

Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
MONDAY, 24th JULY 2023 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor C. Moreton

Councillor J. Bishop

Councillor M. Bonfield

Councillor C. Finch

Councillor A. Harris

Councillor N. Rogers

Councillor G. Suttle

Councillor C. Tomes

Councillor W. Trite

Councillor M. Whitwam

In addition to Members of the Council and officers, one member of the public attended the Meeting.

Public Participation Time

There were no matters raised.

Reverend Dave Richards, Associate Priest at St Mark's, Herston, Swanage, offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.05 p.m.

65. **Apologies**

No apologies were received for inability to attend the meeting. Councillor Monkhouse attended the meeting remotely.

66. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

Agenda Item No. 21 (c) - Councillor Bonfield declared a disclosable pecuniary interest under the Code of Conduct by reason of being an employee of a local taxi company.

67. **Minutes**

(a) Proposed by Councillor Foster, seconded by Councillor Bonfield, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Council Meeting held on
26th June 2023 be approved as a correct record and
signed.

(b) Proposed by Councillor Moreton, seconded by Councillor Bishop, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Council
Meeting held on 5th July 2023 be approved as a
correct record and signed.

- (c) Proposed by Councillor Foster, seconded by Councillor Rogers, and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Extra Council Meeting held
on 17th July 2023 be approved as a correct record
and signed.

68. **Planning and Consultation Committee**

- Proposed by Councillor Harris, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Planning and Consultation
Committee Meeting held on 3rd July 2023 be
approved as a correct record and signed.

69. **Tourism and Local Economy Committee**

- Proposed by Councillor Tomes, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Tourism and Local
Economy Committee Meeting held on 5th July 2023
be approved as a correct record and signed.

Consideration was given to the following recommendation contained in the
Minutes. It was noted that the recommendations set out in Minute No's 9 and 10
would be considered under agenda items 10 and 11:-

11) **To consider adoption of the revised Winter Market fees**

- Proposed by Councillor Tomes, seconded by Councillor Finch and
RESOLVED UNANIMOUSLY:-
That the revised Winter Market fees be adopted.

70. **Environment and Green Spaces Committee**

- Proposed by Councillor Moreton, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Environment and Green
Spaces Committee Meeting held on 12th July 2023
be approved as a correct record and signed.

It was noted that the recommendations set out in Minute No's 7 and 8 would be
considered under agenda items 12 and 13.

71. **Finance and Governance Committee**

- Proposed by Councillor Foster, seconded by Councillor Harris and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Extraordinary Finance and
Governance Committee Meeting held on 5th July
2023 be approved as a correct record and signed.

It was noted that the recommendation set out in Minute No 5 would be
considered under agenda item 19.

72. **Statement of Cash Balance**

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

73. **Payment of Accounts**

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

- Payment Schedule 3, amounting to £849,405.24.

74. **Chairman's Announcements**

The Town Mayor thanked the Deputy Mayor for deputising during her time away on holiday. The Mayor reported that on her return there had been extra meetings to attend, with important decisions to be made, and thanked all councillors for their attendance. Following the recent news that the facilities at Beach Gardens had successfully achieved a Green Flag award, the Mayor had attended the prestigious award ceremony in Southampton, with the Deputy Mayor, on 20th July 2023. It was reported that one of the judges who had attended Beach Gardens remarked that the venue had been noted as exceptional. The Mayor thanked all staff and officers involved in the process.

The Deputy Mayor reported that he had attended the following events, whilst deputising for the Mayor, since the Council meeting held on 26th June 2023:

- Swanage Sea Rowing Regatta – attended the award ceremony and noted that it was a pleasure to present approximately 80 awards at the event held on 1st July.
- Youth Concert – attended the concert held on 3rd July to raise funds for instruments for children in schools. It was a privilege to listen to the children's choir and talented young people performing instrumental pieces.
- Women's Institute – accompanied by the Town Crier, it was an honour to attend the first fundraising event of the W.I. held on the hardstanding on 16th July.

75. **Working Party Updates and Recommendations**

(a) **Tourism Marketing, 28th June 2023**

Further to Minute No. 5 a. of the Tourism and Local Economy Committee meeting held on 5th July 2023, it was reported that Visit Dorset anticipated a soft launch of the new Visit Swanage website in November 2023. It was noted that a photographer had been engaged to provide images of the area, including drone footage.

(b) **Property Panel and Seafront Masterplan, 12th July 2023**

It was noted that items discussed during the working party meeting would be covered under agenda items 9 and 11.

(c) **Day's Park Development Forum, 19th July 2023**

Further to Minute No. 187 (b) of the Council meeting held on 24th April 2023, it was reported that the Council continued to work alongside the Football Club and Swanage and Purbeck Development Trust to progress the delivery of improved facilities at Day's Park.

(i) **To confirm grant of telecommunications mast rent to Swanage & Herston Football Club**

Further to Minute No. 195 of the Council Meeting held on 24th April 2023, it was reported that the Council had received confirmation that the telecommunications mast rent had been revised upwards to £5,250 p.a. As some years had passed since the Town Council resolved that the rent would be paid as an annual grant to the Football Club, Members were asked to re-affirm their intention to continue this practice, subject to the back rent being retained in a reserve as agreed in April.

It was proposed by Councillor Tomes, seconded by Councillor Suttle and
RESOLVED UNANIMOUSLY:-

To confirm that the Town Council will make a grant equivalent to the annual rent received for the telecommunications mast at Day's Park to Swanage & Herston Football Club, until such time as the current lease arrangements come to an end.

(ii) **To agree further work on draft heads of terms for lease to Swanage & Purbeck Development Trust in advance of Council Meeting on 18th September 2023**

It was noted that at the Meeting of the Day's Park Development Forum it had been explained that, following discussions between Swanage & Herston Football Club and Swanage & Purbeck Development Trust, the Town Council would be asked to consider changes to the lease arrangements agreed under Minute No. 148 of the Council Meeting held on 17th December 2018. A briefing note had been circulated prior to the meeting, setting out potential next steps in order to progress this matter. During the debate, the view was expressed that Council should not incur further legal expenses on this issue at the current time. It was, however, proposed by Councillor Tomes, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:**

That the Town Clerk should meet with the Swanage & Purbeck Development Trust to consider revised draft Heads of Terms, which should then be reviewed by the Council's representatives on the Day's Park Development Forum (Councillors Bishop, Bonfield and Tomes), prior to a report being made to a forthcoming Council meeting.

76. **Seafront Masterplan – To consider response from public engagement and adoption of revised document**

Consideration was given to a briefing paper which summarised some minor amendments to the draft Seafront Masterplan that had been proposed by Dorset Coast Forum further to the most recent public engagement exercise. A document which set out a summary of the responses received had been circulated to Members prior to the meeting.

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

That the final draft Swanage Seafront Masterplan, incorporating the minor amendments set out in the briefing paper, be adopted.

The Dorset Coast Forum team were thanked for their work in producing the Seafront Masterplan.

77. **Beach Hut Charges 2024/25 and Revised Terms and Conditions – To consider recommendations from Tourism & Local Economy Committee and potential for further review**

Further to Minute No. 10 of the Tourism and Local Economy Committee meeting, held on 5th July 2023, consideration was given to a briefing paper, prepared by the Visitor Services and Business Development Manager (VSBDM) which outlined the recommendation of the committee together with further thoughts as to next steps. Members had made various observations regarding the structure of the Beach hut fees and the Beach hut terms and conditions and therefore it had been suggested that a working party be established to review the information and provide a report to the next Council meeting.

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

That a Beach Hut working party be appointed, consisting of Councillors Finch, Foster, Moreton, Rogers and Tomes, to review the Beach Hut fees and charges and booking terms and conditions and provide a report to the Town Council meeting being held on 18th September 2023.

78. **Commercial Operations on Town Council Land – To consider recommendation from Tourism and Local Economy Committee to adopt process for inviting expressions of interest for 2024**

Further to Minute No. 9 of the Tourism and Local Economy Committee meeting, held on 5th July 2023, consideration was given to a briefing paper, prepared by the VSBDM which detailed the proposed process for inviting expressions of interest for commercial activities on Town Council owned land.

The following process and timescale were proposed as follows:

Action	Date
Proposals approved by Full Council	24 th July 2023
Each of the proposed sites are considered in detail by the Property Panel during August	August 2023
Concession pack developed and published requesting ‘Expressions of Interest’ (EOI) for each location. This will include maps, available facilities, restraints, and information useful to potential operators	Early September
Concession EOI closes	End October
Reviewed by Property Panel	Early November
Property Panel recommendations to Tourism and Local Economy Committee regarding which opportunities to take forward for further development	15 th November
Recommendations to Full Council	11 th December
Work up details with potential concessionaires	December / January
Licences approved by Full Council	29 th January 2024

It was stated that potential commercial activities would be evaluated against a set of agreed criteria. Members had recommended that the locations identified, which had included sections of Main Beach car park, King George’s Playing Field, the beach and hardstanding on Shore Road, Broad Road car park, the boat park, North Beach car park and Journey’s End, would be reviewed by the Property Panel for potential inclusion within a ‘Concessions Pack’. Attention was drawn to the benefits of providing prospective applicants with a ‘Concessions Pack’, in order to clarify the opportunities available and specify the timescales involved.

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

That the process and timetable, as set out above, for inviting expressions of interest for potential commercial opportunities on Town Council land be adopted and that the working up of the details for each site to be included within the ‘Concession Pack’ be delegated to officers, in consultation with the Property Panel.

79. **Energy Efficiency and Decarbonisation Action Plan to 2030 for the Council's principal buildings – To consider recommendation from Environment & Green Spaces Committee to agree next steps**

Further to Minute No. 8 of the Environment and Green Spaces Committee meeting held on 12th July 2023, consideration was given to a briefing paper prepared by the VSBDM, which detailed the Council's Energy Efficiency and Decarbonisation Action Plan, up to 2030, for the Council's principal buildings. The Town Council's Carbon Neutral Plan, produced by CO2 Target, the foundation on which the action plan had been based, had been included as an appendix to the briefing paper.

A debate ensued as to whether or not to accept the Committee's recommendation that the action plan should be approved and adopted, together with the next steps set out in the briefing note. The environmental benefits as specified in the action plan were discussed in detail, and consideration was given to the implementation of energy efficiency measures such as the installation of LED lighting, the installation of building management systems and the replacement of gas boilers with heat pumps.

The financial implications to the Town Council of implementing the plan were considered and some concern was expressed as to how the indicative cost of £308,000 over the next three financial years could be met, given the Council's agreed budget of £150,000 and the match funding requirements of the government-backed SALIX grants.

Three proposals to adopt all or part of the Action Plan and Timetable were made and seconded, but ultimately withdrawn. After further consideration, it was acknowledged that more information would become available over coming weeks, further to an inspection of the boilers at the Town Hall and the obtaining of quotes for the installation of building management systems in the Council's main buildings. Therefore, following a lengthy discussion, it was proposed by Councillor Suttle, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the adoption of the Energy Efficiency and Decarbonisation Action Plan 2023: Council Buildings be deferred and that the matter be considered further in the autumn during the budget setting process.

80. **EV Charging in Town Council Car Parks – To consider recommendation from Environment & Green Spaces Committee that officers work with Dorset Council to develop a detailed proposal for EV charging points in the town's car parks as per the 'Charging Ahead' scheme**

Further to Minute No. 7 of the Environment and Green Spaces Committee meeting held on 12th July 2023, consideration was given to a briefing paper prepared by the VSBDM, which outlined three options for the procurement and installation of enhanced electric vehicle (EV) charging facilities in the Council's car parks. Dorset Council's draft 'Charging Ahead' information document had been circulated as an appendix to the briefing paper.

Members had reviewed the procurement options, both through the Environmental Policy and Action Plan working party, and the Environment and Green Spaces Committee, and had recommended option three, i.e. working in partnership with Dorset Council through their 'Charging Ahead' grant. It was reported that working jointly with Dorset Council would provide access to professional support, and through a successful grant application would minimise financial outlay for the Town Council.

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

That the Town Council accepts the recommendation of the Environment and Green Spaces Committee that officers work with Dorset Council and their supplier to develop a detailed proposal for Electric Vehicle charging points in the town's car parks as per the 'Charging Ahead' scheme and report further to the autumn meeting of the Environment & Green Spaces Committee.

81. **Reports from Dorset Councillors**

Councillors Suttle and Trite provided updates on matters that included the following:-

- The installation of the Bibby Stockholm barge at Portland had demanded a substantial amount of DC councillor and officers' time. A motion condemning the Bibby Stockholm barge plan had been amended to include concerns for occupants on humanitarian grounds.
- The asset transfer of the Day Centre in Chapel Lane was ongoing and DC councillors continued to support the project and do what they could to expediate the transfer.
- Further to the public meeting with Dorset Police, held on 12th June 2023, regarding anti-social behaviour in town, it was reported that additional resources had been allocated to assist with the provision of services. It was anticipated that the resources would be used to engage with families of the small number of young people displaying anti-social behaviour to assist with the reduction in the number of incidents.
- Bournemouth FC Community Team would be providing three coaching sessions over the summer holidays in Swanage for 14 to 17 year olds.
- DC continued to appeal to residents to house Ukrainian refugees.
- DC's Housing Strategy consultation had been launched today with further details available through the website.
- DC's Dog related Public Space Protection Order consultation would close on 25th August 2023.
- Some progress was reported in respect of the Asset Transfer to the Town Council of land on the corner of Washpond Lane and Ulwell Road in connection with potential development by Swanage Community Housing.

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

(a) **Swanage Community Rail Partnership**

It was noted that an online meeting had been arranged by South Western Railway to engage with stakeholders around the proposed changes to staffing at Wareham station. It was reported that the intention was to provide staff on the station to assist with ticket purchases from the ticket machines, as opposed to ticket purchases being available from the office. It was noted that the waiting room and toilets would remain open all day, which is currently not the case.

It was also noted that the matter had been raised at a Dorset Council meeting and further information would be provided under Agenda item 17(b) (see Minute No. 84(b) below).

(b) **ATM provision following bank branch closures**

An update was provided further to the installation of an ATM at Swanage Post Office in Institute Rd. The Post Office was in effect functioning as a banking hub, but it was noted that the facility could become extremely busy at peak times.

Councillor Bishop encouraged any feedback on this matter to be directed to him so that he could liaise with relevant bodies.

(c) **Swanage Carnival Committee**

It was reported that Swanage Carnival would commence on Saturday 28th July and a competition for best dressed shop window, highlighting the theme ‘Under the Sea’, would run throughout the week. It was noted that Dorset Coast Forum would hold a pop-up event on 4th August regarding the seafront stabilisation scheme. Thanks were given to Town Council officers for their assistance in the preparation for Carnival.

83. **Reporting of delegated matters**

There were no matters to report on this occasion.

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

- (a) **Dorset Police proposals for operation of Police counter services from Town Hall Annexe** – it was noted that the Police Counter Services would be open on Mondays and Fridays 9.30 a.m. to 3.30 p.m., as a trial period, and the works had been completed.
- (b) **Railway ticket office closure consultation** – further to a briefing paper, which outlined the Purbeck Transport Action Group’s draft response to the South Western Railway ticket office closure consultation, Members suggested that a letter be written to South Western Railway supporting the comments contained therein. Members were also encouraged to forward any additional comments.
- (c) **Proposed experimental closure of Lower High Street, 17th-22nd August 2023** – it was noted that the trial had been proposed by Dorset Council’s Flood and Coastal Erosion Management Team as part of the preliminary plans for the Flood Defence Scheme.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Bonfield, seconded by Councillor Rogers and AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 18 to 21 for reasons of legal and commercial confidentiality.

85. **Seafront Stabilisation and Enhancement Scheme – To confirm arrangements for public consultation**

Further to Minute No. 56 of the Council Meeting held on 26th June 2023, consideration was given to a briefing paper prepared by the Town Clerk which set out a phased approach to the forthcoming public consultation about the proposed Seafront Stabilisation and Enhancement Scheme. Phase 1 between July and September would raise awareness of the problems of ground instability and the proposals set out in Zone E of the Seafront Masterplan. Phase 2 would follow from mid-September, seeking views on two costed design options and setting out potential sources of funding.

It was proposed by Councillor Tomes, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:

To endorse the proposed content and timing of the public consultation process for the seafront stabilisation scheme.

It was FURTHER RESOLVED:

To request the Seafront Masterplan Working Party to work with Dorset Coast Forum to finalise the format of Phase 2 of the consultation process.

86. **Charitable Trust Governance Review - To consider recommendations from Finance and Governance Committee and legal advice received**

Further to Minute No. 12 of the Finance & Governance Committee Meeting held on 22nd November 2022, and Minute No. 5 of the Extraordinary Finance & Governance Committee Meeting held on 17th July 2023, consideration was given to a briefing note summarising legal and valuation advice received regarding future governance of the charitable trusts of which the Town Council is the corporate trustee. Consideration was given in turn to three recommendations made by the Finance and Governance Committee.

