

Minutes of the Meeting of the **COMMUNITY SERVICES COMMITTEE** held at the Town Hall, Swanage
on **WEDNESDAY 16 JULY 2025** at **2.15 p.m.**

Chairman: -

Councillor C Moreton

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor J Dorrington

Swanage Town Council (from 2:20 p.m.)

Councillor T Foster

Swanage Town Council

Councillor C Sutton

Swanage Town Council

Councillor S Vile

Swanage Town Council

Outside Representatives: -

Mr G Richardson

Swanage Community Housing Trust
(until 2:30 p.m.)

Ms C Barnes

Swanage Community Housing Trust
(until 2:30 p.m.)

Mr P Booth

Swanage National Coastwatch Institution
(until 3:00 p.m.)

Ms C Holly

Swanage National Coastwatch Institution
(until 3:00 p.m.)

Also present: -

Dr M Ayres

Town Clerk (until 2.30 p.m.)

Ms G Percival

Assets and Compliance Manager

Mr M Snowdon

Assets and Compliance Support Officer

Ms R Janaway (joined remotely)

Dorset Council (until 2:55 p.m.)

Mr A Tuckey (joined remotely)

Swanage & Purbeck Development Trust /
Wellbeing Swanage (from 2:30 p.m.)

There were no members of the public and one representative of the press and media present at the meeting.

Public Participation Time

1. Apologies

Apologies for their inability to attend the Meeting were received from Councillor S Brookes, Councillor M Coward and Councillor C Tones.

Additional apologies were received from Mr J Newcombe (Dorset Council), Mr R Foster (Swanage & Purbeck Development Trust), Ms L LeFevre (Swanage Tennis Club), Ms E Neville (James Smith Funeral Directors) and Ms H Florence (Swanage Skatepark Community Project).

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. Matters arising from the Minutes of the Meeting of the Community Services Committee held on 6th November 2024

No matters were raised on this occasion.

4. Matters arising from the Minutes of the Traffic Management Advisory Committee held on 12th February 2025 and 11th June 2025.

Further to Minute No.5 (c) of the Traffic Management Advisory Committee meeting held on 11th June 2025, consideration was given to a recommendation regarding the potential for re-purposing the existing Hackney Carriage Taxi Rank and the Police Parking Bay located on the Lower High Street, near to the junction of Seymer Road, into a designated motorcycle parking bay. After a brief discussion, it was proposed by Councillor Sutton, seconded by Councillor Vile and RESOLVED UNANIMOUSLY: -

That a request be made to Dorset Council that the Hackney Carriage Taxi Rank and the Police Parking Bay located on the Lower High Street, near the junction with Seymer Road, be re-purposed as a designated motorcycle parking bay.

Further to Minute No.4 (b) of the Traffic Management Advisory Committee meeting held on 21st February 2024 and Minute No.3 of the Community Services Committee held on 6th November 2024, the Town Clerk provided an update regarding pedestrian safety concerns on Washpond Lane and the Town Council's request for a 30 m.p.h. speed limit to be introduced along the entire length of Washpond Lane. Dorset Council have indicated that the request for a reduction of the speed limit along part of the lane and the installation of additional signage is currently progressing and will be subject to further consultation.

5. Partnership Project Updates

a) Swanage Community Housing Project

Further to Minute No.5 (b) of the Community Services Committee meeting held on 6th November 2024, an update was provided by the Chairman of Swanage Community Housing Project regarding the development of land at the junction of Ulwell Road and Washpond Lane. It was reported that pre-planning application advice had been received and that conversations were ongoing with regards to the potential number of units, currently anticipated to be between 9-11. It was noted that negotiations with Dorset Council in respect of the transfer of land are making good progress. A public consultation event was being prepared for early September 2025. It was further reported that consideration is still being given to a potential second site within Swanage, which is the subject of ongoing conversations with Dorset Council and the Town Council.

6. CCTV - Update on Monitoring Arrangements - Presentation by John Newcombe, Service Manager Licensing & Community Safety for Dorset Council

Further to Minute No. 9 of the Community Services Committee meeting held on 6th November 2024, the Assets and Compliance Manager reported that the Service Manager for Licensing & Community Safety for Dorset Council was unable to be present and therefore the presentation needed to be postponed to a future meeting. It was reported that the agreed transfer of CCTV monitoring to the Control Centre operated by Dorset Council is ongoing and that a further update will be brought to the next meeting of the Community Services Committee.

7. Pineapple Project – Introduction to the Pineapple Project – Presentation by Rachel Janaway, Pineapple Project Lead

A Presentation on the Pineapple Project was given by Rachel Janaway, Assistant Team Manager – Contextual Safeguarding, Learning and Belonging for the Chesil Locality of

Dorset Council. The project concept was initially formulated in 2022, in response to a review of locally reported incidents of harm occurring to young people, with a particular focus on the dangers and challenges faced by young women. It was realised that more focus was required to ensure vulnerable, threatened or at-risk young women were supported outside of the home. This included safety mapping, Safe Routes Home schemes, Community Guardianship and the creation of accessible safe spaces that could be utilised by those needing support. The scheme was launched in November 2022 in Weymouth and by 2024, had been established sufficiently to employ a full-time worker to further support and promote the rollout of the project to other areas in Dorset. This will be achieved by a combination of engagement with local schools and education settings, the recruiting of Community Guardians and building a network of connections in the area that can promote the service to those that will benefit from its existence.

After a brief discussion, support for the goal of rolling out the scheme to the local area was offered by Councillors and it was noted that a meeting has been convened to discuss what support the Town Council, outside organisations and local businesses could offer in the development of Community Guardianship and the pursuit of the project goals.

The Chairman offered thanks to Rachel Janaway for the presentation.

8. National Coastwatch Institution – Request to install a display screen at Peveril Point Lookout

The representatives of the Swanage National Coastwatch Institution (NCI) presented their request for the installation of a digital information display screen on the exterior of the NCI Lookout located at Peveril Point. The display screen would be utilised to provide useful information to visitors which would include safety information, tidal timetables, weather updates, RNLI updates and promotion of local events. After a brief discussion, it was proposed by Councillor Sutton, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY: -

To approve the request from NCI Swanage for the installation of a digital display screen to the west side of the door of the display room at Peveril Point lookout, the installation to be completed to the satisfaction of the Assets and Compliance Manager.

9. Swanage Skatepark Community Project – Project Update - Presentation by Swanage Skatepark Community Project

Further to Minute No. 11) of the Community Services Committee meeting held on 6th November 2024, the Assets and Compliance Manager reported that a representative of Swanage Skatepark Community Project was unable to be present for this meeting and therefore the planned presentation would not be given. It was reported that the contract for the Phase 1 works had been awarded after a formal tender process and that the chosen design is currently subject to local public engagement with full details available on the Swanage Skatepark Community Project website and social media channels. It was noted that the installation of the phase 1 equipment is due to commence in autumn 2025.

