

Minutes of the Meeting of the Swanage Town Council  
held at The Town Hall, High Street, Swanage on  
**MONDAY, 26<sup>th</sup> JANUARY 2026** at 7.00 p.m.

PRESENT:-

Councillor M. Bonfield – Chairman

Councillor J. Bishop  
Councillor P. Burridge  
Councillor M. Coward  
Councillor J. Dorrington  
Councillor T. Foster  
Councillor J. Lejeune  
Councillor G. Suttle  
Councillor C. Sutton  
Councillor S. Vile

In addition to Members of the Council and officers, 10 members of the public and two members of the local press and media attended the Meeting.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- A report was presented on information obtained under the Freedom of Information Act from the South Western Ambulance Service NHS Foundation Trust regarding the Ambulance Car service, together with liaison with NHS bodies, concerning access for Swanage and Purbeck patients to health services. It was noted that the Ambulance Car was performing well, and the importance of continuing to request information to monitor performance was emphasised.  
Members of the public were encouraged to attend a Health Services event to be held at Corfe Castle Village Hall on 29<sup>th</sup> January 2026. Thanks were expressed for the continued work to support health services in Purbeck.
- A query was raised in relation to a question previously asked at the last Council meeting regarding whether best value had been achieved in the commissioning of professional services to support the submission of planning applications for the essential and new Green Seafront scheme options. In response, the member of the public was advised that any further queries should be submitted in writing to enable a fully informed response to be provided.
- A member of the public raised a query regarding the Green Seafront report, noting that Dorset Council and Dorset Coast Forum had been working in support of the Town Council. It was queried whether the Council, as the commissioning body, accepted the validity of the comments and findings included in the report.

Rev. Dave Richards offered a short prayer before the commencement of the Meeting.

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

162. **Apologies**

Apologies for their inability to attend the meeting were received from Councillors Tomes and Moreton.

163. **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.

164.

**Minutes**

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

That the Minutes of the Council Meeting held on 15<sup>th</sup> December 2025 be approved as a correct record and signed.

(b) Proposed by Councillor Vile, seconded by Councillor Coward and RESOLVED UNANIMOUSLY:-

That the Minutes of the Annual Estimates Meeting held on 12<sup>th</sup> January 2026 be approved as a correct record and signed.

165.

**Planning and Consultation Committee**

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

That the Minutes of the Planning and Consultation Committee Meeting held on 5<sup>th</sup> January 2026 be approved as a correct record and signed.

166.

**Statement of Cash Balance**

(a) A Statement of Cash Balance as at 31<sup>st</sup> December 2025 was submitted for information (a copy attached at the end of these Minutes).

167.

**Payment of Accounts**

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

- Payment Schedule 9, amounting to £608,044.24.

168.

**Chairman's Announcements**

The Town Mayor reported his attendance at the following events since the Council Meeting held in December:

- Civic Carol Service at St Mary's Church – Thanks were extended to councillors and staff for their assistance in providing refreshments.
- Kim Gallagher Retirement Event (Swanage and Purbeck Development Trust) – The Mayor, together with the Town Clerk, attended an event marking Kim Gallagher's retirement and acknowledged her hard work and contribution for the benefit of the community.
- Purbeck Parkies – Attendance at a local Parkinson's support group event celebrating two years since its establishment.
- Salvation Army Church Service – A service held to mark the long-standing dedication of Graham Warburton, who had sold The War Cry and Kids View magazines for 22 years, raising in excess of £250,000 for the Salvation Army during that time.

169.

**Shore Road Options Engagement Report - To receive and note content**

Further to Minute No. 108 (a) of the Council Meeting held on 20<sup>th</sup> October 2025, Members noted the contents of a briefing paper prepared by the Town Clerk together with Dorset Coast Forum's Shore Road Options report. It was acknowledged that the results of

the survey in relation to Shore Road would be taken into account by Dorset Council in determining a preferred option to be taken forward for further consideration. It was currently anticipated that this would be presented to the Town Council at its meeting on 23<sup>rd</sup> February.

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

(a) **Property Panel held on 19<sup>th</sup> December 2025**

It was noted that the panel had discussed business proposals for Shore Place with further discussions to be held at the next meeting of the panel. An update would be provided to a future Council meeting.

(b) **Seafront Masterplan held on 14<sup>th</sup> January 2026**

It was noted that the subject matter of this meeting would be considered under agenda item No. 14).

(c) **Events Working Party held on 21<sup>st</sup> January 2026**

The working party had considered the following matters:

**Purbeck Marathon**

The Working Party met with the organiser of the relaunched Purbeck Marathon, due to take place in September 2026, and noted the professionalism of the organiser.

The Working Party looked forward to the event taking place.

**Trek 26 Alzheimer's Event – Negotiation of fee for car parking in King Georges Playing Field**

The Visitor Services Manager reported negotiations with Gladiator Sports regarding the use of King George's Playing Field for parking for approximately 800 cars for the Alzheimer's Society Trek 26 event on 6<sup>th</sup> June 2026. It was proposed to charge £5 per car, generating an estimated £4,000 for the Town Council. The event headquarters will be located at Forres Field and it was proposed that this should be charged the standard event administration fee of £750.

**Jazz Festival**

The Working Party considered a request from the Jazz Festival to place a marquee on the Recreation Ground for the weekend of 10<sup>th</sup> July 2026. Following discussion, it was agreed that the Recreation Ground, as the location of the town's War Memorial and the Trevor Chadwick Memorial, is a place of quiet reflection and is not considered appropriate for large-scale music events. The Working Party also wished to avoid setting a precedent for such use and agreed to develop a policy for the future use of the Recreation Ground for events, to be considered by the Tourism and Local Economy Committee.

With regard to the Trek26 event, Members noted that the overflow car park would not be used by the Town Council on that day and that in the event that wet weather resulted in the field becoming unusable, alternative arrangements would need to be made. It was proposed by Councillor Sutton, seconded by Councillor Vile and **RESOLVED UNANIMOUSLY:-**

That the proposed car parking arrangements for the Trek 26 event be approved and that the income generated would be held in the King George's Field reserve.

In respect of the request from the Jazz Festival to place a marquee on the Recreation Ground it was proposed by Councillor Dorrington, seconded by Councillor Coward and **RESOLVED UNANIMOUSLY:-**

That the request from the Jazz Festival to place a marquee on the Recreation Ground be declined and

that a policy outlining the future use of the Recreation Ground be developed by the Working Party for consideration by the Tourism and Local Economy Committee.

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

**Citizens Advice Bureau** – It was reported that representatives of the CAB wished to express their thanks for the agreed increase in the grant from the Town Council from £2,000 p.a. to £8,000 p.a.