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

To accept the recommendation of the Finance & Governance Committee that, in order to ensure that the Council has the legal power to undertake the stabilisation of Sandpit Field and the Weather Station Field, agreement in principle be given to the Council's outright acquisition of those parcels of land from the De Moulham Trust and the Public Pleasure Grounds Charity, in accordance with the legal and valuation advice received, and to agree to this proposed course of action being referred to within the forthcoming public engagement and consultation process in connection with the seafront stabilisation scheme.

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

To accept the recommendation of the Finance & Governance Committee that the Council should inform Lloyds Bank that it is willing to become the corporate trustee of the James Day Will Trust.

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

To accept the recommendation of the Finance & Governance Committee that the potential amalgamation of the De Moulham Trust, Public Pleasure Grounds Charity and James Day Will Trust should be further explored, and that legal advice should be sought accordingly.

87. **Asset Review – To consider initial report from Property Panel**

Members gave consideration to a briefing note that set out recommendations made by the Property Panel further to an initial review that had been carried out regarding the future of properties owned by the Town Council in four key locations: North Beach Car Park/Day's Park/Journey's End; Main Beach Car Park/King George's Playing Field/Forres Field; Broad Road Car Park/The Downs/Peveril Point; and the Seafront. It was noted that this work had been carried out in accordance with the six-monthly Council

priority plan for the period May-October 2023, adopted under Minute No. 182 of the Council Meeting held on 24th April 2023.

It was reported that the Property Panel had carried out the review in accordance with the Town Council's priority to protect its significant green open spaces, playing fields and other public amenities, as set out in the Corporate Plan. Hence, only a small number of minor assets had been identified as potentially being surplus to the Council's requirements. These were:

- Foreshore adjoining Old Coastguard Cottages, Peveril Point (disposal process agreed under Minute No. 54 of the Council Meeting held on 26th June).
- Garage and stores along Peveril Point Road.

These are in addition to the vacant space adjoining Burlington Chine public conveniences, previously identified as surplus to requirements as part of the review of that facility.

Councillor Rogers left the room at 9.00 p.m.

It was proposed by Councillor Suttle, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:**

To agree that the properties listed above be included on a list of assets that are potentially surplus to the Council's requirements, and that delegated authority be given to officers, in consultation with the Property Panel, to prioritise those disposals which will make the greatest contribution to the delivery of the Council's corporate objectives, obtaining the professional advice required in order to bring forward a final recommendation to a future Council Meeting.

Councillor Rogers re-entered the Meeting at 9.02 p.m.

The Property Panel had also considered, in principle, the potential for asset disposal to part-fund significant capital projects that would enhance the provision of community facilities in accordance with the Council's Corporate Plan. It was noted that if any significant proposals for development on Council-owned property were to be brought forward they would need to be considered in the context of the Swanage Neighbourhood Plan, which would be subject to public consultation in coming months. It was proposed by Councillor Moreton and seconded by Councillor Bonfield:

That the Town Council should take exploratory steps in respect of potential asset disposals to fund essential Town Council and community projects, including the engagement of appropriate professional advice.

Upon being put to the Meeting **NINE** Members voted **IN FAVOUR** of the Proposition and there were **TWO ABSTENTIONS**, whereupon the Proposition was declared **CARRIED**.

The Town Mayor invoked Standing Order 1q to enable the Meeting to continue for longer than two hours.

88.

Property-Related Legal Matters

(a) **Beach Ice Cream Kiosks – To determine next steps**

Further to Minute No. 60 (a) of the Extraordinary Council Meeting held on 6th July 2023, consideration was given to a briefing note, prepared by the Town Clerk. It was proposed by Councillor Bonfield, seconded by Councillor Finch and RESOLVED UNANIMOUSLY:

To delegate the determination of next steps in the recovery of sums owing to the Town Council from the former tenant of the beach ice cream kiosks to the Finance & Governance Committee.

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

Not to proceed with seeking expressions of interest for concessions to operate from the ice cream kiosk platforms on the beach this summer.

(b) **Housing Development, Northbrook Road East – To receive update regarding drainage connection into Ulwell Stream**

Further to Minute No. 58 of the Council Meeting held on 11th July 2022, Members considered the contents of a briefing paper prepared by the Town Clerk, which provided an update regarding the legal regularisation of the drainage connection into Ulwell Stream. It was proposed by Councillor Bonfield, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:

To note the update set out in the briefing note, grant delegated authority to the Town Clerk to act in accordance with legal and valuation advice received, and authorise the mayor and deputy mayor to sign any deed that may be required to conclude matters.

Concerns about the removal of trees and undergrowth by the developer along the boundary between Day's Park and the former Grammar School site were also reported and it was noted that negotiations with the developer are ongoing.

Further to his declaration of interest under Minute No. 66 above Councillor Bonfield left the meeting at 9.10 p.m. Councillor Whitwam also left the meeting at the same time.

(c) **Rental of former Taxi Office – To consider next steps**

Further to Minute No. 33 of the Council Meeting held on 24th May 2023, it was reported that the prospective tenant was likely to withdraw his offer due to an unexpected change in personal circumstances. Therefore, it was proposed by Councillor Finch, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

To grant delegated authority to the Town Clerk to take appropriate steps in relation to the letting of the taxi office.

The Meeting closed at 9.15 p.m.

Minutes of an Extraordinary Meeting of the **FINANCE AND GOVERNANCE COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 26th JULY 2023** at 9.30 a.m.

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

Councillor J Bishop
Councillor M Bonfield
Councillor A Harris
Councillor C Moreton
Councillor W Trite
Councillor M Whitwam

Also in attendance: -

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

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

1. **APOLOGIES**

Apologies for his inability to attend the meeting were received from Councillor Tomes.

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. **FINANCIAL REPORTS – Q1 2023/24**

a) **Income & Expenditure – Budget Monitoring Report**

Consideration was given to a report setting out the principal sources of the Town Council's income and expenditure for the first quarter of the 2023/24 financial year. Significant variances were noted, with increased visitors in Q1 contributing to income above budget in the long-stay car parks. Overspends were noted as deferred expenditure from 2022/23 which would be financed from an Earmarked Reserve. The need for a cautious approach was highlighted with high inflationary increase in material, equipment and service costs.

An anticipated overspend in employee costs by year-end was reported, due to an expected above budget pay award for 2023/24, which would impact future years' cost base for budgets.

Investment income was noted as above budget, with higher interest rates available on short-term investments than those budgeted. In light of a decline in capital values of the Council's strategic investments, an officer recommendation to establish a Treasury Risk Management Reserve was noted and it was agreed that this would form part of any review of the Reserves Policy through budget setting. A question was asked about the forecasted outturn for investment income. The inability to accrue for income from long-term investments and the impact that the classification of investments may have on the accuracy of the forecast outturn

figures were noted. Officers were requested to include a form of wording to reflect this in future budget monitoring reports.

The Budget Report and commentary on the Council's financial activity was received and noted.

b) **Capital Programme Monitoring Report**

Consideration was given to the Capital Programme Monitoring Report for the first quarter of 2023/24. It was noted that the only financial activity was that of one payment for works at Day's Park, ref:2.

It was reported that the works at Panorama Road, ref: BF1, would start in September 2023 and that officers would assess the best method of financing an electric van, ref: 9, either purchase or lease.

Members gave consideration to the reporting of the financing of the Phase Two Seafront Stabilisation and Enhancement project, ref:6. Members noted that reports indicated that the minimum cost of stabilising the ground and reinstating facilities on a largely like-for-like basis would be approximately £4m, requiring a very significant contribution from Council reserves. As agreed at the Council Meetings held on 26th June and 24th July 2023, options for the scheme would be subject to public consultation in the autumn, and the importance of including transparent financial information in the consultation material was highlighted. It was noted that the outcome of the consultation would help to inform the budget setting process for 2024/25 and the drafting of a Medium Term Financial Plan.

The contents of the report were noted.

4. **MATTERS ARISING FROM CAPITAL PROJECTS SUB-COMMITTEE MEETINGS HELD 26TH APRIL AND 19TH JULY 2023.**

- **Peveril Point Road** – It was noted that the most recent estimate for the full scope of works was significantly higher than the budget of £95k allocated to this project. Therefore, it had been agreed that the Assets and Compliance Manager would identify the most urgent elements of the project and explore the potential phasing of the works.
- **Town Hall external redecoration** - It was noted that estimated costs were £51,000. The possibility of engaging with the Mercer's Company about potential funding was noted.
- **Electric Vehicle purchase** – The Assets and Compliance Manager reported that lease options were also being explored.

5. **TO CONSIDER ADOPTION OF UNAUTHORISED ENCAMPMENT PROCEDURE**

Members considered a draft document entitled, 'Swanage Town Council Procedure for unauthorised encampments on Council owned or managed land' and a briefing note from the Assets & Compliance Manager. It was noted that an alternative approach would be required outside of the period each year in which Dorset Council's transit site was open.

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

TO RECOMMEND:

That the Council formally adopts the 'Procedure for unauthorised encampments on Council owned or managed land'.

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

The following were listed as matters for forthcoming agendas.

- a) Ethical investments
- b) Vexatious correspondence policy
- c) Grant support to Swanage & Purbeck Development Trust Wellbeing Project, Chapel Lane – Service Level Agreement – the need for a formal agreement was questioned. It was agreed that a meeting should be convened between Town Councillors and the Trustees of the Development Trust to consider future plans.
- d) Medium Term Financial Plan 2023/24 to 2025/26 – a preference was expressed for a councillor workshop to be arranged in the late autumn, prior to the next Committee meeting.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Bonfield, seconded by Councillor Bishop and
AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 7 & 8 (in relation to legal and contractual matters).

7. **TO CONSIDER THE APPOINTMENT OF INTERNAL AUDITOR**

It was reported that an ‘Invitation to Quote’ had recently been issued to three Internal Auditors who covered the Dorset area, as advertised on the Internal Audit Forum website. Consideration was given to two compliant quotes that had been received for the supply of Internal Audit services, together with a briefing note prepared by the Finance Manager. Members noted that the hourly rate of one submission was significantly higher than the other whilst the number of audit days also varied considerably between the two quotes. Discussion arose as to the hours/days required for the audit plan and the content of audit reports.

It was AGREED:

That a contract for the provision of internal audit services for the forthcoming three financial years, with a potential two year extension, be awarded to Darkin-Miller Chartered Accountants, subject to satisfactory agreement being reached around the format of the audit plan, potentially including increased phasing of low/medium risk activities and reduced on-site visits, in order to maximise cost effectiveness while maintaining a high level of assurance from the internal audit process.

8. **PURSUIT OF AGED DEBTS**

Further to Minute No. 88 (a) of the Council Meeting held on 24th July 2023, the Town Clerk updated members regarding the Beach Ice Cream Kiosks and advice that had been received from the Council’s solicitor as to the next steps with regards to debt recovery.

It was AGREED:

That the Town Clerk should act in accordance with legal advice received to take forward the most cost effective means of maximising the sum recovered.

9. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as 1st November 2023.

The meeting concluded at 10.45 a.m.

DRAFT Swanage Town Council Procedure for unauthorised encampments on Council owned or managed land

Please note this document sets out the procedure for unauthorised encampments at the times that the Dorset Council Transit Site at Piddlehinton is in operation.

1. Report of unauthorised encampment on Swanage Town Council land.
2. Visitor Services Assistant Manager and Asset and Compliance Manager notified.
3. Enforcement Officer plus colleague engage with individuals in encampment to ask intended duration of stay. Enforcement Officers enforce any car park regulations that are not being met to include issuing of ECT if appropriate. Individual staff are not required to attend encampments alone.
4. Asset and Compliance Manager or Visitor Services Assistant Manager to contact Dorset Police and make request for the Police to serve a S62 Notice under the Criminal Justice and Public Order Act 1994. To advise where the encampment is located, how access was gained, when access was gained and how many vehicles there are. Include detail of any anti-social actions and their impact on the community, businesses, events, sport groups etc.
5. Send an email to Giles Nicholson giles.nicholson@dorsetcouncil.gov.uk , and Paula Clover, Gypsy & Traveller Liaison Officer paula.clover@dorsetcouncil.gov.uk Advise on action taken to date. Provide information on how many vehicles there are and approximate number of individuals. Please say in the email that Swanage Town Council will pay the £600 fee for the Transit site and if possible provide a purchase order number to Dorset Council for this sum. If this is not possible ensure this is provided by email as soon as possible thereafter.
6. Dorset Council Gypsy & Traveller Liaison Officer once notified, to undertake welfare check and arrange appropriate interventions and/or advise the Town Council of any steps that should be taken in that regard.
7. Phone Dorset Council out of hours number 01305 221000 and advise of actions taken and notify that a Section 62 notice has been served. Dorset Council require notice in order to ensure all necessary services are in place at the Transit site.
8. Asset and Compliance Manager to ensure that the area surrounding any encampment is litter picked regularly and the area fully cleaned once the encampment has moved. Ensure that public conveniences in the vicinity remain open at least to normal opening hours.

Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 7th AUGUST** at **6.30 p.m.**

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor T Foster

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor N Rogers

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

Public Participation Time

Councillor Harris spoke as a member of the public on the following matter:-

- **Planning application No. P/HOU/2023/04015 6 Newton Road, Swanage** – concerns regarding the size and scale of the proposed two-storey extension, in particular the height of the roof, and the potential adverse impact that this could have on No. 4 Newton Road, including overshadowing, potential loss of light, and adverse impact on neighbour amenity. Attention was drawn to the lack of measurements in the submitted plans, which did not adequately show that Newton Road was on a steep hill, and that the rear gardens of Nos. 4 and 6 were circa one metre different in height. Further concerns were raised that the Planning Officer had not undertaken a site visit.

1) **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Bonfield and Finch.

2) **Declarations of Interest**

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

Planning application No. P/HOU/2023/04015 6 Newton Road, Swanage, BH19 2DZ – Councillor Harris declared a non-pecuniary interest under the Code of Conduct by reason of being the owner of the adjoining property (No. 4).

There were no further declarations to record on this occasion.

Planning

3) **Plans for consideration**

Delegated Applications

P/FUL/2023/03867

2 Princess Road, Swanage, BH19 1JQ

Dual use of the property as a residential family home and occasional rental for holiday lets.

OBSERVATION: No objection.

- P/FUL/2023/03936 **Perrydown Flats, Peveril Point Road, Swanage, BH19 2AX**
Conversion of existing two flats to form one dwelling, and associated internal alterations. Demolish existing shed, and erect new shed under new steps and bridge to existing terrace.
OBSERVATION: No objection, subject to adherence to the Design and Conservation Officer's report.
- * P/HOU/2023/02334 **22 Gannetts Park, Swanage, BH19 1PF**
Extension to loft conversion, rear and side extensions, entrance gates.
OBSERVATION: No objection.
- P/HOU/2023/02834 **Beach House, 39 Ulwell Road, Swanage, BH19 1LG**
Conversion of some windows to French doors.
OBSERVATION: No objection.
- P/HOU/2023/04014 **Bay House, 37 Ulwell Road, Swanage, BH19 1LG**
Install rear balcony and staircase access, and proposed internal alterations.
OBSERVATION: No objection.

Further to her declaration under Minute No. 2) Councillor Harris left the room during consideration of the following item. In the absence of the Committee Chairman, it was agreed that Councillor Foster would assume the Chair during consideration of the item.

- P/HOU/2023/04015 **6 Newton Road, Swanage, BH19 2DZ**
Replacement two storey rear extension, and new single storey side extension.
OBSERVATION: Recommend refusal, the Town Council has concerns with the proposal as follows:-
Overdevelopment/overbearing/out of keeping with the surrounding area - concerns are expressed regarding the negative impact that the scale of the proposed two-storey extension will have on the character and appearance of the area, and on the amenity of the neighbours of the adjoining property (No. 4), which would be overbearing, and potentially reduce the natural light in the rear of No. 4. Attention is also drawn to the fact that the rear of both properties can be seen clearly from Queens Road.
Construction/groundworks/potential noise and disturbance – concerns regarding problems arising from the construction period of any works, including the age of the properties, which are Victorian, and the likelihood that the party wall between Nos. 4 and 6 is of single construction. The existing two-storey extension is being demolished and a new, much larger two-storey extension is being constructed, concerns are therefore held regarding the adverse impact that this could have on the adjoining property.
Lack of detail/information in the submitted plans – Members wish to express their concern regarding the lack of measurements/detail in the plans on which to make an informed observation, and also feel that the plans appear to be somewhat misleading, being an ‘artist’s impression’ only, and giving the impression that the land around the property is flat. Newton Road is situated on a steep hill and the property/garden of No. 4 is much lower than that of No. 6. Members would also wish to reiterate the Town Council’s ongoing concerns regarding the lack of site visits being undertaken by the local planning authority, which are considered to be a vital part of the

planning process, and would be required to accurately appreciate the differing ground levels around the properties, and the steepness of Newton Road.

Councillor Harris re-entered the room.

P/HOU/2023/04056 **2 Court Cottages, Court Road, Swanage, BH19 1JD**
Installation of a heat pump to replace gas boiler.
OBSERVATION: No objection, subject to adherence to the Design and Conservation Officer's report.

