

Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
MONDAY, 26th JUNE 2023 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor C. Moreton

Councillor M. Bonfield

Councillor C. Finch (From 7.35 p.m.)

Councillor C. Tomes

Councillor M. Whitwam

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

Public Participation Time

The following matter was raised during Public Participation Time:-

- Comments were made regarding perceptions that areas of Town Council land where the grass had been left uncut to benefit biodiversity had an untidy appearance. It was felt this made areas look unkempt and did not present the town favourably. In response, it was stated that the Town Council managed specific areas for the benefit of nature and biodiversity, but that there were many other areas where amenity grass cutting was prioritised. It was noted that Dorset Council, who were responsible for the roadside verges, also had a policy regarding biodiversity.

Reverend Martyn Neads, Minister at the Swanage United Reformed Church, Swanage, offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.10 p.m.

40. **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Bishop, Harris, Rogers and Suttle. Councillor Monkhouse attended the meeting remotely.

41. **Declarations of Interest**

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

Agenda Item No. 9 (b) and 9 (c) - Councillor Bonfield declared a non-pecuniary interest under the Code of Conduct by reason of being an observer to the Mowlem Institute Trust.

42. **Minutes**

(a) Proposed by Councillor Tomes, seconded by Councillor Whitwam, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Annual Council Meeting held on 22nd May 2023 be approved as a correct record and signed.

- (b) Proposed by Councillor Foster, seconded by Councillor Moreton, and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Special Council Meeting
held on 24th May 2023 be approved as a correct
record and signed.
- (c) Proposed by Councillor Bonfield, seconded by Councillor Tomes, and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Extraordinary Council
Meeting held on 14th June 2023 be approved as a
correct record and signed.

43. **Planning and Consultation Committee**

- Proposed by Councillor Foster, seconded by Councillor Whitwam and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Planning and Consultation
Committee Meeting held on 5th June 2023 be
approved as a correct record and signed.

44. **Community Services Committee**

- Proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Community Services
Committee Meeting held on 14th June 2023 be
approved as a correct record and signed.

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

- 5) **To consider request from NCI Swanage for alterations to the lookout at Peveril Point**
Proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-
That landlord consent be granted for the alterations to
the NCI Swanage lookout at Peveril Point to relocate
and reconfigure the external steps, subject to all
legal, planning, and other relevant permissions being
in place. Furthermore, that confirmation of these
permissions, along with all other necessary consents
and methods in respect of access, materials, timing,
risk and health and safety matters be delegated to the
Assets and Compliance Manager for agreement.
- 6) **To consider appointment of a Councillor to act as a Police liaison representative**
Proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-
That the Mayor and Deputy Mayor represent
Swanage Town Council in liaison meetings with the
Town Clerk and the Police.
- 8) **To consider adoption of the Swanage Community Emergency Plan**
Proposed by Councillor Moreton, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-

That the Swanage Community Emergency Response Plan be adopted.

Thanks was given to the various volunteers and community groups, included within the plan, who give up their time and resources, without which the provision of emergency facilities within the town would not be possible.

11) To consider a fee for memorial bench plaques

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

That a fee of £12 be added to the Scale of Fees and
Charges 2023/24 for the fixing of an inscription
plaque onto an existing memorial bench.

45. **Statement of Cash Balance**

(a) A Statement of Cash Balance as at 31st May 2023 was submitted for information (a copy attached at the end of these Minutes).

46. **Payment of Accounts**

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

- Payment Schedule 2, amounting to £265,377.71.

47. **Chairman's Announcements**

The Town Mayor thanked the Deputy Mayor for his continued support and looked forward to another year of working together. The Mayor reported that she had attended the following events, since the Annual Council meeting held on 22nd May 2023 and had categorised them into the event venues:

- The Bandstand – attended the Town Band performances on two occasions, which had been delightful. The band, venue and attendance of so many local people and visitors made it a valued asset for the town.
- Prince Albert Gardens – the stage for a very successful Fish Festival and the recent setting for the Antiques Roadshow. Thanks was given to all those that worked hard to ensure the events were a success.
- Mowlem Theatre – attended the Swim Too event by invitation and the public engagement event for the Seafront Masterplan was held in the Showbar. Unfortunately, the Mayor was unable to attend the Flower Club event on this occasion but hoped this had been a successful event
- Churches – The Swanage Methodist Church was the venue for the well attended public meeting with the Police and Crime Commissioner, which had been organised by local residents to address concerns over crime rates in the town. The Mayor and her consort attended Wareham's Civic Service, at St Mary's Church, along with other Mayors from across Dorset.
- Town Hall – As well as the usual council and committee meetings, the mayor had most enjoyed a meeting with Little Birds pre-school group. The Town Council published a lovely article on its Facebook page, with a picture of the wonderful portrait of the Mayor drawn by the budding artists. The pre-school children even had an opportunity to vote in the best name for the Meeting Owl, which is now named Elsa!
- Chosen charities – The Mayor announced that her chosen charities for the year ahead would be the RNLI and Lewis Manning Hospice.

The Town Mayor stated she was looking forward to another year of positive and effective action.

48. **Working Party Updates and Recommendations**

(a) **Accessibility, 24th May**

Further to Minute No. 18 of the Annual Council meeting held on 22nd May 2023, the Visitor Services and Business Development Manager (VSBDM) reported that the Swanage Disability Reference Group would meet in July and provide an update to a future meeting of the Tourism and Local Economy Committee. Furthermore, Dorset Coast Forum would initiate discussions with the group to ensure inclusion in the Seafront Masterplan engagement process.

(b) **Environmental Policy and Action Plan, 24th May**

Further to Minute No. 187 (a) of the Council meeting held on 24th April 2023, the VSBDM reported that the detailed environment action plan would be presented to the next meeting of the Environment and Green Spaces Committee. It was noted that the next meeting of the working party would be held on 26th June 2023, where EV chargers and the draft Carbon Neutral Plan would be discussed.

(c) **Sport, Leisure and Wellbeing, 31st May**

It was reported that the working party had met with trustees from the Mowlem Theatre Trust on 31st May 2023 primarily to discuss their fundraising strategy.

(d) **Emergency Health Services, 31st May**

Further to Minute No. 99 of the Council meeting held on 17th October 2022 it was noted that the working party would contact DAPTC to review progress of the motion submitted at the AGM in November 2022. It was noted that the Task and Finish group had not been established and there remained concerns over health provision in the area. It was stated that an NHS health information event would be held at the Mowlem Theatre on 29th June 2023 and letters requesting further assurances around health care provision would be handed to representatives in attendance.

(e) **Seafront Masterplan, 5th June**

It was noted that this had been a meeting of the officer project team, not a working party meeting and had been listed on the agenda in error.

(f) **Property Panel, 9th June**

It was reported that the working party had commenced a review of the Town Council's assets and concession opportunities and would meet again in July to explore options in regard to the seafront, taking into account the content of the draft Seafront Masterplan. A report would be made to a future Council Meeting.

49. **To consider grant applications**

Consideration was given to a briefing paper, prepared by the Planning and Community Engagement Manager, which detailed a number of recent grant requests, as reviewed by Members of the Grants Panel. It was noted that the Council had agreed a grants budget of £10,000 for the 2023/24 financial year of which a total of £6,850 had been requested to date, and any remaining funds would be available for applications received until the end of the financial year.

(a) **Friends of Swanage Bandstand - £350 towards cost of bandstand centenary concert.**

It was noted that the bandstand was a great asset for the residents of the town and attracted visitors.

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

That the Town Council approves the recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to award the Friends of Swanage Bandstand £350 towards the cost of hiring a P.A./sound system, and band, for the bandstand centenary concert in August 2023.

Further to his declaration under Minute No. 41. Councillor Bonfield remained in the room during consideration of the following two items but did not take part in any discussion or vote.

- (b) Mowlem Institute (Theatre) Charity - £5,000 towards cost of renovating the Community Room at the Mowlem Theatre.

It was noted that the application for the Swanage Town Council grant formed part of a wider grant application process and the Mowlem Theatre had also submitted a grant application to the De Moulham Trust for £44,210. The renovation of the Community Room formed part of the charity's short/medium term building refurbishment programme to provide an improved, flexible, and well-equipped space with the total cost of the project estimated at £82,017.

It was anticipated that with the support of the Town Council other grant bodies may invest in the theatre.

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

That the Town Council approves the recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to award the Mowlem Institute Charity £5,000 towards the cost of renovating the Community Room at the Mowlem Theatre to provide an improved, flexible, and well-equipped space.

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

- (c) Mowlem Institute (Theatre) Charity - £500 towards SW!M Too event. The Grants Panel had noted that the application failed to meet the requirements of the Town Council's grant policy, points 3 to 3.6, as the event was not considered a new event. The first event was held in 2022, which was a ticketed event, had been well attended and had been successful in the receipt of a De Moulham Trust grant of £500 in 2022.

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

That the Town Council approves the recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to decline the Mowlem Institute Charity's grant application for £500 towards the cost of the SW!M Too event.

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

- (d) Purbeck Film Festival - £500 towards cost of annual film festival. Further to information contained within the briefing paper, it had been noted that the application failed to meet the requirements of the Town Council's grant policy, points 3 to 3.6, as this is a long-established event.

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

That the Town Council approves recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to decline the Purbeck Film Festival's grant application for £500 towards the cost of the 2023 film festival.

- (e) #Willdoes Charity - £500 towards Music by the Sea event.

It was noted that the Music by the Sea event would raise funds for the #Willdoes charity and Cancare. It was anticipated that the cost of the event would be circa £30,000 and would be a ticketed event and financed by other fundraising events. The event required additional security and road closures due to the confirmation of a major headline act. In that respect, it was anticipated that it would be a one-off event and that any future grant applications would be reviewed against the Town Council's grant policy at that time.

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

That the Town Council approves the recommendation of the Grants Panel, as set out in Appendix 1 of the briefing paper dated June 2023, to award #Willdoes £500 towards the cost of the road closure and security for the Music by the Sea event in September 2023.

