

Minutes of the Meeting of the **COMMUNITY SERVICES COMMITTEE** held at the Town Hall, Swanage  
on **WEDNESDAY 13<sup>th</sup> MARCH 2024** at **2.15 p.m.**

Chairman: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor J Bishop

Swanage Town Council

Councillor T Foster

Swanage Town Council

Councillor A Harris

Swanage Town Council

Councillor D Monkhouse

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Outside Representatives: -

Ms B Caswell

Swanage Tennis Club

Mr R Foster

Swanage & Purbeck Development Trust

Ms D Miller

Swanage Tennis Club

Mr M Norris

Swanage Museum

Also present: -

Dr M Ayres

Town Clerk

Ms G Percival

Assets and Compliance Manager

Mr M Snowdon

Assets and Compliance Support Officer

There was one member of the public and one representative of the press present at the meeting.

### **Public Participation Time**

The following matters were raised during Public Participation Time: -

- In connection with Item 4 on the agenda, pedestrian safety concerns were raised regarding the southern end of Washpond Lane between Herston Yards campsite and the High Street. Attention was drawn to the absence of a footway for families accessing the Swanage School and St Mark's Primary School along with an increased number of families being housed at Herston Yards. Support was given for the reduction of the speed limit on Washpond Lane to 30 m.p.h.

#### **1. Apologies**

Apologies for their inability to attend the Meeting were received from Mr M Green (James Smith Funeral Directors), Mr M Jones (Prospect Allotment Association), Ms K Gallagher (Swanage & Purbeck Development Trust) and Mr R Sutcliffe (Swanage Community Housing Project). Councillor Finch attended the meeting remotely.

#### **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 8<sup>th</sup> November 2023**

There were no matters raised.

**4. Matters arising from the Minutes of the Meeting of the Traffic Management Advisory Committee held on 21<sup>st</sup> February 2024**

**a) Shore Road improvements – Dorset Council highways modelling work**

It was noted that this matter would be discussed in more detail under agenda item 6).

**b) Washpond Lane – Pedestrian safety concerns**

Further to Minute No. 6 (h) of the Traffic Management Advisory Committee meeting held on 21<sup>st</sup> February 2024, consideration was given to the proposal to approach Dorset Council with a request to extend the 30 m.p.h. speed limit to the full length of Washpond Lane. During the ensuing discussion it was noted that concerns about pedestrian safety were shared by councillors, local schools and residents.

It was acknowledged that reducing the speed limit to 30 m.p.h. for the entire length of Washpond Lane would be less confusing than having different speed limits on various sections of the road and that better signage alerting drivers to pedestrians in the vicinity would be highly beneficial. It was proposed by Councillor Monkhouse, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

That a request be made to Dorset Council to reduce the speed limit along the whole length of Washpond Lane to 30 m.p.h. and install signage to indicate children on the road, on the grounds of pedestrian safety.

**c) Queens Road – Swanage hospital carpark entrance/exit visibility concerns**

Further to Minute No. 7 (b) of the Traffic Management Advisory Committee meeting held on 21<sup>st</sup> February 2024, consideration was given to a proposal to approach Dorset Council and request additional double yellow lines at either side of the entrance/exit for Swanage Hospital car park. Following a brief discussion, it was proposed by Councillor Harris, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That a request be made to Dorset Council to install Double Yellow Lines at each side of the entrance/exit to the hospital car park to improve visibility for vehicles exiting on to Queens Road.

**5. Station Approach – to confirm details of the scheme further to the Community Services Committee held on 8th November 2023**

Further to Minute No.124 of the Council Meeting held on the 30<sup>th</sup> October 2023 and Minute No. 6 of the Community Services Committee meeting held on 8th November 2023, consideration was given to a briefing paper prepared by the Assets & Compliance Manager detailing a number of proposed minor amendments to the agreed infrastructure improvements at Station Approach. These had been developed through continued discussions with Dorset Council Designers and Project Managers, and took into account the valuable feedback and input received from consultation with Accessible Swanage.

It was noted that, following a site visit by a contractor, it had been determined that, due to the access requirements of Station Approach for the supermarket, medical centre, buses and taxis, the construction would require night working to maintain uninterrupted traffic access during the day. Following a further meeting with Accessible Swanage, it was reported that a request had been received for consideration to be given to the installation of a marked pedestrian priority route along the pavement in front of the station to assist in access along this section of footway.