10. Items of information and matters for forthcoming agendas

a) Community Sports Facility, Day's Park

Further to Minute No. 17(a) of the Community Services Committee meeting held on 6th November 2024, the Assets & Compliance Manager reported that conversations were ongoing with Swanage & Herston Football Club regarding the development of the plans for the new Community Sports Facility.

b) Swanage Wellbeing Project, Chapel Lane

Further to Minute No. 5(a) of the Community Services Committee meeting held on 6th November 2024, Ali Tuckey of Swanage & Purbeck Development Trust and

Wellbeing Swanage reported that the Focus Centre continues to get busier and interviews have just been completed to bring on board a Hub Co-ordinator to assist in the promotion of the space available at the Focus Centre and the development of the service provisions that are offered. The newly launched Welcome Lounge has really taken off with twice as many visitors this month seeking support compared to the previous month, covering a range of needs with assistance and signposting being offered to the required services. It was also reported that the building works to better utilise the rooms and space available at the Focus Centre are ongoing.

11. Date of next meeting

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 15th October 2025.

The Meeting closed at 3.10 p.m.

Matters arising from the Traffic Management Advisory Committee meeting held on 8th October 2025

TMAC Agenda Item	Concern Raised	Potential Solution
<p>4. Parking Restrictions at Lower High Street/Pier Approach</p> <p>a) Prolonged overnight parking of Camper Vans & Motor Homes & concerns over public health.</p> <p>b) Obstructive parking near the Pier</p>	<p>Further to discussions at the Traffic Management Advisory Committee meeting held on Wednesday 19th June 2024, the situation regarding parking at the lower High Street has become increasingly problematic due to:</p> <ul style="list-style-type: none"> • Motor Homes displaying blue badges parking in this location indefinitely • reports of raw sewage from these vehicles being deposited directly into road side drains <p>In addition, further concerns have been raised, principally from Swanage Pier Trust, regarding the general issue of inconsiderate parking along the same stretch of road leading to the Pier, causing congestion, and impacting on the ability of large vehicles, such as lorries and coaches, to safely manoeuvre, thus, increasing the risk to pedestrian safety.</p>	<p>Review of parking restrictions for the Lower High Street including Camper Vans and Motor Homes.</p>

At the TMAC meeting it was proposed that a recommendation be made to Dorset Council to review the parking restrictions along the lower High Street, commencing at the Square and down to the entrance of the Pier, taking into consideration the following possible changes:

- Kerb blips on the left side of the road heading east towards the Pier, from the Coast & Country Outdoor clothing and equipment shop situated in the Square, following along the DYL's to outside the Trattoria restaurant, where a loading bay could be considered.
- Continuation of kerb blips towards the Pier from the proposed loading bay as far as the current Hackney Carriage Taxi Rank (to be converted to a Motorcycle parking bay).
- A review of the current parking bay restrictions between the Stone Quay and the Pier to include a restriction prohibiting overnight parking.
- Kerb blips to follow on (along the current DYL's) from the current parking bays to the Pier.
- Heading west from the Pier towards the Square, kerb blips along with DYL's, as far as the start of the current parking bays (which are to remain in place) situated along the lower High Street from the White Horse pub.

It was proposed by Councillor Bonfield, seconded by Councillor Sutton and AGREED UNANIMOUSLY :-

TO RECOMMEND That Dorset Council be asked to give consideration to the introduction of new parking restrictions in the lower High Street.

5. Highway Matters
a) Swanage Town Centre

A near incident occurred on the Pedestrian Crossing outside the 'Surprise and Store' shop due to a speeding vehicle coming from the direction of Institute Road. A highways request form has been received which included support from five residents and a local Councillor.

Reduction of speed limit to 20 mph along Station Road, Institute Road and the High Street vicinity area.

At the TMAC meeting additional safety concerns were raised regarding use of the Zebra crossing outside Surprise & Store.

It was proposed by Councillor Bonfield, seconded by Councillor Sutton and AGREED UNANIMOUSLY :-

TO RECOMMEND That a request is put to Dorset Council to explore safety improvements to the Zebra crossing.

In addition, it was proposed by Councillor Sutton, seconded by Councillor Dorrington and AGREED UNANIMOUSLY :-

TO RECOMMEND That a request be made to Dorset Council to explore the possibility of introducing a 20mph zone in the Town Centre.

After consideration of the potential area to be included within a potential 20 mph zone, it was further proposed by Councillor Bonfield, seconded by Councillor Sutton and AGREED UNANIMOUSLY :-

TO RECOMMEND That a Task and Finish group be established by the Community Services Committee to work with Dorset Council to explore the options for a Town Centre 20mph zone.

6. Disabled Parking Bay
Panorama Road.

A request has been received for the installation of a permanent disabled parking space outside a residence in Panorama Road. The request has been made by a person with limited mobility and related health matters who finds it challenging to secure a parking space close to their home, particularly when returning home from work.

The Town Council are asked to consider approving the request for a disabled parking space to be installed at the applicants address to support the resident with their mobility challenges.

At the TMAC meeting it was noted by the Chairman that Panorama Road is owned by Swanage Town Council and therefore does not fall under Dorset Council's jurisdiction. It was therefore proposed by Councillor Sutton, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY :-

TO RECOMMEND That a Disabled Parking Bay be introduced in Panorama Road, to address the issues raised by the resident.

7. Swanage Primary
School Patrol – Measure
to improve resilience of
road safety

The current school crossing patrol at Swanage Primary school, Queens Road, provides a valuable safety service for children. The patrol could be unavailable due to sickness or resignation and the post could therefore be vacant for a prolonged period of time. To ensure long-term and sustainable safety resilience at this site, two options have been put forward by Dorset Council (see next column).

Option 1 - Maintain Existing Measures with Manual Operation

- Keep the existing flashing lights in place.
- Request that the school operates the lights daily.
- Install a painted safety design on the crossing.
- Estimated cost: £2,000 (one-off).

		<p>Option 2 - Upgrade to Automated Flashing Lights</p> <ul style="list-style-type: none"> • Install automated flashing lights to remove reliance on manual operation. • Install a painted safety design on the crossing. • Estimated cost: £5,000 (one-off).
<p>At the TMAC meeting consideration was given to both proposals, but concerns were raised regarding option 1 because it would rely on manually operating the lights in the event of the School's Patrol Officer being absent or unavailable.</p> <p>It was proposed by Councillor Dorrington, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-</p> <p>TO RECOMMEND That proposal option 2 - Upgrade to Automated Flashing Lights be pursued and that a budget allowance for £5,000 be made accordingly.</p>		

Aster Housing Group investment in Swanage – To consider the appointment of a task and finish group

At its meeting held on 1st September 2025, the Planning and Consultation Committee suggested that a meeting be arranged with Aster Housing Group, Members, and Dorset Council councillors to discuss the intentions for the proceeds from the sale of Aster Housing Group's housing stock in Swanage (Minute No 7a. refers). It was further agreed that this matter could be included on a future agenda of a meeting of the Community Services Committee, or be referred to a Council meeting if required.

