

Draft Minutes of the Meeting of the Swanage Town Council
held at The Swanage School, High Street, Swanage on
MONDAY, 15th SEPTEMBER 2025 at 7.00 p.m.

PRESENT:-

Councillor M. Bonfield – Chairman

Councillor P. Burridge
Councillor M. Coward
Councillor J. Dorrington
Councillor J. Lejeune
Councillor T. Foster
Councillor C. Moreton
Councillor G. Suttle
Councillor C. Sutton
Councillor C. Tomes

In addition to Members of the Council and officers, eight members of the public and one representative of the local press and media attended the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- Comments were made regarding procedural matters, including an objection to the proposed exclusion of the press and public for Agenda Item 16 (a).
- Concerns were raised regarding the public engagement process for the Green Seafront Stabilisation Scheme and Shore Road options.
- A number of questions were raised about the accuracy and content of the minutes of the Council Meeting held on 21st July 2025, including whether the number of members of the public present at that meeting had been accurately recorded in the draft minutes.
- A question was raised as to whether the Swanage School was supportive of the School Streets Initiative, to be considered under Agenda Item 4 (b).
- A question was raised as to why the most recent Swanage Neighbourhood Plan Steering Group minutes had not yet been published.
- A query was raised regarding why the Feasibility Study relating to the Shore Road options had not been made publicly available.
- The Council was encouraged to support the progression of the 3G pitch project at Day's Park and the related application for Football Foundation funding, noting that it would be to the benefit of youth teams.

Rev. Natalie Davis offered a short prayer before the commencement of the Meeting.

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

72. **Apologies**

Apologies for her inability to attend the meeting were received from Councillor Vile.

73. **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.

74. **Minutes**

(a) Proposed by Councillor Foster and seconded by Councillor Coward:-

That the Minutes of the Council Meeting held on 21st July 2025 be approved as a correct record and signed.

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

(b) Proposed by Councillor Moreton and seconded by Councillor Dorrington:-

That the Minutes of the Extraordinary Council Meeting held on 4th August 2025 be approved as a correct record and signed.

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

75. **Finance and Governance Committee**

(a) Proposed by Councillor Sutton and seconded by Councillor Tomes:-

That the Minutes of the Finance and Governance Committee Meeting held on 23rd July 2025 be approved as a correct record and signed.

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

76. **Planning and Consultation Committee**

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

That the Minutes of the Planning and Consultation Committee Meeting held on 4th August 2025 be approved as a correct record and signed.

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

5)b) **Dorset Council (DC) – School Streets Initiative – Junction of Washpond Lane and High Street, Herston**

Proposed by Councillor Sutton, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY:-

That the Town Council supports the introduction of the School Streets Initiative proposals in Washpond Lane under an Experimental Traffic Regulation Order, the progress of which to be overseen by the Traffic Management Advisory Committee.

77. **Planning and Consultation Committee**
(a) Proposed by Councillor Foster, seconded by Councillor Lejeune and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Planning and Consultation
Committee Meeting held on 1st September 2025 be
approved as a correct record and signed.
78. **Statement of Cash Balance**
(a) A Statement of Cash Balance as at 31st July 2025 was submitted for information
(a copy attached at the end of these Minutes).
(b) A Statement of Cash Balance as at 31st August 2025 was submitted for
information (a copy attached at the end of these Minutes).
79. **Payment of Accounts**
In accordance with Regulations 5 and 6 of the Council's Financial Regulations,
the following Payment Schedules were submitted for information:-
 - Payment Schedule 4, amounting to £1,182,172.28.
 - Payment Schedule 5, amounting to £682,435.88.
80. **Chairman's Announcements**
The Town Mayor reported his attendance at the following events since the
Council Meeting held in July:
 - Swanage Carnival Classic Car Show – The Town Mayor had a difficult task in
judging the classic cars at the well-attended event.
 - VJ Day 80th Anniversary – A memorial event had been held at the War
Memorial to commemorate the 80th anniversary of VJ Day, followed by a
reception at the Royal British Legion.
 - Swanage Lifeboat – The Mayor had felt privileged to present certificates at the
Lifeboat Station in recognition of 150 years of the Swanage Lifeboat.
 - Swanage Lifeboat Church Service – The Mayor and his consort had attended the
Church Service to reflect and celebrate on the 150 years of service provided by
the men and women serving at the Swanage Lifeboat Station.
81. **To review Councillor membership of Standing Committees, Advisory Committees,
Sub-committees and working parties, following election**
Further to the Town Council by-elections held in July, consideration was given to the
list of councillor members of standing committees, sub-committees and working parties. It
was proposed by Councillor Tomes, seconded by the Town Mayor and RESOLVED
UNANIMOUSLY:-
That Councillor Suttle be appointed to the Finance
and Governance Committee for 2025/26.

It was proposed by the Town Mayor, seconded by Councillor Burridge and
RESOLVED UNANIMOUSLY:-
That Councillor Tomes be appointed to the Health
Services Working Party for 2025/26.

Councillor Dorrington requested to step down as a member of the Planning and
Consultation Committee due to increased commitments.
82. **To review and appoint representatives to outside bodies**
Members considered the list of representatives to outside bodies as agreed at the
Annual Council Meeting in May. It was proposed by Councillor Sutton, seconded by
Councillor Dorrington and RESOLVED UNANIMOUSLY:-

That Councillor Vile be appointed as the Council's representative to Wellbeing Swanage and The Centre Management Board for 2025/26.

It was noted that Councillor Foster no longer wished to be considered for the role of Trustee to Swanage Pier Trust. It was suggested that Councillor Suttle, as an existing trustee on behalf of Dorset Council, be appointed to also represent Swanage Town Council. It was agreed that the Pier Trust be approached in the first instance to confirm whether this arrangement was permissible under their constitution.

Councillor Sutton requested to step down as the Council's representative to the Purbeck Community Rail Partnership (PCRP). It was suggested that Mr. Whitwam, as a co-opted member of the Tourism and Local Economy Committee, could report back to the Town Council in that capacity. As the appointed Town Councillor currently holds voting rights, it was agreed that PCRP would also be consulted to establish whether, under the partnership's constitution, a non-councillor could vote on behalf of the Town Council.

83. **Working Party and Task & Finish Groups Updates**

(a) **Establish a Task and Finish Group to review Fees and Charges**

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

That a Task and Finish Group be established to review Fees and Charges comprising Councillors Bonfield, Sutton and Tones.

(b) **Establish a Task and Finish Group to inform prioritisation of maintenance works to public conveniences**

It was proposed by Councillor Coward, seconded by Councillor Sutton and
RESOLVED UNANIMOUSLY:-

That a Task and Finish Group be established to inform prioritisation of maintenance works to public conveniences comprising Councillors Bonfield, Moreton and Vile.

(c) **Beach Concessions Task & Finish Group - Report of meeting held on 1st September 2025 and to consider recommendations regarding forthcoming tender process**

Members considered a briefing paper prepared by the Visitor Services and Business Development Manager (VSBDM), which outlined the discussions held by the Task and Finish Group and its recommendations as set out below:

- That a five-year term be applied to the concessions, ending in October 2030.
- That the two licences be combined into a single Beach Hire Concession, to include deckchairs, sunbeds, pedalos, kayaks, paddleboards, etc.
- That the area defined for the use of pedalos and sunbeds be sited with the northern boundary before the start of the Shore Road beach huts, and the southern boundary in line with the sauna. The precise area would be proposed by potential concessionaires as part of their submissions and determined during the concession award process.
- That the hire of windbreaks and parasols be included in the concession.
- That arrangements to ensure safety boat cover be included in the licence.
- That the scoring approach used by the Town Council for the previous seafront concessions during 2023/24 be applied to tender submissions, including the 40/60 finance/quality split.

It was noted that historically the Town Council had operated two seafront concessions, one for the hire of deckchairs and sunbeds and the other for the hire

of pedalos and kayaks. Both concessions were due to end in October 2025, after a seven-year term. It was further noted that, in line with current arrangements, the successful concessionaire would not be provided with exclusive use of any part of the beach.

Members considered whether the concessions could be separated should a prospective concessionaire wish to operate only one part of the concession. In response, it was noted that this would probably require the tender exercise to be re-run.

It was proposed by Councillor Sutton, seconded by Councillor Coward and
RESOLVED UNANIMOUSLY:-

That the recommendations as set out above be
agreed and that delegated authority be provided to
officers to undertake the tender.

(d) Sport, Leisure & Wellbeing Working Party - Report of Meeting held on 1st September 2025 and to consider next steps in respect of artificial pitch project and condition of existing buildings at Day's Park

Further to Minute No. 230 of the Council Meeting held on 28th April 2025, Members considered the content of a briefing paper which detailed progress relating to the Day's Park 3G pitch project, including a summary of the draft business plan prepared by Swanage & Herston Football Club, financial projections, and potential funding arrangements.

The Football Foundation (FF) had indicated that it was willing to consider an application for up to 70% of the estimated £1.2m project cost. If successful the FF would also provide extensive professional support for tendering and project delivery, although not for project management. The FF's preference for the Town Council to act as the primary grant applicant to enable VAT recovery and, therefore, provide the most tax-efficient means of delivering the project was highlighted. In order to pursue a grant application the FF also required the Council to sign a Framework Joining Agreement and Framework Fee Undertaking Agreement. In doing so it was noted that the Town Council would be liable to repay £35,000 to the Foundation in respect of project development costs if the Council withdrew from the project due to 'an event that is within its control', although it was also noted that the FF guidance stated that this was highly unlikely to occur. The Council could also be liable for additional survey costs if these proved to be necessary.

At the meeting of the Sport, Leisure and Wellbeing working party, Members had considered other key considerations, including fundraising responsibilities, annual pitch maintenance contributions of £30,000 p.a., and Town Council resource implications for project oversight, legal agreements, planning, and contract management. The working party agreed to bring the matter before council to decide whether the Town Council is content to act as joint applicant to the FF and enter the necessary legal agreements.

A discussion ensued during which the option of deferring the decision was raised in order for a joint meeting between representatives of the Town Council, Football Club and CIO to take place prior to the matter being determined. Some concern was expressed that as this would in effect defer the decision this could be interpreted by the Football Foundation as demonstrating a lack of commitment to the project.

During the debate, Members noted the benefit that a 3G pitch would provide to all of those playing for the Football Club, including the youth and women's teams, enabling matches to be played in all weathers. It was furthermore stated that this project would remove the need for local people to travel to Wareham to use similar facilities. The provision of circa £800,000 from the Football Foundation was noted as a large investment into the provision of sport in the town.

It was proposed by Councillor Tomes and seconded by Councillor Lejeune:-

That the Town Council is content to act as joint applicant to the Football Foundation under the Artificial Grass Pitch funding programme and to sign up to the relevant legal agreements, subject to the satisfactory outcome of a joint meeting between representatives of the Town Council, Football Club and CIO.

Councillor Sutton proposed an amendment to the motion, seconded by Councillor Foster:-

That the Town Council agrees to act as lead applicant of a joint application to the Football Foundation under the Artificial Grass Pitch funding programme and sign up to the relevant legal agreements, subject to receipt of a report by the Council confirming the satisfactory outcome of a joint meeting between representatives of the Town Council, Football Club and CIO.

Upon being put to the Meeting, FIVE Members voted IN FAVOUR of the Amended Proposition and FIVE AGAINST. The Chairman exercised his casting vote AGAINST, and the Amended Proposition was therefore declared NOT CARRIED.

The original Motion was then put to the meeting and it was RESOLVED UNANIMOUSLY:-

That the Town Council is content to act as joint applicant to the Football Foundation under the Artificial Grass Pitch funding programme and to sign up to the relevant legal agreements, subject to the satisfactory outcome of a joint meeting between representatives of the Town Council, Football Club and CIO.

