11 million for not that much extra! After all you will not have any waist [sic] earth as it will all be used in the road closure, and the rest will be digger grading, piling and Beach huts. Really not viable and really over inflated prices!"

"Have you got a firm budget. No. There will always be unforeseen extras. What contingency sum have you included?"

More information needed

Integrate traffic management

"Integration with improvements to Shore Road (ideally full pedestrianisation)."

"Implications for traffic movement."

"Make sure the programme includes any plans for Shore Road".

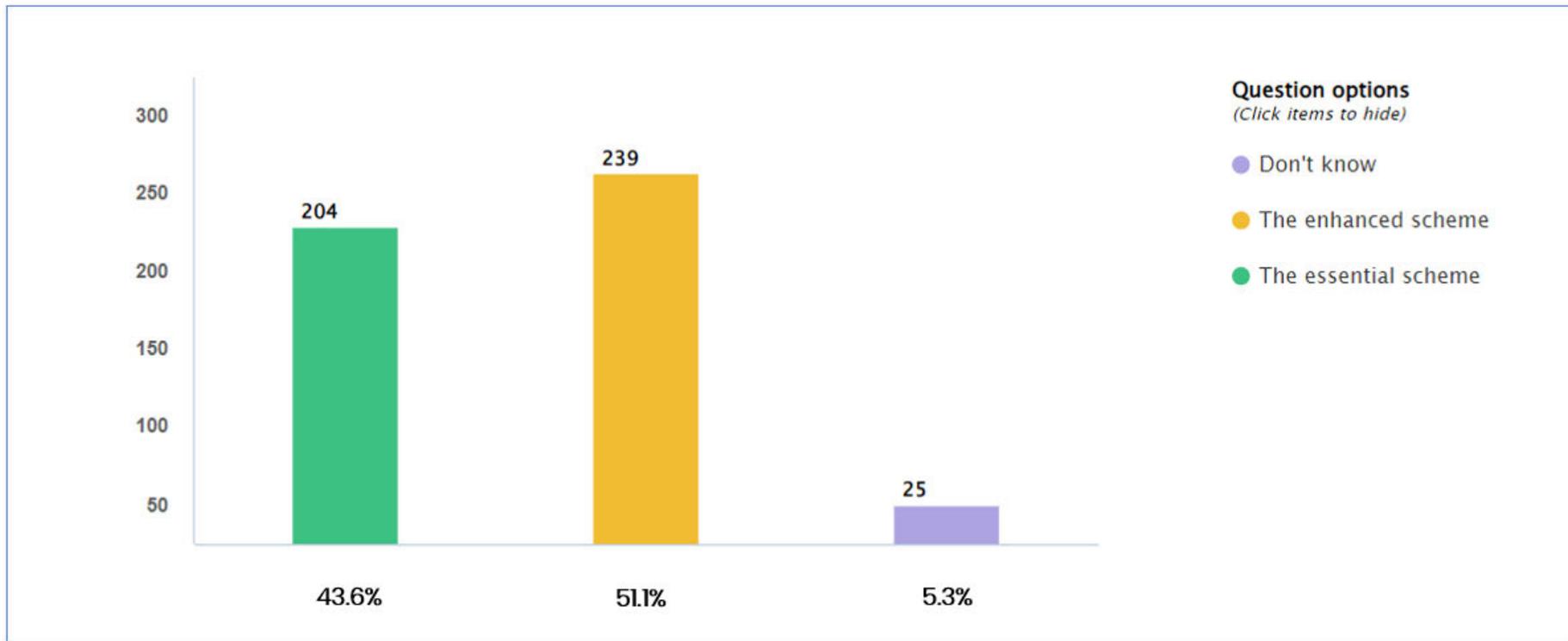
"The opportunity to close Shore Road to general motor traffic"

Pedestrianise Shore Road

"I know it is not part of the Town Council's remit, but for the sake of the environment, public health and safety, as well as possibly enabling further economic development, it would be good to completely pedestrianise Shore Road by closing it off to all non-essential traffic."

