



**Agenda Item No. 9** - Councillor Tomes declared a non-pecuniary interest under the Code of Conduct by reason of his parents being members of Swanage Tennis Club.

**3. Update from Swanage & Purbeck Development Trust re. Health and Wellbeing Project, including Chapel Lane**

It was reported that on 28<sup>th</sup> March 2023, Dorset Council Cabinet had agreed to the asset transfer of premises at Chapel Lane, comprising the Day Centre and Children's Centre, to the Swanage & Purbeck Development Trust. These premises, combined with the Youth Centre, will become a Health & Wellbeing Hub for Swanage. Due diligence is currently being carried out and the transfer should be signed off during July 2023. Although the full legal process might take approximately 12 months to complete, the premises is likely to be occupied under a Tenancy at Will in the first instance.

Future services on the site will include a Family Hub (the third of a national network to be opened in Dorset), which will be commissioned by Dorset Council to provide family support and signposting to other services and activities. This will complement the wellbeing project which was started a few years ago.

The Chairman thanked Mrs Gallagher for her informative presentation.

**4. Update from Swanage Community Housing Group**

An update was provided of the work of the Swanage Community Land Trust (CLT), known as the Swanage Community Housing Group, including the details of a growing number of Trustees. Their broad range of expertise includes property, architecture and law, providing a solid foundation for their work as a committee.

The Group are currently considering developing part of a site on the corner of Ulwell Road and Washpond Lane which would provide scope for up to 7 houses. Part of the land has been included within a flood risk zone, but it was currently anticipated that this can be appropriately managed. It was explained that the land is owned by Dorset Council and is currently the subject of an asset transfer application by the Town Council. If that application is approved and it is confirmed that the land is developable, the process of transferring the asset to the Swanage Community Land Trust will commence.

Mr Sutcliffe thanked Swanage Town Council for all their support in the negotiations with Dorset Council and it was noted that it is expected that Dorset Council will make their decision on 21<sup>st</sup> June 2023.

Consideration has been given to becoming a registered provider in the future as it is felt there is an important need for Swanage to have its own housing capacity, directly under Swanage control and not attached to a large Housing Association, spread across multiple areas. However, productive conversations have been had with a smaller housing association who are interested in partnering with the CLT to develop this first site.

During the ensuing discussion, attention was drawn to the importance of providing truly affordable social housing to fulfil the objective of providing homes for working people with a Swanage connection. It was also confirmed that ownership would remain with the CLT, thereby providing local housing in perpetuity.

The Chairman thanked Mr Sutcliffe for providing such a thorough update on the project.

**5. Request from National Coastwatch Institution Swanage for alterations to the lookout at Peveril Point**

In accordance with Standing Order 1.p. the Chairman briefly adjourned the meeting to allow representatives of NCI Swanage to address the Meeting.

Consideration was given to a request submitted by the Station Master of the NCI Swanage for structural alterations to the lookout at Peveril Point. This had been prompted due to a recent medical emergency in the lookout and the access issues encountered by the attending emergency services.

It was confirmed that the proposed changes were material alterations and planning permission would be required. Additionally, it was highlighted that in the current Licence Agreement, 'No alterations may be undertaken to the exterior of the buildings and surrounds of the premises without the prior written consent of the Council'.

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

**TO RECOMMEND:**

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.

It was FURTHER RESOLVED:

That, if approved by Council, 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 receive a report regarding recent incidences of ASB on Council property and to make a recommendation to the Town Council about the appointment of a Councillor to act as a Police liaison representative**

The Assets & Compliance Manager reported that further to the update provided in Minute No. 3 of the Community Services Committee meeting held on 29<sup>th</sup> March 2023, there has been a continuation of ASB incidents since that date. A briefing note prepared for this meeting provided details of incidents between 29<sup>th</sup> March and 3<sup>rd</sup> June 2023 and it was noted that additional incidents had occurred since the 3<sup>rd</sup> June 2023 including:

- 2 Beach Hut break-ins including severe damage to doors.
- Fire incident within Main Beach Public Conveniences and vandalism of lights.
- 2 incidents of ASB on the roofs of the Shore Road Public Conveniences.

These incidents have caused in the region of £5,000 worth of material damage, not accounting for labour time to resolve the issues.

The following topics were raised during the ensuing discussion:

- Whether the provision of CCTV in Swanage was adequate. It was noted that some areas have sufficient coverage although certain locations including Day's Park, the Weather Station Field and Beach Gardens do not have any coverage.
- Whether other deterrents had been considered to prevent access to the roofs of Shore Road Public Conveniences. It was reported that preventative measures have been looked at, but it is necessary to find a balance which does not cause unnecessary hazards to staff carrying out maintenance and does not damage the appearance and atmosphere of a friendly seaside town. Additionally, measures are of limited use when access can be gained from the steep grass banks behind the building.
- Whether there had been a pattern to the incidents. In response, it was noted that at the present time, no pattern is apparent.

As there are regular meetings between the Police, the Mayor and Deputy Mayor, consideration was given to appending the role of Police Liaison representative to the Mayor and Deputy Mayor with an increase in the frequency of meetings with the Police, although it was noted that no approach had yet been made to Dorset Police regarding this.

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

**TO RECOMMEND:**

That the Mayor and Deputy Mayor represent Swanage Town Council in liaison meetings with the Town Clerk and the Police.

The importance of a Police presence at future Community Services Committee meetings and at Tourism & Local Economy Committee meetings was noted.

It was reported that the Chamber of Trade had applied for a funding application for £5,000 for improvements to CCTV and a campaign to encourage the public to report incidents more.

Attention was drawn to the item 7 on the agenda as an important step in ensuring more eyes can access and monitor the CCTV when the need arises. In addition to this the opportunity to have volunteers trained as strategic operators to monitor the CCTV for the town was also noted, and it was confirmed that the Police are willing to work with volunteers in this regard.

The view was expressed that although deterrents are important, a wider approach needs to be considered including the benefits of the development of a strategic youth strategy for Swanage. The benefits of mapping out what is available were highlighted in order to identify what different age groups want to do, and what locations they identify as safe spaces for them to utilise.

A discussion ensued and it was proposed by Councillor Moreton, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:-**

That these issues be discussed further at the next meeting of Swanage2027 in advance of consideration at the next Swanage Town and Community Partnership meeting.

**7. CCTV - to endorse an application for a grant to link CCTV to Dorset Police HQ at Winfrith**

The Assets and Compliance Manager introduced a briefing note regarding the possibility of obtaining grant funding from Dorset Police's Operation Relentless fund towards providing a link for the town's CCTV system to Dorset Police HQ at Winfrith. It was reported that Dorset Police had been unable to confirm that Swanage Town Council was eligible to apply for funding.

In accordance with Standing Order 1.p. the Chairman briefly adjourned the meeting to allow a representative of Swanage News to address the Meeting.

It was noted that the Police & Crime Commissioner, David Sidwick, had promised £15,000 towards CCTV cameras for Swanage at the public meeting held on 12<sup>th</sup> June 2023.

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

To approach Dorset Police with regards to the publicly declared promise of £15,000 for CCTV and seek clarification of whether this can be used to facilitate the training of local volunteers to monitor the CCTV and the linking of the CCTV system to the Force Command Centre in Winfrith.

**8. To consider adoption of the Swanage Community Emergency Plan and make a recommendation to the Town Council**

Further to the briefing note, prepared by the Assets and Compliance Manager, Councillor Moreton introduced the Swanage Community Emergency Response Plan. He noted that it had grown from an initial project to identify the support available for the

emergency services and volunteers following recent searches for missing people. Councillor Moreton confirmed this was a big step forward for Swanage that would provide peace of mind to local people, clearly setting out what steps will be taken by Swanage Town Council, partner organisations and volunteers in response to a range of emergency situations.

A discussion ensued which highlighted some potential items that could be added to the document and it was noted that this is an iterative document which will continue to be regularly reviewed and developed.

Thanks were offered for the hard work provided by Councillor Moreton and Council officers in preparing the document.

A question was raised as to whether there is a Risk Assessment for terror related incidents with regards to the events held in the town. The Assets & Compliance Manager reported that 5 Council officers had completed the Protect Act UK training on 13<sup>th</sup> June 2023 and that conversations were underway as to how best to roll it out as a requirement for event organisers to have undertaken the training.

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

**TO RECOMMEND:**

That the Swanage Community Emergency Response Plan be adopted.

**9. Swanage Tennis Club – To consider outline proposal to resurface courts 4 and 5 with astroturf**

Consideration was given to an executive summary of the Tennis Club's proposal to resurface courts 4 & 5 at Beach Gardens with Astroturf. This estimated the cost of the proposed resurfacing at £40,000. It was currently anticipated that £15,000 of this total would be funded from the joint sinking fund held by Swanage Town Council and the remaining £25,000 would be provided by Swanage Tennis Club's infrastructure sinking fund.

In developing this proposal, the club had given consideration as to when other courts may need to be resurfaced and when upgrades to install LED lighting infrastructure are anticipated.

It was noted that Swanage Town Council are supportive of the efforts of Swanage Tennis Club and its plans but must manage this work amongst many other projects. Therefore, the court upgrade would need to be considered within the budget setting process for the 2024/25 Capital Programme.

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

To agree the proposal in principle and to place this item on the Community Services Committee agenda for Wednesday 8<sup>th</sup> November 2023 to enable time for further consideration to be given to the professional advice required and procurement route to be taken.

**10. Swanage Skatepark – To consider report on formation of 'Friends of the Skatepark Group'**

It was reported that further to the Skatepark engagement event on 15<sup>th</sup> April 2023, two further meetings had taken place between representatives of the Town Council and a committed group of skatepark users who are interested in developing a Friends of the Skatepark Group which may be able to access grant funding avenues not available to Swanage Town Council. This is an important step in properly securing and developing the legacy that was started by Lorna Haines.

It was noted that the group had made an application to Swanage and Purbeck Development Trust to join as a specific project.

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

To enter into a Memorandum of Understanding  
with the Friends of the Skatepark Group once the  
group is officially established.

Councillor Trite joined the meeting at 3.45pm

#### **11. Proposals for networking for sports clubs in Swanage**

The chairman highlighted the importance of establishing a forum to foster communication and co-operation between all the sports clubs in Swanage. It was noted that Swanage Town Council work with some sports clubs within the town, especially those that are tenants of the Town Council, but not others.

Support was voiced for the formation of a group to provide a network for the sports clubs and attention was drawn to the importance of including more than just those based in Swanage, for example, Swanage & Wareham Rugby Club, Wareham & District Swimming Club and Swanage & Wareham Hockey Club are based in Wareham but attract a lot of participants from Swanage. It was felt that the experience that these clubs have would be highly beneficial to other clubs in the area.

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

To delegate to the Sports, Leisure and Wellbeing  
Committee the arranging of a networking meeting  
in 2023 for local sports clubs.

#### **12. Former Swanage Grammar School**

##### **a) Weathervane siting – To consider results of public feedback**

Consideration was given to a briefing note that detailed the potential future locations for the weathervane that had been suggested as a result of the public consultation that had been carried out further to Minute No. 14 of the Community Services Committee meeting held on 29<sup>th</sup> March 2023. It was noted that Swanage Railway Station was the preferred location of the Swanage Grammar School Association Committee.

Councillor Trite reported that a promise had previously been made that the weathervane would be offered to The Swanage School and asked if enquiries had been made accordingly. Councillor Trite felt that it was important that the promise was upheld.

During the ensuing discussion, attention was drawn to the weathervane's size and weight and the structural work that would be required for any eventual location to support it.

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

That the former Swanage Grammar School  
weathervane should be formerly offered to The  
Swanage School in order to ascertain if they wish  
to receive it and are happy to fund the cost of any  
necessary works for structural installation. If The  
Swanage School do not wish to receive it, it should  
be offered to Swanage Railway Station on the  
same basis, as the preferred alternative of the  
former Grammar School Association Committee.

Councillor Trite noted that he would be attending a meeting of Education Swanage later in the day and it was agreed that he would raise the matter accordingly.

**b) Dorset County Council Plaque – To Consider whether to accept donation**

Consideration was given to the question of whether to accept the stone plaque showing three lions which had previously been part of the Swanage Grammar School building. The Assets and Compliance Manager noted that given its size and weight it would be advisable to move the plaque only once, when a suitable location had been identified.

It was UNANIMOUSLY AGREED:-

That delegated authority be granted to the Assets & Compliance Manager to ask Barratts to embed it in the ground adjacent to the existing Grammar School memorial stone at Day's Park.