Consideration was then given to what actions should be taken in respect of the existing football club buildings at Day's Park, in acknowledgement that it is likely that the construction of new facilities is at least 3-5 years in the future. The working party recommended that further professional advice should be sought about the condition of the buildings. It was noted that the cost of this advice would most likely be between £3,000 and £4,000. It was proposed by Councillor Tomes and seconded by Councillor Sutton:

That Council officers should instruct appropriate professional advice in respect of the condition of the buildings and if necessary bring recommendations forward to a future Council meeting.

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

84. **Conclusion of audit 2024/25 – To note receipt of Section 3, External Auditor's Report and Certificate**

Members noted receipt of Section 3, External Auditor's Report and Certificate 2024/25. The only matter highlighted in the Audit Opinion was that the Town Council should not have indicated 'yes' to section 1, Assertion 4 of the Annual Governance

Statement regarding electors' rights. This was because the Council had been unable to upload the interim external auditor's report and certificate for 2023/24 by 30th September 2024 due to a website outage, it having been issued by the auditor close to the deadline. It was noted that this requirement had been complied with in respect of the 2024/25 audit.

Aside from that matter the auditor had concluded that the information in Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) was in accordance with Proper Practices. The auditors further confirmed that no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. It was proposed by the Town Mayor, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the External Auditor's Report and Certificate for 2024/25 be received and accepted, and the matter contained therein noted.

The Finance Manager was thanked for her work in the preparation of the audit submission.

85. **Reports from Council representatives on outside organisations**

(a) **Swanage Chamber of Trade**

It was reported that fundraising for the Christmas Lights was progressing well.

(b) **Swanage Carnival**

It was reported that the Swanage Carnival had been a huge success, with the Red Arrows' display contributing to the busiest Carnival day on record. Thanks were given to the Assets & Compliance Manager, VSBDM, and their teams for their management of waste during this busy week, working alongside Dorset Council.

86. **Report from Dorset Councillors**

The following updates were provided by Councillors Suttle and Tomes:

- Dorset Local Plan – It was stated that a public drop-in event would be held on 30th September 2025 between 2.00 p.m. – 6.00 p.m. at the Emmanuel Baptist Church, Swanage. It was noted that the draft plan proposed sites for 484 additional homes for Swanage, although one landowner had not been made aware that their land had been included.
- Aster Homes – It was reported that the selling of Aster properties was occurring in Preston and Littlemoor as well as in Swanage, as had previously been highlighted. Dorset Council were aware, with work underway to determine appropriate actions.
- Street Lighting – Dorset Council had approved its updated Street Lighting Policy at the cabinet meeting on 9th September. The policy would see the introduction of warmer-toned lights to reduce light pollution, protect wildlife, and support health and wellbeing. Cabinet had also agreed a plan for a £6.5 million upgrade funded by the council's lighting service provider, who would cover the upfront costs and retain part of the energy savings until 2032. This would enable the improvements to begin immediately without extra cost to residents and it was anticipated that ongoing savings to Dorset Council would be circa £100,000 per year.
- Commercial Lane – Dorset Councillors had met with Dorset Highways regarding improvements to Commercial Lane and it was anticipated that a meeting would be organised between Dorset Council, the Town Council and the 'Heart of Swanage' group to further discuss matters.

87. **Reporting of delegated matters**

Further to Minute No. 68 of the Council Meeting held on 21st July 2025, it was reported that the Council had awarded the print services contract to Canon in accordance with the scoring mechanism approved by the Council.

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

- (a) **Swanage Neighbourhood Plan – Update on public engagement**
Further to Minute No. 66 (a) of the Council Meeting held on 21st July 2025, it was reported that the public engagement survey was now live, available both online and via paper copies. Several in-person drop-in events were scheduled as follows:
Thursday 25th September 2025, 3.00 p.m. – 7.00 p.m., at The Focus Centre
Wednesday 1st October 2025, 10.00 a.m. – 2.00 p.m., at All Saints Church Hall
Wednesday 8th October 2025, 3.00 p.m. – 7.00 p.m., at Herston Village Hall
Wednesday 15th October 2025, 10.00 a.m. – 2.00 p.m., at Emmanuel Baptist Church
It was anticipated that the draft Swanage Neighbourhood Plan would be available in early 2026 and would be subject to further review. The Chairman of the Swanage Neighbourhood Plan Steering Group encouraged all Members to attend the events to support the public engagement.
- (b) **Casual Vacancy – Matters arising in relation to potential by-election/co-option**
It was reported that following Councillor Brookes' recent resignation a by-election had been called by 10 residents of the north ward. The cost of a by-election had been estimated at £8,500, a sum which would have to be paid entirely by the Town Council. Dorset Council Electoral Services had indicated that the Town Council could determine whether or not to issue poll cards, which accounted for approximately £3,150 of this total. Members indicated that they would want polling cards to be issued as usual, because they provided a prominent way to encourage participation in the election.
- (c) **DAPTC – Fresh Start report and survey**
It was noted that the Fresh Start report and survey, relating to the working relationship between Dorset Council and the town and parish sector, would be an agenda item at an upcoming meeting of the Finance and Governance Committee with any further update provided to a future Council meeting.
- (d) **Green Seafront Stabilisation Scheme/Shore Road Options – Update on timeline for receipt of report on public engagement**
The Chairman read a statement which had been released on the Town Council's website and Facebook page earlier in the day, as follows:
Following the recent public survey on the Green Seafront stabilisation scheme and options for potential changes to the traffic flow on Shore Road, Dorset Coast Forum are continuing to analyse the large number of detailed responses received.
In respect of the proposals to stabilise and enhance the seafront land, the Town Council will use the information received to identify which changes to the proposals suggested by participants in the public engagement should be incorporated into revised proposals for both the essential and new options. It is currently anticipated that the report in respect of these proposals will be published in advance of the Council meeting scheduled for 20th October, although that remains subject to review.
The results of the survey in relation to Shore Road will be considered by Dorset Council in the first instance to inform a recommendation as to which of the four options should be taken forward for further consideration. A report will then be presented to the Town Council later in the autumn, and the survey report published in advance of consideration at a future Council meeting.
No decisions will be made as to which options to take forward in respect of either scheme prior to consideration at a future meeting of the Town Council. Both the papers and the discussion will be open to the public.
The next item on tonight's agenda is to consider a draft agreement between Swanage Town Council and Dorset Council which, if approved, will formalise the

arrangements for joint working on these projects. This includes the supply of project management support by Dorset Council on the green seafront stabilisation scheme and further early contractor involvement to provide updated cost estimates in respect of the green seafront proposals for both the essential and new options. Thank you for your ongoing interest in this project.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by the Town Mayor, seconded by Councillor Coward and RESOLVED UNANIMOUSLY:-

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

Prior to the press and public leaving the meeting, the Chairman briefly adjourned proceedings under Standing Order No. 1) p) to enable a member of the public to address the meeting regarding the future options for Shore Road.

89. **Procurement – To consider entering into a Collaboration Agreement with Dorset Council for the following services in connection with the Green Seafront Stabilisation Scheme and confirming the associated budget requirement for 2025/26 in light of cost estimates received:**

(a) Schedule 1 – Project management

Further to Minute No. 69 (c) of the Council Meeting held on 22nd July 2025, Members considered a briefing paper which set out Dorset Council's proposal to regularise access to its services, frameworks, and contracts through a Collaboration Agreement, a draft copy of which had also been circulated prior to the meeting. The agreement provided a framework for engaging Dorset Council contractors, that had previously been procured via competitive tender, for works and services related to the Green Seafront Stabilisation Scheme. It was noted that future schedules could be added as the project progressed.

In respect of project management services provided by Dorset Council's in-house Highways Team, it was noted that estimated costs for 2025/26 were £35,720, to be funded from the Green Seafront Enhancement Scheme Reserve. It was proposed by Councillor Foster, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

To enter into a Collaboration Agreement with Dorset Council in respect of the Green Seafront scheme to regularise existing arrangements and provide access to Dorset Council contracts; furthermore, to enter into an agreement under Schedule 1 of the draft Collaboration Agreement to engage project management support for 2025/26 up to £35,720, noting that this forms part of the professional fees element of the Green Seafront project cost allocation.

(b) Schedule 2 – Early Contractor Involvement

Members considered Schedule 2 of the draft Collaboration Agreement, in respect of Early Contractor Involvement. It was proposed by Councillor Moreton, seconded by Councillor Burrige and RESOLVED UNANIMOUSLY:-

To enter into an agreement with Dorset Council in respect of Schedule 2 of the draft Collaboration

Agreement to engage Heidelberg Materials UK via the Dorset Council Framework contract NEC3 TSC /HMEP for post engagement early contractor involvement on both the essential and new Green Seafront options for the sum of £6,940, noting that this forms part of the professional fees element of the Green Seafront project cost allocation.

90. **Property-Related Legal Matters**

(a) Swanage Beach Kiosk, Shore Road – To consider granting landlord’s consent for installation of staff toilet facility

Further to Minute No. 88 of the Council Meeting held on 16th September 2024, consideration was given to a briefing paper which outlined the requirement of the tenant to regularise matters under their lease prior to making alterations to the refreshment kiosk on the corner of Shore Road and Victoria Avenue. The proposed works would provide a staff toilet facility, as set out in planning application P/FUL/2025/00819 which had recently been approved by Dorset Council as the local planning authority. No objections were raised to the proposed alterations and consequently it was proposed by Councillor Tomes, seconded by Councillor Lejeune and **RESOLVED UNANIMOUSLY:-**

That the Town Council grants landlord consent for the alterations to the kiosk on the corner of Shore Road and Victoria Avenue, in accordance with planning consent P/FUL/2025/00819, and enters into the requisite legal agreements, subject to the Council’s professional fees being recharged to the tenant.

(b) Boundary Wall Marsh Way/Victoria Terrace – To note update and agree procurement of professional services in advance of repair works

Further to Minute No. 95 (b) of the Council Meeting held on 16th September 2024, and a discussion held at a meeting of the Capital Projects Sub-committee held earlier in the day, Members considered the contents of a briefing paper which provided an update on the development of proposals to repair the wall and ongoing discussions with the property owner, as well as outlining proposed next steps in commissioning professional services in connection with the works required. It was proposed by Councillor Foster, seconded by Councillor Sutton and **RESOLVED UNANIMOUSLY:-**

That an invitation to provide a quotation in respect of professional services be issued in advance of repair works to the boundary wall at 1 Victoria Terrace/Land at Marsh Way and that further enquiries be made regarding this historic boundary feature, the outcome of which to be reported to a future meeting of the Capital Projects Sub-committee.

The Meeting closed at 8.45 p.m.

Minutes of the Meeting of the **PLANNING AND
CONSULTATION COMMITTEE** held at the Town Hall,
Swanage on **MONDAY, 6th OCTOBER 2025** at 7.00 p.m.

Chairman: -

Councillor T Foster

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Councillor C Sutton

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Councillor G Suttle

Swanage Town Council

Miss N Clark

Planning and Community Engagement Manager

There were nine members of the public present at the meeting.

Public Participation Time

The following matters were raised:

Approved planning application No. 6/2018/0493 Former St Mary's School, Manor Road, Swanage, BH19 2BH - concerns regarding the inappropriate use of materials for this development, specifically the use of red tiles and bricks within the Swanage Conservation Area, as these would be out of keeping with surrounding properties. It was noted that a meeting had been held with the developer and that a 'variation of condition' planning application was likely to be submitted to Dorset Council to amend the proposed materials to stone and slate. A request was made for the Town Council to support this amendment when it was consulted on this.

Planning application No. P/FUL/2025/04992 Durlston House, 3 Lighthouse Road, Swanage, BH19 2JH – a local resident confirmed that, while they had no objection in principle to redevelopment of this site, they had several concerns regarding the current proposal, which included:-

- Potential overlooking and loss of privacy.
- A significant increase in development across the width and depth of the site, which could potentially be dominating and oppressive, adversely affecting the amenities of adjoining neighbours, and the character of the local area.
- Reference made to the Swanage Townscape Character Assessment – 04.13 Low Density Residential – Strengths and Threats.

A request was made for the Town Council to support these concerns when considering its response to the application.