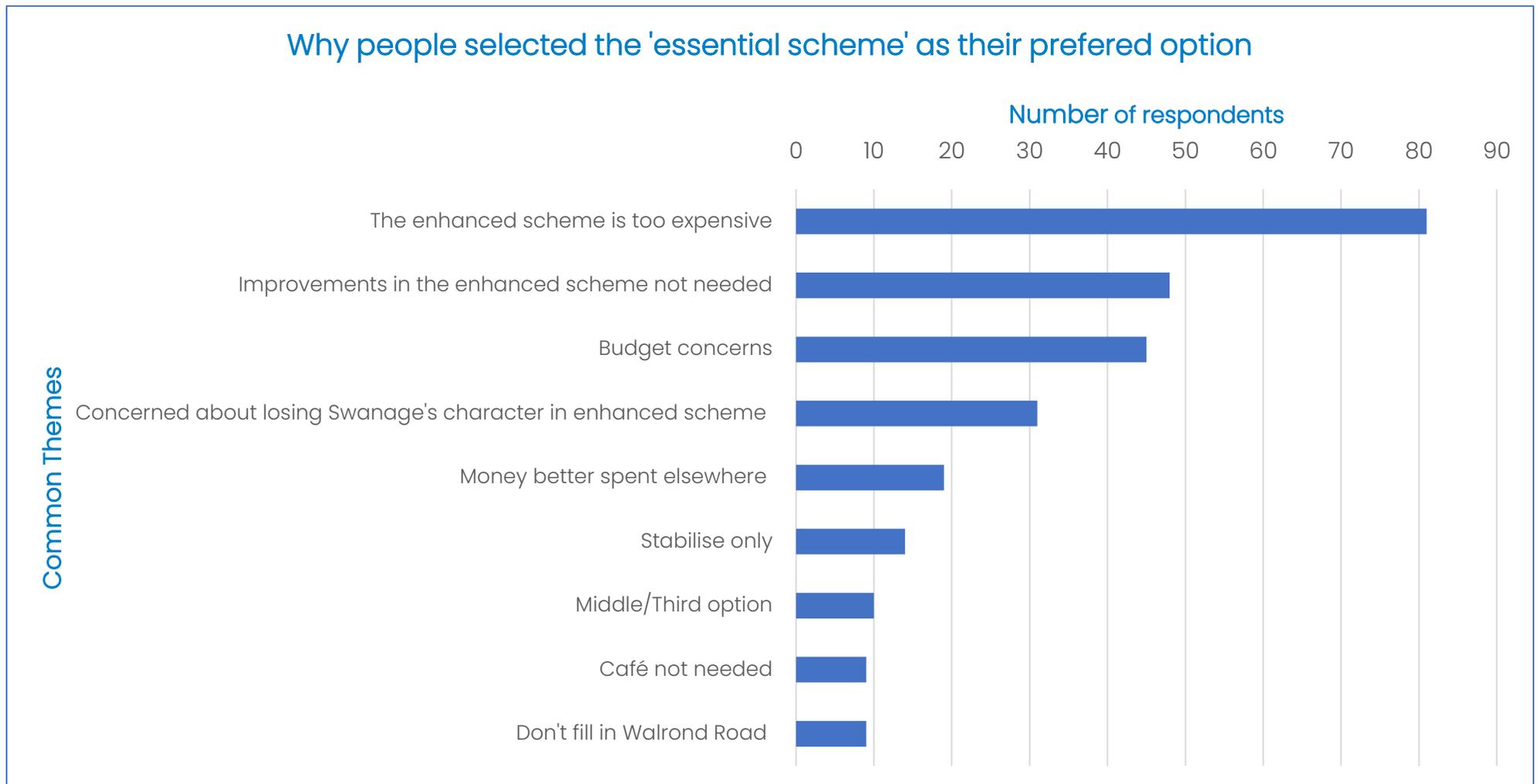
"Shore Road should be completely closed and pedestrianised"

Question Twelve: Given all the considerations presented at this stage – which option would be your preferred scheme?



Question Thirteen: Why did you choose the option in the previous question?

Please explain



Why did you select the essential scheme as your preferred option?

"Most of what is proposed in the enhanced scheme is already available nearby"

Improvements in the enhanced scheme not needed

"The enhanced scheme would duplicate facilities already available elsewhere in the town e.g., Prince Albert gardens for small events, under-utilised meeting rooms in the Mowlem and many other venues, toilets in Shore Road popup shop spaces in Shore road, beach huts everywhere".

"The current arrangement provides an important and essential part of Swanage! Any change would involve vast cost and result in unnecessary additions to the overall area."

Enhanced scheme is too expensive

"The enhanced scheme is so much more expensive than the essential scheme, and there do not seem to be enough gains to justify the costs".

"The enhanced scheme is so much more expensive than the essential scheme, and there do not seem to be enough gains to justify the costs".

"Because it is more easily affordable. Option 2 is a bold plan but less likely to be achievable".

If it ain't broke don't fix it. Spending £11m rather than £4m is not value for money for anyone".

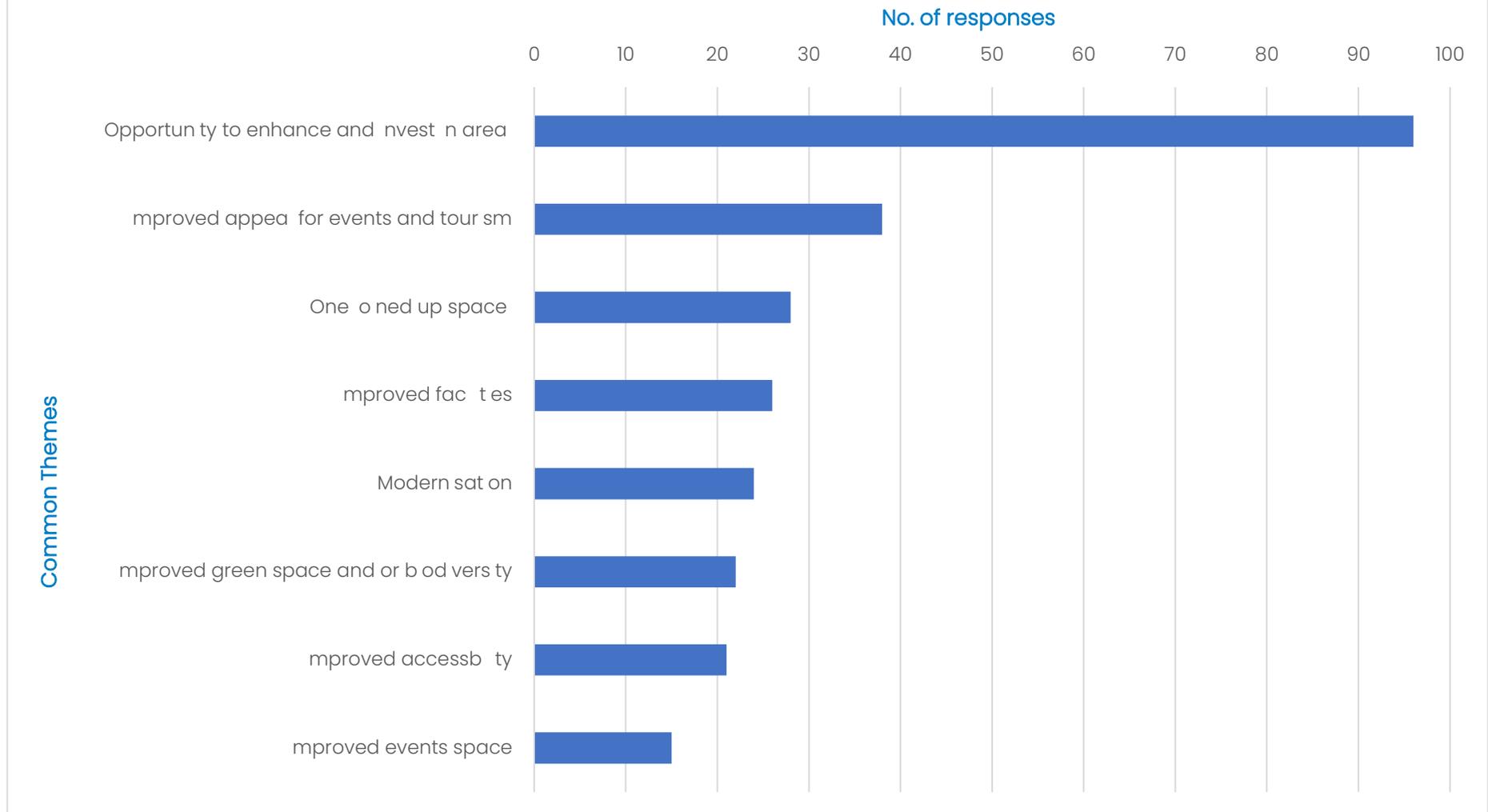
"Do the work that is absolutely necessary, but don't risk speculative investment on putting the council into debt for years to fund work that is not essential".

