

Draft Minutes of the Meeting of the Swanage Town Council
held at The Town Hall, High Street, Swanage on
MONDAY, 27th APRIL 2026 at 7.00 p.m.

PRESENT:-

Councillor M. Bonfield – Chairman

Councillor J. Bishop
Councillor P. Burridge
Councillor M. Coward
Councillor T. Foster
Councillor J. Lejeune
Councillor C. Moreton
Councillor C. Sutton
Councillor C. Tomes
Councillor S. Vile

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

Public Participation Time

There were no matters raised during Public Participation Time.

Councillor Moreton offered a short prayer before the commencement of the Meeting.

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

222. **Apologies**

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

223. **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.

224. **Minutes**

(a) Proposed by Councillor Coward, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

That the Minutes of the Council Meeting held on 23rd March 2026 be approved as a correct record and signed.

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

That the Minutes of the Extraordinary Council Meeting held on 20th April 2026 be approved as a correct record and signed.

225. **Tourism and Local Economy Committee**

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

That the Minutes of the Tourism and Local Economy Committee Meeting held on 25th March 2026 be approved as a correct record and signed.

226. **Planning and Consultation Committee**

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

That the Minutes of the Planning and Consultation Committee Meeting held on 30th March 2026 be approved as a correct record and signed.

227. **Extraordinary Planning and Consultation Committee**

- (a) Proposed by the Town Mayor, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Planning and Consultation Committee Meeting held on 20th April 2026 be approved as a correct record and signed.

228. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 31st March 2026 was submitted for information (a copy attached at the end of these Minutes).

229. **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 12, amounting to £888,048.86.

230. **Chairman's Announcements**

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

- Allsort'd – The Mayor had welcomed members of the Allsort'd group to the Town Hall Chamber, which they had all thoroughly enjoyed.
- Beach Gardens – The Mayor opened the newly resurfaced tennis courts at Beach Gardens.

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

- (a) **Seafront Masterplan Working Party held on 1st April 2026**

It was noted that Members reviewed the Green Seafront Scheme Strategic Outline Business Case. The business case had since been reviewed by Council at its meeting held on 20th April 2026 and published.

- (b) **Property Panel held on 8th April 2026**

It was noted that discussions had been held in relation to rent reviews, lease renewals and asset disposals as reported at the Council Meeting held on 20th April 2026.

232. **Northbrook Road Speed Indicator Device (SID) post – To consider purchase of a new post and relocation**

Following a recent meeting between elected members and representatives of Dorset Council's Highways Department about potential improvements to road safety in the vicinity of St Mary's Primary School, consideration was given to a proposal to purchase a new SID post to be located on the verge adjoining the junction with D'Urberville Drive in Northbrook Road. This would enable the device to warn motorists about excessive speed when approaching the school from the south.

It was reported that the cost to supply and erect a new galvanized post in the verge, as per the Road Safety Team's specification, would be £550 excluding VAT, based on clear, unrestricted access to the site, with no allowance being made for the excavation or alteration of any buried services.

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

That the Council approves the purchase and installation of a new galvanised SID post, at a cost of £550 excluding VAT, to be positioned in the verge on Northbrook Road in accordance with the specification of the Road Safety Team.

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

Sustainable Swanage/Planet Purbeck – It was reported that Sustainable Swanage/Planet Purbeck would be showing a National Climate Change film at The Swanage School on 5th June 2026 at 7.30 p.m. Attendees would include Lloyd Hatton M.P. and Nick Ireland, Leader of Dorset Council.

234. **Report from Dorset Councillors**

The following updates were provided by Councillor Tomes:

- **St Mary's Primary School** – It was reported that in addition to the relocation of the SID, improved signage had been recommended to enhance safety around the school.
- **CIL funds** – It was reported that £94,000 had been allocated from Dorset Council CIL funds for works to the Parade railings and £500,000 towards the Green Seafront Scheme.
- **Housing Allocation Policy** – It was noted that the policy had been revised to introduce a simplified banding system based primarily on housing need, with reduced emphasis on previous category-based factors such as age. Priority would instead be determined more clearly by circumstances including homelessness, overcrowding and medical need.
- **Street Lighting** – It was reported that trials would be undertaken in Swanage using different strengths of street lighting bulbs, alongside trials of adjusted switch-on and switch-off times.
- **Commercial Lane** – It was noted that Commercial Lane would be re-tarmacked in the week commencing 27th April 2026, and thanks were extended to Frank Roberts and Thelma Deacon for cleaning the area in advance of the works.

