

Item 5) To appoint the following Committees

SWANAGE TOWN COUNCIL – PROPOSED COMMITTEES 2026/27

Community Services Committee

Environment and Green Spaces Committee

Personnel Committee

Planning and Consultation Committee

Tourism and Local Economy Committee

Item 6) To appoint Chairmen of the above Committees and confirm membership of the Finance and Governance Committee

TO APPOINT COMMITTEE CHAIRMEN AND FINANCE AND GOVERNANCE COMMITTEE 2026/27

Community Services Committee

Environment and Green Spaces Committee

Personnel Committee

Planning and Consultation Committee

Tourism and Local Economy Committee

Finance and Governance Committee

Item 7) To appoint Councillor members of the following Advisory Committees

TO APPOINT COUNCILLOR MEMBERS OF ADVISORY COMMITTEES 2026/27

Coastal Change and Beach Management Advisory Committee

(Membership limited to 4 councillors following adoption of revised Terms of Reference)

Traffic Management Advisory Committee

PROPOSED COUNCILLOR MEMBERS OF SUB-COMMITTEES 2026/27

TO NOTE: The following Sub-Committees will be appointed by their parent committees and may be subject to change:

Capital Projects Sub-Committee

Swanage Neighbourhood Plan Sub-Committee

Vexatious Correspondence and Complaints Policy Sub-Committee

Swanage Town Council



Committee Terms of Reference

Standing Committees and Sub Committees

1. Community Services Committee
2. Environment & Green Spaces Committee
3. Finance & Governance Committee
 - 3.a. Capital Projects Sub-Committee
 - 3.b. Vexatious Correspondence & Complaints Policy Sub-Committee
4. Personnel Committee
5. Planning & Consultation Committee
 - 5.a. Neighbourhood Plan Steering Group (Sub-Committee)
6. Tourism & Local Economy Committee

Advisory Committees

7. Coastal Change & Beach Management Advisory Committee
8. Traffic Management Advisory Committee

Adopted 13th March 2023

Amended version adopted 24th April 2023 – Updated and adopted 19th May 2025 - Reviewed 11th May 2026

1. Community Services Committee Terms of Reference

Main Objective/Remit: To protect and enhance the delivery of public services in Swanage, encourage health and wellbeing and enhance community safety. To comment on proposals for improved traffic management in the parish.

Reports to: Full Council

Outside Representatives: Prospect Allotment Association, James Smith Funeral Directors, Swanage Tennis Club, Swanage Bowling Club, Dorset Police, S&PDT, Greengage Community Gardening Project, S&HFC, Swanage Cricket Club, Swanage Museum, Swanage Community Housing Project, Swanage Community Skatepark Project and Wellbeing Swanage.

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: None

Sub-Committees/Advisory Committees: Traffic Management Advisory Committee.

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Health Services
- Sport, Leisure & Wellbeing

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: allotments; bandstand; Beach Gardens; CCTV; cemeteries; play areas/skate park, playing fields; public toilets; SIDs; street furniture (benches, shelters, signs, streetlights, bus shelters); Town Hall and public help desk.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To agree minor amendments to relevant Council policy documents.
- 1.4 To receive the minutes of the Traffic Management Advisory Committee, consider any recommendations set out therein and make representations to Dorset Council accordingly.
- 1.5 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to community safety, community transport, culture, health, leisure, sport and wellbeing.
- 2.2 To consider revenue funding requests to support the provision of community services by third parties (e.g. Dorset Council school crossing patrol).
- 2.3 To consider proposals for the provision of additional community services by Swanage Town Council.
- 2.4 To refer matters for detailed consideration to a relevant working party.
- 2.5 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.6 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.7 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.8 To consider any other matters relating to the delivery of community services to Swanage residents and improvements to traffic management in the parish.

2. Environment and Green Spaces Committee Terms of Reference

Main Objective/Remit: To consider measures to protect the natural environment, address the climate crisis and oversee the management of the Town Council's parks, gardens and green spaces.

Reports to: Full Council

Outside Representatives: Durlston Country Park, National Trust, Dorset Wildlife Trust, Dorset Council, Planet Purbeck, Sustainable Swanage, Swanage Landers, Beach Buddies and Purbeck Energy Group.

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: All Committee Members to be invited to undertake training on the climate crisis.

Sub-Committees/Advisory Committees: To receive recommendations from the Coastal Change and Beach Management Advisory Committee.