It was noted that as a result of the above grant awards a total of £5,850 had been allocated from the Town Council's £10,000 budget for the current financial year and that the Town Council will continue to raise awareness of its grant scheme with local charitable/community groups.

Councillor Finch entered the meeting at 7.35 p.m.

50. **Request for concessionary car parking for Ukraine Support group, St Mary's Church, Ferndown, 21st – 23rd August 2023**

Consideration was given to a briefing paper, prepared by the Democratic Services Officer, which outlined a request from the Ukraine Support Group, based in Ferndown, to receive concessionary car parking in order to assist with the budgetary constraints of a visit for 27 Ukrainians visiting the area. The party would be travelling in six vehicles between 21st to 23rd August. A brief discussion ensued where Members noted that the cost for parking six vehicles for three days in Main Beach car park would amount to £120.00. Members considered this to be a relatively insignificant loss to the Council in light of the benefit to the Ukrainian people visiting the area.

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

That the Town Council waives the car parking charges for 6 vehicles, for 3 days, at a cost of £120.00 and issues permits to the Ukraine Support group for use in Main Beach car park only for 21st, 22nd and 23rd August 2023.

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

(a) **Chamber of Trade**

It was noted that a public meeting, arranged by residents, regarding crime and policing in town had been held on 12th June 2023 at the Methodist Church, Swanage. It had been well attended with the Police and Crime Commissioner

(PCC), councillors and members of the public in attendance. It was reported that the PCC was sympathetic to the issues of anti-social behaviour and shoplifting experienced in the town and offered advice regarding potential grant funding available for additional CCTV cameras and training for volunteers.

(b) **Fish Festival**

The festival committee wished to thank the Town Council for use of Prince Albert Gardens (PAG) for the Swanage Fish Festival, which had been well attended and no negative incidents had been reported. It was noted that the use of PAG for recent events, which had included the Antiques Roadshow, had proved successful and officers and depot staff were praised for their effort in promoting and maintaining this area.

(c) **Swanage Carnival Committee**

It was noted that the Carnival Programme would be available to purchase next week and preparations for the commencement of the Carnival on 29th July were nearing completion.

(d) **Wellbeing Swanage**

It was reported that the Fareshare larder initiative had been oversubscribed by week three and currently 47 families accessed the service at St Mark's Primary School and a further 53 at Chapel Lane.

(e) **Swanage Community Land Trust**

Further to Minute 21 (a) of the Annual Council meeting held on 22nd May 2023, it was reported that the asset transfer had not yet been completed and an update would be reported to a future meeting.

52. **Reporting of delegated matters**

There were no matters to report.

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

- (a) **Report from Dorset Councillors** – in the absence of the town's Dorset Councillors there was nothing to report on this occasion.
- (b) **DAPTC Purbeck Area** – it was reported that the next meeting of the Purbeck Area Committee would be held on 5th July 2023 at 7 p.m. at Sandford Community Centre. It was reported that the Mayor and Deputy Mayor would be unable to attend on this occasion and two members were encouraged to attend to represent Swanage Town Council. It was noted that DAPTC wanted to ensure that the Purbeck Area Committee continued to attract enough members to provide adequate representation of the area.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Finch, seconded by Councillor Whitwam and AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 14, 15 and 16, for reasons of commercial confidentiality.

54. **Peveril Point – To consider potential disposal of small section of shoreline further to request received from local resident**

Further to Minute No. 165 (a) of the Council Meeting held on 13th March 2023, consideration was given to the potential disposal of a section of shoreline, to the north of

the Old Coastguard Cottages at Peveril Point. It was noted that this was in effect a series of strips of land, some of which had already been acquired by a number of the cottage owners. During the debate, it was acknowledged that the property was of no strategic importance and that disposal would not interfere with existing public rights of access in the area. It was proposed by Councillor Bonfield, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

That the Town Clerk be instructed to write to the owners of the Old Coastguard Cottages opposite/ adjoining the individual strips of land at Peveril Point, to assess their interest in acquiring the shoreline to the north of their property.

It was **FURTHER RESOLVED:**

To authorise expenditure on legal and valuation advice where required, to be recharged to the relevant property owner wherever possible.

55. **Property-Related Legal Matters**

(a) **Beach Ice Cream Kiosks – To receive update following determination of County Court Claim**

Further to Minute No. 39 (a) of the Extraordinary Council Meeting held on 14th June 2023, consideration was given to a briefing note, prepared by the Town Clerk, which detailed the outcome of negotiations with the occupier of the beach ice cream kiosks. It was reported that a deed of agreement had been drafted, and that, further to Standing Order 23), in order for that deed to be executed, authorisation must be provided by the Town Council for it to be signed by the Mayor and Deputy Mayor.

After detailed consideration of the current situation, it was proposed by Councillor Bonfield and seconded by Councillor Tomes:

That the Mayor and Deputy Mayor be authorised to sign an agreement with the occupier for continued occupation of the ice cream kiosk bases until 29th September 2023, subject to payment of the agreed sum and the receipt of essential documentation no later than 5 p.m. on Wednesday 28th June.

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

In the event that the deadline was not complied with, the Town Clerk's delegated authority to act in accordance with legal advice received was confirmed.

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

Further to Minute No. 196 (b) of the Council Meeting held on 24th April 2023, Members considered the contents of a briefing paper prepared by the Town Clerk and Assets and Compliance Manager, which provided an update regarding the legal regularisation of the drainage connection into Ulwell Stream. It was **AGREED:**

To confirm the delegation arrangements agreed under Minute No. 196 (b) of the Council Meeting held on 24th April 2023.

56. **Seafront Stabilisation and Enhancement Scheme – To consider steps required to finalise options in preparation for public consultation**

Further to Minute No. 31 (a) of the Special Council Meeting held on 24th May 2023, consideration was given to a briefing paper prepared by the Town Clerk and Assets and Compliance Manager, which set out the timetable and process for public consultation about the proposed Seafront Stabilisation and Enhancement Scheme. Consideration was given as to whether further work was required to finalise the options to be presented to local residents, but it was agreed that such work was unnecessary at the current time.

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

That the public consultation process for the seafront stabilisation and enhancement scheme set out in the briefing note be approved.

The Meeting closed at 8.35 p.m.

Minutes of the Extraordinary Meeting of the Swanage
Town Council held at the Town Hall, High Street, Swanage
on **WEDNESDAY, 5th JULY 2023** at 9.30 a.m.

PRESENT:-

Councillor C. Moreton – Chairman

Councillor C. Finch

Councillor A. Harris

Councillor N. Rogers

Councillor C. Tomes

Public Participation Time

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

The Chairman opened the Council Meeting at 9.30 a.m.

57. **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Bishop, Bonfield, Foster, Suttle, Trite and Whitwam. Councillor Monkhouse attended the meeting remotely.

58. **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 of interest were made.

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

No items of information or matters for forthcoming agendas were raised.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Moreton, seconded by Councillor Harris and

AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 5 for reasons of legal and commercial confidentiality.

60. **Property Related Legal Matters**

(a) **Beach Ice Cream Kiosks summer 2023 – To receive update, note actions taken subsequent to Council Meeting held on 26th June 2023 and consider next steps**

Further to Minute No. 55 (a) of the Council Meeting held on 26th June 2023, attention was drawn to a briefing note, prepared by the Town Clerk, which outlined two main items of business.

Firstly, consideration was given to Minute No. 39 (a) of the Extraordinary Council Meeting held on 14th June 2023. It was noted that since the expiry of the lease on 27th May the beach ice cream kiosk bases have been occupied under a licence, pending the potential agreement of a tenancy at will, and therefore the references to the tenant in that Minute were inaccurate. Instead, the kiosk operator should have been referred to as the occupier. It was therefore proposed by Councillor Harris, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:

That Minute No. 39 (a) of the Extraordinary Council Meeting held on 14th June 2023, approved and signed by the chairman at the meeting held on 26th June 2023, be amended by substituting the word ‘occupier’ for the word ‘tenant’ which was inadvertently used inaccurately in that minute.

Secondly, consideration was given to next steps in respect of the continuing occupation of the kiosks. It was noted that an agreement had not yet been signed as the conditions set down in Minute No. 55 (a) of the Council Meeting held on 26th June 2023 had not been complied with. It was noted that further action had been taken, in accordance with legal advice received.

Members agreed that it would be useful to review the situation again once the next deadline for action on the part of the occupiers had passed on Monday 17th July. Consequently, it was proposed by Councillor Moreton, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:

That a Council Meeting should be called for the afternoon of Monday 17th July.

A provisional time of 4 p.m. was agreed, but delegated authority was given to the Clerk to amend that depending on councillor availability, provided due notice was issued in accordance with the Council’s statutory obligations.

It was noted that a meeting of the Property Panel had been scheduled for Wednesday 12th July, at which consideration would be given to opportunities to generate commercial income along the seafront, taking into account responses to the draft Seafront Masterplan.

The Meeting closed at 10.20 a.m.

Minutes of the Meeting of the Swanage Town
Council held at the Town Hall, High Street, Swanage
on **MONDAY, 17th JULY 2023** at 5.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor J. Bishop

Councillor M. Bonfield

Councillor C. Finch

Councillor A. Harris

Councillor C. Moreton

Councillor G. Suttle

Councillor C. Tomes

Councillor W. Trite

Councillor M. Whitwam

Public Participation Time

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

The Chairman opened the Council Meeting at 5.00 p.m.

61. **Apologies**

Apologies for her inability to attend the Meeting was received from Councillor Rogers. Councillor Monkhouse attended the meeting remotely.

62. **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 of interest were made.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Foster, seconded by Councillor Moreton and
AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 4 for reasons of legal and commercial confidentiality.

63. **Property Related Legal Matters**

(a) **Beach Ice Cream Kiosks summer 2023 – To receive update and determine next steps**

Further to Minute No. 60 (a) of the Extraordinary Council Meeting held on 5th July 2023, Members carefully weighed up the options in respect of the future operation of the Beach Ice Cream Kiosks, which were set out in a briefing note that had been prepared by the Town Clerk. It was noted that the conditions set down in Minute No. 55 (a) of the Council Meeting held on 26th June 2023 had still not been complied with.

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

That the Notice to Quit, issued on 29th June 2023, be enforced.