"I don't know if the enhanced scheme could be a) funded or b) completed on budget"

"The enhanced scheme, while a nice improvement, is completely unfunded".

Budget concerns

Why people chose the 'enhanced scheme' as their preferred option



Why did you select the enhanced scheme as your preferred option?

"I feel we need to be brave to enhance and improve the town rather than just keep it in the past".

Opportunity to enhance and invest in area

"This is an opportunity to improve the green area of the seafront. By joining the two areas, and adding new features including trees and shaded seating. I feel it will attract locals and visitors to use the space".

"With regard to doing enhancement work for the future this is a preferable time to take the opportunity to improve the seafront for the future".

"If Sandpit Field and Shore Road are essentially no better in 10 years time than they are now, a huge opportunity will have been missed".

"We need to not settle for more of the same and take the opportunity to improve our seafront green spaces. The loss of Walrond Road is anything but a loss. At best it's 10 free street parking spaces. Nothing more. Fill it in. Grow the park. Increase the seafront event opportunities. Leave a legacy".

"Investing in the future of Swanage, many people come to the town for the popular events put on and this will further improve their experience as well as the general aesthetic of the seafront".

"It will make the town more attractive to more events"

Improved appeal for events and tourism

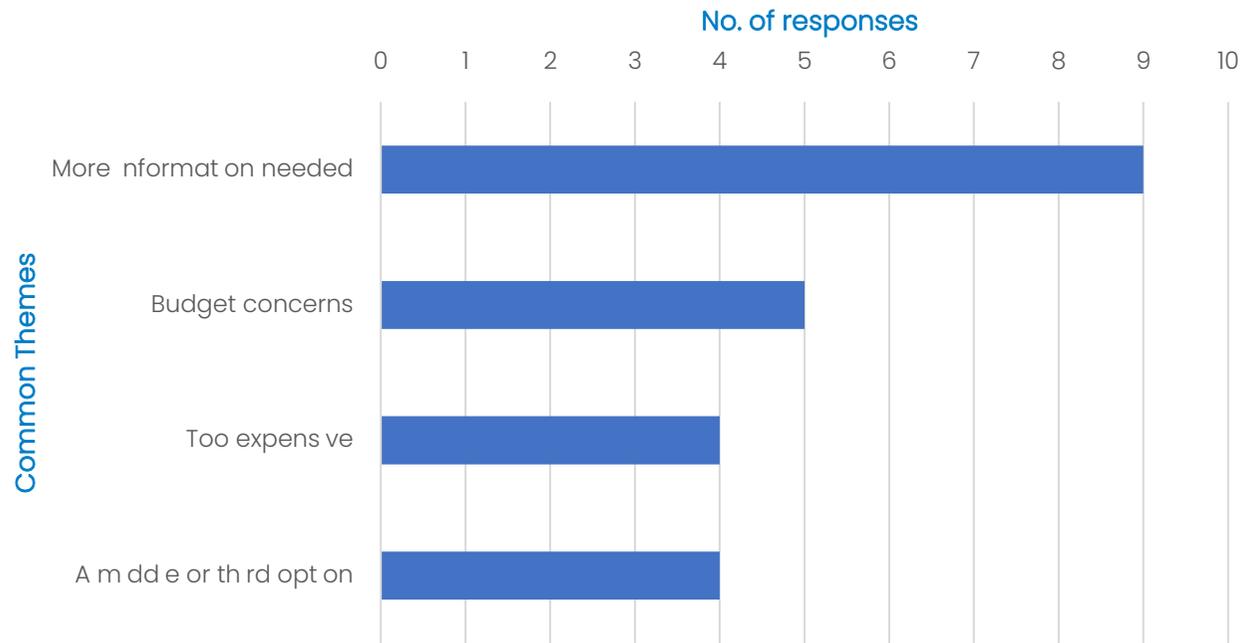
"Provides an opportunity to encourage visitors to swanage promoting tourism and providing an opportunity for economic growth of the town. A very exciting project".