Further to this committee meeting, Councillor Vile contacted the Regional Operations Director, Aster Group regarding this matter and received the following response:

We appreciate that the sale of vacant properties can prompt important questions, and we want to reassure you that these decisions are guided by our commitment to long-term community benefit. Proceeds from such sales are reinvested into building new affordable homes and maintaining existing properties — particularly where investment can deliver the greatest impact. While funding isn't ringfenced for specific locations, past property sales may have contributed to the 64 new affordable homes completed in Swanage since 2021. We're also moving forward with two Community Land Trust schemes, in Corfe Castle and Langton Matravers, both designed to address identified local housing needs. These initiatives reflect our focus on responsible stewardship and local reinvestment wherever possible, to create homes that serve our customers for years to come.

By way of background, at its meeting held on 23rd June 2025, the Town Council agreed to second the following motion at the DAPTC AGM, which was moved by Corfe Castle Parish Council:

DAPTC registers its concern to Dorset Council and its MPs at the loss of both public and private rented housing whose owners cite the financial unviability of the proposals for energy and condition standards. We ask Dorset Council, Dorset MPs NALC and the Government to review the viability of the new standards to ensure the rented housing stock is retained.

Decision required:

To consider the appointment of a task and finish group to review appropriate steps that the Town Council may wish to take in respect of the future intentions for investment by Aster Group of the proceeds from the sale of their housing stock in Swanage.

Gail Percival, Assets and Compliance Manager
October 2025

To consider grant request from East Dorset and Purbeck Citizens Advice

Councillors Vile and Bonfield and the Town Clerk met with the Head of Advice Service, Citizens Advice, East Dorset and Purbeck (CAED&P) on 10th September 2025 to discuss the provision of services in Swanage. Further to this meeting the Council received a letter from the CAED&P dated 22nd September 2025 and appended to this report.

In summary, the letter:

- Provides information about the service provided to Swanage residents for the period April 2024-March 2025.
- Provides information on the number and profile of Swanage residents to whom support had been provided for the period April 2024- March 2025, infographic appended to this report.
- Requests an increase in the level of grant funding to £8,000 for the 2026/7 period to accord more closely with the levels of financial support provided by other Town Councils.
- Suggests that the Council enters into a Service Level Agreement (SLA) to provide funding of £8,000 per year for a period of three years with the final payment proposed in June 2028.

By way of context, the Town Council had for many years provided the CAB with office space in the lower ground floor of the Town Hall, photocopying and a telephone line. That came to an end after the pandemic with the CAB relocating to the library and providing other outreach services, including at Herston Village Hall. During this time the Town Council also provided an annual grant of £1,000 p.a. In January 2025 that was increased for the current financial year to £2,500 p.a.

The grant to the CAB has a separate budget line and is additional to the £10,000 p.a. small grants budget for local community and voluntary groups.

Decision required:

To consider recommending to the Finance and Governance Committee that an increased annual grant to the CAED&P of £8,000 p.a. be included in the budget estimates for the next three financial years.

If the increase in grant is approved, officers will review the draft service level agreement and report to a future meeting.

Gail Percival, Assets and Compliance Manager
October 2025



2 Mill Lane
Wareham
BH20 4RA

Dorset Adviceline 0800 144 8848

www.edpcitizensadvice.org.uk

22nd September 2025

Swanage Town Council – Grant Request

Dear Martin, Sarah and Mike,

Thank you all for your time on the 10th September.

As discussed, please find the following information about the service we currently provide to Swanage residents and the need for an increase in the funding that we currently receive from Swanage Town Council. We would like to take this opportunity to thank Swanage Town Council for the funding we've received and for their continued support.

During the meeting, my colleague Paul and I discussed the funding we receive from Dorset Council, Parish and Town Councils and that we apply for funding from other organisations such as SGN and Wessex Water to help with our main advice service costs. This allows us to provide specialist advisers and caseworkers for East Dorset & Purbeck residents.

We highlighted the average level of funding received from other Town Councils, which is more than the amount received from Swanage Town Council. We have been able to maintain the service in Swanage due to the limited funding we receive from the other sources. We are aware of the high demand and the need for a quality advice service for the residents of Swanage and want to be able to continue to provide this service.

We provide four advice sessions in Swanage; Monday morning at Herston Hall, Tuesday morning at Swanage Library (drop-in service and appointments) and on Friday morning at Swanage Market with our Advice Bus. Three of these sessions are provided by paid staff and one is provided by a volunteer. Our advisers all have access and support from a supervisor on the days they attend. In addition residents have access to benefit specialists, housing, debt, energy and water caseworkers. We offer home visits for those who cannot access our offices or outreaches, together with phone and email advice.

As discussed, we have supported 404 residents, of which 38% were aged over 65 yrs and 58% have long term health conditions or identified as disabled. We have helped these residents access over £429,000 in additional income and assisted in having over £205,000 in debts written off. In addition, our advisers on the advice bus assisted a further 104 people

Citizens Advice in East Dorset and Purbeck
Registered Office: 2 Mill Lane, Wareham, BH20 4RA
Charity Registration No: 1068414
Company Limited by Guarantee Reg No: 3510199, England
Authorised and regulated by the Financial Conduct Authority: FRN617701

who had simple queries. Please find attached the information shared at the meeting and the statistics of those we have helped.

Due to the high levels of demand and cost of the high quality advice service we are delivering, we would like to request an increase in the grant funding provided by Swanage Town Council to be reviewed and increased to £8,000 for 2026/2027, to become more inline with other Town Councils and to help support us to continue to deliver this much needed service.

We also discussed the option of having a Service Level Agreement (SLA), which I have attached an example copy. Other Town Councils have used an SLA to provide funding for a period of three years. We do appreciate that this is a significant increase in the level of funding so having this amount for a set period of time may be beneficial. In the SLA we would be able to add information about the sessions we currently run and I would suggest not naming the venues used as this would allow us the opportunity to move to new venues without the need to make a variation to the agreement.

If you have any questions, I would be more than happy to discuss this further. I look forward to attending the next meeting on the 22nd October. If you can please send an invitation to

[REDACTED]

Thank you very much for the time and consideration in this matter. We very much appreciate your support.

For a quarterly update about what our service has done for local residents please subscribe [here](#).

Yours sincerely

[REDACTED]

Ros Dignan
Head of Advice Service
Citizens Advice in East Dorset & Purbeck

Citizens Advice in East Dorset and Purbeck
Registered Office: 2 Mill Lane, Wareham, BH20 4RA
Charity Registration No: 1068414
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Service Level Agreement between xxx Town Council and Citizens Advice in East Dorset and Purbeck Limited

1. Background

xxx Town Council (the Council) is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to xxx as a great place to live and work and visit. The Council can make a difference through the grants process however where a service provision exists then a formal process is adopted in the form of a service level agreement (SLA). This agreement provides mutual clarity on terms of agreement, purpose, strategic objectives, principles and values and services, finance, monitoring termination, disputes and indemnity as outlined in the SLA.

2. Terms of agreement

The parties to this agreement are Citizens Advice in East Dorset and Purbeck Limited (the Organisation) and xxx Town Council (the Council).

This Agreement commences on [insert date] and remains valid until [insert date] – suggest minimum 3 year period. The Agreement may be renewed on terms to be agreed with the mutual agreement of both parties

3. Purpose

The aim of this project is for the Organisation to deliver a free, confidential and impartial advice via:

- outreach services from various locations in XXX – we could list the current locations here if required.
- adviceline telephone
- email enquiries

(the Services).

