

Draft Minutes of the **ANNUAL MEETING** of the Swanage Town Council held at the Town Hall, High Street, Swanage on **MONDAY, 19th MAY 2025** at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield
Councillor S. Brookes
Councillor M. Coward
Councillor J. Lejeune
Councillor C. Moreton
Councillor C. Sutton
Councillor C. Tomes
Councillor S. Vile

In addition to Members of the Council and officers, 15 members of the public and one member of the local press attended the Meeting and were welcomed by the Town Mayor.

Prior to commencement of the meeting the Town Mayor led a moment's silence in memory of the late Councillor Bill Trite, long-serving Town and Dorset Councillor, which was followed by a short prayer by Reverend Jo Levasier.

Public Participation Time

- Tributes were paid to Councillor Trite. Mr Alan Houghton noted that he was widely respected and had achieved a great deal for the town of Swanage. It was recalled that he had played a significant role in numerous local initiatives, including giving his wholehearted support to the restoration of the bandstand.
- Councillor Bonfield stated that those who knew Councillor Trite owed him a great deal. A persuasive man, he had inspired many in the Council chamber to stand as a councillor and had generously offered his time to guide and mentor new councillors. He would be deeply missed by all. Condolences were offered to his partner, his family, and his many friends.
- Former Town Mayor, Avril Harris, remarked that, although she and Councillor Trite came from different parts of the political spectrum, he had always worked collaboratively with others for the good of the town and county. His extensive knowledge and experience in planning matters had been valued and respected, and gratitude was expressed for the support he had provided during her time as Chairman of the Planning and Consultation Committee.
- The Town Clerk noted that, while it was uncommon for an officer to speak publicly about their working relationship with a councillor, he felt compelled to do so, having worked closely with Councillor Trite for more than 20 years. His thoughtfulness and respect for others was recalled and it was noted that he would be greatly missed by members of Town Council staff, past and present.

Councillor Foster opened the Council Meeting at 7.10 p.m.

1. **Appointment of Town Mayor**

Proposed by Councillor Foster and seconded by Councillor Lejeune:-
That Councillor Mike Bonfield be appointed Town Mayor for the ensuing year.

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

Councillor Bonfield completed the Statutory Declaration of Acceptance of Office and expressed his gratitude for being elected as Town Mayor. Sincere thanks were extended to the outgoing Mayor, Deputy Mayor, and their consorts for their devotion and service to the council and the town. He also expressed appreciation to the dedication of council staff and to the residents of Swanage for their continued support.

The Mayor confirmed that his wife, Mrs Audrey Bonfield, would serve as Mayoress during his period of Office.

2. **Appointment of Deputy Mayor**

Proposed by the Town Mayor, seconded by Councillor Coward and
RESOLVED UNANIMOUSLY:-

That Councillor Chris Tomes be appointed Deputy Town Mayor for the ensuing year.

Councillor Moreton, the outgoing Deputy Mayor, stated that he had been honoured to hold the position and had appreciated the opportunity to contribute to the town in that capacity. He congratulated the outgoing Mayor on the dignified manner in which she and her consort had represented the town at various events, as well as in her leadership of the council.

Councillor Tomes completed the Declaration of Acceptance of Office and stated that he was honoured to accept the appointment. He gave thanks to the newly elected Town Mayor for his guidance and to the outgoing Mayor, Deputy and their consorts for their hard work for the town over the past year. He wished to thank his family, and was delighted to announce that his wife, Mrs Cam Tomes, would be his consort during his period of Office.

3. **Apologies**

Apologies for their inability to attend the meeting were received from Councillors Dorrington and Monkhouse.

4. **Declarations of Interest**

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

No declarations were made on this occasion.

5. **Appointment of Committees**

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

That the following appointments be made to the Committees:-

Community Services Committee

Town Mayor, Deputy Mayor and Councillors Brookes, Coward, Dorrington, Foster, Monkhouse, Moreton, Sutton and Vile.

Environment and Green Spaces Committee

Town Mayor, Deputy Mayor and Councillors Brookes, Dorrington, Monkhouse, Sutton and Vile.

Personnel Committee

Town Mayor, Deputy Mayor and Councillors Dorrington, Foster and Vile.

Planning and Consultation Committee

Town Mayor, Deputy Mayor and Councillors Dorrington, Foster, Lejeune, Monkhouse, Sutton and Vile.

Tourism and Local Economy Committee

Town Mayor, Deputy Mayor and Councillors Coward, Dorrington, Foster, Lejeune, Sutton and Vile (Mr Mike Whitwam co-opted member).

6. **To appoint Chairmen of the above Committees and confirm membership of the Finance & Governance Committee**

(a) **Community Services Committee**

Proposed by Councillor Foster, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:-

That Councillor Moreton be appointed as the Community Services Committee chairman for 2025/26.

(b) **Environment and Green Spaces Committee**

Proposed by Councillor Vile and seconded by Councillor Coward:-

That Councillor Sutton be appointed as the Environment and Green Spaces Committee chairman for 2025/26.

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

(c) **Personnel Committee**

Proposed by Councillor Foster and seconded by Councillor Sutton:-

That Councillor Vile be appointed as the Personnel Committee chairman for 2025/26.

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

(d) **Planning and Consultation Committee**

Proposed by Councillor Vile, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:-

That Councillor Foster be appointed as the Planning and Consultation Committee chairman for 2025/26.

(e) **Tourism and Local Economy Committee**

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

That Councillor Tomes be appointed as the Tourism and Local Economy Committee chairman for 2025/26.

- (f) **Finance and Governance Committee**
(To consist of the Town Mayor, Deputy Mayor, and Chairman of each of the Council's Standing Committees).
Town Mayor, Deputy Mayor and Councillors Foster, Moreton, Sutton and Vile.

7. **Appointment of Councillor Members of Advisory Committees 2025/26**

- (a) **Coastal Change and Beach Management Advisory Committee**
Proposed by Councillor Coward, seconded by Councillor Sutton and
RESOLVED UNANIMOUSLY:-

That the following appointments to the Coastal Change and Beach Management Advisory Committee be made:- Councillors Bonfield, Foster, Sutton and Tomes.

- (b) **Traffic Management Advisory Committee**
Proposed by Councillor Brookes, seconded by Councillor Foster and
RESOLVED UNANIMOUSLY:-

That the following appointments to the Traffic Management Advisory Committee be made:-
Town Mayor, Deputy Mayor and Councillors Brookes, Dorrington and Sutton.

8. **Appointment of Councillor Members of Working Parties 2025/26**

Further to Minute No. 3 of the Finance and Governance Committee Meeting held on 12th May 2025, it was proposed by Councillor Brookes, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the following appointments to Council Working Parties and Panels be approved:-

Panels – lead councillor Town Mayor

Community Awards Panel

Town Mayor and Deputy Mayor.

Lead officer – Planning & Community Engagement Manager

Grants Panel

Town Mayor, Deputy Mayor and Councillor Foster.

Lead officer – Planning & Community Engagement Manager

Property Panel

Councillors Bonfield, Foster, Monkhouse, Sutton and Vile.

Lead officer – Assets & Compliance Manager

Working Parties – lead councillor shown in bold

Car Parks and Market

Councillors Bonfield and **Foster**.

Lead officers – Finance Manager (Car Parks) and Visitor Services Manager (Market)

Communications Strategy

Councillors Coward, **Foster**, Sutton and Vile.

Lead officer – Planning & Community Engagement Manager

Events

Councillors Coward, Dorrington, Sutton, **Tomes** and Vile.
Lead officer – Visitor Services Manager

Health Services

Councillors Brookes and **Monkhouse**.
(Councillor Suttle, Dorset Councillor, co-opted member).
Lead officer – Town Clerk

Seafront Masterplan

Councillors **Bonfield**, Coward, Foster, Monkhouse, Sutton and Tomes.
(Councillor Suttle, Dorset Councillor, co-opted member).
Lead officer – Assets and Compliance Manager

Sport, Leisure and Wellbeing

Councillors Bonfield, Coward, Foster, Monkhouse, Sutton and **Tomes**.
(Councillor Suttle, Dorset Councillor, co-opted member).
Lead officer – Town Clerk

9. **Representatives on Outside Bodies**

Further to a brief discussion, it was proposed by Councillor Sutton, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:-**

That the following appointments of representatives to outside bodies be approved:-

Citizens Advice Bureau	Councillor Vile
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Moreton
Herston Reading Room*	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Tomes
Purbeck Rail Partnership	Councillor Sutton
Purbeck Transport Action Group	Councillors Monkhouse & Sutton
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors Monkhouse & Sutton
Swanage Community Land Trust	Councillors Monkhouse & Vile
Swanage Fairtrade	Councillor Lejeune
Swanage Library Friends	Councillor Sutton
Swanage Museum	Councillors Moreton

Swanage Pier Trust*	Councillor Foster
Swanage Regatta & Carnival Committee	Town Mayor, Councillors Dorrington & Tomes
Swanage Skatepark Community Project	Councillors Bonfield & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Sutton
The Centre Management Board	Councillor Monkhouse
Wellbeing Swanage	Councillor Monkhouse

N.B. Councillors will act principally as observers in all cases except those marked * where named councillors will be Trustees of these charities.

10. **Annual Membership Subscriptions 2025/26**

Consideration was given to membership subscriptions paid annually. It was proposed by Councillor Foster, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That membership of the following organisations be renewed during the forthcoming year:

Organisation	Renewal Date	Amount £ (approx.)
National Association of Memorial Masons	1 st January	264.00
CPRE (prev. Campaign to Protect Rural England)	1 st February	36.00
Fields in Trust	1 st February	65.00
National Association of British Markets	1 st March	484.00
Dorset Association of Parish & Town Councils (DAPTC)	1 st April	1314.63
National Association of Local Councils (NALC)	1 st April	653.44
Institute of Cemetery & Crematorium Management	1 st April	100.00
Rural Market Town Group (RSN)	1 st April	148.68
South West Councils	1 st April	630.00
National Society of	1 st August	66.00

11. **To approve a calendar of meetings for 2025/26**

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

That the schedule of meetings for 2025/26 be approved.

12. **Minutes**

Proposed by Councillor Foster, seconded by Councillor Coward and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Council held on 28th April 2025 be approved as a correct record and signed.

13. **Tourism and Local Economy Committee**

Proposed by Councillor Tomes and seconded by Councillor Lejeune:-

That the Minutes of the Tourism and Local Economy Committee held on 19th March 2025 be approved as a correct record and signed.

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

14. **Planning and Consultation Committee**

Proposed by the Town Mayor and seconded by Councillor Lejeune:-

That the Minutes of the Planning and Consultation Committee held on 7th May 2025 be approved as a correct record and signed.

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

15. **Extraordinary Finance and Governance Committee**

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

That the Minutes of the Extraordinary Meeting of the Finance and Governance Committee held on 12th May 2025 be approved as a correct record and signed.

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

4) **Vexatious Correspondence and Complaints Policy**

Proposed by Councillor Foster and seconded by Councillor Moreton:-

That the revised Vexatious Correspondence and Complaints Policy be approved and adopted.