1) **Apologies**

There were no apologies given for inability to attend the Meeting.

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.

There were no declarations to record on this occasion.

Planning

3) Plans for consideration Delegated Applications

P/HOU/2025/04532

37 Ulwell Road, Swanage, BH19 1LG

Install rear balcony over existing and proposed rear extensions with staircase access and internal alterations.

OBSERVATION: The Committee has no objection in principle to the proposal, subject to appropriate mitigation of the following concerns, and confirmation that the outstanding issue relating to the window/fire escape has been resolved in the interests of health and safety:-

- Potential blocking of a fire escape window at No. 35 Ulwell Road.
- Potential overlooking and resulting loss of privacy and neighbour amenity.

P/FUL/2025/04992

Durlston House, 3 Lighthouse Road, Swanage, BH19 2JH

Erect a dwelling with detached garage and a shed. Relocate access with gates and pillars, and associated site works. Demolish existing dwelling and buildings.

OBSERVATION: The Committee recommends refusal of the application on the following grounds:-

- Potential overlooking, resulting in loss of privacy and neighbour amenity.
- Overshadowing - size, scale, and massing of the proposed dwelling representing overdevelopment of the site – much larger than existing property.
- Inappropriate layout and density of the proposed building design.
- Loss of a character building, and historic Purbeck Stone wall. Concerns are raised regarding the continued loss of character in the town through redevelopment. The Council would wish to see the wall retained in any approved scheme for the site.
- Adverse impact on the street scene and the character of the surrounding area. Attention is drawn to:
 - **Swanage Local Plan Policy STCD: Swanage Townscape Character and Development, Areas of Distinctive Local Character** – “These areas include a variety of townscape character types and new development should protect and enhance the distinctive local characteristics of these areas”. “The area is characterised by predominantly detached houses set within generous plots defined by established boundary planting and walls. New development should not adversely affect the existing character of this area and should respect the characteristics of the highway network, for example the grass verges and informal lanes”.
 - **Swanage Townscape Character Appraisal 04.13 Low Density Residential** – in particular ‘Strengths’ and ‘Threats’.

P/FUL/2025/05198

The Focus Centre, 107 High Street, Swanage, BH19 2NB

Alterations to windows and external doors.

OBSERVATION: No objection.

- P/FUL/2025/05295 **Flat 1, 9 Stafford Road, Swanage, BH19 2BQ**
Replace white single glazed windows with white double glazed UPVC windows.
OBSERVATION: No objection.
- P/FUL/2025/05722 **The Cliffs, 6A Burlington Road, Swanage, BH19 1DH**
Alterations to the existing roof terrace. Replacement of the existing non-compliant railing balustrade with a seamless glass balustrade, along with the addition of a pergola to the roof terrace.
OBSERVATION: No objection.

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

Consideration was given to the following proposed tree works:-

- P/TRT/2025/05764 **Tree Preservation Order**
The Hus, Southcliff Road, Swanage, BH19 2JF
T1 Ash & T3 Maritime Pine - Removal of all roots within upper 50mm of soil horizon (not including surface layer of stone and vegetation) within footprint of proposed garage to be constructed under permitted development to facilitate installation of concrete base.
T2 Sycamore - Removal of all roots within upper 50mm of soil horizon (not including surface layer of stone and vegetation) within footprint of proposed garage to be constructed under permitted development to facilitate installation of concrete base. Prune low branches overhanging proposed garage to create 5m clearance above ground level.
OBSERVATION: No objection.

Consultation

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

a) **Dorset Council**

i) **Draft Local Transport Plan (LTP) Public Consultation 2026 to 2041**

ii) **Dorset Council Local Plan (DLP) Options Public Consultation**

Further to Minute Nos. 5) a) ii) and iii) of the Planning and Consultation Committee Meeting held on 1st September 2025, it was reported that the Task and Finish Group had met earlier today to consider and formulate the Town Council's draft responses to the above consultations.

These draft responses were currently being prepared, however, it was noted that the Group had raised several concerns regarding timing and related matters that affected the Town Council's ability to provide a fully informed and representative response at this stage. The Council was presently undertaking community engagement on the proposals for the Swanage Neighbourhood Plan (SNP). Feedback gathered through these activities would play a vital role in shaping/informing the draft SNP, as well as the Council's position on both the DLP and the LTP. Further concerns were expressed that a decision had not yet been made regarding the Sandbanks Ferry Company's Toll Application.

The Group also agreed that it would be important to present the draft responses to a Full Council Meeting, preferably in November, to ensure that all Town Councillors had the opportunity to review and comment on them.

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

That the Town Council makes a formal request to Dorset Council for an extension to the current consultation deadline, until after 17th November 2025, to allow the submission of its final responses following receipt of community feedback as outlined above.

iii) The Dorset Design Code Public Consultation

It was reported that work had commenced on the development of a Dorset-wide Design Code, which aimed to raise the design standards of future development through clear rules and guidance. The Code would help to ensure that new buildings and spaces were locally distinctive, of high quality, and sustainable. It would show how to apply policies from the Dorset Local Plan to new developments.

Dorset Council was therefore seeking the views of local residents about their experiences within their communities via an online survey, which would help inform and shape the Code. It was noted that the company appointed by Dorset Council to undertake research on its behalf, to gain a better understanding of, and feedback on, the design and character of towns and villages across Dorset, had contacted the Town Council to arrange a meeting and walkabout in the town on 20th October 2025. This engagement would ensure that the final documents were based on local knowledge and information.

It was therefore agreed that consideration of the Council's response to the survey would be deferred until the next Committee Meeting.

Neighbourhood Planning

6) Swanage Neighbourhood Plan (SNP) Steering Group

a) Neighbourhood Plan Community Engagement Sessions – update and reminder of upcoming sessions

It was reported that the first two community engagement sessions had been well attended, with constructive discussions held with local residents. Positive feedback had been received regarding the proposal for a Neighbourhood Plan. It was noted that two members of the community had expressed an interest in being considered for the current vacancy on the Steering Group.

A reminder was given that the next sessions would be held as follows:-

- 8th October - Herston Village Hall (3pm to 7pm)
- 15th October - Emmanuel Baptist Church Hall (10am to 2pm)

Copies of the SNP survey had been hand-delivered to businesses in the town centre, though some had reported that they had not heard about the survey. A discussion took place about the widespread promotion of the engagement sessions and the online survey by Dorset Coast Forum and the Town Council. It was reported that a stall was planned at an upcoming Swanage Friday Market.

A further discussion was held regarding the 'Talk of the Town Hall' newsletter, the next edition of which would be published after the upcoming Town Council by election. This would include details on how to sign up for Council information. It was noted that a meeting of the Council's Communications Strategy Working Party would also be held following the election.

A further reminder was given that the online survey would close on 19th October. The Steering Group was looking forward to reviewing the survey feedback which would inform and shape the first draft of the SNP. It was noted that the next meeting of the Steering Group would be held on 27th October 2025.

7) Items of Information and Matters for Forthcoming Agendas

- a) Dorset Police - Police and Crime Commissioner's Annual Safety Survey 2025** – it was reported that the PCC's 2025 survey had now been launched. Details had been circulated to all Town Councillors and published on the Council's Facebook page and website. Attendees were encouraged to complete the survey.

For further information and to complete the online survey please visit:

<https://www.dorset.pcc.police.uk/news-and-newsletters/dorset-pcc-news-blog/2025/09/your-voice,-your-safety,-your-dorset/> (Closing date for responses 16th October 2025)

- b) Dorset's Minerals and Waste Plan Update and Review Consultation 2025** – it was noted that this would be included on the agenda of the next meeting.

For further information and to complete the online survey please visit:

<https://www.dorsetcouncil.gov.uk/minerals-waste-consultation>

(Closing date for responses 25th November 2025)

8) Date of next meeting

The next meeting had been scheduled for Monday 3rd November 2025.

The meeting closed at 7.50 p.m.

Draft Minutes of the Meeting of the **ENVIRONMENT & GREEN SPACES COMMITTEE** held at the Town Hall, High Street, Swanage on **WEDNESDAY, 8th OCTOBER 2025** at **2.15 p.m.**

Chairman: -

Councillor C Sutton

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor C Tomes

Swanage Town Council (until 3:45 p.m.)

Councillor S Vile

Swanage Town Council

Outside Representatives: -

Ms K Black

Durlston Country Park

Mr T Clarke

National Trust

Mr P Floyd

Planet Purbeck

Mr L Luke

Planet Purbeck

Mrs J Owens

Sustainable Swanage

Mr F Roberts

Swanage Landers

Also in attendance: -

Dr M Ayres

Town Clerk (until 3 p.m.)

Mr C Milmer

Visitor Services and Business

Development Manager (VSBDM)

Ms G Percival

Assets & Compliance Manager

Mr M Snowdon

Assets & Compliance Support Officer

Mr I Alexander

Natural England

Mr C Peck

Principal Transport Planner, Dorset Council

Mr A Young

Purbeck Energy Group

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

Public Participation Time

The following matter was raised during Public Participation Time: -

- **Agenda item 10)** – A question was raised around the relevance of the Active Travel Plan, currently being developed by Dorset Council, to the needs of Swanage residents. Furthermore, it was queried how the Active Travel Plan would link into the wider Dorset Local Plan, Transport Plan and Swanage Town Council's Green Seafront Stabilisation Scheme.

1) Apologies

Apologies for the inability to attend the meeting were received from Councillor Dorrington and Mr D Pratten (Beach Buddies).

2) Declarations of Interest

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

No declarations were made on this occasion.

3) **Matters arising from the Meeting of the Environment and Green Spaces Committee held on 25th June 2025**

No matters were raised on this occasion.

4) **Matters arising from the Meeting of the Coastal Change and Beach Management Advisory Committee held on 1st October 2025**

The Chairman of the Coastal Change and Beach Management Advisory Committee provided the following updates:

- The meeting had been attended by four pupils and a teacher from St Mary's School who asked the Committee several questions. The Mayor and Deputy Mayor thanked the pupils for attending and would arrange a visit to the school to discuss some of the topics raised with the students in more detail.
- It was noted that the period for receiving applications for the beach hire concession, to include deckchairs and watercraft, is currently underway.
- Discussions had been held regarding the potential consultation period relating to the by-laws for Swanage Bay.

5) **Environment Action Plan Task & Finish Group - Report**

Further to Minute No. 10 of the Environment and Green Spaces Committee meeting held on 25th June 2025, Members noted the contents of the updated version of the Environment Action Plan. The Task & Finish group had met in September 2025 and identified seven items within the Action Plan as significantly important to progress in the next period. It was anticipated that by establishing Priority Actions, officer time would be better utilised on these items.

After a brief discussion, it was proposed by the Chairman, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:-

To approve the reclassification of the seven identified actions within section 2 of the Action Plan as Priority Actions.

The Task & Finish Group had also identified several actions contained within the Action Plan that were outside of Town Council control. To aid in streamlining the Action Plan, it was suggested that these actions should be removed.

After a brief discussion, it was proposed by the Councillor Tomes, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

To approve the deletion of the identified actions within section 3 of the Action Plan.

6) **Consideration of energy efficiencies for Council Buildings**

Further to Minute No. 7 of the Environment and Green Spaces Committee meeting held on 25th June 2025, Members noted the details contained within the Energy Efficiency Action Plan. Several actions had been identified that would be achievable within the 2025/26 financial period by the Council Operations Department and would be funded from the Council's Environmental Projects Reserve, which is set aside for energy improvements.

After a brief discussion, it was proposed by Councillor Bonfield, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

To approve the actions as set out in Section 1 of the Energy Efficiency Action Plan for completion within the 2025/26 financial period, with the

improvements to be funded from the Environmental Projects Reserve.

7) Motion for the Ocean Action Plan - Update

Further to Minute No. 5 of the Environment and Green Spaces Committee meeting held on 25th June 2025, the Chairman provided a summary of the ‘Motion for the Ocean’ Action Plan. Recent activities were noted, which included the marine bio audit conducted in August, which had received a reasonable level of support from volunteers and members of the public, with numerous submissions made via the website. Other actions included the improvement of beach information signage, as well as the proposed installation of new signs highlighting the marine life located within Swanage Bay, subject to the successful receipt of funding.