**13. To consider a fee for memorial bench plaques.**

The Assets & Compliance Manager introduced a briefing note highlighting the need to correct an omission from the Swanage Town Council Scale of Fees and Charges 2023/24 document as it contains no provision for a memorial bench inscription fixing fee. This would be in addition to the cost of supplying and engraving the plaque borne by the applicant.

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

**TO RECOMMEND:**

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.

**14. Consideration of a memorial bench in memory of former employee, Mr Clive Dragon.**

The Assets and Compliance Manager introduced a proposal to place a bench in Prince Albert Gardens in memory of Mr Clive Dragon, the Council's former enforcement officer, who died in service in August 2021.

The Town Clerk confirmed that there is precedent for the Town Council placing memorial benches in recognition of staff who have passed away while employed by Swanage Town Council.

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

To purchase and install a memorial bench in Prince Albert Gardens in memory of Mr Clive Dragon and that an appropriate inscription be added to the bench in consultation with his family.

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

**a) Updates from relevant working parties**

The Town Clerk reported that the Emergency Health Services working party had met recently and would be seeking further information from the CCG/SWASFT. Councillor Monkhouse reported that since that meeting, it had been announced that there will be a health information event on 29<sup>th</sup> June 2023 at the Mowlem and that this would be a good forum to raise the Council's ongoing concerns about emergency healthcare provision for local residents. It was noted that if the Town Council's concerns were not submitted, it will potentially be perceived that the Council is content with the current situation.

The Town Clerk reported that the Day's Park Development Forum is continuing to meet on a regular basis.

**b) Beach Gardens – Joint working on future plans**

The Town Clerk confirmed that this is still an aspiration that is included within the Town Council's priority projects list.

Councillor Foster commented that whilst present at the recent judging for the Green Flag award scheme, the judges were very impressed, and she has been very proud to represent Swanage Town Council. Thanks were offered to all those involved in the award process.

**c) Town Hall reception and use of Town Hall by other organisations**

The Town Clerk provided an update on Dorset Council Registration Services re-establishing an office within the Town Hall. A position statement had been received detailing that due to a number of factors including the current volume of registrations and a smaller workforce due to unfilled vacancies and staff illness, it had not been possible to re-establish the service. There is legislation which will allow a permanent return to remote registration by telephone and this is expected to be passed in Spring 2024.

It was noted that the Citizens Advice Bureau have relocated although they are still offering some housing appointments within the Town Hall by arrangement.

Dorset Police pledged at the Public Forum meeting on Monday 12<sup>th</sup> June 2023 to re-establish a public helpdesk at the Town Hall Annexe and details of the plans are awaited.

Swanage Town Council are in the process of filling vacancies and will bring forward a proposal for providing a front reception service once those roles have been filled.

**d) Peveril Point Road stabilisation and resurfacing.**

The Assets & Compliance Manager reported that the Town Council is currently awaiting further information and this item will be added to the Agenda for the next meeting of the Community Services Committee.

**e) Matters arising from the Minutes of the Meeting of the Community Services Committee held on 29th March 2023**

It was noted that all matters arising had been dealt with earlier in the meeting.

**f) Police Liaison**

Further to discussion earlier in the meeting, it was agreed that a liaison meeting should be arranged with Dorset Police within the next two months to seek their views as to the adequacy of CCTV coverage in the town, the outcome of which would be reported to the next meeting of the Community Services Committee.

**16. Date of next meeting**

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 8<sup>th</sup> November 2023.

The Meeting closed at 4.20 p.m.

Minutes of the Meeting of the **TRAFFIC MANAGEMENT  
ADVISORY COMMITTEE** held at the Town Hall, Swanage, on  
**MONDAY 30<sup>th</sup> OCTOBER 2023** at **2.15 p.m.**

Chair:

Councillor M Whitwam

Swanage Town Council

Present: -

Councillor T Foster

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Also Present: -

Councillor G Suttle

Swanage Town Council/Dorset Councillor

Dr M Ayres

Town Clerk

Mrs K Court

Administration Officer

Mrs E Evans

Democratic Services Officer

There were four members of the public and one member of the local press present at the meeting.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- In respect of agenda item 5 g) concern was expressed about the lack of visibility when exiting Ancaster Road onto Victoria Avenue due to vehicles, in particular large vans, parking close to the junction. It was reported that several near miss accidents had occurred, some involving cyclists proceeding along Victoria Avenue, who could not be seen by vehicles existing the side road. Furthermore it was noted that the refuse lorries had been unable to collect waste as the collection vehicles had been unable to reverse into Ancaster Road. It was stated that the situation was endangering the lives of motorists, cyclists and pedestrians. In response it was noted that further discussion would be held under agenda item 5 g).
- A similar situation was noted at the bottom of Church Hill, with large vehicles parking close to the junction on Kings Road West. In response it was suggested that a photograph be emailed to the Town Council to better inform Dorset Council of the issue.
- A request was made for the Town Council to support an application to Dorset Council for a 20 m.p.h. speed limit in the vicinity of St Mary's Primary School and Little Birds Pre-school, as was the case in Langton Matravers. In response it was noted that this would be discussed under agenda items 5 e) and 8).
- It was furthermore requested that the Town Council should consider supporting the installation of red lines (no parking at any time) in the Lower High Street, in the interests of pedestrian safety. In response it was noted that the installation of red markings would be investigated in further detail and information brought forward to a future meeting of the advisory committee.
- A query was raised regarding the re-opening of Blouchers Lane following the collapse of a stone wall which had blocked the lane and rendered it impassable. In response it was reported that Dorset Council had provided

signage and closed the lane for the safety of pedestrians. It was anticipated that on completion of the remedial works the lane would be re-opened and an update would be provided to a future meeting.

**1) Apologies**

An apology for his inability to attend the meeting was received from Councillor Bishop. Councillor Monkhouse and Mr S Mepham, Community Highways Senior Team Leader (CHSTL), Dorset Council Highways, attended 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.

**Agenda item No. 5 c)** – Councillor Foster declared a non-pecuniary interest under the Code of Conduct by reason of being a relative of the property owner.

There were no further declarations to record on this occasion.

**3) Review of Traffic Management Advisory Committee function**

**a) To consider the introduction of a Community Highways Request Policy**

Further to Minute No. 186. of the Council Meeting held on 24<sup>th</sup> April 2023, consideration was given to the information circulated prior to the meeting, which included a draft Community Highways Request Policy, draft Traffic Management request form and information from Dorset Council’s website. It was noted that a request from members of the public for highway improvements would require the requester to gain support of neighbours, and that of a Dorset councillor, in order to the progress the request. It was anticipated that the collation of information, required by Dorset Council, at an early stage would expedite the process.

It was proposed by Councillor Moreton, seconded by Councillor Foster and AGREED:-

**TO RECOMMEND:**

That the Community Services Committee consider the introduction of the draft Community Highways Request Policy and Traffic Management Request Form.

**b) Highway Safety Matters**

The CHSTL noted that Highway safety matters should be referred to Dorset Council’s Road Safety Team where the concerns raised would be reviewed and the evaluation of injury and collision statistics would inform the implementation of measures, where appropriate.

**c) Terms of Reference – review**

Further to Minute No. 186 of the Council Meeting held on 24<sup>th</sup> April 2023, the revised Terms of Reference for the Traffic Management Advisory Committee, which stated that its recommendations would be referred to the Community Services Committee, as opposed to the Planning and Consultation Committee, were noted.

**4) Highway Matters – Update on previous requests**

<b>Location</b>	<b>Concern raised</b>	<b>Potential solution</b>
a) High Street, Herston.	Improved traffic management for	Pedestrian crossing in the vicinity of Costcutter,

	increased pedestrian safety.	208 High Street. Refer to Dorset Council to consider improvement to traffic management and determine next steps.
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It was reported that there was no further update at this time, however, the Town Council would contact Dorset Highways to confirm the next steps in regard to traffic management improvements in the vicinity of Costcutters.

<b>Location</b>	<b>Concern raised</b>	<b>Potential solution</b>
b) High Street, Swanage. (section between Methodist Church and United Reformed Church).	Request for the removal of parking restrictions in the winter months and extension from 1 hour to 2 hours in the summer months.	Alteration to parking restrictions in the High Street (section between Methodist Church and United Reformed Church). Refer to Dorset Council to consider a change to the parking restrictions.

Further to Minute No. 10) of the Planning and Consultation Committee held on 6<sup>th</sup> March 2023, it was noted that representations had been made, both in favour, and against, a change to the parking restrictions. It was therefore suggested by the Traffic Management Advisory Committee that, subject to approval of the Traffic Management Request Form at the Community Services Committee meeting being held on 8<sup>th</sup> November, a form be sent to residents in the section of the High Street between the Methodist Church and the United Reformed Church in order to gauge community support.

c) Lower High Street, to the Pier

It was noted that the Town Council had made a previous request to Dorset Council to highlight the inconsiderate parking in the vicinity of Gee Whites and towards the Pier, in particular the potential danger posed by vehicles parked entirely on the pavement. It was suggested that Dorset Council's Enforcement Team be contacted to concentrate on this area and that an update regarding alternative measures be brought forward to a future meeting.

5) **Highway Matters – to formulate Council views on the following**

<b>Location</b>	<b>Concern raised</b>	<b>Potential solution</b>
a) Shore Road, Swanage (junction of Victoria Avenue and Shore Road).	Vehicles parking in front of the gates causing an obstruction and blocking access to emergency vehicles and refuse vehicles.	Refer to Dorset Council to restrict parking in this area with enforceable kerb markings or road markings.
It was noted that the CHSTL would seek confirmation regarding the existing Traffic Regulation Order, which would inform the potential solution. It was noted that a solution was required at both ends of the closed section of Shore Road.		

b) Ulwell, Swanage (near All Saints Church/Gainsborough Care Home).	Request for traffic management/calming measures.	Trial form to be distributed.
<p>It was suggested that, subject to approval of the Traffic Management Request Form, at the upcoming meeting of the Community Services Committee, a form be sent to the resident to better understand the request.</p> <p>Councillor Foster left the room, prior to discussion of the following item and the meeting was no longer quorate.</p>		
c) High Street, Swanage (opposite junction of Mount Pleasant Lane).	Request for installation of a bollard to prevent vehicles damaging the Victorian columns and shop frontage.	Refer to Dorset Council for the installation of one bollard in the highway. Discuss the funding between DC, property owner and STC.
<p>The CHSTL reported he had previously met with the owner of the property and although sympathetic to the damage caused by vehicles to the structure at the front of his property, had explained that Dorset Council could not alone fund the supply and installation of a bollard. It had been suggested that the Town Council, Dorset Council and the owner, consider jointly funding the bollard.</p> <p>It was noted that the structure held historic value to the town and it was therefore AGREED:-</p> <p style="text-align: center;">That the Community Services Committee consider a financial contribution towards the cost of a bollard outside 36 High Street, Swanage.</p> <p>The CHSTL confirmed he would provide an indication of cost at the earliest opportunity to inform decisions.</p> <p>Councillor Foster re-entered the meeting.</p>		
d) Ballard Way, Swanage (junction of Ballard Estate).	Vehicles parking on both sides of Ballard Way, causing an obstruction and difficulties for refuse/delivery vehicles and emergency vehicles.	DYLs on one side of road. Trial form to be distributed.
<p>It was suggested that, subject to approval of the Traffic Management Request Form, at the upcoming meeting of the Community Services Committee, a form be sent to the resident to confirm community support.</p>		
e) Greensands Way, Swanage (junction of Northbrook Road).	Vehicles parking close to junction obscuring visibility and speeding	DYLs on corner of road.

	vehicles along Northbrook Road.	
It was noted that the parking in this area was part of a wider issue and that consideration be given to a review of wider measures. The discussion was deferred to Agenda Item 8).		
f) Priests Road, Swanage (near junction of Panorama Road)	Narrow pavement and parked vehicles causing an obstruction to pedestrians.	DYL's and/or road markings. Trial form to be distributed?
It was suggested that, subject to approval of the Traffic Management Request Form, at the upcoming meeting of the Community Services Committee, a form be sent to the resident to confirm community support.		
g) Ancaster Road, Swanage (junction of Victoria Avenue)	Vehicles parking close to junction obscuring visibility. Impact on refuse collection.	DYLS on corner of road.
It was noted that in light of the reduced visibility and impact to the safety of road users the installation of DYLS be considered by Dorset Council. It was therefore AGREED:- <b>TO RECOMMEND:</b> That the Community Services Committee consider a request to Dorset Council for the installation of DYLS on the corner of Ancaster Road/Victoria Avenue.		