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

5) Committee Terms of Reference

Proposed by Councillor Foster, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the amended Terms of Reference for Committees, Sub-Committees and Advisory Committees be approved.

16. Statement of Cash Balance

A Statement of Cash Balance as at 30th April 2025 was submitted for information (a copy attached at the end of these Minutes).

17. Payment of Accounts

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

- Payment Schedules 13 & 1, amounting to £1,941,362.83.

18. Reporting of delegated matters

There were no matters to report on this occasion.

19. Report from Dorset Councillor

It was noted that the Town Council had recently relied on the late Councillor Trite to provide updates from Dorset Council and that arrangements would be put in place to ensure that updates from Dorset Council continue to be provided at future meetings.

20. Reports from Council representatives on outside organisations

Swanage Library Friends

Attention was drawn to the forthcoming Open Day at Swanage Library, which would highlight recent improvements, including the redecoration of the ground floor area.

21. Items of Information and Matters for Forthcoming Agendas

Swanage Green Seafront Stabilisation and Shore Road Improvement Engagement - Update

It was reported that the Green Seafront Stabilisation and Shore Road Improvement engagement survey and events had attracted a good level of interest to date. Those present were encouraged to attend the upcoming drop-in sessions, with details available on the Town Council noticeboard, website, and Facebook page, as well as on the dedicated Dorset Coast Forum website.

The meeting concluded at 7.40 p.m.

Draft Minutes of the **SPECIAL MEETING** of the
Swanage Town Council held at the Town Hall, High Street,
Swanage on **WEDNESDAY, 28th MAY 2025** at 7.00 p.m.

PRESENT:-

Councillor M. Bonfield (Town Mayor) – Chairman

Councillor T. Foster
Councillor J. Lejeune
Councillor C. Moreton
Councillor C. Sutton
Councillor C. Tomes
Councillor S. Vile

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

22. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Brookes, Coward and Monkhouse.

23. **DECLARATIONS OF INTEREST**

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

There were no declarations to record on this occasion.

24. **TO CONSIDER THE INDEPENDENCE OF THE INTERNAL AUDITOR AND TO CONFIRM THERE IS NO CONFLICT OF INTEREST WITH THE EXTERNAL AUDITOR**

It was reported that the external auditor required affirmation of the independence of the internal auditor. Although this was not a statutory requirement it was noted as good practice, as per Section 4.9: Independence within the JPAG *Practitioners' Guide*, which recommends a review of the personal, financial and professional independence of the internal auditor on an annual basis.

It was further reported that as a part of the Intermediate Level Review the external auditor, BDO LLP, requires evidenced confirmation on an annual basis that there are no conflicts of interest with the aforementioned auditor. Following consideration of these matters, it was proposed by Councillor Moreton, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:-

To confirm the independence of the appointed internal auditor, Darkin-Miller Chartered Accountants, and that there are no conflicts of interest with the external auditor, BDO LLP.

25. **INTERNAL AUDIT REPORT 2024/25**

(a) **Annual Internal Audit Report 2024/25**

Consideration was given to the Annual Internal Audit Report (AIAR) for 2024/25, page 3 of the AGAR. It was noted that the Internal Auditor had stated No for the Internal control objective, N 'The authority has complied with the publication requirements for 2023/24 AGAR'. It was reported that this was because the Notice of Conclusion of Audit could not be published on or before 30 September 2024 as the auditor did not issue their final report until 24 February 2025, due to questions raised by a local elector.

Consideration was also given to the supplementary Annual Internal Audit Report 2024/25 prepared by Darkin-Miller Chartered Accountants. The document provided background information and explanations regarding the recommendations made and conclusions reached in respect of the Council's services, in accordance with the objective of internal audit to provide an appraisal function for the Council's internal control system.

It was reported that a total of 14 recommendations had been made during the year, 4 high, 3 medium and 7 low, with only the focussed recommendations (h & m) being included within the report, as requested by the Finance & Governance Committee.

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

That the Annual Internal Audit Report 2024/25 be
accepted and approved.

26. **TO REVIEW THE SYSTEM OF INTERNAL CONTROL 2023/24**

In accordance with paragraph 6(1)(a) of the Accounts and Audit Regulations 2015, a Report on the Findings of the Review of the System of Internal Control 2024/25 was submitted for consideration. The report set out the role of the internal auditor and the steps taken during the year to enhance the Council's system of control, including the review of policy documents and charitable trust governance. The importance of the internal audit process and the scrutiny role played by the Finance & Governance Committee were highlighted. It was noted that Standing Orders and Financial regulations would be reviewed during 2025/26. It was proposed by the Town Mayor, seconded by Councillor Moreton, and **RESOLVED UNANIMOUSLY:-**

That the Report on the Findings of the Review of the
System of Internal Control 2024/25 be approved and
accepted.

27. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024/25**

(a) **Section 1 – Annual Governance Statement 2024/25**

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

That the Annual Governance Statement 2024/25 be
approved and signed for submission to the Council's
external auditor with the Annual Governance &
Accountability Return 2024/25.

(b) **Section 2 – Accounting Statements 2024/25**

Members considered the Accounting Statements 2024/25 and the supplementary Financial Review 2024/25 provided to support and explain the figures in Section 2 of the AGAR. It was reported that reserves had increased by £3.3k over the 2024/25 financial year in total. Following clarification about some of the significant variances, it was proposed by Councillor Foster, seconded by Councillor Sutton and **RESOLVED UNANIMOUSLY:-**

That the Accounting Statements 2024/25 be approved and
signed for submission to the Council's external auditor
with the Annual Governance & Accountability Return
2024/25.

It was suggested that a link be provided to the Financial Review 2024/25 in the next Council newsletter.

28. **ANNUAL TREASURY REPORT 2024/25**

It was reported that it had been a busy year with short-term investment transactions, in an effort to maximise yields given the availability of high rates, between 5% and 4.35%. It was noted that 200,000 units in the CCLA property fund had been sold during the year and that the timeframe for the next redemption would be reviewed by the Finance & Governance Committee in July, following an update on the capital programme. It was further reported that £393k in income had been received in 2024/25, with a £61k gain on the sale of CCLA units and £332k received from interest/dividends, against a £240k budget.

A total of £92k had been appropriated to the Treasury Risk Management Reserve, which held £214k at 31 March 2025. It was noted that an unrealised loss on the M&G and Ninety-One investments stood at £211k at year end, with any potential loss being covered off by the reserve. The positive impact of investment income and the need to consider the possible loss of this income in financing the Green Seafront Scheme was highlighted, with £240k contributing to the revenue account and £153k contributing to Earmarked Reserves in 2024/25. It was proposed by the Town Mayor seconded by Councillor Moreton, and RESOLVED UNANIMOUSLY:-

That the Annual Treasury Report 2024/25 be approved and accepted.

On behalf of the Town Council, the Town Mayor offered his thanks to the Council's Finance Manager, together with the Town Clerk, for the excellent way in which the financial reports had been prepared and presented.

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

- **Internal Audit Report 2024/25 - Visit 6 of 6** - Members were informed that the interim Internal Audit report for visit 6 had been received, with no recommendations having been made.

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 9 due to commercial confidentiality.

30. **PROCUREMENT – TO CONSIDER ENTERING INTO A CONTRACT FOR THE DESIGN, SUPPLY AND INSTALLATION OF NEW SKATEPARK EQUIPMENT WITHIN SWANAGE SKATEPARK**

Following the assessment of three tender submissions, the Assets & Compliance Manager reported that two companies had been invited to present their proposals for the skatepark on the afternoon of 28th May. It was reported that the presentations were attended by a panel consisting of the Assets & Compliance Manager, the lead councillor of the Sports, Leisure and Wellbeing Working Party (Councillor Tomes) and representatives of Swanage Skatepark Community Project (SSCP). It was further reported that scoring had been undertaken by the panel and the highest scoring submission was from King Ramps Ltd. It was noted that as part of the contract a consultation with users would take place, during which the designs would be presented, prior to the Council being asked to give final approval. The contract would be subject to two satisfactory references and installation was due to take place in Autumn 2025.

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

To award a contract for the design, supply and
installation of new skatepark equipment to King
Ramps Ltd in the sum of £75,000, subject to two
satisfactory references being received.

The meeting closed at 7.30 p.m.

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall,
Swanage on **MONDAY, 2nd JUNE 2025** at 7.00 p.m.

Chairman: -

Councillor T Foster

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

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

Public Participation Time

The following matter was raised:

Planning application No. P/OUT/2024/03253 Harrow House, Harrow Drive, Swanage, BH19 1PE – a representative of The Purbeck Society expressed major concerns regarding the absence of genuinely affordable housing within the proposed development of up to 93 dwellings.

1) Apologies

Apologies for their inability to attend the Meeting were received from Councillors Sutton and Tomes.

2) Declarations of Interest

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

Planning application No. P/HOU/2025/02834 Tor Cottage, 11 Victoria Road, Swanage, BH19 1LY – Councillor Lejeune declared a non-pecuniary interest by reason of being a personal acquaintance of the applicant.

There were no further declarations to record on this occasion.

Planning

3) Plans for consideration

Delegated Applications

P/FUL/2025/02253

Oregon House, 27A Park Road, Swanage, BH19 2AA

Replacement of existing timber vertical sliding sash windows with like for like double glazed vertical sliding sash windows.

OBSERVATION: No objection.

* P/HOU/2025/02584

31 Rabling Road, Swanage, BH19 1ED

Re-build and enlarge existing rear and side extensions. Re-roof main house and install mono pitch over side extension.

OBSERVATION: No objection.

Further to his declaration above, Councillor Lejeune left the room during consideration of the following item.

P/HOU/2025/02834 **Tor Cottage, 11 Victoria Road, Swanage, BH19 1LY**
Erect single storey rear extension, and internal alterations.
OBSERVATION: No objection.

Councillor Lejeune returned to the Meeting.

P/LBC/2025/02870 **Listed Building Consent**
LISTED **Flat 19, 1 Royal Victoria Apartments, High Street, Swanage, BH19 2LN**
Remove existing escape window on the lower ground floor and replace with a hardwood escape door.
OBSERVATION: No objection, subject to adherence to the Design and Conservation Officer's report and any recommendations.