8) Sustainable Swanage - Update

The representative of Sustainable Swanage provided an update on recent and future planned activities. Since the last meeting of this committee, Sustainable Swanage had assisted with the recent maritime bio audit of Swanage Bay by maintaining a stall on the seafront to support the event and promote engagement with visitors and residents. In addition to this, further public engagement took place at the following events:

- A forerunner meeting to the bio-audit, generating additional interest and support for Motion for the Ocean titled “Swanage Bay, what’s in it?” which was attended by over 50 people.
- September saw Sustainable Swanage support Planet Purbeck with the Discovery Festival held on Swanage seafront.

Further to the public engagement activities, a summary was provided on the progress of the groups set up and supported by Sustainable Swanage:

- The Repair and Re-use café which was launched at Herston Village Hall in April 2025 has continued to be well attended with repairs being carried out from sewing to small electrical repairs.
- The Recycling group had spent time engaging with local retailers and businesses to establish what their recycling arrangements were since the recent changes in legislation and the increased responsibility of businesses to provide avenues for the recycling of goods that they sell.
- The Greener group held a meeting primarily relating to the Peveril Point and the Downs Local Nature Reserve, bringing together the Wildflower surveys that had been completed which showed the increase in biodiversity year on year.

Moving forward, Sustainable Swanage intends to investigate the feasibility of establishing a marine group.

9) Swanage Streams Partnership update

The representative for Planet Purbeck provided an update on recent actions and forthcoming activities on the Swanage Streams Partnership. Since its inception in November 2024, several Swanage Streams Partnership events had been conducted including walking tours and presentations to groups such as the Rotary, Lions and the local WI on specific topics. Additional public interest had been achieved at third party events with the presence of the Planet Purbeck stall. In total that had resulted in engagement with 2019 people. Planet Purbeck offered thanks to the Council officers and the staff of the Operations Department for their assistance in tidying sections of the Swan Brook stream and for the efforts to remove rubbish in the lead up to some of the events.

It was also noted that as well as the engagement activities to promote greater public awareness, practical activities had also taken place including the training of five volunteers to carry out six monthly monitoring tasks, looking at the technical aspects of river morphology. 10 volunteers had undergone training to carry out river fly monitoring which is part of a national scheme with 14 monitoring surveys carried out between July and September 2025.

10) Dorset Council's Active Travel Infrastructure Plan - Update

The Principal Transport Planner for Dorset Council gave a presentation providing an overview of the Active Travel Infrastructure Plan, which was a long-term strategy for improvements to routes for walking, cycling, and accessibility for people with disabilities. The primary focus of the plan was to examine the day-to-day travel requirements of residents, including commuting to work and employment areas, school runs, shopping, and travel to other destinations. It was an iterative document, with Purbeck being one of seven areas defined within Dorset. The assessments carried out aimed to identify which routes would generate the greatest benefits from any investments made.

The plan was necessary to secure financial support from Active Travel England and would also support future funding bids to central government. It was noted that during the consultation, which ran from December 2023 to January 2024, very few responses had been received from residents of Swanage and the surrounding areas. However, it was also acknowledged that the Active Travel Infrastructure Plan was not a specification of works to be completed but an assessment of travel habits, heavily used routes, and how these routes could be improved. Within Swanage, the highest priority areas identified were High Street, Shore Road, and Northbrook Road.

11) Herston Community Field Engagement – Update from Planet Purbeck

The representative for Planet Purbeck provided an update on the progress of the Herston Community Field Consultation project and detailed upcoming activities. Planet Purbeck had met with local organisations, such as Greengage Community Garden, to benefit from their local knowledge, as well as seeking advice from third parties with more experience in responding to public green space consultations.

The activities conducted to date were noted, and it was recognised that some of the planned public engagement activities had not proceeded due to their original scheduled dates falling within the purdah period for Local Authority elections. It was also noted that rescheduling these events during the peak summer months had proved difficult, as many other events and activities were already taking place. Members further noted that, with other consultations underway at the time and greenspaces typically receiving less usage during the Autumn and Winter months, any public events held during this period might not have received the same level of support or engagement.

A discussion was held on the merits of carrying out the public engagement events in November versus delaying them until Spring 2026, when the weather would be more favourable, the evenings lighter, and residents easier to engage. Members noted that delaying until Spring 2026 could potentially impact the timescales for certain actions detailed in the Green Space Strategy Action Plan. The Planet Purbeck representative confirmed that a report would be finalised by mid-May 2026. It was proposed by Councillor Bonfield, seconded by Councillor Vile and **RESOLVED UNANIMOUSLY:-**

To approve the rescheduling of the Herston Community Field public engagement consultation events to Spring 2026 with the report being presented to a future meeting of this Committee.

12) Durlston Country Park – Actions to support proposed ‘Durlston and Purbeck Coast National Nature Reserve’

The representative for Durlston Country Park presented an overview of the collaborative work between Durlston Country Park, the National Trust and Dorset Wildlife Trust to extend the Durlston National Nature Reserve (NNR) to encompass Townsend Local Nature Reserve (LNR) and the National Trust land ownership along the coastal slopes in the area. As part of this process, a request was submitted to Swanage Town Council to extend the current lease of the land, south of Swanage Bay View Holiday Park to Dorset Council (Durlston Country Park) for an additional 15-21 years on a similar agreement to manage the land for nature conservation. After a brief discussion, it was proposed by the Councillor Bonfield, seconded by the Councillor Sutton and
RESOLVED UNANIMOUSLY:-

TO RECOMMEND:-

That Council agree an extension to the current lease held by Dorset Council (Durlston Country Park), to be drawn up at the expense of Dorset Council.

Furthermore, a request was submitted to agree to the leased land being included in the proposed Durlston and Purbeck Coast National Nature Reserve. After a brief discussion, it was proposed by the Councillor Sutton, seconded by the Councillor Vile and
RESOLVED UNANIMOUSLY:-

TO RECOMMEND:-

That Council agree to the inclusion of the land in the Council's ownership to the south of Swanage Bay View Holiday Park within the proposed Durlston and Purbeck Coast National Nature Reserve.

13) Swanage Greenspace Strategy 2025 Action Plan Update

Further to Minute No. 11 of the Environment and Green Spaces Committee meeting held on 25th June 2025, the Assets and Compliance Manager provided an update on the progress to date of the Swanage Greenspace Strategy 2025 Action Plan. It was reported that over 1,100 perennial bulbs had been planted over the past few weeks, and, due to a successful grant application, 105 trees have been obtained from Dorset Wildlife Trust which accompanies the 43 trees purchased by the Council. A number of locations have been identified for planting the trees and delivery is scheduled for November 2025. In addition to this, an application has been submitted to Dorset Community Tree Fund for match funding towards additional tree information signs, proposed to be placed in Day's Park. If this is successful, other locations will be considered for similar signage including Beach Gardens and Prospect Green.

The progress to date was noted along with the potential delay for the receipt of the engagement reports from Planet Purbeck as discussed in Minute No. 11 of this meeting.

14) Waste Management

a) Update on activities from Beach Buddies

An update was provided by the Chairman on behalf of Beach Buddies which reported that in 2025, there have been a total of 39 beach cleans carried out so far with a total removal of 729kg of litter and debris. This has been made possible by a pool of volunteers with an average of 19 attending each beach clean. It was also reported that the main beach was noticeably cleaner than previously recorded with thanks offered to the Council beach operatives for their work in achieving this.

b) Update on activities from Swanage Landers

The representative of Swanage Landers provided an update on their activities. It was reported that, although they had not formally met for two years, they had continued to provide encouragement and support to volunteers to carry out activities independently. Some of the heavier work had continued to be carried out using the Mechanical Road Sweeper (MRS) with the support of the Town Council's Operations Department. Special thanks were offered to the Town Council beach operatives for the early morning work carried out across the summer months, responding to incidents of extreme littering detected along the seafront and in some of the prominent adjoining greenspaces, which were not officially included within their patrol zones. This essential work had helped cover the shortfall in provision from Dorset Council, following the stepping down of the last remaining road sweeper position for the area in 2024, which had not been replaced, with an assurance that the number of MRS attendances would increase. Initial indications suggested that this increase had taken place, subject to Dorset Council staffing levels and barring any equipment malfunctions.

c) Dorset Council Waste Services Update

The Assets and Compliance Manager reported that the working relationship and communication between the Swanage Council Operations Department and Dorset Council Waste Services had been at a good level. There had been an increase in MRS attendances, with a target of one visit every two weeks, although this had been affected by a recall on the new MRS.

It was also reported that the summer service provided by Dorset Council Waste Services, operating from 7 a.m. to 7 p.m., seven days a week during the 2025 summer season, had been successful. After a brief discussion, it was agreed that the Assets and Compliance Manager would request from Dorset Council Waste Services the records and figures for the frequency of MRS attendances over the preceding 12 months.

14) Environmental Engagement Budget – update

- a) Further to Minute No. 14 of the Environment and Green Spaces Committee meeting held on 25th June 2025, the VSBDM provided an update on the Environmental Community Engagement budget approved for the 2025/26 financial period of £20,000. The figure included allocations for supporting the Swanage Streams Partnership, the Marine bio-audit (for the Motion for the Ocean Action Plan), and both the Herston Field and King George's Field stakeholder engagement projects. It was reported that the current forecast indicated that £13,650 of the budget would be utilised by the end of the 2025/26 financial period.

- b) Consideration was given to the proposed budget for 2025-26 which included essential items in order to meet the Council's safety and regulatory obligations and other items required for routine/planned maintenance of assets, at a total budget of £42,500. After a brief discussion, it was proposed by Councillor Sutton, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:-**

To note the forecast spend of the Environmental Community Engagement budget for the current 2025/26 financial period.

It was further **RESOLVED:-**

That the one-off revenue items totalling £42,500, and continuation of the £25,000 per annum contribution to the Environmental Projects earmarked reserve, be taken forward to the meeting of the Finance &

Governance Committee to be held on 17th December 2025 for consideration as part of the budget setting process for 2026/27.

15) Items of information and matters for forthcoming agendas

a) Herston Fields – concerns regarding access to Village Green

It was reported that several residents had raised concerns that the area in Herston, that had obtained Village Green status, was no longer open as a Village Green due to fencing that had been established in one field, gates installed in a second field and that some areas that had been ploughed. It was noted that the Town Clerk had approached the Open Spaces Society for guidance on this matter and a response was awaited. An update would be provided to a future meeting.

b) Tree Warden

The Chairman reported that a community event is scheduled to take place in November 2025 with the intention of introducing the Tree Warden scheme and securing three or four volunteers that would work alongside the Grounds & Estates Manager in progressing this project.

c) Solar Together Dorset – Dorset Council

The VSBDM reported that a new scheme had been launched by Dorset Council with the aim of assisting Dorset residents in securing better prices while procuring Solar Panels for their own properties.

16) Date of next meeting

It was noted that the next meeting had been scheduled for 2.15 p.m. on Wednesday 4th March 2026.

The Meeting closed at 4.00 p.m.