6) **To consider the installation of an additional SID post, High Street, Swanage, near the newly installed 30 m.p.h. signs and junction with High Street, Langton Matravers**

At a recent meeting of the Southeast Purbeck Parishes, it had been suggested that an additional SID post be situated on the approach to Swanage, within the new 30 m.p.h. zone. It was noted that although the area sits within the parish boundary of Langton Matravers there would be a benefit to Swanage in the reduction of the speed of vehicles entering the town. It was therefore suggested that discussions be held with Langton Matravers to jointly fund the supply, installation and ongoing maintenance of an additional post. It was noted that costs would need to be sought in order to discuss options with Langton Matravers Parish Council.

It was therefore AGREED:-

**TO RECOMMEND:**

That the Community Services Committee consider a request to Dorset Council for the installation of a SID subject to discussions with Langton Matravers PC regarding the installation, costs and ongoing management of the SID.

7) **Dorset Council – Shore Road closure – Update**

An update had been received from Dorset Council's TRO Team and was conveyed by the Town Clerk as follows:

The Experimental Traffic Regulation Order (ETRO) 12-month period ended on 2<sup>nd</sup> October 2023 and next steps were due to be considered at a meeting with Portfolio Holder for Highways on 15<sup>th</sup> November. The Town Council would be informed of the outcome of the meeting.

It was noted that the Town Council would publicise any updates via social media and the Council's website as information became available.

**8) Dorset Council – Speed Review Document, Northbrook Road, Swanage**

Members considered a supporting paper, prepared by Dorset Council which detailed the proposal to extend the 30 m.p.h. speed limit on Northbrook Road from St Mary's Primary School to the mini roundabout at the junctions of Washpond Lane, Darkie Lane and Northbrook Road. Members present noted that the safety of school pupils was of paramount importance and agreed with the sensible approach to extend the 30 m.p.h. limit.

It was therefore AGREED:-

**TO RECOMMEND:**

That the Community Services Committee consider supporting Dorset Council's proposal to extend the 30 m.p.h. speed limit from outside St Mary's Primary School to the mini roundabout as outlined in the proposal document.

Further to Minute No. 5 e) Members noted that DYL's on the corner of Greensands Way may provide additional measures to dissuade inconsiderate parking and increase safety. Therefore, it was AGREED:-

**TO RECOMMEND:**

That the Community Services Committee consider a request to Dorset Council for the installation of DYLs on the corner of Greensands Way/Northbrook Road.

**9) Accessible Swanage – Proposed priority areas for pavement improvements in Swanage**

Consideration was given to a briefing paper, prepared by the Visitor Services and Business Development Manager (VSBDM), which outlined the proposed priority areas for pavement improvements in Swanage as identified by the group 'Accessible Swanage'.

The CHSTL advised Members that Dorset Council allocated funds annually for the installation of dropped kerbs. However, it was anticipated that there may not be sufficient funds to complete all works as noted on the Accessible Swanage report. It was suggested that priority locations be outlined to provide a network of dropped kerbs to assist with accessing a particular location or area.

It was agreed that the CHSTL would meet with the VSBDM and representatives from the Accessible Swanage group, in the first instance to discuss options.

**10) Dorset Council - 20 m.p.h. Limits and Zones and Dorset Road Safe Community Speed Watch**

Members acknowledged that as part of Dorset Council's application process for 20 m.p.h. zones, speed survey data would be required. As demonstrated in neighbouring parishes, the establishment of a Road Safe Community Speed Watch Team had proved invaluable in collecting relevant data. The team would be supported by Dorset Police and training provided. It was noted that volunteer recruitment would be essential to the success of the Community Speed Watch Team.

It was therefore AGREED:-

**TO RECOMMEND:**

That the Community Services Committee consider supporting the formation of a SpeedWatch group.

**11) Items of Information and Matters for Forthcoming Agendas**

- a) Dorset Council - Highways reporting form  
The online reporting form link was noted.

**12) Date of next meeting**

The date of the next meeting was confirmed as Wednesday 21<sup>st</sup> February 2024 @ 2.15 p.m.

The meeting closed at 4.00 p.m.

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## COMMUNITY HIGHWAYS REQUEST POLICY

### Introduction

The purpose of this policy is to guide Councillors in assessing requests for support from the public for Highways improvements related to parking, speeding and the anti-social use of vehicles.

Swanage Town Council is not the provider of these improvements, but Dorset Council will only consider improvements that meet a number of criteria and are supported by the Town Council. Dorset Council determines which projects can move forward within the available budgets, taking into account the evidence available. A list of matters that will be taken into consideration is set out in Appendix 1.

If the Town Council resolves to support a particular request, this is no guarantee that Dorset Council will be able to take action after assessing the relative need and budget available. There are many competing demands across Dorset for such interventions and Dorset Council officers will determine priorities.

The following information can be found on Dorset Council's website:

<https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/traffic-management/request-new-traffic-management-measures>

In order for a request to be added to a Town Council Traffic Management Advisory Committee agenda for consideration the following points will need to be met:

### Submitting a request

1. The request must be made via the Community Highways Request Form (email permitted) and include the relevant information along with a map clearly showing the area and the exact location of requested interventions.
2. Written requests must also be accompanied by the name of at least one of the local ward Town Councillors who already supports the proposal.
3. Requests without the required level of support will be returned to the requester detailing the additional information needed.

### Community Support

4. The scheme must be requested by a named resident of the age of 16 or over, and supported by up to 5 other residents, who are directly affected by the request, plus a local Town Councillor.

### Speed related request

5. For requests regarding speed related interventions, local residents are requested to operate a community speed watch in the specific area and that this must show clear evidence of excessive speeds and to have operated for a period of time sufficient to enable an assessment to be made on the success of the speed watch to change driver behaviour. Community speed watch is a proven way for the community to address local speeding issues and can bring about tangible changes in driver behaviour.



<https://www.dorsetroadsafe.org.uk/enforcement-operations/community-speed-watch/>

6. Members should bear in mind that if the Committee resolves to support a speed related scheme and speed data is not available for that site, STC may be requested to fund the speed survey at a minimum cost of £250.00 per site. Dorset Council has a limited budget for surveys that it allocates to its priority sites. It is unlikely that community requests will become a priority.

DRAFT

Adopted on: (date)  
Review due: (date)



## Appendix 1

### Things to consider when requesting new traffic management measures

- Suitability
- is the introduction of a restriction suitable for the area?
  - consider the advantages and disadvantages
  - does the road already have traffic calming features; such as signs, speed bumps and on-street parking? All these can contribute to road safety in one way or another
  - if the proposal does not meet our various criteria, they are unlikely to be implemented.
- Cost
- would the proposals be achievable financially? It is not a case of just of introducing a restriction, so consider the costs of advertisement, consultation and materials required, which can run into thousands of pounds
  - Dorset Council's funding for traffic management has reduced substantially in recent years.
- Opinion
- do other residents agree that there is an issue in the area?
  - would the proposal actually inconvenience you, your neighbours, the community and others?
  - if your concerns are related to traffic offences, have you contacted [Dorset Police](#) to see if they are able to carry out enforcement? It may negate the need for any changes in the first place.
- Impact
- if implemented, would the restriction have the desired effect or will it actually introduce more problems?
  - will the introduction of a restriction just move the problem to another area?



**TRAFFIC MANAGEMENT REQUEST FORM**

Should you wish to fill in an electronic copy please follow the link: [\(Google form\)](#)

Please read the Community Highways Request Policy, prior to completing the form to ensure all criteria is met, further information can be found via:

[Dorset Council Highway Request new traffic management measures](#)

<b>Date</b>		
<b>Name of applicant</b>		
<b>Address</b>		
<b>Tel:</b>		
<b>Email:</b>		
<b>Location</b>	<b>Concern raised</b>	<b>Suggested solution</b>



<b>Councillor support</b>	<b>Name</b>	<b>Signed</b>  <b>Date</b>
<b>Map attached</b>	<b>Yes</b>	<b>No</b>
<b>Photographs attached</b>	<b>Yes</b>	<b>No</b>
<b>In support</b>	<b>Name</b>	<b>Address</b>
<b>In support</b>	<b>Name</b>	<b>Address</b>
<b>In support</b>	<b>Name</b>	<b>Address</b>

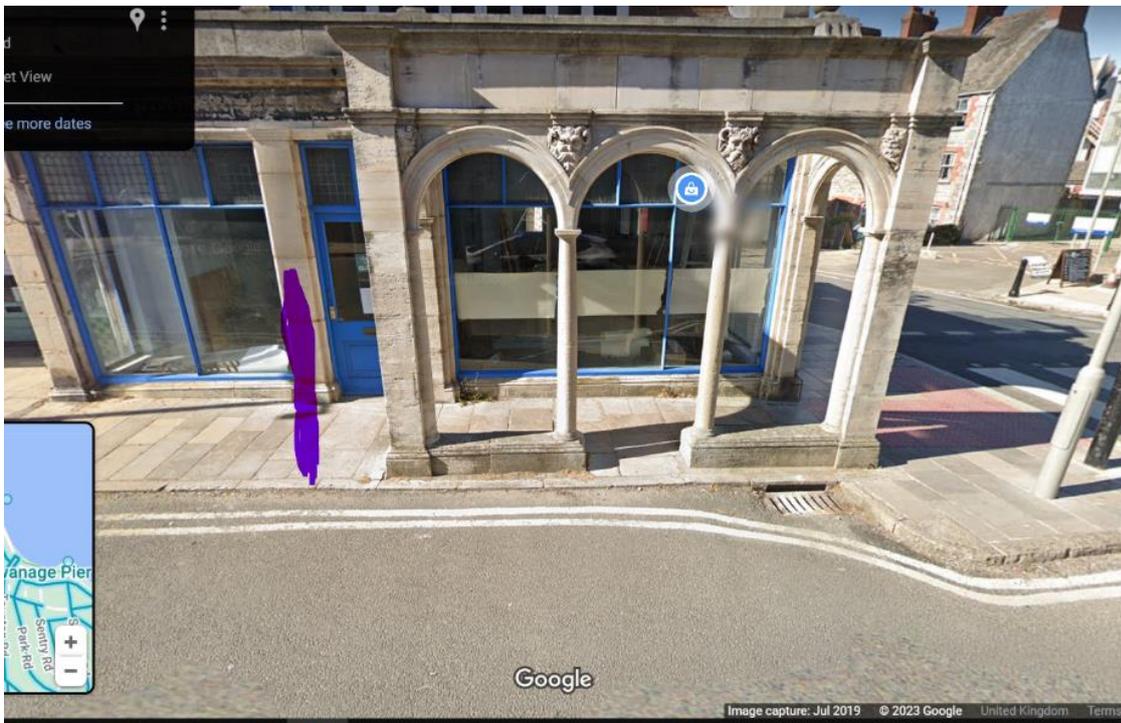


<b>In support</b>	<b>Name</b>	<b>Address</b>
<b>Additional Comments</b>		

DRAFT

Highway Matters – High Street

Request to install one bollard within the public highway - this will require a rigid bollard to resist vehicle impact as previously, damage sustained to listed structure has been significantly expensive to repair. Owner of property has suggested "Glasdon Guardsman". Consider three way funding between owner of property, Dorset Council and Swanage Town Council.



Additional SID post



The costs, as supplied by Dorset Council, are outlined below:

- Speed survey £275 if criteria met:
- New post at around £400, formal quote would be required.
- Solar panel and bracket £225 & £70. Another option would be to move the Northbrook Rd solar panel and bracket to the new site.

Highway Matters - Greensands Way

Vehicles parking on the corner of road off Northbrook Road, including Greensands Way, which obscures the vision for motorists. Reports of vehicles travelling at speed and inconsiderate parking, particularly during school pick up/drop off times.

Suggested safety measures such as yellow lines on the corners of Greensands Way and Northbrook Road, also a 20 mph speed limit during school drop off and pick up, and a speed camera.



Ancaster Road

**Enquiry:** Dangerous/ illegal parking at the junction of Ancaster Road and Victoria Avenue. Refuse collection cancelled this week due to vehicles blocking the junction. But this occurs on a regular basis and makes it dangerous for residents who want to drive out of Ancaster Road. Particularly dangerous for cyclists on Victoria Ave as we have to literally creep out with no way of seeing oncoming traffic. Is there anything the council can do to help make it safer? Thank you.