For information only

P/NMA/2023/04438 **Non Material Amendment**
Purbeck Centre, Northbrook Road, Swanage, BH19 1QE
Non material amendment to approved planning application 6/2021/0314 (Demolition of former school, buildings and structures. Erection of 90 dwellings and the formation of a new vehicular access from Northbrook Road.) to add PV panels to 5no plots that have not yet been constructed, as per new building regulations which came into effect in June 2023.

Please note:

* The Town Council is Corporate Trustee of the De Moulham Trust, which holds the benefit of covenants in the properties that are the subject of applications marked *.

4) Applications for tree works - opportunity to raise any matters of concern

There were no matters raised.

Consultation

5) To note receipt of the following consultation documents, and to determine the Council's preferred method of response, if any:

a) Dorset Council (DC) – Voluntary and Community Sector Strategy Consultation

It was reported that DC was developing a new voluntary and community sector (VCS) strategy with the aim of setting out how it would enable a thriving, sustainable and dynamic VCS to flourish and help improve the lives of individuals and communities in Dorset over coming years. To develop the strategy DC needed to explore how it was currently working with the VCS, and had launched an online survey aimed at those working within or with voluntary and community sector organisations, including people who volunteered.

During the ensuing discussion the Committee wished it to be noted that the consultation documentation had been appropriately reviewed, that it was in support of DC's consultation with the VCS, and that it had no further comments to make.

b) Dorset Council (DC) – Public Consultation on Proposed Dog Related Public Spaces Protection Order (PSPO)

Further to Minute No. 5 b) of the Planning and Consultation Committee Meeting held on 3rd July 2023, further consideration was given to the Town Council's response to DC's consultation on a new Dog Related PSPO.

During the discussion Committee Members reiterated comments and concerns which had been raised at the Planning and Consultation Committee Meeting held on 2nd May 2023 (Minute No. 5 b) referred), and agreed that it would be important for these to be included in the Council's response.

Members were in agreement that no changes should be made to the existing restrictions ‘Exclusion of dogs’ and ‘Dogs to be kept on lead – land and times’ for Swanage (Schedules 2 and 3 of the Order).

The online survey was completed and submitted during the meeting.

c) Dorset Council (DC) – Housing Strategy Public Consultation

It was reported that DC was aiming to produce its housing strategy by the end of 2023, and was therefore seeking a wide variety of views from members of the public, businesses and organisations about what was important to them in relation to housing in the DC area, to help shape the strategy.

DC had provided information about housing in Dorset, and a document titled ‘Housing Strategy Evidence Base – July 2023’ which evidenced the data used (for the DC area) to inform the Housing Strategy, compiled from:

- The 2021 Census
- NOMIS - an Office for National Statistics (ONS) service that offered a wide range of up-to-date and historic data from surveys and administrative sources collected by the ONS and other government departments
- Council strategies and plans
- Information from council departments and partner agencies

It was noted that a housing strategy was a local housing authority’s vision for housing in its area. It set out objectives on how the council aimed to manage and deliver its strategic housing role. DC’s vision was to ensure that residents had access to affordable, suitable, secure homes where they could live well and be part of sustainable and thriving communities. It was explained that policies about housing issues should reflect the housing strategy.

During the ensuing discussion it was noted that the closing date for responses was 2nd October and, in view of the importance of the consultation, Members were in agreement that further time would be required to review the proposals in greater detail. It was therefore agreed that consideration of the Town Council’s response to the consultation would be deferred to the next meeting of the Committee being held on 11th September.

6) Appointment of Swanage Neighbourhood Plan (SNP) Steering Group 2023/24

Consideration was given to the appointment of Councillor Members to the SNP Steering Group for 2023/24. Attention was drawn to Points 5.1 to 5.3 of the Terms of Reference for the Steering Group regarding membership.

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

That Councillors Bonfield, Foster, Harris, Moreton, Rogers and Whitwam be appointed as Members to the Swanage Neighbourhood Plan Steering Group for 2023/24.

In accordance with the Terms of Reference for the Steering Group, it was further RESOLVED:-

That Mrs K Gallagher, Mr A Larner, Mr G Richardson, Mrs J Sutcliffe, and Mr A Thompson also be appointed as Members of the Swanage Neighbourhood Plan Steering Group for 2023/24.

It was reported that Mr M Norris had decided not to stand as a Member of the Group for the forthcoming year. Committee Members wished to give thanks and appreciation to Mr Norris for his hard work and contribution to the Group over the past year.

It was noted that the Chair and Vice-Chair of the Steering Group would be elected at the next meeting of the Group.

7) Items of Information and Matters for Forthcoming Agendas

a) Dorset Council (DC) – The Dorset Open Land Anti-social Behaviour Related Public Spaces Protection Order (PSPO) 2022 – consideration of areas of land in Swanage to be put forward for DC’s review of the PSPO in 2024.

b) Planning application No. WP/20/00692/DCC - Construction of an Energy Recovery Facility - Portland Port Castletown Portland DT5 1PP – further to Minute No. 3 of the Extraordinary Meeting of the Planning and Consultation Committee held on 22nd April 2022, notification had been received from the applicant regarding an appeal proposal and statement of case to the Planning Inspectorate against DC’s refusal decision on the above planning application.

It was reported that an online presentation would be held on 15th August 2023 for local councils who had submitted comments regarding the appeals process, which would provide details of the councils’ role within that process, and to details regarding ‘Rule 6’ status: <https://www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application/guide-to-rule-6-for-interested-parties-involved-in-an-inquiry-planning-appeals-and-called-in-applications> There would also be an opportunity for a ‘Q & A’ session. An invitation was extended to all Town Councillors to attend the presentation.

c) Planning application no. P/FUL/2023/03413 23 De Moulham Road, Swanage, BH191NS – further to Minute No. 3 of the Planning and Consultation Committee Meeting held on 3rd July 2023, a letter had been received from a local resident setting out concerns regarding the planning application which was noted by Committee Members.

8) Date of next meeting

The date of the next meeting had been scheduled for Monday 11th September 2023.

The meeting closed at 8.10 p.m.

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balances as at 31st July 2023

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 30/06/2023	£1,537,157.77 Cr	
Income during July	£255,010.24 Cr	
Movement of Cash-Investment	£493,475.35 Cr	
Add - Outstanding receipts- June	£2,329.10 Cr	
Less - Outstanding receipts - July	<u>£5,036.19 Dr</u>	£2,282,936.27 Cr
Less payments made:		
As per Reconciliation dated 30/06/2023	£1,377,653.63 Dr	
Schedule 4 payments dated 31/07/2023	£334,713.16 Dr	
Movement of Cash-Investment	<u>£400,000.00 Dr</u>	£2,112,366.79 Dr
		<u><u>£248,169.40 Cr</u></u>
Balance at Bank		
Current Account		£77,182.99 Cr
Deposit Account		£170,986.41 Cr
		<u><u>£248,169.40 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
DMADF-Deposit		£400,000.00
DMADF-Deposit		£600,000.00
		<u><u>£1,750,000.00</u></u>

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

Prepared by Alison Spencer

Dated: 11th August 2023

Certified by Martin Ayres

Dated: 11th August 2023

Agenda Item 5 (b)

SWANAGE TOWN COUNCIL

Statement of Cash Balances as at 31st August 2023

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 31/07/2023	£2,282,936.27 Cr	
Income during August	£290,799.83 Cr	
Movement of Cash-Investment	£600,000.00 Cr	
Add - Outstanding receipts- July	£5,036.19 Cr	
Less - Outstanding receipts - August	<u>£2,357.46 Dr</u>	£3,176,414.83 Cr
Less payments made:		
As per Reconciliation dated 31/07/2023	£2,112,366.79 Dr	
Schedule 5 payments dated 31/08/2023	£170,545.07 Dr	
Movement of Cash-Investment	<u>£600,000.00 Dr</u>	£2,882,911.86 Dr
		<u><u>£371,102.89 Cr</u></u>
Balance at Bank		
Current Account		£79,990.00 Cr
Deposit Account		£291,112.89 Cr
		<u><u>£371,102.89 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
DMADF-Deposit		£400,000.00
DMADF-Deposit		£600,000.00
		<u><u>£1,750,000.00</u></u>

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

Prepared by Alison Spencer

Dated: 6th September 2023

Certified by Martin Ayres

Dated: 6th September 2023

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 18th September 2023

Schedule 4:

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

**SEVEN HUNDRED AND THIRTY FOUR THOUSAND, SEVEN HUNDRED AND
THIRTEEN POUNDS AND SIXTEEN PENCE**

.....(**£734,713.16**).....

Swanage Town Council Schedule of Payments - Month 4

Cheques

Date	Name	Chq number	Inv Date	Details	Payment Total
31/05/2023	Petty Cash	015012	31/05/2023	Petty Cash & Postage Imprest-TIC	64.11
Total of Cheques					64.11

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
17/07/2023	AIB Merchant Services	300623.000005	30/06/2023	Merchant Service -June 23	209.38
10/07/2023	Barclaycard Merchant Services	001884330623	30/06/2023	Monthly charge	62.60
03/07/2023	Dorset Council	840014144	01/04/2023	23/24 NNDR	17,810.00
14/07/2023	First Data	520334510615636	30/06/2023	Card payment- charge	178.15
17/07/2023	Green Energy (UK) Ltd	52574280	06/07/2023	Depot- gas June	73.76
17/07/2023		52574294	06/07/2023	TIC -gas June	36.28
17/07/2023		52574296	06/07/2023	TH-Office gas June	221.90
17/07/2023		52574295	06/07/2023	TH-gas June	401.13
07/07/2023	Kent County Council	E8769059	23/05/2023	Depot Electricity	34.39
07/07/2023		E8787875	23/05/2023	Depot Electricity	39.93
07/07/2023		E8787871	23/05/2023	Depot Electricity	(101.15)
07/07/2023		UMS8837958	14/06/2023	CPTM	82.02
07/07/2023		UMS8837970	14/06/2023	Beach Clock	58.59
17/07/2023	Lloyds Bank PLC	402141675	13/06/2023	Service charge	328.76
25/07/2023		403013585	07/07/2023	Bank charge	87.70
10/07/2023	Paytek Admin Services Ltd (First)	MI/3896987/03	01/07/2023	Service charge July	72.00
10/07/2023		MI/3893659/09	01/07/2023	Service charge July	128.35
17/07/2023	Sage (UK) Ltd	INV17143131	01/07/2023	Month 4- charge	513.30
03/07/2023	water2business	4062913240	02/05/2023	Shore Road M1	1,085.89
03/07/2023		4063122841	01/06/2023	Shore Rd toilets M2	1,312.31
Total of Direct Debit & Standing Orders					22,635.29

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
17/07/2023	Charge Card Transactions	INV205500037	08/06/2023	Zoom	143.88
17/07/2023		IEE2023006504509	17/06/2023	Adobe	15.82
Total of Chargecard payments					159.70

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total	
26/07/2023	#WILLDOES		24/07/2023	2023 - Grant 2	500.00	
31/07/2023	A.B.A. Groundcare LLP	139266	04/07/2023	repair hedgecutter and leafblower	122.07	
31/07/2023		139265	04/07/2023	Switch	26.87	
31/07/2023	Ace Office Environments Ltd.	01083926	26/06/2023	Ace Stationery	7.15	
31/07/2023		01083926	26/06/2023	Ace Stationery	7.63	
31/07/2023		01084131	30/06/2023	TIC - stationery	209.66	
31/07/2023		01083925	30/06/2023	Stationery	95.45	
31/07/2023		01084771	09/07/2023	TIC - doormat for Centre	35.77	
31/07/2023		01084772	09/07/2023	TH - Stationery	54.49	
31/07/2023		01085476	17/07/2023	TIC - stationery	34.73	
31/07/2023		01085949	24/07/2023	Initiative Thermal roll-PDQ	50.36	
31/07/2023		AHGTC	AHGTC23/24	25/07/2023	AHGTC Guilt Membership 2023-2024	30.00
31/07/2023		Amazon	104541921-2023-76547	05/07/2023	Beach Gardens - napkin holders	9.89
31/07/2023	1100185695-2023-958		09/07/2023	TIC - door mat for TIC	49.98	
31/07/2023	Amberwood Graphics	4305	26/06/2023	TIC - maps for retail	100.00	
31/07/2023	Apogee Corporation Ltd	1395893	27/06/2023	TIC toner	9.00	
31/07/2023		1396057	28/06/2023	Depot- toner	52.44	
31/07/2023		1396521	28/06/2023	Monthly toner charge	537.31	
31/07/2023		1396521	28/06/2023	Monthly rent charge	444.45	
31/07/2023		1397133	04/07/2023	TH-toner	9.00	
31/07/2023		1401654	27/07/2023	Depot- toner	27.13	
31/07/2023		1402166	27/07/2023	Monthly rent charge	444.45	
31/07/2023		1402166	27/07/2023	Monthly toner charge	462.49	
31/07/2023		AquAid (Southcoast)	440813	30/06/2023	Annual Rental/Sanitation BF	184.06
31/07/2023			440813	30/06/2023	Water 19Lx10	114.00
31/07/2023	440812		30/06/2023	TH-water 19Lx3	35.10	
31/07/2023	Aster Group	SINV500159	04/07/2023	Telecare- Q2 Fee	94.21	
31/07/2023	BIPCOM	INV-8821	01/07/2023	Divert mobile	6.60	

31/07/2023	Blacknoll Construction Ltd	11569	30/06/2023	Works at Days Park	18,670.80	
31/07/2023		11568	30/06/2023	Broad Road-CP-Wall	2,847.30	21,518.10
31/07/2023	Bournemouth & Poole College	1972	26/06/2023	Training		210.00
31/07/2023	Charlie's Tasty Treats	0020	15/07/2023	TIC - dog treats for retail		64.00
31/07/2023	Countryside Tree Surgeons Ltd	SI-271	25/06/2023	Tree removal		660.00
31/07/2023	C G Ltd	Jun 23 Q1	30/06/2023	Q1 Car Park Settlement		19,302.41
31/07/2023	Dorset County Pension Fund	Payroll- M4	20/07/2023	Month 4- Pension	19,740.96	
31/07/2023		Payroll- M4	20/07/2023	Month 4- CAYS	221.72	19,962.68
31/07/2023	Dorset Council	2800354378	28/06/2023	1 Ton salt/grit bag	261.00	
31/07/2023		1801308445	10/07/2023	TH - Recruitment (4 credit block)	756.00	
31/07/2023		2800357994	12/07/2023	Tree removal Sycamore	1,152.00	
31/07/2023		1801308074	13/07/2023	Permiss licence- SF	70.00	
31/07/2023		1801308073	13/07/2023	Permiss licence- SSSR	70.00	
31/07/2023		1801311623	14/07/2023	OCC Health Serv	840.05	
31/07/2023		1801308081	17/07/2023	Permiss licence- PAG	70.00	
31/07/2023		1801308088	18/07/2023	Permiss licence- RG	70.00	
31/07/2023		2800358108	18/07/2023	Support for Accessible Workshop	551.10	3,840.15
31/07/2023	Dorset Waste Partnership	2800356225	05/07/2023	Recycling BG June23	32.94	
31/07/2023		2800356225	05/07/2023	Recycling Depot June23	30.33	63.27
31/07/2023	Eco Control Solutions Ltd	57611	11/07/2023	Japanese knotweed control		720.00
31/07/2023	Field Honey Farms	00004697	11/06/2023	TIC - honey for retail		168.00
31/07/2023	Andrew Fleming	24623	28/06/2023	TIC - Isle of Purbeck flags for retail		117.00
31/07/2023	Flowbird Smart City UK Ltd	UI00001171	14/07/2023	Flowbird web office	420.00	
31/07/2023		UI00001171	14/07/2023	Transaction fees - variable monthly	544.10	
31/07/2023		UI00001405	19/07/2023	Flowbird weboffice	395.58	1,359.68
26/07/2023	Friends Of Swanage Bandstand		24/07/2023	2023 - Grant 1		350.00
31/07/2023	Four County Services Ltd.	63856	10/07/2023	BG-phone	42.00	
31/07/2023		63856	10/07/2023	TIC-IT/broadband	437.78	
31/07/2023		63857	10/07/2023	TH-IT	708.12	
31/07/2023		63855	10/07/2023	Depot It/broadband	352.56	
31/07/2023		63866	12/07/2023	Members	266.22	
31/07/2023		63873	12/07/2023	Beach Gardens	10.79	
31/07/2023		63944	21/07/2023	Domain renewal- councillors	60.00	
31/07/2023		63943	21/07/2023	Domain- Councillors	38.40	1,915.87
31/07/2023		G4S Cash Solutions (UK) Ltd	2023063284	30/06/2023	Cash collection June 23	1,211.18
31/07/2023	2023063284		30/06/2023	Cash processing June 23	871.90	2,083.08
31/07/2023	Glasdon UK Limited	SI862379	28/04/2023	2x ellipse bins for beach gdns	404.71	
31/07/2023		SI865624	23/06/2023	Evolution Bin anti bird	445.34	850.05
31/07/2023	Greenham Trading Ltd.	04/428324	14/06/2023	Suntan lotion & latex gloves	158.08	
31/07/2023		04/429492	23/06/2023	Propane Torch Hose & Regulator	93.62	
31/07/2023		04/431952	14/07/2023	Blackbags, padlocks, earplugs	749.56	
31/07/2023		04/432262	18/07/2023	Squire padlock	346.46	1,347.72
31/07/2023	Hardy Signs	108640	18/05/2023	Toilet signage	24.00	
31/07/2023		108668	14/06/2023	Market signs for car park	208.68	
31/07/2023		108667	21/06/2023	Traffic signs	292.20	524.88
31/07/2023	A.R. Harris & Son	33015	01/07/2023	EICR 2023 Bandstand	288.00	
31/07/2023		33013	01/07/2023	Services	126.31	
31/07/2023		33026	05/07/2023	EICR Seafront Shelter Area	192.00	
31/07/2023		33025	05/07/2023	EICR Prince Albert Gardens	192.00	
31/07/2023		33027	05/07/2023	EICR Sandpit Field	504.00	
31/07/2023		33107	23/07/2023	Services	60.00	
31/07/2023		33100	23/07/2023	Services	48.00	
31/07/2023		33099	23/07/2023	Sandpit Field socket outlet repair	87.88	1,498.19
31/07/2023		The Helping Hand Company Ltd	CD970055683	28/06/2023	Ranger Max litter picker recycle kits	
31/07/2023	Hunt Forest Group Ltd	546748	20/06/2023	grease couplers		11.56
31/07/2023	HMRC	Payroll- M4	20/07/2023	Month 4- PAYE/NI		18,350.13
31/07/2023		VAT Jun Qtr	31/07/2023	VAT - Jun Qtr		25,100.03
31/07/2023	Holme Nurseries Ltd	263909	17/05/2023	5x Broken purple slate bags	42.00	
31/07/2023		263909	17/05/2023	4x barrell planters	162.00	204.00
31/07/2023	Hunt's Foodservice Ltd	509-259495	05/07/2023	Beach Gardens - drinks & snacks	167.41	
31/07/2023		509-262738	05/07/2023	Beach Gardens - drinks & snacks	(2.07)	
31/07/2023		509-267671	12/07/2023	Beach Gardens - drinks & snacks	123.26	
31/07/2023		509-288487	26/07/2023	Beach Gardens - cakes and snacks	124.03	412.63
31/07/2023	Inn-Supplies	47355	12/07/2023	Beach Gardens - cups and lids		125.47
31/07/2023	Swanage Jazz Festival	SJF2023/007	24/07/2023	Jazz tickets- 2023		5,076.00