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th September 2025

	£ p	£ p
Balance in Hand at 01/04/2025		£73,888.50 Cr
As per reconciliation dated 31/08/2025	£5,772,327.69 Cr	
Income during September	£770,347.75 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- August	£2,571.91 Cr	
Less - Outstanding receipts - September	<u>£1,318.74 Dr</u>	£6,543,928.61 Cr
Less payments made:		
As per Reconciliation dated 31/08/2025	£5,772,053.37 Dr	
Schedule 6	£216,059.28 Dr	
Movement of Cash-Investment	<u>£500,000.00 Dr</u>	£6,488,112.65 Dr
		<u><u>£129,704.46 Cr</u></u>
Balance at Bank		
Current Account		£57,097.61 Cr
Deposit Account		<u>£72,606.85 Cr</u>
		<u><u>£129,704.46 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£750,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£600,000.00
DMADF-Deposit		£575,000.00
DMADF-Deposit		£450,000.00
DMADF-Deposit		<u>£500,000.00</u>
		<u><u>£3,375,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 30th September 2025

Prepared by Alison Spencer

Dated: 3rd October 2025

Certified by Martin Ayres

Dated: 3rd October 2025

Agenda Item 6- Monitoring of Payments

SWANAGE TOWN COUNCIL

Year Ending 31st March 2026

Payment schedule reported to Council - 20th October 2025

Schedule 6:

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

**SEVEN HUNDRED AND SIXTEEN THOUSAND, FIFTY NINE POUNDS
AND TWENTY EIGHT PENCE**

.....(£716,059.28).....

Swanage Town Council

Schedule of Payments - Month 6

Cheques

Date	Name	Chq number	Inv Date	Details		Payment Total
03/09/2025	Petty Cash	015022	03/09/2025	Petty Cash & Postage		142.63
Total of Cheques						142.63

Direct Debits & Standing Orders

15/09/2025	AIB Merchant Services	290825.000008	29/08/2025	Merchant serv charge		1,440.26
10/09/2025	Barclaycard Merchant Services	001884330825	31/08/2025	Bank charge		43.36
01/09/2025	Dorset Council: Revenues & Benefits	840014144	01/04/2025	NNDR 25/26		22,024.00
22/09/2025	Ecotricity Ltd	07364257	06/09/2025	Electricity - various sites	6,331.72	
23/09/2025		07384735	09/09/2025	Electricity - various sites	262.08	
29/09/2025		07364263	06/09/2025	Electricity - various sites	734.57	
30/09/2025		07237121	12/08/2025	Electricity - various sites	58.41	7,386.78
12/09/2025	First Data	520334510615636	31/08/2025	Monthly charge		355.58
15/09/2025	Lloyds Bank PLC	465416219	13/08/2025	Bank charge	115.78	
23/09/2025		465882283	05/09/2025	Bank charge	91.70	207.48
10/09/2025	Paytek Admin Services Ltd (First)	MI/4835994/03	01/09/2025	Monthly charge	128.35	
10/09/2025		MI/4838005/03	01/09/2025	Monthly charge	72.00	200.35
25/09/2025	Pitney Bowes Finance Ltd	4100168573	25/08/2025	Quarterly Rental		77.90
16/09/2025	Sage (UK) Ltd	INV21374652	01/09/2025	Monthly charge		606.60
01/09/2025	SEFE Energy Limited	INV03932964	18/08/2025	Town Hall- Annexe	73.43	
01/09/2025		INV03934138	18/08/2025	Town Hall- Office	158.53	
01/09/2025		INV03934149	18/08/2025	Depot	61.66	
01/09/2025		INV03934127	18/08/2025	TIC	50.79	344.41
01/09/2025	water2business	6068685024	31/07/2025	Heritage Toilets	858.91	
01/09/2025		6068685033	31/07/2025	Shore Road Toilets	3,671.66	
01/09/2025		6068684969	31/07/2025	Burlington Toilets	319.23	
01/09/2025		6068684996	31/07/2025	Mermond Toilets	814.87	5,664.67
Total of Direct Debit & Standing Orders						38,351.39

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
26/09/2025	ICO	06bcc5b21808	26/09/2025	ICO	78.00	
26/09/2025	Dorset Council	715-55507	26/09/2025	PPA	155.00	
26/09/2025	Slouch	SL-15640	26/09/2025	Office Chair	318.00	551.00
Total of Chargecard payments						551.00

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/09/2025	123 Send Limited	000226530	01/09/2025	A920Pro Service		158.36
30/09/2025	4C Managed Service Ltd	68989	27/08/2025	TIC - ink cartridge for printer	393.54	
30/09/2025		69070	10/09/2025	Project Plan	106.74	
30/09/2025		69070	10/09/2025	TH phone	42.00	
30/09/2025		69069	10/09/2025	TIC IT	483.26	
30/09/2025		69070	10/09/2025	TH IT	781.92	
30/09/2025		69068	10/09/2025	Depot IT/phone	379.56	
30/09/2025		69069	10/09/2025	BG phone	42.00	
30/09/2025		69091	12/09/2025	Set up- printer	720.00	
30/09/2025		69081	12/09/2025	Councillors laptops subscription	360.00	
30/09/2025		69105	13/09/2025	TIC-Internal channel licence x8	396.00	
30/09/2025		69156	21/09/2025	Domain Hosting	38.40	3,743.42
30/09/2025	Ace Office Environments Ltd.	01157095	05/09/2025	TIC - stationery	34.48	
30/09/2025		01157724	12/09/2025	Stationery	94.82	
30/09/2025		01157892	12/09/2025	Stationery	23.90	
30/09/2025		01157478	12/09/2025	Stationery	162.49	315.69
30/09/2025	Amazon	GB5023IP2NCIRI	05/08/2025	Seat Cushion	28.73	
30/09/2025		GB500FNIMQ91VI	02/09/2025	TIC - windsock poles for seafront	22.99	
30/09/2025		GB500FNJMQ91VI	02/09/2025	TIC - windsock poles for seafront	22.99	
30/09/2025		GB5001H36O3LZI	03/09/2025	TIC - windsock for seafront	21.90	96.61
30/09/2025	Andrews Plant Ltd	11391	27/08/2025	MRS 20th August 2025		912.49
30/09/2025	AquAid (Southcoast)	508048	31/08/2025	Water 19Lstill bottles		105.00
30/09/2025	J9 Ltd T/a Barriers Direct	300709518	19/09/2025	Bollards		348.01
30/09/2025	Brian Beech ADI	1582003	22/09/2025	Driving lessons		400.00
30/09/2025	Ben Spurling	1105	03/09/2025	TIC- artwork for retail		200.00
30/09/2025	Charlie's Tasty Treats	0039	07/08/2025	TIC - dog treats for retail		90.00
30/09/2025	Corbens Estate Agents	10223	11/09/2025	Valuation advice		900.00
30/09/2025	Countryside Tree Surgeons Ltd	SI-541	21/09/2025	Willow Treeworks @ Forres Field		785.00
30/09/2025	Countryside Art Ltd	82392	27/08/2025	TIC - magnets for retail	256.80	
30/09/2025		82501	08/09/2025	TIC - tote bags for retail	784.34	
30/09/2025		CN9085	08/09/2025	TIC - tote bags for retail	(5.09)	1,036.05

30/09/2025	Dorset County Pension Fund	Payroll M6	19/09/2025	Payroll M6- Pension	24,268.71	
30/09/2025		Payroll M6	19/09/2025	Payroll M6- CAYS	120.51	24,389.22
30/09/2025	From Dorset with Love	INV-7396	11/09/2025	TIC - jams & chutnies for retail		129.00
30/09/2025	Dorset Council	1801533602	29/09/2025	Annual rent charge		2.00
30/09/2025	Dorset Waste Partnership	2800464671	05/09/2025	Recycling		71.14
30/09/2025	Field Honey Farms	00005782	28/08/2025	TIC - honey for retail		534.60
30/09/2025	Fireline Ltd	INV-97804	15/09/2025	Fire Extinguishers Servicing	102.96	
30/09/2025		INV-97805	15/09/2025	Fire Extinguishers Servicing	140.82	
30/09/2025		INV-97803	15/09/2025	Fire Extinguishers Servicing	55.08	
30/09/2025		INV-97806	15/09/2025	Fire Extinguishers Servicing	102.96	
30/09/2025		INV-97802	15/09/2025	Fire Extinguishers Servicing	594.54	996.36
30/09/2025	Flowbird Smart City UK Ltd	UI00019486	27/08/2025	WebOffice incl Airtime	264.67	
30/09/2025		UI00019486	27/08/2025	Gateway transaction Charge	1,783.08	
30/09/2025		UI00020126	19/09/2025	WebOffice incl Airtime	264.67	
30/09/2025		UI00020126	19/09/2025	Gateway transaction Charge	2,277.50	4,589.92
30/09/2025	Swanage Folk Festival	185	17/09/2025	Folk Festival- programme sales		455.00
30/09/2025	Greenham Trading Ltd.	04/526741	29/08/2025	Materials & Equipment	204.00	
30/09/2025		04/526741	29/08/2025	Materials & Equipment	9.58	
30/09/2025		04/527600	05/09/2025	Materials & Equipment	170.58	
30/09/2025		04/528367	09/09/2025	Materials & Equipment	52.80	436.96
30/09/2025	D.A.A. Halsgrove	309092	26/08/2025	TIC - books for retail		148.08
30/09/2025	Hardy Signs	SI-109341	09/04/2025	Signs	56.40	
30/09/2025		SI-109342	23/04/2025	Signs	59.58	
30/09/2025		SI-109344	23/04/2025	Signs	259.66	
30/09/2025		SI-109343	23/04/2025	Signs	201.17	
30/09/2025		SI-109361	21/05/2025	Signs	119.16	
30/09/2025		SI-109437	13/08/2025	Signs	116.64	
30/09/2025		SI-109467	25/08/2025	Signs	138.00	950.61
30/09/2025	A.R. Harris & Son	36314	30/08/2025	PAT Testing	1,075.20	
30/09/2025		36379	12/09/2025	Switch off lights in town centre	198.00	
30/09/2025		36382	12/09/2025	EICR King Georges Field	324.00	
30/09/2025		36395	13/09/2025	Investigate/resolve lighting fault	607.94	2,205.14
30/09/2025	HMRC	Payroll M6	19/09/2025	Payroll M6- PAYE/NI		24,811.94
30/09/2025	Huck Nets (UK)Ltd	0000332412	20/08/2025	Tennis net		191.99
30/09/2025	Hunt's Foodservice Ltd	510-573651	27/08/2025	Beach Gardens - ice-cream	35.85	
30/09/2025		510-573624	27/08/2025	Beach Gardens - drinks & snacks	269.18	
30/09/2025		510-584189	03/09/2025	Beach Gardens - drinks & snacks	91.34	
30/09/2025		510-584189	03/09/2025	Beach Gardens - cakes	29.64	
30/09/2025		CN510-586276	03/09/2025	Beach Gardens - drinks & snacks	(35.35)	
30/09/2025		510-594234	10/09/2025	Beach Gardens - drinks & snacks	106.53	497.19
30/09/2025	Impact (Boston) Ltd	111-127016	02/09/2025	ECN Envelopes		107.65
30/09/2025	J&P Cleaning Services Limited	INV-0021	07/09/2025	Beach Huts- cleaning	883.20	
30/09/2025		INV-0021	07/09/2025	TIC- cleaning	345.00	1,228.20
30/09/2025	J.D. Facilities Ltd	INV-1971	01/09/2025	Depot - cleaning	197.59	
30/09/2025		INV-1972	01/09/2025	Depot - deep clean staff area	230.62	
30/09/2025		INV-1970	01/09/2025	TH-cleaning	561.90	
30/09/2025		INV-1969	01/09/2025	Public Toilet- cleaning	7,968.63	
30/09/2025		INV-1973	01/09/2025	Fisher's toilets - cleaning	117.31	
30/09/2025		INV-1974	01/09/2025	Chapel Clean	27.00	9,103.05
30/09/2025	JFY Construction Ltd	20601	16/09/2025	Repairs to jetty fenders		300.00
30/09/2025	The Little Map Co & Fernhill Whol	2708	28/08/2025	TIC - publications for retail	178.75	
30/09/2025		2708	28/08/2025	TIC - souvenirs for retail	229.20	
30/09/2025		2715	29/08/2025	BG - mugs for kiosk use	186.00	
30/09/2025		2715	29/08/2025	TIC - souvenirs for retail	57.31	651.26
30/09/2025	Metric Group Ltd.	C77939	01/09/2025	Metric Asian charge Sept		96.00
30/09/2025	S. Moores	15688	29/08/2025	Beach Gardens - biscuits	31.68	
30/09/2025		15804	05/09/2025	TIC - biscuits for retail	120.40	
30/09/2025		15930	11/09/2025	TIC - biscuits for retail	147.64	299.72
30/09/2025	National Express	AREXT/00246633	31/08/2025	Agency tickets August		101.93
30/09/2025	Nixons Hardware Ltd	124959	10/08/2025	TIC - cutters for toolbox	7.45	
30/09/2025		125011	28/08/2025	epoxy resin	10.75	18.20
30/09/2025	Norfolk County Council	10117632	18/09/2025	Legal Fees	2,037.13	
30/09/2025		10117633	18/09/2025	Legal Fees	1,017.00	3,054.13
30/09/2025	Omega Red Group Ltd	CD970248408	28/08/2025	Lightning protection System test		576.00
30/09/2025	Openings	A74334	09/09/2025	Service gate system test	324.00	
30/09/2025		A74375	16/09/2025	replacement keys	16.68	340.68
30/09/2025	Origin Amenity Solutions Limited	OASI0167581	18/09/2025	Weedkiller & Line Paint		431.52
19/09/2025	Swanage Town Council	Month 6 Payroll	19/09/2025	Net Wages - Month 6		75,477.75
30/09/2025	Personnel Hygiene Service	71585969	01/09/2025	Annual Duty of Care		147.27
30/09/2025	Planet Merchant Service Ltd	PP40006811E2508	31/08/2025	Gateway Fees		784.80