* P/OUT/2024/03253 **Revised plans and information**
Harrow House, Harrow Drive, Swanage, BH19 1PE
Outline application with all matters reserved (except for access, scale and layout) for the erection of up to 93 dwellings, including the conversion of an existing building, with associated infrastructure, landscaping and parking.
OBSERVATION: The Town Council strongly recommends refusal of this application. The minor amendments made to the proposal do not address or mitigate the Council's original concerns, as detailed in its comments dated 5th August 2024. These concerns remain wholly valid and unchanged.
The Town Council continues to express fundamental objections, in particular to the lack, or complete absence, of genuinely affordable housing within the proposed development. This shortfall remains a significant and unacceptable issue within the context of local housing needs, particularly for low- to moderate-income households, it is essential that any development of this scale includes a meaningful proportion of affordable homes that reflect local affordability criteria, not just national benchmarks.
The absence of genuinely affordable housing is not merely appalling and inexcusable to the Council, it represents a fundamental flaw in the proposal (PLP Policies H9 & H11: Housing Mix, and Affordable Housing). This shortcoming calls into question the development's overall suitability, fairness, and alignment with both planning policy and community priorities. As evidenced by local housing need statistics, Swanage does not need more houses, it needs more affordable homes, and without the inclusion of truly affordable homes, the proposal risks exacerbating existing housing inequalities and fails to make a positive contribution toward the broader goals of sustainable and inclusive community growth.
The Council therefore strongly urges Dorset Council to require a clear, enforceable commitment to affordable housing provision as a condition of any planning approval.

Additional comments:

Further to the Council's comments made on 5th August 2024 regarding this proposed development, it has yet to receive a response to the outcome of its request for the submitted Economic Viability Assessment to be independently scrutinised.

The Council seeks clarification regarding the proposed number of dwellings to be constructed, the revised plans would suggest that this has now been reduced to 85, however, the application description still states 'up to 93'.

The Council wishes its complete dismay and utter disillusionment to be noted that a revised planning application has been submitted so soon/before a decision has been made on the original application, which has also not taken into account or addressed the original concerns submitted by the local community in relation to this development.

For Information Only

P/CLP/2025/02653

Certificate of Lawful Use Proposed

18 Ballard Estate, Swanage, BH19 1QZ

Nothing externally is changing, a doorway is being created in the party wall between the two properties.

P/CLP/2025/02903

Certificate of Lawful Use Proposed

Flats 2 & 3, Hardy Court, Marshall Row, Swanage, BH19 2AF

To determine whether combining two C3 dwellings into one single C3 residential dwelling is lawful.

P/CLP/2025/02925

Certificate of Lawful Use Proposed

Woodland Rise, Atlantic Road, Swanage, BH19 2EF

Convert double garage/entrance hall. Install entrance doors/single garage door in a style/materials to match existing.

Please note:

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

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

Consideration was given to the following proposed tree works:-

P/TRT/2025/02727

Swanage Conservation Area & Tree Preservation Order

26 Queens Road, Swanage, BH19 2ER

T1 Monterey Cypress - Reduce and shape canopy by up to 2 metres.
Remove 2 north facing low limbs.

OBSERVATION: No objection.

P/TRT/2025/02729

Tree Preservation Order

59 Queens Road, Swanage, BH19 2EW

T3 & T4 Limes: Reduce height to establish new pollard points at a height of not less than 10m above ground level. Prune radial canopy spread reducing to not less than 1.5m in any one direction measured out from the stem.

T5 Beech: Re-cut to establish new pollard points at a height of not less than 12m above ground level. Prune radial canopy spread E, S, & W reducing to not less than 2.5m in any one direction measured out from the stem. Prune North canopy, reducing to not less than 5m measured out from the stem.

OBSERVATION: No objection.

P/TRT/2025/02975

Tree Preservation Order

Woodland Rise, Atlantic Road, Swanage, BH19 2EF

Arboricultural management works to two semi-mature yew stems as per the details and particulars contained in the supporting tree survey document Ref: SW/TMS/341/25.

T1 Yew - Fell. No replacement is proposed. Reason: Insufficient available space due to the presence of infrastructure and no public amenity benefit. For the avoidance of doubt, Dorset Council is also notified of an intention to remove a western red cedar (T3) that is not listed on the very specific TPO schedule and therefore deemed as not protected by PDC/TPO 122 - 1982.

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

OBSERVATION: That the Town Council strongly objects to the proposed felling of the mature Western Red Cedar (T3), a healthy tree of high ecological and visual value. This tree makes a meaningful contribution to the local landscape and provides vital habitat for wildlife. Given its health, maturity, and importance to local biodiversity, the Council recommends refusal of the application to fell this tree. Furthermore, the Council formally requests that a Tree Preservation Order be placed on the tree to ensure its long-term protection and to safeguard the environmental and community benefits it provides.

With regard to the Yew (T1), the Council raises no objection to its proposed felling. However, the Council expresses strong concern that no replanting scheme has been proposed as part of this application. The Council therefore requests that a replacement planting scheme be made a condition of any approval granted, in the interests of biodiversity/nature conservation, and the maintenance of the area's green and natural character. The replanting scheme should include appropriate native tree or shrub species to adequately mitigate the loss of the tree.

Attention is drawn to the adopted **Swanage Green Infrastructure Strategy SPD June 2018** (including green corridors), as well as the Council's **Environment Policy and Action Plan**, and ongoing work to protect and enhance the town's natural environment.

P/TRT/2025/03007

Tree Preservation Order

18 Bon Accord Road, Swanage, BH19 2DT

T1 - Ash. 2m reduction all over.

OBSERVATION: No objection.

Consultation

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

a) Dorset Council (DC) – Draft Local Nature Recovery Strategy 2025 Public Consultation

It was reported that DC was currently seeking feedback on its draft Local Nature Recovery Strategy 2025, a 10-year plan to restore and protect Dorset's biodiversity, aligned with the national '30 by 30' target (protecting 30% of land and rivers by 2030), focussing on 12 key priority areas, including grasslands, woodlands, wetlands, coasts, species diversity, climate resilience, and nature connection.

It was noted that DC was seeking to encourage community involvement, from individuals and businesses to landowners, providing them with an opportunity to have a say in shaping

local nature recovery. Feedback received would guide future policy, planning decisions, funding, and local conservation efforts. It was anticipated that the strategy would be finalised and published during winter 2025.

During the ensuing discussion it was noted that the closing date for responses to the consultation would be 30th July 2025. Comments were made that it may also be prudent for the Council's Environment and Green Spaces Committee to review the consultation documents at its next meeting on 25th June, and provide any feedback on the proposals to assist in the formulation of the Council's response to DC. The Committee would be asked to report back to the Planning and Consultation Committee in time for its meeting scheduled for 7th July 2025.

It was noted that details of the consultation had been published on the Town Council's website and Facebook page.

Neighbourhood Planning

6) Appointment of Swanage Neighbourhood Plan (SNP) Steering Group 2025/26

Following discussions at the SNP Steering Group meeting held earlier today, the appointment of Councillor Members to the Steering Group for 2025/26 was considered, in line with Sections 5.1 to 5.3 of the Group's Terms of Reference on membership.

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

That Councillors Bonfield, Dorrington, Foster, Monkhouse, Tomes and Vile be appointed as Members to the Swanage Neighbourhood Plan Steering Group for 2025/26.

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

That Mr A Larner, Mr L Luke, Mrs J Owens, Mr G Richardson, and Mrs J Sutcliffe, also be appointed as Members to the Swanage Neighbourhood Plan Steering Group for 2025/26.

It was noted that the Chair and Vice-Chair of the Steering Group for 2025-26 would be Councillors Foster and Vile, respectively.

It was reported that Mr A Thompson had decided not to stand as a Member of the Steering Group for the forthcoming year. A discussion had taken place at the earlier Steering Group meeting regarding the skills and recruitment process needed to fill the resulting vacancy. It was agreed that this matter would be followed up at the next meeting of the Group.

7) Matters arising from draft Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 7th May 2025

The updates within the Minutes were noted.

It was reported that at the meeting of the SNP Steering Group held earlier in the day, a decision had been made to delay the launch of the proposed public engagement activities, including the new webpage and community survey, until early August 2025. This decision was taken in light of the potential for a local by-election and the associated pre-election period, following the recent passing of Dorset and Swanage Town Councillor Bill Trite.

It was noted that it had also been agreed that a workshop should be arranged regarding the town centre, with the intention of gathering ideas and feedback on possible improvements and opportunities for the area. It was suggested that the Swanage & District Chamber of Trade be invited to participate in this workshop.

8) Items of Information and Matters for Forthcoming Agendas

a) Dorset Highways

- i) Sitting Out licences, street furniture, and inconsiderate parking on pavements in the town centre** – ongoing public concerns were noted regarding street furniture (tables/chairs, A-boards/signs) obstructing pavements in the town centre, and creating trip hazards, in particular in Station Road and Institute Road.

It was noted that DC's Highways Officer had previously visited businesses in the town centre and provided them with an information leaflet regarding DC's policy/guidelines relating to this matter, which did help at that time. Committee Members agreed to request that DC revisit businesses.

Members also raised concerns about vehicles parking on the pavements in Institute Road (seen on a daily basis), which had been widened to increase pedestrian safety, instead of in the designated loading bays only a short distance away, posing risks to pedestrians, especially those with mobility issues, and prams/young children (people having to step out into the narrow road to pass these).

It was noted that Dorset Highways had issued a letter to businesses in the town centre regarding these inconsiderate parking issues, and a question was raised as to what feedback DC had received, if any, to these letters.

It was agreed that these matters would be referred to the Dorset Highways Team Leader at the next Traffic Management Advisory Committee meeting on 11th June 2025.

- ii) Temporary tarmac repairs to pavements in Institute Road (outside Leonards, and the Italian Bakery)** - updates were requested regarding the proper repair of these areas, with Rhino paving, which had been outstanding for some time. This matter would also be raised at the upcoming Traffic Management Advisory Committee meeting.

- b) Tree works applications, and Tree Preservation Orders (TPOs)** – a request was made for contact to be made with the Trees Team at DC to enquire about the possibility of a presentation on tree works applications and TPOs at a future meeting.

9) Date of next meeting

The next meeting had been scheduled for Monday 7th July 2025.

The meeting closed at 7.45 p.m.

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st May 2025

	£ p	£ p
Balance in Hand at 01/04/2025		£73,888.50 Cr
As per reconciliation dated 30/04/2025	£1,971,429.62 Cr	
Income during May	£224,096.36 Cr	
Movement of Cash-Investment	£550,000.00 Cr	
Add - Outstanding receipts- April	£1,201.58 Cr	
Less - Outstanding receipts - May	<u>£3,847.32 Dr</u>	£2,742,880.24 Cr
Less payments made:		
As per Reconciliation dated 30/04/2025	£1,941,362.83 Dr	
Schedule 2	£320,941.71 Dr	
Movement of Cash-Investment	<u>£450,000.00 Dr</u>	£2,712,304.54 Dr
		<u><u>£104,464.20 Cr</u></u>
Balance at Bank		
Current Account		£32,004.01 Cr
Deposit Account		<u>£72,460.19 Cr</u>
		<u><u>£104,464.20 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£750,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£600,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		<u>£450,000.00</u>
		<u><u>£2,800,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st May 2025

Prepared by Alison Spencer

Dated: 3rd June 2025

Certified by Martin Ayres

Dated: 3rd June 2025

SWANAGE TOWN COUNCIL

Year Ending 31st March 2026

Payment schedule reported to Council - 23rd June 2025

Schedule 2:

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

**SEVEN HUNDRED AND SEVENTY THOUSAND, NINE HUNDRED AND FORTY ONE
POUNDS AND SEVENTY ONE PENCE**

.....(**£770,941.71**).....