Consideration was next given to a draft press release, the content of which was discussed in detail. The timing of the press release was also discussed. It was proposed by Councillor Bishop, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:

That the following press release should be issued on Tuesday 18th July.

Swanage Town Council can confirm that the two ice cream kiosks on Swanage main beach have now ceased trading. The northern kiosk has not operated since 2021 and it has now become necessary for the kiosk near the Mowlem to close. The kiosks belong to the occupier and they will be removed from the beach in due course.

The occupation of the kiosks has been the subject of a County Court case over the last two years, which has now been resolved, but out of respect for the long-standing occupier of the kiosks the Council will not be commenting further on the circumstances of the case at the current time. Every effort has been made to explore whether the kiosks could continue to operate until September 2023, but unfortunately it has proved impossible to reach agreement.

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

Attention was drawn to the importance of the Council responding to consultation currently being undertaken by train operating companies about the closure of station ticket offices. It was agreed that this should be included as an item on the agenda for the Council Meeting to be held on Monday 24th July 2023.

The Meeting closed at 5.45 p.m.

Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 3rd JULY 2023** at **6.30 p.m.**

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor C Finch

Swanage Town Council

Councillor N Rogers

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Dr M Ayres

Town Clerk

Miss N Clark

Planning and Community Engagement Manager

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

Public Participation Time

The following matter was raised:-

- **Planning application No. P/HOU/2022/06153 10 Court Road, Swanage** – concerns regarding the size and scale of the proposed dormer and two-storey extension, and the potential adverse impact that this could have on the character and appearance of the terrace of six cottages in Court Road. Further concerns included increased overlooking, loss of privacy, adverse impact on neighbour amenity, and potential loss of light. Attention was drawn to the fact that there was no information in the submitted plans regarding method of construction, the properties being over 100 years old with solid walls, and there being only a narrow, unmade, shared footpath around the cottages, or to the differing/stepped garden levels.

1) **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Foster and Moreton.

2) **Declarations of Interest**

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

There were no declarations to record on this occasion.

Planning

3) **Plans for consideration**

Delegated Applications

Further to Standing Order No. 12) a) viii, it was proposed by the Chair and AGREED:-
That Item 5. on the Planning List be brought forward
to Item 1.

Miss N Clark, Planning and Community Engagement Manager, left the room during consideration of the following item.

P/HOU/2022/06153

10 Court Road, Swanage, BH19 1JE

Two storey rear extension, dormer window, and internal alterations.

OBSERVATION: Recommend refusal, the Town Council has concerns with the proposal as follows:-

There are no rear extensions on the terrace on the same scale as the proposed two-storey extension, which would reduce the natural light in the rear of the adjoining dwelling.

The proposed dormer window would be a dominating feature in the terrace roofs; although there are Velux windows in roofs along the rear of the terrace there are no dormer windows. The pre-patinated zinc and vertical larch boarding of the proposed dormer window would be incongruous in the context of the original unspoiled Edwardian roof tiles of the rest of the terrace. Construction of a dormer window on this scale would cause overlooking to the rear of, particularly, the adjoining dwellings at number 12 and number 8, and potentially to properties in Princess Road as well.

Attention is drawn to the comments made in the pre-application advice issued by Dorset Council, that ‘the dormer would visually dominate and overwhelm the roof space, appearing out of keeping with the existing house. It would not be viewed as a harmonious addition to the existing building and will be harmful to the character and appearance of the area’.

The negative impact of this scale of development on the character of the area is significant given its proximity to the original Court Farm House at 6 Court Road.

The Planning and Consultation Committee also wish to record its concern about the block plan submitted as part of the application.

This gives a false impression; the single-storey buildings at the back of both dwellings (10-12 Court Road) are the same length and were quite likely originally a washhouse or other outbuilding.

Miss N Clark re-entered the room and the Town Clerk left the meeting.

P/FUL/2023/03385

45 High Street, Swanage, BH19 2LT

Change of use from C3 (residential) and C1 (backpackers hostel), to C3 (residential) only.

OBSERVATION: No objection.

P/FUL/2023/03413

23 De Moulham Road, Swanage, BH19 1NS

Demolition of dwelling and erection of four dwellings.

OBSERVATION: No objection to redevelopment of the site, subject to consideration being given to the Committee’s recommendations as set out below. Committee Members commented on the improved design of the proposed dwellings, which would be more in keeping with the surrounding area/properties, however, disappointment was expressed regarding the lack of use of traditional/local materials, or sustainable building design principles.

- The Town Council would wish to see greater use of local materials, where using brick this should be Swanage brick, and increased use of Purbeck Stone, e.g. Purbeck Stone sills and quoins – attention is drawn to the Purbeck Local Plan Policy 8.15 Design, in particular point 8.15.1, and the 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 Council is in support of sustainable building design principles to minimise environmental impact, and would wish to see the inclusion of sustainable building principles in the redevelopment proposals, e.g. solar panels, air source heat pumps, electric vehicle charging points, and recommends that this should form part/be a condition of any approved scheme.
- Concerns are also raised regarding potential loss of enclosure, and continued loss of character in the town through redevelopment, namely the existing Purbeck Stone boundary wall. The Council would wish to see as much of the wall retained as part of any approved scheme.

P/HOU/2023/02456

37 Newton Manor Close, Swanage, BH19 1JS

Ground floor rear infill extension, roof conversion with rear facing dormer, and insert first floor window within north east (side) elevation.

OBSERVATION: Recommend refusal, the Town Council has concerns with the proposal as follows:-

Overdevelopment, overbearing structure, overlooking and loss of privacy

- The proposed window in the north east (side) elevation has the potential to overlook the gardens opposite.
- The property is a single-storey bungalow, one of a small close of six built at the same time around a communal garden. This small enclave gives the impression of being designed with retired people in mind.
- None of the bungalows or other properties on this estate have had dormer windows added. Number 37 is adjacent to the road and is on rising ground, a site visit would be required to appreciate the gradient of this. Construction of a dormer window in the rear roof would have a dominating effect on neighbouring properties.
- The photographs supplied in the application documents give a good indication of the dilapidated lean-to structure on the side of the bungalow. The bungalow appears uninhabited and the garden is very overgrown, in contrast to the other neatly-kept bungalows and the rest of the well-kept estate.
- **Loss of enclosure/historic Purbeck Stone wall/adverse impact on street scene/character of area, and sensitive, historic site**
The site is in close proximity to a listed building, Newton Manor, and the wall formed part of the original Newton Manor Estate. Concerns are raised regarding the potential loss of enclosure, and adverse impact the proposal could have on the street scene/character of the area. It is recommended that the restoration of the demolished stone wall be included in any permission granted. Alternatively, reconstruction should be pursued as part of the original grant of permission when the bungalows were built. Attention is drawn to the planning application approved by Purbeck District Council in 1983, No. 6/1983/0247. Condition 4 states: ‘The existing stone wall shown on the submitted plan shall be retained and made good where necessary to the satisfaction of the Local Planning Authority.’ Reason: ‘To safeguard the character and setting of the development’.

P/FUL/2023/03503

Ullwell Farm Caravan Park, Ullwell Road, Swanage, BH19 3DG

Install raised decking beside a static caravan.

OBSERVATION: No objection. However, attention is drawn to previous concerns raised by the Committee in relation to potential fire risks, and associated hazards, that a sizeable number of UPVC and wooden structures in close proximity to one another could have in a caravan park. A recommendation is made that consideration should be given to non-combustible construction materials.

P/RES/2023/03476

Purbeck Heights, Priests Way, Swanage, BH19 2RS

Reserved matters application following outline permission 6/2020/0240 for up to 8 dwellings to consider scale, layout, appearance, and landscaping (7 dwellings proposed).

OBSERVATION: No objection to redevelopment of the site, subject to consideration being given to the Committee's concerns and recommendations as set out below.

Design - Committee Members expressed disappointment at the similar/uniform design of the proposed dwellings which was felt to be uninspiring. Attention was drawn to the Purbeck Local Plan Policy 8.15 Design – in particular 8.15.1 'The Council has a vital role to play in promoting and securing the highest standards of architectural, landscape and townscape design, and in generally ensuring that development and other works reinforce local distinctiveness. Development must generally integrate into the existing context, paying equal regard to environmental quality and residential amenity. Further detail is set out in District design guidance that includes townscape character assessments for Swanage'.

Sustainable building principles – the Town Council wishes it to be noted that it is in support of sustainable building design principles to minimise environmental impact, and would wish to see the inclusion of sustainable building principles in the redevelopment proposals, e.g. solar panels, air source heat pumps, and recommends that this should form part/be a condition of any approved scheme.

Potential loss of historic Purbeck Stone wall - concerns are raised regarding the continued loss of character in the town through redevelopment, namely the existing historic Purbeck Stone boundary wall. The Council would wish to see the wall retained in any approved scheme.

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

a) Process for tree work applications - update received from Tree Officer

Further to Minute No. 4) of the Planning and Consultation Committee Meeting held on 2nd May 2023 it was reported that a response had been received from Dorset Council's Tree Officer regarding the concerns raised by Committee Members, and provided details of the current process in relation to tree works, a copy of which had been circulated with the agenda for information purposes.

The Tree Officer confirmed that there was a 21-day consultation period for all tree works applications, however, town and parish councils were not consulted on all applications, only the ones that included the felling of trees as these application were likely to generate the most local concern. A manual search of the planning portal was therefore recommended prior to each Committee Meeting. If there were any tree works being undertaken that the Council, or any members of the public, had concerns about, then a request was made for photographs/details to be submitted to Dorset Council for investigation accordingly.

Members were pleased to note that a new planning application notification system was being developed which would mean that town and parish councils would be able to set up their own notifications for new planning/tree works applications, although this was still in very early stages of development.

Consultation

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

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

Further to Minute No. 5 b) of the Planning and Consultation Committee Meeting held on 2nd May 2023, it was reported that DC's public consultation on a new Dog Related PSPO had now been launched. This PSPO identified where, when, and how dogs could use green spaces and beaches. The Order was restrictive in nature and DC was therefore seeking the views of stakeholders, residents, visitors and businesses, as it was important to make sure that any restrictions were proportionate and consistent across the Dorset Council area. The current PSPO had been in place since January 2021 and was due to expire at the end of 2023.