172. **Report from Dorset Councillors**

The following updates were provided by Councillor Suttle:

- **Shore Road Options** – It was reported that a meeting had taken place with the Leader of Dorset Council and Highways officers. The Dorset Councillors' position remained unchanged, with a preference for retaining two-way traffic with the removal of parking. Dorset Council's recommendation will be presented to a future Town Council meeting for consideration.
- **Dorset Council Budget** – It was reported that Dorset Council has proposed a 5% increase in Council Tax for the 2026/27 financial year.
- **Aster Housing** – It was noted that Aster Housing currently has another property for sale in Swanage. It was anticipated that a motion would be submitted to Dorset Council seeking to prevent a further reduction in the availability of three-bedroom family homes in the town.

173. **Reporting of delegated matters**

There were no matters to report.

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

There were no matters raised.

175. **Green Seafront Scheme**

**(a) Proposed amendments to design in response to public feedback**

Further to Minute No. 120 of the Council Meeting held on 17<sup>th</sup> November 2025, Members noted the contents of a briefing paper which included that following public engagement, design amendments had been developed for both the essential and new Green Seafront options to improve access, accessibility, infrastructure, greenspace, and facilities. Heidelberg Materials UK had been engaged to assess cost and buildability, and the Seafront Masterplan Working Party had reviewed the proposals on 14<sup>th</sup> January 2026. The revised high-level cost estimates were £4.75 million for the essential option and £6.9 million for the new option.

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

That the Council incorporates into the planning application the design amendments to the essential and new options for the Green Seafront as set out within the briefing paper.

**(b) Appointment of Beach Hut Design Task and Finish Group**

Members noted that in order to inform the planning applications for both the essential and new Green Seafront stabilisation options a task and finish group be appointed to review the design options for the new beach huts at the Spa in light of feedback received from the community as part of the Green Seafront engagement 2025. In addition, it was proposed that the task and finish group include discussions

around commercial space and therefore the title of the group be Beach Hut Design and Commercial Space Task and Finish Group.

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

That the Mayor/Deputy Mayor and Councillors Coward, Dorrington and Foster be appointed to the Beach Hut Design and Commercial Space Task and Finish Group, together with the Visitor Services Manager.

#### **EXCLUSION OF PRESS AND PUBLIC**

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

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

#### 176. **Property Related Legal Matters**

##### (a) **Beach Hire Concession – To award contract**

Further to Minute No. 151 of the Council Meeting held on 15<sup>th</sup> December 2025, Members considered the contents of a briefing paper which set out the outcome of the reissued tender process for the Swanage Beach Hire Concession. It was noted that three submissions had been received and assessed, but that one tender was non-compliant due to the absence of a required five-year financial plan. Having considered the recommendations of the Beach Hire Concession Task and Finish Group, it was proposed by Councillor Dorrington, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:-

That the Council approves the recommendation of the Task & Finish Group to invite Mr Carlo Wiggins to enter into a without prejudice discussion to negotiate the terms of an appropriate draft legal agreement for the Beach Hire Concession and authorises expenditure on any legal advice required to complete the concession award process.

##### (b) **Swanage and Herston Football Club – Consideration of legal advice regarding regularisation of tenure**

Consideration was given to a briefing paper which outlined legal advice received regarding the regularisation of Swanage Town and Herston Football Club's occupation of Day's Park. It was noted that the existing licence had expired in 2007 and that legal advice received had recommended that a Tenancy at Will be entered into in order to regularise the position pending a new long-term lease. It was noted that appropriate terms regarding insurance and maintenance provisions would be required, to provide clarity ahead of proposed works to the site. It was proposed by Councillor Dorrington, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:-

That the Town Council commissions a draft Tenancy Will in respect of Swanage Town & Herston Football Club's continued occupation of Day's Park, pending agreement of a new long-term lease.

##### (c) **Mowlem Land (De Moulham) Trust and Gift of Public Pleasure Grounds**

**Trust – consideration of proposal to enter into a management agreement regarding Sandpit Field and Weather Station Field**

Having considered a briefing note circulated prior to the meeting, Members noted the action taken by the Town Clerk in instructing solicitors to draft management agreements between the Town Council and the Mowlem Land Trust and the Gift of Public Pleasure Grounds Trust. This followed advice from the Council’s insurers and legal advisors that it was advisable for formal management agreements to be put in place. It was noted that the agreements, once drafted, would be subject to approval by the Council and the respective Trusts.

(d) **Marsh Way Boundary Wall – Update and consideration of legal advice**

Further to Minute No. 161 (a) of the Estimates Meeting held on 12<sup>th</sup> January 2026, Members received a verbal report of a meeting between Council officers and the owner of 1 Victoria Terrace which took place on Friday 23<sup>rd</sup> January. It was reported that a further meeting would be arranged within two weeks to progress matters and a report made to a future Council meeting.

177. **Procurement**

(a) **Peveiril Point Road wall repairs – To award contract**

Further to Minute No. 8 of the Capital Projects Sub-Committee Meeting held on 15<sup>th</sup> September 2025 and Minute No. 4 of the Sub-Committee Meeting held on 19<sup>th</sup> January 2026, Members considered the outcome of the procurement process for works to buttress the wall at Peveiril Point Road. It was noted that four compliant tenders had been received. It was proposed by Councillor Sutton, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:-

That the Council awards a contract to David R White Building Services Ltd for the sum of £15,840 to buttress the wall located at Peveiril Point Road noting that this sum contains a contingency allowance of £1,500.

(b) **Peveiril Point Road resurfacing – To award contract**

Further to discussion at recent meetings of the Capital Projects Sub-Committee (see references in Minute No. 177 (a) above), consideration was given to a briefing paper which set out a quotation from Dorset Council for resurfacing works to a section of Peveiril Point Road. In respect of the procurement route for these works, a comparison was drawn with the manner in which Dorset Council, together with their commercial partners Heidelberg Materials, had been engaged to undertake recent improvements to Station Approach (see Minute No. 69 (a) of the Council Meeting held on 22<sup>nd</sup> July 2024).

Given the projected cost of the works this contract would normally be put out to tender. However, the briefing note set out factors that supported the waiving of financial regulations in order to permit a direct award to the partnership. This highlighted the fact that Heidelberg Materials had been procured by Dorset Council under a competitive tender via a two-stage process in 2016/17 and as part of their agreement regular meetings were held to monitor performance. The partnership had been nationally recognised at the Highway Awards 2023 for delivering improved efficiency and reduced costs.

Taking these matters into consideration, it was proposed by Councillor Sutton, seconded by Councillor Coward and RESOLVED UNANIMOUSLY:-

That the Council waives financial regulations in respect of contracts for the reasons set out within the briefing paper, to the extent required to enable a direct contract award to Dorset Council to undertake

resurfacing works to Peveril Point Road for the sum of £48,874.10 (including a 30% optimism bias).

Members also noted that Dorset Council would manage and supervise the works and that affected residents would be notified in advance.