Having considered the proposed amendments to these proposals, it was proposed by Councillor Tomes, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

To approve the minor design amendments to the approved proposals for infrastructure improvements at Station Approach, including a marked pedestrian route in front of Swanage station (if feasible), and that future monitoring of the project is undertaken by the Finance and Governance Committee and the Capital Projects Sub-Committee.

**6. Shore Road improvements – To consider options put forward by Dorset Council, for highways modelling work**

Further to Minute No. 180 (b) of the Council Meeting held on 29<sup>th</sup> January 2024, and Minute No. 4 of the Traffic Management Advisory Committee meeting held on 21<sup>st</sup> February 2024, consideration was given to a briefing paper prepared by the Assets & Compliance Manager, which outlined the revised options put forward by Dorset Council for highways modelling works to inform consideration of potential changes to traffic flow along the northern section of Shore Road. These options had been developed in response to the feedback regarding pedestrian safety received through the public consultations held in connection with the Swanage Seafront Masterplan and the Swanage Green Seafront Stabilisation Scheme.

The proposed modelling works would involve utilising Automatic Traffic Counts (ATC) and Classified Turning Counts (CTC) at specific locations. Some of the monitoring would be conducted in March 2024 whilst Shore Road is closed for highway repair works at a cost of £6,500 funded by Dorset Council, with the remaining monitoring conducted during the summer of 2024 at a cost of £5,400 funded by the Town Council. Further to a brief discussion, it was proposed by Councillor Moreton, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:-**

To approve the data collection and modelling proposal provided by Dorset Council to inform the feasibility study to investigate options for changing the traffic flow along the northern section of Shore Road.

It was **FURTHER RESOLVED:**

**TO RECOMMEND:**

That a budget of £5,400 be allocated to fund the Shore Road modelling work and data collection in the summer 2024.

**7. Partnership Project Updates**

**a) Swanage Wellbeing Project, Chapel Lane**

Further to Minute No. 101 (c) of the Council Meeting held on 18<sup>th</sup> September 2023, and to Minute No. 3 (a) of the Finance & Governance Committee meeting held on 13<sup>th</sup> December 2023, representatives of Swanage & Purbeck Development Trust (SPDT) provided an update on the progress of the Community Asset Transfer of the Chapel Lane site (Day Centre and Children's Centre).

It was reported that at a SPDT Trustees meeting held on 8<sup>th</sup> March 2024, a long lease from Dorset Council had been signed for the Chapel Lane site. In addition, a licence had been agreed with Care Dorset to continue operating day care services on part of the site. It was anticipated that occupation would commence on 18<sup>th</sup> March 2024, although a 3 to 6-month transition period has been agreed.

Decisions are awaited on a number of grant applications which have been submitted recently, relating to both staffing and works. Whilst there is still a lot to achieve, it was reported that matters were progressing well and that an Open Weekend is planned for 10<sup>th</sup> & 11<sup>th</sup> May 2024.

It was noted that now the asset transfer of the Chapel Lane site had been completed, the Town Council could release a grant of £21,000 to the Trust, the first of three such annual payments in support of the project, which had been agreed in Minute No. 118 (a) of the Council Meeting held on 12<sup>th</sup> December 2022.

Councillors expressed their thanks and support to SPDT for their work on this project.

**b) Swanage Community Housing Project**

Further to Minute No. 166 of the Council Meeting held on 15<sup>th</sup> January 2024, an update was provided regarding the progress of the Swanage Community Land Trust (CLT), known as Swanage Community Housing, with regard to the development of land at the junction of Ulwell Road and Washpond Lane.

It was reported that monthly meetings had continued between Dorset Council and Swanage Community Housing in respect of the transfer of the land and that good progress is being made with regards to the legal agreements required.

It was also reported that additional meetings had been held with Dorset Council relating to the Allocations Policy and agreements were being developed with an emphasis on the provision of housing for local residents that are key workers in Swanage.

**8. CCTV – Update on monitoring arrangements**

Further to Minute No. 7 of the Community Services Committee meeting held on 14<sup>th</sup> June 2023, an update was provided on arrangements for monitoring the CCTV cameras provided by the Town Council in Swanage.

It was reported that Dorset Council had confirmed that it is in receipt of a grant from the Home Office under the Safer Streets Project which will fund the linking of the Town Council CCTV network into the CCTV monitoring centre at County Hall. Whilst the grant will cover the initial setup costs, there is potential that after an 18-month funding period the Town Council may be approached to support ongoing costs.