4. Principles and values

The Council works to improve the lives of those who live, work, learn and visit the parish of xxx

The Council has a Strategic Plan in place for 2024 to 2029 with the following priorities: this section would need to be amended to suit Swanage TC.

- support a thriving and independent town
- address climate change and enhance biodiversity
- deliver inclusive access to services and facilities
- build on community engagement
- promote local democracy
- effective governance and value for money
- prioritise and deliver projects

The Strategic Plan is available to view in full at <https://www.> – STC to review and amend.

5. Quality

The Council will be responsible for:

- ensuring Council staff are available to advise on aspects of this agreement
- ensuring a named point of contact

The Organisation will be responsible for:

- providing a formal update once per annum to the Council reporting on any changes to the delivery of the Services under this agreement including an account of how any grant has been spent, and progress against key performance indicators
- providing an Annual Report to the Council that includes as a minimum the numbers of clients helped, client profile, issues presented and outcomes for residents and any other customers relevant to the parish of xxx (for example infographic information)
- maintaining appropriate administrative, management finance, and staff records from which performance indicators can be measured and reported
- maintaining, publicise and an appropriate complaints procedure for service users which is acceptable to the Council
- complying with all statutory and legislative provisions regarding health and safety, child and vulnerable persons protection, and safeguarding,
- provide an account of how any grant has been spent

6. Finance

In furtherance of this agreement, the Council will provide funding to the Organisation as follows:

- funding paid in June of each financial year upon receipt of the appropriate invoice from the Organisation and on receipt of annual accounts (in November)
- funding from the Council will be targeted to specific xxx related activity as detailed within the annual impact report (this document will need to feature the annual objectives and expected KPI outcomes)
- under the Local Government Act 2003, the Organisation must ensure that all areas of work and activity are regulated by good governance and comply with Best practice procedures
- In terms of the Council's external audit process, the Organisation will:
 - ensure the Council's internal auditor has a right of access to key records in its organisation and, if appropriate, its accounts and financial arrangements so that the Council's external auditor may follow the trail of public money from the Council through the Organisation to its destination;
 - ensure that Council's internal auditor is able to seek, through the Council, any explanations which he/she considers necessary from representatives of the Organisation
 - ensure all legal responsibilities regarding the provision of service are adhered to.

Payment amount	Payment Date
£8,000	30 June 2026
£8,000	30 June 2027
£8,000	30 June 2028

7. Variation of agreement / termination

The terms and conditions of this Agreement can only be varied in writing following full consultation and mutual agreement between the parties. The Organisation will notify the Council in writing if for any reason it is unable to maintain the Services and will repay such parts of any grant that relates specifically to services not provided, proportionate to the agreement period remaining.

In the event of a breach of the terms of this agreement by either party, the party alleging the breach will give written notice to the other party (a Default Notice) of the alleged breach, and what it proposes needs to be done to remedy the breach.

A reasonable time will be allowed to enable the remedial action to be taken, not exceeding one calendar month unless by mutual agreement a period exceeding one month but less than three months is agreed. If the breach is not remedied within the specified or agreed period, the party who alleged the breach may terminate the contract but will not be obliged to do so. Termination will be by written notice of intention to terminate. The period of notice will be such as to cause minimal effect on the wellbeing of the users of the Service but will not exceed a period of three months from the date of the notice of termination

Termination of this Agreement shall have no effect on the liability of either party to the payment of sums and responsibilities arising under this Agreement prior to the date upon which termination takes place.

8. Insurance and indemnity

For the duration of this agreement the Organisation will maintain:

- professional Indemnity Insurance with an indemnity limit of not less than £2 million - this insurance must not contain any exclusions relating to bodily injury or to the provision of a medical service or advice
- Public Liability Insurance with a limit of not less than £5 million - this insurance must not contain any exclusion in relation to accusations of abuse, and if the supplier is providing home visits to service users, they must have minimum abuse cover of £1,000,000.

The Council will not be liable to the Organisation or to any third party for any loss, cost, expense, penalty or damage incurred or suffered in consequence of or in connection with the delivery of the Service under this Agreement.

9. Complaints

Service users should be given clear guidance on how to make a complaint if required. All complaints about the service will be dealt with via the Organisation complaints procedure.

Full records must be kept of all complaints, investigations, and outcomes. A summary of all complaints, investigations and outcomes must be provided by the Organisation to the Council on request.

Signed on behalf of xxx Town Council

Signature: Name (block capitals):

Role in Council: Date:

Signed on behalf of Citizens Advice in East Dorset and Purbeck Limited

Signature: Name (block capitals):

Role in organisation:

Date:



East Dorset
& Purbeck

Swanage Town Council

April 2024 - March 2025

During FY 2024-2025, Citizens Advice East Dorset and Purbeck helped 404 residents from the Swanage Town Council area, with 2,682 issues. Out of 404 residents, 193 were seen on the Advice Bus and an additional 104 people had simple queries. As a comparison, during Q1, FY 2025-2026, April-June, we helped 128 residents, with 525 issues and 41 people with simple queries.



We gave advice to
404 people with
2,682 issues



Income gain =

£429,024

Debts written off =

£205,317

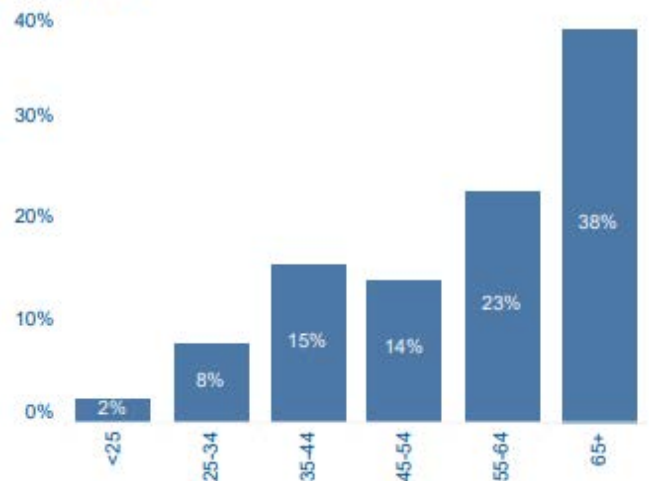
Reimbursements, services
& other payments =

£109,116

Gender



Age group



Top 5 issues we helped people with

Benefits & Tax Credits	789
Charitable Support & Foodbanks	331
Utilities & Communications	330
Debt	275
Benefits Universal Credit	274

Disabled or Long term health



Housing Issues: We helped 14 people with actual homelessness and 10 people with threatened homelessness. As a comparison, during Q1 FY25-26, we helped 4 people with threatened homelessness.

Swanage Museum – Future Plans – Appointment of a task and finish group

Further to recent meetings held with the Committee of the Swanage Museum and Heritage Centre (SMHC) and correspondence received from the same regarding future plans, there are a number of matters that require consideration by the Council.