31/07/2023	J.D. Facilities Ltd	INV-1417	01/07/2023	cleaning of chapel	54.00	
31/07/2023		INV-1436	01/07/2023	Depot - deep clean staff area June 23	230.62	
31/07/2023		INV-1435	01/07/2023	Depot - cleaning June 23	197.59	
31/07/2023		INV-1432	01/07/2023	Public toilets June 23	7,600.85	
31/07/2023		INV-1434	01/07/2023	TIC- cleaning/black sacks	340.07	
31/07/2023		INV-1433	01/07/2023	TH cleaning/centrefeed rolls	522.61	
31/07/2023		INV-1437	01/07/2023	BoatPark-cleaning toilets	128.55	9,074.29
31/07/2023	Lily's Produce	TIC54	14/06/2023	TIC - jams for retail	182.00	
31/07/2023		TIC55	23/07/2023	TIC - jams for retail	240.00	422.00
31/07/2023	Little Map Company	SI-1472	07/07/2023	Beach Gardens - mugs for kiosk	70.80	
31/07/2023		SI-1494	14/07/2023	TIC - souvenirs for retail	276.00	
31/07/2023		SI-1494	14/07/2023	TIC - maps for retail	78.00	424.80
31/07/2023	The Jurassic Tog	249	02/07/2023	Photo/Image editing		162.50
31/07/2023	Metric Group Ltd.	C66756	30/06/2023	Monthly charge Alsan	192.00	
31/07/2023		181507	05/07/2023	Screen	585.44	777.44
31/07/2023	S. Moores	1332	16/06/2023	TIC - biscuits for retail	232.72	
31/07/2023		1512	23/06/2023	TIC - biscuits for retail	79.08	
31/07/2023		1819	06/07/2023	TIC - biscuits for retail	183.44	495.24
31/07/2023	National Express	AREXT/00237675	30/06/2023	Agency sales		152.52
31/07/2023	Newlands Training Ltd	7945	15/07/2023	NPORS Tractor/mower/loader training		1,152.00
31/07/2023	Nixons Hardware Ltd	122591	01/06/2023	Security Chain	6.50	
31/07/2023		122624	11/06/2023	TIC - cleaning materials	2.05	
31/07/2023		122665	26/06/2023	Hose connections - watering	59.75	
31/07/2023		122677	30/06/2023	gardening hoses, spray heads & Connect	47.17	115.47
31/07/2023	Norfolk County Council	10041915	11/07/2023	NPLaw Feetime charge- June 23		574.20
31/07/2023	P.J. Notley Ltd.	5384	06/07/2023	Window cleaning		216.00
31/07/2023	Openings	34165	19/07/2023	Engineer visit		334.80
20/07/2023	Swanage Town Council	Month 4 Payroll	20/07/2023	Net Wages-Month 4		62,018.05
31/07/2023	Planet Merchant Service Ltd	PP4000451IE2212	18/07/2023	Gateway		796.32
26/07/2023	Purbeck Citizens Advice Bureau		24/07/2023	ZAB Grant 2023/24		1,000.00
31/07/2023	Purbeck Ice Cream	149313	14/06/2023	Beach Gardens - ice-cream	211.19	
31/07/2023		149546	21/06/2023	Beach Gardens - ice-cream	189.04	
31/07/2023		149783	28/06/2023	Beach Gardens - ice-cream	312.55	
31/07/2023		149992	05/07/2023	Beach Gardens - ice-cream	120.62	
31/07/2023		150176	12/07/2023	Beach Gardens - ice-cream	305.70	1,139.10
31/07/2023	Radii Skatepark Repairs	1576	23/07/2023	Annual Service and repairs		425.00
31/07/2023	ONeill Homer	1368	31/05/2023	Professional Fees/Mapping licence		3,402.00
31/07/2023	Recruit Local Ltd	2462	20/06/2023	TIC- Recruitment	40.00	
31/07/2023		2473	04/07/2023	Depot - Recruitment	40.00	
31/07/2023		2473	04/07/2023	TIC - Recruitment	80.00	
31/07/2023		2475	07/07/2023	TH - Recruitment x3	120.00	280.00
31/07/2023	RNLI (Charity)	FV02002244	10/07/2023	RNLI Beach Lifeguard 2023 balance		4,121.28
31/07/2023	Roger Locke Consulting Ltd	9189	10/07/2023	ref: Marsh Way wall		405.00
31/07/2023	Seton	9303642749	14/07/2023	1x easy slope access platform	1,395.22	
31/07/2023		9303644869	20/07/2023	2x "Caution Pedestrian" signs	82.14	1,477.36
31/07/2023	Shaw & Sons Ltd.	0000290527	10/07/2023	Quality Paper		49.14
31/07/2023	Sportshall Markings Ltd	13789	29/06/2023	White lining Panorama Road		114.00
31/07/2023	Society of Local Council Clerks	BK211351-1	14/07/2023	On-line conference		72.00
31/07/2023	Socotec UK Limited	00020171	28/06/2023	PAS128 Survey @ Marsh Way		660.00
31/07/2023	Spaldings (UK) Ltd.	SI-2873288	22/06/2023	Strimmer Heads x3	117.14	
31/07/2023		319123	26/06/2023	Bag hoop holder and Pearlised soap	136.70	253.84
31/07/2023	St. Michaels Garage	3358	30/06/2023	Depot -Diesel June23	706.52	
31/07/2023		S25474	14/07/2023	Fog lamp investigation (HJ69 KYY)	58.74	765.26
31/07/2023	Suez Recycling & Recovery UK Ltd	33022248	30/06/2023	mixed waste removal		1,071.17
31/07/2023	Suttle Projects Ltd	SI202300701	17/07/2023	Works Parish slipway& Stone Quay		46,976.89
31/07/2023	Swanage News	1284	01/07/2023	News Paper 10th June-1st July		35.00
31/07/2023	Swanage Tyres and Tuning Ltd	26359	01/04/2023	New glass	112.98	
31/07/2023		28658	03/07/2023	Navara HJ69 LCV 2x tyres	242.28	355.26
31/07/2023	South West Coast Path Association	2023-0853	25/07/2023	TIC - souvenirs for retail	119.02	
31/07/2023		2023-0853	25/07/2023	TIC - maps for retail	50.00	169.02
31/07/2023	Telefonica O2 UK Ltd	21573625	24/06/2023	SIM Charges TH- June 23	21.00	
31/07/2023		21573625	24/06/2023	SIM Charges Depot-June 23	50.62	
31/07/2023		21573625	24/06/2023	SIM Charges Boat Park-June 23	10.80	
31/07/2023		21573625	24/06/2023	SIM Charges TIC- June 23	9.40	
31/07/2023		21573625	24/06/2023	SIM Charges CP-June 23	120.00	
31/07/2023		21573625	24/06/2023	SIM Charges Co-op CP- Nov 22	16.80	
31/07/2023		21573625	24/06/2023	EOIT/Telefon	45.60	274.22
31/07/2023	Tor Mark Press	21935	17/07/2023	TIC - publications for retail		193.12

31/07/2023	Travis Perkins	9292ANC322	02/05/2023	Fence Post 6x6 treated	33.54	
31/07/2023		9292ANF084	20/06/2023	Bag of M60 rapid set cement	21.60	
31/07/2023		9292ANF043	20/06/2023	Stainblock for recreation ground	35.83	
31/07/2023		9292ANF355	27/06/2023	Posts and postcrete	7.74	
31/07/2023		9292ANF545	29/06/2023	Brass fittings for sprinkler systems	10.94	
31/07/2023		9292ANF614	30/06/2023	L brackets for spa benches	14.62	
31/07/2023		9292ANF758	04/07/2023	Flexihose for heritage toilets	40.69	
31/07/2023		9292ANF806	04/07/2023	pipe connectors and pipe	35.09	
31/07/2023		9292ANF960	06/07/2023	6x2 timber	21.78	
31/07/2023		9292ANF951	06/07/2023	hinges and lock mechanism	7.43	
31/07/2023		9292ANG073	07/07/2023	Resin for path and padlocks	137.94	
31/07/2023		9292ANG016	07/07/2023	2x paint brushes for non slip surface @ s	9.07	
31/07/2023		9292ANG316	12/07/2023	Warco	156.00	
31/07/2023		9292ANG542	18/07/2023	connector/hose	25.10	
31/07/2023		9048AJJ677	19/07/2023	Marine ply for repairs to train	75.00	
31/07/2023		9292ANH042	25/07/2023	3x rapidset cement (M60)	64.80	697.17
31/07/2023	Third Party	Payroll- Month 4	20/07/2023	Month 4- Deductions		190.35
31/07/2023	Violet Farm Foods Ltd	121323	23/05/2023	TIC - Teas for retail		263.95
31/07/2023	water2business	4063130712	01/06/2023	Heritage Toilets	55.48	
31/07/2023		4063083701	01/06/2023	Mermond Toilets	176.29	
31/07/2023		4063080302	01/06/2023	Burlington Toilets	179.89	
31/07/2023		4063130543	01/06/2023	Prospect Allotments	29.54	
31/07/2023		5309010220139	04/07/2023	Burlington Toilets	197.83	
31/07/2023		5309010220157	04/07/2023	Mermond Toilets	189.69	
31/07/2023		5309010220175	06/07/2023	Prospect Allotments	32.31	
31/07/2023		5309010220166	07/07/2023	Heritage Toilets	60.57	
31/07/2023		4063366298	10/07/2023	Toilets-Shore Rd	1,847.62	2,769.22
31/07/2023	Wilkswood Farm Ltd	1-2023	30/06/2023	Beach Ranking-Seaweed		10,224.00
31/07/2023	WorkNest Limited	SINV048798	03/07/2023	Insurance Inc 12% IPT	242.00	
31/07/2023		SINV049524	03/07/2023	Health and Safety Core- Yr 2	5,512.50	5,754.50
31/07/2023	WPG Limited	175741	07/07/2023	TIC - Giant deckchair sling (replacement)		292.80
31/07/2023	WSP	64631695	30/06/2023	Peveril Point Road Highway	16,980.00	
31/07/2023		64632032	04/07/2023	Stabilisation- Shore Rd	1,500.00	
31/07/2023		64635700	25/07/2023	Specialist professional advice	3,600.00	22,080.00
Total of BACS/CHAPS Payments						311,854.06

<u>BACS grant payments issued 26th July 2023</u>	1,850.00
<u>BACS payroll payment issued 20th July 2023</u>	62,018.05
<u>BACS HMRC payment issued 31st July 2023</u>	25,100.03
<u>BACS supplier payments issued 31st July 2023</u>	222,885.98
	311,854.06

Total of Payments 334,713.16

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
27/07/2023	DMADF	transfer	27/07/2023	DMADF	400,000.00
Total of Investments					400,000.00

Total of Payments & Investments 734,713.16

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 18th September 2023

Schedule 5:

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

**SEVEN HUNDRED AND SEVENTY THOUSAND, FIVE HUNDRED AND FOURTY
FIVE POUNDS AND SEVEN PENCE**

.....(**£770,545.07**).....

Swanage Town Council Schedule of Payments - Month 5

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/08/2023	AIB Merchant Services	310723.00006	31/07/2023	Merchant Service charge- July 2023	270.50
10/08/2023	Barclaycard Merchant Services	001884330723	31/07/2023	Month 5-charge	62.60
01/08/2023	Dorset Council:	840014144	01/04/2023	23/24 NNDR	17,810.00
14/08/2023	First Data	520334510615636	31/07/2023	Card payment -July23	200.04
15/08/2023	Green Energy (UK) Ltd	52589778	02/08/2023	TIC Gas- July	75.78
15/08/2023		52589780	02/08/2023	TH Gas- July	114.88
15/08/2023		52589751	02/08/2023	Depot- Gas July	77.40
15/08/2023		52589782	02/08/2023	Town Hall Gas - July	228.97
03/08/2023	Kent County Council	UMS8884289	13/07/2023	Beach Clock- Electricity	58.20
03/08/2023		UMS8884277	13/07/2023	CPTM- Electricity	81.81
03/08/2023		E8879446	13/07/2023	Electricity - v	10,981.43
21/08/2023		E8917300	31/07/2023	Depot- electricity May-July	77.81
14/08/2023	Lloyds Bank PLC	404482121	11/07/2023	Bank Charges	321.17
25/08/2023		405443521	07/08/2023	Bank charge	89.20
10/08/2023	Paytek Admin Services Ltd (First)	MI/3941486/03	01/08/2023	Service charges- August	128.35
10/08/2023		MI/3944808/03	01/08/2023	Service charges- August	72.00
16/08/2023	Sage (UK) Ltd	INV17322528	01/08/2023	Month 5-charge	513.30
Total of Direct Debit & Standing Orders					31,163.44

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total	
15/08/2023	Charge Card Transactions	BPC11016-1	24/04/2023	Training	185.00	
15/08/2023		18147	03/07/2023	Training-IGPP	358.80	
15/08/2023		1000002931778	03/07/2023	Land Registry Search	6.00	
15/08/2023		1000002931101	03/07/2023	Land Registry Search	6.00	
15/08/2023		1000003011163	14/07/2023	Land Registry Search	3.00	
15/08/2023		IEE2023007655906	16/07/2023	IT	16.64	
15/08/2023		25082869811	21/07/2023	Adobe	49.92	
Total of Chargecard payments					625.36	