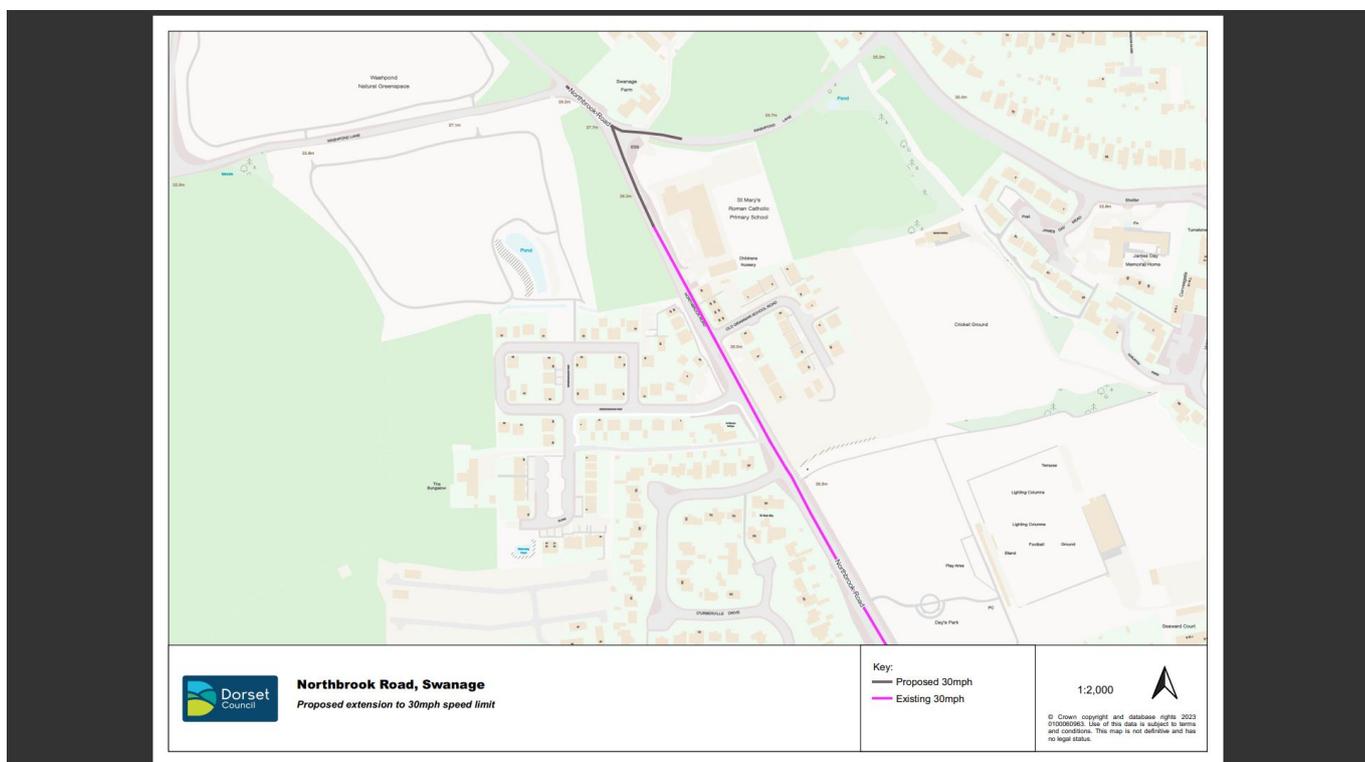
# Road Safety Speed Limit Change Review

17 Oct 2023

Northbrook Road, Swanage
Proposal to extend existing 30 mph speed limit beyond school towards Washpond Ln.

<p><b>Background</b></p> <p>Towards the end of Northbrook Road is St Marys RC Primary School. When the school was built in 2015 the existing speed 30mph limit was extended to outside the school where it becomes national speed limit. A number of road safety issues have been raised by the school, not least why the 30mph limit was not extended further north towards Washpond Lane. There would seem good justification to extend the 30 mph possible beyond both entrance roads to the roundabout. This would create 30mph limit covering the entirety of the school's access from Northbrook Road, and as such create safer environment at school times. Further measures are proposed with an extension of existing School Keep Clear markings that will further encourage appropriate driving and parking around the school entrance.</p> <p>Refer to map below: Existing 30mph – Blue Proposed 30mph extension - Red</p>
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## Map of proposals



<b>Purpose</b>
To address road safety concerns raised by the school and investigated by the Road Safety Team. To provide a speed limit that meets the needs of the local community and School. To create safer environment outside the school, that should encourage more walking and cycling.

<b>Documents considered</b>
<ul style="list-style-type: none"> <li>• DfT guidance on setting local speed limits 01/2013.</li> <li>• Dorset Councils approach to setting speed limits.</li> <li>• Revised Highways Code - 2022.</li> <li>• Map showing extent of revocation.</li> </ul>

<b>Statistical Analysis</b>
Statistical analysis – Nearby data in Washpond Lane has an average speed of 25.7mph, along with professional judgement, a speed revision along Northbrook Road is considered appropriate in line with DfT guidance for lowering speed limits.

<b>Considerations</b>
<p>a. Before introducing or changing a local speed limit, it is important that the expected benefits exceed the costs. Many of the costs and benefits do not have monetary values associated with them, the following factors are considered when considering speed limit requests:</p> <ul style="list-style-type: none"> <li>• collision and casualty savings</li> <li>• conditions and facilities for vulnerable road users</li> <li>• impacts on walking and cycling.</li> <li>• congestion and journey time reliability</li> <li>• environmental, community and quality of life impact</li> </ul> <p>b. DfT guidance states that as a general rule for every 1 mph reduction in average speed, collision frequency reduces by around 5% (Taylor, Lynam and Baruya, 2000). For typical types of road traffic collisions, the risk of death for drivers and pedestrians involved reduces with reduced vehicle speeds and it is particularly important to consider those speeds where the balance tips in favour of survival.</p> <p>c. DfT guidance states “There may be many roads below A and B classification that serve a mixed through-traffic and access function. Where that traffic function is currently being achieved without a high collision rate, these roads should be judged as through-traffic roads. If, however, for all or parts of these roads there is a substantial potential risk to vulnerable road users, these sections should be assessed as roads with a local access function.”</p> <p>d. DfT guidance advises that for consistency within routes, separate assessments should be made for each length of road of 600 metres or more for which a different speed limit might be considered appropriate. When this is completed, the final choice of appropriate speed limit for individual sections might need to be adjusted to provide reasonable consistency over the whole route.</p> <p>e. The revised Highways Code creates the ‘hierarchy of road users’, which is a concept that places those road users most at risk in the event of a collision at the top of the hierarchy. The hierarchy does not remove the need for everyone to behave responsibly. The road users most likely to be injured in the event of a collision and therefore more at risk are pedestrians, cyclists, horse riders, motorcyclists, children, older adults and disabled people.</p>

f. Member comment: Gary Suttle – Very sensible approach.  
Supported by Stephen Mepham, Team Leader

Outcome

Sources

[Setting local speed limits - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**Rob Camp**  
**Road Safety Officer**  
**Dorset Council**

**Station Approach – to confirm details of the scheme further to Council Meeting held on 30<sup>th</sup> October 2023**

At the Council meeting held on 30<sup>th</sup> October 2023 it was resolved to approve the current proposal for infrastructure improvements at Station Approach, Swanage (appended to this report) and to delegate any further minor design amendments to the Community Services Committee.

Minor design amendments discussed at an informal meeting of the Capital Projects Sub-Committee held on 4<sup>th</sup> October and further raised at the Council meeting held on 30<sup>th</sup> October included:

- Removal of the existing bus shelters and replacement with larger bus shelters located at either end of the pavement in front of the station entrance to ease pedestrian congestion where the pavement is most narrow.
- Tailoring the vehicular exit from the Co-op to lead vehicles towards the correct exit past the station.
- Removing the railway parking from the location indicated within the taxi rank.

In respect of the loading bay outside of Station House, the lease between the Council and the Railway does not include the provision of designated parking bays but does contain ‘the right to park not more than one vehicle at a time on the layby... for the purpose of loading and unloading from such vehicle’. The preferred scheme for Station Approach would leave this unchanged.

Further minor design amendments may also be considered as a result of consultation with Accessible Swanage which is scheduled for November 28<sup>th</sup> 2023.

It is proposed that updated plans incorporating all minor design amendments are presented to the next meeting of the Community Services Committee scheduled for March 2024.

**Decision required**

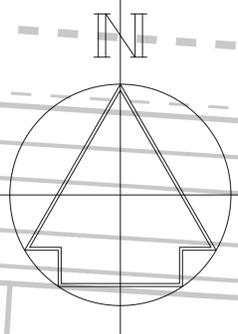
To consider the following minor design amendments to the approved proposals for infrastructure improvements at Station Approach, such amendments to be taken forward by the Assets and Compliance Manager subject to feasibility assessments and discussion with the Dorset Council Project Manager and Project Designer.

- Remove the existing bus shelters and replace with larger bus shelters located at either end of the pavement in front of the station.
- Tailor the vehicular exit from the Co-op to lead vehicles towards the correct exit past the station.
- Remove the railway parking from the location indicated within the taxi rank.

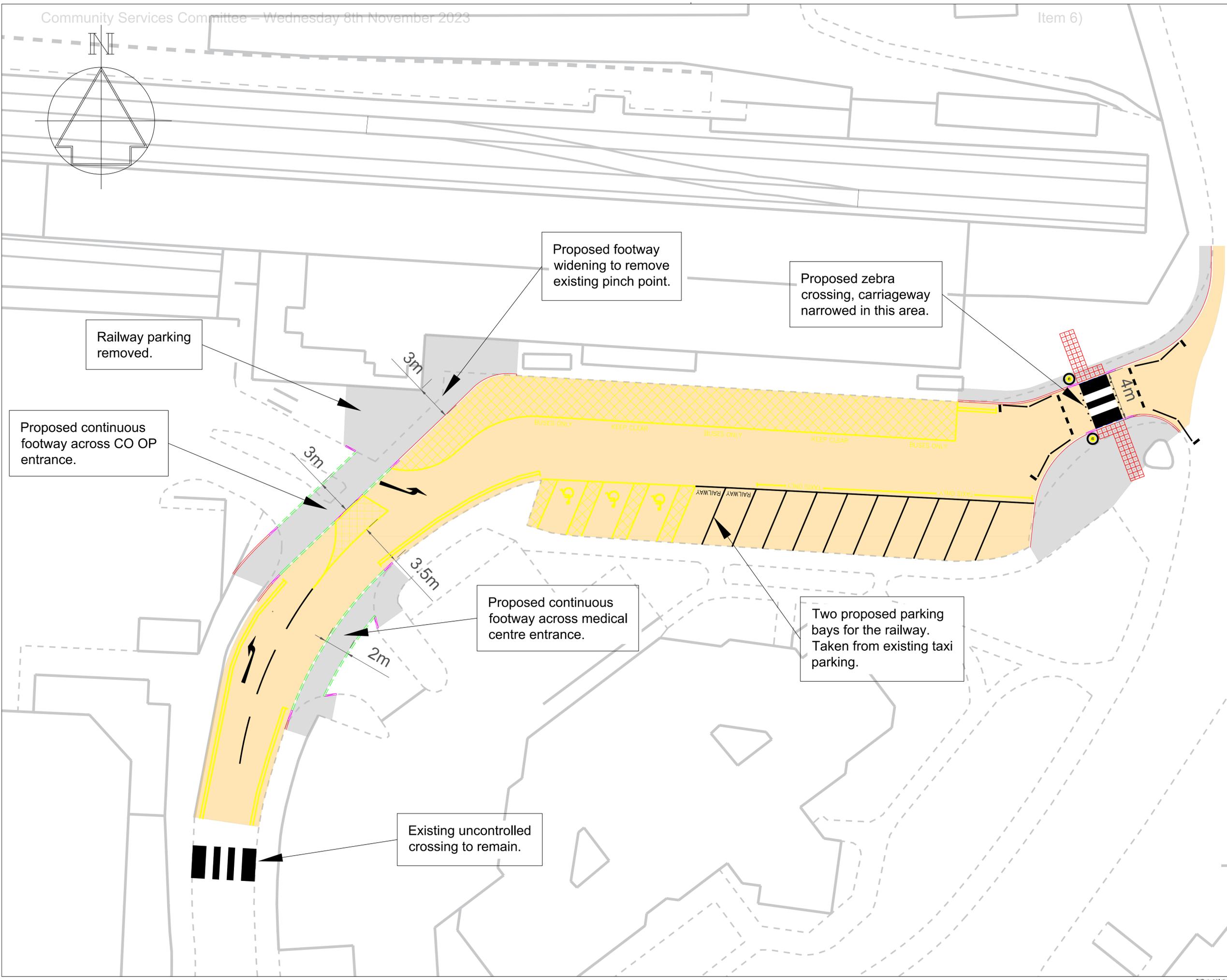
To provide delegated authority to the Assets and Compliance Manager to take forward minor design amendments that may arise as a result of consultation with Accessible Swanage, subject to feasibility assessments and discussion with the Dorset Council Project Manager and Project Designer.