During the ensuing discussion it was noted that the closing date for responses was 25th August 2023 and, in view of the importance of the consultation, Members were in agreement that further time would be required to review the proposals in greater detail. It was therefore agreed that consideration of the Town Council's response to the consultation would be deferred to the next meeting of the Committee being held on 7th August 2023.

Licensing

6) To note receipt of the following premises licence application, and to determine the Council's response, if any:

a) Easy Life Promotion Limited - Jurassic Dance Festival, Wilkswood Farm, Valley Road, Swanage, BH19 3DX – application for a premises licence to be granted under section 17 of the Licensing Act 2003

It was noted that this was a family-friendly dance music festival, and that a comprehensive application form had been submitted to Dorset Council.

Consideration was given to the application under the four licensing objectives.

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

OBSERVATION: No objection under the four licensing objectives.

7) Items of Information and Matters for Forthcoming Agendas

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

8) Date of next meeting

The date of the next meeting had been scheduled for Monday 7th August 2023.

The meeting closed at 7.55 p.m.

Minutes of a Meeting of the **TOURISM AND LOCAL ECONOMY COMMITTEE** held at All Saints Church Hall, Ulwell Road, Swanage on **WEDNESDAY 5th JULY 2023** at **2.15 p.m.**

Chairman: -

Councillor C Tomes

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor C Finch

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Outside Representatives: -

Ms L Bish

Grand Hotel (Swanage Chamber of Trade)

Mr P Sykes

Swanage Railway

Also Present: -

Dr M Ayres

Town Clerk

Mrs E Evans

Democratic Services Officer

Mr C Milmer

Visitor Services and Business Development Manager

Mrs J Moulder

Business Development Support Officer

Public Participation Time

There was one member of the local press present at the meeting.

1) Apologies

Apologies for their inability to attend the Meeting were received from Councillor Foster, Mr P Angel (Mowlem Theatre Trustees), Mr K Egan (Rivendell Guest House, Chamber of Trade), Ms H Lagden (Visit Dorset), Mr R. Marsh (Swanage Fisherman's Association), Mr M Norris (Swanage Museum) and Ms D Paige (Mowlem Theatre Trustees).

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.

Agenda Item No. 10 - Councillor Bonfield declared a pecuniary interest under the Code of Conduct by reason of being a beach hut user.

3) Matters arising from the Minutes of the Meeting of the Tourism & Local Economy Committee held on 22nd March 2023

There were no matters raised.

4) Matters arising from the Meeting of the Coastal Change and Beach Management Advisory Committee held on 21st June 2023

An update was provided by the chairman of the Coastal Change and Beach Management Advisory Committee which included:

- Councillor Bonfield was re-elected as chairman.
- The Terms of Reference were reviewed and it was agreed that key items from the Coastal Change Forum would be incorporated into the business of the CCBMAC. Members were asked to consider the revised Terms of Reference in preparation for the

next meeting of CCBMAC in September.

- It was reported that informative presentations had been provided by Alan Frampton, BCP Council regarding the Shoreline Management Plan and from Dorset Council's Flood and Coastal Erosion Risk Management Team regarding three major projects: coastal flood defences, beach recharge options and Swanage and Durlston Cliff Management Strategy.

5) **Tourism Marketing**

a) **Visit Swanage website – Update**

Further to Minute No. 12 of the meeting of the Tourism & Local Economy Committee held on 22nd March 2023, the Visitor Services and Business Development Manager (VSBDM) reported that, in conjunction with Visit Dorset, the building of the new Visit Swanage website was progressing well. A photographer had been employed to supply images, including drone photography. A press release had been prepared, which detailed the benefits to the Visit Swanage site, and would be circulated following the meeting of the Tourism and Local Economy Committee. It was noted that the launch of a dedicated tourism website had been an aspiration of the Town Council for some time and it was anticipated that the site would be functional by January 2024. It was noted that business engagement was underway and further network events would be held in the upcoming months to encourage businesses to advertise on the Visit Swanage site.

b) **Christmas 2023 – Update on marketing plan for festive period**

Members noted the contents of a briefing paper prepared by the VSBDM, which detailed the events organised to date for Christmas 2023. It was reported that the Chamber of Trade anticipated holding a stall at the forthcoming Rotary Fete in order to raise additional funds for the 'Switch on the Lights' event.

6) **Impact of criminal activity on retail outlets and the local economy - Update**

Further to Minute No. 7 of the Tourism and Local Economy Committee meeting held on 22nd March 2023, an update had been provided, via email, to the Town Clerk which summarised reported crimes over the previous months. It was noted that between 1st January and 31st March, nine shoplifting crimes had been reported in total compared to 21 shoplifting crimes between 1st April and 30th June 2023. It was acknowledged that the rise in figures was primarily due to an increase in the reporting of shoplifting, not an increase in crime. It was noted that a local PCSO had met with the Chamber of Trade on 21st March 2023 and encouraged all crimes to be reported to better reflect the situation and therefore increase police resources to the area. It was noted that an experienced Police Constable had recently been allocated to Swanage and it was anticipated that this would have a positive effect on the reduction of crime in the town.

It was reported that a public meeting, arranged by residents, regarding crime and policing in the town had been held on 12th June 2023 at the Methodist Church and had been well attended. It was noted that the Police and Crime Commissioner (PCC) had been in attendance and had offered advice regarding potential grant funding available for additional CCTV cameras and training for volunteers.

It was suggested that, as the newly elected Police Liaison representatives, the Mayor and Deputy Mayor would initiate a meeting with the PC to establish a good working relationship between Members and the Police.

7) **Swanage Seafront Masterplan – Update**

Further to Minute No. 8 of the meeting of the Tourism and Local Economy Committee held on 22nd March 2023, the VSBDM stated that public engagement for the Seafront Masterplan draft document was currently being undertaken until 10th July. Members were encouraged to provide feedback and it was anticipated that, dependant on public response, the plan would be approved at the Council meeting on 24th July.

8) Accessibility Working Party – Update

Further to Minute No. 9 of the meeting of the Tourism & Local Economy Committee held on 22nd March 2023, it was reported that the Accessibility Working Party were in the process of recruiting members to form an independent Disability Reference Group, to advise on accessibility issues. It was noted that a budget had been allocated for the production of an accessible map of the town and it was anticipated this would be completed by Spring 2024. A first meeting to recruit members to the Disability Reference Group would be held on 10th July 2023 and a further update would be provided to a future meeting of the Tourism and Local Economy Committee.

9) Potential commercial opportunities on Town Council land – To consider process for inviting expressions of interest for 2024

Further to Minute No. 10 of the meeting of the Tourism & Local Economy Committee held on 22nd March 2023, consideration was given to a briefing note prepared by the VSBDM which outlined the proposed procedure and timescale for inviting expressions of interest for the use of Town Council land for commercial opportunities. At a meeting of the Property Panel held on 9th June 2023, a range of different options had been explored and it was proposed that the Town Council should consider the following areas, as potential locations for commercial activities:

- Main Beach Car Park and King George’s Field
- The beach and hardstanding on Shore Road
- Broad Road Car Park and the Boat Park
- North Beach Car Park and Journey’s End.

It was noted that the Property Panel would review expressions of interest received and the recommendations would be reported through the committee process. The applications would be evaluated by means of a scoring matrix, including:

- impact on the local economy;
- revenue implications to the Town Council;
- environmental credentials; and
- amount of work required by the Town Council to achieve the stated outcome (staff capacity and/or physical improvements to sites).

The following timescale in which to review business proposals was suggested.

Action	Date
Proposal approved by Tourism & Local Economy Committee	5 th July 2023
Concession pack developed and published requesting ‘Expressions of Interest’ (EOI) for locations outlined below. This will include maps, available facilities, restraints and information useful to potential operators	Early September
Concession EOI closes	End October
Reviewed by Property Panel	Early November
Property Panel recommendations to Tourism and Local Economy Committee regarding which opportunities to take forward for further development	15 th November
Recommendations to Full Council	11 th December
Work up details with potential concessionaires	December / January
Licences approved by Full Council	29 th January 2024

Members were encouraged to give thought to the timescales and any potential refinements to the process, prior to the Council Meeting on 24th July. It was proposed by Councillor Bonfield, seconded by the Chairman and RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That the process and timetable, as set out above, for inviting expressions of interest for potential commercial opportunities on Town Council land be adopted and that the locations identified are reviewed by the Town Council for potential inclusion within a ‘Concessions Pack’.

Further to his declaration under Minute No. 2 Councillor Bonfield left the room during consideration of the following item.

10) Beach Huts – To consider fees for 2024/25 and revised Terms and Conditions

Consideration was given to a briefing paper prepared by the VSBDM, which outlined beach hut demand and usage, proposed beach hut charges for 2024-25 and amended terms and conditions. It was noted that Beach Hut prices had last been increased for the 2022-23 season and prices had remained at the same level for two years. It was acknowledged that during the past two years the Council had experienced a high level of inflationary cost increases.

Consideration was given to a schedule of potential changes to the fees for the 2024-25 season outlined in Appendix 2 of the briefing note. A discussion ensued, during which some concern was expressed about the impact of increasing some of the prices in excess of 20%. Therefore, it was proposed by Councillor Bonfield, seconded by the Chairman and RESOLVED UNANIMOUSLY:

That the VSBDM be requested to review the Beach hut fees for 2024-25 and present a revised proposal to the Council meeting on 24th July 2023.

Further consideration was given to Appendix 3 of the briefing paper which outlined alterations to the Beach Hut Terms and Conditions. Members noted some minor amendments that were required which included the removal of paragraph number 5 under the heading ‘Booking Fees and Regulations’. Therefore, it was proposed by Councillor Bonfield, seconded by Councillor Finch and RESOLVED UNANIMOUSLY:

That the VSBDM be requested to review the Beach Hut Terms and Conditions and present a revised document to the Council meeting on 24th July 2023.