(c) **Green Seafront Scheme planting design - To award contract**

Members considered the contents of a briefing paper which set out the procurement of planting design services required to support the planning applications for the essential and new Green Seafront options. It was noted that Financial Regulation 11.1.b exempts contracts such as this, for the undertaking of specialist services in which the exercise of professional knowledge is of primary purpose, from the requirement to obtain three quotes. Consideration was given to two submissions received and in making the decision particular weight was given to the level of qualifications of the advisor, local knowledge and experience, and agreement to liaise with the Town Council team responsible for the future maintenance of any planting. It was proposed by Councillor Vile, seconded by Councillor Dorrington and **RESOLVED UNANIMOUSLY:-**

That Tony Harris BA Dip LA CMLI, Chartered Landscape Architect, be appointed to provide planting design and associated planting details required to submit planning applications in respect of the essential and new Green Seafront options for the sum of £5,600.

(d) **Town Council water supply – To award contract**

Further to Minute No. 5 (a) of the Finance & Governance Committee Meeting held on 12<sup>th</sup> November 2025, consideration was given to a briefing paper which outlined the outcome of the tender process for the supply of water and sewerage services. It was reported that the largest proportion of the Town Council's annual water charges related to the wholesale cost which could not be competitively tendered. In terms of the retail costs, having reviewed quotations received via Utility Aid and undertaken a comparative and sensitivity analysis, it was noted that Everflow offered the most economically advantageous tender through a fixed annual retail fee. It was therefore proposed by Councillor Lejeune, seconded by Councillor Foster and **RESOLVED UNANIMOUSLY:-**

That the tender for the supply of water and sewerage services be awarded to Everflow on a 3-year contract for a fixed fee of £3,906.18 per annum.

The Meeting closed at 7.50 p.m.

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 2<sup>nd</sup> FEBRUARY 2026** at 7.00 p.m.

Chairman: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor P Burridge

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

One member of the public attended the meeting in person, and one member of the public attended remotely.

### **Public Participation Time**

There were no matters raised.

#### **1) Election of Chairman**

In the absence of the Committee Chairman, it was proposed by Councillor Vile, seconded by Councillor Burridge and RESOLVED UNANIMOUSLY:-

That the Town Mayor, Councillor Bonfield, should assume the Chair for the meeting.

#### **2) Apologies**

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

#### **3) 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/2026/00368 60 Queens Road, Swanage, BH19 2EU** – Councillor Vile declared an interest by reason of being the owner of a nearby property.

There were no other declarations on this occasion.

### **Planning**

#### **4) Plans for consideration**

##### **Delegated Applications**

\* P/ADV/2026/00133

**Swanage Conservation Area**

**12 & 14 Station Road, Swanage, BH19 1AE**

Display two fascia signs and one illuminated projection sign.

**OBSERVATION:** No objection, subject to adherence to the Design and Conservation Officer's report and any recommendations.

\* P/FUL/2026/00134

**Swanage Conservation Area**

**12 & 14 Station Road, Swanage, BH19 1AE**

Alterations to shop front. Display two fascia signs and one illuminated projection sign.

**OBSERVATION:** No objection, subject to adherence to the Design and Conservation Officer's report and any recommendations.

\* P/FUL/2026/00187

**Swanage Conservation Area**

**12A Station Road, Swanage, BH19 1AE**

Change of use, and conversion of first and second floor of 12-12A Station Road to form 1no. additional 2-bedroom flat. Demolition of the rear storage building, and erection of 1no. 2-bedroom maisonette.

**OBSERVATION:** No objection, subject to adherence to the Design and Conservation Officer's report and any recommendations.

Further to her declaration under Item No. 3) Councillor Vile remained in the room during consideration of the following item, and did not take part in any discussion, decision, or vote.

P/HOU/2026/00018

**60 Queens Road, Swanage, BH19 2EU**

Erect single storey rear extension, bin store, garden room, and landscaping. Remove chimney stack.

**OBSERVATION:** No objection.

P/HOU/2026/00368

**Swanage Conservation Area**

**14 Manor Road, Swanage, BH19 2BJ**

Erection of raised decking/balcony structure to rear of the property.

**OBSERVATION:** The Town Council has no objection to the proposed works which it feels will enhance the appearance of the property and its setting within the Swanage Conservation Area.

\* P/HOU/2026/00428

**87 D'Urberville Drive, Swanage, BH19 1QN**

Demolish conservatory and porch, replace with new garden room extension. Erect porch and rear single storey kitchen extension.

**OBSERVATION:** No objection.

P/LBC/2026/00367  
**LISTED**

**Herston Conservation Area**

**Listed Building Consent**

**14 Bell Street, Swanage, BH19 2SA**

Repair existing stone roof. Window and door changes to existing rear extension with replacement roof finish.

**OBSERVATION:** The Town Council has no objection to the proposal, subject to adherence to the Design and Conservation Officer's report and any recommendations.

P/VOC/2025/07383

**Variation of Condition**

**102 Victoria Avenue, Swanage, BH19 1AS**

Variation of condition 7 of approved planning application No. P/FUL/2022/05040 (Sever plot, erect four apartments, and parking. Form access.) to amend landscaping details.

**OBSERVATION:** The Town Council has no objection to the proposal.

**For information only**

P/NMA/2026/00209

**Non-Material Amendment**

**Purbeck Heights, Priests Way, Swanage, BH19 2RS**

Non material amendment to approved planning application No.

P/RES/2023/03476, to introduce a phasing plan to the list of plans at condition 1.

**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 \*.

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

Consideration was given to the following proposed tree works:-

P/TRC/2026/00141

**Swanage Conservation Area**

**Spring Garden, Town Hall Lane, Swanage, BH19 1EX**

T1 Sycamore - Prune side lateral growth on the south side growing over boundary with 68 High Street back to boundary/suitable pruning points.

T2 Sycamore - Prune side lateral growth on the south side growing over boundary with 68 High Street back to boundary/suitable pruning points.

**OBSERVATION:** No objection.

P/TRT/2026/00411

**Wordsworth Court, Belle Vue Road, Swanage, BH19 2HR**

T1 Holm Oak (*Quercus ilex*) - Re-pollard to previous points approximately 1.5-2.5m growth.

**OBSERVATION:** No objection.

P/TRT/2026/00445

**Harbour St Bride, Durlston Road, Swanage, BH19 2HZ**

T001 Oak - Removal of the lowest two primary limbs and some minor pruning of secondary and tertiary branches to provide 2-3m clearance from the existing building. The outer crown will require a reduction of branch ends by approximately 3m to the height and its eastern, southern, and western sides (just above the old pruning points). The retained tree will be contained at a height of about 12m and radius of 4-5m. (See Report Reference WT 068-25 TWAP)

**OBSERVATION:** No objection.

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

- a) Dorset Council (DC) Town and Parish Council Forums 2026** – further to Minute No. 6 a) of the Planning and Consultation Committee Meeting held on 5<sup>th</sup> January 2026, a reminder was given that the first DC update session for Town and Parish Councils would be held on 3<sup>rd</sup> February.

**7) Date of next meeting**

The next meeting had been scheduled for Monday 2<sup>nd</sup> March 2026.