To consider a review of the overall scheme minor design amendments at the Community Services Committee scheduled for March 2024.

Gail Percival, Assets & Compliance Manager  
November 2023



- KEY**
- Proposed 100mm kerb face.
  - Proposed 20mm kerb face.
  - Proposed 5mm kerb face.
  - Proposed taper kerb.
  - Proposed tactiles.
  - Footway surfacing.
  - Carriageway surfacing.
  - Proposed Lining.
  - Proposed belisha beacon.



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Orig	30/08/23	-	ZM
Rev	Date	Issue / Remarks	Checked



**DORSET HIGHWAYS**  
**Matthew Piles**  
 Economic Growth and Infrastructure

Project Title		
HI9115 Station Approach Swanage		
Drawing Title		
General Arrangement Option 2		
Scale (A1 Size)	Drawn By	Date
NTS	DW	29/08/2023
Drawing Number		
HI9115_1_101_F_Option 2 GA		
Drawing Status		
Feasibility		

**Partnership Project Updates – Swanage Wellbeing Project, Chapel Lane**

This report has been submitted by Swanage & Purbeck Development Trust (S&PDT) to provide an update on the progress of the Community Asset Transfer (CAT) of the Chapel Lane site and to reconfirm the need for funding for 3 years, originally granted at the 12<sup>th</sup> December 2022 Council Meeting.

**Update summary**

SPDT applied to Dorset Council for a CAT in September 2022. The proposal is to take on the management of these underused assets and attract statutory, local authority and voluntary services to operate from a single site, in a joined-up way. Users of the space will be offered cost based, occupational terms, with space bookable from a single desk for 2 hours up to weekly and monthly occupation of a full range of sizes of accommodation. In this way, organisations will have a flexible, cost-effective solution, bookable on-line, to make it an attractive option for delivering Health and Wellbeing services, locally.

There was a unanimous decision in favour of the CAT being made to SPDT, at the Dorset Council Cabinet meeting on 28<sup>th</sup> March 2023. Conditions were included to carry out due diligence on SPDT and reach agreement of terms of the tenure of the transfer. The due diligence exercise carried out by DC Assets and Property took 3.5 months to complete and involved a considerable amount of time both by the Chair of SPDT and its accountants. This was successfully completed, and the findings were forwarded to the Executive Director of Place Services at Dorset Council in mid-July.

Discussions have been taking place, since July, with both the Executive Director of Place Services and the Head of Assets and Property. These have been around the terms of a freehold or leasehold transfer. Heads of Terms were agreed with the Head of Assets and Property and the matter was reported to the Chief Executive, who decided at a meeting on 9<sup>th</sup> October that a lease of 125 years was a good option “and should be pursued vigorously and at pace”.

A press release was agreed between DC, STC and SPDT, confirming the Cabinet decision. Unfortunately, the staff working for Care Dorset had not been informed of the CAT in advance of the press release. A combination of the time elapsed since the Cabinet decision, with no news, and the anxiety felt by parents of people receiving care at the Day Centre around a perceived risk of a loss of services, has led to criticisms of the CAT process. However, the Chairman of SPDT has met with the parents, and a carer from the Day Centre, to explain that SPDT wants them to remain as users of the facility, which had not previously been communicated to them.

The Chairman of SPDT has since been offered the opportunity to meet with the MD and Operations Manager for Care Dorset and at that meeting explained the SPDT Vision for the site. They had heard this before and have agreed to meet, on site, within the next week or so, to work out a solution, to allow them to remain in occupation. Prior to that they had been seeking options for alternative accommodation in the town.

## **Timelines**

Solicitors are instructed on the drafting of a 125-year lease of the site, together with a Tenancy at Will, to allow SPDT to go into immediate occupation.

SPDT will carry out all the necessary H&S surveys and plan for future alterations to permit other users to commence using the buildings.

There will be a 6 months “transition” period to set up the management of the space to accommodate early users, including the Family Hub, DC Departments, Lewis-Manning Hospice, who continue to show serious interest, and other organisations interested in early occupation.

SPDT predict that the completed Health and Wellbeing Hub will be in full occupation by the end of the third year.

## **Financial Viability**

SPDT have collated the existing data on the costs and forecast income streams. Charges to users will be cost based, plus a “sinking fund” to build up reserves. Staffing will be built up as income increases.

From a feasibility study prepared by SPDT it is anticipated that the complex will be self-funding after 3 years, at which time thought can be given to extension and expansion to meet demand.

## **Funding Needs**

Following STC’s agreement to provide funding of £21,000 to assist SPDT in covering initial costs, DC agreed to “match fund” through a donation, included in a Service Level Agreement, for the Family Hub, of £21,000 for 3 years.

In addition, SPDT have applied to Talbot Village Trust for a grant of £40,000, towards initial alterations to create a “Welcome Lounge” and the cost of 2 part-time receptionists for 12 months. The grant application will be decided at a meeting of the TVT Trustees during the next 2 weeks.

SPDT is requesting confirmation, from STC, that the initial funding requirement of £21,000 p.a. for the first 3 years will be made available now that match funding has been agreed by DC. SPDT continues to apply for additional funding, for alterations, and staffing, to create a fully functional Wellbeing Hub.

## **Conclusion**

It has taken much longer than anticipated to get to this stage, following the DC Cabinet decision. However, SPDT remain committed and enthusiastic to commence on safeguarding existing services and attracting new health and wellbeing services into the Swanage area. By creating and managing a fully occupied “fit for purpose” Hub, SPDT anticipates that it will become an exemplar of what can be achieved by local authorities working in collaboration with the voluntary sector to achieve the best outcomes for the local community.

## **Decision required**

The committee is asked to consider making a recommendation to the Finance and Governance Committee that, in accordance with Minute No. 118(a) of the Council Meeting held on 12<sup>th</sup> December 2022, a sum of £21,000 per annum in support of the Health and Wellbeing hub at Chapel Lane be included in the budgets for the next two financial years (2024/25 – 2025/26).

Martin Ayres, Town Clerk  
November 2023

**Godlingston Cemetery Matters – Update on Poole Crematorium**

James Smith Funeral Directors have requested that the following be included for information at the Community Services Committee.

*At the Bournemouth, Christchurch and Poole Council (BCP) Cabinet Meeting on 6th September 2023 the future of Poole Crematorium was discussed again. An Officer Report had been prepared for the meeting and contrary to their previous commitment to go ahead and install new cremators at Poole Crematorium, this report now recommended that Cabinet pauses investment in new electric cremators at Poole and that a review of the operating model for BCP Bereavement Care Services is undertaken. In doing so it is suggested that the Cabinet asks Officers to present options for future investment and operational delivery at a future Cabinet meeting. The Cabinet was asked to consider this Officer recommendation.*

*Prior to this meeting, our Managing Director, Nick Douch, sent an email to all members of the Cabinet and Councillors representing Poole Wards and forwarded a 100 word statement to be read to the Cabinet at the meeting asking why the avenue of private investment at Poole Crematorium has not been explored.*

*The final Cabinet decision was to proceed with the officer's report recommendations, but they also added the following - Cabinet members commit to meet with representatives of the bereavement industry and faith sector to discuss the feasibility of working in partnership to deliver cremator provision at Poole Crematorium.*

**For information**

This item is provided for information on behalf of James Smith Funeral Directors, Swanage.

Gail Percival, Assets & Compliance Manager  
November 2023

**Godlingston Cemetery Matters – Future of Registration Services in Swanage**

James Smith Funeral Directors have requested that the following be included for information at the Community Services Committee.

*In 2017 the Dorset Registration Service (DRS) tried to reduce, if not remove, the registration service in Swanage. Thankfully, with pressure brought to bear by Swanage Town Councillors, Dorset County Council (as it was then) relented and continued with the two ½ days in Swanage.*

*It would appear to me that, having closed the Swanage office during the period of Covid 19, the DRS are trying to take the opportunity to not re-instate the service in Swanage and thereby remove this service by stealth.*

*As you are aware, death registration can only be effected by a personal visit to the registration service. It cannot be done on-line or by telephone and can only be done by a very limited number of persons related to, or known to the deceased, placing a great responsibility on those most closely related to the person.*

*Whilst I am sure that The DRS will now use the excuse that our residents have been managing for the past three years so this must prove that there is no need for the service in Swanage, I would have to strongly disagree. Many of our families find it difficult, inconvenient, time consuming and distressing to have to travel to Wareham (if available) or as is often the case, further afield, to visit the registration service.*

*Families are finding it more and more difficult to register in a timely fashion because of delays that all too frequently now occur due not only to the pressure on the Wareham Registration Office but there are also often delays issuing the Medical Cause of Death Certificate by medical professionals, without this form the registration appointment can't be booked.*

*I have attached a copy of a letter that I sent to Dr Ayres in 2017 that outlines the issues surrounding the removal/reduction of the service in Swanage. Although the examples given are now historical, they are none the less still relevant. At times of greatest need, when the registration service is under pressure and appointments are harder to come by, that is when it is most harshly felt by families and when they will find it more difficult to get appointments in Wareham and need to travel further afield in order to get an appointment that will allow them to have their funeral within a reasonable timescale.*

*The bereaved of Swanage would be extremely grateful for any support you could give by bringing pressure to bear on Dorset Council to get the service restored in Swanage at the earliest opportunity.*

The Council contacted Dorset Council Registration Services in June 2023 with regard to the future of registration services in Swanage and were provided with the following position statement.

*To date in 2023 Registration Services has been experiencing capacity issues due to vacancies and sickness absence which has reduced the number of registrars we have available to conduct appointments. Combined with a lengthy period of a higher than average death rate, our operational focus has been to ensure that we can provide as many registration appointments in those offices that are currently open to meet demand. The intention to review this position remains but has been delayed due to capacity issues within our management team.*

*You will recall that during the life of the emergency Coronavirus Act, death registrations were conducted remotely via telephone. This worked very well and was much better for our customers as they could register a death from wherever they were in the country – or in some cases, the world. It is worth mentioning that the latest information we have received from the General Register Office is that the legislation that will enable a permanent return to registration by telephone is expected to be passed in Spring 2024. [This is included within the Data Protection and Digital Information (No.2) Bill currently passing through the parliamentary process.] As soon as this is enabled, our intention is to revert to remote registration as our default as this will remove the need for our customers to travel to an office to attend their appointment.*

DRS has confirmed that there has been no change to this position over recent months, and that staff shortage remains a significant factor.

**For information**

This item is provided for information on behalf of James Smith Funeral Directors, Swanage.

Gail Percival  
Assets & Compliance Manager

November 2023

**Allotment Update**

The information below sets out allotment activity for the period 1<sup>st</sup> October 2022- September 30<sup>th</sup> 2023.

Inspection dates	15 <sup>th</sup> May, 21 <sup>st</sup> July, 15 <sup>th</sup> September
Available plots	6 @ 30/09/23
Number on waiting list	14 @ 30/09/23
Tenancies started	25
Tenancies ended	20

Since the end of September, a further 5 plots have been surrendered and the number of people on the waiting list has increased to 18.

All 11 available plots are under offer.

**For information**

This report has been provided for information.

Gail Percival, Assets & Compliance Manager  
November 2023

**Swanage Museum – Actions required further to condition survey**

In July 2023 Swanage Town Council commissioned a condition survey of Swanage Museum. This identified several areas of the building that require repair and set out budget costs of over £60,000 for works required in the next five years. Most urgently, works to address water ingress and internal partitioning were highlighted with associated budget costs of circa £40,000.

Swanage Town Council leases the building to Swanage Museum, repairing responsibility being for the attention of the Tenant. This report has been shared with Swanage Museum representatives and a meeting scheduled for Friday 3<sup>rd</sup> November 2023 with the Swanage Town Council Museum Working Party, Swanage Museum representatives and the Museums Advisor for BCP and Dorset Councils.

At this meeting the potential to make an application to Arts Council England was discussed, specifically the final round of the Museum Estate and Development Fund (MEND) which is a national grant opportunity anticipated to be open in early 2024. This may be supplemented by other local grant funding opportunities.

It was agreed that the Council would work closely with the Swanage Museum to support this application the first stage of which would comprise submission of an Expression of Interest which would be supported by a letter of support from the Museums Advisor for BCP and Dorset Councils.

Progress in this matter will be reported to future Community Services Committees.

**For information**

To note the contents of this report and the joint work being undertaken between Swanage Museum and the Council.