"Better accessibility, facilities and use of both areas joined together".

One joined up space

"Great opportunity to enhance and make greater use of all the green space by incorporating sandpit field, weather station field, spa and stone bench field as one comprehensive usable space in a variety of ways facilitate multiple uses concurrently".

Why people selected 'Don't know' to Question 13



Why did you select 'don't know' when choosing your preferred scheme?

More information needed

"Too many unanswered questions".

"It seems like STC have made this work essential but are not really giving the detailed answers as to how much subsidence and how fast it has occurred in the last 40 years".

"Neither scheme seems right to me. There has to be other options and we need to be consulted. Why have you decided on only these two schemes? Why have you come to this conclusion. We need more transparency and more consultation".

Budget concerns

"You haven't explained things properly of shown value for money".

"The enhanced scheme would be preferable but I am concerned with the cost and how it would be funded. What additional financial burden would be placed on residents?"

Middle or third option

"You've been given two extremes, and there must be a middle way. My suggestion is to go with something closer to Option one, but improve the slopes towards the corner of Victoria Avenue and Shore Road to make it more accessible.

Rather than 'fill in' the gap where Walrond Road cuts through, close the road and make the upper section grass with footpaths across, and build the proposed café into the lower part, providing plenty of outdoor seating space in front to set it back from the road".

Key Findings

Face-to-Face

- Conversations with the public largely matched the survey results in terms of the split reaction to the schemes.
- Generally, people would like to see more detailed information on both schemes including budget breakdown, timeframes, gradients and what impact the scheme would have on traffic management more widely.
- People also wanted more detail about elements in the enhanced scheme including the community hub, landmarks, and trees and planting.

Survey

- The enhanced scheme was the more popular scheme with 51.1% of respondents preferring it – but it was close, with 43.6% of respondents preferring the essential scheme.
- The cost of the enhanced scheme was the most common theme of respondents' answers when they explained why they selected the essential scheme as their preferred option (40% of respondents who selected essential scheme).
- Conversely, the 'opportunity' presented by the stabilisation works to enhance and invest in the area was the most common theme of respondents' answers when explaining why they selected the enhanced scheme as their preferred option (40% of respondents who selected enhanced scheme).
- 76% of all respondents agreed that it was a good opportunity to enhance the area if work was going to take place anyway.
- Question Five shows that, generally, many improvements to the Green Seafront area were considered important by respondents. For example:

- 76% of respondents agreed⁵ that significantly improved accessibility to all areas was an important feature of any seafront scheme,
- 75% agreed that improving the green spaces through increased planting was important, and the additional events field (53%) and seafront plaza and café (59%) had support.
- Crucially, retaining a large events field was viewed as the most important feature (90% of respondents agreed)
- The integration of improved traffic management was consistently cited through the survey. Of those who felt there was something missing from the enhanced scheme – ‘the pedestrianisation of Shore Road’ and ‘traffic management’ were the most popular themes of respondents’ answers. There were also over 100 mentions of ‘Shore Road’ in all the comments.

Next Steps

Thank you to everyone who took part in the consultation process, from attending events, providing your input, and completing the survey.

Timeline

- Consultation data presented to Swanage Town Council – 5th December 2023
- Consultation data published online – 6th December 2023
- Swanage Town Council will review the findings of the public consultation will be discussed and reviewed and STC will feedback to residents early next year on our plans going forward.

⁵ ‘Agreed’ includes those who selected ‘definitely agree’ or ‘somewhat agree’

- The report will be passed on to Dorset Council Highways and Swanage Town Council are reviewing the impact of the scheme on the wider area in Swanage including Shore Road.

This report has been compiled by Dorset Coast Forum, a neutral strategic coastal partnership, on behalf of Swanage Town Council.

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

Background

Further to a meeting of local sports clubs held on 3rd October 2023, the Town Council received correspondence from Swanage Croquet Club (attached at Appendix A). This advised that whilst their current arrangement to play on the Mount Scar School Playing Field, off Bon Accord Road, was successful, a permanent home for the club was sought and it was felt that Queen Elizabeth II (Forres Field) would be an ideal location provided that:

- It was affordable.
- A marquee and shipping container could be placed on site for exclusive use by the Croquet Club.
- Maintenance of the lawn area would be the responsibility of the Croquet Club.
- No other sports would encroach on the croquet lawns.
- Security of tenure would be provided to enable grant applications to the Croquet Association and other grant giving bodies.

Long term aspirations for the club in the proposed location were also set out to accord with other clubs in the southwest specifically:

- To have a secure area fenced off from the surrounding area.
- To be allowed to apply for permission to erect a clubhouse with services connected.

This letter was considered at the Community Services Committee Meeting held on November 8th 2023. The briefing note for the meeting is attached at Appendix B. The committee resolved that a recommendation be made to Council that the Croquet Club’s request for permission to permanently relocate to Queen Elizabeth II (Forres) Field be approved.

This discussion followed an earlier resolution by the Community Services Committee on 29th March 2023 (Minute No. 12) that approval be given to a request from Swanage Croquet Club for the use of part of the Queens Elizabeth II (Forres) Field for a trial period of one year. It was subsequently resolved by full Council that no fee should be charged for this. Further to the agreement to use Mount Scar School, it is understood that the trial did not go ahead this year.