11) Winter Market fees - To consider the revised fees for 2023/24

Consideration was given to a briefing paper, prepared by the VSBDM, which noted that the winter market figures had been reviewed and an error had been discovered in the Swanage Friday Market winter prices. The error had related to an incorrect calculation of weeks.

The revised figures, indicated in red, related to the last period charge with all other calculations remaining the same.

Winter Market Fees - 2023-4						
From Friday 3rd November 2023 to Friday 29th March 2024 (21 weeks)						
* Small - <3m (without market style gazebo, small garden gazebo is permitted)						
25% reduction for new traders for one week only						
25% reduction on all fees for a BH19 business address						
Charity and community groups at no cost						
Electric charged at £6 pr day						
Charge - Base Rate						
	Weeks	Small	Standard	Large	Extra Large	Mega
		<3m*	<4m	<7m	TBA	TBA
03-Nov-23	1	16.00	20.00	23.00	27.00	58.00
10-Nov-23	2	16.00	20.00	23.00	27.00	58.00
17-Nov-23	3	16.00	20.00	23.00	27.00	58.00
24-Nov-23	4	16.00	20.00	23.00	27.00	58.00
01-Dec-23	5	16.00	20.00	23.00	27.00	58.00
08-Dec-23	6	16.00	20.00	23.00	27.00	58.00
15-Dec-23	7	16.00	20.00	23.00	27.00	58.00
22-Dec-23	8	16.00	20.00	23.00	27.00	58.00
Period Charge	8	96.00	120.00	138.00	162.00	348.00
05-Jan-24	1	15.00	18.00	20.00	25.00	50.00
12-Jan-24	2	15.00	18.00	20.00	25.00	50.00
19-Jan-24	3	15.00	18.00	20.00	25.00	50.00
26-Jan-24	4	15.00	18.00	20.00	25.00	50.00
02-Feb-24	5	15.00	18.00	20.00	25.00	50.00
09-Feb-24	6	15.00	18.00	20.00	25.00	50.00
16-Feb-24	7	15.00	18.00	20.00	25.00	50.00
Period Charge	7	75.00	90.00	100.00	125.00	250.00
23-Feb-24	1	15.00	18.00	20.00	25.00	50.00
01-Mar-24	2	15.00	18.00	20.00	25.00	50.00
08-Mar-24	3	15.00	18.00	20.00	25.00	50.00
15-Mar-24	4	15.00	18.00	20.00	25.00	50.00
22-Mar-24	5	15.00	18.00	20.00	25.00	50.00
29-Mar-24	6	15.00	18.00	20.00	25.00	50.00
Period Charge	6	60.00	72.00	80.00	100.00	200.00
<i>Periods in total</i>		231.00	282.00	318.00	387.00	798.00
<i>Whole Season</i>	21	323.00	394.00	444.00	541.00	1,114.00
<i>% Discount</i>		40.00%	40.00%	40.00%	40.00%	40.00%
Whole Season	21	193.80	236.40	266.40	324.60	668.40
<i>2022-23 Fee</i>	21	168.00	231.00	252.00		577.50
% Change		13.31%	2.28%	5.41%		13.60%
<i>Artisans at the Market</i>		12.50	(Artisans must be pre-approved and are permitted to be >3m and include a market style gazebo)			

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

TO RECOMMEND:

That the Council adopts the revised Winter Market fees.

12) RNLI Face to Face Fundraising Team – To consider granting permission for the RNLI fundraising team to operate from the hardstanding year round

Members considered the contents of a briefing paper, prepared by the VSBDM, which set out a request from the RNLI Face to Face Fundraising Team to operate from the hardstanding year-round.

Although Members were supportive of the RNLI Team it was acknowledged that a precedent may be set which could be unfair to other organisations who would also benefit from use of the hardstanding year-round.

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

That the application process for use of the hardstanding remain unchanged.

13) Tourism Reports

a) Visitor Services & Business Development Manager

The VSBDM provided an update which included:

- That weekends had been increasingly busy.
- Three seasonal vacancies were currently being advertised.
- The extended decking at Beach Gardens had increased the footfall and income at Tea on the Green.

b) Visit Dorset

The VSBDM reported that although the funding relationship with Visit Dorset had altered recently, they would remain a key representative on the Tourism and Local Economy Committee.

14) Items of information and matters for forthcoming agendas including updates from outside representatives

- **Chamber of Trade** – It was reported that the Chamber of Trade had formed a small working party to review signage in the town from the perspective of a visitor to the town. The group had visited other local towns which included Bournemouth and Weymouth as comparisons. The group would share their findings at the next meeting of the Chamber of Trade and provide an update to a future meeting of the Tourism and Local Economy Committee. It was noted that the Marketing Working Party would be interested in the findings and that it was helpful to work together to achieve positive outcomes.

It was stated that part of the Seafront Masterplan focussed on ‘gateways’ to the town and it was suggested that a Dorset Council Highways officer be invited to a future meeting of the committee.

- **Swanage Railway** – Further to a report, circulated prior to the meeting, it was reported that a steam hauled train from London Victoria would operate on 13th September and a diesel hauled train from Leeds on 26th September. It was noted that various Christmas events were in the process of organisation. The diesel gala dates for 2024 had been confirmed as 10th – 12th May and the Roads to Rail Steam Rally 21st to 23rd June.

15) Date of next meeting

It was noted that the next meeting would be held on Wednesday 15th November 2023 at 2.15 p.m. at The Grand Hotel, Burlington Road, Swanage.

The Chairman thanked everyone present for their attendance.

The meeting closed at 3.50 p.m.

Minutes of the Meeting of the **ENVIRONMENT & GREEN SPACES COMMITTEE** held at the Town Hall, High Street, Swanage on **WEDNESDAY, 12th JULY 2023** at **2.15 p.m.**

Chair: -

Councillor C Moreton

Swanage Town Council

Present: -

Councillor B Trite

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Outside Representatives: -

Mr A Evans

National Trust

Mr D Pratten

Beach Buddies and Planet Purbeck

Mr F Roberts

Swanage Landers

Mrs S Spurling

Sustainable Swanage

Also in attendance: -

Dr M Ayres

Town Clerk

Mr C Milmer

Visitor Services and Business

Development Manager (VSBDM)

Ms G Percival

Assets & Compliance Manager

Mr M Snowdon

Assets & Compliance Support Officer

There were two members of the public at the meeting.

Public Participation Time

The following matters were raised during Public Participation Time:

A question was raised with regards to the position of Swanage Town Council in respect of Electric Vehicle (EV) charging points on the highway. It was explained that whilst there was an item on the agenda relating to EV Charging, this was focused on Swanage Town Council Car Parks. Any activity which relates to roads or pavements falls under the jurisdiction of Dorset Council and guidance should be sought from them on this matter.

A short presentation was made by a local business owner regarding a new venture relating to items that can be generated using seaweed. It was reported that the business, Ocean Origin Ltd, had begun the process of obtaining a permit to farm seaweed from a site in Purbeck, but that the licensing process is complex and may take up to one year before this is in place. A request was therefore made for permission to obtain small amounts of seaweed from Swanage beach, thereby enabling early-stage testing to be completed. In response, it was noted that the Town Council does not object to the collection of small amounts of seaweed from the Main Beach for personal use.

1) Apologies

Apologies for their inability to attend the meeting were received from Councillors Foster and Harris, Tracey Churcher (National Trust) and Brian Bleese (Dorset Wildlife Trust). Councillor Monkhouse attended the meeting remotely.

2) **Declarations of Interest**

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

No declarations were made on this occasion.

3) **Matters arising from the Meeting of the Environment Committee held on 1st February 2023**

There were no matters raised on this occasion.

4) **Environment Policy Action Plan Version 9 – Update**

It was reported that the Environment Policy Action Plan had recently been reviewed by the relevant Working Party. It was noted that the plan remains iterative and that key points to be raised regarding progress had been included on the agenda for this meeting. The Chairman recorded thanks to the Working Party for their work on the Action Plan and it was AGREED:-

That the version 9 of the Environment Policy Action Plan, incorporating reports on progress to date, be noted.

5) **Sustainable Swanage Update**

An update was provided on the activities of Sustainable Swanage since the last meeting of the committee, some of which had been supported by funding to the amount of £1,100 received from the organisation Stepping Into Nature. Activities undertaken included:

- Installation of information panels at Peveril Point and the Downs Local Nature (LNR).
- A successful launch event for Peveril Point and the Downs Local Nature Reserve. Since the launch, a Friends Group had been established with approximately 20 active members and an additional 7 butterfly watchers.
- Former St Marks Playing Field "Picnic in the Park" event which proved very popular with the local community.
- A BioBlitz event held at the LNR. There were approximately 40 people involved identifying insects with additional surveys carried out at Northbrook Copse and Prospect Green. As part of the lead-up to this event, several mini BioBlitz events were organised with over 300 children from local schools attending to develop their knowledge and understanding of the nature found within the various school grounds.

The Chairman recorded thanks to Sustainable Swanage and noted it is gaining momentum; each time an update is received, there is more to be reported and lots more people are getting involved.

6) **Swanage Town Council Energy Footprint Report - 2022**

The Visitor Services and Business Development Manager (VSBDM) introduced a report that set out data regarding energy and water use and waste generated by the Town Council over a 12-month period. The report presented the actual figures regarding usage and costs across various metrics including gas, electric, water, fuel usage and waste generation. It was noted that this report would be produced annually. Thanks were offered to the Assets & Compliance Support Officer for compiling such a comprehensive report.

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

To present the Energy Footprint report to the Environment & Green Spaces Committee annually, thereby enabling a comparison of these figures over time.

7) **Electric Vehicle Charging in Town Council Car Parks**

Consideration was given to a detailed briefing note regarding procurement options available for the expansion of EV charging facilities in the Town Council's car parks. The VSBDM reported that the Environment Action Plan Working Party had conducted two further meetings with the task of reviewing these options, including Dorset Council's 'Charging Ahead' project.