Swanage Town Council

Schedule of Payments - Month 2

Cheques

Date	Name	Chq number	Inv Date	Details		Payment Total
28/05/2025	Petty Cash	015021	28/05/2025	Petty Cash & Postage		108.79
Total of Cheques						108.79

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
16/05/2025	AIB Merchant Services	300425.000004	30/04/2025	Merchant Serv charge		732.01
12/05/2025	Barclaycard Merchant Services	001884330425	30/04/2025	Monthly charge		43.36
01/05/2025	Dorset Council	840014144	01/04/2025	May NNDR 25/26		22,024.00
20/05/2025	Ecotricity Ltd	06593690	06/04/2025	Sandpit Btm Clock Aug 24- April 25	4.93	
20/05/2025		06739821	06/05/2025	Electricity - various sites	6,000.47	
20/05/2025		06739777	06/05/2025	Old Coastguard Shed	36.91	
27/05/2025		06739804	06/05/2025	Beach Clock	66.95	
27/05/2025		06739840	06/05/2025	Shore Road Toilets	432.58	
27/05/2025		06739805	06/05/2025	Car Park 6x ticket machine	96.47	6,638.31
15/05/2025	First Data	520334510615636	30/04/2025	Monthly charge		421.59
12/05/2025	Lloyds Bank PLC	455770021	14/04/2025	Bank charge	106.41	
27/05/2025		456188702	08/05/2025	Bank charge	150.60	257.01
12/05/2025	Paytek Admin Services Ltd (First)	MI/4723539/03	01/05/2025	Service charge	128.35	
12/05/2025		MI/4725737/03	01/05/2025	Service charge	72.00	200.35
16/05/2025	Sage (UK) Ltd	INV20759641	01/05/2025	Monthly charge		606.60
01/05/2025	SEFE Energy Limited	INV03796531	16/04/2025	TIC Gas	319.22	
01/05/2025		INV03793411	16/04/2025	Depot Gas	258.72	
01/05/2025		INV03797907	16/04/2025	TH Annexe -Gas	347.45	
08/05/2025		INV03800695	24/04/2025	TH Office	1,024.04	1,949.43
01/05/2025	water2business	6067626899	01/03/2025	TIC 2025-26	1,943.71	
01/05/2025		6067626905	01/03/2025	TH 2025-26	5,099.74	
01/05/2025		6067700170	03/03/2025	Heritage Toilets	105.91	
01/05/2025		6067893678	27/03/2025	Heritage Toilets	175.51	
01/05/2025		6067700199	03/03/2025	Mermond Toilets	189.63	
01/05/2025		6067700214	03/03/2025	Burlington Chine Toilets	11.59	
01/05/2025		6067700223	03/03/2025	Shore Road Toilet	1,177.61	
01/05/2025		5067875270	25/03/2025	Drinking Tap	47.97	
01/05/2025		5067880252	25/03/2025	PAG	42.65	
01/05/2025		5067876267	25/03/2025	Peveril Point	33.89	
01/05/2025		5067875261	25/03/2025	Peveril Point Toilets	456.80	
01/05/2025		5067875280	25/03/2025	Fishermen's Huts	142.98	
01/05/2025		6067893702	27/03/2025	Burlington Chine- Toilets	31.71	
01/05/2025		6067893696	27/03/2025	Mermond Toilets	194.26	
01/05/2025		6067893711	27/03/2025	Shore Road Toilets	1,497.73	11,151.69
Total of Direct Debit & Standing Orders						44,024.35

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
27/05/2025	Custom Stamps	20141130091	27/05/2025	Payment Stamp	121.96	
27/05/2025	World Of Willow	15612	27/05/2025	Willow-Herston Fields	29.65	
27/05/2025	DVLA	1259-3815-6228-7094	27/05/2025	Licence	347.50	499.11
Total of Chargecard payments						499.11

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/05/2025	123 Send Limited	000213105	01/05/2025	Axcept A920 Pro with SIM		158.36
30/05/2025	3D Displays Ltd	2620	06/05/2025	TIC - display stands/leaflet holders	148.31	
30/05/2025		2620	06/05/2025	Shipping	14.40	162.71
30/05/2025	Ace Office Environments Ltd.	01147861	16/05/2025	Straight desktop fabric screen	327.10	
30/05/2025		01148432	23/05/2025	Stationery	229.71	556.81
30/05/2025	Moor Coffee LTD	MC29094	16/05/2025	Beach Gardens - coffee etc		717.90
30/05/2025	Amazon	GB53TW60ZAEUI	25/05/2025	Mouse mat	10.20	
30/05/2025		GB500C6ET1EBB1	25/05/2025	Mouse	59.99	70.19
30/05/2025	Andrews Plant Ltd	10342	30/04/2025	MRS 15th April 2025		910.64
30/05/2025	Apogee Corporation Ltd	1521348	19/05/2025	TH toner		9.00
30/05/2025	AquAid (Southcoast)	497567	30/04/2025	Water		135.00
30/05/2025	Ark Medical Solutions	0000079	14/05/2025	EFAW		89.95
30/05/2025	Blacknoll Construction Ltd	12097	06/05/2025	Swanage Bandstand repairs		7,802.40
30/05/2025	Porter & Woodman Gifts Ltd	INV83841	12/05/2025	TIC - A-boards for display stands		216.38
30/05/2025	Ben Spurling	1101	09/05/2025	'Talk of the Town Hall Newsletter'.	175.00	
30/05/2025		1100	09/05/2025	TIC - artwork for retail	135.00	
30/05/2025		1103	12/05/2025	TIC - artwork for new sign	30.00	340.00
30/05/2025	Central Southern Security Ltd	207553	30/04/2025	Fire alarm servicing		540.00
30/05/2025	Corfe Mullen Town Council	1011	14/04/2025	Training		100.83
30/05/2025	Countryside Tree Surgeons Ltd	SI-493	21/05/2025	Treeworks		6,480.00
30/05/2025	Countryside Art Ltd	81295	12/05/2025	TIC - souvenirs for retail		274.75

30/05/2025	DAPTC	INV-0118	14/05/2025	Membership DAPTC 2025	1,314.63	
30/05/2025		INV-0118	14/05/2025	Subscription NALC	653.44	1,968.07
30/05/2025	Darkin Miller Ltd	978	18/05/2025	Internal Audit		549.96
30/05/2025	Dorset County Pension Fund	Payroll M2	20/05/2025	Payroll M2- Pension	21,186.66	
30/05/2025		Payroll M2	20/05/2025	Payroll M2- CAYS	120.51	21,307.17
30/05/2025	Dorset Council	2800452158	09/05/2025	H11339-Station Approach	37,466.95	
30/05/2025		2800452227	14/05/2025	Trenching	4,984.80	42,451.75
30/05/2025	Dorset Waste Partnership	2800450132	01/05/2025	Depot- recycling	28.38	
30/05/2025		2800450132	01/05/2025	BG- recycling	15.12	
30/05/2025		2800450132	01/05/2025	TH- recycling	12.52	56.02
30/05/2025	The Festive Lighting Co. Ltd.	INV-2025-05-000005	02/05/2025	Lights		291.95
30/05/2025	Flowbird Smart City UK Ltd	UI00016769	25/04/2025	WebOffice incl.Airtime	264.67	
30/05/2025		UI00016769	25/04/2025	Gateway trans charge BR and MB	846.18	1,110.85
30/05/2025	Four County Services Ltd	68291	08/05/2025	TH- UTP patch lead	9.42	
30/05/2025		68314	10/05/2025	TIC IT	476.18	
30/05/2025		68314	10/05/2025	BG- phone	42.00	
30/05/2025		68315	10/05/2025	TH phone	42.00	
30/05/2025		68313	10/05/2025	Depot- IT/phone	379.56	
30/05/2025		68315	10/05/2025	TH IT	765.72	
30/05/2025		68301	12/05/2025	Councillors laptops subs	360.00	
30/05/2025		68376	21/05/2025	Domain Hosting	38.40	2,113.28
16/05/2025	Greengage Community Garden	R/C 1162662	16/05/2025	Greengage CG-Project		6,000.00
30/05/2025	GH Print Management	INV-7933	21/05/2025	TIC - banners		211.20
30/05/2025	Glasdon UK Limited	SI911739	23/05/2025	Equipment		340.52
30/05/2025	Greenham Trading Ltd.	04/512505	06/05/2025	Equipment	79.20	
30/05/2025		04/512505	06/05/2025	Equipment	165.60	
30/05/2025		04/512831	07/05/2025	Equipment	72.00	
30/05/2025		04/513756	16/05/2025	Uniform	313.20	630.00
30/05/2025	A.R. Harris & Son	35776	28/04/2025	Electrical Services	49.50	
30/05/2025		35813	08/05/2025	Electrical Services	780.00	
30/05/2025		35832	13/05/2025	Electrical Services	363.00	
30/05/2025		35854	15/05/2025	Electrical Services	198.00	
30/05/2025		35853	15/05/2025	Electrical Services	75.00	
30/05/2025		35899	22/05/2025	Electrical Services	66.00	1,531.50
30/05/2025	Hendy Group Ltd	42117704	23/04/2025	HJ18 EHX Service	623.00	
30/05/2025		42117704	23/04/2025	MOT HJ18 EHX-April	54.85	
30/05/2025		42117705	23/04/2025	Vehicle Repairs	1,642.64	2,320.49
30/05/2025	HMRC	Payroll M2	20/05/2025	Payroll M2- PAYE/NI		23,112.38
30/05/2025	Hunt's Foodservice Ltd	510-388196	02/05/2025	Beach Gardens - drinks & snacks for kiosk retail	109.66	
30/05/2025		510-388196	02/05/2025	Beach Gardens - Cakes for kiosk retail	65.34	
30/05/2025		510-415167	21/05/2025	Beach Gardens - drinks & snacks for kiosk retail	299.12	
30/05/2025		510-415167	21/05/2025	Beach Gardens - cakes for kiosk retail	82.49	556.61
30/05/2025	Inst. of Cemetery & Crematorium	4411/2025/26	01/04/2025	Membership number4411		105.00
30/05/2025	ICTHUS Event Solutions Ltd	0860	01/04/2025	Festive lighting install and removal		1,464.00
30/05/2025	IKON Training	INV-06330	27/05/2025	Conflict Resolution Training		1,174.80
30/05/2025	Impact (Boston) Ltd	111-123887	07/05/2025	Co-op Car Park tickets		696.00
30/05/2025	J&P Cleaning Services Limited	INV-0006	08/05/2025	Beach Huts- Cleaning	883.20	
30/05/2025		INV-0006	08/05/2025	TIC- cleaning	345.00	1,228.20
30/05/2025	J.D. Facilities Ltd	INV-1893	01/05/2025	Depot - cleaning	197.59	
30/05/2025		INV-1894	01/05/2025	Depot - deep clean staff area	230.62	
30/05/2025		INV-1895	01/05/2025	TH-cleaning	549.12	
30/05/2025		INV-1896	01/05/2025	Public Toilet- cleaning	7,958.09	
30/05/2025		INV-1892	01/05/2025	Chapel Clean	27.00	8,962.42
30/05/2025	The Little Map Co & Fernhill Whole	2381	25/04/2025	TIC - books & maps for retail	143.00	
30/05/2025		2381	25/04/2025	TIC - souvenirs for retail	75.00	
30/05/2025		2397	06/05/2025	TIC - souvenirs for retail	36.00	
30/05/2025		2397	06/05/2025	TIC - books & maps for retails	123.50	377.50
30/05/2025	Mark Comms Limited	23642	28/04/2025	Service visit		283.20
30/05/2025	National Association of Memorial M	2042	01/04/2025	NAMM-Membership 2025		264.00
30/05/2025	National Express	AREXT/00245596	30/04/2025	April Agency tickets		60.41
30/05/2025	Newitt & Co Ltd	SALE-1727974	01/04/2025	Beach Gardens - sports equipment		47.35
30/05/2025	New Heights Cherry Picker Hire	327	13/05/2025	Seafront festoon lights		264.00
30/05/2025	Nixons Hardware Ltd	124565	01/04/2025	TIC - keys cut	8.00	
30/05/2025		124611	22/04/2025	Beach Gardens - picnic blanket for customers	24.99	32.99
30/05/2025	Nomix Enviro Ltd	SI/04431434	19/05/2025	Batteries		69.84
20/05/2025	Swanage Town Council	Month 2 Payroll	20/05/2025	Net Wages-Month 2		71,198.17
30/05/2025	Personnel Hygiene Service	71347857	17/05/2025	Hygiene services		2,328.05
30/05/2025	Planet Merchant Service Ltd	PP4000681IE2504	30/04/2025	Gateway April		318.34
30/05/2025	Pod Point Ltd	ADF-7803	08/05/2025	Admin fees April- MB	71.93	
30/05/2025		ADF-8755	08/05/2025	Admin fees April Mermond	39.90	111.83
30/05/2025	The Purbeck Plaza Limited	STC01	22/05/2025	Annual Council Meeting Refreshments		315.00
30/05/2025	LAVAT Consulting Ltd	36013	27/05/2025	Training		198.00
30/05/2025	Purbeck Gazette	35869	12/05/2025	BG advert		330.00
30/05/2025	Purbeck Ice Cream	161779	07/05/2025	Beach Gardens - ice-cream for kiosk retail	240.88	
30/05/2025		162143	21/05/2025	Beach Gardens - ice-cream for kiosk retail	90.33	331.21
30/05/2025	RADAR Key Company	39218	06/05/2025	TIC - RADAR keys for retail		504.00
30/05/2025	RNLI (Charity)	FV02002765	02/04/2025	RNLI Beach Lifeguard service 2025		39,897.60
30/05/2025	R U Secure Systems	133870	08/05/2025	CCTV- Dome camera		1,125.84