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
18/08/2023	A.B.A. Groundcare LLP	139832	28/07/2023	2x indicator lights	229.34
18/08/2023	Ace Office Environments Ltd.	01087142	30/07/2023	Stationery	54.82
18/08/2023		01087284	31/07/2023	Stationery	52.32
18/08/2023		01087891	06/08/2023	Stationery	112.91
18/08/2023	Andrews Plant Ltd	4914	31/07/2023	Road sweep - 26th July 2023	781.50
18/08/2023	Apogee Corporation Ltd	1402274	27/07/2023	TIC toner	9.00
18/08/2023		1403779	08/08/2023	Depot-toner	9.00
18/08/2023	AquAid (Southcoast)	443616	31/07/2023	Water-19Lt x10 still bottle	114.00
18/08/2023	Bournemouth Creative Print Ltd	49687	04/08/2023	Ferry Advertising Board	442.80
18/08/2023	BIPCOM	INV-9078	01/08/2023	Divert to mobile	6.60
18/08/2023	Blacknoll Construction Ltd	11572	17/07/2023	Seymer Rd- wall rebuild	2,081.59
18/08/2023	C. Brewer & Sons	PLE/371163	31/07/2023	Line paint	185.76
18/08/2023	Countryside Tree Surgeons Ltd	SI-279	30/07/2023	Days Park - Tree works	1,152.00
31/08/2023	Dorset County Pension Fund	Payroll - Month 5	18/08/2023	Payroll - Month 5 Pension	19,637.49
31/08/2023		Payroll - Month 5	18/08/2023	Payroll - Month 5 CAYS	221.72
18/08/2023	Dorset Council	2800358481	02/08/2023	TIC - dog waste bags for retail	226.80
18/08/2023		2800358480	02/08/2023	TIC - dog waste bags for retail	113.40
18/08/2023	Dorset Waste Partnership	2800359753	02/08/2023	Recycling BG July	21.96
18/08/2023		2800359753	02/08/2023	Recycling Depot July	20.22
18/08/2023	Four County Services Ltd.	64066	31/07/2023	TIC - phone	145.32
18/08/2023		64066	31/07/2023	Depot- phone May	35.98
18/08/2023		64066	31/07/2023	TH phone	3.10
18/08/2023		64078	10/08/2023	TH IT	708.12
18/08/2023		64076	10/08/2023	Depot- IT/phone	352.56
18/08/2023		64077	10/08/2023	TIC IT	479.78
18/08/2023		64087	12/08/2023	DRM IT	266.22
08/08/2023	Follow The Shine Ltd	1328a	01/07/2023	Cleaning -July	840.00
08/08/2023		M7J1/5/25	05/08/2023	Cleaning -Aug	840.00
18/08/2023	G4S Cash Solutions (UK) Ltd	2023073344	31/07/2023	Cash processing July	2,348.45
18/08/2023	Greenham Trading Ltd.	04/432774	21/07/2023	Handsoap and sanitary re stock	182.95
18/08/2023		04/432964	26/07/2023	Uniform and boots	122.14
18/08/2023		04/433599	01/08/2023	Clothing for TIC staff	90.00

18/08/2023	A.R. Harris & Son	33142	03/08/2023	Investigate loss of power	110.38	
18/08/2023		33137	03/08/2023	New hand dryer Beach Gdns	237.00	
18/08/2023		33137	03/08/2023	labour	90.00	
18/08/2023		33138	03/08/2023	New Beach Huts	108.00	
18/08/2023		33201	13/08/2023	Investigate loss of power	66.90	612.28
18/08/2023	Heritage Seeds	20736	17/04/2023	H55 Cornfield Mix	97.80	
18/08/2023		20730	24/05/2023	2kg wildflower mix Godlingston	90.60	188.40
18/08/2023	Hunt Forest Group Ltd	548284	24/07/2023	2x Scrapper wires		93.65
31/08/2023	HMRC	Payroll - Month 5	18/08/2023	Payroll - Month 5 PAYE/NI		17,680.53
18/08/2023	Hunt's Foodservice Ltd	509-308923	09/08/2023	Beach Gardens - drinks & snacks	136.73	
18/08/2023		509-311443	09/08/2023	Beach Gardens - drinks & snacks	(7.99)	
18/08/2023		509-316121	15/08/2023	Beach Gardens - refreshments	105.63	234.37
18/08/2023	J.D. Facilities Ltd	INV-1460	01/08/2023	Depot- cleaning	197.59	
18/08/2023		INV-1461	01/08/2023	Boat Park- fisherman Toilet	145.39	
18/08/2023		INV-1456	01/08/2023	Public Toilets	7,600.85	
18/08/2023		INV-1459	01/08/2023	Depot- cleaning staff area	230.62	
18/08/2023		INV-1458	01/08/2023	TIC cleaning/hand wash	274.44	
18/08/2023		INV-1457	01/08/2023	TH- cleaning	499.20	8,948.09
18/08/2023	Little Map Company	SI-1539	26/07/2023	TIC - purbeck portrait		26.00
18/08/2023	D. & P. Lovell Ltd.	L6234	03/08/2023	Excavator hire 1st-31st July		352.80
18/08/2023	Metric Group Ltd.	C67031	31/07/2023	Monthly charge-Aslan		192.00
18/08/2023	S. Moores	2252	04/08/2023	TIC - biscuits for retail		142.02
18/08/2023	National Express	AREXT/00238091	31/07/2023	Agency Tickets- July		353.76
18/08/2023	Nixons Hardware Ltd	122705	07/07/2023	padlocks	74.25	
18/08/2023		122709	09/07/2023	TIC - cleaning materials	20.10	
18/08/2023		122734	18/07/2023	TIC - parasol bases	23.97	
18/08/2023		122746	22/07/2023	TIC - replacement key	4.00	
18/08/2023		122761	28/07/2023	small stepladder	29.99	152.31
18/08/2023	Norfolk County Council	10044906	08/08/2023	NPLaw Feetime charges -July		556.80
18/08/2023	Openings	A69390	02/08/2023	TH Gate and Depot Gate service		288.00
31/08/2023	Origin Amenity Solutions Limited	RSIN0391960	01/04/2023	Materials		414.70
18/08/2023	Swanage Town Council	Month 5 Payroll	18/08/2023	Net Wages-Month 5		62,432.13
18/08/2023	Print It 24 Seven	6860	14/08/2023	4 x ECN Books		201.60
18/08/2023	Purbeck Ice Cream	150546	26/07/2023	Beach Gardens - ice-cream	256.09	
18/08/2023		150735	02/08/2023	Beach Gardens - ice-cream	109.84	365.93
18/08/2023	Purbeck Media Group	INV-3251	27/07/2023	TIC - uniform for seasonal staff		94.20
31/08/2023	Rawlins Davy Reeves Solicitors & Med	028217	30/06/2023	Professional Fees	4,269.24	
31/08/2023		028395	03/08/2023	Professional Fees	1,083.24	5,352.48
09/08/2023	Refund	BP-A03	09/08/2023	Refund-BP	270.00	
29/08/2023		1154	29/08/2023	Refund Shore Rd	30.00	300.00
18/08/2023	Sharman Fencing	101536	28/07/2023	Mesh fencing panel		60.00
18/08/2023	Spaldings (UK) Ltd.	319123	31/07/2023	Air filters & Spark plugs	199.34	
18/08/2023		SI-2884569	04/08/2023	Gear box/Air filter	116.95	316.29
18/08/2023	Swanage Parochial Church Council	INV-STC34320	03/08/2023	Local Economy Committee		30.00
18/08/2023	St. Michaels Garage	P5948	31/07/2023	Wiper blades for HG67 MDV	14.34	
18/08/2023		3432	31/07/2023	Diesel- July	739.57	753.91
18/08/2023	Swanage News	1284	29/07/2023	Newspaper 8th July-29th July		35.00
18/08/2023	Swanage Regatta & Carnival	INVOICE 2023/122	08/08/2023	Agency Settlement		920.00
18/08/2023	Swanage Tyres and Tuning Ltd	28976	28/07/2023	1x nexen tyre	70.74	
18/08/2023		29088	07/08/2023	Landrover XZA handbrake	40.14	
18/08/2023		29150	11/08/2023	Complete tracking on landrover	38.40	
18/08/2023		29169	14/08/2023	investigate fault with rear light cluster	63.90	213.18
18/08/2023	South West Geotechnical Ltd	INV-1138	26/07/2023	Swanage Seafront- Monitoring July23		3,060.00
18/08/2023	Travis Perkins	9292ANH135	27/07/2023	Manhole Cover (Battlegate toilets)	49.55	
18/08/2023		9292ANH576	07/08/2023	Stainblock x4 & Cleandrain	175.05	
18/08/2023		9292ANH750	09/08/2023	Keyclamp for boatpark	69.14	293.74
18/08/2023	Treasure Trails Partners	R23130345	07/08/2023	TIC - Treasure Trails for retail		62.40
31/08/2023	Third Party	Payroll - Month 5	18/08/2023	Payroll - Month 5 Deductions		190.35
18/08/2023	Violet Farm Foods Ltd	126433	08/08/2023	TIC - tea for retail		367.50
18/08/2023	Wilkswood Farm Ltd	2-2023	31/07/2023	Beach Raking x11		1,584.00
					Total of BACS/CHAPS Payments	138,756.27

F/P Refund 9th August 2023	270.00
F/P Supplier payment 8th August 2023	1,680.00
BACS payroll payment issued 18th August 2023	62,432.13
BACS supplier payments issued 18th August 2023	30,846.87
F/P Refund 29th August 2023	30.00
BACS supplier payments issued 31st August 2023	43,497.27
	138,756.27

Total of Payments 170,545.07

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
23/08/2023	DMADF	transfer	23/08/2023	DMADF	600,000.00
Total of Investments					600,000.00

Total of Payments & Investments 770,545.07

Council and Committee Meeting Schedule
May 2023-July 2024

	Council Meetings	Committee Meetings						Advisory Committee Meetings	
N.B. All Meetings start with fifteen minutes of Public Participation Time	Council	Planning & Consultation	Finance & Governance	Community Services	Environment & Green Spaces	Tourism & Local Economy	Personnel	Coastal Change & Beach Management (reports to Environment & G S and Tourism & L E Committees)	Traffic Management (reports to Community Services Committee)
	Monday		Wednesday						
Commencing	7pm	6.30pm	9.30am	2.15pm	2.15pm	2.15pm	9.30am	2.15 pm	2.15pm
2023 May	22* & 24 (Weds)▲	2							
June	< 26 >	5		14				21	7
July	24	3	26		12	5			
August		7							
September	18##	11							
October	30	2			11		11		4
November		6	1	8		22***		1	
December	11	4	13						
2024 January	15# & 29	8	10						
February		5	21		28			7	21
March	25**	4	13	13		20			
April		8					17		
May	13* & 29 (Weds)▲	8 (Weds)							
June		3			26			12	5
July	15	1	24	17		3			

* Annual Council Meeting (Election of Mayor)

▲ Final Accounts

Annual Estimates Meeting

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

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

*** This Meeting will be held in The Grand Hotel, Burlington Road

N.B. The Annual Parish Assembly is scheduled to take place on 18th March 2024 at The Centre, Chapel Lane

Meetings of the Neighbourhood Plan sub-committee and Capital Projects sub-committee will be held as required

< > Reserve date

Working Party Updates and Recommendations

Property Panel, 4th August, and 11th September 2023

At the Council Meeting held on the 24th July 2024 the Property Panel were tasked to work with officers to identify a series of commercial opportunities across specific Town Council operated sites. The first meeting in August provided a steer for officers to develop a detailed ‘Concession Pack’ with the final review at the meeting in September. This will be published on Tuesday 19th September and will include the following commercial opportunities:

- 1. Main Beach Car Park:** A temporary catering facility. The Council is offering a one-year trial licence with review thereafter.
- 2a. Swanage Hardstanding - Catering Facility:** A kiosk/unit serving food throughout the year. The Council is offering a licence of up to seven years (the unit must be removed for a short time during each 12-month period).
- 2b. Swanage Hardstanding - Activity Facility:** A kiosk/unit offering an activity, ideally one that will be used throughout the year. The Council is offering a licence of up to seven years (the unit must be removed for a short time during each 12-month period).
- 3. Concrete area above Hardstanding – Offers welcome.** The Council is offering a licence of up to seven years (any structure must be removed for a short time during each 12-month period).
- 4. Broad Road Car Park:** A temporary catering facility. The Council is offering a one-year trial licence with review thereafter.
- 5. Swanage Beach - Northern Kiosk:** A catering facility located on the wooden beach platform. The Council is offering a three-year licence with review thereafter (any structure must be removed for a short time during each 12-month period).
- 6a. Day’s Park - North Beach Car Park:** A temporary catering facility. The Council is offering a one-year trial licence with review thereafter.
- 6b. Day’s Park - Journeys End:** A summer attraction located on the field for the summer holiday period. A summer licence will be provided for one year.

The following indicative timetable will also be published:

- 31st October 2023 12.00 noon: Deadline for the submission of EOIs.
- Early November 2023: Town Councils ‘Property Panel’ - Review and score all submissions and propose which ones to take forward to Committee.
- 22nd November 2023: Tourism and Local Economy Committee 2.15pm – Review recommendations and approve further work on preferred operators.
- Detailed work undertaken with preferred operators to finalise licence.
- 29th January 2024 7.00pm: Full Council – Final licence confirmed and approved.

In light of this being a delegated matter, the Council is asked to note this report.

Working Party Updates and Recommendations

Events Working Party, 12th September 2023

Swanage Railway are working with a promotions company to bring ‘Polar Express’ to the railway this Christmas. This is a big event for the town and a popular attraction at other heritage locations where similar Christmas events have taken place in previous years. More information can be found here: [Polar Express at Swanage Railway November 17th to December 30th 2023](#)

The company behind this venture met with the Events Working Party and have asked if the Council could make two changes to their festive decorations.

The first relates to the replacement of the ‘Merry Christmas’ sign on the old taxi office. The company are willing to provide an alternative that aligns more closely with their theme.

The second is a request for a smaller town Christmas tree. The usual tree restricts movement by customers between the platform and the grass area to the north of the station. The company are planning to use both areas to maximise the visitor experience. The Event Working Party are undertaking a site visit with the company on 21st September to see if an alternative solution can be identified. The tree would usually be ordered at this time of year so a relatively quick decision is required.

It is asked that decisions regarding these requests are delegated to the Visitor Services Manager, in consultation with the Events Working Party.



Culvin Milmer
Visitor Services and Business Development Officer
September 2023

Beach Hut Charges 2024/25 and Revised Terms and Conditions

1. Introduction

- 1.1 A version of this report was originally presented to the Tourism and Local Economy Committee on the 5th July 2023. The members of the committee had some concerns with the original proposals so it was agreed at the 24th July 2023 Council meeting that a Beach Hut working party would be set up to review the fees and terms and conditions in more detail. This briefing note sets out the working party's recommendations. The working party were keen to undertake a more radical review of the fee structure in advance of the 20th March 2024 Tourism and Local Economy Committee and it is proposed that a further meeting of the working party is held to consider this in more detail. This will allow time for any changes to be made to the beach hut booking software.
- 1.2 The Council is asked to consider beach hut prices for 2024-25 in readiness for the next season. Bookings are planned to be taken from early October and some work is required to ensure that the relevant booking systems and processes are updated with new prices in advance of the booking release.
- 1.3 Demand for beach huts has risen steadily over the last few years such that the Town Council now pretty much has full occupancy throughout the summer and medium to high occupancy over the winter. As of 30th June 2023, occupancy for this financial year is at 72%. The new online booking system that went live in November 2022 has been successful with 65% online payment, 34% on card and only 1% cash.
- 1.4 Up to 30th June 2023, of the 745 bookings taken, 66 relate to bookings of 10 weeks or more or equivalent to 43% of available weeks. 37 relate to 4-to-9-week bookings, or 4.7% of the available weeks and 528 bookings relate to 1-to-3-week bookings or 17% of available weeks.
- 1.5 It should be noted that despite increased occupancy this year compared to last year, income across the two years remains very similar as more customers have taken up longer lets which receive discounted rates.
- 1.6 The same process as with previous beach hut bookings will be used for 2024-25 with bookings starting from Saturday 30th March 2024 being released from early October 2023.
- 1.7 Beach Hut prices were last increased for the 2022-23 season and prices have now been at the same level for two years.

2. Beach Hut fee proposals

- 2.1 It is proposed that all prices are increased by 10%, including 'Artisans on the Beach'. Appendix 2 provides a table of proposed fees. In some cases, the % increase is above or below 10% where figures have been rounded to the nearest pound. This is important as the use of change within the Swanage Information Centre can be a challenge at times.

- 2.2 The current periods have been reviewed and it noted that demand is very strong for the very short two-week early September period. In addition, due to the large number of huts that are let out during the middle of September, this creates a significant impact on hut cleaning and administration for the Swanage Information Centre team during this period. It is therefore proposed that this period is increased from two to three weeks.
- 2.3 It is proposed that the current discount rates for longer bookings remain as per the previous year (please see Appendix 1 for rates).
- 2.4 For information, the RPI inflation rate between January 2022 (when the beach hut prices were set) and July 2023 is 17.8%. The equivalent CPI inflation rate is 12.5%.

3. **Beach Hut expenditure 2023-24 to 2026-27**

All costs are net of VAT.

	Actual	Forecast	Estimate	<i>Estimate</i>	<i>Estimate</i>
	2022-23	2023-24	2024-25	2025-26	2026-27
Business Rates	£24,950	£32,580	£35,070	£38,815	£70,862 ⁽³⁾
Repairs/Maintenance/ Materials	£1,312	£6,500 ⁽²⁾	£4,000	£4,000	£4,000
Electric	£822	£1,000	£1,250	£1,350	£1,450
Cleaning	£2,100	£6,000 ⁽⁴⁾	£6,180	£6,365	£6,556
IT and Fees	£11,891 ⁽¹⁾	£2,000	£2,250	£2,250	£2,250
Contribution to reserve	£10,000	£10,000	£10,000	£10,000	£10,000
Total Expenditure	£51,075	£58,080	£58,750	£62,780	£95,118

Notes

- (1) The cost in 2022-23 mostly related to the procurement of a new booking system.
- (2) £2,500 spent on additional beach hut chairs.
- (3) Business Rates are set by the ‘Valuations Office Agency’ and are based on the rateable value of the facility. The Town Council have recently been advised that these charges will be applicable for the following three years, although the Council may appeal.
- (4) Previous to the current year, beach huts were cleaned by Seafront Advisors and cleaning was not always recorded accurately on timesheets. From this year a contractor has taken over the cleaning.