It was reported that the recommendation from the Working Party is to work with the Dorset Council appointed supplier of these facilities to install additional Electric Vehicle (EV) charging points in Main Beach Car Park, North Beach Car Park and Mermond Place Car Park. This would provide a total of 14 EV sockets each providing 22kw and would likely replace the existing 6 EV sockets providing 7kw which are now considered relatively obsolete. Additional potential improvements include:

- 50kw fast charger in both Main Beach Car Park and Mermond Place Car Park;
- electric Bike charging facilities.

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

TO RECOMMEND:

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

8) **Energy Efficiency and Decarbonisation Action Plan 2030: Council Buildings**

The VSBDM introduced a briefing note and supporting appendices which set out the next steps required to progress the Energy Efficiency and Decarbonisation Action Plan, which would enable Council buildings to be carbon neutral by 2030. It was noted this would include the installation of LED lighting, Building Management Systems, solar panels and heat pumps. Initial actions are to undertake an investigation into switching to LED lighting and the use of Building Management Systems as these provide the greatest reductions in energy use. If all steps within the plan are taken, more kWh than the Council buildings require will be generated which could be offset against other activities the Council undertakes.

Consideration was also given to whether an application should be submitted in the 2023-24 year for the potential next round of Salix grant funding, should this be available, to assist in covering the shortfall between allocated funds for the project and estimated costs. Given the requirements for substantial match funding, the budget available and the level of professional input required to submit an application it was noted this requires further consideration.

The Assets and Compliance Manager reported that a meeting has been scheduled with a contractor in July 2023 to obtain a cost estimate relating to the provision of LED lighting and that a review and inspection of the Town Hall boilers is planned to ascertain their potential lifespan.

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

TO RECOMMEND:

That the Energy Efficiency and Decarbonisation Action Plan 2030: Council Buildings, be approved and adopted, together with the next steps set out in the briefing note (which will be refined prior to the Council Meeting on 24th July 2023).

9) Waste Management update

The Assets & Compliance Manager reported that she is in regular contact with Dorset Waste Services and to date the summer service had performed well. It was also noted additional bin capacity on the seafront would be provided for Carnival Week. Despite challenges due to limited staff resources, it was reported that the team is sufficiently prepared for the oncoming summer season.

An update was provided regarding the work of Swanage Beach Buddies. It was reported that across the first 6 months of the year, 35 Beach cleans had been carried out (compared to 36 in 2022 over the same time period). The average number of hours volunteered is almost identical when comparing 2022 to 2023. It was encouraging that over this period in 2022 735kg of waste had been recovered whilst in 2023 the figure had dropped to 473kg of waste, indicating a significant 36% reduction. It was noted this may be attributable to a combination of improved efficiency in Swanage Town Council and Dorset Waste Services waste and litter strategy and a change in attitudes from residents and visitors to the town.

The representative from Swanage Landers reported there had been no formal litter picks within the town in 2023 although activity is still happening due to residents feeling more empowered to litter pick their street and local area within the town. It was also reported that the Swanage Landers had undertaken significant litter removal from verges on the A351. It was noted that, in conjunction with the Assets and Compliance Manager, two mechanical road sweeps had been undertaken so far this year, and that another had been booked to take place before the end of July. These sweeps had resulted in the removal of approximately 8 tonnes of waste which would otherwise have flowed into the drains.

During the discussion that followed, it was acknowledged that the number of events in the town each year is increasing. Thanks were offered for the continued work that the Seafront Operations teams undertake, alongside Beach Buddies and Swanage Landers.

10) Items of information and matters for forthcoming agendas

a) St Marks Playing Field – 1st May 2023 event and next steps.

The Assets and Compliance Manager reported that a review of feedback from this event will be discussed at the next scheduled Environment and Green Spaces Committee meeting. In the interim, it was observed that the space is being used a lot more now than before the 1st May event and that lots of positive feedback had been received.

b) Councillor and Staff Training

This will be arranged in accordance with the Environment Policy Action Plan.

c) Review of the Green Infrastructure Strategy (GIS) and progress to date

A need to work on this in conjunction with the Neighbourhood Plan Environment Task Team was noted.

11) Date of next meeting

It was noted that the next meeting had been scheduled for 2.15 p.m. on Wednesday 11th October 2023.

The Meeting closed at 3.05 p.m.

Minutes of an Extraordinary Meeting of the **FINANCE AND GOVERNANCE COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 17th JULY 2023** at 9.30 a.m.

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

Councillor J Bishop
Councillor M Bonfield
Councillor A Harris
Councillor C Moreton

Also in attendance: -

Dr M Ayres Town Clerk

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

1. **APOLOGIES**

Apologies for their inability to attend the meeting were received from Councillors Tomes, Trite and Whitwam.

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. **APPOINTMENT OF THE CAPITAL PROJECTS SUB-COMMITTEE**

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

That Councillors Bonfield, Bishop, Foster, Harris
and Tomes be elected to form the Capital Projects
Sub-Committee for 2023/24.

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

No items of information or matters for forthcoming agendas were raised on this occasion.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Moreton and
AGREED:-

That, under Standing Order No. 1 c), in the public
interest, the press and public be excluded from the
Meeting in view of the confidential nature of the
business to be transacted under agenda item 5 (in
relation to legal advice received).

5. **REVIEW OF CHARITABLE TRUST GOVERNANCE – CONSIDERATION OF LEGAL ADVICE**

Consideration was given to a briefing note prepared by the Town Clerk which summarised legal advice which had been obtained further to Minute No. 12 of the Finance & Governance Committee Meeting held on 9th November 2022.

Particular attention was drawn to the need to ensure that complexities relating to the legal status of Sandpit Field and Weather Station Field are resolved prior to the commencement of the proposed seafront ground stabilisation works. It was noted that it is currently understood that although these properties are owned by the Town Council, they are both the subject of charitable trusts (the De Moulham Trust and Gift of Public Pleasure Grounds respectively).

Consideration was given to the legal advice received, which included a recommendation that the Town Council should take steps to ensure that it could manage the land in future solely in its corporate capacity as a local government body. It was proposed by Councillor Bonfield, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

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

It was noted that if this recommendation were to be approved by the Town Council the next step would be for each of the charitable trusts to consider this proposal to ensure that such action would be in accordance with their legal obligations. Subsequent to that, the matter would be brought back before the Town Council for final determination.

Further to discussion at the committee meeting on 9th November 2022, it was noted that officers had had a further discussion with Lloyds Bank regarding their wish to stand down as Trustee of the James Day Will Trust, which owns the residual freehold of the Swanage Cricket Club ground and administers a small investment portfolio for the benefit of Day's Park. Although the Cricket Club holds a 999-year lease, given the proximity of the cricket ground to the Council's property at Day's Park and Journey's End, it was proposed by Councillor Bonfield, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

That the Town Council should inform Lloyds Bank that it is willing to take over the role of corporate trustee of the James Day Will Trust.

Discussion then turned to legal advice that consideration should be given to the amalgamation of the James Day Will Trust, the Gift of Public Pleasure Grounds Charity and the De Moulham Trust. It was noted that this step would most likely require engagement with the Charity Commission, but if achieved it would simplify the Council's role as Corporate Trustee of these bodies. It was proposed by Councillor Moreton, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

That the potential amalgamation of the De Moulham Trust, Public Pleasure Grounds Charity and James

Day Will Trust should be further explored, and that legal advice should be sought accordingly.

Finally, in respect of the King George V Playing Field Trust, it was noted that a management agreement had been drafted further to Minute No. 12 of the Finance & Governance Committee held on 9th November 2022 and will be presented to a forthcoming Council Meeting.

Thanks were offered to the Town Clerk for providing a comprehensive report on these complex matters.

6. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as 26th July 2023.

The meeting concluded at 10.05 a.m.

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balances as at 30th June 2023

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 31/05/2023	£862,455.08 Cr	
Income during June	£172,780.32 Cr	
Movement of Cash-Investment	£500,049.92 Cr	
Add - Outstanding receipts- May	£4,201.55 Cr	
Less - Outstanding receipts - June	<u>£2,329.10 Dr</u>	£1,537,157.77 Cr
Less payments made:		
As per Reconciliation dated 31/05/2023	£528,248.39 Dr	
Schedule 3 payments dated 30/06/2023	£249,405.24 Dr	
Movement of Cash-Investment	<u>£600,000.00 Dr</u>	£1,377,653.63 Dr
		<u><u>£237,104.06 Cr</u></u>
Balance at Bank		
Current Account		£66,347.07 Cr
Deposit Account		£170,756.99 Cr
		<u><u>£237,104.06 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
UK Government- Gilts		£493,475.35
DMADF-Deposit		£600,000.00
		<u><u>£1,843,475.35</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 June 2023

Prepared by Alison Spencer

Dated: 6th July 2023

Certified by Martin Ayres

Dated: 6th July 2023

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 24th July 2023

Schedule 3:

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

**EIGHT HUNDRED AND FOURTY NINE THOUSAND, FOUR HUNDRED AND FIVE
POUNDS AND TWENTY FOUR PENCE**

.....(£849,405.24).....