30/09/2025	Pod Point Ltd	3019950	27/08/2025	Maintenance - Mermond	505.78	
30/09/2025		3019983	27/08/2025	Maintenance Visit	1,398.37	
30/09/2025		ADF-18347	08/09/2025	Admins fees- August MB	142.62	
30/09/2025		ADF- 18264	08/09/2025	Admins fees- August Mermond	66.43	2,113.20
30/09/2025	Purbeck Ice Cream	164934	27/08/2025	Beach Gardens - ice-cream	394.32	
30/09/2025		165075	03/09/2025	Beach Gardens - ice-cream	90.33	484.65
30/09/2025	ONeill Homer	1846	31/08/2025	Mapping		780.00
30/09/2025	R&M Shepard	61365	21/08/2025	Container - Hire		187.20
30/09/2025	SECURITY PLUS LIMITED	1122967	31/08/2025	Cash collection- August 25	852.85	
30/09/2025		1122418	31/08/2025	Cash processing Aug-	189.41	1,042.26
30/09/2025	Shaw & Sons Ltd.	0000300056	19/09/2025	Quality Minute paper		128.52
30/09/2025	Shred-It	8140193291	31/08/2025	Shred collection		157.80
30/09/2025	Spaldings (UK) Ltd.	SI-3062850	02/09/2025	Litter Pickers, Hedge cutting blades	108.00	
30/09/2025		SI-3064116	05/09/2025	STIHL 4859-cutter bar assembly	306.36	414.36
30/09/2025	St. Michaels Garage	4623	31/08/2025	Diesel- Aug		285.10
30/09/2025	Suez Recycling & Recovery UK Ltd	33728444	31/08/2025	Skip exchange		1,457.16
30/09/2025	Sutcliffe Play (South West) Ltd.	7585	29/08/2025	replacement parts		575.87
30/09/2025	Suttle Projects Ltd	1454	01/08/2025	Boat Jetty repairs		1,219.24
30/09/2025	Swanage News	1284	30/08/2025	New paper Aug		37.60
30/09/2025	Swanage Tyres and Tuning Ltd	38461	01/09/2025	HJ69 KYY 2x new front tyres	153.48	
30/09/2025		38638	12/09/2025	Iseki mower tyre repair/replace	14.40	
30/09/2025		38745	23/09/2025	New tyre re: HX74 LUZ Transit	24.00	
30/09/2025		38762	24/09/2025	Brake Light bulb	5.04	
30/09/2025		38762	24/09/2025	MOT for Land Rover HF63 XZA	54.85	251.77
30/09/2025	South West Coast Path Associatio	2025-1104	17/09/2025	TIC - books for retail		158.22
30/09/2025	Telefonica O2 UK Ltd	39826504	20/09/2025	Phone	334.80	
30/09/2025		39826504	20/09/2025	Phone	334.80	
30/09/2025		39910849	24/09/2025	SIM and Phone Charges	223.06	892.66
30/09/2025	Travis Perkins	1028486937	03/09/2025	Materials & Equipment	234.28	
30/09/2025		1028636699	04/09/2025	Materials & Equipment	27.02	
30/09/2025		1028572142	04/09/2025	Materials & Equipment	13.37	
30/09/2025		1029365564	16/09/2025	Materials & Equipment	38.11	
30/09/2025		1029448428	17/09/2025	Materials & Equipment	8.17	
30/09/2025		1029610377	20/09/2025	Materials & Equipment	17.74	
30/09/2025		1029610376	20/09/2025	Materials & Equipment	30.48	
30/09/2025		1029610378	20/09/2025	Materials & Equipment	30.48	
30/09/2025		1029808991	23/09/2025	Materials & Equipment	7.54	407.19
30/09/2025	Third Party Deductions	Payroll M6	19/09/2025	Payroll M6 - Third Party Deductions		332.22
30/09/2025	Violet Farm Foods Ltd	177722	02/09/2025	TIC - tea for retail		165.10
30/09/2025	Westmade Ltd	1015186	19/09/2025	Plumbing services	855.00	
30/09/2025		1015222	24/09/2025	Plumbing services	302.40	
30/09/2025		1015221	24/09/2025	Plumbing services	1,572.00	2,729.40
30/09/2025	Woodlands Nursery (Dorset) Ltd	8372T	05/06/2025	Plants		122.40
30/09/2025	Zephyr Racing Pennants Ltd.	2501692	16/09/2025	Flags re: The Square		854.40
Total of BACS/CHAPS Payments						177,014.26

BACS payroll payment issued 19th September 2025 75,477.75

BACS supplier payments issued 30th September 2025 101,536.51

177,014.26

Total of Payments 216,059.28

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/09/2025	DMADF	transfer	30/09/2025	DMADF	500,000.00
Total of Investments					500,000.00

Total of Payments & Investments 716,059.28

Beach Hut Fees and Charges for 2026-27**1. Introduction**

The current beach hut fee structure and booking procedure was last reviewed in 2024. The Council generally tries to set the fees for beach huts in the summer for the following financial year as this allows the beach huts to be promoted and enables any systems and procedures to be established ready for the booking release which, for 2026, will take place in November 2025.

The current pricing structure was first used for the 2025-26 booking season and has generally been considered a success. While occupancy over the year is now a little less than in the previous year, more bookings have been taken, and income has increased. This is partly because, as part of the new booking structure, the Town Council no longer offers the same level of discounts for period bookings for customers which often encouraged long booking periods by a relatively small number of customers. During two occasions in the year, promotion of beach huts on social media proved successful in generating additional bookings. Appendix 3 provides more detail with regards occupancy rates.

	2023-24 Actual	2024-25 Actual	2025-26 Actual (as at end Sep 25)	2025-26 Forecast
Income	£163,779	£181,947	£187,844	£194,000
Occupancy	80.1%	85.7%	78.9%	81%

2. Proposed changes to the beach hut fee structure for 2026-27

The fee structure is proposed to remain very similar to last year with the following exceptions:

No.	Proposal	Detail
1.	General increase of 4%, rounded.	To account for inflation.
2.	Increase number of Shore beach huts available for annual hire from 10 to 15.	Last year, the 10 ‘pre-designated’ huts sold out very quickly and there was a clear demand for additional huts to be available for annual hire.
3.	Reduce the discount for Shore and Spa huts annual hire from 25% to 20%.	As demand for these huts is very strong, it is proposed to reduce the current discount available. This does not cover Spa Retreats – see below.

4.	Increase Upper Level Shore winter day fees.	The lower fees for these particular huts tend to attract customers who are looking for cheap hire of huts for reasons that are not always compatible with the terms and conditions. Therefore, it is proposed to bring these hut fees more in line with the Lower Level fees over the winter.
5.	Reduce the annual fee for Spa Retreats.	Spa Retreats have not been hired as much as in previous years, although overall the forecast income should only be a little lower than budgeted for. An incorrect annual fee calculation was presented last year. This has now been rectified and explains why there is a reduction on the annual fee for these huts for the new year.

3. Proposed changes to the beach hut booking procedure

The following dates are proposed for the release of bookings for the various beach hut types. These dates are provisional and are provided for information as the release dates for beach hut bookings is considered an officer delegated decision, once fees are approved.

Day	Release date	Period	Huts available
Day 1	17 th November 2025	52 weeks (all year) 28 Mar to 26 Mar	Shore Road: 10+ pre-designated huts (tbc)
Day 2	18 th November 2025	21 weeks (winter) 31 October to 26 March	All Shore Road huts
Day 3	19 th November 2025	6 weeks (summer peak) 18 July to 28 August	Shore Road: 25 pre-designated huts
Day 4	20 th October 2025	1 week+	All Shore Road huts
Day 1	10 th February 2026	52 weeks	All Spa Retreats only
Day 2	11 th February 2026	31 weeks 28 Mar to 30 Oct	All Spa and Spa Retreats
Day 3	12 th February 202	1 week+	All Spa and Spa Retreats

4. Income and Expenditure

The forecast income for 2025-26 is £194,000 against a budget of £195,450, thus a forecast deficit of £1,450. Due to the inherent nature of beach hut use, this figure could easily change before year end, either up or down, but this is likely to be relatively marginal.

If all the above proposals are implemented it is assumed that an equivalent of a 6% increase on the forecast income for 2025-26 should be presented for 2026-27. This would provide a figure of £206,000 for beach hut income for 2026-27, rounded to the nearest thousand.

5. Decision required

To consider approval of the proposed changes set out in section 2 above and the fees as set out in Appendices 1 and 2.

Culvin Milmer, Visitor Services and Business Development Manager
October 2025

Appendix 1

Swanage Beach Hut Prices for 2026-27

Shore Standard Huts

Period	Weekly (Sat-Fri)		Day Hire		% Change		% Change	
	Lower	Upper	Lower	Upper	Lower	Upper	Lower	Upper
28 March 2026 - 24 April 2026	£52.00	£36.50	£12.50	£8.50	4.00%	4.29%	4.17%	1.19%
25 April 2026 - 10 July 2026	£130.00	£91.00	£26.00	£18.00	4.00%	4.00%	4.00%	2.86%
11 July 2026 - 28 August 2026	£271.00	£190.00	£42.00	£30.00	4.23%	4.40%	5.00%	7.14%
29 August 2026 - 25 September 2026	£130.00	£91.00	£26.00	£18.00	4.00%	4.00%	4.00%	2.86%
26 September 2026 - 30 October 2026	£52.00	£36.50	£12.50	£8.50	4.00%	4.29%	4.17%	1.19%
31 October 2026 - 26 March 2027	£36.50	£25.50	£10.50	£8.00	4.29%	4.08%	5.00%	14.29%

Shore Premium Huts

Period	Weekly (Sat-Fri)		Day Hire		% Change		% Change	
	Lower	Upper	Lower	Upper	Lower	Upper	Lower	Upper
28 March 2026 - 24 April 2026	£83.00	£58.00	£21.00	£14.50	3.75%	3.57%	5.00%	3.57%
25 April 2026 - 10 July 2026	£198.00	£138.50	£36.50	£25.50	4.21%	4.14%	4.29%	4.08%
11 July 2026 - 28 August 2026	£396.00	£277.00	£60.00	£41.50	4.21%	4.14%	5.26%	4.01%
29 August 2026 - 25 September 2026	£198.00	£138.50	£36.50	£25.50	4.21%	4.14%	4.29%	4.08%
26 September 2026 - 30 October 2026	£83.00	£58.00	£21.00	£14.50	3.75%	3.57%	5.00%	3.57%
31 October 2026 - 26 March 2027	£52.00	£36.50	£12.50	£9.00	4.00%	4.29%	4.17%	7.14%