The current lease held by the Heritage Centre building expires in April 2026. In spring of 2024, and in support of a MEND application for funding, the Council committed to ensuring that the Heritage Centre retained a longer period of security of tenure, at that time noted as a period of at least 10 years.

The Council has recently received correspondence from the SMHC committee indicating a desire for the terms of any future lease to be amended substantially. In summary the amendments requested are as follows:

- The Council to be liable for all structural repairs of the Museum building.
- The Museum committee as lessee will be liable for all interior decorating and heating. The Museum committee to have the right to make minor internal changes for the purpose of Museum displays.
- The Council to provide to a 5-year non-repairing lease at a peppercorn rent
- All other conditions of the existing lease to remain the same.

In addition, the Museums Advisor for BCP and Dorset Councils has recently been contacted by SMHC requesting that the option of relocating some or all of the Museum's facilities to the Town Hall be investigated. It is proposed that a 'light touch' feasibility study be undertaken regarding the viability of such a proposal, the precise remit of which remains to be determined.

Finally, the Town Council received correspondence from SMHC in August 2025 requesting support in the relocation of George Burt's granite globe from Haysom's quarry to a location in Prince Albert Gardens, Swanage. A copy of the letter is appended to this report.

The globe provided the pattern and inspiration for the giant Portland stone globe at Durlston Castle and was previously located on the back lawn of Purbeck House, the home of George Burt. The SMHC suggest the globe be relocated to a position on Council owned land north of the Albert Memorial on Prince Albert Gardens. To support this, SMHC indicate that they would be willing to donate the globe to the town and provide £1,000 towards the cost of relocation with a request that any shortfall is met by the Council.

Decision required:

To consider the appointment of a Swanage Museum task and finish group to work with representatives of SMHC and the County Museums Adviser to consider the following matters:

- Amended terms for any future lease between SMHC and the Council.
- Proposals for a 'light touch' feasibility study regarding a potential future relocation of SMHC facilities to the Town Hall.
- Relocation of George Burt's granite globe to Prince Albert Gardens and the availability of funding to achieve this.



SWANAGE MUSEUM & HERITAGE CENTRE

Charity Registration number 274200



The Square, Swanage, Dorset, BH19 2NZ

Dr Martin Ayers, Town Clerk,
Swanage Town Council,
Town Hall, High Street,
Swanage BH19 2NZ



Dear Martin

Following on from the meeting between yourself and some members of the Museum committee I am writing to you with regard to the granite globe that is in the Museum's possession.

In the summer of 2020 we arranged for the removal to Swanage of George Burt's granite globe from the grounds of the late Kenneth Burt's former home at Beaulieu. This important piece of work was the pattern and inspiration for the giant Portland stone globe at Durlston Castle. The granite globe formerly stood on the back lawn of Purbeck House, the home of George Burt. Seemingly it was offered to the Town Council of the time but the offer was declined on the grounds of costs. It was then offered to The Museum and despite the costs we decided that this outstanding piece of Swanage history must be saved or it could be lost forever. Accordingly we paid £3780.00 to Shaffer & Sons for its safe removal to Haysom's quarry on the Kingston Road.

Having worked for Trev Haysom for almost forty years I explained our lack of storage and he kindly granted the Museum free storage of the globe until we found it a permanent home. But just before his death Trev had expressed his concerns for the safety of the globe. Now five years on from it arriving back in Purbeck we are no closer to a solution regarding a site for its re-erection.

Our last big project was the re-erection of the obelisk to Albert the Good on land kindly provided by the Council and financed entirely by private donation. This has turned out to be an outstanding success with the public and we would like to add further to public recognition of the town's determination to preserve its history in the following manner: the Museum suggests that the granite globe be re-erected on ground to the north of the Albert Obelisk, currently not being used by the Council and furthermore a site where it should be safe from theft or vandalism.

To this end, the Museum would be willing to donate the globe to the town with £1000.00 towards the cost of re-erection in the sincere hope that the Council will see fit to address the balance.

Continued:



SWANAGE MUSEUM & HERITAGE CENTRE

Charity Registration number 274200



The Square, Swanage, Dorset, BH19 2LI

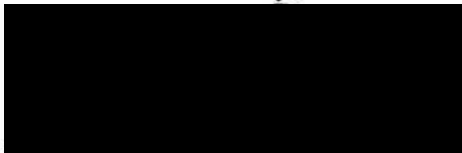
Continued:

Despite all the odds, in 2026 the Museum will celebrate fifty years of serving Swanage with a Museum, History Centre and Art Gallery. In that time we have provided winter talks for nearly fifty years and helped countless people with their enquiries on family links and property history in Swanage, all this time relying entirely on donations for support.

Our little Museum in The Square kindly provided to us by the Council on a repairing lease is run entirely by unpaid volunteers and our entire operation is dependent on the cash flow generated in the Museum, without which Swanage could lose its Museum. This would mean that our campaigns to promote the history of our town would come to an end, which in our opinion would be to the detriment of our entire community.

I would therefore ask that the Council looks favourably on our latest project.

Yours sincerely,



David J Burt
Collections Manager

Enclosed:
photos of the globe.
copy of the original invoice for moving the globe.

Shaffer & Sons

1 Castle View
Langton Matravers
Dorset, BH19 3HT
abeshaffer33@gmail.com

Invoice

Swanage Historical Society FAO: Society Treasurer		1-6-2020
Swanage, Dorset		
Dismantle and Transport Aberdeen Granite Globe to Haysom Purbeck Stone for Storage		

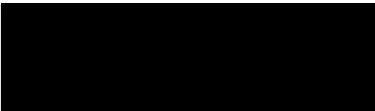
Dear Dave,

Thank you very much for engaging us to repatriate the exquisite granite globe to its original home in Swanage! This was a challenging and interesting project, and was safely and securely completed, with the globe now located at Haysom Purbeck Stone awaiting permission and instructions for installation.

The globe is currently being stored at Haysom Purbeck Stone, Kingston Road, BH19 3JP. I look forward to organising a 'socially distanced' viewing for members of the Swanage Historical Society as soon as possible.

I would also be interested in assisting the Society with decisions surrounding the location and method of installation, as I can foresee a few important considerations regarding the security of components from potential theft or damage. I would also be interested to design a safe and secure method of installation, and carry out the installation if requested to do so by the Swanage Historical Society.