Gail Percival, Assets & Compliance Manager  
November 2023

**Public Conveniences Working Party held on 26<sup>th</sup> October 2023**

A meeting of the Working Party was convened to undertake an overall review of public conveniences operations and opening times. Further to this it was resolved that the following matters be taken forward to the Community Services Committee for decision:

Main Beach Car Park - to amend the opening schedule as follows.

Current Opening Schedule

- Spring/Autumn (April, May & September) - 8.00 a.m. to 6.00 p.m.
- Summer (June, July & August) - 8.00 a.m. to 8.00 p.m.
- Winter (October – March) - 8.00 a.m. to 5.00 p.m. Fridays, Saturdays, Sundays and school holidays

Proposed Opening Schedule

- Spring/Autumn (April, May, September and October) - 8.00 a.m. to 6.00 p.m.
- Summer (June, July & August) - 8.00 a.m. to 8.00 p.m.
- Winter (November – March) - 8.00 a.m. to 5.00 p.m. Fridays, Saturdays, Sundays and school holidays

This change will dovetail the opening times of the toilets with the seasonal car parking charges for Main Beach Car Park, i.e. the £1.00 charge that is effective from 1st November to 31st March (inclusive).

In addition, in recognition of the operational dates of the Polar Express attraction, to open Main Beach public conveniences from 8.00 a.m. to 5.00 p.m. on the following dates in 2023 only: Thursday 23<sup>rd</sup> November, Thursday 30<sup>th</sup> November, Thursday 7<sup>th</sup> December and Thursday 14<sup>th</sup> December.

Discussion was held with regard to opening times for the autumn months. However, it was noted that incidences of vandalism and anti-social behaviour in and around the public conveniences in Main Beach car park escalate as the nights draw in, there having been 5 separate incidences recorded and reported to date.

**Decision required**

To consider adjusting the opening schedule for Main Beach public conveniences in October to open daily from 8.00am-6.00pm and that a budget sum of an additional £360 associated with this change be considered by the Finance and Governance Committee.

To consider adjusting the opening schedule for Main Beach public conveniences in November and December 2023 in accordance with the operational dates of the Polar Express attraction and that the additional costs associated with this are met from the public conveniences cleaning budget.

Gail Percival, Assets & Compliance Manager  
November 2023

**Greengage Community Garden – Request to install a mobile field shelter**

Greengage Community Garden have requested permission from the Council to place a mobile field shelter to provide an informal space for volunteers to sit and socialise, shelter from the rain and enjoy the ambience of the garden at Prospect Nursery. This new space would play a key role in achieving the well-being objectives of this project.

The field shelter proposed is a mobile timber building, similar in style to a wooden stable that sits upon two metal ‘skids’ enabling it to be towed by a 4x4 vehicle. The dimensions proposed are 6m x 3.6m. The image below is shown for indicative purposes only to demonstrate the general style of such structures.



Greengage Nursery propose to fund the purchase of the structure by making applications to a number of relevant grant funding organisations.

Given the type, scale and nature of the shelter this would be within Part 12, Class A Permitted Development.

**For decision**

To consider granting permission to Greengage Community Garden to place a mobile field shelter in the grounds of Prospect Nursery. That specific details regarding the precise location and design of the shelter be delegated to the Assets and Compliance Manager.

Gail Percival  
Assets & Compliance Manager

November 2023

**To consider a request from Swanage Croquet Club for a permanent home at Queen Elizabeth II (Forres) Field**

At the Community Services Committee held on 29<sup>th</sup> March 2023 it was resolved that that the Town Council approve the request made by Swanage Croquet Club for the use of part of the Queens Elizabeth II (Forres) Field as summarised within the briefing paper and set out in the Swanage Croquet Club proposal, for a trial period of one year. It was further resolved that no fee be charged for the duration of the one year trial period and that any decision relating to the use of a storage container be delegated to Town Council officers in consultation with members of the Sport, Leisure and Wellbeing Working Party.

Further to this a meeting of the Sports, Leisure and Wellbeing Working Party was held on 5<sup>th</sup> April 2023 to discuss matters relating to the storage container. It was determined a large shipping container should be sought that could be shared by both the football and croquet clubs and that this would replace the smaller container currently in situ.

In mid-April the Council were advised that the Croquet Club had relocated to Mount Scar School playing field on Bon Accord Road.

Further to a meeting of local sports clubs held on 3<sup>rd</sup> October 2023, the Council received correspondence from Swanage Croquet Club. This advised that whilst the arrangement at Mount Scar School was successful, a permanent home for the club was sought and it was felt that Queen Elizabeth II (Forres Field) would be an ideal location provided that:

- It was affordable.
- A marquee and shipping container could be placed on site for exclusive use by the Croquet Club.
- Maintenance of the lawn area would be the responsibility of the Croquet Club.
- No other sports would encroach on the croquet lawns.
- Security of tenure would be provided to enable grant applications to the Croquet Association and other grant giving bodies.

Long term aspirations for the club in the proposed location were also set out to accord with other clubs in the southwest specifically:

- To have a secure area fenced off from the surrounding area.
- To be allowed to apply for permission to erect a clubhouse with services connected.

Queen Elizabeth II (Forres) Field is a protected green space, the Town Council having dedicated it as such with Fields in Trust. The Fields in Trust website provides the following description of the space:

Forres Field is large public open space adjacent to King George V Playing Field in Swanage. It is situated in the heart of the town and is the main site for youth football. The community really value this open space as a place for formal or informal recreational activities.

Any potential changes to the use of the space require consideration to assess if consent from Fields in Trust is required. Changes that are likely to require consent include:

- Permanent secure fencing (dependent upon footprint and access for public use requirements).
- Exclusivity of use, including provision of a Lease to any third party or a Licence that gives exclusive possession.
- Built development.

When evaluating the Croquet Club's request, the Committee will need to consider whether the Club's aims for this area are consistent with it being retained as a public open space. There is the potential that some elements of the Club's request would require an application and consent from Fields in Trust.

Finally, when considering the long-term aspiration of the Croquet Club for a clubhouse, attention will need to be given to the legal restriction placed on the land by a Deed of Grant dated 23<sup>rd</sup> March 1994 which requires the majority of the field to be freely available to flood and prevents the Town Council from doing anything which may restrict the free passage and flow of water.

### **Decision required**

To consider the request from Swanage Croquet Club for a permanent home at Queen Elizabeth II (Forres) Field.

Gail Percival, Assets & Compliance Manager  
November 2023

## Swanage Skatepark Community Project Update

Please find information directly provided by the Swanage Skatepark Community Project for this Committee.

### Swanage Skatepark Community Project

Briefing Note: STC Community Services Meeting 8th Nov

#### Update on activities:

Since the last Community Services Meeting in June 2023, the Swanage Skatepark Community Group (SSCP) built a website and created Facebook and Instagram accounts to share news about the Skatepark with the community.

<https://www.swanageskateparkcommunityproject.com/>

<https://www.facebook.com/swanageskatepark>

<https://www.instagram.com/swanageskatepark/?hl=en>

In July 2023, the group launched a user consultation survey. The survey was the first of its kind for Swanage Skatepark revealing demographics of park users, barriers faced by some who would like to use the park but don't and preference towards the type of equipment people want to see in the Skatepark. The Survey closed with 170 responses in Oct 2023 (an extension on the deadline was granted to The Swanage School who needed more time to engage students).

#### Survey highlights & immediate opportunities

35% of respondents to the survey were aged 0-15 years old. By comparison, this age group only makes up 12.3% of the population in Swanage. The group views the portion of responses from this age group as a success because this age group is hard to reach with surveys but important future custodians of the Skatepark.

The results of the survey will be ready to share publicly mid November.

The survey revealed various opportunities that will be of interest to Community Service Meeting Stakeholders to increase participation in sport, build a friendly multigenerational community of users at the Skatepark and indirectly possibly reduce anti-social behaviour.

- There is huge demand for lessons and sessions with guest coaches. These options were voted for over 170 times in response to the question 'what type of events would you like to see taking place at Swanage Skatepark in future.
- As a follow up, SSCP will source quotes from skate and scooter coaches e.g. [local provider Happy Skateboarder School](#). SSCP isn't currently in a position to fund these sessions and would appreciate suggestions on how we could collaborate with any organisations who have budget to pay for or subsidise costs. SSCP could assist with organising and promotion. Skate jams and days of lessons could also be fundraising opportunities for SSCP towards the cost of ramps.
- Of the 32 people who said they don't use Swanage Skatepark, 13% said they were too old. There's no age limit on skating, skating isn't just for young people! Lessons for older people could help this group overcome the social barriers and stigma to be seen in the skatepark and encourage more parents to use the park with their children.

- [The arrival of the skatepark in Dorchester led to a 33% reduction in crime in the area around where the park is located.](#) Even though Swanage Skatepark is going to be without full equipment for a while, if we can increase the number of users to the current equipment or learning on flat-ground anti-social behaviour could be discouraged simply because it will be more well-used.

## Swanage and Purbeck Development Trust set up update

Following a series of meetings agreement has been reached that SSCP will form a separate Charity and project under the umbrella of SPDT. SPDT acts as a charitable delivery vehicle, advisor and catalyst for projects identified by the community in meeting these issues and challenges. SSCP received onboarding paperwork in mid- October 2023. Our chairperson is travelling until approx. mid November so formal setup will progress at that time.

### Next steps:

- Release our public consultation survey - Nov 23
- Share our survey results with various skatelite park builders to obtain estimate quotes we can use for fundraising goals - Nov - Dec 23
- Create a video to explain why there is a need for skatepark in Swanage to help attract funding - ASAP
- Create a fundraising plan (we imagine this will start with crowdfunding in our community that we can ask bigger orgs to match) Nov - Dec 23
- SPDT setup TBC (pending signature on docs)

## SSCP mission, aims and objectives:

### Summary:

SSCP was founded in Summer 2023 to give our community a say in the evolution and improvement of Swanage Skatepark, raise funds for new equipment and build an inclusive and welcoming culture around the skatepark by hosting events that will inspire and attract more users.

### Mission:

- To bring new equipment and flow back to Swanage skatepark
- Foster a sense of belonging for skaters of all ages and abilities and create a positive skatepark culture which promotes the values of our project
- Engage with Swanage Skatepark users and raise funds to create a facility that inspires and empowers our community to reach new heights on wheels
- Work with Swanage Town Council and local organisations to support projects which positively benefit young people in our community
- Obtain, collect and receive money or funds by way of donations, grants and any other lawful method towards the aims of the group

### Objectives:

- Run a transparent public consultation to inform a new design brief for Swanage Skatepark and assist with funding applications **COMPLETE**
- Create a design brief for the improvement of Swanage Skatepark **NOV - DEC 23**
- Raise funds **CREATE A PLAN NOV - DEC 2023**
- Ensure voices of Swanage Skatepark users are represented in creation of the brief, design and build **WORK IN PROGRESS**
- Keep our local community informed on the progress of the project **WORK IN PROGRESS**

- Continue to raise funds to cover the cost of regular events/lessons/equipment to make Swanage Skatepark an accessible and well utilised community space  
**TARGET START FUNDRAISING FROM JAN 2024**

This work has been carried out by the SSCP team who are all volunteers  
Lorna Haines, Barry Mawson, Heidi Florence, James Woodfrod, Ed Marriott and  
Owen Holder

**For information**

Gail Percival, Assets & Compliance Manager  
November 2023

**Swanage and Herston Football Club – to consider contribution towards remedial works**

As landlord of the Swanage and Herston Football Club premises at Day's Park, the Town Council commissioned a condition survey which took place on 4<sup>th</sup> October. The resultant report highlighted changes since the buildings were last surveyed in 2020. Although it is recognised that the Club has gone to considerable effort to improve the premises in the intervening period, the report highlighted continued deterioration in the buildings and recommended a number of urgent remedial measures.

At a meeting of the Day's Park Forum on 11<sup>th</sup> October, the Club's representatives agreed to take forward a number of actions to urgently address the most important issues raised. The Club highlighted the limited availability of funds and were invited to submit a request for funding for consideration by the Town Council, if necessary.

A request has since been submitted for the Council to fund the following works:

- Demolish the existing boundary wall between the car park and the football pitch.
- Provide netting along the pitchside of the sports hall to catch falling debris from the deteriorating walling.
- Repair and secure the external steps from the changing facilities to the pitch.
- Board-off the internal changing room balcony from the sports hall.

An estimate of costs will be provided at the meeting, but at the time of writing it is understood that the Council is likely to be asked to contribute a sum between £1-2,000. The Council currently holds £4,443 in a reserve earmarked for the redevelopment of the Football Club premises, derived from a back-payment of rent from the telecommunications mast sited within the football ground. At its meeting held on 1<sup>st</sup> November 2023, the Finance & Governance Committee agreed that the reserve could be used to fund these remedial works.