Shore Beach Huts Discounted Prices

Period	The Shore Premium		The Shore		% Change		% Change	
	Lower	Upper	Lower	Upper	Lower	Upper	Lower	Upper
Winter: 31 Oct 2026 - 26 March 2027 (25%)	£820.00	£575.00	£575.00	£402.00	4.06%	4.36%	4.36%	3.34%
Annual: 28 March 2026 - 26 March 2027 (20%) (15 pre-designated huts available)	£6,065.00	£4,245.00	£4,065.00	£2,850.00	11.08%	11.07%	11.07%	11.24%

Appendix 2

Spa/Spa Retreat Beach Huts					% Change		% Change	
Period	Weekly (Sat-Fri)		Day Hire		Weekly (Sat-Fri)		Day Hire	
	Spa	Spa Retreat	Spa	Spa Retreat	Spa	Spa Retreat	Spa	Spa Retreat
28 March 2026 - 24 April 2026	£31.50	£72.00	£10.50	£15.50	5.00%	2.86%	5.00%	3.33%
25 April 2026 - 10 July 2026	£61.00	£143.50	£16.00	£26.00	5.17%	3.99%	6.67%	4.00%
11 July 2026 - 28 August 2026	£151.00	£275.00	£26.00	£42.00	4.14%	4.17%	4.00%	5.00%
29 August 2026 - 25 September 2026	£61.00	£144.00	£16.00	£26.00	5.17%	4.35%	6.67%	4.00%
26 September 2026 - 30 October 2026	£31.50	£60.00	£10.50	£15.50	5.00%	3.45%	5.00%	3.33%
31 October 2026 - 26 March 2027	Closed	£31.00	Closed	£12.50	-	3.33%	-	4.17%
Spa/Spa Retreat Beach Huts Discounted Prices					% Change			
Period	Spa	Spa Retreat			Spa	Spa Retreat		
Summer: 28 Mar 2026 - 30 October 2026 (25%) and (20%)	£1,805.00	£3,500.00			11.70%	2.61%		
Annual: 28 March 2026 - 26 March 2027 (25%)	-	£3,990.00			-	-8.40%		

Appendix 3 – Beach Hut occupancy rates

Swanage Beach Hut Occupancy rates							
Month	2023-24	2024-25	2025-26	Notes			
April		85%	76%				
May		90%	77%				
June		95%	91%				
July		99%	96%				
August		100%	100%				
September		99%	76%				
October		91%	72%				
November		63%					
December		98%		1			
January		65%		2			
February		69%					
March		72%					
Occupancy	80.1%	85.7%	78.9%				
Income	£163,779	£181,947	£187,844	3			
Budget	£162,500	£172,750	£195,450				
<u>Notes</u>							
1 - 2025-26 occupancy data includes all bookings made as off 11th October 2025							
2 - Equiv. rate for 24-25 Oct to Mar is 77%							
3 - 2025-26 income data includes up to 30th September 2025							

Appendix 4 – Proposed weekly fees for 2026-27

	Week			Standard	Standard	Premium	Premium		
Period	No.	Period	Week	Lower	Upper	Lower	Upper	Spa Retreat	Spa
Summer Period	1	Early	28-Mar-26	£52.00	£36.50	£83.00	£58.00	£72.00	£31.50
	2	Early	04-Apr-26	£52.00	£36.50	£83.00	£58.00	£72.00	£31.50
	3	Early	11-Apr-26	£52.00	£36.50	£83.00	£58.00	£72.00	£31.50
	4	Early	18-Apr-26	£52.00	£36.50	£83.00	£58.00	£72.00	£31.50
	5	Mid	25-Apr-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	6	Mid	02-May-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	7	Mid	09-May-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	8	Mid	16-May-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	9	Mid	23-May-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	10	Mid	30-May-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	11	Mid	06-Jun-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	12	Mid	13-Jun-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	13	Mid	20-Jun-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	14	Mid	27-Jun-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	15	Mid	04-Jul-26	£130.00	£91.00	£198.00	£138.50	£143.50	£61.00
	16	Peak	11-Jul-26	£271.00	£190.00	£396.00	£277.00	£275.00	£151.00
	17	Peak	18-Jul-26	£271.00	£190.00	£396.00	£277.00	£275.00	£151.00
	18	Peak	25-Jul-26	£271.00	£190.00	£396.00	£277.00	£275.00	£151.00
	19	Peak	01-Aug-26	£271.00	£190.00	£396.00	£277.00	£275.00	£151.00
	20	Peak	08-Aug-26	£271.00	£190.00	£396.00	£277.00	£275.00	£151.00
	21	Peak	15-Aug-26	£271.00	£190.00	£396.00	£277.00	£275.00	£151.00
	22	Peak	22-Aug-26	£271.00	£190.00	£396.00	£277.00	£275.00	£151.00
	23	Mid	29-Aug-26	£130.00	£91.00	£198.00	£138.50	£144.00	£61.00
	24	Mid	05-Sep-26	£130.00	£91.00	£198.00	£138.50	£144.00	£61.00
	25	Mid	12-Sep-26	£130.00	£91.00	£198.00	£138.50	£144.00	£61.00
	26	Mid	19-Sep-26	£130.00	£91.00	£198.00	£138.50	£144.00	£61.00
	27	Late	26-Sep-26	£52.00	£36.50	£83.00	£58.00	£60.00	£31.50
	28	Late	03-Oct-26	£52.00	£36.50	£83.00	£58.00	£60.00	£31.50
	29	Late	10-Oct-26	£52.00	£36.50	£83.00	£58.00	£60.00	£31.50
	30	Late	17-Oct-26	£52.00	£36.50	£83.00	£58.00	£60.00	£31.50
	31	Late	24-Oct-26	£52.00	£36.50	£83.00	£58.00	£60.00	£31.50
Winter Period	32	Winter	31-Oct-26	£36.50	£25.50	£52.00	£36.50	£31.00	Closed
	33	Winter	07-Nov-26	£36.50	£25.50	£52.00	£36.50	£31.00	
	34	Winter	14-Nov-26	£36.50	£25.50	£52.00	£36.50	£31.00	
	35	Winter	21-Nov-26	£36.50	£25.50	£52.00	£36.50	£31.00	
	36	Winter	28-Nov-26	£36.50	£25.50	£52.00	£36.50	£31.00	
	37	Winter	05-Dec-26	£36.50	£25.50	£52.00	£36.50	£31.00	
	38	Winter	12-Dec-26	£36.50	£25.50	£52.00	£36.50	£31.00	
	39	Winter	19-Dec-26	£36.50	£25.50	£52.00	£36.50	£31.00	
	40	Winter	26-Dec-26	£36.50	£25.50	£52.00	£36.50	£31.00	
	41	Winter	02-Jan-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	42	Winter	09-Jan-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	43	Winter	16-Jan-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	44	Winter	23-Jan-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	45	Winter	30-Jan-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	46	Winter	06-Feb-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	47	Winter	13-Feb-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	48	Winter	20-Feb-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	49	Winter	27-Feb-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	50	Winter	06-Mar-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	51	Winter	13-Mar-27	£36.50	£25.50	£52.00	£36.50	£31.00	
	52	Winter	20-Mar-27	£36.50	£25.50	£52.00	£36.50	£31.00	

Note – Grey section above indicates the 6 week peak summer booking period for which 25 huts are made available

Appendix 5 – Undiscounted and discounted fees

Annual and Period Discounted fees									
				Standard	Standard	Premium	Premium		
				Lower	Upper	Lower	Upper	Spa Retreat	Spa
Full Price (undiscounted)									
Shore Huts - Annual				£5,081.50	£3,559.00	£7,581.00	£5,305.00	-	-
Shore Huts - Winter				£766.50	£535.50	£1,092.00	£766.50	-	-
Spa Retreat Huts - Annual				-	-	-	-	£5,318.50	-
Spa Retreat Huts - Summer				-	-	-	-	£4,667.50	-
Spa Huts - Summer				-	-	-	-	-	£2,255.50
Discounts to be applied									
Shore Huts - Annual			20%	£4,065.20	£2,847.20	£6,064.80	£4,244.00	-	-
Shore Huts - Winter			25%	£574.88	£401.63	£819.00	£574.88	-	-
Spa Retreat Huts - Annual			25%	-	-	-	-	£3,988.88	-
Spa Retreat Huts - Summer			25%	-	-	-	-	£3,500.63	-
Spa Huts - Summer			20%	-	-	-	-	-	£1,804.40

Grants Panel - To consider recommendations

The following grant applications were considered at a meeting of the Grants Panel held on Thursday 16th October 2025, they are listed below, and the Panel's recommendations will be circulated prior to the meeting.

- **Friends of Swanage Library £850** - to cover the cost of purchasing furniture, paint, and event materials.
- **Lewis-Manning Hospice Care £793.50** – to cover the cost of purchasing 30 creative art boxes.
- **Mosaic £300** – to cover the cost of three bereavement cafes – planning to offer these to schools in Swanage.
- **Swanage Literary Festival £500** – towards the costs of the festival estimated at £1,238.
- **Swanage Museum and Heritage Centre £500** – towards the costs of digitising the museum's archive (secure back-up equipment) estimated at £600.
- **The Mowlem, applying on behalf of Cultural Purbeck £1,000** – to enable Cultural Purbeck to cover admin/purchase tickets to the Aladdin show at The Mowlem on 10th January, for 20 local families.

Niki Clark
Planning and Community Engagement Manager
October 2025

To consider recommendations of the Grants Panel

Members of the Grants Panel met on 16th October 2025 to review in detail Swanage Town Council grant applications received so far for the 2025/26 financial year. Appendix 2 below outlines the applications, project summaries, requested amounts, and recommended grant sizes, and the Panel's reasons for support or refusal of the applications.

Also attached (Appendix 1) is a copy of the Council's grant criteria, adopted in February 2021. To ensure broad fund distribution, grants will usually be for sums of less than £500 and will typically only support festivals and events whilst they are being established. Larger grants may be considered in exceptional circumstances. Applicants are required to demonstrate financial need.

Background

The Council has agreed a grants budget of £10,000 for the 2025/26 financial year, which is separate from the support for East Dorset & Purbeck Citizens Advice which has been given its own budget line. This sum also excludes the Council's support to partner organisations including Dorset Council, through which the Town Council currently funds the Mount Scar School Crossing Patrol.

Details

No grants have been awarded to date. A total of £3,943.50 has been requested, and it is proposed that £2,125.00 be awarded. Any remaining funds will be available for applications received throughout the remainder of the financial year.

As previously highlighted, to raise awareness of the Council's grant scheme among local charitable and community groups, details will continue to be shared with the Swanage Town and Community Partnership, and via the Council's website and Facebook page. Local groups will be encouraged to contact officers for more information.

Decision required:

To approve the Grants Panel's recommendations made as detailed in the table below.

Niki Clark
Planning and Community Engagement Manager
October 2025

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

1. Swanage Town Council provides an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need, and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached application form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application. Any application not on the approved form cannot be considered. Applications that are applying retrospectively cannot be considered.

Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity, or a not-for-profit company.

Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.

3. Requests for grant aid should be consistent with the Town Council's statement of policies and objectives (see www.swanage.gov.uk/Policies.aspx) and will normally only be considered from the following:
 - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
 - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
 - 3.3 Residents of Swanage requesting grant aid with a capital project to provide benefit to a wider group.
 - 3.4 A club, association or organisation serving all or part of the Swanage community.
 - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural, or other demonstrable benefit to the town.
 - 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e., where there are restrictions on membership inconsistent with equal opportunities).