**9. Swanage Town and Herston Football Club**

Further to Minute No. 15 of the Community Services Committee meeting held on 8<sup>th</sup> November 2023 and Minute No. 181 of the Council Meeting held on 29<sup>th</sup> January 2024, it was reported that the Football Club had commissioned the drawing up of plans for a new community sports hall which would soon be the subject of consultation with local sports clubs and residents. It was noted that the Club is also developing a business plan and that consideration is being given to the appointment of a professional fundraiser to assist in the grant applications that will be required to raise a significant proportion of the estimated £3 million cost.

**10. Beach Gardens Review - Update**

An update was provided further to recent meetings with the Swanage Bowls Club and Swanage Tennis Club regarding the future funding of facilities at Beach Gardens. It was reported that the Tennis Club were continuing to plan for the installation of artificial surfacing on courts 4 and 5. It was noted that a further update will be provided to a future meeting.

**11. Items of information and matters for forthcoming agendas**

**a) Cancare Garden Official Launch – 18<sup>th</sup> May 2024**

Further to Minute No. 9 of the Community Services Committee meeting held on 29<sup>th</sup> March 2023, the Assets & Compliance Manager reported that the groundworks have progressed well. An official launch day has been set for 18<sup>th</sup> May 2024 with timings still to be confirmed.

**b) Swanage Skatepark Community Day – 1<sup>st</sup> June 2024**

It was reported that the Friends of Swanage Skatepark group had arranged a Community Day for 1<sup>st</sup> June 2024 between 12 noon and 5 p.m. where a range of activities would be held, including workshops and lessons provided by a specialist with skateboards and safety equipment. Additionally, there will be exhibition displays and competitions with professional skateboarders and BMX riders. Attention was drawn to the excellent progress that had been made by the Friends of Swanage Skatepark group since its formation, with the support of the Swanage & Purbeck Development Trust. The importance of community-led groups was highlighted, and it was noted that the recent activity reflected the passion that the members of the group have for the future of the skatepark.

**c) Town Hall – Front desk service review**

Further to Minute No. 21 (a) of the Community Services Committee meeting held on 8<sup>th</sup> November 2023, the Town Clerk reported that the front desk service review is an ongoing matter. Conversations are continuing with Dorset Police regarding the formalisation of arrangements for the opening hours. It was noted that although the current opening hours have been confirmed for 2 days a week, Dorset Police have not been able to maintain this consistently. As this matter progresses and further updates are received, the Town Council will be able to take forward the front desk service review and an update on this matter will be brought to a future committee meeting.

**d) Swanage Museum**

Further to Minute No. 20 of the Community Services Committee meeting held on 8<sup>th</sup> November 2023, the Chairman of Swanage Museum provided an update on the progress in relation to the commemorative tree in memory of Bob Field within Prince Albert Gardens. A site visit had been conducted with the Grounds & Estates Manager and the location of the memorial tree had been agreed, although the process of selecting and agreeing the wording of the plaque was ongoing. Additionally, the Museum Chairman noted that a meeting had been scheduled with Arts Council England for 14<sup>th</sup> March 2024 to discuss potential funding for repairs that are required at the Museum/Heritage Centre building.

**12. Date of next meeting**

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 17<sup>th</sup> July 2024.

The Meeting closed at 2.55 p.m.

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## Encouraging Health and Wellbeing and Enhancing Community Safety

The Town Council will encourage health and wellbeing and enhance community safety by:

- Supporting the development of social housing for local people;
- Encouraging participation in sporting and cultural activities;
- Protecting and enhancing the delivery of public services in Swanage, particularly health services and the library;
- Providing grant funding in support of educational, social and cultural activities;
- Working with partners to enhance community safety;
- Implementing measures to improve accessibility.



Tennis Courts at Beach Gardens

In support of health, wellbeing and community safety the Town Council...

- Funds a network of Town Centre CCTV cameras and a Speed Indicator Device.
- Leases the Town Hall Annexe to Dorset Police.
- Provides a range of community services, including allotments, cemeteries, public conveniences and bus shelters.
- Provides opportunities for sport and recreation for all ages, including children's play areas, a skate park, Beach Gardens sports park (tennis, bowls, putting and basketball), designated beach swimming zone and football pitches.
- Provides financial support for the CAB advisory service.
- Has commissioned a report to identify barriers impeding access for disabled people in Swanage town centre.
- Works with partner organisations to protect public services e.g. Swanage Ambulance Car.