4. **Impact of proposed fees on Beach Hut budget**

- 4.1 It is forecast that a 10% fee increase along with the proposed increase in the September period from 2 weeks to 3 weeks will see an additional £19,000 income to the Council or an equivalent 11.9% increase on income. Due to keeping costs static between 2023-24 and 2024-25, the impact on the surplus between expenditure and income is significantly higher at 18.5%.

	Actual	Forecast	Estimate	<i>Estimate</i>	<i>Estimate</i>
	2022-23	2023-24	2024-25	2025-26	2026-27
Expenditure	£51,075	£58,080	£58,750	£62,780	£95,118
Income	£158,460	£157,386	£176,385	£176,385 (1)	£176,385 (1)
Surplus	£107,384	£99,306	£117,635	£113,605	£81,267
% difference to previous year	-	-7.5%	18.5%	-3.4%	-28.5%

Notes

- (1) In this table the same proposed fees and charges for 2024-25 are used for 2025-26 and 2026-27, however the Town Council will review these fees next year.

5. Revised Terms and Conditions

- 5.1 Over the last few years the team has experienced an increasing range of issues with beach hut bookings, probably associated with increased occupancy rates and greater use of huts. These include issues around the use of electrical equipment in the winter and ‘nuisance’ caused by customers who invite large numbers of people to their huts or smoke close to other customers.
- 5.2 In addition, we are finding that we provide a relatively large number of often quite small refunds, causing significant administration for officers. Up to the end of August 2023, over 50 refund/change requests for the 2023-24 booking year have been issued. It is proposed that refund/change requests are increased from £20 or 15% of booking value to £30 or 20% of the booking value (whichever is the greater).
- 5.3 It is proposed that the terms and conditions for beach huts are revised as per Appendix 3. If approved this will be used for new bookings from the 1st October 2023.

6. Decision required

- 6.1 To approve the proposed beach hut prices and period change for 2024-25.
- 6.2 To approve the revised ‘Terms and Conditions.
- 6.3 That a further meeting of the Beach Hut working party is held during the spring.

Culvin Milmer
 Visitor Services and Business Development Manager
 September 2023

Appendix 1

Discount rates for Swanage Shore Huts

Appendix 2

Proposed Beach Hut Prices for 2024-25

Appendix 3

Proposed revised Beach Hut terms and conditions

Appendix 1 – Discount rates for Swanage Shore Beach Huts

For information - no change since previous year

Discounted rates applied to Shore Road Beach Hut long lets	2024-25 Shore Premium		2024-25 Shore	
	Lower	Upper	Lower	Upper
	30 March 2024 - 10 May 2024	15%	15%	15%
11 May 2024 - 12 July 2024	15%	15%	11%	15%
13 July 2024 – 30 August 2024	0%	0%	0%	0%
31 August 2024 – 20 September 2024	0%	0%	0%	0%
21 September 2024 - 28 March 2025	40%	50%	40%	50%
26 October 2024 - 28 March 2025	40%	50%	40%	50%
16 November 2024 - 28 March 2025	40%	50%	40%	50%
7 December 2024 - 28 March 2025	40%	50%	40%	50%
18 January 2025 - 28 March 2025	40%	50%	40%	50%
30 March 2024 - 28 March 2025	20%	20%	19%	30%

Swanage Beach Hut Prices for 2024-25 (Prices include VAT)

Shore Beach Huts

Period	Lower		Upper		% Change to 2023-24			
	Weekly (Sat - Fri)		Daily		Weekly (Sat - Fri)		Daily	
	Lower	Upper	Lower	Upper	Lower	Upper	Lower	Upper
30 March 2024 - 10 May 2024	£66.00	£44.00	£16.50	£11.00	10.0%	10.0%	10.0%	10.0%
11 May 2024 - 12 July 2024	£116.00	£77.00	£22.00	£16.50	10.5%	10.0%	10.0%	10.0%
14 July 2024 - 30 August 2024	£242.00	£165.00	£35.00	£24.00	10.0%	10.0%	9.4%	9.1%
31 August 2024 - 20 September 2024	£116.00	£77.00	£22.00	£16.50	10.5%	10.0%	10.0%	10.0%
21 September 2024 - 28 March 2025	£28.00	£28.00	£7.00	£7.00	12.0%	12.0%	16.7%	16.7%

Shore Premium Beach Huts

Period	Lower		Upper		% Change to 2023-24			
	Weekly (Sat - Fri)		Daily		Weekly (Sat - Fri)		Daily	
	Lower	Upper	Lower	Upper	Lower	Upper	Lower	Upper
30 March 2024 - 10 May 2024	£99.00	£66.00	£27.00	£17.00	10.0%	10.0%	12.5%	13.3%
11 May 2024 - 12 July 2024	£176.00	£110.00	£34.00	£22.00	10.0%	10.0%	9.7%	10.0%
14 July 2024 - 30 August 2024	£363.00	£237.00	£55.00	£35.00	10.0%	10.2%	10.0%	12.9%
31 August 2024 - 20 September 2024	£176.00	£110.00	£34.00	£22.00	10.0%	10.0%	9.7%	10.0%
21 September 2024 - 28 March 2025	£44.00	£42.00	£11.00	£9.00	10.0%	10.5%	10.0%	12.5%

Shore Beach Huts Discounted Hire Prices

Period	The Shore Premium		The Shore		Lower		Upper	
	Lower	Upper	Lower	Upper	Weekly (Sat - Fri)		Daily	
	Lower	Upper	Lower	Upper	Lower	Upper	Lower	Upper
30 March 2024 - 10 May 2024	£504.90	£336.60	£336.60	£224.40	10.0%	10.0%	10.0%	10.0%
11 May 2024 - 12 July 2024	£1,346.40	£841.50	£925.10	£588.50	10.0%	10.0%	10.0%	10.0%
14 July 2024 - 30 August 2024	-	-	-	-	-	-	-	-
31 August 2024 - 20 September 2024	-	-	-	-	-	-	-	-
21 September 2024 - 28 March 2025	£739.20	£585.20	£554.40	£385.00	10.0%	10.0%	10.0%	10.0%
26 October 2024 - 28 March 2025	£580.80	£459.80	£435.60	£302.50	10.0%	10.0%	10.0%	10.0%
16 November 2024 - 28 March 2025	£501.60	£397.10	£376.20	£260.70	10.0%	10.0%	10.0%	10.0%
7 December 2024 - 28 March 2025	£422.40	£334.40	£316.80	£220.00	10.0%	10.0%	10.0%	10.0%
18 January 2025 - 28 March 2025	£264.00	£209.00	£198.00	£137.50	10.0%	10.0%	10.0%	10.0%
30 March 2024 - 28 March 2025	£5,042.40	£3,545.30	£3,470.50	£2,123.00	10.0%	10.0%	10.0%	10.0%

Swanage Beach Hut Prices for 2024-25

The Spa Beach Huts			% Change to 2023-24	
Period	Weekly (Sat to Fri)	Daily	Weekly (Sat to Fri)	Daily
30 March 2024 - 10 May 2024	£33.00	£8.00	10.00%	14.29%
11 May 2024 - 12 July 2024	£55.00	£11.00	10.00%	10.00%
14 July 2024 - 30 August 2024	£138.00	£22.00	10.40%	10.00%
31 August 2024 - 20 September 2024	£55.00	£11.00	10.00%	10.00%
21 September 2024 - 27 October 2024	£29.00	£6.00	11.54%	20.00%
30 March 2024 - 27 October 2024	£1,265.00	-	10.00%	-
28 October 2024 - 28 March 2025	Closed	Closed	-	-

Spa Retreat Beach Huts			% Change to 2023-24	
Period	Weekly (Sat - Fri)	Daily	Weekly (Sat - Fri)	Daily
30 March 2024 - 10 May 2024	£88.00	£17.00	10.00%	13.33%
11 May 2024 - 12 July 2024	£138.00	£22.00	10.40%	10.00%
14 July 2024 - 30 August 2024	£264.00	£39.00	10.00%	11.43%
31 August 2024 - 20 September 2024	£138.00	£22.00	10.40%	10.00%
21 September 2024 - 28 March 2025	£75.00	£11.00	10.29%	10.00%
1 April 2023 - 29 March 2024	£3,575.00	-	10.00%	-

Artisans on the Beach (Christmas 2024-25)			% Change to 2023-24	
Period	Weekly (Sat - Fri)	Daily	Weekly (Sat - Fri)	Daily
Lower Level	£110.00		10.00%	
Upper Level	£55.00		10.00%	
Weekend Hut (subject to management discretion - lower or upper)	£11.00		10.00%	

Beach Hut Terms and Conditions

(for bookings taken from 1st October 2023)

Yellow sections are new provisions / blue sections are information for Councillors and will be removed once approved

The Licence

1. The Licence shall be for the period referred to in your official invoice.
2. The Licence fee for the said period shall be paid in full before a key is issued. The key must be returned to the Swanage Information Centre by **22:00 hrs** (using the letterbox) on the date stated on the booking form, otherwise an additional charge will be levied of one day's hire (at the applicable rate) for late return. There will be a charge of **£50.00** (was £30) for a lost key.
3. The Council may at any time without assigning any reason, terminate this Licence, and on doing so shall return to the Licensee the portion of charge paid in respect of any unexpired period. This could include examples of where customers have booked multiple huts for long periods.
4. The Licensee will be held responsible for any damage caused to the beach hut, furniture, fixtures and fittings, otherwise than by reasonable and fair use. When absent from the beach hut, all electrical appliances, including lights with the exception of a refrigerator, must be switched off. Only two electrical plugs at any one time are permitted and a single extension lead may only be used where necessary for a refrigerator.
5. The Licensee is responsible for all personal portable electrical appliances brought into the beach hut and should have them tested (PAT) before use with an appropriate and in-date test sticker attached to the item. The Council reserves the right to remove items that do not have a valid PAT certificate and to charge a fee of **£100** (new fee) to customers where their equipment has tripped the safety switch on the circuit due to faulty equipment being used in the hut.
6. The Licensee shall not deposit or permit to be deposited in or near the hut any rubbish or other material except in such receptacles as may be provided by the Council for such purpose and shall not permit the hut to become dirty or untidy.
7. All litter and personal belongings must be removed from the beach hut upon departure. Any cost incurred by the Council for cleaning, damage, waste collection and disposal will be charged to the Licensee.
8. The Council reserves the right to take any action which may be necessary for the protection of the beach hut, which includes entering the beach hut at any time, and also removing any belongings which may cause a danger or damage to the beach hut.
9. The Council accepts no responsibility for any loss or damage to goods or articles left in huts.
10. The Licensee shall not transfer this Licence to any other person and shall not allow any person to use the beach hut in return for payment.
11. The Licensee shall not use or permit any persons to use the hut or permit it to be used or occupied:
 - (a) As a residence or as overnight sleeping accommodation.
 - (b) For advertisement display or sale of goods, products or services including religious material, unless by prior arrangement with Swanage Town Council.

12. The licensee will be responsible for the good behaviour of all persons using the Beach Huts and for ensuring all users comply with the terms and conditions of the booking.
13. Beach Hut users who, in the opinion of the Town Council, cause significant nuisance, annoyance, inconvenience, or disturbance to the occupiers of neighbouring huts, or to the public may have their bookings cancelled with immediate effect with no right to refund or compensation.
14. The Licensee shall not play or use, or permit to be used, in or near the hut, any musical or other instrument capable of reproducing music or other sounds so as to cause nuisance or annoyance to any adjoining or neighbouring Licensee of the Council or the neighbourhood, unless an event has been agreed by Swanage Town Council.
15. There is reserved to the Information Centre Manager, acting as Agent for and on behalf of the Council, the authority not to accept an application for the hire of any beach hut.
16. Smoking and vaping is prohibited in all beach huts and is strongly discouraged immediately outside the hut as it has a detrimental impact on other customers. The Council reserves the right to ask customers to stop vaping and/or smoking by the beach hut if, in the view of the Council, this is causing a nuisance to other customers. If customers continue to cause a nuisance to other customers, clause 13 of this licence may be invoked.
17. The beach huts are designed for small groups of people and customers are asked to be respectful to other customers. The Council reserves the right to ask customers to reduce the number of people outside the huts if, in the view of the Council, this is causing a nuisance to other customers. If customers continue to cause a nuisance to other customers, clause 13 of this licence may be invoked.
18. The use of gas appliances and barbecues is not permitted in or around the beach huts.
19. The beach hut should always be locked when unattended and all equipment provided by the Town Council should be stored safely at all times.
20. Beach hut bookings should be made only by those over 18 years of age.
21. Personal data collected by the Town Council will only be used for the management of the beach huts and to inform customers about future beach hut booking releases. The Town Council's Privacy Policy provides further information. If you would like to unsubscribe from our mailing list, please respond to welcome@swanage.gov.uk stating 'UNSUBSCRIBE - BEACH HUTS'.

Booking Fees and Regulations

All communications should be addressed to the Swanage Information Centre, The White House, Shore Road, Swanage, BH19 1LB. Telephone: 01929 766018, or: welcome@swanage.gov.uk

1. Weekly bookings commence on a Saturday at 9:00 hrs of the Licence period, to **22:00 hrs** on the last day of the Licence period (Friday). For bookings of less than one week, the licence runs from either 9:00 or 10:00 hrs (depending on the day of the week) on the first day to **22:00 hrs** on the last day.
2. Full fees are payable on confirmation of booking. Refunds will not be made in respect of a cancellation received **less than 30 days** before the booking date, **except in exceptional circumstances in which case it must be authorised by the Visitor Services Manager and documentary evidence may be requested.**
3. An administration charge of **£30.00 (from £20)** (or the full amount of the booking if less than £30.00) or **20% (was 15%)** of the total booking fee, whichever is the greater, will be made in the event of any change of booking, or if a refund is requested which is more than 30 days from the

booking date, except in exceptional circumstances in which case it must be authorised by the Visitor Services Manager and documentary evidence may be requested.

5. All requests for booking changes or refunds must be made in writing through the advertised 'online form' or through the Swanage Information Centre.

6. Bookings not claimed 48 hours after the start of the Licence period will not continue to be retained. In such cases, the customer will be contacted by the Council, unless they have previously been advised by the customer of any extenuating circumstances. No refunds will be provided in these cases, unless authorised by the Visitor Services Manager due to exceptional circumstances.

Revised 13th September 2023

Day's Park Development Forum Meeting, 6th September 2023

At the Council Meeting held on 24th July 2023, the following resolution was passed:

That the Town Clerk should meet with the Swanage & Purbeck Development Trust to consider revised draft Heads of Terms, which should then be reviewed by the Council's representatives on the Day's Park Development Forum (Councillors Bishop, Bonfield and Tomes), prior to a report being made to a forthcoming Council meeting.

Although no objection was raised by Members to the Draft Heads of Terms, Members expressed the view that further assurance around the availability of funding to deliver the Sports and Social Centre project was required prior to the Heads of Terms being presented to Council for approval.

This concern was subsequently raised at the Day's Park Development Forum meeting on 6th September. This identified the key importance of Sport England as the most likely primary funder. It was noted that Sport England's funding derives from the National Lottery, and that currently funding programmes for major sports facilities are on hold, pending negotiations between those bodies.

The Forum agreed to take further steps to understand the likelihood of obtaining significant Sport England funding within an appropriate timescale.

Decision required

That a meeting of the Sports, Leisure and Wellbeing Working Party be convened to consider these matters prior to the next Forum meeting on 11th October, and a further report being made to the next Council meeting on 30th October.

Martin Ayres
Town Clerk

July 2023

Planning Appeal in respect of proposed development of Energy Recovery Facility (ERF) with ancillary buildings and works (Portland Waste Incinerator) by Powerfuel Portland Ltd, Portland Port, Castletown, Portland, DT5 1PP APP/D1265/W/23/3327692 —To consider potential joint response with Dorset Council and/or Portland Town Council.

Please find attached the following documents to inform Council's discussion of this item.

Appendix 1 – Notification of Appeal to the Secretary of State against Dorset Council's refusal of planning permission for the proposed development (as above) – for further information please visit: [Planning application No. WP/20/00692/DCC](#)

Appendix 2 – Extract from Minutes of the Extraordinary Meeting of the Planning and Consultation Committee held on 22nd April 2022 setting out Swanage Town Council's objections to the planning application, which includes a supporting document dated 20th March 2022 titled 'Proposed incinerator for Portland – reasons to say no'.

Appendix 3 – Copy of briefing note prepared by the Town Clerk, Portland Town Council, which will be considered at Portland Town Council's meeting being held on 20th September 2023.