Swanage Town Council Schedule of Payments - Month 3

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/06/2023	AIB Merchant Services		31/05/2023	Merchant service charge May		194.24
12/06/2023	Barclaycard Merchant Services	001884330523	31/05/2023	Monthly- charge		62.60
08/06/2023	British Telecom	Q117JO	24/05/2023	Q1- Emergency phone	290.95	
07/06/2023		Q137UQ	24/05/2023	Q1- BT BG	206.31	
07/06/2023		Q143IE	24/05/2023	Q1- BT TH	177.40	674.66
01/06/2023	Dorset Council: Revenues & Benefits	840014144	01/04/2023	23/24 NNDR		17,810.00
14/06/2023	First Data	520334510615636	31/05/2023	May 23- card charge		175.56
15/06/2023	Green Energy (UK) Ltd	52543392	06/06/2023	Gas- TH May	237.04	
15/06/2023		52543390	06/06/2023	Gas- TIC May	157.22	
15/06/2023		52543346	06/06/2023	Gas- Depot May	153.98	
15/06/2023		52543394	06/06/2023	Gas- TH Office May	482.99	1,031.23
07/06/2023	Kent County Council	E8773727	17/05/2023	Electricity	595.14	
07/06/2023		E8773757	17/05/2023	Electricity	1,591.10	
07/06/2023		E8773692	17/05/2023	Electricity	1,693.43	
07/06/2023		E8773672	17/05/2023	Electricity	178.82	
07/06/2023		E8773721	17/05/2023	Electricity	90.79	
07/06/2023		E8769053	17/05/2023	Electricity	34.39	
07/06/2023		UMS8774679	17/05/2023	Electricity	58.23	
07/06/2023		UMS8774627	17/05/2023	Electricity	81.87	
07/06/2023		UMS8837958	16/05/2023	Electricity	(68.78)	4,254.99
12/06/2023		Lloyds Bank PLC	399936719	11/05/2023	Bank charge	303.30
26/06/2023	400593766		07/06/2023	Bank charge	76.70	380.00
12/06/2023	Paytek Admin Services Ltd (First)	MI/3877112/03	01/06/2023	June- charge	128.35	
12/06/2023		MI/3880356/03	01/06/2023	June- charge	72.00	200.35
28/06/2023	Pitney Bowes Finance Ltd	BL06470569	23/06/2023	Q2 Rental		87.62
16/06/2023	Sage (UK) Ltd	INV16967918	01/06/2023	Month 3- charge		513.30
Total of Direct Debit & Standing Orders						25,384.55

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/06/2023	Meta Platforms Ireland Limited	84G86Q7MRE2	05/05/2023	Facebook adverts	10.50	
15/06/2023		LYZNLQBME2	05/05/2023	Facebook adverts	5.50	
15/06/2023		VAPFZNPME2	06/05/2023	Facebook adverts	14.59	
15/06/2023		QTAXMPKME2	06/05/2023	Facebook adverts	16.43	
15/06/2023		U9RDLPFME2	07/05/2023	Facebook adverts	3.28	
15/06/2023		QNUGBP3ME2	07/05/2023	Facebook adverts	2.18	52.48
15/06/2023	Charge Card Transactions	DVLA-HJ18 EHX	01/05/2023	Licence-HJ18 EHX	322.50	
15/06/2023		DVLA-HJ18 NVP	01/05/2023	Licence-HJ18 NVP	322.50	
15/06/2023		620480	15/05/2023	Equipment	89.99	
15/06/2023		13763	19/05/2023	Training Course	149.00	883.99
Total of Chargecard payments						936.47

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
26/06/2023	1st Call Training	7398	08/06/2023	Chapter 8 Training		474.00
26/06/2023	A.B.A. Groundcare LLP	138659	16/06/2023	Works		63.59
26/06/2023	Ace Office Environments Ltd.	01080955	28/05/2023	TIC - stationery	122.09	
26/06/2023		01082283	11/06/2023	Stationery-TH	96.42	
26/06/2023		01083465	19/06/2023	Stationery-TH	82.45	300.96
26/06/2023	Aish Electro Mechanical Services	117035	13/06/2023	Pump service		1,776.00
26/06/2023	Alliance Tool Hire Ltd	P234633	31/05/2023	Breaker hire		73.56
26/06/2023	Moor Coffee LTD	MC26228	25/04/2023	Beach Gardens - coffee	551.70	
26/06/2023		MC26389	26/05/2023	Beach Gardens - coffee	312.80	864.50
26/06/2023	Amazon	INV-GB-134286961-11	13/06/2023	TIC - key rings for beach hut keys		32.00
26/06/2023	Andrews Plant Ltd	4426	31/05/2023	Road Sweeper 25th May 2023	934.85	
26/06/2023		4578	21/06/2023	Road Sweep 20th June 2023	621.60	1,556.45
26/06/2023	Apogee Corporation Ltd	1384138	26/04/2023	Depot- toner	37.87	
26/06/2023		1390365	26/05/2023	Depot- toner	34.61	
26/06/2023		1390664	26/05/2023	Monthly rent charge	444.45	
26/06/2023		1390664	26/05/2023	Monthly toner charge	533.27	1,050.20
26/06/2023	AquAid (Southcoast)	438048	31/05/2023	Water-19Ltx 4	45.60	
26/06/2023		438047	31/05/2023	Sanitisation BF/Annual Rental	298.55	
26/06/2023		438047	31/05/2023	Water 19Lt x 3	35.10	379.25
26/06/2023	BIPCOM	INV-8786	01/06/2023	Divert to mobile		6.60
26/06/2023	Blacknoll Construction Ltd	11543	31/05/2023	Escutcheons x 6	183.88	
26/06/2023		11545	31/05/2023	Broad Road Car park Wall	7,131.30	7,315.18
26/06/2023	C. Brewer & Sons	PLE/368505	31/05/2023	Paint for TIC	39.98	
26/06/2023		PLE/368504	31/05/2023	Superdec Dark Blue wood protection 5L	82.98	122.96
26/06/2023	Charlie's Tasty Treats	0019	02/05/2023	TIC - dog treats for retail		70.00
26/06/2023	Croydecycle	3640	12/06/2023	TIC - maps for retail		225.00
26/06/2023	Dorset County Pension Fund	Payroll Month 3	20/06/2023	Pensions-Month3	19,787.15	
26/06/2023		Payroll Month 3	20/06/2023	CAYS Month 3	221.72	20,008.87

26/06/2023	Dorset Council	2800350994	31/05/2023	Tree survey		195.00	
26/06/2023	Dorset Waste Partnership	2800352259	02/06/2023	Recycling Bin- Kiosk May		42.18	
26/06/2023	Eureka	3768492	19/06/2023	TIC - first aid		130.80	
26/06/2023	The Bournemouth-Swanage Motor BA/STC		21/06/2023	Ferry Advertising for Swanage Market		486.00	
26/06/2023	The Festive Lighting Co. Ltd.	20741	01/06/2023	Hire -2023		11,234.33	
26/06/2023	Four County Services Ltd.	63547	24/05/2023	Software licence	2,100.00		
26/06/2023		63663	10/06/2023	Phone	708.12		
26/06/2023		63662	10/06/2023	TIC-IT subsc	479.78		
26/06/2023		63661	10/06/2023	Depot IT/Phone a	352.56		
26/06/2023		63652	12/06/2023	Members	266.22		
26/06/2023		63736	21/06/2023	Domain-Councillors	38.40		3,945.08
26/06/2023	Follow The Shine Ltd	1313a	31/05/2023	Cleaning service		840.00	
26/06/2023	G4S Cash Solutions (UK) Ltd	2023053386	31/05/2023	Cash Processing- May	806.96		
26/06/2023		2023053386	31/05/2023	Cash collection- may	1,195.66		2,002.62
26/06/2023	GH Print Management	INV-7072	01/06/2023	STC Corporate Plan		516.00	
26/06/2023	Greenham Trading Ltd.	04/426809	31/05/2023	Black bags	731.52		
26/06/2023		04/427639	07/06/2023	Safety footwear & materials	153.24		884.76
26/06/2023	D.A.A. Halsgrove	304575	05/06/2023	Tic - publications for retail		95.45	
26/06/2023	Hardy Signs	108641	18/05/2023	Sign		271.50	
26/06/2023	A.R. Harris & Son	32870	26/05/2023	Attend to fault festoon lighting	100.80		
26/06/2023		32886	31/05/2023	Attend light at boat park	91.20		
26/06/2023		32888	31/05/2023	Beach Garden Gents WC	60.00		
26/06/2023		32896	31/05/2023	Investigate and repair festoon lights	66.00		
26/06/2023		32907	02/06/2023	Electrical safety test	372.00		
26/06/2023		32916	04/06/2023	Fix/replace faulty light	42.00		
26/06/2023		32934	07/06/2023	EICR - KG's car charges	316.44		
26/06/2023		32933	07/06/2023	Test and inspection- MB CP wc	432.00		1,480.44
26/06/2023	Hunt Forest Group Ltd	546491	13/06/2023	JD 440R front loader and attachemnts		8,100.00	
26/06/2023	HMRC	Payroll Month 3	20/06/2023	PAYE/NIC Month 3		17,835.04	
26/06/2023	Hunt's Foodservice Ltd	509-203622	31/05/2023	Beach Gardens - retail	157.56		
26/06/2023		509-214715	07/06/2023	Beach Gardens - retail	95.93		
26/06/2023		509-225228	14/06/2023	Beach Gardens - retail	205.01		
26/06/2023		509-207247	14/06/2023	Beach Gardens - retail	(36.92)		
26/06/2023		509-236432	21/06/2023	Beach Gardens - retail	163.81		585.39
26/06/2023	Intratest Ltd	1078	13/04/2023	Stress testing lamp columns		960.00	
26/06/2023	J.D. Facilities Ltd	INV-1412	01/06/2023	Depot- staff area	230.62		
26/06/2023		INV-1411	01/06/2023	Depot- cleaning	197.59		
26/06/2023		INV-1410	01/06/2023	TIC- cleaning/paper hand towels	294.34		
26/06/2023		INV-1409	01/06/2023	TH-cleaning	499.20		
26/06/2023		INV-1408	01/06/2023	Public Toilet-cleaning	7,600.85		
26/06/2023		INV-1413	01/06/2023	Cleaning- Boat park toilets	202.23		9,024.83
26/06/2023	Little Map Company	SI-1415	07/06/2023	TIC - souvenirs for retail	149.52		
26/06/2023		SI-1415	07/06/2023	TIC - maps for retail	323.50		
26/06/2023		SI-1375	11/06/2023	TIC - souvenirs for retail	108.96		
26/06/2023		SI-1375	11/06/2023	TIC - mugs for retail	24.75		606.73
26/06/2023	D. & P. Lovell Ltd.	L6166	24/05/2023	Excavator hire from 1st-31st May 23	386.40		
26/06/2023		L6182	13/06/2023	Excavator hire from 1st-30th June	369.60		756.00
26/06/2023	Metric Group Ltd.	C66430	31/05/2023	Asian M3- charge	192.00		
26/06/2023		C66615	01/06/2023	Maintenance Contract	1,936.51		2,128.51
26/06/2023	S. Moores	755	19/05/2023	TIC - biscuits for retail		185.46	
26/06/2023	National Express	AREXT/00237251	31/05/2023	Agency tickets		88.55	
26/06/2023	Nisbets Plc	51355584	23/05/2023	Beach Gardens - tables and chairs		708.60	
26/06/2023	Nixons Hardware Ltd	122404	03/04/2023	Beach Gardens - kiosk equipment	31.45		
26/06/2023		122424	08/04/2023	TIC - tools	26.79		
26/06/2023		122486	28/04/2023	Key cutting	4.00		
26/06/2023		122504	04/05/2023	Extension lead	3.50		
26/06/2023		122544	17/05/2023	TIC - spare keys cut	8.00		
26/06/2023		122559	24/05/2023	Boat Park - hoses and connections	111.25		
26/06/2023		122564	25/05/2023	Key cutting and batteries	20.93		205.92
26/06/2023	Norfolk County Council	10038676	07/06/2023	NPLaw Feetime -May23		295.80	
26/06/2023	Jason O'Connell	PM0519	14/06/2023	Vinyl sticker for Lifejacket locker	48.00		
26/06/2023		PM0519	14/06/2023	Beach Gardens - signage	95.00		143.00
26/06/2023	Octopress Printers Ltd	INV-007211	07/06/2023	Beach Gardens - flag		280.80	
20/06/2023	Swanage Town Council	Month 3 Payroll	20/06/2023	Net Wages-Month 3		60,857.89	
07/06/2023	Planet Merchant Service Ltd	PP4000119IE2212	22/02/2023	Gateway processing	247.97		
07/06/2023		PP4000071E2212	22/02/2023	Gateway processing	468.67		
07/06/2023		PP4000181IE2212	20/03/2023	Gateway processing	316.90		
07/06/2023		PP4000253IE2212	01/04/2023	Gateway processing	309.02		
07/06/2023		PP4000321IE2212	11/05/2023	Gateway processing	457.34		
26/06/2023		PP4000381IE2212	31/05/2023	Gateway processing	660.38		2,460.28
26/06/2023	Pod Point Ltd	3005503	26/05/2023	Admin Fee	130.42		
26/06/2023		0001256895	01/06/2023	Mermond-Warranty	600.00		730.42
26/06/2023	Purbeck Print Company	1044	26/05/2023	Corporate Plan	200.00		
26/06/2023		1047	16/06/2023	TIC - artwork/frames for retail	300.00		500.00
26/06/2023	Purbeck Ice Cream	148171	03/05/2023	Beach Gardens - ice-cream for kiosk retail	150.98		
26/06/2023		148637	24/05/2023	Beach Gardens - ice-cream for retail	243.95		
26/06/2023		148868	31/05/2023	Beach Gardens - ice-cream for kiosk retail	350.62		
26/06/2023		149104	07/06/2023	Beach Gardens - ice-cream for kiosk retail	136.05		881.60