Since the November Committee meeting, representation has been received from Swanage Town & Herston Football Club raising concerns about the potential loss of capacity for youth football teams, stating that this proposal ‘will prevent our U7,U8, U13,U14,U15 teams of both Boys & Girls playing over 100 games/season’. It has also been recognised that the Friends of Swanage Skatepark group would like to discuss options for using the QEII field.

In light of these representations Council might consider that further discussions are required prior to a final view being taken on the Community Services Committee’s most recent recommendation. The Environment and Green Spaces Committee resolved on October 11th 2023 (ref. Minute No.7a) that a Greenspace Strategy be prepared to provide a strategic framework for the management and development of greenspaces owned and managed by the

Town Council. In this context it may be appropriate to commence the Greenspace Strategy with a focus on Queen Elizabeth II (Forres), potentially alongside King George's Field, thereby enabling engagement with all local sports clubs and providing an opportunity to determine the parameters for future use of this area.

Given the Council's other strategic priorities, work on the Greenspace Strategy is unlikely to commence until summer 2024. Therefore, consideration could be given to reaffirming the offer to Swanage Croquet Club to use of part of Queen Elizabeth II (Forres) Field for a trial period of one year with a nil fee.

Decisions required

To consider the recommendation made by the Community Services Committee held on November 8th 2023 regarding Swanage Croquet Club's request for permission to permanently relocate to Queen Elizabeth II (Forres) Field.

If that recommendation is not moved, or fails to secure a majority of votes then to consider the following:

To consider that the Greenspace Strategy commences with a focus on Queen Elizabeth II (Forres) Field and King George's Field, including engagement with all local sports clubs to determine strategic parameters on future uses of this area.

To consider reaffirming the previous resolutions and recommendation made by the Community Services Committee at its meeting held on March 29th 2023, as follows:

- That the Town Council approve the request made by Swanage Croquet Club for the use of part of the Queens Elizabeth II (Forres) Field as summarised within the briefing paper and set out in the Swanage Croquet Club proposal, for a trial period of one year.
- That a decision regarding the use and position of a storage container be delegated to Town Council officers in consultation with members of the Sport, Leisure and Wellbeing Working Party.
- That no fee be charged for the duration of the one year trial period.

Gail Percival, Assets & Compliance Manager and
Martin Ayres, Town Clerk

December 2023

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

Correspondence from Swanage Croquet Club:

Swanage Croquet Club

Following a meeting between Swanage Councillors and Sports Club representatives, it was suggested the Croquet Club should again apply for Council support.

In 2022 Swanage Council offered the Croquet Club a trial year of use of part of the Queen Elizabeth Field for croquet. The offer was conditional on the Croquet Club sharing a shipping container with the Football Club, not fencing off part of the field, and proving that it was allowed to remove water for irrigation from the stream running along the side of the field.

The shipping container condition was unacceptable to both clubs, and so the Croquet Club secured use of part of the Mount Scar School playing field on Bon Accord Road. This was very successful from our point of view, but there remains uncertainty about the future, not least because the school is to become an Academy later this year.

We now have a marquee in lieu of a clubhouse, and our equipment is stored in an on site shipping container which is full with no spare space.

The Croquet Club still seeks a permanent home. We believe that the Queen Elizabeth Field would provide an ideal home provided:

1. It was affordable
2. We could have both a marquee and shipping container for our exclusive use on site
3. Maintenance of the lawn area was the responsibility of the Croquet Club
4. No other sports would encroach on the croquet lawns
5. We are provided with security of tenure which would allow us to apply for grants from the Croquet Association and other grant giving bodies

Our long term aspiration would be to enjoy the same privileges as other croquet clubs in the southwest namely:

1. To have a secure area fenced off from the surrounding area
2. Be allowed to apply for permission to erect a clubhouse with services connected

The Croquet Club recognises that the Council has no funds to support Swanage Sports Clubs at this time. Luckily, the Croquet Club is not looking for funds, merely for space to play croquet. We believe that our proposal could be a win win for both sides at a time when such opportunities are rare. It would also be looked on favourably by the community if the Council were seen to be supporting a local club as it has for other clubs over the years.

On behalf of the Croquet Club
swanagecroquet@gmail.com

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

Community Services Committee – Wednesday 8th November 2023

Item 13)

To consider a request from Swanage Croquet Club for a permanent home at Queen Elizabeth II (Forres) Field

At the Community Services Committee held on 29th March 2023 it was resolved that that the Town Council approve the request made by Swanage Croquet Club for the use of part of the Queens Elizabeth II (Forres) Field as summarised within the briefing paper and set out in the Swanage Croquet Club proposal, for a trial period of one year. It was further resolved that no fee be charged for the duration of the one year trial period and that any decision relating to the use of a storage container be delegated to Town Council officers in consultation with members of the Sport, Leisure and Wellbeing Working Party.

Further to this a meeting of the Sports, Leisure and Wellbeing Working Party was held on 5th April 2023 to discuss matters relating to the storage container. It was determined a large shipping container should be sought that could be shared by both the football and croquet clubs and that this would replace the smaller container currently in situ.

In mid-April the Council were advised that the Croquet Club had relocated to Mount Scar School playing field on Bon Accord Road.

Further to a meeting of local sports clubs held on 3rd October 2023, the Council received correspondence from Swanage Croquet Club. This advised that whilst the arrangement at Mount Scar School was successful, a permanent home for the club was sought and it was felt that Quen Elizabeth II (Forres Field) would be an ideal location provided that:

- It was affordable.
- A marquee and shipping container could be placed on site for exclusive use by the Croquet Club.
- Maintenance of the lawn area would be the responsibility of the Croquet Club.
- No other sports would encroach on the croquet lawns.
- Security of tenure would be provided to enable grant applications to the Croquet Association and other grant giving bodies.