For a full copy of the briefing note's comprehensive supporting documents, please visit:

[*Merged Full Council Agenda 230920.pdf \(portlandtowncouncil.gov.uk\)](#)

Niki Clark
Planning and Community Engagement Manager
September 2023



Planning Services

County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ

☎ 01305 224289- **Minerals & Waste**

🌐 www.dorsetcouncil.gov.uk

Date: 11th September 2023
Contact: Felicity Hart
Our Ref: WP/20/00692/DCC
Phone: 01305 224289
Email: planningminerals@dorsetcouncil.gov.uk

Dear Sir/Madam

Notification of Appeal
Town and Country Planning Act 1990

Planning application No: WP/20/00692/DCC

Location: Portland Port, Castletown, Portland, Dorset DT5 1PP

Description: Proposed development of and Energy Recovery Facility (ERF) with ancillary buildings and works including administrative facilities, gatehouse and weighbridge, parking and circulation areas, cable routes to ship berths and existing off-site electrical sub-station, with site access to Portland Port through Castletown.

Appeal Reference: APP/D1265/W/23/3327692

Appellant: Powerfuel Portland Ltd

Appeal Start Date: 5th September 2023

An appeal has been made to the Secretary of State against Dorset Council's refusal of planning permission for the proposed development described above.

You may view the documents relating to this appeal online at <https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning/planning-application-search-and-comment.aspx>

This appeal will be determined by way of an **inquiry**. The procedure to be followed is set out in the Town and Country Planning Appeals (Determination by Inspectors) (Inquiry procedure) (England) Rules 2000, as amended. We will notify you again nearer the time of the inquiry with further details and dates.

If any group or organisation wishes to take an active part in the Inquiry, the opportunity is available to apply for what is known as **Rule 6 Status**. It is also possible for interested individuals to take part on the same basis. Rule 6 status means that you would be able to present your evidence on a formal basis and also cross examine the evidence of others. You can find guidance at the following link:

[Guide to Rule 6 for interested parties involved in an inquiry – planning appeals and called-in applications - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rule-6-status-for-interested-parties-involved-in-an-inquiry-planning-appeals-and-called-in-applications)

Arrangements for the inquiry are currently being finalised by the Planning Inspectorate. These will include a pre-inquiry conference call/meeting with the lead parties to deal with procedural and administrative matters, including how the evidence will be heard. If you are a Rule 6 Party it is anticipated that you would also be part of that process. If having read the above guidance, you wish to apply for Rule 6 Status or have any related questions, you should contact the Planning Inspectorate immediately. If you are interested but unable to access the guidance electronically, again, you should contact the Planning Inspectorate who will try and assist. helen.skinner@planninginspectorate.gov.uk Tel: 0303 444 5531

If, having read the above guidance you wish to apply for Rule 6 Status it is essential that you contact the Planning Inspectorate immediately and ask if they will agree to you being regarded as a Rule 6 Party. Please note, if you are an individual who is interested but does not wish to apply for Rule 6 Status, it should be possible for you to speak at the Inquiry as an individual.

We have forwarded all the representations made to us on the planning application to the Planning Inspectorate and the appellant. These will be considered by the inspector when determining the appeal.

If you wish to make comments, or modify or withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk> If you do not have access to the internet, you can send your comments in the post (with Appeal reference number) to:

Helen Skinner
Major Casework
The Planning inspectorate
Temple Quay House
2 The Square
Bristol
BS1 6PN

All representations must be received by the Planning Inspectorate by **10th October 2023**. **Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. All representations must quote the appeal reference.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and Dorset Council and will be considered by the inspector when determining the appeal.

The appeal documents will be available for inspection at County Hall, Colliton Park, Dorchester DT1 1XJ. If you wish to view the documents, please contact planningminerals@dorsetcouncil.gov.uk (Tel:01305 224289) to arrange a time to view.

You can look at a copy of the Planning Inspectorate's "Guide to taking part in appeals" booklets from GOV.UK at [Guide to taking part in planning and listed building consent appeals proceeding by an inquiry - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guide-to-taking-part-in-planning-and-listed-building-consent-appeals-proceeding-by-an-inquiry)

When the decision is made, following the Inquiry, the decision letter will be published online at <https://acp.planninginspectorate.gov.uk>

Information provided in your representation will be published. This may include your name and address, but personal telephone numbers and email addresses and signatures of individuals will be removed. If you object to publication in this way, please contact the Planning Inspectorate.

If I can be of any further assistance, please do not hesitate to contact me on the details above.

Yours faithfully,

Felicity Hart

Felicity Hart
Minerals and Waste Planning Manager
Dorset Council

EXTRACT FROM: Minutes of the Extraordinary Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **FRIDAY, 22nd APRIL 2022** at **9.30 a.m.**

Chair: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor T Foster

Swanage Town Council

Councillor A Harris

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Miss N Clark

Administration and Communications Manager

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

Public Participation Time

There were no matters raised.

1) Apologies

Apologies for their inability to attend the Meeting were received from Councillors Finch and Rogers.

2) Declarations of Interest

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

There were no declarations to record on this occasion.

Planning

3) To consider planning application regarding the building of an Energy Recovery Facility (ERF) (Waste Incinerator) in Portland, Dorset - application number WP/20/00692/DCC

WP/20/00692/DCC

Portland Port, Castletown, Portland DT5 1PP

Construction of an energy recovery facility with ancillary buildings and works including administrative facilities, gatehouse and weighbridge, parking and circulation areas, cable routes to ship berths and existing off-site electrical sub-station, with site access through Portland Port from Castletown.

OBSERVATION: Recommend refusal, major concerns are raised regarding the proposed location of the ERF, which are set out below:–

- **Potential adverse impact on air and water quality**
- **Potential adverse impact on Dorset's Marine Conservation Zones**
- **Potential adverse impacts on local SSSIs, SACs, SPAs, Ramsar sites, and the Dorset AONB**
- **Potential adverse impact on the status of the Jurassic Coast as a UNESCO World Heritage Site** - attention is drawn to the fact that this is England's only natural World Heritage Site, inscribed by UNESCO in 2001 for the outstanding universal value of its rocks, fossils, and landforms.

Comments are made that it is only 20.5 nautical miles from Peveril Point, Swanage to Portland Bill, Portland, and approximately 19 nautical miles from Peveril Point to Portland Harbour, and that 80% of prevailing winds are south westerly, which means that emissions from the proposed ERF will most likely travel across to the Swanage/Purbeck area. It is also possible that emissions could disperse over the area in rain clouds, having an adverse impact on the important ecology and habitats of the area, and on water quality. Following processing, the remaining bottom ash from the ERF will also have to be transported from the plant via land or sea.

Concerns are raised that the carbon capture technology does not appear advanced enough to deal with the emissions which will be generated (burning approximately 202,000 tonnes of waste per annum, 24 hours a day, 7 days a week, 52 weeks a year for 30 years).

Traffic generation (by land and sea)/impact on environment – concerns regarding the proposed daily volume of HGVs (40 per day) and the adverse impact that this could have on local infrastructure, traffic volumes (in particular on the A35 and the A354 which already suffer from regular instances of acute traffic congestion and gridlock), and the environment (including fumes/pollution from the diesel engines).

Further concerns are raised regarding the arrival/docking of additional vessels in Portland Port (which is a busy working port and also a popular tourist destination), bringing waste to the ERF by sea, and the potential for waste/debris to enter the sea, and the future management of that waste, which could have a significant adverse impact on local wildlife/marine life.

Dorset Council, Climate and Ecological Emergency Strategy (CEES) and Action Plan, and Swanage Town Council, Environmental Policy and Action Plan - the proposals are considered to be in contravention of the Councils' environmental policies and action plans.

Attention is drawn to Dorset Council's CEES, page 9:

Waste - Dorset Council collects in the region of 180,000 tonnes of waste every year – 60% of this waste is reused, recycled or composted. This places Dorset Council as one of the best local authorities nationally. Reusing, recycling and composting waste has a much greater carbon benefit compared to incineration or landfill. This success has been recognised by the Eunomia Recycling Carbon Index ranking Dorset within the top 10% of all local authorities for the past seven years.

The Town Council would also wish it to be noted that it supports and endorses the concerns and objections as detailed in the attached document dated 20th March 2022.*

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

That Swanage Town Council objects to the building of an Energy Recovery Facility (waste incinerator) in Portland Port, Castletown, Portland, Dorset, application number WP/20/00692/DCC, and submits its concerns to Dorset Council as set out above.

***PROPOSED INCINERATOR FOR PORTLAND - REASONS TO SAY NO**

INTRODUCTION: Powerfuel wish to obtain planning permission and an environmental operating licence for a huge incinerator on Portland, burning around 202,000 tonnes per annum (tpa) of rubbish 24 hrs a day, 7 days a week, 52 weeks a year for 30 years. Powerfuel will not be developing or operating the plant, but selling it on to developers/operators. This is a commercial venture, not required for Dorset's waste, but aiming to burn rubbish to create power for the Port. The Port could generate an equivalent amount of power at approx 1/5th of the cost with one single, large wind turbine – clean and genuinely renewable power. Incineration is neither clean nor genuinely renewable, it pollutes the air we breathe and uses valuable resources. There is no proposal to provide power to local homes. Due to the geography of the area, heating homes is a non-starter and financially prohibitive.

UK CAPACITY: The United Kingdom against Incineration Network (ukwin.org.uk) states that the UK has enough incineration capacity for its needs and statistics indicate that the South West has itself more capacity than it needs. Simply put, Dorset does not need this incinerator.

DORSET'S WASTE: There is a commonly held belief that this incinerator will dispose of Dorset's own rubbish; this is not the case. Dorset's waste is well managed with contracts in place for the next 5+ years and options to extend further. Dorset itself does not provide enough Refuse Derived Fuel (RDF - the processed waste for burning) to fill the proposed plant on Portland. Waste will have to be brought in either by road from around the country, or shipped in by sea from abroad. The site is not allocated as a waste site under the Dorset Plan. A recent application for an incinerator at Parley (60,000 tpa) has been approved and is located at a specified waste site under Dorset's plan. It will also send emissions over Purbeck when the wind is in the right direction.

RECYCLING: Dorset excels in recycling and is proud to now recycle just over 60% of its waste. However, statistics show that in areas where incinerators are sited, there is often a much lower uptake of recycling and, indeed, recycling rates can fall. We know that recycling, as a step after re-using, is a must for reducing greenhouse gas emissions and lessening resource consumption.

LANDFILL: It is commonly misunderstood that incineration avoids landfill. This is not the case in Dorset and in many counties. Refuse Derived Fuel (RDF), for incineration, is processed 'black bin' waste, usually baled after being mechanically processed for metal and organic waste extraction. Landfill is usually made up of items that cannot be incinerated – either too large/bulky, or inert such as rubble.

WHAT OTHERS ARE DOING: Both Wales and Scotland have placed a moratorium on new incinerators to give sufficient time for review and research. The All-Party Parliamentary Group on air pollution says that incinerators are a major health hazard. It concludes that new projects and expansions should be stopped immediately to protect human health and cut carbon emissions. Damage from tiny particles emitted by incinerators is especially dangerous. The report says: *"There is NO safe level of particulate exposure"*, adding: *"There is no debate about the fact that long-term exposure to very small particles is bad for human health."* (Pollution from Waste Incineration: A Synopsis of Expert Presentations on Health and Air Quality Impacts; online at: <https://tinyurl.com/mr26nd6f>. Holland is looking at using tax-payers money to decommission incinerators to meet its climate emissions targets.

AIR QUALITY: A waste incinerator does not make waste magically disappear. Burning waste turns non-hazardous waste into toxic air fill with 70%–75% of the quantity by weight being emitted into the atmosphere as a gaseous waste. The remaining toxic bottom ash has to be transported away and can be used in construction or can be itself landfilled. On a south westerly wind the emissions from the enormous proposed Portland plant will likely travel across to the Swanage area and some will disperse over Purbeck in rain clouds, ie as acid rain. The Jurassic Coast World Heritage Site and numerous sites with important

environmental designations, up to and including Studland, will be affected. The waste incinerator will release 3885 tonnes of CO₂ into the atmosphere every week and 2.69 tonnes of NO_x, both of which may cause acid rain to impact on the habitats/ecology of Purbeck and the surrounding areas. Nobody will be aware of these gases, as they are invisible.

There are concerns about the air quality information/date submitted by Powerfuel. Air Quality Consultants, commissioned by Portland Council Sep 21, stated that Powerfuel's documentation: *"is insufficient to allow regulators to make informed decisions about the planning and permitting application, thus there is no basis for, or evidence to, justify Powerfuel's statement that "the proposed development will not have any significant adverse effects on the statutory sites 'SACs, SPAs, MCZs, Ramsar sites or SSSIs) within the vicinity of the proposed development"*.

At 80m high, the proposed stack will emit emissions level with HMP The Verne and only about 400-600 metres away from local housing which is built and sits above the top line of the emissions on Portland's Hill. It is unusual for incinerators to be built next to a hill as this hinders the normal dispersal of unfiltered poisonous gases and particulate matters. Incinerators are usually built in open landscapes to maximise dispersal. Portland's unique coastal topography also means that when the Island sits covered in cloud (often for hours or even days at a time), emission dispersal will be greatly hindered. People living and working near to the incinerator will surely have their clean air compromised during these times.

HEALTH: Powerfuel claim the incinerator will comply with the latest guidance and best available techniques and that the emissions are safe as they are strictly monitored to comply with legislation. However the 'permitted levels' of toxic emissions are not set by health safety limits, but by the limits of filtering technology available, so will emit tonnes of toxins each year. Breaches in the safe limits are permitted and across the UK there were 127 emission breaches reported during 2019. PHE studies have found that there was a small increase in the risk of two birth defects among those living close to municipal waste incinerators. Poisonous gases and particulate matter will be sent out into our air. The tiniest of these particulates, 'ultrafine', invisible to the naked eye, travel directly into the blood stream and organs when inhaled and, together with all other air pollution, add to the cumulative effect of damage to people's health.

TRANSPORT: Powerfuel currently estimate that 40 very large HGV's will be in and out of the Port each and every day – 80 journey's a day along the already heavily congested Portland Road. This is in addition to a recent increase by a similar number of approx 40 large HGV's – 80 journeys a day, now coming out of the Port to serve its recently expanded animal feed/grain importing business. These large HGV's emit poisonous particulates from their gases, greenhouse gases, and particulate matter from exhausts and tyres.

ECOLOGY/WILDLIFE: The fallout of nitrogen oxides from the stack on the SSSI/SAC that the site abuts will have a deleterious impact on rare lichens and bryophytes, as well as the protected calcareous grasslands habitats on Portland, which support the rare Cretaceous Silver Studded Blue butterfly and threaten the protected seagrass beds of The Fleet and Castle Cove, the habitat of protected seahorses. Powerfuel will pay Dorset Council £83,231.28 for some mitigation, whilst at the same time permanently destroying 0.871ha of the port's designated Open Mosaic Priority Habitat. This priority habitat is the favoured foraging ground of the black redstart, a Wildlife and Countryside Act 1981 Schedule 1 species. The mercury and cadmium, from emissions and from the incinerator ash leachate, also threaten our fishing industry and our populations of fish and shellfish.

THE TOURIST ECONOMY: Powerfuel deny that any jobs will be lost to tourism as a result of a waste incinerator being built adjacent to a hotspot for tourism. They deny that business will be lost through visitors choosing less polluted areas of Dorset to visit and choosing to stay away from holiday accommodation in the shadow of a waste incinerator and it's plume. Visitors come to the area for its beauty and bracing clean air, which is highly valued both by residents and visitors alike, whether coming for the peace and tranquillity of the area, or for

active sports. The Jurassic Coast visitor economy employs 2,000 people, jobs which are threatened by the prominence of a large industrial incinerator, its constant noise, smells and emissions. Residents living near to the proposed location fall into the 10% of the most deprived neighbourhoods in the country and many rely on the tourist industry for their income.

CLIMATE CHANGE: For every tonne of waste, approximately one tonne of CO₂ is emitted – that's 202,000 tonnes of CO₂ each and every year for 30 years if this plant goes ahead. NO_x is also emitted (300 x more potent greenhouse gas than CO₂). Not only Dorset Council, but many town and parish councils in Dorset, and up and down the country, have committed to reducing greenhouse gases as much as possible. Incineration contradicts this. Holland is now considering the use of taxpayers money to de-commission some of its incinerators in order to meet its climate targets and address other concerns.

Throughout both the whole planning application process and the environmental operating licence application, expert consultants and specialist legal advice have shown that Powerfuel's documentation and claims lack sufficient evidence, can mislead and contains errors.

Incineration is out of date – a 20th Century solution to a 21st Century problem. What we throw away must be drastically reduced. Incineration, whether creating energy or not, pollutes the air we breathe and pollutes our vital natural habitats/ecology.

Incineration continues to create the illusion that it is a 'magical' solution to waste disposal, but this dangerously detracts from the real problems it creates: air pollution, health risk, damage to soil, coastal waters and ecosystems. Incineration helps to perpetuate the obscene continued use and destruction of our Earth's valuable and finite resources.

20.3.22

Portland Town Council – 20th September 2023

Agenda Item 12. Powerfuel Appeal - Proposed Development of an Energy Recovery Facility. To discuss and agree the Town Council's objection response and actions to the notification of appeal for the proposed development of an Energy Recovery Facility (ERF) and works at Portland Port, Castletown. Report attached at Annexe C to the agenda, along with Annexes D, D1, D2, D3, D4 and Annexe E.