### Between 2023 and 2025 the Town Council will:

- Provide a new safe route to St Mary's Primary School via Journey's End and Day's Park;
- Work with Swanage & Purbeck Development Trust and Swanage & Herston Football Club to provide enhanced sporting and community facilities at Day's Park;
- Support the Swanage Community Housing Group in their efforts to deliver social housing for local people;
- Promote the town's footpath network and work with partners to increase access to the countryside;
- Work with partners to implement recommendations from the Swanage town centre accessibility report, and install 'Changing Places' toilet facilities at North Beach Car Park;
- Support Swanage & Purbeck Development Trust's Wellbeing Project, including the potential transfer of the Day Centre and Children's Centre to community ownership.

**To consider recommendations from the Meeting of the Traffic Management Advisory Committee held on 19<sup>th</sup> June 2024**

Item 1) Election of Chairman

**TO NOTE:-** Election of Chairman, Cllr Cliff Sutton.

Item 5b) Railway Bridge, Northbrook Road

**TO RECOMMEND:-** That evidence be gathered regarding pedestrian safety for presentation to Dorset Council's Community Highways Senior Team Leader (CHSTL) and that a request be made that consideration be given to the installation of additional signage.

Item 5d) High Street

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

Item 5e) Shore Road (southern end gates)

**TO RECOMMEND:-** That Dorset Council be asked to take action to enable emergency/delivery vehicle access to the southern section of Shore Road at all times, including consideration of the installation of kerb blips and hatched road markings. N.B. A site visit will be arranged to consider options.

Item 6) Mowlem Turning Circle

**TO RECOMMEND:-** That a removeable locked bollard be installed at the entrance to the turning circle and to regulate the parking in that area by the agreed use of permits in accordance with the criteria proposed by the Mowlem Institute (to be considered under agenda item 6).

Item 7) SID post, Valley Road

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

Item 9) Time and Date of Future Meetings

**TO NOTE:-** Future committee meetings to be held at 5 p.m.

**Mowlem Turning Circle – Regulation of parking**

At the Traffic Management Advisory Committee Meeting held on 19<sup>th</sup> June 2024 it was resolved under Item 6) that a recommendation be made that a removeable locked bollard be installed to regulate the parking in the Mowlem turning circle by the agreed use of permits in accordance with the criteria proposed by the Mowlem Institute.

On Monday 8<sup>th</sup> July 2024 representatives of the Mowlem Committee and Operations Team, the Town Clerk and the Assets and Compliance Manager met with the tenants of the Mowlem shop units to discuss the proposed new parking regulations and the installation of the locked bollard. The meetings were positive and constructive.

Following this a meeting of the Mowlem's Finance and Operations Sub-committee met and the following Minute from this meeting is provided below.

***Mowlem Turning Circle follow up meeting with STC and Mowlem Tenants 8<sup>th</sup> July 2024***

*Following on from our meeting on the 22<sup>nd</sup> May and the meeting of the STC Traffic Advisory Meeting of 19<sup>th</sup> June, this meeting was held to consult with tenants about the way forward to ensure that the change in status of the turning circle would work for them as well as the Mowlem. The Mowlem welcome the decision of the STC to go forward with this scheme for all the reasons given in our report to Council following the 22<sup>nd</sup> May meeting.*

*In order to facilitate progress with this we have now consulted with STC and our three tenants on 8<sup>th</sup> July to establish a practical way forward to which we can all agree. STC will place three bollards across the entrance to the turning circle; of which the central bollard will be removable with a key.*

*We agreed that:*

*Tenants*

- 1. Would be permitted to park for the purposes of loading and unloading and for contractors while working on the tenant's property*
- 2. Would be issued with a single numbered permit which they would display in their vehicle together with a key for the central bollard*
- 3. The duration of the permit would be for 1 hour*
- 4. The arrangement would be reviewed after one month of operation to establish how it was working and any problems that might be experienced.*

*The Mowlem would use the space for:*

- 1. Loading and unloading and for contractors working in the building*
- 2. Enabling our users, theatres, flower arrangers, artists to effect their get ins and outs.*
- 3. Parking for customers and staff that are vulnerable, elderly or disabled.*

*It was also agreed that the operation of the scheme should be reviewed after one month.*

This area is included within the Town Council's (Off-street) Parking Places Order and therefore if approved anybody found to be party in contravention of these rules would be liable to the issue of an Excess Charge Notice.