26/06/2023	Purbeck Media Group	INV-3093	24/05/2023	TIC - uniform for seasonal staff	239.40	
26/06/2023		INV-3092	24/05/2023	Beach Gardens - uniform for seasonal staff	87.00	
26/06/2023		INV-3117	31/05/2023	TIC - Blue Flag Poster encapsulated	14.40	
26/06/2023		INV-3150	14/06/2023	TIC - pavement sign re: No dogs on beach	98.88	
26/06/2023		INV-3163	16/06/2023	Polo Shirts	308.10	747.78
26/06/2023	Rise Adaptions Ltd	INV-0217	01/04/2023	Changing Places WC		2,160.00
26/06/2023	RM Liquid Disposal Ltd	14506	31/05/2023	Tank emptying		198.00
26/06/2023	RNLI (Charity)	FV02001851	09/06/2023	Lifeguard services		30,755.88
26/06/2023	Roger Locke Consulting Ltd	9156	05/06/2023	Structural engineer survey		630.00
26/06/2023	R U Secure Systems	132088	26/05/2023	CCTV/HikVision pole mount		1,575.48
07/06/2023	Scottish Power	616002625888	01/04/2023	Electricity		5,344.24
26/06/2023	Seton	9303626915	02/06/2023	A frame notice board (Car Parks)		118.58
26/06/2023	Swanage Town & Herston Football Club	RIA22/23	16/06/2023	Vodafone- Days Park		987.50
26/06/2023	Society of Local Council Clerks	QL203138-1	25/05/2023	Qualification fee		450.00
26/06/2023	Spaldings (UK) Ltd.	SI-2870343	09/06/2023	Circular sprinkler and pin wrench		588.86
26/06/2023	St. Michaels Garage	3315	31/05/2023	Diesel- May		951.20
26/06/2023	Suez Recycling & Recovery UK Ltd	32969975	31/05/2023	Mixed waste skip removal		1,220.35
26/06/2023	Sutcliffe Play (South West) Ltd.	6848	30/05/2023	New trampoline cover and springs	1,113.55	
26/06/2023		6856	06/06/2023	Spring & repair of seasaw	234.66	1,348.21
26/06/2023	Swanage News	1284	03/06/2023	News paper		43.75
26/06/2023		28420	13/06/2023	Tyre	88.20	
26/06/2023	Swanage Tyres and Tuning Ltd	28476	16/06/2023	DPF light investigation HJ18 NVP	1,132.99	1,221.19
26/06/2023	South West Geotechnical Ltd	INV-0996	25/05/2023	Seafront- Monitoring May 23		7,650.00
26/06/2023	Terminator Control Ltd	3057	08/06/2023	Pest Control (All areas)		273.00
26/06/2023	Tor Mark Press	21666	05/06/2023	TIC - books for retail		232.14
26/06/2023	Travis Perkins	9292AND456	23/05/2023	Fence timber	220.04	
26/06/2023		9292AND531	24/05/2023	bags of gravel for beach gardens	28.79	
26/06/2023		9292AND585	24/05/2023	cold lay tarmac 3x	30.60	
26/06/2023		9292AND618	25/05/2023	Bib tap for WC's	29.75	
26/06/2023		9292AND963	31/05/2023	wood for beach hut staging & Tar sealant	61.14	
26/06/2023		9292ANE557	12/06/2023	Stainblock paint	17.92	
26/06/2023		9292ANE677	13/06/2023	hasp and staple tap boxes	10.30	
26/06/2023		9292ANE781	15/06/2023	Strap banding for RNLI Seafront lockers	20.84	
26/06/2023		9292ANE842	15/06/2023	2x taps for main beach toilets	303.60	
26/06/2023		9292ANE823	15/06/2023	3 lengths timber for RNLI lockers fixing	16.68	
26/06/2023		9292ANE918	16/06/2023	Fixing bracket to repair damaged railing	34.74	774.40
26/06/2023	Third Party	Payroll Month 3	20/06/2023	Month 3 deductions		190.35
26/06/2023	Venture First Aid Training	34108	12/05/2023	EFAaW training Depot & TIC		560.00
26/06/2023	Watson Fuels	I13628373	06/06/2023	1000 diesel		1,285.21
Total of BACS/CHAPS Payments						223,084.22

BACS supplier payments issued 7th June 2023

6,847.81

BACS payroll payment issued 20th June 2023

60,857.89

BACS supplier payments issued 26th June 2023

155,378.52

223,084.22

Total of Payments

249,405.24

Investments - Cash Movements

<u>Date</u>	<u>Name</u>	<u>Inv Ref</u>	<u>Inv Date</u>	<u>Details</u>	<u>Payment Total</u>
23/06/2023	DMADF	transfer	23/06/2023	DMADF	600,000.00
Total of Investments					600,000.00

Total of Payments & Investments

849,405.24

Day's Park Development Forum Meeting, 19th July 2023

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

Ever since the Town Council entered into a lease with Vodafone for the installation of a telecommunications mast at Day's Park in 2009 the annual rent has been paid as a grant to Swanage & Herston Football Club.

Further to Minute No. 195) of the Council Meeting held on 24th April 2023, it has been confirmed that the rent has now been increased to £5,250. Given the length of time since the grant was minuted, it is recommended that the Town Council should re-affirm its intention to pay the increased rent as a grant to the Football Club.

Arrangements are likely to be different in future years, once the planned lease of the Football Ground to Swanage & Purbeck Development Trust is completed.

Decision required

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

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

At the Meeting of the Day's Park Development Forum it was explained that following discussions between Swanage & Herston Football Club and Swanage & Purbeck Development Trust, the Town Council would be asked to consider changes to the lease arrangements agreed under Minute No. 148 of the Council Meeting held on 17th December 2018.

In order to progress this matter the following steps are recommended:

- That the Town Clerk should meet with the Swanage & Purbeck Development Trust to consider revised draft Heads of Terms.
- That the Council's representatives on the Forum (Councillors Bishop, Bonfield and Tomes) should meet with the Town Clerk to review the draft Heads of Terms.
- That the draft Heads of Terms should be referred to the Council's solicitors for consideration.
- That up-to-date valuation advice should be sought on the basis of the revised Heads of Terms to enable the Town Council to confirm its willingness to lease the premises at less than best consideration under the General Disposal Consent (England) 2003.
- To authorise expenditure on the above from the council's budget for legal and professional services.

It was agreed that the Council should be asked to consent to this work being undertaken now so that an informed report could be brought to the Council Meeting on 18th September 2023. This work would be undertaken in accordance with the Council's current priority work plan which included a commitment to progress the football club redevelopment proposals by finalising the draft leases and agreeing a date for completion, prior to 31st October 2023.

Decision required:

To agree that as much of the following work as possible should be undertaken prior to the Council Meeting on 18th September 2023.

- That the Town Clerk should meet with the Swanage & Purbeck Development Trust to consider revised draft Heads of Terms.
- That the Council's representatives on the Forum (Councillors Bishop, Bonfield and Tomes) should meet with the Town Clerk to review the draft Heads of Terms.
- That the draft Heads of Terms should be referred to the Council's solicitors for consideration.
- That up-to-date valuation advice should be sought on the basis of the revised Heads of Terms, in order to enable the Town Council to confirm its willingness to lease the premises to the Swanage & Purbeck Development Trust at less than best consideration under the General Disposal Consent (England) 2003.

To authorise expenditure on the above from the council's budget for legal and professional services.

Martin Ayres
Town Clerk

July 2023