Long term aspirations for the club in the proposed location were also set out to accord with other clubs in the southwest specifically:

- To have a secure area fenced off from the surrounding area.
- To be allowed to apply for permission to erect a clubhouse with services connected.

Queen Elizabeth II (Forres) Field is a protected green space, the Town Council having dedicated it as such with Fields in Trust. The Fields in Trust website provides the following description of the space:

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

Forres Field is large public open space adjacent to King George V Playing Field in Swanage. It is situated in the heart of the town and is the main site for youth football. The community really value this open space as a place for formal or informal recreational activities.

Any potential changes to the use of the space require consideration to assess if consent from Fields in Trust is required. Changes that are likely to require consent include:

- Permanent secure fencing (dependent upon footprint and access for public use requirements).
- Exclusivity of use, including provision of a Lease to any third party or a Licence that gives exclusive possession.
- Built development.

When evaluating the Croquet Club’s request, the Committee will need to consider whether the Club’s aims for this area are consistent with it being retained as a public open space. There is the potential that some elements of the Club’s request would require an application and consent from Fields in Trust.

Finally, when considering the long-term aspiration of the Croquet Club for a clubhouse, attention will need to be given to the legal restriction placed on the land by a Deed of Grant dated 23rd March 1994 which requires the majority of the field to be freely available to flood and prevents the Town Council from doing anything which may restrict the free passage and flow of water.

Decision required

To consider the request from Swanage Croquet Club for a permanent home at Queen Elizabeth II (Forres) Field.

Gail Percival, Assets & Compliance Manager
November 2023

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

Background

For a number of years the Town Council has been working in partnership with Swanage & Purbeck Development Trust and Swanage & Herston Football Club to deliver a Sports and Social Centre at Day's Park to replace the existing dilapidated Sports Hall. Plans of the proposed development were made available to local residents via a public exhibition in October 2019 and received enthusiastic support.

In July 2021 the Town Council reviewed the proposals in light of the permanent closure of the Sports Hall and reaffirmed its commitment to the concept of a Sports & Social Centre, as set out in the Development Trust's Business Case dated December 2019. In order to progress the project the Council agreed to allocate up to £130,000 as part-funding towards the reports required to obtain planning consent. The Town Council also agreed to participate in a joint project board, referred to as the Day's Park Development Forum, which has met regularly over the last two years.

Despite considerable efforts on the part of the Development Trust and Football Club, it has not been possible to identify a way to secure the necessary funding. At a cost of at least £9m it is acknowledged that grants would be required from a number of sources, but one major stumbling block has been the fact that Sport England have confirmed that they don't have any current funding options that would support this project as all of their capital funding streams are currently closed and they don't yet know when they will be re-opening.

The question of funding was discussed at the Day's Park Development Forum meeting on 18th October 2023, where it was agreed that a range of alternative ways forward should be reviewed, including a phased approach to the Sports and Social Centre, alongside a less ambitious scheme to provide a community sports facility.

As reported at the Council meeting on 30th October 2023, following their own internal review of the project, the Development Trust have recently decided to withdraw from the project. It was therefore agreed that the Sports, Leisure and Wellbeing Working Party should review the different options and report to a future Council meeting. Those options were identified as follows: i) the Sports and Social Centre ii) a smaller community sports facility iii) a hybrid version of the two other options.

Following a meeting of the Day's Park Development Forum on 29th November (together with representation from Dorset Council), the Working Party met on 6th December with the Chairman of Swanage & Herston Football Club to review the options. Indicative costs for the sports facilities included in each of the above options were presented. In respect of i) this was based on information provided by the Development Trust, with an appropriate uplift to allow for inflation since 2019; the costs for options ii) and iii) were based on commercial cost estimates that had been sought by the Club. The sports element of the Sports and Social Centre was estimated at £5.6m, the smallest sports facility (considered to be a like-for-like replacement of the existing Sports Hall) at £1.1m and the hybrid version at £2.9m.

After consideration of each of these options it was determined that the ‘hybrid option’ provided the best balance between the range of community facilities available and likely cost. The hybrid option includes the following features:

- 4G Training area
- Smaller Sports Hall providing 4 badminton courts/a 5-aside pitch
- Kitchen
- Football changing rooms
- Gym & Hall changing rooms
- Large Storage for
 - table tennis
 - badminton
 - gymnastics
 - indoor football
- Clubhouse & Café
- Fitness Suite

These would ensure that the following objectives set out in the Sports and Social Centre Business Case are achieved:

- 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.

It is acknowledged that the hybrid option does not fulfil the full remit of the original vision for a multi-function centre, as set out in the Hyder Consulting report of 2006, which was based on significant public consultation at that time. It would exclude the following features included in the full Sports and Social Centre design:

- Larger Sports Hall providing 6 badminton courts;
- Separate gymnasium;
- Performance Space with retractable seating;
- Dedicated soft play area (although this could potentially be provided on a pop-up basis);
- Offices/Meeting rooms.

This would mean that the hybrid facility does not fulfil the following objectives that were set out in the Sports and Social Centre Business Case:

- 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.

Reflecting on these limitations, the working party considered that a new performance space was now less of a priority given the Mowlem Theatre's new business plan, and that opportunities for offices and meeting rooms for start-up businesses could be explored in other locations.