**Decision required:**

To consider approving the recommendation of the Traffic Management Advisory Committee to install a removeable locked bollard to regulate the parking in the Mowlem turning circle by the agreed use of permits in accordance with the criteria proposed by the Mowlem Institute.

Martin Ayres, Town Clerk and Gail Percival, Assets and Compliance Manager  
July 2024

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

Following concerns having been raised regarding the introduction of new opening hours at Swanage Library, it was agreed at the council meeting held on 24<sup>th</sup> June 2024 that consideration of this matter should be placed on the agenda for the next meeting of the Community Services Committee.

New opening hours for libraries across Dorset came into effect on 1<sup>st</sup> July 2024. This followed two phases of ‘Let’s Talk Libraries’ public consultation undertaken by Dorset Council. The first phase of this informed the Dorset Council Library Strategy whilst the second phase informed delivery of the service in communities.

The new library strategy was approved by Dorset Council on Tuesday 25<sup>th</sup> July 2023 with the new operating model and changes to opening hours to come into effect during financial year 2024/25.

From 1<sup>st</sup> July opening hours at Swanage Library are as follows:

Monday: 10 am to 5 pm

Tuesday: 10 am to 5 pm

Wednesday: 12 noon to 6 pm

Thursday: Closed

Friday: 10 am to 5 pm

Saturday: 10 am to 1 pm

Sunday: Closed

Opening hours at Swanage Library prior to 1<sup>st</sup> July 2024 were as follows:

Monday: 10 am to 6.30 pm

Tuesday: Closed

Wednesday: 9.30 am to 5 pm

Thursday: Closed

Friday: 9.30 am to 5 pm

Saturday: 9.30 am to 4 pm

Sunday: Closed

Particular concern has been expressed regarding the reduction of Saturday opening hours, given the potential impact of this on those unable to access library services during the week, including school children and those of working age.

An online meeting has been arranged between representatives of the Town Council and Dorset Council on Tuesday 16<sup>th</sup> July and a verbal report will be provided to the committee meeting.

**Decision required:**

To determine whether or not to request Dorset Council to make changes to the newly introduced opening hours at Swanage Library.

Martin Ayres, Town Clerk - July 2024

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

The arrangements and procedure for the monitoring of allotment plots was amended by the Council in March 2021. This was undertaken with reference to advice received from the National Allotment Association and in consultation with Prospect Allotment Association.

In Spring 2024 advice was again sought from the National Allotment Association relating to the level of information that should be provided within plot monitoring letters and the duration of time that warning letters should be kept on file.

As a result of this advice and following consultation with Prospect Allotment Association:

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

The Town Council acknowledges that external and personal circumstances may occasionally prevent allotment holders from being able to maintain their plots in accordance with the rules. Such instances will continue to be dealt with on a case-by-case basis.

**For information**

Gail Percival  
Assets & Compliance Manager

July 2024

**CCTV – Update on monitoring arrangements**

At the Community Services Meeting held on 13<sup>th</sup> March 2024 (Minute No. 8 refers), it was reported that Dorset Council had confirmed that it was in receipt of a grant from the Home Office as part of the Safer Streets Project to fund the linking of the Town Council CCTV network into the CCTV monitoring centre at County Hall. It was noted that whilst the grant will cover the initial setup costs, there is potential that after an 18-month funding period the Town Council may be approached to support ongoing costs.

Further to this matters have progressed and a technical review of the current CCTV and monitoring system has been undertaken by Dorset Council's contractor. In addition, officers have met with the West Dorset and Purbeck NPT Inspector to ascertain views regarding the proposal for CCTV monitoring to be undertaken at County Hall as well as Dorset Council's Service Manager, Licensing & Community Safety and the CCTV Team Leader/Supervisor.

The current service offered by Dorset Council Control Room at County Hall is a fully monitored system from 7am – 4am that is planning to soon be expanded to provide a 24/7 service. There are dedicated radio contacts with not only the police but also more local agencies such as Shop Watch and Pub Watch schemes as well as connections to Street Pastors and Homeless link organisations. Dorset Council will act as the Data Controller, including processing all Subject Access Requests, although all evidential reviewing of images will be undertaken by the police.