The Club has also been asked to remove equipment for the summer camps and youth teams from the sports hall so that access and egress from that part of the premises is no longer required. It is proposed that a container be provided for this purpose, located on the site of the former Arts Club Hut in North Beach Car Park to ensure ease of access to the goals for the youth teams that play on Journey's End. As this is a temporary structure it is not envisaged that this will require planning permission. It is proposed that the Council fund this facility in support of youth football from the existing hired services budget for Day's Park. A cost estimate will be provided at the meeting.

**Decisions required:**

To agree whether or not to provide a financial contribution towards the works set out above, to be funded from the football club earmarked reserve.

To agree to pay for a storage container for equipment for youth football, to be funded from the Day's Park hired services budget.

Martin Ayres, Town Clerk  
Gail Percival, Assets & Compliance Manager  
November 2023

**Swanage Tennis Club – to consider proposal to resurface courts 4 and 5 with astroturf**

At the Community Services Committee held on 14<sup>th</sup> June 2023 it was resolved to agree in principle Swanage Tennis Club's proposal to resurface courts 4 & 5 at Beach Gardens with Astroturf and to place this item on this agenda to enable time for further consideration to be given to the professional advice required and procurement route to be taken.

The proposal provided by Swanage Tennis Club estimated the cost of the proposed resurfacing at £40,000, anticipating that £15,000 of this total would be funded from Swanage Town Council's tennis club reserve and the remaining £25,000 would be provided from Swanage Tennis Club's infrastructure sinking fund.

Since this date further discussion and investigation of the existing surfacing of courts 4 and 5 has been ongoing between the Council and the Club and it has been agreed to jointly fund professional advice in the sum of £1,550 + VAT to determine more exactly the specification and extent of works that are required to install the astroturf. It is proposed that this would then inform the package of works that would be tendered competitively.

The Council's tennis club reserve contains funds for court maintenance and replacement. Further to a recent change in the treatment of VAT on leisure services, the Council is awaiting a decision from HMRC regarding a VAT reclaim which if approved would increase the fund from £12,312 to £18,993. The contribution to the reserve from the Tennis Club for March 2023 is also outstanding and would contribute an additional £3k or £3.6k to the reserve dependent upon HMRC's decision. Should this be received, a contribution of £15,000 from the Council's tennis court reserve would be feasible and result in the account retaining sufficient sums to fund future maintenance and replacement of facilities.

In taking this decision, the Committee needs to be mindful that there is a need to ensure that sufficient funds are built up to ensure that the astroturf on all courts can be replaced at the appropriate time. Under current arrangements the Council's reserve will not hold sufficient funds. The Tennis Club have put forward proposals to build up funds in their own infrastructure reserve, but this would be voluntary and not subject to the licence agreement between the Club and Council. It is, therefore, proposed that contributions to the Council's tennis court reserve also be reviewed by both parties prior to consideration at the Finance and Governance Committee meeting on 13<sup>th</sup> December.

**Decision required**

To consider recommending to the Finance and Governance Committee that the sum of £15,000 is allocated for the financial period 2024/25 to contribute towards resurfacing tennis courts 4 and 5 with astroturf, conditional upon a VAT reclaim of at least £6,681 being received from HMRC and revised contributions to the Council's tennis court reserve being agreed.

Gail Percival, Assets & Compliance Manager  
November 2023

Draft Capital Programme 2024/25 -2026/27

Project Ref:	Project	2023/24 Approved Budget	2023/24 Forecast Outturn	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
		£	£	£	£	£
1	<b>Play Areas/Skate Park</b> King Georges Skate Park	15,000	0	15,000		
2	<b>Parks</b> Days Park- Footpath Lighting Installation	37,000	58,070			
3	<b>Station Approach</b> Infrastructure Improvements	50,000	0	120,000		
4	<b>Downs</b> Peveiril Point Stabilisation Scheme	95,000	50,000	150,000		
5	<b>Depot</b> External Shelter	15,750	15,750			
6	<b>Spa</b> Stabilisation & Regeneration	300,000	30,000	120,000	1,925,000	1,925,000
7	<b>Environmental</b> Carbon Neutral 2030 Implementation	50,000	128,000			
8	<b>Capital Grants</b> S&PDT - Football Club redevelopment	70,000	0	70,000	70,000	80,000
9	<b>Vehicles</b> Electric Flatbed Truck	45,000	50,000			
10	<b>Car Parks</b> Main Beach- Phase 3 & EVCP Installation	20,000	0			
11	<b>Roads</b> Panorama Rd/Quarry Close - Upgrade/Improvement		54,520			
12	<b>Beach Gardens</b> Installation of Astro turf on Courts 4 & 5			15,000		
13	<b>Seafront Coastal Defence Projects</b> Seafront Coastal Defence Works				450,000	
14	<b>Parks &amp; Open Space</b> Seafront Shelters x 3- Major Refurbishment				245,000	
15	<b>Vehicles</b> Electric Flatbed Truck				50,000	
16	<b>Play Areas/Skate Park</b> Days Park Play Area and Gym					60,000
	<b>Total Capital Expenditure</b>	<b>697,750</b>	<b>386,340</b>	<b>490,000</b>	<b>2,740,000</b>	<b>2,065,000</b>

**Proposed Significant One Off Revenue Expenditure/Minor Works 2024/25**

<u>Ref:</u>	<u>Service Area</u>	<u>Project</u>	<u>Estimated Project Cost</u>
<u>New projects for 2024/25</u>			
1	PC	Heritage - Remedial & damp alleviation works	22,000
2	Cemeteries	Northbrook - Wall repairs, north east elevation	7,000
3	Beach Gardens	Installation of Awning	3,000
4	Spa	Noticeboard	2,000
			<hr/>
			34,000
			<hr/> <hr/>

## SWANAGE TOWN COUNCIL

### Community Services Committee Proposed Scale of Fees & Charges - 2024/25

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24	Proposed Fees 2024/25	Proposed Increase on Gross %
<b>1. <u>BEACH GARDENS</u></b>				
<b>Tennis</b>				
Singles/Doubles Hourly (hourly per court)	1/4/23	10.00	10.50	5.00
With Club Member	1/4/23	6.00	6.50	8.33
Schools (per court)	1/4/23	5.50	5.80	5.45
Children (under 16 years)	1/4/23	4.00	4.20	5.00
Racket Hire	1/4/23	2.50	2.60	4.00
Tennis Ball Hire	1/4/18	1.00	1.00	0.00
Deposit for keys (Returnable) - Winter period only	1/4/14	5.00	10.00	100.00
<b>Court Fees - Coaching</b>				
-Adults (Non-members)	1/4/23	4.75	5.00	5.26
-Children (Non-members Under 16)	1/7/17	0.00	0.00	0.00
<b>Putting</b>				
Per Round - Adults	1/4/23	4.50	4.80	6.67
Per Round - Children (under 16)	1/4/23	2.50	2.60	4.00
Family (2 Adults + 2 Children)	1/4/23	11.00	12.00	9.09
Under 5s	1/4/18	0.00	0.00	0.00
Adult x 1 Season Ticket	1/4/23	45.00	50.00	11.11
Adult x 2 Season Ticket	1/4/23	80.00	90.00	12.50
Family Season Ticket	1/4/23	100.00	110.00	10.00
<b>Table Tennis bat and ball hire</b>	1/4/18	1.00	1.50	0.00
<b>Basketball Hire</b>	1/4/14	2.50	3.00	20.00
<b>Pavilion</b>				
(Charges include heating and lighting)				
Per Session (1 section)	1/4/23	30.00	35.00	16.67
Morning, Afternoon or Evening (2 sections)	1/4/23	41.00	45.00	9.76
<b>2. <u>ALLOTMENTS</u></b>				
Prospect (per rod)	1/10/23	7.40	7.75	4.73
<b>3. <u>TOWN HALL LETTINGS</u></b>				
<b>Council Chamber</b>				
Public Meetings and Lectures (per session)	1/4/17	45.00	45.00	0.00
Property Auctions	1/4/23	180.00	190.00	5.56
Civil Marriage/Partnership Ceremonies	1/4/23	155.00	160.00	3.23
<b>Committee Room</b>				
	1/4/18	30.00	30.00	0.00
* Community Groups (providing a service to Swanage residents) & Public Sector Organisations (agreed Minute 6) General Operations		0.00	0.00	0.00
<b>4. <u>KING GEORGE V FIELD</u></b>				
Football Pitch & Changing Facilities	1/4/02	25.00	25.00	0.00
(Youth Teams)	(1/4/21)	0.00	0.00	
<b>5. <u>FORRES SPORTS FIELD</u></b>				
Football Pitch & Changing Facilities	1/4/02	25.00	25.00	0.00
(Youth Teams)	(1/4/21)	0.00	0.00	
<b>6. <u>JOURNEY'S END</u></b>				
Football Pitches	1/4/01	12.00	12.00	0.00
Youth Teams	(1/4/21)	0.00	0.00	
<b>7. <u>SPORTS LICENCES</u></b>				
	n/a	30.00	36.00	20.00

	<b>Date of Last Increase/ (Decrease)</b>	<b>Agreed Fees 2023/24</b>	<b>Proposed Fees 2024/25</b>	<b>Proposed Increase on Gross %</b>
<b>8. <u>GODLINGSTON CEMETERY</u></b>				
<b>Garden of Rest</b>				
Cremation Plot for burial of cremated remains in casket or urn.				
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/23	340.00	360.00	5.88
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':				
(a) first interment	1/4/23	185.00	195.00	5.41
(b) for each additional interment (to 4 interments)	1/4/23	185.00	195.00	5.41
(c) for additional multiple interments (2nd, 3rd or 4	1/4/23	60.00	63.00	5.00
Fee for multiple interments of cremated remains: one third of the full first interment fee if interment is made at the same time - as recommended by the General Operations Committee 01/04/15 - Agreed by Full Council Minute 177. 20/04/15				
(d) for interments on Saturdays, Sundays and Public Holidays	1/4/23	195.00	205.00	5.13
(iii) Memorials	1/4/23	200.00	210.00	5.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(v) Transfer of Rights	1/4/23	60.00	63.00	5.00
<b>Earthen Graves</b>				
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:				
Section A	1/4/23	550.00	575.00	4.55
Section B	1/4/23	440.00	460.00	4.55
Children's Section	(1/4/18)	10.00	10.00	0.00
(ii) Interment Fees - for body of				
(a) a child, in the Children's section, in a grave not exceeding in depth: 7 feet (2 interment)	(1/4/18)	No Charge	No Charge	0.00
(b) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/23	380.00	400.00	5.26
Casket-type coffin	1/4/23	550.00	580.00	5.45
(c) for interments on Saturdays Sundays and Public Holidays	1/4/23	420.00	440.00	4.76
(d) scattering of ashes beneath turf	1/4/23	105.00	110.00	4.76
(e) scattering of ashes on existing grave/ garden of remembrance	1/4/23	40.00	42.00	5.00
<b>Note</b>				
Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment.				
(iii) Fee for persons not resident in the parish.		As above x 2	As above x 2	0.00
(iv) Transfer of Rights	1/4/23	60.00	63.00	5.00
<b>Brick Graves or Vaults</b>				
(i) Right to construct (including grant of right of burial therein for a period of one hundred years) on each space:				
Section A	1/4/15	Price upon application	Price upon application	
Section B	1/4/15	Price upon application	Price upon application	
(ii) First Interment	1/4/23	1865.00	1960.00	5.09
(iii) Re-opening	1/4/23	1865.00	1960.00	5.09
(iv) For interment Saturdays Sundays and Public Holidays	1/4/23	905.00	950.00	4.97
(v) Fee for persons not resident in the parish.		As above x 2	As above x 2	0.00

	<b>Date of Last Increase/ (Decrease)</b>	<b>Agreed Fees 2023/24</b>	<b>Proposed Fees 2024/25</b>	<b>Proposed Increase on Gross %</b>
<b>Monuments, Gravestones &amp; Inscriptions</b>				
(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	1/4/23	200.00	210.00	5.00
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	1/4/23	595.00	625.00	5.04
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	1/4/23	200.00	210.00	5.00
(iv) Kerb set	1/4/23	200.00	210.00	5.00
(v) Flatstone not exceeding 7' x 3' x 6"	1/4/23	315.00	330.00	4.76
(vi) Vase not exceeding 12" in height	1/4/23	50.00	52.00	4.00
(vii) Any other memorial not referred to above	1/4/08	By Agreement	By Agreement	
(viii) Each additional inscription after the first in respect of each person	1/4/23	45.00	47.00	4.44
(ix) Fee for persons not resident in the parish.		As above x 2	As above x 2	0.00