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services and properties: grounds maintenance, waste management, Peveril Point & The Downs Local Nature Reserve, parks, gardens and green spaces, footpaths and sustainable transport.
- 1.2 To oversee implementation of Council policies relating to the services and properties listed in 1.1, including the Environmental Action Plan, Carbon Neutral Plan 2030, and Green Infrastructure Strategy.
- 1.3 To oversee the Council's relationship with Sustainable Swanage and the delivery of its objectives.
- 1.4 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.5 To consider recommendations relevant to the Committee's remit from the Coastal Change and Beach Management Advisory Committee.
- 1.6 To agree minor amendments to relevant Council policy documents.
- 1.7 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to the protection of the natural environment or to the management of the Council's parks, gardens and green spaces.
- 2.2 To refer matters for detailed consideration to a relevant working party.
- 2.3 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.4 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.5 To consider any other matters relating to the natural environment, the climate crisis or the management of the Council's parks, gardens or green spaces.

3. Finance & Governance Committee Terms of Reference

Main Objective/Remit: To oversee the Council's governance arrangements and its management of public funds, ensuring that appropriate policies are in place and that adequate arrangements are made to manage risk.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Six scheduled meetings per year, otherwise as and when required.

Member Training requirements: Relevant in-house training will be offered to all councillors as part of their induction process.

Sub-Committees: Capital Projects Sub-Committee and Vexatious Correspondence and Complaints Policy Sub-Committee.

Working Parties/Panels: The following working parties/panels will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Property Panel
- Communications Strategy Working Party

Other Matters: The Committee will be comprised of the Mayor, Deputy Mayor and the Chair of each of the Council's Standing Committees (Community Services, Environment & Green Spaces, Personnel, Planning & Consultation and Tourism & Local Economy), together with any other Member(s) appointed by Council. The public shall be excluded from any matter that is confidential in nature.

Delegated Matters:

- 1.1 To receive quarterly budget monitoring and variance reports, and determine any response required to address urgent concerns.
- 1.2 To monitor and review Council investments, including receipt of quarterly reports on treasury activity.
- 1.3 To receive interim reports from the Council's internal auditor and approve or amend the actions proposed by officers to address the concerns raised.
- 1.4 To receive, at least annually, a report demonstrating reconciliation of the Council's bank accounts.
- 1.5 To monitor and review funding arrangements for the Council's capital works programme.
- 1.6 To consider, at least annually, a report on the Council's provision for bad debts, authorising the writing off of any such debt not exceeding £500 and agreeing actions in respect of larger sums (the write-off of which must be approved by Council).
- 1.7 To agree minor amendments and clarifications of existing Town Council policies in respect of finance and governance.
- 1.8 To appoint an appropriate person to act as the Council's internal auditor.
- 1.9 To appoint a Capital Projects Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.

- 1.10 To approve any increase in budget (up to £5,000) further to a recommendation from the Capital Projects Sub-Committee.
- 1.11 To ensure appropriate arrangements are in place for carrying out rent reviews in respect of Council-owned property, and to consider any recommendations from the Property Panel.
- 1.12 To review from time to time the adequacy of the Council's insurance cover and receive at least once a year a report regarding claims settled and lodged since the last report.
- 1.13 To monitor and review the performance of the Council's external contracts where appropriate (e.g. public toilet cleaning).
- 1.14 To review, at least annually, a report of complaints received regarding the Council's services and consider any actions required to address the concerns raised.
- 1.15 To consider periodically reports regarding the Council's compliance with its regulatory requirements (e.g. health and safety, data protection and transparency).
- 1.16 To act in a scrutiny role in respect of Council decisions, as and when requested by full Council.
- 1.17 To appoint a Vexatious Correspondence and Complaints Policy Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.

Other functions:

- 2.1 To consider the strategic direction of the Town Council and periodically review the Town Council's Corporate Plan and Governance Arrangements, making appropriate recommendations to the Council.
- 2.2 To review the Town Council's list of priorities twice yearly and monitor progress towards their achievement, making appropriate recommendations to the Council.
- 2.3 To review, at least annually, the adequacy of the Town Council's Risk Register, and recommend amendments to the Council.
- 2.4 To consider in detail recommendations made by the Council's external auditor and recommend any resulting action plan to full Council.
- 2.5 To consider draft versions of Council policy documents relevant to these Terms of Reference and make appropriate recommendations to the Council.
- 2.6 To consider the response to changes in legislation affecting the Town Council and recommend appropriate steps to the Council.
- 2.7 To consider the draft annual estimates each year (usually in December) and make a recommendation to the Council regarding their adoption, including the Council's parish precept for the forthcoming financial year.
- 2.8 To consider any proposed virement (transfer of expenditure from one budget heading to another) and make a recommendation to Council.
- 2.9 To consider any case for the Council entering into borrowing and make an appropriate recommendation to Council.