The West Dorset and Purbeck NPT Inspector noted the skills and competence of the operators and viewers within the control room and advised how they are well embedded into relevant local police groups and networks. The CCTV monitoring systems in place support not only the detection of crime but also provide support with public safety and missing persons.

It should also be noted that several town councils are transferring monitoring arrangements to Dorset County Control room as a result of Round 5 of the Safer Streets Funding, these include Shaftesbury, Blandford, Gillingham, and Lyme Regis.

In summary:

- The Council would retain ownership of the cameras and responsibility for their maintenance.
- Monitoring and control of the CCTV would transfer to the Dorset Council Control Room. This would be monitored and controlled from 7am-4am initially with a proposal to expand to a 24/7 service.
- There is a possibility of the viewing of the CCTV remaining in Swanage Police station and a joint primacy agreement being entered into. This is an exceptional arrangement and the costs of this would be for the attention of the Town Council.
- Dorset Council would be the Data Controller.
- All Subject Access Requests would be made to Dorset Council.
- The Town Council would be required to install CCTV signage advising the public CCTV was in place and by whom it was monitored. Dorset Council would provide guidance on this, and potentially funding.
- There would be no charge to the Council to transfer the monitoring arrangements and no charge for monitoring for an 18-month period.
- Following this period a charge may be made based upon the number of cameras monitored. If this is the case then a further report would be brought to the Council. It

was stated that future rounds of the Safer Streets Fund (or similar) may enable further grant applications to support these costs and/or the costs of upgrading cameras themselves.

- There may be opportunities to explore economies of scale in the future procurement of camera repair and maintenance contracts.

### **Decision required**

To consider recommending the transfer of the CCTV monitoring in Swanage to the Dorset Council Control Room.

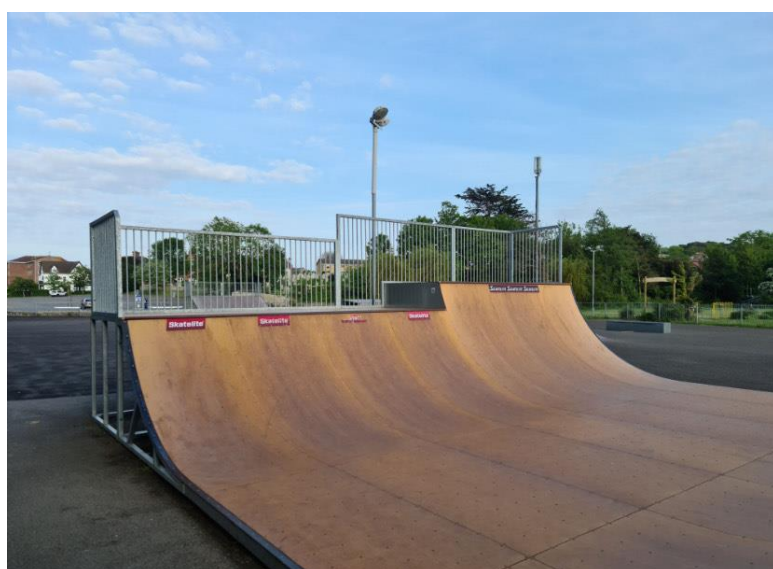
Gail Percival  
Assets & Compliance Manager

July 2024

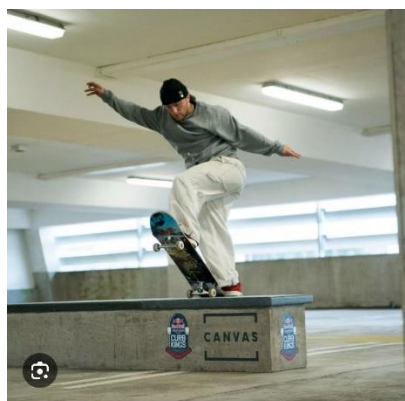
**Swanage Skatepark Community Project – Request for permission to display corporate sponsorship at the skatepark**

The Council has received a request from Swanage Skatepark Community Project (SSCP) for permission to display corporate sponsorship within the skatepark. This is in accordance with one strand of their fundraising strategy that is to attract corporate sponsorship, achieved through offering digital and print coverage to sponsors as well as logo placement on the ramps within the skatepark.