4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.6 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application, please contact the Town Clerk either by telephone on 01929 423636, or e-mail admin@swanage.gov.uk
5. Together with this application form you should also supply the following information:
 - A copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
 - A business plan or strategy that includes a clear understanding of the organisation's operating environment, risk exposure, and projected income and expenditure.
 - A minute of the meeting of the organisation stating the purpose of the funding request and authorising the application.
 - Payments will not be made to individuals or private bank accounts. Please include the name and details of the account that any grant will be paid into (must be in the name on the application form).
 - Applications must take into consideration the impact on climate and environment and show a commitment to comply with the Town Council's Environment Policy and Action Plan.
6. Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission is the **31st of December** for grants to be paid in respect of the forthcoming financial year, from 1st April. However, if funding remains available, requests may be considered at any stage during the financial year.
7. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council's policies and objectives; how well the grant will meet the economic, cultural, environmental, social or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.

The Council reserves the right to request further information and supporting evidence.

Grants may be paid over a three-year period.

The length of the grant period will be at the discretion of The Council.

8. The decision of the Town Council is final. If your application is successful, you will receive written confirmation of your award. You must sign a form accepting the Council's terms and conditions and will be expected to acknowledge Council support in all communication with the media.
9. Any grant not utilised within 12 months for the original purpose must be returned to the Town Council.

Swanage Town Council - Grant applications received

Applicant	Sum Requested	Recommended grant	Summary of project	Reason for support
Friends of Swanage Library Facebook Page	£850.00	£425.00	Dorset Council-run library. Friends group (project under the umbrella of Swanage & Purbeck Development Trust) run by volunteers keen to support Swanage Library and help develop the services it provides. A group formed in March 2025, collaborating with the library on key priorities. The group aims to strengthen the role of the library as a key cultural and educational hub within the community. Its core objectives are to: • Promote the library's status and role in the community. • To foster and develop skills of a cultural and educational nature amongst members of the community of all ages and ethnicity. • To provide input to the library from the point-of-view of the whole community. • To provide assistance to the library in the provision of additional resources. This application seeks funding to cover the cost of purchasing furniture (£450), paint materials (£200), and event materials (£200), to make the library environment a more welcoming, efficient, and inclusive community space.	Recommend approval at £425 (50%). It was noted that the group had been established earlier this year (originally Swanage Library Friends) and that a grant of £1,100 had been awarded in March 2025 for new audiovisual equipment, decorating materials, and artwork for the library, which is Dorset Council-run. In support of grant funding in recognition of the valuable contribution that the library service makes to the town and local community. Benefit to the local community's health and wellbeing (free events/social activities/services for all ages).
Lewis-Manning Hospice Care Facebook Page	£793.50	£400.00	Registered Charity No. 1120193. Lewis-Manning Hospice Care is an independent hospice charity in East Dorset and Purbeck,	Recommend approval at £400 (50%). It was noted that grants totalling £985 had been awarded in 2023 (equipment kits) & 2024 (100 fans).

			providing tailored support ranging from self-management to palliative nursing for adults and their families affected by life-limiting illnesses. Free services provided, which include day hospice care (with creative art activities, complementary therapy and occupational therapy), breathlessness and lymphoedema clinics, family support and bereavement care, and hospice at home. A day hospice hub takes place once a week at Swanage Cricket Club. Online 'virtual creative art sessions' are offered to all patients. Grant requested towards the cost of purchasing 30 creative art boxes at £26.45 each (£793.50).	Free service, providing many benefits to the local community's mental health, health and wellbeing, and social activities.
Mosaic – Supporting Bereaved Children Facebook Page	£300.00	£300.00	Registered Charity No. 1158138. Undertakes a range of small fundraising grant applications. Mosaic's aims and mission: To develop and create a Dorset-wide network of specialist bereavement support for all children and young people (ages 4 to 18) and their families. In addition, Mosaic offers support to young people facing the death of a loved one, as well as training for professionals and volunteer agencies. Recently, Mosaic has introduced 'Bereavement Cafes' in schools across Dorset. These are safe spaces where young people can share their experiences of grief with professional counsellors and volunteers, helping to reduce feelings of isolation. Mosaic is planning to offer three bereavement cafes to schools in Swanage and is requesting a grant towards the cost of providing these sessions (3 x £100 each).	Recommend approval, subject to confirmation being received that the bereavement cafes have been offered to all schools in Swanage. It was noted that a grant of £500 had been awarded in 2024 for one-to-one counselling sessions – this application relates to a new service being offered to schools. Free services, providing many benefits to local community's/children's mental health, health and wellbeing, and social activities. The charity's drive and fundraising efforts are to be congratulated.

Swanage Literary Festival CIC	£500.00	£500.00	Community Interest Company (CIC). The first festival was held in 2024 and was self-funded by a small group of local residents, organised as a one-off event to ‘test the waters’. Following the positive response, the organisers are keen to build on this success for the benefit of the community, and a CIC was established earlier this year. The festival aims to offer both adults and children the opportunity to engage with authors of fiction and non-fiction, broadening literary experiences and enriching the cultural life of the town. It provides a diverse programme of interactive talks and events led by authors, historians, and poets from both local and national backgrounds. Local schools will also be invited to participate through competitions, workshops, and presentations tailored to their students. This application seeks support towards the costs of the second festival, estimated at £1,238. Securing this funding will ensure the continuation and further development of the festival as a valued cultural event for Swanage.	Recommend approval. Supports local culture, community wellbeing, social activities, and the local economy. The festival offers an opportunity to enhance the town’s cultural and educational offerings, and it is hoped that it will become a regular annual event. It also has the potential to provide economic benefits by attracting visitors to the town in the quieter shoulder months.
Swanage Museum and Heritage Centre	£500.00	£500.00	Registered Local Charity No. 274200. The Charity maintains an archive documenting the history of the area, accessible both online and in person at the Heritage Centre in the Square, and History Centre on Victoria Avenue Industrial Estate. The archive includes material on art and artists, Swanage Heritage, and the Jurassic Coast Gateway. This application requests funding to support the digitisation and secure back-up of the Museum’s historical archives, with costs estimated at £600.	Recommend approval. To protect and preserve the history and heritage of the town and improve public access to historical records. Supports the Museum’s ongoing efforts to safeguard community history and make it more accessible for education, research, and cultural engagement.

The Mowlem Theatre on behalf of Cultural Purbeck	£1,000.00	£ See comments.	The Mowlem Theatre Registered Charity No. 243486 – applying on behalf of Cultural Purbeck (not a constituted body/no bank account). Cultural Purbeck was established in March 2025, following the Swanage Dorset Town of Culture bid 2025, to collaboratively develop and promote Purbeck’s cultural offer. The group’s vision is to create a vibrant, inclusive cultural landscape that celebrates both tradition and innovation. Vision and tagline: • Cultural Purbeck: Uniting, supporting and inspiring arts and culture in Purbeck. • Inspiring community through creativity. The Mowlem is seeking funding of £1,000 on behalf of the group to cover the costs of delivery of a community-focused project, in partnership with St. Mark’s Primary School. The initiative will provide an opportunity for twenty local families from the school to attend a performance of Aladdin at The Mowlem Theatre on Saturday 10th January. Costs breakdown: • £900 – Family tickets (£45 x 20 families) • £100 – Administration and school liaison support. • Any remaining funds will support linked creative workshops in schools.	Support in principle, however, recommend deferring decision at this stage – further information required. Recommend meeting between Grants Panel and Cultural Purbeck. Eligibility criteria noted: “Applications will only be considered from community groups and organisations that are a properly constituted body.”, the funds would be paid to The Mowlem (event holder) not the group. Concerns raised that this initiative would only be on offer to one school in Swanage, the group would also like to discuss the possibility of all schools in Swanage being included. It was noted that Cultural Purbeck would be hosting its first community workshop on 7th November.
Total:	£3,943.50	£2,125.00		

Day's Park Artificial Pitch Project – To confirm procurement under Football Foundation's Artificial Grass Pitch Framework Agreement

At the Town Council Meeting held on 15th September 2025 (Minute No. 83 d) refers) it was agreed that the Town Council would 'act as joint applicant to the Football Foundation under the Artificial Grass Pitch (AGP) funding programme and sign up to the relevant legal agreements, subject to the satisfactory outcome of a joint meeting between representatives of the Town Council, Football Club and CIO'.

That meeting took place at Day's Park on 29th September with members of the Sport, Leisure and Wellbeing working party representing the Town Council. Consideration was given to the deliverability of the 3G pitch project and the draft business plan that will underpin the grant application. The working party met again on 15th October and agreed that the information gleaned provided sufficient reassurance for the Town Council to proceed as agreed at the September Council Meeting.

As reported at that meeting, in order to receive the grant the Council will need to procure the artificial surface and associated professional services via a framework agreement which has been prepared by the Football Foundation. The FAQs contained in the Football Foundation's Applicant Guidance, 2024-28 contain the following statement in relation to the question 'How do we guarantee Best Value?':

To provide you with a facility that provides both high quality and best value, the AGP Framework has been procured via a competitive process in accordance with UK Public Sector Procurement Regulations. This means:

- The services of the FMC (Framework Management Consultant), DC (Design Consultant) and STC (Specialist Testing Consultant) were procured on an "all market" compliant tender process and the resulting fee levels are fixed at very competitive levels;
- The AGPP's (Artificial Grass Pitch Providers) were also procured via an "all market" competitive tender process and the six AGPP's were selected on a Most Economically Advantageous Tender criteria;
- Your project will go through a mini tender process with the six AGPP's invited to tender, resulting in competitive fixed price returns.

In order to progress the grant process the Town Council will need to enter into two legal agreements, a Framework Fee Undertaking Letter and a Framework Joining Agreement. The following explanation of these documents is taken from the Applicant Guidance.

Framework Joining Agreement (JA) – This is a requirement of the Framework Alliance Contract which is collaborative contract that all parties sign up to as Alliance Members. It is important to note that within the contract the Football Foundation is referred to as "The Client" and you will join the contract for the duration of the project as an "Additional Client" which will enable you to award a contract to an AGP Provider.

Framework Fee Undertaking Agreement (FUA) – This is a legally enforceable document which sets out that the Foundation agrees to incur framework project development

costs up to a maximum of £35k excluding VAT on the understanding that these costs will be promptly repaid should an event occur as outlined in the FUA.

The Football Foundation expects grant applicants to formally execute each of these documents as a deed, and, therefore, in order to comply with Standing Order No. 24, the Town Council needs to pass a separate resolution providing two councillors with the authority to sign these documents so that they can be executed in this manner.

In order to use the Framework to procure the artificial pitch, the Council also needs to ensure that this is compliant with the Procurement Act 2023 and the Council's own Financial Regulations. Given that the total project cost is estimated at £1.2 million, it is below the threshold for a public works contract which is £5.37 million. The Council therefore only has to comply with the Act in respect of regulated below-threshold contracts, which primarily means that it must publish a contract details notice after the contract is awarded.

Finally, the Town Council must consider compliance with its own Financial Regulations. Typically for a contract of this scale the Council would be obliged to run its own competitive tender exercise. Under Financial Regulation 11.1.c. this is not the case 'for the purchase of goods, materials, services or works under a partnership arrangement with another local authority or public sector body where there has been an earlier competitive selection and award process and/or where a framework agreement already exists'. This means that a tender exercise is not required under a local government or public sector framework. However, although the Football Foundation is a charity and a not-for-profit organisation, it is not a public sector body.

Therefore, in order to utilise the Football Foundation's framework agreement to procure the artificial pitch, the Town Council will need to waive its Financial Regulations. In accordance with Financial Regulation 11.5 this can be done provided that the reason is embodied in a recommendation. In this case the reason is clearly to enable the Town Council to apply for up to 70% funding of the cost of installing an artificial grass pitch at Day's Park. As set out above, the Council can rely on the Football Foundation's processes in appointing its framework contractors, and the mini tender exercise that will take place to award this contract, to guarantee value for money.

Decisions Required:

To waive Financial Regulations to enable the Town Council to sign up to the Football Foundation's AGP Framework and thereby access the substantial grant funding potentially available from the Football Foundation for the installation of an artificial grass pitch at Day's Park.

In accordance with Standing Order 42, to authorise the mayor and deputy mayor to sign the Framework Fee Undertaking Letter and Framework Joining Agreement, in order that they can be executed as deeds.

Martin Ayres
Town Clerk

October 2025