- 2.10 To consider the adoption or amendment of the Members' Allowance Scheme in light of the Independent Panel's Report, and make a recommendation to Council accordingly.
- 2.11 To consider any other matters relating to the Council's governance arrangements and financial management.

3.a. Capital Projects Sub-Committee Terms of Reference

Main Objective/Remit: To monitor the delivery of projects included in the Council's Capital Programme and the one-off list of revenue expenditure contained in the Annual Budget Report, providing support and guidance to officers as required.

Reports to: Finance & Governance Committee

Outside Representatives: None

Frequency of Meetings: As and when required.

Member Training requirements: None

Other Matters: The Committee will be comprised of three or four Members of the Finance & Governance Committee, usually including the Chairs of the Community Services and Environment & Green Spaces Committees.

Due to the routine discussion of contractual and procurement matters the meetings of the sub-committee will not be open to the public, although all meetings will be preceded by a period of public participation time.

Delegated Matters:

- 1.1 To support officers in prioritising the capital and revenue projects agreed by Council as part of the Estimates process each year.
- 1.2 To consider matters raised by officers in respect of the management of capital projects and provide advice and guidance accordingly.
- 1.3 To monitor progress in the delivery of projects, and receive reports from officers, contractors and external advisors, as appropriate.
- 1.4 To consider any additional matters referred by another Committee or Council.
- 1.5 To approve the minutes of its meetings for accuracy.

Other functions:

- 2.1 To advise the Finance & Governance Committee on project budgets for the forthcoming financial year, as part of the Estimates setting process.
- 2.2 To consider any requirement for additional funds in respect of a specific project and make a recommendation to either the Finance & Governance Committee (up to £5,000), or Full Council, accordingly.
- 2.3 To consider any other matters relating to the management and delivery of Council projects.

3.b. Vexatious Correspondence and Complaints Sub-Committee Terms of Reference - Draft

Main Objective/Remit: To determine whether correspondence or complaints referred to the sub-committee by officers or councillors should be determined as vexatious, in accordance with the Town Council's adopted Vexatious Correspondence and Complaints Policy.

Reports to: Finance & Governance Committee

Outside Representatives: None

Frequency of Meetings: As and when required.

Member Training requirements: None

Other Matters: The Committee will be comprised of the Mayor and/or Deputy Mayor and two members of the Finance & Governance Committee.

An officer who has not been dealing with the correspondence in question should act as minute taker.

Delegated Matters:

- 1.1 To determine whether correspondence or complaints referred to the sub-committee by officers or councillors should be treated as vexatious, in accordance with the Town Council's adopted Vexatious Correspondence and Complaints Policy.
- 1.2 Where correspondence or a complaint is determined to be vexatious, to prepare a statement and otherwise act in accordance with paragraph 2.2 of the Town Council's adopted Vexatious Correspondence and Complaints Policy.
- 1.3 When requested, to carry out a six-monthly review of a decision to determine correspondence as vexatious, in accordance with paragraph 4.1 of the Town Council's adopted Vexatious Correspondence and Complaints Policy.
- 1.4 To approve the minutes of its meetings for accuracy.

Other functions:

- 2.1 To periodically review the Vexatious Correspondence and Complaints Policy and make recommendations about proposed amendments to the Finance & Governance Committee.
- 2.2 To consider any additional matters referred by another Committee or Council.

4. Personnel Committee Terms of Reference

Main Objective/Remit: To ensure that the Town Council fulfils its objective to be an excellent employer and complies with relevant legal obligations.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: All Members willing to participate in grievance or disciplinary appeal hearings should be provided with relevant training.

Working Parties/Panels: The Town Clerk, in consultation with the Chairperson, can convene panels of three trained committee members to hear appeals in relation to disciplinary and grievance matters. The Chairman can convene a panel to hear a disciplinary, grievance or other personnel issue in relation to the Town Clerk. All hearings will be held in accordance with the Staff Handbook and guidance will be sought from the Council's employment advisors.

Other Matters:

The public shall be excluded from any matter that would identify an individual member of staff.

Councillors who are not Members of the Committee will not automatically be sent copies of confidential agenda papers.

The Chairperson of the Committee will undertake the Town Clerk's annual appraisal, together with the mayor and deputy mayor, unless otherwise agreed with the Town Clerk.