The working party acknowledged that the move away from the full Sports and Social Centre scheme is a significant step for the Town Council. However, it is believed that reducing the cost will make the identification of viable funding options easier, and attention has already been drawn to the government-funded Community Ownership Scheme. Furthermore, the hybrid option is consistent with the Council's Corporate Plan which states that the Council will 'encourage participation in sporting and cultural activities' and work 'to provide enhanced sporting and community facilities at Day's Park'.

Both the Football Club and the working party recognise the fundamental importance of community engagement in taking this project forward. As a first step it is proposed that a meeting be organised with local sports clubs to assess whether the hybrid option will meet their needs. If this approach is approved by Council, it is hoped that this could be arranged for early January. If there is support for this option, then a second phase of engagement would be organised to understand the broader community need and, consequently, what detailed changes might be required to the draft layout plans that the Football Club has developed for costing purposes.

The Football Club have identified a company that would work with local sports clubs to refine the design of the facility, at a cost of £11,000. It is proposed that a formal proposal for this funding be brought forward after the first phase of community engagement outlined above. It should be noted that if Members were to support this request it could be funded from the £220,000 allocation for improved facilities at Day's Park contained within the Council's agreed Capital Programme.

It is suggested that Councillors Tomes, Bonfield and Bishop, who were appointed at the Annual Council Meeting as the Council's representatives on the Day's Park Development Forum, should continue to liaise with the Football Club to take this project forward.

Decision required:

To consider the recommendation of the Sports, Leisure and Wellbeing Working Party that the Town Council should agree to work with Swanage & Herston Football Club to provide a community sports facility at Day's Park, commencing with a two-phase engagement with local sports clubs and the wider community.

Martin Ayres
Town Clerk

December 2023

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

The Town Council manages its car parks and the Peveril Point boat park under the Road Traffic Regulation Act 1984. Section 59 of the Act enables parish councils to exercise the same powers as principal authorities to make a legal order to regulate off-street parking places.

Its existing Off Street Parking Places Order was made in 2007 and requires updating. It is acknowledged that it is best practice to review such a document on a regular basis to ensure that it is consistent with existing legislation and relevant to current circumstances. An amendment order was made in 2011 to allow for the provision of pay-by-phone parking, but it has not since been further amended, for example to make specific provision for the charging of electric vehicles.

The Council has engaged the services of a consultant to prepare a legally compliant parking order. The core terms are relatively standard, and where questions have arisen the aim has been to provide consistency with Dorset Council's recently made Parking Order so that visitors to the town experience some consistency in the management of car parks, thereby increasing the likelihood of compliance with the Council's regulations. The key section that is most tailored to local circumstances contains the schedules that list the types of vehicle, charging periods etc. in relation to each car park.

In addition to the Council's five car parks (Broad Road, Main Beach, Mermond Place, North Beach, and Residents) the Order also includes the Co-Op Central Car Park which is currently operated by the Town Council under a management agreement. Although consideration has been given to the Town Council relinquishing this role it is proposed to retain the car park within the parking order for the time being.

In 2007 a range of areas were included in the Parking Order which are not officially recognised as car parks. It is proposed that two of these should be removed as it has not proved necessary to manage them under the parking order. These are:

- Seafrost Shelter Site (hardstanding)
- Sandpit Field (used for ad hoc event parking).

Two other areas are likely to remain within the Order, although they will be the subject of further consideration over coming weeks. These are Peveril Point Road and the Mowlem turning circle, both of which will be the subject of discussion with Dorset Council as the highway and rights of way authority. The Mowlem Theatre will also be consulted regarding the turning circle.

A meeting of the Council's Car Parking Working Party took place on 15th November to review the draft schedules. These are the key recommendations that were made:

- Definition of overnight parking in long-stay car parks, 9 p.m. to 8 a.m. (to remain unchanged at 7 p.m. to 8 a.m. in short stay car parks, and 10 a.m. for those with a resident's permit).
- Motor Homes – provide consistency with Dorset Council by prohibiting parking after 10 p.m. to prevent overnight sleeping. N.B. The effect of this is to revoke provision for Motor Home Stopovers introduced in an Amendment to the Parking Places Order in 2008, although such stopovers were in effect not provided for after the initial trial season.
- Larger vehicles – no longer discriminate by providing parking places for cars and coaches, but divide by vehicle size, spaces for those above and below 4.8m.
- Definition of resident to qualify for a resident's permit – residence (as demonstrated by a matching address on both Council Tax Bill and VO5 Registration Document) in the following civil parishes: Swanage, Langton Matravers, Corfe Castle (including Kingston), Studland, Church Knowle, Steeple, Worth Matravers (including Harmans Cross) and Kimmeridge.
- No return periods – introduce a 1 hour no return period (to confirm where applicable)
- Fisherman's Car Park near to Boat Park – permit only parking.

Changes to the Council's parking charges were referred to the Tourism & Local Economy Committee on 22nd November and these will be considered further by the Finance & Governance Committee on 13th December. The main changes to the structure of the charges are as follows:

- Introduction of free overnight parking in all Council car parks (currently charged for in long stay car parks). It has since been suggested that consideration should be given to providing free parking for resident's permit holders at Broad Road from 6 p.m.
- Introduction of charging in the winter at North Beach Car Park to match other long stay car parks.

Following discussion at the Tourism & Local Economy Committee, engagement is also underway with the Accessible Swanage Disability Reference Group to ensure that changes to the parking order are not discriminatory, and that any improvements that can be made in respect of disabled parking are identified.

The legal process for making a parking order is set out in the Local Authority Traffic Orders (Procedure)(England and Wales) Regulations 1996. What follows is an indicative timetable for the process to make a revised Swanage Town Council (Off Street) Parking Places Order 2024. It is hoped that this can be achieved prior to the new scale of charges coming into force on 1st April 2024, although this will be dependent on officer availability and the timeliness with which third parties respond.