30/05/2025	SECURITY PLUS LIMITED	1101015	30/04/2025	Cash processing April	151.20	
30/05/2025		1101723	30/04/2025	Cash collection April	631.68	782.88
30/05/2025	DWG Smith	25101	30/04/2025	Repairs		1,980.00
30/05/2025	South West Councils	0000071056	09/05/2025	Training		145.20
30/05/2025	St. Michaels Garage	4437	30/04/2025	Diesel- April		390.95
30/05/2025	Suez Recycling & Recovery UK Ltd	33605326	30/04/2025	Skip exchange 35yd RORo		1,372.51
30/05/2025	Suttle Stone Quarries	14020	21/05/2025	Topsoil		118.51
30/05/2025	Swanage News	1284	26/04/2025	News paper- April		37.60
30/05/2025	South West Geotechnical Ltd	INV-2372	23/04/2025	Swanage Seafront- Monitoring April 25		1,683.00
30/05/2025	Symonds & Sampson LLP	01AGT4369AT367	30/04/2025	Professional fees		7,130.40
30/05/2025	Telefonica O2 UK Ltd	37657312	24/05/2025	SIM Charges		201.94
30/05/2025	Thomes Chartered Surveyors	00/4786	06/05/2025	Fees- Inspecting site		270.00
30/05/2025	Toasty Products Limited	TP4434	12/05/2025	Toasty- autogrill	2,994.00	
30/05/2025		TP4450	19/05/2025	Panini's for Retail	673.20	3,667.20
30/05/2025	Travis Perkins	CN1020810564	25/04/2025	Materials & equipment	(17.90)	
30/05/2025		1020064455	25/04/2025	Materials & equipment	102.00	
30/05/2025		1020080381	26/04/2025	Materials & equipment	33.44	
30/05/2025		1020269594	29/04/2025	Materials & equipment	111.53	
30/05/2025		1020292568	30/04/2025	Materials & equipment	98.89	
30/05/2025		1020292569	30/04/2025	Materials & equipment	81.36	
30/05/2025		1020504364	02/05/2025	Materials & equipment	32.94	
30/05/2025		1020589981	03/05/2025	Materials & equipment	28.42	
30/05/2025		1020810375	08/05/2025	Materials & equipment	45.05	
30/05/2025		1020992653	10/05/2025	Materials & equipment	103.60	
30/05/2025		1021488309	17/05/2025	Materials & equipment	9.90	
30/05/2025		1021599748	20/05/2025	Materials & equipment	89.93	
30/05/2025		1021689199	20/05/2025	Materials & equipment	62.09	
30/05/2025		1021774000	21/05/2025	Materials & equipment	15.17	
30/05/2025		1021774001	21/05/2025	Materials & equipment	31.71	
30/05/2025		1021952400	23/05/2025	Materials & equipment	33.41	
30/05/2025		1021952401	23/05/2025	Materials & equipment	13.36	874.90
30/05/2025	Third Party Payments	Payroll M2	20/05/2025	Payroll M2- Third Party Deductions		332.22
30/05/2025	VFS (Southampton) Ltd	WAS77355	24/04/2025	New tailboard		454.56
30/05/2025	Watson Fuels	I14341782	24/04/2025	Diesel		1,038.60
30/05/2025	Woodlands Nursery (Dorset) Ltd	8358T	19/05/2025	Summer bedding		1,024.57
Total of BACS/CHAPS Payments						276,309.46

BACS payroll payment issued 20th May 2025

71,198.17

BACS Payment - Grant 20th May 2025

6,000.00

BACS supplier payments issued 30th May 2025

199,111.29

276,309.46

Total of Payments

320,941.71

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details		Payment Total
20/05/2025	DMADF	transfer	20/05/2025	DMADF	450,000.00	450,000.00
Total of Investments						450,000.00

Total of Payments & Investments

770,941.71

To consider representatives to outside bodies following vacancy in office

The vacancies following the resignation of Councillor Monkhouse are highlighted in the list below, together with other amendments to the list agreed at the Annual Meeting on 19th May.

Citizens Advice Bureau	Councillor Vile
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Moreton
Herston Reading Room*	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Tomes
Purbeck Rail Partnership	Councillor Sutton
Purbeck Transport Action Group	Councillors Monkhouse & Sutton
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors Monkhouse & Sutton
Swanage Community Land Trust	Councillors Monkhouse & Vile
Swanage Fairtrade	Councillor Lejeune
Swanage Library Friends (omitted from list presented to Annual Council Meeting – to be added)	Councillor Sutton
Swanage Museum	Councillor Moreton
Swanage Pier Trust*	Councillor Foster
Swanage Regatta & Carnival Committee	Town Mayor, Councillors Dorrington & Tomes
Swanage Skatepark Community Project (omitted from list presented to Annual Council Meeting – to be added)	Councillors Bonfield & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Sutton

Swanage Town & Herston Football Club Councillors Bonfield, Sutton &Tomes
(included in list presented to Annual Council Meeting. As of 2024/25 agreed ST&HFC
would be discussed under meetings of the Sport, Leisure and Wellbeing working party
– to be removed)

The Centre Management Board

Councillor Monkhouse

Wellbeing Swanage

Councillor Monkhouse

N.B. Councillors will act principally as observers in all cases except those marked * where
named councillors will be Trustees of these charities.

Swanage Household Recycling Centre – To consider response to Dorset Council regarding proposal to introduce booking system

The following information is taken from this page of Dorset Council's website:
<https://www.dorsetcouncil.gov.uk/w/new-household-recycling-centre-booking-system>

New Household Recycling Centre Booking System

Later this year (2025), we will be introducing a booking system at all of our Household Recycling Centres (HRCs). The system is designed to make visits more efficient, convenient, and user-friendly. With a simple online process, residents will be able to reserve their preferred date and time slot in advance.

The new booking system is expected to be introduced in autumn 2025. More information will be provided when the launch date is confirmed.

How it will work

The online booking system will allow visitors to select a convenient 30 minute time slot by providing basic details such as name, address, and vehicle registration. If your plans change, you will be able to easily cancel or reschedule your booking online.

If you don't have internet access, you can ask someone to make the booking for you. If this isn't possible, you will be able to take your waste to the recycling centre without a booking and speak to a member of staff when you arrive. You'll be able to book a slot over the phone in the future, sometime after the system launches.

Key features

The key features of the new booking system are:

- flexible scheduling - book as many visits as needed (with some vehicle type exclusions), including multiple slots on the same day
- advance and same day booking - secure your preferred date and time up to 14 days in advance or, if available, on the same day
- no worries about temporary closures - bookings remain valid even during skip changes or site compaction
- reuse area access - visitors accessing only the reuse areas will still need to make a booking
- on-foot or bicycle access - neighbouring residents who access our centres on foot or by bicycle will also be required to make a booking

What will stay the same

All existing arrangements including:

- opening hours
- accepted waste types
- vehicle and trailer restrictions
- permit requirements
- chargeable items

Important information for non Dorset Council residents

Visitors who live outside of the Dorset Council administrative area are welcome to use our Household Recycling Centres. However, please note:

- a non-refundable booking fee will apply for each visit
- additional charges may also apply depending on the type of waste being disposed of
- you cannot visit in a vehicle that requires a permit

These measures help ensure that Dorset residents continue to receive fair access to local services while supporting the sustainability of our facilities.

Why we are making this change

Reduced congestion and wait times - by allowing visitors to schedule their trips in advance, a booking system will help prevent overcrowding, ensuring a smoother and more organised flow of traffic.

Improved customer experience- users can plan their visits around their schedule, avoiding long queues and unexpected delays. It also helps ensure they have ample time to dispose of their items properly.

Better resource management - site staff can anticipate visitor numbers more accurately, helping them allocate resources efficiently.

Environmental and safety benefits - less congestion means reduced vehicle emissions, contributing to a more environmentally friendly operation. Additionally, a controlled number of visitors enhances safety by minimising chaotic interactions in busy areas.

Flexibility and convenience - people can book multiple slots, cancel or reschedule easily, and receive confirmation, all without the hassle of arriving unsure of availability.