Yours sincerely,



Abe T.H. Shaffer

Shaffer and Sons

Shaffer and Sons
1 Castle View
Langton Matravers, Dorset
BH19 3HT

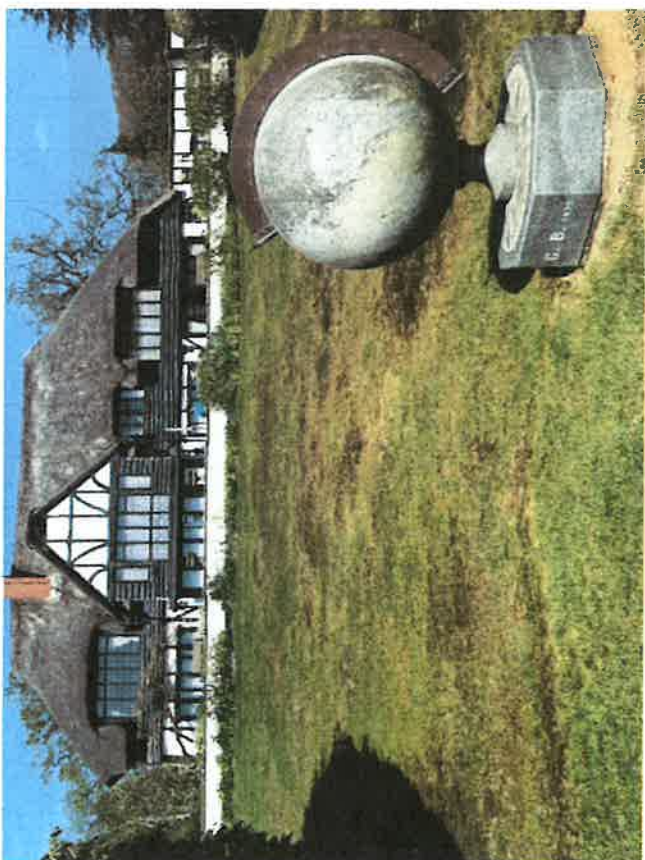
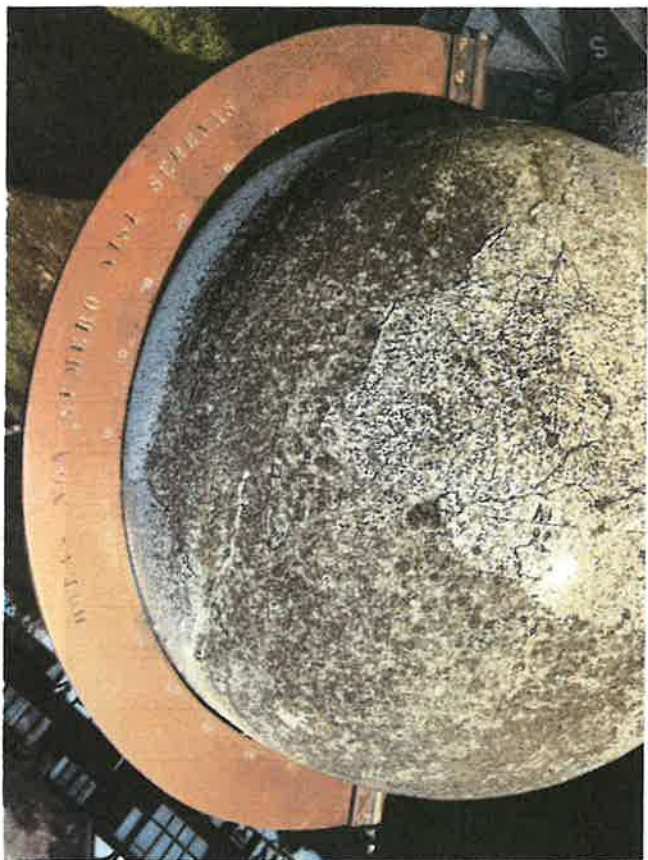
To conduct a site visit, risk assessment and lifting and handling plan for dismantling and transporting the globe		£250.00
To dismantle and transport George Burt's granite globe from Spearbed Copse, Beaulieu SO42 7YJ to Haysom Purbeck Stone, BH19 3JP		£2,900.00
<i>Sub-Total- supply of stonework</i>		£3,150.00
VAT		£630.00
		£3,780.0
<i>Total</i>		0

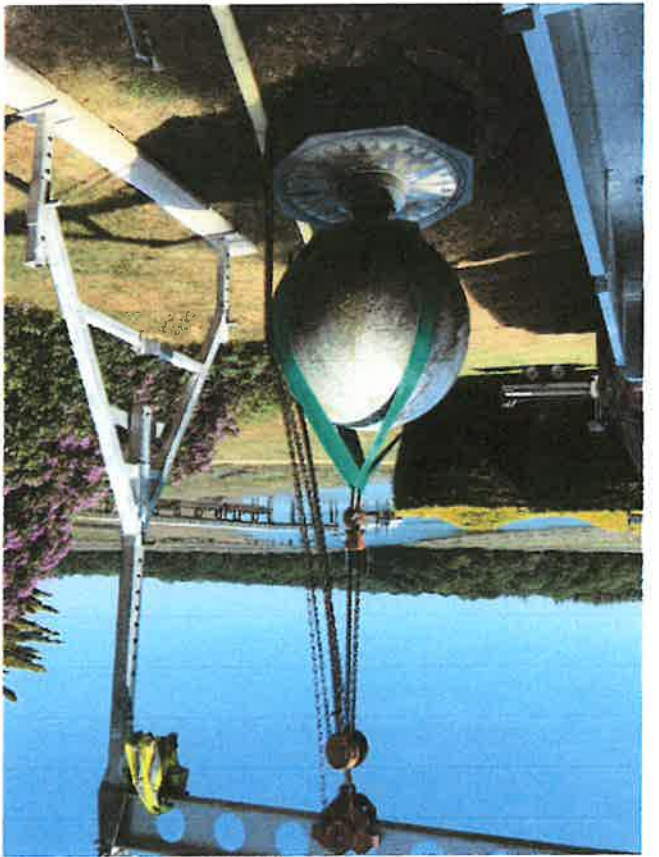
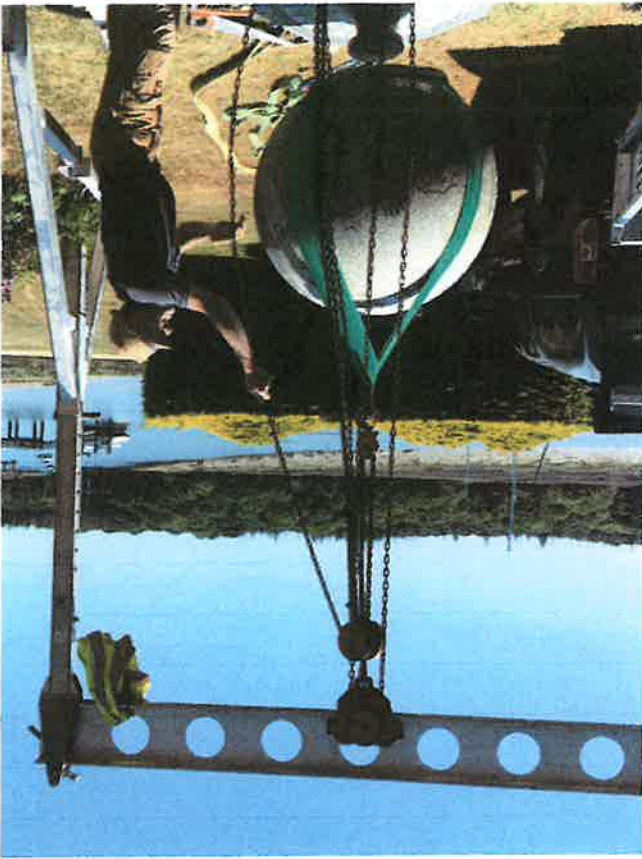
Preferred Method of Payment:

7



2.