235. **Reporting of delegated matters**

Further to Minute No. 7 of the Finance and Governance Committee meeting held on 18th March 2026, it was reported that a broken drainage pipe running through Greengage Community Garden and Prospect Green had been discovered and required urgent repair due to the risk of a sinkhole forming. During the works, hazardous ground conditions had been identified resulting in increased costs. Consequently, the Town Clerk, in consultation with the Town Mayor and Deputy Mayor, had authorised urgent expenditure totalling £11,126.

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

- (a) To note publication of Green Seafront Scheme Strategic Outline Business Case
Members noted the publication of the Strategic Outline Business Case, which had also been submitted to Dorset Council in support of a request for funding of £2.5m.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by the Town Mayor, seconded by Councillor Sutton 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 14 and 15 (due to legal and commercial confidentiality).

237. **Property Related Legal Matters**

- (a) **Telecommunications Mast, Day's Park – To consider update on rent review**
Further to Minute No. 194 (f) of the Council Meeting held on 23rd February 2026, consideration was given to a briefing paper which set out the progress of the without prejudice negotiations carried out to date between the Town Council's solicitors, valuer and representatives of Vodafone regarding the terms of a new lease for the telecommunications mast base at Day's Park. Members noted the ongoing legal process and associated costs. It was proposed by Councillor Lejeune, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:-
That the Council instructs its solicitors to act as set out in the 'Decision required' section of the confidential briefing paper relating to this item.

238. **Procurement**

- (a) **Collaboration Agreement with Dorset Council – To consider addition of Schedule 4: Procurement Advice and to award contract**
Further to Minute No. 131 (a) of the Council Meeting held on 17th November 2025, consideration was given to a briefing paper that set out the need for external procurement support to progress the Green Seafront scheme in line with programme requirements.
It was reported that WSP had been identified as an appropriate supplier and could be appointed via Dorset Council's Transport Engineering Professional Services (TEPS) contract to provide procurement strategy and market engagement support, at a cost of £16,745.11. It was noted that this work would form an initial phase of procurement support, with further advice required for later stages of the project. As the advice would be procured via the formal Collaboration Agreement in place between the Town Council and Dorset Council, it was noted that in accordance with Financial Regulation 11.1.c there was no requirement to obtain alternative cost estimates. Members acknowledged that the TEPS project had been the subject of a rigorous procurement process in 2020 and a subsequent cost comparison exercise in 2023.
It was proposed by Councillor Lejeune, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-
That Dorset Council be instructed to appoint WSP via the Transportation Engineering Professional Services (TEPS) Contract to deliver procurement strategy and market engagement professional advice for the Green Seafront scheme for the sum of £16,745.11 and that a fourth schedule be added to the Collaboration Agreement accordingly.
- (b) **Cashless Parking – To consider contract extension with existing provider (JustPark)**
Consideration was given to a briefing paper setting out the current arrangements for cashless parking services provided by JustPark, including contract history, usage levels, and service performance.
It was noted that the existing contract, originally awarded in May 2018 following a county-wide procurement exercise, had been extended on an annual basis since April 2023 and was due to expire in April 2026. Members acknowledged that a National

Parking Platform was being developed to provide a single interface for members of the public and that this should be explored once it was fully operational.

It was noted that JustPark processed a significant volume of transactions and that it had generally delivered a reliable service that was familiar to users. It was, therefore, proposed by Councillor Vile, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That, in accordance with Financial Regulation 11.1.e, the Town Council agrees to a one-year contract extension with JustPark for the provision of cashless parking services, to April 2027.

(c) Beach signage – To award contract

Further to Minute No. 216(c) of the Council Meeting held on 23rd March 2026, consideration was given to a briefing paper regarding the replacement of the three beach safety and information signs along the seafront, which were in need of renewal due to deterioration and to ensure compliance with Blue Flag Award requirements ahead of the forthcoming bathing season.

It was noted that since the March meeting it had been identified that an improved specification, including temporary ‘winter’ signage panels to overlay summer information, would provide a more appropriate solution. It was also noted that a budget of £10,000 had been allocated for the project, but that the revised specification required consideration of an increased budget requirement. It was acknowledged that whilst officers had striven to obtain three quotes, only one compliant quote had been submitted, hence any award of contract would require the suspension of financial regulation 11.11.

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

That the Council suspends Financial Regulation 11.11 and awards the contract for beach signage to BCP Signs up to a value of £12,000.

The Meeting closed at 7.30 p.m.