Insights for future planning - data from bookings can be used to identify peak hours, optimise service delivery, and plan future improvements to recycling centre operations.

Consistency of access - even in cases of temporary closures due to site maintenance (like skip changes), bookings remain valid.

Stopping business waste misuse at recycling centres

Our new booking system will help ensure that Household Recycling Centres (HRCs) are used as intended by residents, not businesses. Here's how it helps prevent traders from disposing of commercial waste:

- Clear visitor identification

When booking a visit, users will provide their name, address, and vehicle registration. This will help staff spot frequent or large-scale users who may be businesses trying to bypass commercial waste rules.

- Improved enforcement

Because every visitor must book in advance, staff will be able to easily verify who should be allowed entry, making it harder for traders to slip through unnoticed.

- Protecting resources for residents

By stopping businesses from misusing recycling centres, Dorset Council ensures fair access for residents, reduces strain on facilities, and keeps operations running efficiently.

With these measures in place, the booking system will help keep our Household Recycling Centres fair, accessible, and properly used.

DAPTC AGM Motion

Each year town and parish councils in Dorset are invited to put forward motions for consideration at the Dorset Association of Parish and Town Councils' (DAPTC) AGM in November. This provides an opportunity for councils to request that either DAPTC or the National Association of Local Councils (NALC) should take steps to address an area of concern that relates directly to local communities. This might, for example, involve them raising an issue with either Dorset Council or national government.

In order for a motion to be included on the agenda of the AGM a council proposing a motion must be able to demonstrate that it has the support of another town or parish council to act as seconder. The seconding council must send a delegate to the AGM who can speak for up to two minutes in favour of the motion.

Corfe Castle Parish Council has recently contacted the Town Council, and its neighbouring parishes, to seek a seconder for the following motion:

DAPTC registers its concern to Dorset Council and its MPs at the loss of both public and private rented housing whose owners cite the financial unviability of the proposals for energy and condition standards. We ask Dorset Council, Dorset MPs NALC and the Government to review the viability of the new standards to ensure the rented housing stock is retained.

Decision required:

To determine whether or not Swanage Town Council should second the motion put forward by Corfe Castle Parish Council, as outlined above, for submission to the DAPTC AGM, which will be held via Zoom on Saturday, 22nd November 2025.

Martin Ayres, Town Clerk
June 2025

Pre-election period from Thursday 19th June 2025

The following information is taken from the Local Government Association's 'A short guide to publicity during the pre-election period'.

Further useful information for councillors and officers can be found via the following link to the LGA's FAQs page: <https://www.local.gov.uk/our-support/communications-and-community-engagement/pre-election-period/frequently-asked-questions>

What this means in practice

Publicity is defined as '**any communication, in whatever form, addressed to the public at large or to a section of the public**'.

The first question to ask is 'could a reasonable person conclude that you are spending public money to influence the outcome of the election?' In other words it must pass the 'is it reasonable' test. When making your decision, you should consider the following:

You should **not**:

- produce publicity on matters which are politically controversial
- make references to individual candidates or parties in press releases
- arrange proactive media or events involving candidates
- issue photographs which include candidates
- supply council photographs or other materials to political group staff unless you have verified that they will not be used for campaigning purposes
- help with national political visits (as this would involve using public money to support a particular candidate or party). These should be organised by political parties with no cost or resource implications for the council.

You should also **think carefully** before you:

- Continue to run campaign material to support your own local campaigns. If the campaign is already running and is non-controversial (for example, on issues like recruitment, recycling or foster care) and would be a waste of public money to cancel or postpone them, then continue. However, you should always think carefully if a campaign could be deemed likely to influence the outcome of the election. In such cases you should stop or defer them. An example might be a campaign on an issue which has been subject of local political debate and/or disagreement.
- Launch any new consultations. Unless it is a statutory duty or considered normal council business, such as budget consultations. Councils should consider carefully before starting any new consultations or publish report findings from consultation exercises, which could be politically sensitive.

You **are allowed** to:

- continue to discharge normal council business (including budget consultations or determining planning applications, even if they are controversial)

- publish factual information to counteract misleading, controversial or extreme (for example, racist/sexist) information.

If you are in any doubt, seek advice from your returning officer and/or monitoring officer, legal or communications colleagues.

Ultimately, you must always be guided by the principle of fairness. It is crucial that any decision you take would be seen as fair and reasonable by the public and those standing for office.

Martin Ayres, Town Clerk
June 2025

Local Government Election Time Table Calculator

Timetable of Proceedings for

Thursday 24 July 2025

Publication of Notice of Election	Thursday 19 June 2025
Receipt of Nominations	4:00 pm Friday 27 June 2025
Withdrawal of Candidate	4:00 pm Friday 27 June 2025
Appointment of Election Agents	4:00 pm Friday 27 June 2025
Publication of Notice of Election Agents	4:00 pm Friday 27 June 2025
Publication of Statements of Persons Nominated	4:00 pm Monday 30 June 2025
Last Date for Registration	Tuesday 8 July 2025
Receipt of Postal Vote Applications	5:00 pm Wednesday 9 July 2025
Last day for Voter Authority Certificates	5:00 pm Wednesday 16 July 2025
Publication of Notice of Poll	Wednesday 16 July 2025
Receipt of Proxy Vote Applications	5:00 pm Wednesday 16 July 2025
Appointment of Poll and Count Agents	Thursday 17 July 2025
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 18 July 2025
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 24 July 2025
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 24 July 2025
Day of Poll	7:00 am to 10:00 pm Thursday 24 July 2025
Return of Election Expenses	Thursday 28 August 2025

Dated Tuesday 17 June 2025

Outcome of government consultation on remote attendance and proxy voting at Council meetings

This briefing note contains recent news releases from the Society of Local Council Clerks and the National Association of Local Councils (SLCC and NALC).

SLCC News - Government response to the consultation on remote attendance and proxy voting in local authorities

6 June 2025

On Thursday 5 June, the government published its response to the consultation on remote meetings and proxy voting, which was carried out at the end of last year.

In the forward from the Minister of State, Jim McMahon OBE, the overarching message from the government is that, ‘in the spirit of resetting our relationship with local government, we want to ensure that local authorities can develop their own remote and hybrid attendance policies, with local knowledge, and to respond to local need.’

This is a very positive outcome for the sector, which represents the bulk of the 5,844 responses to the consultation. It reflects the SLCC’s position, which formed part of [our submission to the consultation](#), which was made in December.

The government has recognised concerns from our sector about the use of proxy voting. Development of that proposal will be limited to principal councils.

The government is committing ‘to collaboratively develop guidance with the sector on both policies, to ensure that local authority schemes are supportive of members and officers.’ Both changes will require legislation to come into effect.

[Click here](#) to read the full response.

Summary of government response

The government acknowledges the importance of in-person meetings for local democracy but also recognises the need for flexibility. The key points from the response include:

1. Support for hybrid and remote options: while in-person meetings remain the default, the government supports enabling councils to allow remote or hybrid attendance to improve accessibility and inclusivity.
2. Proxy voting endorsed: proxy voting is seen as a useful tool for members in principal councils who cannot attend meetings, even remotely, due to exceptional circumstances.
3. Local discretion emphasised: councils will be empowered to develop their own policies on remote attendance and proxy voting, tailored to local needs and contexts.

4. Guidance to be co-developed: the government plans to work with the local government sector to create guidance that supports effective implementation of these policies.
5. Legislative change anticipated: the government is considering legislative changes to enable these reforms, though no specific timeline has been confirmed.

Top five take-aways for town and parish councils

1. Empowerment to set local policies: town and parish councils will have the autonomy to decide how and when to allow remote attendance, reflecting their unique circumstances.
2. Improved accessibility: these changes aim to make council roles more accessible to people with disabilities, caring responsibilities, or work commitments.
3. Support for smaller councils: the government recognises the distinct needs of smaller councils and intends to ensure that guidance and legislation are proportionate and flexible.
4. Encouragement of participation: by reducing barriers to attendance, the reforms are expected to encourage broader participation in local governance.
5. Safeguards for democratic integrity: while enabling flexibility, the government stresses the importance of maintaining transparency, accountability, and public engagement in decision-making.

NALC secures major victory as the government backs remote council meetings

6th June 2025

In a momentous decision, the government has [announced plans](#) to amend legislation, allowing local authorities (including parish and town councils) to hold remote and hybrid meetings. This move is a powerful victory for parish and town councils following our persistent advocacy.

Since the expiration of temporary COVID-19 provisions in May 2021, which permitted virtual council meetings, we have been at the forefront of a national campaign to restore this flexibility. We argued that enabling remote attendance would modernise local democracy, enhance accessibility, and attract a more diverse range of individuals to public service.

The government's consultation, which received 5,844 responses (the vast majority coming from the 3,327 parish and town councils), revealed overwhelming support for remote meeting options. In response, the government acknowledged the need for councils to develop their own remote and hybrid attendance policies tailored to local circumstances.

We welcome the government's announcement, emphasising that the flexibility to hold remote meetings would empower parish and town councils to respond more effectively to their communities' needs. However, in response to the consultation last year, we expressed that the introduction of proxy voting would present significant challenges for parish and town

councils, including undermining democratic accountability, weakening deliberative decision-making, and creating procedural and ethical difficulties.

The development marks a significant step forward in modernising local governance and ensuring that parish and town councils can operate effectively and inclusively in the digital age.

“This is a pivotal moment for grassroots democracy. Allowing remote meetings gives parish and town councils the tools to engage more people, particularly those with caring responsibilities, disabilities, or work commitments. It's about making local government truly local and truly accessible.”

Cllr Keith Stevens (NALC chair)

Ministry of Housing, Communities & Local Government – Consultation Outcome

<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/outcome/remote-attendance-and-proxy-voting-in-local-authorities-consultation-results-and-government-response#ministerial-foreword>

Beach Gardens – To consider and approve draft licence with Swanage Tennis Club for the use and maintenance of tennis courts

Swanage Town Council owns and maintains six tennis courts at Beach Gardens Sport Park. Swanage Tennis Club have historically been provided with a licence to use these courts within certain parameters as defined by the licence.

The current licence expired in 2023, and a new one is now required. Since that date the Town Council has been in discussion with the Tennis Club to ensure that a new licence incorporates additional reassurance that sufficient funding is available to fund the court infrastructure programme up to 2040. Key milestones in the programme are as follows:

2025-26	Install artificial playing surface on courts 4 and 5	£45,500
2027-28	Replace court perimeter fencing	£22,400
2028-29	Renew tarmac surface on court 6	£28,750
2031-32	Replace artificial surface on courts 1 and 2	£49,600
2036-37	Replace artificial surface on court 3	£41,700
2038-39	Replace artificial surface on courts 4 and 5	£58,000

A draft licence for a 7-year period, which has been approved by the Tennis Club, is attached at Appendix 1. It is currently anticipated that this will be accompanied by a ‘side letter’ which details the funding required to ensure that the tennis courts and court fencing continue to be maintained and replaced as required up to 2040. While the attached licence is very much based on the previous one, the following key additional elements are now included:

1. (3.10 and 5.2) Annual contributions from the two parties to the Council’s maintenance reserve to increase from £3,500 to £3,833 not including VAT
2. (4.4) The Licensee shall use all reasonable endeavours to set aside in its own accounts an average of £9,857.00 per annum over the seven-year licence period in order to ensure sufficient funding for future infrastructure improvements related to the tennis courts and perimeter fencing.
3. (4.5) At the end of its financial year, the Licensee shall provide a financial statement, including a copy of its bank statement, evidencing the level of funding available within the relevant reserve for the future infrastructure improvements.
4. A side letter will set out agreed contributions from the tennis club beyond the 7-year life of the licence and make clear the Council’s long-term commitment to continued use of the tennis courts by Swanage Tennis Club, subject to future negotiations.