### **GODLINGSTON MEADOWLAND BURIAL**

(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years	1/4/23	440.00	460.00	4.55
(ii) Interment Fees - for body of				
(a) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/23	400.00	420.00	5.00
Casket-type coffin	1/4/23	570.00	600.00	5.26
(b) for interments on Saturdays Sundays and Public Holidays	1/4/23	420.00	440.00	4.76
(iii) Interment Fees - for burial of casket or urn				
(a) first interment	1/4/23	205.00	215.00	4.88
(b) for interments on Saturdays, Sundays and Public Holidays	1/4/23	195.00	205.00	5.13
(c) scattering of ashes beneath turf of existing grave	1/4/23	105.00	110.00	4.76
(d) scattering of ashes on existing grave/ garden of remembrance	1/4/23	40.00	42.00	5.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(v) Transfer of Rights	1/4/23	60.00	63.00	5.00
<b>Memorial Tree Plaque</b>	1/4/23	190.00	200.00	5.26

**Cemetery services will not be available for the period 24th December to the third working day after the New Year's Day public holiday**

<b>Hire of Cemetery Chapel - Godlingston interment</b>		No Charge	No Charge	
<b>Hire of Cemetery Chapel - External interment</b> (agreed Minute 153, 14 March 2022)	14/3/22	150.00	155.00	3.33

### **9. Memorial Benches**

<b>5 year future maintenance contribution</b> Removed - Community Services Committee 29th March 2023 Minute 10.	1/4/23	210.00	n/a	
<b>Memorial Bench Plaque - Fitting Only</b> Community Services Committee 14th June 2023 Minute 13.	14/6/23	12.00	15.00	25.00

**Swanage Town Council Communications Resource**

Within the Town Council's adopted Corporate Plan 2023-25 the Council has committed to deliver good governance by actively communicating, consulting and engaging with residents, and will increase opportunities for residents to engage with the Town Council.

Two recent recruitment exercises undertaken by the Town Council for the post of Communications and Community Engagement Officer did not result in an appointment being made. Therefore, the Council may wish to review how best to deliver its communications workload going forward, in accordance with the 'Swanage Town Council Communications Strategy' which was considered and agreed at a meeting of the Communications Strategy Working Party held on 26<sup>th</sup> April 2023, and at the Annual Council Meeting held on 22<sup>nd</sup> May 2023 (copy attached in Appendix 1).

Further to Minute No. 3) of the Personnel Committee Meeting held on 13<sup>th</sup> October 2023, the importance of improving communications with local residents has been discussed, and consideration also given to the possibility of an alternative model of delivery of public communications if recruitment into the post of Communications and Community Engagement Officer is not pursued.

Options to consider include:

- **Continue as is** – existing staff resource (including newly recruited administration posts) to continue to undertake the Council's communications work as can be best achieved in light of other workload;
- **Recruitment within existing staff structure** - undertake a further recruitment exercise for the post of Communications and Community Engagement Officer;
- **Create a new post of Administration Apprentice** – to include day to day updating of social media platforms;
- **Communications Consultant** – engage the part-time services of a communications consultant to undertake public engagement and communications in respect of larger projects as and when required.

**Decision required:**

To ask the Communications Strategy Working Party to consider a preferred option for delivering the agreed Swanage Town Council Communications Plan, alongside budget availability, and make a recommendation to the Finance & Governance Committee as part of budget setting for the 2024/25 financial year.

Niki Clark  
Planning and Community Engagement Manager

November 2023

## **‘Swanage Town Council Communications Strategy’**

The Communications Strategy Working Party has been established to prepare a strategy to guide Council communication with the Swanage electorate. Prior to 2019 there had been a quarterly newsletter sent by post to all residents, but this ceased as there was no staff capacity to produce one.

With the increased use of online social media it is concerning that information posted can at times be misleading and open to malicious information being disseminated.

The Council needs to ensure that the facts about its activities are easily available in accordance with the ethos of transparency which is vital to local government.

Councillors have expressed a keenness to share important and positive news straightforwardly.

### **Platforms:**

Annual Report of the Town Council

Printed newsletters – hard copy to be delivered, collected, or sent electronically

News columns in local printed/online publications – e.g. Purbeck Gazette, Swanage .News, Advertiser/Echo

Social media – Facebook, Instagram, ‘blogs’

Website – new site to be more easily accessible and user friendly (to include photographs of/information about Councillors and their respective roles and responsibilities)

‘Meet your Councillors’ events

Local radio interviews

Increase public participation at full council and committee meetings

### **Public Engagement Events**

An appetite for this was indicated by the large attendance at the public meeting held at the All Saints Church regarding the Burlington Chine toilets.

Future events will be held regarding the Seafront Masterplan and the Swanage Neighbourhood plan.

The Council should continue to look at accessible venues to hold these events, e.g. Mowlem Theatre, Emmanuel Baptist Church, Methodist Church, The Swanage School.

The Council should also give consideration to hosting its own events, such as ‘Any Questions’? And increase involvement with the local schools.

**To consider a request for commemorative benches and trees, Swanage Army Link**

The information below has been directly provided by Swanage Army Link for consideration by the Community Services Committee.

**40th ANNIVERSARY OF SWANAGE ARMY LINK -2024**

**PROPOSAL TO SWANAGE TOWN COUNCIL**

The first formal visit by Royal Corps of Signals soldiers, under the guise of Exercise Cygnet Train, was a four-week trade-training exercise which commenced on 19th March 1984. In 2004 there was a proposal by Mr Joe Clark that the Town of Swanage should recognise twenty years of military support for the re-building of the Swanage Railway between 1984 and 2004.

Swanage Town Council (STC) agreed, and the honour of 'Liberty of Swanage' was bestowed on 11th (Royal School of Signals) Signal Regiment (The Regiment) on Saturday 9th July 2005.

Swanage Army Link (SAL) is an un-constituted support group established in 2006 to support any initiative to raise the profile of the HM Armed Forces in Purbeck. It receives no regular income and survives on grants and gestures of goodwill.

Plans for the 40th Anniversary commenced in July 2022 when an intent to focus on Saturday 8th June 2024; this being identified at the time of the unveiling of the Queen Elizabeth II 'Jubilee Pond' at Herston Halt – marked by the visit of the Mayor of Swanage and the Commanding Officer of the Regiment at Blandford. Since then, Town Councillors agreed to extend an invitation to the Regiment to exercise the 'Liberty of Swanage' in June 2024.

This proposal being submitted to STC is to pave the way for two trees and two benches to be placed in the vicinity of Swanage War Memorial, and comes after plans to celebrate the Centenary of the Royal Corps of Signals in 2000 were cancelled due to the Pandemic.

It is proposed that a tree and a bench be provided by The Regiment, and the same by SAL, to mark the 40th Anniversary of the Association between the Town and the Royal Corps of Signals.

The two benches will be of timber construction with cast iron ends, as previously supplied to the War Memorial site by EASTGATE SEATS. The current cost for each bench is £607 + VAT and delivery. The benches will be finished (wood stained as other benches at the site) and installed by STC staff. A plaque will be set into each bench, the words being agreed with the STC Assets & Compliance Manager.

This proposal also includes the planting of two hardy trees, which will blossom each spring, to be planted adjacent to Horsecliffe Lane. The type of tree, Crataegus Paul's Scarlet, has been recommended by Simon Goldsack at Holme Nursey, with a planning figure of £400 each. The trees will be planted later in the year when the weather is cooler. I would ask that the exact variant of the tree be agreed with the STC Assets & Compliance Manager, as there is a variant named after Queen Elizabeth II which I would like to investigate.

If funds permit, plaques (with similar words to those on the benches) will be set in stone, sympathetic with those placed next to other trees.

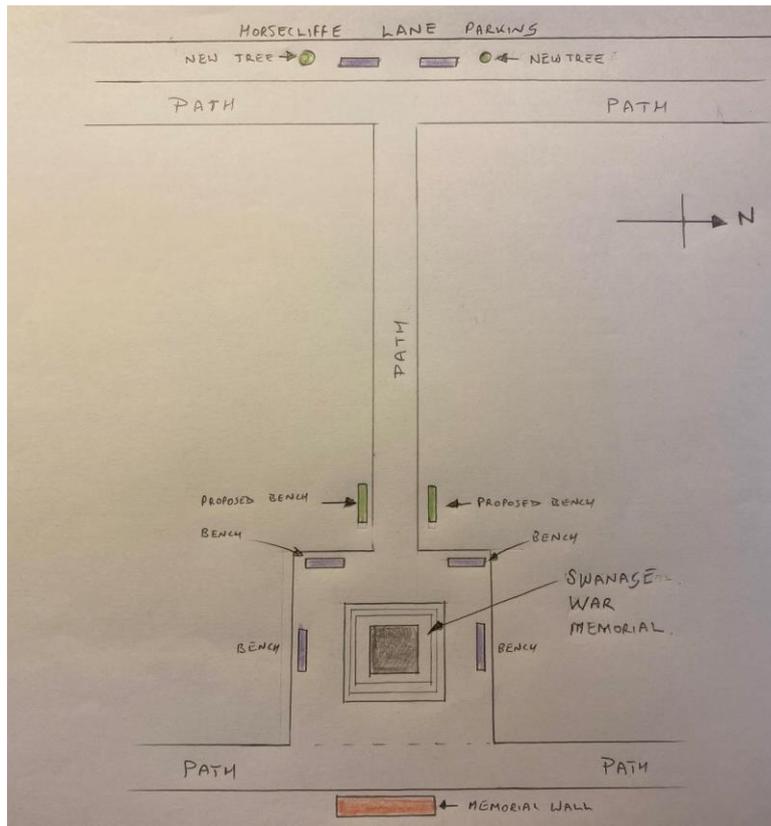
See sketch below for relative locations.

All costs to be underwritten by SAL, although an approach will be made to The Regiment to support the funding of this project.

Frank Roberts

Swanage Army Link

Sketch of area



Location of two benches, left & right of footpath on grass, benches facing each other.



Location of two trees, one to be planted to left of the left-hand bench, and one to the right of the right-hand bench.



Proposal is for Crataegus Paul's Scarlet hardy thorn trees, or a variant as set out above, like others at this location.



Tree plaque

### **Decision required**

To consider the request from Swanage Army Link to place two commemorative benches and trees at the Recreation Ground.

Gail Percival, Assets & Compliance Manager  
November 2023

**To consider a request for a commemorative tree in memory of Bob Field**

The Council has received a request from Swanage Museum for a commemorative tree and plaque to be located near to the Prince Albert Memorial in Prince Albert Gardens. The request is set out below.

*The Swanage Museum's trustees would like to plant a walnut tree with plaque on the Downs near to The Prince Albert Memorial in commemoration to one of our most valued and loved volunteers Robert 'Bob' Field who passed away last winter and we are hereby seeking the approval of Swanage Town Council.*

*Bob, as a crucial volunteer for the Swanage Museum, was the original inspirer for the rebuilding of The Albert Memorial on the Swanage Downs. His pioneering dedication to this project lasted many years and was eventually taken up by a generous local benefactor and with the professional assistance of The Swanage & Purbeck Development Trust the project was completed in 2021.*

*Bob was also the Art Director for the Swanage Museum and in his period of governance an amazing amount of research was completed, culminating in an Encyclopaedia of Purbeck Art of which one version is on display at The Swanage Museum's Heritage Centre and another at The Swanage Museum's History Centre's Art Gallery. His eye for perfection is there to be seen.*

*His other activities for the Swanage Museum included giving brilliant talks on Art to many local organisations and also producing the graphic work essential for most of the Swanage Museum's public display boards, including the recent 'shopping in bygone Swanage' His dedication in producing high quality and informative work was second to none.*

*Bob has left a huge gap in the Museum's volunteer work force and Swanage will miss his enormous contributions to community life, for Bob was not only a dedicated and talented volunteer he was a great humanitarian. His graphics work and general educational skills for other organisations in Swanage included working with clients at The Swanage Day Centre and children at local schools.*

*In December 2022, Bob was awarded a plaque by The Dorset County Museum's Association 'Dorset Museums Volunteers of the year award' for his dedicated services for Swanage, much deserved.*

*We thank you for your consideration.*

*Mel Norris (Chairman Swanage Museum)*

**Decision required**

To consider approval of a request from Swanage Museum for a commemorative tree and plaque near to the Prince Albert Memorial in memory of Bob Field.

That, should approval be given, matters such as timing, permissions and health and safety considerations regarding the works be delegated to the Assets and Compliance Manager for final approval.

Gail Percival, Assets & Compliance Manager  
November 2023