**Neighbourhood Planning**

**8) Swanage Neighbourhood Plan (SNP)**

**a) Matters arising from draft Minutes of the SNP Steering Group Meeting held on 21<sup>st</sup> January 2026, including consideration of two recommendations**

Before the recommendations set out in the draft Minutes of the SNP Steering Group Meeting held on 21<sup>st</sup> January were considered, and further to Minute Nos. 7 a) and 10 a) of the draft Minutes, an update was provided on the planning consultant's progress in updating and refining the draft Pre-submission Plan. It was noted that a copy of the updated Plan had been received earlier in the day and would be circulated to Steering Group Members tomorrow in preparation for the Group's workshop scheduled for 5<sup>th</sup> February 2026.

- i) Swanage Neighbourhood Plan website – to recommend approval of creation of website and allocate budget at the Council Meeting on 23<sup>rd</sup> February 2026**

Further to Minute No. 7 c) of the draft Minutes of the SNP Steering Group Meeting held on 21<sup>st</sup> January 2026, and following advice received from the Steering Group's planning consultant, consideration was given to a recommendation to commission a dedicated website for the SNP. It was noted that the new National Planning Policy Framework would expect all plan-making processes, including Neighbourhood Plans, to be digitised in the future.

If approved, this work would be incorporated into the project plan of the planning consultants as part of their work on the SNP, and would ensure that all information and documentation relating to the SNP process would be available in one place. Members agreed that this would provide the community with ease of access.

The additional cost of this work would be £2,000 to:

- Acquire a domain name and build the site;
- upload the content (text and interactive maps) and modify it for Regulations 15 and 16, and the referendum;
- maintain the site for three years (including running usage reports).

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

**TO RECOMMEND:**

That the Town Council approves the creation of a dedicated Swanage Neighbourhood Plan website, and allocates a budget of up to £2,000 for this additional work by ONH Planning Consultants, at the Council Meeting on 23<sup>rd</sup> February 2026.

**EXCLUSION OF PRESS AND PUBLIC**

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 8 a) ii) (to preserve the integrity of the forthcoming public consultation process).

**ii) Draft Pre-submission Swanage Neighbourhood Plan 2026-2043 – to recommend its approval for Regulation 14 public consultation at the Council Meeting on 23<sup>rd</sup> February 2026 (subject to amendments to be made at a workshop of SNP Steering Group Members)**

Further to Minute No. 10 a) of the draft Minutes of the SNP Steering Group Meeting held on 21<sup>st</sup> January 2026, consideration was given to the Steering Group's recommendation that the draft Pre-submission Plan be approved for Regulation 14 consultation, subject to the review and amendments to be made at a workshop of Group Members scheduled for 5<sup>th</sup> February 2026.

During the discussion, it was noted that some work remained to finalise the content of the draft Plan, hence the Group's decision to hold a workshop to review the policies and consider in more depth the queries raised at the meeting.

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

**TO RECOMMEND:**

That the Town Council approves the draft Pre-submission Swanage Neighbourhood Plan 2026-2043 for Regulation 14 public consultation at the Council Meeting on 23<sup>rd</sup> February 2026 (subject to

amendments made at a workshop of SNP Steering  
Group Members on 5<sup>th</sup> February 2026).

The meeting closed at approximately 7.45 p.m.

## Agenda Item 5 (a)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balance as at 31st January 2026

	£ p	£ p
Balance in Hand at 01/04/2025		£73,888.50 Cr
As per reconciliation dated 31/12/2025	£8,784,148.92 Cr	
Income during January	£148,245.41 Cr	
Movement of Cash-Investment	£450,000.00 Cr	
Add - Outstanding receipts- December	£28.99 Cr	
Less - Outstanding receipts - January	<u>£241.20 Dr</u>	£9,382,182.12 Cr
Less payments made:		
As per Reconciliation dated 31/12/2025	£8,705,175.72 Dr	
Schedule 10	£282,561.77 Dr	
Movement of Cash-Investment	<u>£350,000.00 Dr</u>	£9,337,737.49 Dr
		<u><u>£118,333.13 Cr</u></u>
Balance at Bank		
Current Account		£45,592.39 Cr
Deposit Account		<u>£72,740.74 Cr</u>
		<u><u>£118,333.13 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		£350,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		<u>£400,000.00</u>
		<u><u>£3,000,000.00</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 January 2026

Prepared by Alison Spencer

Dated: 3rd February 2026

Certified by Martin Ayres

Dated: 3rd February 2026

**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March 2026**

**Payment schedule reported to Council - 23rd February 2026**

**Schedule 10:**

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

**SIX HUNDRED AND THIRTY TWO THOUSAND, FIVE HUNDRED AND SIXTY  
ONE POUNDS AND SEVENTY SEVEN PENCE**

.....(£632,561.77).....

## Swanage Town Council

### Schedule of Payments - Month 10

#### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
16/01/2026	AIB Merchant Services	31122.000012	31/12/2025	Merchant serv charge		351.74
12/01/2026	Barclaycard Merchant Services	001884331225	31/12/2025	Monthly charge		43.79
02/01/2026	Dorset Council	840014144	01/04/2025	NNDR 25/26		22,024.00
15/01/2026	DNA Payments	1225-007081948270	01/01/2026	Card charge	6.02	
15/01/2026		1225-007081948170	01/01/2026	Card charge	13.99	20.01
20/01/2026	Ecotricity Ltd	07979191	06/01/2026	Electricity - various sites	4,530.87	
22/01/2026		08016471	08/01/2026	Electricity - various sites	1,082.11	
23/01/2026		08030865	09/01/2026	Electricity - various sites	12.12	
27/01/2026		07979210	06/01/2026	Electricity - various sites	757.07	
29/01/2026		08016464	08/01/2026	Electricity - various sites	263.27	6,645.44
16/01/2026	First Data	52334510615636	31/12/2025	Card charge		43.43
12/01/2026	Lloyds Bank PLC	475004469	11/12/2025	Bank charge	56.89	
26/01/2026		475680650	08/01/2026	Bank charge	84.80	141.69
12/01/2026	Paytek Admin Services Ltd (First)	MI/4942743/03	01/01/2026	Regular sevice charge	72.00	
12/01/2026		MI/4940907/03	01/01/2026	Regular sevice charge	128.35	200.35
16/01/2026	Sage (UK) Ltd	INV21974486	01/01/2026	Monthly charge		703.80
29/01/2026	SEFE Energy Limited	INV04106117	13/01/2026	Town Hall- Annexe	613.11	
29/01/2026		INV04106119	13/01/2026	Town Hall- Office	937.80	
29/01/2026		INV04106120	13/01/2026	Depot	273.92	
29/01/2026		INV04106118	13/01/2026	TIC	300.21	2,125.04
02/01/2026	water2business	6069468293	01/12/2025	Mermond Toilets	681.19	
02/01/2026		6069495940	02/12/2025	Heritage Toilets	219.09	
02/01/2026		6069495842	02/12/2025	Burlington toilets	19.11	
02/01/2026		6069533299	08/12/2025	Shore Road Toilet	2,402.80	3,322.19
<b>Total of Direct Debit &amp; Standing Orders</b>						<b>35,621.48</b>

#### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total	
26/01/2026	Meta	GXXQ3BDME2	16/12/2025	FB Advert	2.07		
26/01/2026		CACDQA9ME2	16/12/2025	FB Advert	19.00		
26/01/2026		F35X795ME2	16/12/2025	FB Advert	23.00		
26/01/2026		G7QX795ME2	16/12/2025	FB Advert	25.00		
26/01/2026		Q5YS49RME2	16/12/2025	FB Advert	28.00		
26/01/2026		TQQD3AVLE2	16/12/2025	FB Advert	25.00		
26/01/2026		T9VKLAZLE2	16/12/2025	FB Advert	18.00		
26/01/2026		5M5B3AVLE2	16/12/2025	FB Advert	19.00		
26/01/2026		7NKKSAVME2	16/12/2025	FB Advert	19.00		
26/01/2026		8K6X4BDME2	16/12/2025	FB Advert	23.00		
26/01/2026		L69NT9MME2	19/12/2025	FB Advert	11.00		
26/01/2026		McAllisters	837669	26/01/2026	Civic Service	95.94	
26/01/2026		HMRC	09506ee4-c574-41ec-bf2	26/01/2026	Fees	48.15	
26/01/2026		McAllisters	843521	26/01/2026	Council Meeting	75.66	431.82
<b>Total of Chargecard payments</b>						<b>431.82</b>	

#### BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/01/2026	123 Send Limited	2026010004653210	01/01/2026	A920Pro with SIM		158.36
30/01/2026	4C Managed Service Ltd	69601	26/11/2025	Domain Renewal	60.00	
30/01/2026		69774	21/12/2025	Domain Hosting-councillors laptops	38.40	
30/01/2026		69882	10/01/2026	TIC IT	483.26	
30/01/2026		69882	10/01/2026	BG phone	42.00	
30/01/2026		69883	10/01/2026	TH IT	781.92	
30/01/2026		69883	10/01/2026	TH phone	42.00	
30/01/2026		69883	10/01/2026	Project Plan	106.74	
30/01/2026		69881	10/01/2026	Depot IT/phone	379.56	
30/01/2026		69870	12/01/2026	Councillors subscription	360.00	
30/01/2026		69951	21/01/2026	Domain Hosting	38.40	
30/01/2026		69962	22/01/2026	Services	216.90	2,549.18

30/01/2026	Ace Office Environments Ltd.	01167990	09/01/2026	Stationery	69.55	
30/01/2026		01169154	16/01/2026	Shower Curtains re: Main beach	32.64	
30/01/2026		01169154	16/01/2026	Stationery	34.84	
30/01/2026		01169870	23/01/2026	lumbar support	51.16	
30/01/2026		01169869	23/01/2026	TIC - stationery	389.09	577.28
30/01/2026	Aish Electro Mechanical Services	122102	22/12/2025	Service of pump Burlington Chine		3,594.00
30/01/2026	Amazon	GB600024270DTI	08/01/2026	Screen protector		8.94
30/01/2026	Badgemaster Limited	0002084738	21/01/2026	TIC - name badges for staff		40.98
30/01/2026	Be Smart Clothing Ltd	INV19661	22/01/2026	TIC - staff uniform		111.23
30/01/2026	Blue Level Tech Ltd	1008	03/01/2026	Beach Huts-Hosting support		1,500.00
30/01/2026	Ben Spurling	1112	05/01/2026	Newsletter design work	85.00	
30/01/2026		1111	05/01/2026	Corporate Plan document design	75.00	160.00
30/01/2026	Canon (Uk) Ltd	2608800000382	07/01/2026	Quarterly rental	332.81	
30/01/2026		2608800013415	16/01/2026	Toner	440.64	773.45
30/01/2026	Complete Asbestos Solutions Ltd	2482	12/01/2026	Asbestos assessment		360.00
30/01/2026	Central Southern Security Ltd	212653	19/12/2025	OOH callout	89.40	
30/01/2026		212856	28/12/2025	OOH callout	89.40	
30/01/2026		212859	08/01/2026	service callout	60.00	238.80
30/01/2026	Card Geotechnics Ltd	INV025068	14/01/2026	Seafront Monitoring- Dec 2025		1,848.00
30/01/2026	Charlie's Tasty Treats	0042	07/01/2026	TIC - dog treats for retail		72.00
30/01/2026	Dorset County Pension Fund	Payroll M10	20/01/2026	Payroll M10- Pension	22,453.02	
30/01/2026		Payroll M10	20/01/2026	Payroll M10- CAYS	120.51	22,573.53
30/01/2026	Dorset Electrical and Fire Alarms Ltd	522009	12/01/2026	Callout & Hire	1,284.00	
30/01/2026		521879	23/12/2025	Callout	72.00	
30/01/2026		522002	12/01/2026	Callout	72.00	1,428.00
30/01/2026	From Dorset with Love	INV-8110	09/01/2026	TIC - chutnies & jams for retail		48.00
30/01/2026	Dorset Council	1801555191	18/12/2025	Project Work April- Dec25	2,771.60	
30/01/2026		1801553974	25/12/2025	Annual Rent charge	2.00	
30/01/2026		2800481729	09/01/2026	DCF-Swanage Green Seafront	6,267.00	
30/01/2026		2800481728	09/01/2026	DFC-Neighbourhood Plan 25/26	10,350.00	
30/01/2026		2800481878	21/01/2026	Project Managements Q3 25/26	5,650.50	25,041.10
30/01/2026	Dorset Waste Partnership	2800479484	05/01/2026	Recycling		20.45
30/01/2026	The Festive Lighting Co. Ltd.	Inv-2026-01-000001	08/01/2026	Lights		273.60
30/01/2026	Flowbird Smart City UK Ltd	UI00022464	13/01/2026	WebOffice incl Airtime	264.67	
30/01/2026		UI00022464	13/01/2026	Gateway transaction charge	567.54	832.21
30/01/2026	Greenham Trading Ltd.	04/543343	16/01/2026	First Aid kit supplies	136.75	
30/01/2026		04/543343	16/01/2026	Shorts work	28.80	
30/01/2026		04/545609	26/01/2026	Heavy duty refuse sacks	51.42	216.97
30/01/2026	A.R. Harris & Son	36844	23/12/2025	Electrical services	66.00	
30/01/2026		36854	31/12/2025	Electrical services	72.00	
30/01/2026		36872	05/01/2026	Electrical services	132.00	
30/01/2026		36888	08/01/2026	Electrical services	49.50	319.50
30/01/2026	Hendy Group Ltd	36690	19/12/2025	HJ70ZLE - replacement light		254.90
30/01/2026	Hunt Forest Group Ltd	583442	06/01/2026	Equipment		846.82
30/01/2026	HMRC	Payroll M10	20/01/2026	Payroll M10- PAYE/NI		21,486.61
30/01/2026	IMS Group	22715	22/12/2025	Corporate Plan consultation		2,579.06
30/01/2026	J&P Cleaning Services Limited	INV-0039	21/01/2026	TIC cleaning	325.00	
30/01/2026		INV-0039	21/01/2026	Beach Huts winter cleaning	185.00	510.00
30/01/2026	J.D. Facilities Ltd	INV-2048	01/01/2026	Depot - cleaning	197.59	
30/01/2026		INV-2049	01/01/2026	Depot - deep clean staff area	230.62	
30/01/2026		INV-2047	01/01/2026	TH-cleaning	549.12	
30/01/2026		INV-2046	01/01/2026	Public Toilet- cleaning	7,958.09	8,935.42
18/01/2026	King Ramps Ltd	1928	12/01/2026	Skatepark equipment -		45,000.00
30/01/2026	Keep Britain Tidy	SI015709	23/01/2026	Application for Blue Flag		1,107.60
30/01/2026	LUBBE & SONS (BULBS) LIMITED	2250432	20/10/2025	September Bulb order		501.00
30/01/2026	Metric Group Ltd.	4458	12/12/2025	Metric Aslan charge	84.00	
30/01/2026		4504	01/01/2026	Quarterly maintenance	915.01	999.01
30/01/2026	Purbeck Mobility Ltd	666240851	16/01/2026	Wheelchair Hire- Oct		14.40
30/01/2026	S. Moores	17448	28/11/2025	TIC - biscuits for retail	158.00	
30/01/2026		CN17491	28/11/2025	TIC - biscuits for retail	(8.70)	
30/01/2026		18023	16/01/2026	TIC - biscuits for retail	128.62	277.92
08/01/2026	The Mowlem	Grant	08/01/2026	Raise The Roof - Grant		12,406.00
30/01/2026	National Express	AREXT/00248055	31/12/2025	December Agency Tickets		65.30
30/01/2026	Nixons Hardware Ltd	125308	01/12/2025	2x microphone batteries	7.49	
30/01/2026		125380	18/12/2025	Light bulb for town hall chamber	3.94	
30/01/2026		125392	23/12/2025	Light bulb for town hall chamber	79.90	91.33
30/01/2026	Norfolk County Council	10122640	18/12/2025	NPLAW Nov-Feetime charges	1,462.24	
30/01/2026		10124167	22/01/2026	NPLaw Fee time charge Dec 25	418.32	1,880.56
30/01/2026	P.J. Notley Ltd.	7161	08/01/2026	TH windows cleaning		148.50
30/01/2026	New Square Chambers Ltd	126766	08/12/2025	Professional fees		2,940.00
20/01/2026	Swanage Town Council	Month 10 Payroll	20/01/2026	Net Wages - Month 10		64,185.91