The estimated cost of engaging solicitors to finalise the legal documents is £1,270, which would be shared equally between the Town Council and the Tennis Club.

Decision required:

To approve the draft licence agreement with Swanage Tennis Club for the use of the tennis courts at Beach Gardens and agree that solicitors should be instructed to finalise that document, together with a side letter.

Culvin Milmer, Visitor Services and Business Development Manager
June 2025

APPENDIX 1: Draft licence

DATED _____ **2025**

SWANAGE TOWN COUNCIL (1)

SWANAGE TENNIS CLUB (2)

DRAFT LICENCE TO USE

In relation to Municipal Tennis Courts

At Beach Gardens, Swanage, Dorset

THIS LICENCE is dated the day of 2025

BETWEEN:

- (1) **SWANAGE TOWN COUNCIL** of The Town Hall, High Street, Swanage, Dorset, BH19 2NZ ("**Licensor**")
- (2) **Chairman and Treasurer of the Officers of the SWANAGE TENNIS CLUB** ("**the Officers**" and "**the Licensee**" respectively).

AGREED TERMS

1. Interpretation

- 1.1 The definitions and rules of interpretation in this clause apply in this agreement.

Club Members: Bona Fide current members of the Licensee from time to time

Tennis Courts: All those 6 tennis courts situate at Beach Gardens, Swanage, Dorset of which the Licensor is proprietor which for the avoidance of doubt excludes the adjacent court numbered 7 and which courts are shown numbered 1-6 inclusive and edged red on the attached plan

Licence Term: means a term commencing on the 1st October 2023 and expiring on [30th September 2030]

Licence Fee: An annual sum equal to 12.5% of the gross membership fee income of the Licensee for its previous accounting year which for the annual payment due for 2023/24 shall be the accounting year ending in 2022/23 subject to a minimum payment of £2,250.

Weekly Club Bookings: Weekly club and coaching sessions as agreed at the annual review meeting

Mondays 2pm to 4pm on courts 1-2

Mondays 6pm to dusk on courts 1-5

Tuesdays 9am to 11am on courts 1-5

Tuesdays 6pm to dusk on courts 1-5

Wednesdays 6pm to dusk on courts 1-5

Thursdays 9am to 11am on courts 1-5

Thursdays 6pm to dusk on courts 1-5

Fridays 6pm to dusk on courts 1-5

Saturday 2pm to 4 pm Courts 1,2,3

The Professional club coaches weekly, termly timetable and school holiday sessions plus home team matches and club events to be reviewed annually.

Court 6 is to be kept free of club and coaching sessions and available for public hire at all times. With the exception that court 6 can be used by the club or coach if not booked by a member of the public. If a member of the public arrives with a booking the club is to release the court.

Necessary Consents: all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority.

VAT: value added tax chargeable under the Value Added Tax Act 1994 or any similar replacement or additional tax.

- 1.2 Clause headings shall not affect the interpretation of this agreement.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4 A reference to a **company** shall include any company, corporation or other body corporate, wherever and however, incorporated or established.
- 1.5 Words in the singular shall include the plural and vice versa.
- 1.6 A reference to one gender shall include a reference to the other genders.
- 1.7 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it provided that, as between the parties, no such amendment or re-

enactment shall apply for the purposes of this agreement to the extent that it would impose any new or extended obligation, liability or restriction on, or otherwise adversely affect the rights of, any party.

- 1.8 A reference to **writing** or **written** excludes faxes and e-mail.
- 1.9 Any obligation in this agreement on a person not to do something includes an obligation not to agree or allow that thing to be done and to use its best endeavours to prevent such act or thing being done by a third party.
- 1.10 References to clauses schedules are to the clauses and schedules of this licence.
- 1.11 Any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- 1.12 Unless otherwise expressly provided, the obligations and liabilities of the parties under this agreement are joint and several.

2. Licence to use facilities

- 2.1 In consideration of payment of the Licence Fee and the observance by the Licensee of the obligations on its part contained in this agreement, the Licensor shall permit the Club Members without further charge to use the Tennis Courts subject to the Tennis Courts being booked by the Club Members in accordance with the booking policy of the Licensor from time to time in force in common with all others authorised by the Licensor (so far as is not inconsistent with the rights given to the Licensee hereunder) PROVIDED ALWAYS that:-

(a) The Weekly Club Bookings shall be treated as pre booked although these bookings may be cancelled and/or rearranged under normal booking routines (b) Club Members shall if required at time of booking or prior to start of play or at any time during the booking produce evidence of their membership of the Licensee to the Licensor or its representatives and agents and

(c) If a Club member shall not be on court within 10 minutes of the start time of any booking or 30 minutes from the start of the open club bookings or agreed coaching sessions the Licensor shall be at liberty to re-hire the court to

members of the public, but such booking shall still be counted in the aggregate of the Club Hours booked. If a member of the public has a court booking and arrives after the start time, tennis club members must release that court if requested.

All club members must wear their 'shoe tag' or have equivalent proof of valid membership and be prepared to show this if required. Members without proof of valid membership will be liable to pay the standard public hire charge.

2.2 The Licensee acknowledges that:

- (a) the Licensee and Club Members shall use the Tennis Courts as licensee and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this agreement.
- (b) the Licensor retains control, possession and management of the Tennis Courts and the Licensee has no right to exclude the Licensor from the Tennis Courts.

3. Licensee's obligations

The Licensee agrees and undertakes:

3.1 To pay to the Licensor:

- (a) the Licence Fee payable without any deduction in advance on 1 June every year
- (b) such VAT as may be payable on the Licence Fee.

3.2 To ensure the Club members use the Courts in a proper manner, at all times displaying appropriate etiquette not causing damage to the Tennis courts or the equipment installed thereon and not leaving any rubbish on or adjacent to the Tennis Courts save in any proper refuse bins provided for that purpose.

3.3 Club members must have the appropriate equipment including footwear when using the Tennis Courts. The courts must be used in the appropriate manner for the purpose of playing tennis and associated activities such as cardio tennis. Drills, circuits sessions and training will also be allowed on the hard courts.

- 3.4 Not to display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices on the Land without the prior written consent of the Licensor in its absolute discretion but for the avoidance of doubt this shall not include displays of a routine nature relating to the Tennis Club and its activities.
- 3.5 Not to do or permit to be done on the Land anything which is illegal, or which may be or become a nuisance, (whether actionable or not) damage, annoyance, inconvenience or disturbance to the Licensor or to tenants or occupiers or any owner or occupier of neighbouring property.
- 3.6 Not to apply for any planning permission in respect of the Tennis Courts save pursuant to sub-clause 4.5 and 4.6 below.
- 3.7 Not to do anything that will or might constitute a breach of any Necessary Consents affecting the Tennis Courts or which will or might vitiate in whole or in part any insurance effected by the Licensor in respect of the Tennis Courts from time to time.
- 3.8 To observe any reasonable rules and regulations the Licensor makes and notifies to the Licensee from time to time governing the Licensee's use of the Tennis Courts.
- 3.9 To ensure Club Members leave the Tennis Courts in a clean and tidy condition.
- 3.10 To pay to the Licensor in addition to the License Fee the annual sum of £3,833 (exclusive of VAT) as a contribution to the cost of maintenance of the Tennis Courts.
- 3.11 To indemnify the Licensor and keep the Licensor indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
- (a) this licence;
 - (b) any breach of the Licensee's undertakings; and/or
 - (c) the exercise of any rights given.

- 3.12 Without prejudice to the generality of the foregoing sub-clause to maintain an adequate policy of Public Liability Insurance to cover the use of the Tennis Courts by the Club members in such sum as the Licensor may reasonably specify from time to time and to provide a copy of the policy and evidence of cover to the Licensor upon demand.
- 3.13 To pay to the Licensor interest on the Licence Fee or other payments at the rate of Four per cent (4%) per annum above the base lending rate of Lloyds TSB Bank plc from time to time calculated on a daily basis from the due date until payment if the Licensee shall fail to pay the Licence Fee or any other payments due under this licence within Twenty-One (21) days of the due date (whether formally demanded or not).
- 3.14 The Licensee shall at all times maintain a written agreement with their coach, in line with LTA best practice which agreement shall include provision for court booking fees to be collected for the coaching of non-Club Members which fees shall be passed by the Coach to the Licensor on a quarterly basis. The fees shall be; (i) private one-to-one lesson £4.75 per court. (ii) group coaching session £2.00 per non-club member. Such charges are to be for adult players only.

4. Provisions in relation to Floodlighting and Infrastructure improvements

- 4.1 the Licensee shall maintain at its own expense the floodlighting to Courts 1, 2 and 3 existing as at the date of this agreement
- 4.2 the Licensee shall ensure that all floodlighting on the Tennis Courts from time to time is switched off by 10pm every evening without exception.
- 4.3 the Licensee shall indemnify the Licensor in respect of and pay to the Licensor on demand the cost of electricity consumption attributable to the use of the said Floodlighting by Club Members.
- 4.4 The Licensee shall use all reasonable endeavors to set aside in its own accounts an average of £9,857.00 per annum over the seven-year licence period in order to ensure sufficient funding for future infrastructure improvements related to the tennis courts and perimeter fencing.

- 4.5 At the end of its financial year, the Licensee shall provide a financial statement, including a copy of its bank statement, evidencing the level of funding available within the relevant reserve for the future infrastructure improvements.
- 4.5 The Licensor hereby grants permission to the Licensee, subject to obtaining all Necessary Consents, to install floodlighting on Courts 4, 5 at its own expense to include laying and carrying from any floodlight so erected through or under the soil of the Tennis Courts and adjoining land belonging to the Licensor to the existing electricity supply situated in the pavilion at Beach Gardens aforesaid cables wires and conduits for the supply of electricity to such floodlighting and any apparatus necessary or convenient for such supply including the installation of a sub-meter in the said pavilion subject to the Licensee exercising such rights in a reasonable manner causing as little damage and inconvenience as reasonably possible and making good to the reasonable satisfaction of the Licensor any damage caused to the Licensor's land, facilities and equipment
- 4.6 In the event that such capital upgrading projects shall not have been started by the Licensee by the expiry of the License Period, the balance of funds then held by the Licensee in the sinking fund referred to in sub-clause 4.4 above shall be kept in a reserve account for agreement by both the Licensor and Licensee on future expenditure at the tennis court facility.