- Mid-January – Car Parking Working Party meets to consider final draft order and schedules. Undertake formal consultation with Dorset Council and Dorset Police.

- 29th January – Council confirms draft order (subject to any changes proposed by Dorset Council prior to publication) and provides authority to officers, in consultation with the Car Parking Working Party to consider any objections.
- 5th February – Publish notice of proposals in local press, write to those immediately affected and display in car parks. Make deposited documents available for consultation.
- 27th February – Expiry of deadline for objections to the proposals.
- 1st March – Meeting of Car Parking Working Party to review objections received and consider modifying the draft order. If modifications proposed, then inform those directly affected and allow a reasonable time for them to respond.
- 25th March – Council agrees to make final version of parking order, incorporating any modifications, and writes to all those whose objections were not addressed within 14 days. Order sealed. Make final order available for inspection and publish notice of making. Erect amended signage.
- 1st April – Swanage Town Council (Off Street) Parking Places Order 2024 comes into force (Easter Monday).

Decision required

To consider the recommendations made by the Car Parking Working Party at its meeting on 15th November, and to note them as the basis of further consideration in January 2024.

To endorse the indicative timetable for making a new parking order.

Martin Ayres
Town Clerk

December 2023

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

The Town Council has received the following communication from Dorset Council and Members are asked to consider agreeing to send a letter of support, a draft copy of which is attached as an Appendix to this briefing note.

From: Deborah Fiddik

Sent: Monday, December 4, 2023 1:17 PM

Subject: Dorset Council ZEBRA 2 funding bid - Request for letter of support

This email has been sent to the following organisations:

Dorset AONB

The National Trust

Swanage Town Council

Wareham Town Council

Purbeck Heath Sustainable Tourism

Purbeck Transport Action Group

Purbeck Community Rail Partnership

Good afternoon,

In September this year, the Government launched ZEBRA 2 (Zero Emissions Bus Regional Area) a single-stage funding competition open to local transport authorities (LTAs) based in England.

The available funding is for £129 million in total with an initial £25 million prioritised for Local Authorities classified under the Government Rural Urban Classification as 'Mainly Rural', 'Largely Rural' or 'Urban with Significant Rural'. Dorset falls into the 'Mainly Rural' category.

Dorset Council, in partnership with Go South Coast, is bidding to introduce a fleet of electric buses to the Dorset public transport network for routes 40 (Swanage to Poole via Wareham) and 50 (Swanage to Bournemouth via Studland). Both routes operate on roads that have been identified as being within 200m of protected heathland.

If we are successful, the new fleet will include open top double deck vehicles which as well as providing transport for residents' needs, will also be a draw for tourists visiting the area. In turn this could lead to a reduction in traffic on the A351 to Swanage, and the B3351 from Swanage to Studland

These Zero Emission Buses will contribute to the reduction in vehicle emissions that have a negative impact on the heathland sites as well as enhancing bus travel in your area for residents.

The bid will also include an amount to fund the installation of electric charging systems in the bus depot in Swanage to facilitate the introduction of the new vehicles. There will also be opportunities to refresh the roadside infrastructure along the routes, to improve the user experience.

It will help our bid if you could supply a letter of support that we will include with the submission. I have attached some text you might like to use but would be equally happy if you would prefer to write your own. I have also attached a map showing the routes that the services take.

The deadline for the bid submission is Friday 15th December so ideally, we would need your letter of support by Monday 11th of December.

If you have any questions or would like more information, please contact me,

Many thanks and kind regards

Deborah Fiddik
Transport Planner - Public Transport
Economic Growth and Infrastructure
dorsetcouncil.gov.uk



- Service 40 Route
- Service 50 Route
- Urbanity
 - Rural town and fringe
 - Rural village and dispersed
 - Urban city and town

Dr Martin Ayres
Town Clerk

Tel: 01929 423636
Email: admin@swanage.gov.uk
Website: www.swanage.gov.uk



TOWN HALL
SWANAGE
DORSET
BH19 2NZ

Ref: MKA/STC/Zebra2

11th December 2023

Dear Ms Fiddik

Swanage Town Council would like to record support for this bid to introduce electric buses and the associated infrastructure for bus routes 40 and 50 that run through the Isle of Purbeck.

In 2019 Swanage Town Council declared a climate crisis and is working hard towards actioning the Council's Environmental Action Plan. The Town Council has a target to be carbon neutral by 2030 and as of this October buys 100% green energy, hence the Town Council has a strong drive to support improvements which would benefit the environment and the health of its residents.

In addition, the Town Council actively promotes sustainable tourism and would support this bid in an effort to reduce car usage and emissions. During the summer months in particular, traffic queues build up, particularly in villages such as Corfe Castle and Studland. As well as encouraging the sustainable tourism element of the bid, electric buses will contribute to a reduction in vehicle emissions. These have a negative impact on the protected heathland sites which run alongside the main roads. Reducing these emissions will impact favourably on these sites and also on people living, working and visiting Purbeck.

As the new fleet will include open top double deck vehicles, this will enhance the visitor experience for tourists visiting the area, particularly those using the campsites located along the routes and in turn this would lead to a reduction in traffic on the A351 to Swanage, and the route from Swanage to Studland.

Should you require any further information, please do not hesitate to contact Swanage Town Council on 01929 423636 or via admin@swanage.gov.uk

Yours sincerely

Martin

Town Clerk

To: D Fiddik
Transport Planner-Public Transport
Economic Growth and Infrastructure
Dorset Council