Friends of Swanage Bandstand – seating request for new memorial benches

The Town Council received an email from the Friends of Swanage Bandstand on the 22nd September 2025, an extract from which is set out below.

For attention of Community Service's Committee.

This message comes from The Friends-of Swanage Bandstand.

As you know we are close to closing the Charity and you the Council have the remaining funds for future maintenance, and the final move for us is to ask for the right to fill the last remaining recessed space on the top level alongside the existing six seats that have all been linked to restoration and funding for the Bandstand, and now that it's being supported by so many people it's time to activate the correct balance on the top level. My proposal is to ask you the Council to consider sponsoring the first seat as a tribute to Mr Bill Trite who was a major contributor and a great help in achieving the final results, also a first class representative of Swanage Town. Out of courtesy I have spoken to [Bill's partner] to see if she would be happy with my proposal to you all and she thought that would be wonderful The second seat would be self funded for Mrs Brenda Harris who was a band member for nearly 18 years stopping in October 2024 and now sadly passed, and the third seat if allowed (again self funded) Mr Bandstand and the Friends. If only 2 allowed then seat 1 and 2 must have priority. Thanking you in anticipation. Regards Alan Houghton

The installation of six memorial benches at the Swanage Bandstand with plaques commemorating people closely associated with the Town Band was approved by the Capital Projects Sub-Committee at its meeting held on 19th February 2020 (Minute No. 6 refers). These were Eastgate seats, procured by the Town Council but funded by family members.

By way of context, the Town Council's current policy on memorial benches was agreed at the Council meeting held on Monday 24th April 2023 (Minute No. 10 refers). It was resolved that the Council's then memorial bench policy be suspended, that the waiting list for memorial benches remain closed and that the 20 individuals who had recently expressed an interest in remaining on the waiting list for a memorial bench be offered an inscription on an existing memorial bench, a memorial plaque at Godlingston Cemetery or a commitment to remain on the waiting list until opportunities to locate new benches are identified.

Further to this, the Council has taken the step to contact all 20 individuals that remained on the memorial bench list in accordance with the resolution. One individual stated their request to remain on the waiting list until opportunities to locate new benches are identified. In addition, the Council has since the date of this resolution, responded to many people who have contacted the Council requesting a memorial bench that the waiting list for memorial benches is closed.

Decision required:

To consider whether or not to agree to the request from the Friends of Swanage Bandstand to the Council to sponsor and install a bench at Swanage Bandstand in memory of the late Councillor William Trite.

To consider granting permission to the Friends of Swanage Bandstand to install two other benches at Swanage Bandstand, external funding to be provided.

Should approval be provided for new memorial benches, it is proposed that the design and siting of such would be subject to final authorisation by the Assets and Compliance Manager.

Gail Percival, Assets and Compliance Manager
October 2025

Budget setting**a) Schedule of Proposed Capital Projects 2026/27– 2028/29**

A schedule of capital projects that have been identified through the asset management plan is appended to this briefing note, Appendix 1. The projects have been allocated an estimated cost. These projects will be reviewed by the Finance & Governance Committee on 17th December 2025 in the context of the submissions made by all committees. These will be reviewed on the basis of need and affordability.

b) Proposed Significant one-off revenue expenditure /minor works schedule 2026/27

Item/location	Works	Cost estimate £
Days Park	Pathway repairs	5,000
Panorama Road	Partial resurfacing	20,000
Total		25,000

Projects below de minimus (£5,000)

Item/location	Works	Cost estimate £
King George's Management Account - Skate Park	Replace aged skate lite panels	4,000
Allotments	Resurfacing of car parking area and replacement of pipework	4,000
Depot stores	Purchase of woodworking and grounds maintenance equipment	3,000
Total		11,000

Project classification:

Regulatory/safety requirement

Routine/planned maintenance

Non-essential service/asset improvements

c) Proposed Scale of Fees and Charges 2026/27 - Community Services Committee

The Scale of Fees and Charges for 2026/27 were discussed at a meeting of the Task & Finish Group on 24th September 2025. An inflationary increase of 4% was agreed as a general principle, with roundings and adjustments being applied if required.

Please see attached proposed Scale of Fees and Charges 2026/27 Appendix 2.

Decision required:

To recommend the inclusion of the proposed capital projects in the Draft Capital Programme to be considered by the Finance and Governance Committee on 17th December 2025.

To recommend the inclusion of the proposed significant one-off revenue expenditure/minor works schedule in the Draft Revenue Budgets to be considered by the Finance and Governance Committee on 17th December 2025.

To recommend the inclusion of the proposed scale of fees and charges 2025/26, Community Services Committee extract in the Draft Scale of Fees and Charges 2025/26 to be considered by the Finance and Governance Committee on 17th December 2025.

Gail Percival, Assets and Compliance Manager
Alison Spencer, Finance Manager

October 2025

Appendix 1

Schedule of Proposed Capital Projects 2026/27 -2028/29

Project Ref:	Project	Committee	2025/26 Estimate	Forecast Outturn for the year	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate
			£	£	£	£	£
1	Play Areas/Skate Park King Georges Skate Park	Community Services	35,000	75,000*			
2	Downs Peveril Point Stabilisation Scheme	Community Services	200,000	200,000			
3	Capital Grants Day's Park Community Sports facility	Community Services	100,500	0	180,500		
4	Beach Gardens Installation of Astroturf on Courts 4 & 5	Community Services	15,000	40,640*			
5	Public Conveniences a Installation of Composter PC at Godlingston Cemetery	Community Services	13,000	13,000			
b	Burlington Chine - Pump	Community Services			10,000		
6	Capital grants Greengage Community Garden	Community Services	15,000	15,000			
7	Vehicles Electric Van	Community Services	0			20,000	
8	Central Services Annexe heating system	Community Services			10,000		
9	Play Areas/Skate Park Days Park Play Area and Gym	Community Services					60,000
	Total Capital Expenditure		378,500	228,000	200,500	20,000	60,000