5. Licensor's obligations

- 5.1 To maintain the Tennis Courts (but not the aforementioned floodlighting) to LTA standard and to agree to a periodic inspection by the LTA to ensure that the appropriate LTA standard is being maintained.
- 5.2 To place the contribution payable by the Licensee pursuant to sub-clause 3.10 above into a reserve fund earmarked for the maintenance of the Tennis Courts (but not the aforementioned floodlighting) and to use all reasonable endeavors to contribute an equal sum to such reserve fund each year.
- 5.3 To pay all rates and utility costs for the Tennis Club excluding the matters referred to in clause 4.3 above.

6. Annual Review Meeting

6.1 An Annual Review Meeting shall be held in November each year between the representatives of the parties hereto in order to review issues arising out of the operation of this agreement for the previous year and any anticipated for the forthcoming year.

6.2 without prejudice to the generality of the foregoing this shall include: -

(a) a review of the Licensee's proposed membership fees and licence fee for the

forthcoming year

(b) agreement of a priority list of maintenance issues

(c) the Town Council's contribution to the tennis court maintenance earmarked reserve

as set out in clause 5.2

6.3 The Licensee shall provide a copy of their latest annual accounts at least fourteen (14) days' notice prior to the Annual Review Meeting

6.4 The Town Council will on written request provide the Licensee with a copy of an account in respect of the tennis court earmarked reserve.

7. Licensee's Breach

If the Licensee is in breach in respect of any of its obligations under the terms of this Agreement, then the Licensor shall serve a notice in writing addressed to the Licensee specifying the breach and the Licensee shall within a period of two (2) weeks after receipt of such notice or sooner remedy that breach at its own cost to the reasonable satisfaction of the Licensor

8. Termination

The license granted by this agreement is for 7 years from 1st October 2023 shall end on the earliest of:

8.1 30th September 2030

- 8.2 The Licensee fails to comply with any notice served on it by the Licensor in accordance with the provisions of clause 7.

Termination shall be without prejudice to the rights of either party in connection with any antecedent breach of or other obligation subsisting under this agreement.

9. Notices

- 9.1 Any notice or other communication required to be given under this licence, shall be in writing and shall be delivered personally, or sent by pre-paid first-class post or recorded delivery or by commercial courier, to each party required to receive the notice or communication as set out below:

- (a) to the Licensor at: The Town Hall, High Street, Swanage, Dorset, BH19 2NZ and marked for the attention of The Town Clerk
- (b) to the Club at: its address as set out above or such other address for service on behalf of the Licensee as they may notify to the Licensor from time to time in writing

or as otherwise specified by the relevant party by notice in writing to each other party.

- 9.2 Any notice or other communication shall be deemed to have been duly received:

- (a) if delivered personally, when left at the address and for the contact referred to in this clause; or
- (b) if sent by pre-paid first-class post or recorded delivery, at 9.00 am on the second working day after posting; or
- (c) if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed.

- 9.3 A notice or other communication required to be given under this agreement shall not be validly given if sent by e-mail.

- 9.4 The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.

10. General

The Licensor is not to be liable for the death of, or injury to, the Licensee, the Club Members, authorised invitees, or for damage to any property of theirs, or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by them in the exercise of the rights herein granted.

11. Rights of Third Parties

A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

12. Governing law and jurisdiction

- 12.1 This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
- 12.2 The parties irrevocably agree that the courts of England and Wales shall have jurisdiction to settle any dispute or claim that arises out of or in connection with this licence or its subject matter or formation (including non-contractual disputes or claims).

This licence has been entered into on the date stated at the beginning of it.

Punch and Judy Licence – Consideration of a licence extension

The current Swanage Punch and Judy concessionaire has operated in Swanage since the summer of 2016. In 2022, the concession was subject to a procurement process with the result that the incumbent proved successful once again. At the time the licence was agreed for three years, running until September 2024.

The Punch and Judy show is a very popular feature of Swanage Beach and is now one of only a very few full-season shows in the UK. The show runs three times a day between mid-July and early September.

It has not proven possible to put together a procurement process ahead of the summer season. Therefore, it is proposed that a new licence be entered into with the current concessionaire on the same terms as previously agreed for either a single year, or if the Council wished, for a further three-year period.

In order to support the storage of essential equipment for the licensee, the Town Council provides a standard upper level beach hut from early July to early September.

The key terms of the licence are as follows.

Licence Fee: the amount of £150.00 (*the annual sum from 2016 to 2024 was £100*).

Permitted Use: to perform ‘Punch and Judy’ shows for visitors to the beach.

Property: the area of the Licensor’s beach approximately shown edged blue on the Plan or such other space as allocated to the Licensee from time to time.

The Licensee acknowledges that:

- the Licensee shall occupy the Property as a licensee and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this licence;
- the Licensor retains control, possession and management of the Property and the Licensee has no right to exclude the Licensor from the Property;
- the licence to occupy granted by this agreement is personal to the Licensee and is not assignable and the rights given may only be exercised by the Licensee and its employees; and
- without prejudice to its rights, the Licensor shall be entitled at any time on giving not less than 1 weeks' notice to require the Licensee to transfer to alternative space elsewhere on the Licensor’s Beach and the Licensee shall comply with such requirement.

Licensee's obligations

- (a) to pay to the Licensor the Licence Fee payable without any deduction on 1 August;
- (b) to keep the Property clean, tidy and clear of rubbish;
- (c) not to use the Property other than for the Permitted Use;
- (d) to carry out a risk assessment of its activities before performing;

- (e) at all times during the licence term to maintain public liability insurance in connection with its use of the Property, with cover up to Five Million Pounds (£5,000,000.00) and to supply a copy of the policy to the Licensor;
- (f) not to deliver performances of an overtly political nature and that each performance should include an element regarding environmental education and the climate crisis, to motivate and inspire audiences in a positive way, to play a greater role in environmental protection;
- (g) performances to be held every day from xx July to xx September (or as agreed with the Licensor and the Visitor Services Manager)
- (h) to perform a minimum of three shows a day;
- (i) in the case of unavoidable show cancellations due to weather or other exceptional circumstances, the Licensee will inform the Swanage Information Centre at the earliest opportunity so that visitors to the beach can be made aware.
- (j) That no single use plastic is used by the concession;
- (k) not to make any alteration or addition whatsoever to the Property;
- (l) not to display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices at the Property without the prior consent of the Licensor (such consent not to be unreasonably withheld or delayed);
- (m) not to do or permit to be done on the Property anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Licensor or to any person using the beach;
- (n) not to cause or permit to be caused any damage to:
 - (i) the Property, or any neighbouring property; or
 - (ii) any property of the owners or occupiers of the Property, or any neighbouring property;
- (o) not to apply for any planning permission in respect of the Property;
- (p) not to do anything that will or might constitute a breach of any Necessary Consents affecting the Property or which will or might vitiate in whole or in part any insurance effected by the Licensor in respect of the Property from time to time;
- (q) to observe any reasonable rules and regulations the Licensor makes and notifies to the Licensee from time to time governing the Licensee's use of the Property;
- (r) to leave the Property in a clean and tidy condition and to remove the Licensee's furniture equipment and goods from the Property at the end of the Licence Period.

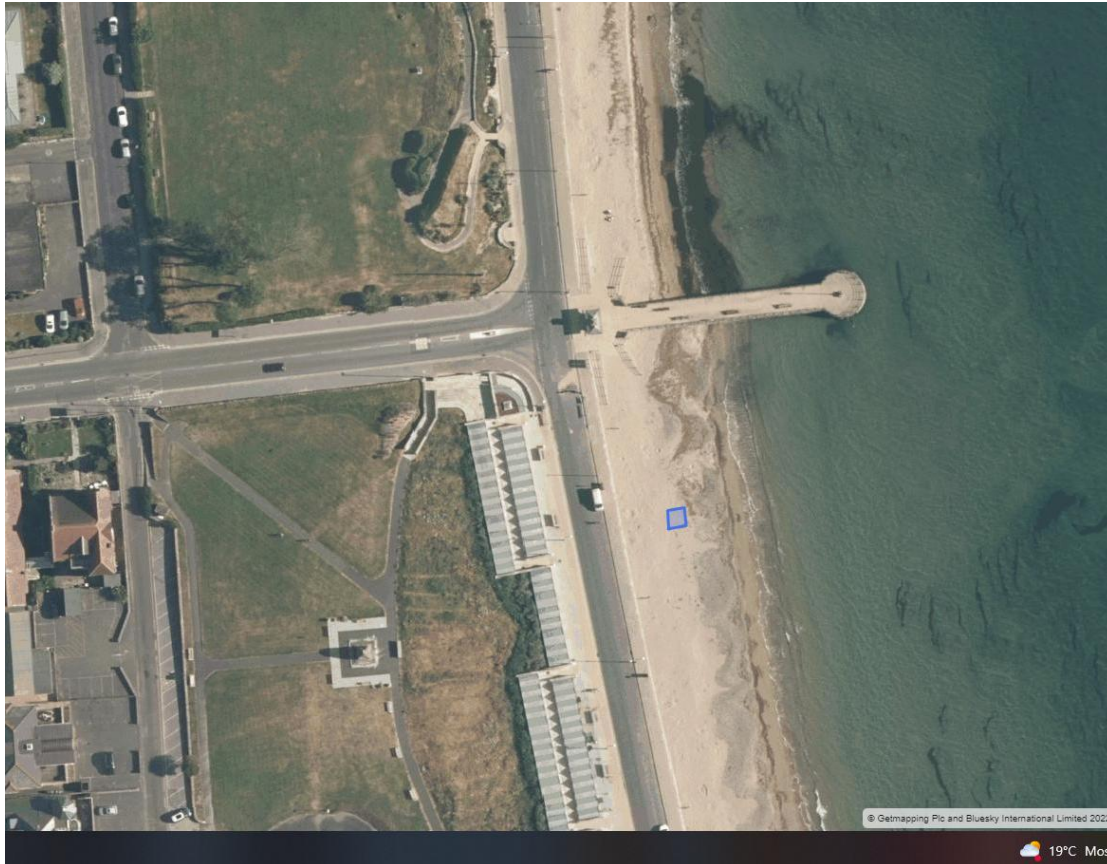
Rights granted to Licensee

The Licensee shall have the sole right to perform 'Punch and Judy' shows on the Licensor's beach during the Licence term;

The Licensee has the right to collect monies from audiences on the Licensor's beach watching the Licensee's performances, with the exception of the Shore Road Beach Huts; and

The Licensee may promote its performances in the Licensor's Swanage Information Centre and on other media platforms such as Facebook.

Plan of location for Punch and Judy Kiosk



Decision required:

1. To consider awarding a new licence for the current Punch and Judy concession, on the same or similar terms as the previous licence, either for a single year or three years.
2. If agreed, to confirm an annual licence fee of £150.

Culvin Milmer, Visitor Services and Business Development Manager
June 2025