The existing new halfpipe in the skatepark already contains stickers bearing the logo of the brand of the manufacturer of the surface material of the ramp. These are shown on the image below and have been in situ for circa 2 years.



The proposal is that corporate sponsorship is similarly displayed on stickers on new pieces of equipment. Examples of this are shown in the images below.



SSCP have confirmed that full regard will be had to Advertising Standards Agency guidelines and the use of the park by children and young people when considering corporate sponsorship opportunities. Information will also be provided to any corporate sponsors by

SSCP regarding the duration of any agreement and notifying them that once installed, the pieces of equipment on which their material is placed will be in the ownership of the Council.

It is proposed that should permission be granted, final approval of specific corporate sponsors and the placement and size of stickers is delegated to the Assets and Compliance Manager.

### **Decision required**

To consider granting approval for Swanage Skatepark Community Project to display corporate sponsorship within the skatepark in accordance with the parameters set out within this paper.

To consider, should permission be granted, delegating final approval of specific corporate sponsors and the placement and size of stickers to the Assets and Compliance Manager.

Gail Percival  
Assets & Compliance Manager

July 2024

**Swanage Museum – Update on MEND Grant Application Round 4**

At the Community Services Committee held on November 8<sup>th</sup> 2023 (Minute No. 10 refers), it was noted that further to a meeting of the Museum Working Party, Swanage Museum representatives and the Dorset Museums Advisor it was proposed that an application be made to Round 4 of the Arts Council Museum Estate and Development Fund (MEND) to fund required repairs that had been identified as a result of a recent condition survey.

In April 2024 Swanage Museum submitted an expression of interest, the first stage of this process, requesting the sum of £82,000 towards funding the identified repairs. Unfortunately, in May 2024 the Museum was advised the application had been unsuccessful, largely because the fund was oversubscribed.

In June 2024 a further meeting was held with Swanage Museum representatives, the Dorset Museums Advisor and council officers. At this meeting alternative funding options were discussed which included the potential for an application to the Heritage Lottery Fund. Prior to any submission to this fund further considerations are required by the Museum committee with regard to display and interpretation opportunities and it is proposed that a meeting be scheduled in the near future with the Council's Museum Working Party and representatives of the Museum to discuss proposals and next steps.

**For information**

Gail Percival  
Assets & Compliance Manager

July 2024



## **Beach Gardens Sport Park – Review Update**

### **Introduction**

The Sports, Leisure and Wellbeing Working Party met on 5<sup>th</sup> June 2024 and were provided with an update on the Beach Gardens Sports Park review.

The purpose of the review is to consider three areas as follows:

- Financial and legal arrangements regarding the treatment of the Bowls Club and Tennis Club
- The future of the Pavilion, which is now over 40 years old
- Aspirations for the future – short term actions and long term vision

### **The Working Party discussion**

The Working Party felt that nothing should be left out of scope with regards to the future of the facility. However, it was acknowledged that while there were some issues that would be required to be resolved reasonably quickly, sufficient time should be taken to enable matters to be fully considered prior to any major decisions being made regarding the future of the facility.

Therefore, the working party proposes that a revised funding and legal arrangement for the two clubs be developed to cover the next three years, which would ideally be considered at the next meeting of the Community Services Committee in November 2024. The Working Party will liaise with the clubs in order to progress this work. This would cover the use of the tennis courts and the pavilion.

This would provide some time to develop a vision for the future of the facility, along with identifying proposed enhancements. While it is possible that a range of proposals for enhancements might be brought to the next committee, it is assumed at this stage that any significant changes will be planned to take place from 2027-28.

### **Decision Required**

To approve the working party's proposed way forward.

Culvin Milmer  
Visitor Services and Business Development Manager

July 2024

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

**Introduction**

The Town Council currently provides annual ‘Sports Licences’ to individuals who operate commercial personal training or similar sports activities on land controlled by the Town Council, such as the parks and gardens and the beach. They must be able to fulfil the following requirements:

1. That a standard Swanage Town Council User Agreement for events is signed
2. That the instructor must be accredited with either the ‘Register for Exercise Professionals’ (REPS), ‘National Register of Personal Trainers’ (NRPT) or hold at least a Level 2 Fitness Qualification
3. The instructor must provide a suitable reference
4. The Town Council reserves the right to view the activities taking place
5. That the use of Forres Field is excluded from this licence
6. No advertising is undertaken on land operated by Swanage Town Council
7. Other events booked and approved on land operated by Swanage Town Council will have priority
8. The public will have access to the parks and open spaces and play and fitness equipment at all times
9. A fee of £30+ VAT to be charged for a 12-month period with effect from the date of payment to help cover the cost of the administration of the licence
10. Public Liability Insurance £2m
11. Risk Assessment

The process is delegated to the Visitor Services Manager.