Delegated Matters:

- 1.1 To determine requests for the regrading of existing posts within agreed budgets, having considered recommendations from the Town Council's employment advisors.
- 1.2 To determine the detailed implementation of Council policy, where this cannot be decided by officers (for example, where there is a conflict of interest because the decision would directly impact their terms and conditions).
- 1.3 To agree changes to the Council's staffing structure, and associated job descriptions and person specifications, within agreed budgets.
- 1.4 To agree significant additions/changes to the Council's training programme within agreed budgets.
- 1.5 To agree one-off payments to Staff from within agreed budgets.
- 1.6 To agree minor changes to the Staff Handbook.
- 1.7 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To review at least annually the Council's staffing structure and make recommendations to full Council about any change requiring an additional budget allocation.

- 2.2 To review proposed changes to the Staff Handbook and make recommendations about significant amendments to the Town Council.
- 2.3 To review proposed changes to staff contracts of employment and make recommendations about significant amendments to the Town Council.
- 2.4 To consider matters relating to employees' health and safety.
- 2.5 To annually review the Council's training budget and make recommendations to full Council.
- 2.6 To oversee any staffing review or job evaluation process.
- 2.7 To consider any recommendation from the Town Clerk appointment panel and in turn make a recommendation to Full Council.
- 2.8 To consider any proposed changes to the Town Council's pension provision and make recommendations to Full Council.
- 2.9 To develop the Council's approach to apprenticeships.
- 2.10 To consider proposals for staff benefits.
- 2.11 To oversee the recruitment of a new Town Clerk, when a vacancy arises, and make a recommendation as to a preferred candidate to Full Council.
- 2.12 To consider any other matters relating to the employment of staff.

5. Planning & Consultation Committee Terms of Reference

Main Objective/Remit: To comment on planning applications submitted to Dorset Council regarding development within the parish of Swanage, or that are of direct relevance to the parish; to oversee the development and review of a Neighbourhood Plan; to comment on licensing and tree work applications within the parish; and to respond to third-party consultation exercises.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Monthly

Member Training requirements: All Members are expected to attend relevant training regarding the planning system, including the making of material comments on planning applications.

Sub-Committees/Advisory Committees: Swanage Neighbourhood Plan Steering Group (Sub-Committee).

Working Parties/Panels: None

Other Matters: The committee may, by resolution, resolve to refer any matter of sufficient importance for consideration at a forthcoming Council meeting.

Delegated Matters:

- 1.1 To determine the Council's response to all planning applications submitted to Dorset Council regarding development either within the parish, or that is of direct relevance to the parish.
- 1.2 Where appropriate, to determine if the Town Council will be represented at meetings of Dorset Council's Eastern Area Planning Committee, or at appeal hearings held by the Planning Inspectorate.
- 1.3 To determine the Council's response to licensing applications submitted to Dorset Council regarding premises within the parish of Swanage or that will have a direct impact on residents of the parish.
- 1.4 To comment on any applications for tree works within the parish that have been submitted to Dorset Council.
- 1.5 To determine the Council's response to consultation documents prepared by third parties that contain proposals with direct relevance to the parish of Swanage, residents of Swanage, or the work of the Town Council.
- 1.6 To appoint a Neighbourhood Plan Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.

Other functions:

- 2.1 To consider proposals for heritage related projects.
- 2.2 To consider proposals in relation to Conservation Areas within the town.
- 2.3 To advise the Town Council as to budget requirements in connection with the Committee's business.

2.4 To consider any other matters relevant to planning, licensing or heritage not mentioned above.

5.a. Swanage Neighbourhood Plan Steering Group (Sub Committee) Terms of Reference

Introduction/Background

The Neighbourhood Plan Steering Group is a sub-committee of Swanage Town Council's Planning and Consultation Committee and is referred to below as the "Steering Group".

Swanage Town Council (STC) is aiming to produce a Neighbourhood Plan that ensures the growth of our town is both sustainable and achieved within a townscape and environment that protects and enhances the special characteristics of the town as recognised by the Swanage community and which, in turn, attract the visitors who power the town's seaside economy.

1. Purpose and Objective

To ensure the production of a Draft Neighbourhood Plan, which defines the planning priorities identified by the community, taking into account all representations made during the plan making process and having regard to all relevant existing plans and evidence.

2. Constitutional Arrangements

- 2.1** The Steering Group is a Sub-Committee of Swanage Town Council's Planning and Consultation Committee. As such its governance arrangements must be in accordance with the Town Council's Standing Orders.
 - 2.2** STC is the qualifying body for the purposes of preparing and financing the Plan. Quarterly reports will be made to the full Council to ensure effective progress, and the Town Council's Planning and Consultation Committee will receive copies of the Steering Group minutes to consider any matters arising.
 - 2.3** The Steering Group has full delegated authority to manage the preparation of the Plan as set out in the objectives, and within agreed budgets, up to and including the publication of the Draft Neighbourhood Plan for public consultation. STC will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.
 - 2.4** The Steering Group will approve the minutes of its meetings for accuracy.
 - 2.5** The Steering Group must seek approval from its parent committee for any changes to these Terms of Reference.
- ### **3. The Steering Group will meet regularly to:**
- 3.1** Determine the overall scope and objectives of the plan based on public feedback;
 - 3.2** Commission and monitor a project plan and report to Swanage Town Council on progress against key objectives;
 - 3.3** Ensure that there is a continued review of the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;