* Balance funded by third party contributions

SWANAGE TOWN COUNCIL

Draft Scale of Fees & Charges - 2026/27

	Date of Last Increase/ (Decrease)	Agreed Fees 2025/26 £/p	Proposed Fees 2026/27 £/p	Proposed Increase on Gross %
Community Services Committee				
1. <u>BEACH GARDENS - Charges to start on 28th March 2026</u>				
Tennis				
Singles/Doubles Hourly (hourly per court)	1/4/24	11.00	11.00	0.00
With Club Member	1/4/25	6.80	7.00	2.94
Schools (per court)	1/4/25	6.00	6.00	0.00
Children (under 16 years)	1/4/25	4.40	5.00	13.64
Racket Hire	1/4/25	2.70	3.00	11.11
Tennis Ball Hire	1/4/18	1.00	1.00	0.00
Deposit for keys (Returnable) - Winter period only	1/4/24	10.00	10.00	0.00
Court Fees - Coaching				
-Adults (Non-members)	1/4/25	5.20	5.20	0.00
-Children (Non-members Under 16)	1/7/17	0.00	0.00	
Putting				
Per Round - Adults	1/4/25	5.00	5.00	0.00
Per Round - Children (under 16)	1/4/25	2.70	3.00	11.11
Family (2 Adults + 2 Children)	1/4/25	12.50	13.00	4.00
Under 5s	1/4/18	0.00	0.00	
Adult x 1 Season Ticket	1/4/25	52.00	70.00	34.62
Adult x 2 Season Ticket	1/4/25	94.00	126.00	34.04
Family Season Ticket	1/4/25	115.00	154.00	33.91
Child Season Ticket	NEW	NEW	40.00	
Weekly 7 day Ticket - 2 Adults	NEW	NEW	50.00	
Table Tennis bat and ball hire	1/4/18	1.50	2.00	33.33
Basketball Hire	1/4/14	3.00	3.00	0.00
Pavilion				
(Charges include heating and lighting)				
Per Session (1 section)	1/4/25	37.00	40.00	8.11
Morning, Afternoon or Evening (2 sections)	1/4/25	47.00	50.00	6.38
2. <u>ALLOTMENTS</u>				
Prospect (per rod)	1/10/24	8.00	8.30	3.75
3. <u>TOWN HALL LETTINGS</u>				
Council Chamber				
Public Meetings and Lectures (per session)	1/4/17	45.00	45.00	0.00
Property Auctions	1/4/25	200.00	200.00	0.00
Civil Marriage/Partnership Ceremonies	1/4/25	165.00	170.00	3.03
Committee Room				
	1/4/18	30.00	30.00	0.00
* Community Groups (providing a service to Swanage residents) & Public Sector Organisations (agreed Minute 6) General Operations Committee 19th November 2014)		0.00	0.00	
4. <u>KING GEORGE V FIELD</u>				
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/21)	25.00 0.00	25.00 0.00	0.00
5. <u>FORRES SPORTS FIELD</u>				
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/21)	25.00 0.00	25.00 0.00	0.00
6. <u>JOURNEY'S END</u>				
Football Pitches Youth Teams	1/4/01 (1/4/21)	12.00 0.00	12.00 0.00	0.00
7. <u>SPORTS LICENCES & EVENTS</u>				
Sports Licence	1/4/25	38.00	40.00	5.26
Events - (at discretion of VSBDM)	1/4/25	420.00	1000.00	138.10

	Date of Last Increase/ (Decrease)	Agreed Fees 2025/26	Proposed Fees 2026/27	Proposed Increase on Gross
8. <u>GODLINGSTON CEMETERY</u>				
Garden of Rest				
Cremation Plot for burial of cremated remains in casket or urn.				
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/25	375.00	390.00	4.00
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':				
(a) first interment	1/4/25	205.00	215.00	4.88
(b) for each additional interment (to 4 interments)	1/4/25	205.00	215.00	4.88
(c) for additional multiple interments (2nd, 3rd or 4th interment)	1/4/25	65.00	70.00	7.69
Fee for multiple interments of cremated remains: one third of the full first interment fee if interment is made at the same time - as recommended by the General Operations Committee 01/04/15 - Agreed by Full Council Minute 177. 20/04/15				
(d) for interments on Saturdays, Sundays and Public Holidays	1/4/25	215.00	225.00	4.65
(iii) Memorials	1/4/25	220.00	230.00	4.55
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(v) Transfer of Rights	1/4/25	65.00	70.00	7.69
Earthen Graves				
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:				
Section A	1/4/25	600.00	625.00	4.17
Section B	1/4/25	480.00	500.00	4.17
Children's Section	(1/4/18)	10.00	10.00	0.00
(ii) Interment Fees - for body of				
(a) a child, in the Children's section, in a grave not exceeding in depth: 7 feet (2 interment)	(1/4/18)	No Charge	No Charge	
to be effective from 1st January 2018				
(b) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/25	420.00	440.00	4.76
Casket-type coffin	1/4/25	600.00	625.00	4.17
(c) for interments on Saturdays Sundays and Public Holidays	1/4/25	460.00	480.00	4.35
(d) scattering of ashes beneath turf	1/4/25	115.00	120.00	4.35
(e) scattering of ashes on existing grave/ garden of remembrance	1/4/25	45.00	50.00	11.11
Note				
Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment.				
(iii) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(iv) Transfer of Rights	1/4/25	65.00	70.00	7.69
Brick Graves or Vaults				
(i) Right to construct (including grant of right of burial therein for a period of one hundred years) on each space:				
Section A	1/4/15	Upon application	Upon application	
Section B	1/4/15	Upon application	Upon application	
(ii) First Interment	1/4/25	2050.00	2100.00	2.44
(iii) Re-opening	1/4/25	2050.00	2100.00	2.44
(iv) For interment Saturdays Sundays and Public Holidays	1/4/25	1000.00	1040.00	4.00
(v) Fee for persons not resident in the parish.		As above x 2	As above x 2	

	Date of Last Increase/ (Decrease)	Agreed Fees 2025/26	Proposed Fees 2026/27	Proposed Increase on Gross
Monuments, Gravestones & Inscriptions				
(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	1/4/25	220.00	230.00	4.55
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	1/4/25	650.00	675.00	3.85
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	1/4/25	220.00	230.00	4.55
(iv) Kerb set	1/4/25	220.00	230.00	4.55
(v) Kerb set with infill	NEW	420.00	440.00	4.76
(vi) Flatstone not exceeding 7' x 3' x 6"	1/4/25	340.00	355.00	4.41
(vii) Vase not exceeding 12" in height	1/4/25	55.00	60.00	9.09
(viii) Any other memorial not referred to above	1/4/08	By Agreement	By Agreement	
(ix) Each additional inscription after the first in respect of each person	1/4/25	50.00	55.00	10.00
(x) Fee for persons not resident in the parish.		As above x 2	As above x 2	
<u>GODLINGSTON MEADOWLAND BURIAL</u>				
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years	1/4/25	480.00	500.00	4.17
(ii) Interment Fees - for body of				
(a) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/25	440.00	460.00	4.55
Casket-type coffin	1/4/25	620.00	645.00	4.03
(b) for interments on Saturdays Sundays and Public Holidays	1/4/25	460.00	480.00	4.35
(iii) Interment Fees - for burial of casket or urn				
(a) first interment	1/4/25	220.00	235.00	6.82
(b) for interments on Saturdays, Sundays and Public Holidays	1/4/25	210.00	225.00	7.14
(c) scattering of ashes beneath turf of existing grave	1/4/25	115.00	120.00	4.35
(d) scattering of ashes on existing grave/ garden of remembrance	1/4/25	45.00	50.00	11.11
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(v) Transfer of Rights	1/4/25	65.00	70.00	7.69
Memorial Tree Plaque	1/4/25	210.00	220.00	4.76
Cemetery services will not be available for the period 24th December to the third working day after the New Year's Day public holiday				
Hire of Cemetery Chapel - Godlingston interment		No Charge	No Charge	
Hire of Cemetery Chapel - External interment	1/4/25	160.00	165.00	3.13
9. <u>Memorial Benches</u>				
Memorial Bench Plaque - Fitting Only	1/4/25	20.00	25.00	25.00