**Swanage Martial Arts and Self Defence Club**

The club’s lead instructor has requested a Sports Licence in order to undertake martial arts instruction on Swanage Town Council controlled areas. He is able to cover all the requirements above with the exception of number two.

While the club is relatively new, the instructor has built this into a success which caters for a wide range of residents from age 4 and up.

The Town Council has received a letter from the British Combat Association which represents the sport and provides insurance for clubs.

It is recommended that the licence is approved by the Council as the club can demonstrate that it meets a sufficient standard of accreditation in order to satisfy the Council that it will operate in a safe manner while using the Council’s parks and gardens.

More information about the Club can be found here: [Swanage Martial Arts - Dorset](#)

## **Proposed changes to the licence arrangements**

Councillors are asked to consider if they would like to amend the sports licence requirement by replacing number two with the following:

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

It is suggested that, if there are any requests that do not reasonably fit the above definition, that advice is sought from the Sports, Leisure and Wellbeing Working Party.

In addition, it is suggested that all licensees are required to provide a copy of their safeguarding policy and this is added to the list of requirements.

## **Decision Required**

1. Consider approval of the Swanage Martial Arts and Self Defence Club for a Sports Licence
2. Consider amending the requirement for accreditation as identified above.
3. Consider amending the requirements to include a copy of each instructors/club's safeguarding policy.

Culvin Milmer  
Visitor Services and Business Development Manager

July 2024

**Request to install and fund a plaque on the Memorial Wall to commemorate Forres School boys killed on Swanage beach**

In April 2024 the Council were contacted by a former student of the Forres School with a request to commemorate the five Forres schoolboys who lost their lives on Swanage beach on the 13<sup>th</sup> May 1955, when they encountered a World War II mine.

A large stone plaque commemorating the boys is currently situated at the end of one of the classroom buildings at the recently closed Purbeck View School. It was felt by the former student that it may be appropriate that a new commemorative plaque be installed on the Memorial Wall on the Recreation Ground and a request has been made to the Council for permission for this to be undertaken, and for this to be funded by the Council.

An inscription is proposed, setting out the names of the boys and the following suggested message.

IN LOVING MEMORY OF THE FORRES SCHOOL BOYS WHO WERE TRAGICALLY  
KILLED ON SWANAGE BEACH BY A WORLD WAR II LAND MINE  
13TH MAY 1955

This would be set upon a Purbeck stone plaque to be placed upon the top right of the Memorial Wall in the space shown in the image below. Sizing would be in accordance with the current stone plaque shown on the left of the image.



An estimate for the provision of the plaque has been provided in the sum of £1,100. If no virement can be identified this would have to be taken from the council's general fund balance.

**For decision**

To consider granting permission for a Purbeck stone plaque to commemorate the five schoolboys who lost their lives on Swanage beach to be installed upon the Memorial Wall in accordance with the proposals set out in this report.

To consider allocating a budget of up to £1,100 for the purchase and installation of the plaque.

Gail Percival  
Assets & Compliance Manager

July 2024

**Swanage War Memorial – Information regarding required repairs**

In June 2024 it was noted that one of the inscribed memorial plaques situated on Swanage War Memorial was damaged. This damage is shown on the image below.



The War Memorial is Grade II listed and Listed Building Consent is required to effect repair and/or replacement of the damaged area. The Council has engaged with the War Memorials Trust to understand the most appropriate methodology to effect repair and to ascertain the availability of grant funding and has received a positive response.

The Council is also aware of at least one minor amendment to the spelling of the name of one of the fallen and has been in contact with family members who have raised this matter. Changes to any of the inscriptions on the War Memorial will be undertaken in accordance with advice received from the War Memorials Trust to ensure legislation and best practice guidance is adhered to.

In accordance with advice and support received from the War Memorials Trust the Council proposes to complete appropriate repairs. Progress on this matter will be reported to future meetings of the Community Services Committee. Any budget issues will be brought to the Finance & Governance Committee for consideration.

**For information**

Gail Percival  
Assets & Compliance Manager

July 2024