30/01/2026	Planet Merchant Service Ltd	PP4000671IE2512	31/12/2025	Gateway fees NB		264.10
30/01/2026	Pod Point Ltd	ADF-29390	08/01/2026	Admin Fees Mermond	17.39	
30/01/2026		ADF-29244	08/01/2026	Admin Fees MB	25.73	43.12
30/01/2026	Print It 24 Seven	7893	16/01/2026	ECN x4		218.40
30/01/2026	Purbeck Gazette	42733	24/11/2025	Advert		150.00
30/01/2026	O'Neill Homer	1911	31/12/2025	N Plan services		2,340.00
30/01/2026	Roger Locke Consulting Ltd	9952	07/01/2026	Retaining wall at Peveril Point Rd		655.20
30/01/2026	SECURITY PLUS LIMITED	1143243	31/12/2025	Cash Processing Dec TIC	88.02	
30/01/2026		1143916	31/12/2025	Cash collection Dec CP	437.22	525.24
30/01/2026	Sportshall Markings Ltd	14305	18/11/2025	Line painting		750.00
30/01/2026	Spaldings (UK) Ltd.	SI-3086654	18/12/2025	Builders Bags		177.00
30/01/2026	Swanage Parochial Church Council	PO36695	23/12/2025	Service leaflets		76.50
30/01/2026	St. Michaels Garage	4809	31/12/2025	Diesel Dec		335.38
30/01/2026	Suez Recycling & Recovery UK Ltd	33867225	31/12/2025	Skip exchange		1,209.26
30/01/2026	Suttle Stone Quarries	18683	04/12/2025	Materials		212.98
30/01/2026	Suttle Projects Ltd	1620	21/01/2026	Repair works		2,985.80
30/01/2026	Swanage News	1284	27/12/2025	New paper Dec 25		37.20
30/01/2026	Swanage Sea Fishing Ltd	2752	07/01/2026	Maintain the bathing area 2026		7,260.00
30/01/2026	Swanage Tyres and Tuning Ltd	40122	14/01/2026	HG67 MDV Service & MOT		176.78
30/01/2026	Telefonica O2 UK Ltd	41597520	24/12/2025	SIM Charges	211.06	
30/01/2026		42150647	24/01/2026	SIM Charges	204.02	415.08
30/01/2026	Travis Perkins	1035657092	05/01/2026	Materials and equipment	138.89	
30/01/2026		1035926618	09/01/2026	Materials and equipment	2.29	
30/01/2026		1036028827	13/01/2026	Materials and equipment	268.85	
30/01/2026		1036496060	21/01/2026	Materials and equipment	19.78	
30/01/2026		1036568210	22/01/2026	Materials and equipment	38.70	468.51
30/01/2026	Thrid Parties	Payroll M10	20/01/2026	Payroll M10- Third Party Deductions		328.72
30/01/2026	Westmade Ltd	101588	09/01/2026	Attend faulty Shower drain pump	252.00	
30/01/2026		1015916	20/01/2026	Attend fault	651.28	903.28
<b>Total of BACS/CHAPS Payments</b>						<b>246,508.47</b>

<b><i>BACS Payment issued 8th January 2026</i></b>	12,406.00
<b><i>BACS Payment issued 18th January 2026</i></b>	45,000.00
<b><i>BACS payroll payment issued 20th January 2026</i></b>	64,185.91
<b><i>BACS supplier payments issued 30th January 2026</i></b>	124,916.56
	<b>246,508.47</b>

**Total of Payments 246,508.47**

#### Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/01/2026	DMADF	transfer	30/01/2026	DMADF	350,000.00
<b>Total of Investments</b>					<b>350,000.00</b>

**Total of Payments & Investments 632,561.77**

**Shore Road Enhancement Project – To consider report from Dorset Council setting out preferred option**

At the Town Council Meeting held on 26<sup>th</sup> January 2026, a report compiled by Dorset Coast Forum summarising responses to last summer’s public engagement about potential changes to Shore Road was received and noted. As anticipated, the Town Council has subsequently been notified of Dorset Council’s preferred option: ‘to retain two-way traffic on Shore Road while removing on-street parking to enable wider footways and deliver public-realm enhancements’.