Recommendation: That Council considers an objection response and actions to the notification of appeal for the proposed development of an Energy Recovery Facility (ERF) and works at Portland Port, Castletown, Portland

Annexe C

Purpose:

To discuss and agree the Town Council's objection response and actions to the notification of appeal for the proposed development of an Energy Recovery Facility (ERF) and works at Portland Port, Castletown, Portland.

Background:

Dorset Council considered the planning application for the ERF at its 24th March 2023 Strategic and Technical Committee.

A significant number of objections including Portland Town Council was received. A copy of the Town Council's objections are attached at Annexes D, D1, D2, D3 and D4.

The Dorset Council Strategic and Technical Committee refused planning permission for the following reasons:

1. The proposed development, being located on a site that is not allocated in the Bournemouth, Christchurch, Poole and Dorset Waste Plan 2019, fails to demonstrate that it would provide sufficient advantages as a waste management facility over the allocated sites in the Plan. This is by reason of its distance from the main sources of Dorset's residual waste generation and the site's limited opportunity to offer co-location with other waste management or transfer facilities which, when considered alongside other adverse impacts of the proposal in relation to heritage and landscape, mean that it would be an unsustainable form of waste management. As a consequence, the Page 2 of 4 proposed development would be contrary to Policies 1 and 4 of the Bournemouth, Christchurch, Poole and Dorset Waste Plan 2019 and paragraph 158 of the NPPF.

2. The proposed development, as a result of its scale, massing and height, in the proposed location, would have a significant adverse effect on the quality of the landscape and views of the iconic landform shape of the Isle of Portland within the setting of the Dorset and East Devon Coast World Heritage Site, particularly when viewed from the South West Coast Path and across Portland Harbour. As such, the proposal is contrary to Policy 14 of the Waste Plan, Policy ENV1 of the West Dorset, Weymouth & Portland Local Plan, Policies Port/EN7 and Port/BE2 of the Portland Neighbourhood Plan, and paragraph 174 of the NPPF.

3. The proposed development would cause 'less than substantial' harm to a range of heritage assets. Public benefits of the scheme have been assessed, taking account of the mitigation proposed, but are not considered sufficient to outweigh the cumulative harm that would occur to the individual heritage assets and group of heritage assets, with associative value in the vicinity. As a result, the proposal is contrary to Policy 19 of the Waste Plan, Policy ENV4 of the West Dorset, Weymouth & Portland Local Plan, Policy Port/EN4 of the Portland Neighbourhood Plan and Paragraph 197 and Paragraph 202 of the NPPF.

Notification of Appeal

A copy of the Notification of Appeal dated 11th September 2023 from Dorset Council regarding the proposed development of an ERF is attached at Annexe E.

The appeal has been made to the Secretary of State against Dorset Council's refusal of planning permission for the proposed development. The appeal will be determined by way of an inquiry.

As the Local Planning Authority, Dorset Council will have full legal representation.

Groups or organisations wishing to take a more active part in the inquiry have an opportunity to apply for Rule 6 status. This means that a group or organisation would be able to present evidence on a formal basis and cross examine the evidence of others. This does not necessarily require legal representation, and the benefit would be a more active role in the appeal process. This status would also give the right to ask questions of the appellant and to bring in evidence. It would, however, require attendance on every day of the appeal. It should be borne in mind that it would be beneficial for the representative to be someone who has experience of this type of role and is familiar with appeal procedures. For this reason, it would be favourable to appoint an advocate, who would be legally trained and have the necessary skills and knowledge.

Guidance suggests that a solicitor or barrister including technical experts would cost in the region of £80/90K.

If Rule 6 status is sought, it is essential that the planning inspectorate is contacted immediately and be asked if they will agree to being regarded as a Rule 6 party.

Organisations can come together to be a rule 6 party; in fact, this is understood to be recommended. An alternative for the Town Council could be to make a financial donation to The Portland Association/ Stop the Waste Incinerator for their appointment of a Solicitor / Barrister and technical experts.

Please note that it should still be possible for the Town Council representative to speak at the inquiry, if not a Rule 6 party.

Representation

Dorset Council has forwarded all representations made to them on the planning application to the planning inspectorate.

The Town Council also has an opportunity to make further representation, objecting to the proposed ERF.

Council may feel that the original objections are still relevant and appropriate and may wish to write to the Planning Inspectorate to reinforce the strong objections. Councillors are requested to consider and make comment on any additional matters to be incorporated into the Town Council's response.

The Council could also consider a Working (Task and Finish) Group, comprising of the Chair of the Council, Chair of the Planning Advisory Committee and other members that Council may determine to provide added representation from the Town Council. The Group would be supported by the Deputy Clark (Green Spaces).

To further inform the Working Group, the Town Council could seek to appoint a planning/appropriate consultant to review and inform the Town Councils objections. It may be beneficial to consider working with Weymouth or other surrounding Town Councils, should the opportunity be presented.

The cost of a planning consultant ranges from £100 per hour, plus expenses for an independent consultant.

The working group would require Council delegation to develop the Council's further objections and to submit these to the Planning Inspectorate. Time prohibits any further review by Full Council.

The 27th September Planning, Highways and Licensing Committee could also consider and inform the Councils objection to the proposed ERF.

All representation must be received by the Planning inspectorate by 10th October 2023.

It is also recommended that the Chair of the Council seeks to attend the Planning appeal to make representations. However, all Councillors could request the opportunity to speak.

Financial

At agenda Item 19 – Annexe O there is a reserves report. There is no revenue budget set aside for the appeal, therefore financial costs / support would need to be from Reserves. Members are asked to take this into account when considering any course of action that would involve a financial commitment. The Town Council could seek to use its General Prudent Reserve. This reserve comprises of the Town Council's contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

The appropriate minimum level of General Prudent Reserve should be maintained at three months of net revenue expenditure. The use of this reserve means that the Town Council would be required to increase next year's precept to cover the amount spent.

Members may wish to consider and reallocate Earmarked Reserves.

Annexe D1

Response from Portland Town Council to Planning Application WP/20/00692/DCC

Proposal to construct an energy recovery facility with ancillary buildings and works including administrative facilities, gatehouse and weighbridge, parking and circulation areas, cable routes to ship berths and existing off-site electrical sub-station, with site access through Portland Port from Castletown.

Portland Town Council objects to the above proposal to build an energy recovery facility at Portland Port on the following grounds.

At our Full Council meeting on 26th June, Portland Town Council declared a climate and ecological emergency. We believe that this proposal does not align with the objectives set out within this declaration.

Portland Town Council concurs with comments from Ministry of Justice that there has been a lack of robust testing on the impacts on human health. We would like to echo these concerns with respect to wider public health. There are concerns over the impact of emissions due to Portland's terraced landscape. We note that there are many homes, nurseries, a care homes, a hospital, and a youth club in very close proximity to the site of this proposal. Public Health England state that emissions from energy recovery facilities could have an impact on health. Without irrefutable evidence that this proposal would not impact on human health, we object to this proposal.

Portland Town Council would like to see a more robust study on the impact of HGV movements. We have already raised concerns with the local authority over frequent congestion on Portland Beach Road, through Wyke and Weymouth affecting the ability to travel smoothly to and from Portland. We have been advised that Dorset Council Highways Officers are due to publish a report shortly on traffic management through Portland and Weymouth and we await these findings. Traffic congestion has recently been exacerbated by the increase in visitor numbers to Portland. We are concerned about the ability of the road network to cope with the additional HGV movements. Until these problems have been addressed, we cannot support this proposal.

There are concerns regarding HGV movements and their impact on residents of Castletown in particular, especially with regards to vibration and noise and the impact on the wellbeing of residents.

We also cannot see any contingency plans should Portland Beach Road be closed. We would like to see more detail on this.

Portland Town Council share the concerns raised in the responses from the Jurassic Coast Trust, AONB, and Historic England. Portland sits in the middle of AONB, and World Heritage Site and we are concerned that this proposal would affect the experience of visitors to Portland. Furthermore, Portland has a world class sailing facility which is used by visitors from far and wide and is an important part of our tourist offering. Part of Portland's tourism strategy involves promoting a Portland's clean environment. We are concerned that this proposal would have a significant negative impact on the experience of users of Portland Harbour and Portland as a whole, and that there may be more jobs lost from within our tourism industry than will be created by this proposal.

Portland Town Council note that the HRA screening report is yet to be received. We await this report before making a comment on the impact to ecology.

We acknowledge that there is the potential to create a limited number of jobs within this proposal. However, we also acknowledge the strength of the public opposition to this proposal and given the concerns raised above, we do not feel that this benefit outweighs the significant adverse impacts.

Portland Town Council is sympathetic to Portland Port's need for shoreside power but we do not see any investigation into clean energy alternatives that would align with Portland's tourism strategy, as noted above, and the wider aims within our Neighbourhood Plan.

Kathryn Pearce
Town Clerk
16 November 2020

Festive Lights-To consider proposal for tender of festive lighting and installation.

In September 2019 following an open tender exercise undertaken on Contracts Finder, Swanage Town Council entered into a three-year contract with the Festive Lighting Company Limited for the hire of festoon and festive lights in Swanage. In 2020 an addition to the contract was made for the hire of further Christmas lighting in the High Street.

In 2019 Swanage Town Council also entered into an arrangement with WGS Power and Lighting Ltd to install and remove the festive lighting and dress the Christmas tree for a period of three years.

At the Council meeting held on April 25th 2022, Minute No.190(a) Councillors resolved to extend the contract with the Festive Lighting Company Limited for the hire of festoon and festive lighting for a further two years from September 2022 for the sum of £9,691 per annum and extend the agreement with WGS Power and Lighting Ltd to install and remove the Christmas lighting on the festoon and dress the Christmas tree for the sum of £6,440 per annum for the same period.

In order to ensure that contracts are in place for 2024 onwards, arrangements for the procurement of festive lighting and its installation and removal are required to be considered. It should be noted that the catenary wires are in the ownership of the Council and that anchor bolt testing of catenary wires is additional to the sum for installation and removal of the lighting.

Lot 1 – A fixed price tender for a period of 3 years for the hire of festive lighting on catenary wires in the Town in the same locations as currently and lighting to dress the Christmas tree for a maximum sum of £10,000 per annum. Designs of specific lighting arrangements to be proposed by the supplier.

Lot 2 – A tender for a period of 3 years for the installation and removal of festive lighting and the dressing of the Christmas tree with anchor bolt testing to be undertaken in years 1 and every other year thereafter, together with annual inspections of catenary wires.

Due to the value of the tender, it is proposed that this is procured via an invitation to tender process with a minimum of 5 suppliers invited to tender. Suppliers to be able to provide prices for either one or both lots.

Decision required

To consider the proposal for the tender of festive lighting and installation in Swanage for a period of 3 years commencing in 2024 to be undertaken in two lots as follows:

Lot 1 – A fixed price tender for a period of 3 years for the hire of festive lighting on catenary wires in the Town in the same locations as currently and lighting to dress the Christmas tree for a maximum sum of £10,000 per annum. Designs of specific lighting arrangements to be proposed by the supplier.

Lot 2 – A tender for a period of 3 years for the installation and removal of festive lighting and the dressing of the Christmas tree with anchor bolt testing to be undertaken in years 1 and every other year thereafter, together with annual inspections of catenary wires.

Gail Percival
Assets and Compliance Manager

September 2023

Day's Park

Swanage and Herston Football Club – To consider request for Town Council to replace rear access gate and consideration of budget.

The double leaf rear access gate onto Day's Park, gate posts and gate security furniture at Swanage and Herston Football club ground is in poor condition and requires replacement.

In order that this can be completed the allocation of a budget sum of £1,100 is required. Should this request be approved, consideration of the allocation of funds from the Football Club Reserve, which holds funds from the back rent received in connection with the telecommunications mast, can be considered, although at the Council Meeting on 24th April this was specifically earmarked as a contribution to the regeneration proposals. Alternatively, an allocation from the Council's General Fund would be required.

Decision required

To consider the allocation of a budget of £1,100 for the replacement of the rear access gate at Swanage and Herston Football Club. If this is approved, to consider the fund from which this sum would be allocated.

Gail Percival
Assets and Compliance Manager

September 2023

Day's Park

Pathway Lighting – To receive update and authorise final contract sum

At the Council meeting held on 17th October 2022 (Minute No.104) the Council approved the phasing of works for the installation of a path and lighting at Day's Park and to proceed with phase one works only at this stage. Phase one works to install lighting along the existing path from Ulwell Road to Northbrook Road formed part of a wider scheme, working jointly with Dorset Council, to provide a safer route to St Mary's Primary School through Day's Park, and therefore it was proposed that these be treated as a priority.

This decision was further to Minute No. 48a) of the Council Meeting held on 11th July 2022 where it was resolved to proceed with the works to install a new path and lighting at Day's Park/Journey's End, as per the indicative drawings and information supplied, with a budget of £120,000, to be funded from the Community Infrastructure Levy reserve.

As a result of the amendment to the scheme overall budget costs for Phase one were revised to £70,000, again to be funded from the Community Infrastructure Levy reserve.

Works were scheduled to commence in January 2023. However, due to heavy and prolonged rainfall and the impact this would have on ground conditions contractors made a request to the Council to delay commencement until March 2023 which was approved.

Following a site inspection on 13th March 2023 contractors advised the Council as follows *'the field is generally still saturated. With little sign of the weather required to dry it out on top coming any time soon we are concerned that the likely reinstatement necessary from the inevitable churning up and mud migration will make the actual trenching work look secondary and as a result we cannot see any gain in commencing until we are can see a period where the ground top is at least dry enough to allow for the necessary access required'*.

Given the impact that trenching work would have upon ground conditions this position was met with agreement by the Assets and Compliance Manager and a revised commencement date of 9th May was agreed. This was further delayed to 5th June due to workforce availability issues.

Prior to any works commencing the location of the proposed lamp columns was reviewed on site by a qualified arboriculturist to determine the most appropriate locations to minimise impact upon tree roots and therefore the health of the trees. Upon commencement of works in May 2023 it became apparent along certain sections of the pathway that additional mitigation was required and a further inspection was undertaken by an arboriculturist and revised trenching routes for the cabling and column bases were agreed. This required additional input from the lighting design team and therefore caused further delay.

Given the then imminence of the school summer holidays it was agreed works would pause until 18th September 2023. They are scheduled to commence on this date.

The change in scope and revisions, including additional materials such as cable, have resulted in a cost amendment with a final budget figure of £82,500 currently forecast.

Decision required

To note the contents of this report and consider approval of the revised budget figure for this scheme of £82,500, to be funded from the Community Infrastructure Reserve.

Gail Percival
Assets and Compliance Manager

September 2023

Appointment of Darkin Miller Chartered Accountants as Internal Auditor – confirmation of competence and independence

Swanage Town Council is required by the Accounts and Audit Regulations 2015 to appoint an internal auditor each year. This matter was delegated by Full Council to the Finance & Governance Committee via the committee's Terms of Reference. Following a tender exercise, at its meeting on 26th July 2023, the committee agreed to re-appoint the Council's existing internal auditor, Darkin Miller Chartered Accountants, subject to satisfactory agreement being reached around the format of the audit plan, in order to maximise cost effectiveness while maintaining a high level of assurance from the internal audit process.

Officers are now at a point of confirming that appointment, the committee being asked to review and agree the revised audit plan at its next meeting. Prior to doing so the *Practitioners Guide* for local councils requires the Council to confirm the independence and competence of the internal auditor, as follows:

Selecting and appointing an internal audit provider

4.8. There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:

- understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets
- understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
- awareness of relevant principles and practice of financial and other risk management
- understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite)
- awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities
- awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority
- for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue-generating activities

Independence

4.9. Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.

4.10. A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual.

4.11. There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.

Competence

4.12. Evidence as to competence might include letters of recommendation from other similar authorities.

In terms of assessing competence, the following credentials have been provided:

- Darkin Miller Limited trading as Darkin Miller ~ Chartered Accountants is a Member Firm of the Institute of Chartered Accountants in England and Wales. The firm number is C003600336.
- Holder of a Practising Certificate under the ICAEW Practice Assurance Scheme. The firm's procedures are vetted by this professional accountancy body. The firm is required to maintain adequate cover in respect of professional indemnity insurance and to put appropriate procedures in place in case of incapacity.
- A qualified accountant with a practice specialising in providing independent internal audit to Town and Parish Councils.
- Previously worked for the Audit Commission, carrying out external audits of Town and District Council accounts.
- Previously employed by West Dorset District Council as the Head of Internal Audit, Finance Manager and s.151 officer (Chief Financial Officer).
- Provider of internal audit services to other larger town councils in Dorset, including Dorchester and Lyme Regis.

In terms of assessing independence, officers are unaware of any actual or perceived conflict of interest, and Members are required to confirm the same.

Decision required

To confirm the competence and independence of Darkin Miller Chartered Accountants to act as the Town Council's internal auditor.

Martin Ayres
Town Clerk & RFO

September 2023