The attached Preferred Option document, which has been prepared by Dorset Council’s Highways Team, sets out the decision together with proposed changes to the concept design that formed part of last year’s engagement process. It also contains some proposed changes to the wider highways network and an outline timeline of next steps.

The Town Council is invited to review this proposal and determine whether or not it supports this option proceeding to preliminary design prior to formal consultation this autumn. Councillors may also wish to refer additional matters not referred to in the report for consideration by Dorset Council. It is currently envisaged that the Seafront Masterplan Working Party will have the opportunity to comment on a more detailed design later in the process.

**Action required**

To formulate the Town Council’s response to Dorset Council’s preferred option for the Shore Road Enhancement Project.

Martin Ayres, Town Clerk  
February 2026

### **Shore Road Enhancement Project – preferred option**

Dorset Council has now identified the preferred option for the Shore Road Enhancement Project. After reviewing all available evidence, engaging with local Councillors, listening to residents and examining what is technically achievable, the preferred option is to retain two-way traffic on Shore Road while removing on-street parking to enable wider footways and deliver public-realm enhancements.

This decision was informed by a presentation of the results from the Summer 2025 community engagement by Dorset Coast Forum. The engagement identified that the public preference is for two-way traffic to be retained on Shore Road. It was noted that anomalies in submission patterns were identified. However, a detailed review of how option rankings changed over time showed that these anomalies did not affect the overall preference.

### **Design changes**

Suggested design changes raised during the engagement have also been considered. The following changes will be examined in the next phase of design:

- Use space gained from removal of parking to widen seaward-side footway with only targeted widening on the landward-side.
- Consider relocating the Battlegate signalised crossing to align with pedestrian flows created by the Green Seafront Ground Stabilisation Project.
- Use high-quality materials to enhance the public-realm and help reduce road speeds.
- Reduce street clutter to maximise footway widths and improve accessibility.
- Provide dedicated disabled parking spaces on De Moulham Road close to Green Seafront access points.
- Include new pick-up / drop-off points at key locations along Shore Road.
- Reduce speed limit on Shore Road to 20mph.

### **Wider highway network changes**

Survey respondents also suggested adjustments to the wider highway network to help accommodate changes on Shore Road. The following were identified for investigation:

- Improve visibility and address priority confusion at the Victoria Avenue / Northbrook Road junction.
- Provide uncontrolled pedestrian crossing buildouts at key points on De Moulham Road to support safer crossings and help reduce vehicle speeds.
- Improve wayfinding signage for pedestrians and drivers, particularly for Main Beach and North Beach car parks.
- Coordinate Shore Road improvements and the Green Seafront Stabilisation Project with future resurfacing of De Moulham Road.

## **Next steps**

- Decision-making outcome to Swanage Town Council's February Full Council meeting.
- Complete preliminary design by late Summer 2026.
- Undertake formal consultation in Autumn 2026.
- Complete detailed design in Spring 2027 - subject to consultation outcomes and funding.
- Begin construction works in Autumn 2027.

**All dates provided are indicative and subject to change.** To reduce impact on the highway, works will be aligned with the Green Seafront Ground Stabilisation project construction period. This means the start date of construction works will depend on the final confirmed timelines for the Green Seafront project.

**To consider recommendations of the Grants Panel**

Members of the Grants Panel met on 11<sup>th</sup> February 2026 to review in detail additional Swanage Town Council grant applications received for the 2025/26 financial year. Appendix 3 outlines the applications, project summaries, requested amounts, and recommended grant sizes, and the Panel's reasons for support or refusal of the applications.

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

**Background**

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

**Details**

To date, £2,518.50 has been awarded (Appendix 2). A total of £9,188.80 has been requested, and it is proposed that £2,000 be awarded. Remaining funds will be available for applications received during the remainder of the financial year.

During the meeting, Members also discussed the working party's previous review of the Council's donations policy and the draft grant criteria and guidelines currently being developed. These include proposals for regular annual donations and fixed-term grants, potentially over a three-year period rather than one-off awards, for local community groups and organisations. Members reiterated their recommendation that the Council allocates regular funding to these groups to support and safeguard their invaluable services to the community. This approach would also reduce the administrative burden for both applicants and the Council. The working party will meet again to finalise the draft document, which will be presented to a future meeting of the Finance and Governance Committee for consideration.

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

**Decision required:**

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

Niki Clark  
Planning and Community Engagement Manager  
February 2026

### GUIDELINES FOR APPLICANTS

**Please read these notes carefully before completing the application form.**

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

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

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

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

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

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

Grants may be paid over a three-year period.

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

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

**Grants and Donations Summary 2025/26**

**Swanage Town Council - grants awarded to date:**

Friends of Swanage Library	£ 425.00
Lewis-Manning Hospice Care	£ 793.50
Mosaic – Supporting Bereaved Children	£ 300.00
Swanage Literary Festival	£ 500.00
Swanage Museum and Heritage Centre	£ 500.00

**Total awarded to date:**

=====  
£ 2,518.50  
=====

**Grant applications to consider on 23<sup>rd</sup> February 2026:**

1 <sup>st</sup> Swanage Guides	£ 300.00
Purbeck Art Weeks	£ 1,500.00
Purbeck Film Festival	£ 500.00
Swanage Depression Support Group	£ 500.00
Swanage Town Band	£ 388.80
The Swanage Emporium	£ 6,000.00

=====  
£ 9,188.80  
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## Swanage Town Council - Grant applications received

Applicant	Sum Requested	Recommended grant	Summary of project	Reason for support
1 <sup>st</sup> Swanage Guides	£300.00	£300.00	<p><b>Swanage District Guides Association – Registered Charity No. 301224 (Girl Guiding (UK) – Registered Charity No. 306016)</b></p> <p>This application seeks a small grant to assist towards the costs of a trip to Switzerland in August 2026 for 20 Guides and leaders.</p> <p>The organisation provides opportunities for girls and young women aged 4–18 through Rainbows, Brownies, Guides and Rangers, and the Trefoil Guild (18+). Its aim is to empower young people through fun, friendship and adventure, while building confidence and supporting personal development within a safe and inclusive youth provision.</p> <p>It is proposed that the trip will include a visit to <i>Our Chalet</i> (a World Centre of the World Association of Girl Guides and Girl Scouts), and a programme of educational and adventure-based activities and cultural experiences. While each participant is meeting the core cost of travel, food, insurance, and accommodation (£950pp), the Guides and leaders are actively fundraising to broaden the range of activities available. To date, the group has raised funds through the Rotary Christmas Market and Swanage Trefoil Guild and has secured a £2,000 district donation. They estimate an additional £300 per participant is required to ensure all girls can fully benefit from the experience. Other small grants have been applied for.</p>	<p><b>Recommend approval</b> - the grant request fits within the Town Council’s criteria by supporting a non-profit youth organisation, benefiting local girls and young women, and providing developmental, cultural and educational value to the community. Supports confidence, independence, and personal growth for young people.</p>

<a href="#">Purbeck Art Weeks Festival</a>	£1,500.00 (to be paid in 3 annual instalments of £500)	£1,050 (to be paid in 3 annual instalments of £350.00)	<p><b>Registered Charity No. 1140350.</b></p> <p>The application seeks funding over a three-year period towards <i>Purbeck Young Artist</i> workshops in Swanage schools, costed at £350 each (provided free of charge to all primary and secondary schools in Purbeck), taking place from March to May, with residual funds going towards a proposed <i>Whispering Dome</i> music project. The artwork from the school workshops will be displayed in Rollington Barn (this year's festival is being held from 23<sup>rd</sup> May to 7<sup>th</sup> June).</p> <p>A grant application has been made to Dorset Council for £5,000 towards the cost of the <i>Whispering Dome</i> project.</p> <p>The festival was set up to promote, maintain, improve, and advance education within the community, is committed to inspiring people of all ages to realise their potential, and broaden access to a wider variety of arts in the Purbeck area. This continues to be achieved throughout the year by the promotion and production of performances, and encouragement of the arts of debating, drama, dance, cinematography, computer graphics, music, singing, literature, sculpture, painting and photography.</p>	<p><b>Recommend approval at £350 x 3 years (£1,050 in total) in support of the school youth workshops</b> - a wide range of free, year-round entertainment and activities is available for all ages, providing significant benefits to the mental health, wellbeing, and social engagement of both the local community and visitors. These activities also generate economic benefits by attracting additional visitors to the area.</p>
<a href="#">Purbeck Film Festival</a>	£500.00	£ - decline	<p><b>Registered Charity No. 1195008.</b></p> <p>The application seeks funding towards the costs of this year's festival (16<sup>th</sup> October to 1<sup>st</sup> November), an established annual event held across various venues in Purbeck/Dorset. The aims of the festival are to advance public education in the art of cinematography, promote local engagement with film for entertainment and learning, and bring cinema to rural areas.</p>	<p><b>Recommendation - decline as submitted – this is a long-established, ticketed event</b> - in line with the Council's existing grant policy, eligibility Points 3 to 3.6 refer (grant awards have been made in previous years towards the costs of the festival). However, the application notes that one of the festival's aims is to provide film-related activities and workshops for local children. It is also recognised that the festival</p>

			<p>The festival provides a wide range of film screenings which facilitate an enjoyable social gathering whilst also showing many different cultures, viewpoints, and lifestyles.</p> <p>Financial support is currently received from the British Film Institute, sponsors and donors, fundraising activities, and audience revenue.</p>	<p>hosts a <i>Short Film Evening</i> intended to encourage and promote the work of young film-makers. Members therefore recommend that the Council invites the festival organisers to consider a specific youth-focused project for inclusion in this year's event, which could be eligible for grant funding. Members would welcome the resubmission of a grant application in support of such a project. The festival delivers cultural, social, and wellbeing benefits to the local community and visitors.</p>
Swanage Depression Support Group	£500.00	£500.00	<p><b>Volunteer-led community group.</b></p> <p>The group re-opened in May 2025 after a period of closure. Its aim is to provide support for individuals experiencing depression through open meetings at The Focus Centre, where members can receive confidential assistance. Meetings are held twice monthly, with a charge of £2 per session. These fees do not cover the group's costs which include monthly room hire, insurance, supervisory visits from a mental health professional, and refreshments. A start-up grant of £400 has been obtained from Swanage Rotary, however, an application to the Valentines Trust has been declined. An application is also being made to the Dorset Community Foundation Neighbourhood Fund. Financial insecurity remains a concern for the group.</p>	<p><b>Recommendation - approve – to safeguard this important local service. The group contributes significantly to the wellbeing and mental health of local residents and provides a clear benefit to the community.</b></p> <p>Members feel that this group could be considered for regular annual funding in the future, should the proposed new grant guidelines be approved/adopted, which would provide additional stability and help ensure the continuation of its valuable service.</p>
<a href="#">Swanage Town Band</a>	£388.80	£150.00	<p><b>Registered Charity – No. 1214942.</b></p> <p>The application seeks funding to assist with the purchase/costs of:</p> <ol style="list-style-type: none"> <li>1. Printed panels to existing A frame £98.00</li> <li>2. Printed vinyl banner with fixing eyelets £76.00</li> <li>3. VAT on the above £34.80</li> </ol>	<p><b>Recommendation - approve £150 – to support the purchase of new music (previous grants of the same amount were awarded for this purpose in 2024 and 2025) - in support of funding the purchase of new music, in recognition of the valuable contribution that the band makes to the town and</b></p>

			<p>4. Design work on the above £80.00 5. New music for next year £100.00</p> <p>The Town Band provides live music for the local community and visitors, promoting the practice and enjoyment of music for recreation at all levels of ability. It offers opportunities for community members to join the band and provides support for younger members. The purchase of new music enriches performances and keeps programs engaging.</p> <p>The band funds its operations and charitable activities through donations and band membership fees (currently £105 per member p.a.).</p>	<p>local community, supporting community health and wellbeing through free events, social activities, and youth engagement. It is noted that the Band donates its surplus funds to other charitable causes; in 2025/26, donations were made to Swanage Carnival, Weldmar Hospice, and towards a second Admiral Nurse.</p> <p>Members felt that the band could be considered for a regular annual donation for this purpose in the future, should the proposed new grant guidelines be approved/adopted.</p>
<a href="#">The Swanage Emporium</a>	£6,000.00	£ - decline	<p><b>The legal structure of the new shop and café at 52 High Street is currently unknown (TBA)</b></p> <p>The application seeks funding towards the installation of accessible toilet facilities at the premises to serve a new café area within the shop, at an estimated cost of £6,000 (no supporting costings provided at this stage).</p> <p>It is intended that the café will provide drinks and snacks to residents and visitors, offering an additional space for people to meet in a relaxed and comfortable setting, with accessible facilities available. Income generated by The Swanage Emporium is used to support <a href="#">The Loft Swanage Community Centre</a>.</p>	<p><b>Recommend decline as submitted – does not currently meet the Council’s Grant Guidelines - Eligibility Criteria, Point 2, which states that applications will only be considered from community groups and organisations that are a properly constituted body.</b></p> <p>Met with applicant who advised that further discussions are planned with his accountant to finalise the arrangements for the new ventures. At present, there is insufficient information regarding the intended legal set-up of the new café within The Swanage Emporium shop at 52 High Street. While The Loft Community Centre in Commercial Road is established as a CIC, the structure for the new High Street café remains unclear.</p> <p>Recommend a further meeting with applicant once the organisational arrangements have been finalised, to allow the proposal to be reconsidered if appropriate.</p>
<b>Total:</b>	<b>£9,188.80</b>	<b>£2,000.00</b>		