- 3.4 Make recommendations to the Town Council on resourcing the Plan, via the Planning and Consultation Committee;
- 3.5 Ensure that the wider community is involved in the Plan process;
- 3.6 Ensure that necessary evidence is gathered to inform each of the themes within the scope of the plan;
- 3.7 Ensure that all available options are identified and assessed in respect of each theme and reflected in the draft Plan for wider consultation and review;
- 3.8 Ensure minutes, reports and documents relating to the plan are made publicly accessible;
- 3.9 Agree a timescale for completion.

4. Task Teams

The Steering Group will oversee the setting up of Task Teams, which will feed evidence back to the Steering Group to support preparation of the Plan. A member of the Steering Group will chair the Task Teams. The initial theme groups are:

- Development Task Team (incorporating Housing and Community Services, Town Centre and Economic Development)
- Environment Task Team (incorporating Environment, Heritage and Conservation)

5. Membership

5.1 Membership of the Neighbourhood Plan Steering Group is as follows:

- a) Six Councillor Members of Swanage Town Council's Planning and Consultation Committee, nominated by the Planning and Consultation Committee.
- b) Up to six other members residing in the Parish of Swanage (the Steering Group having delegated authority to co-opt accordingly, dependent on skills and experience).

5.2 The Chair and Vice-Chair will be elected by the Steering Group.

5.3 Representatives of O'Neill Homer, Planning Consultants can attend any meeting of the Steering Group, and Theme Groups, as advisors.

6. Meetings

The Steering Group will meet regularly. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, in accordance with legislation each Councillor Member shall have one vote, and votes can only be made in person. The quorum is three voting members, although a minimum of five voting members shall be present at Steering Group meetings when a proposal is considered to recommend changes to these Terms of Reference. A simple majority will be required to support any motion. The Chair shall have one casting vote.

Town Council administrative staff will take minutes and organise meetings of the Steering Group and reporting to STC.

7. Conduct and Interests

The Steering Group will follow the Code of Conduct as adopted by Swanage Town Council. Whilst members as individuals may be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

6. Tourism & Local Economy Committee Terms of Reference

Main Objective/Remit: To promote sustainable tourism and consider measures to support the local economy.

Reports to: Full Council

Outside Representatives: Durlston Country Park, Swanage & District Chamber of Trade and Commerce (up to three members to represent retailers, hospitality and licensed premises), Swanage Railway, Swanage Fishermen's Association, Swanage Pier Trust, Visit Dorset, National Trust, RNLI, Swanage Museum & Heritage Centre, Mowlem Theatre, Sandbanks Ferry, Heart of Swanage and Cultural Purbeck.

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: None.

Sub-Committees/Advisory Committees: To receive recommendations from the Coastal Change and Beach Management Advisory Committee.

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Car Parks and Market
- Communications Strategy
- Events
- Seafront Masterplan

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: beach management, beach huts, boat park, car parks, events, festive lights, fishermen's huts, market, publicity & promotion, seafront infrastructure, Swanage Information Centre and town centre improvements.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To consider recommendations relevant to the Committee's remit from the Coastal Change and Beach Management Advisory Committee.
- 1.4 To agree minor amendments to relevant Council policy documents.
- 1.5 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to events, the promotion of Swanage, tourism and the local economy.
- 2.2 To refer matters for detailed consideration to a relevant working party.
- 2.3 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.4 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.5 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.6 To consider any other matters relating to tourism and the local economy.

7. Coastal Change and Beach Management Advisory Committee Terms of Reference

Main Objective/Remit: To advise the Council on measures required to provide a safe, clean and well-maintained beach facility, compliant with the European Blue Flag criteria. Also to provide a forum for stakeholders to discuss matters relating more widely to the management of the impacts of climate induced coastal change in Swanage and Durlston Bays and make recommendations to Council accordingly.

Reports to: Tourism & Local Economy Committee and Environment & Green Spaces Committee.

Councillor Membership: Four councillors to be appointed at the Annual Council Meeting each May, one of which will be elected as Chairman of the Advisory Committee.

Outside Representatives: Swanage Lifeboat Crew, MCA, Coastwatch, Dorset Council, Dorset Police, Dorset Coast Forum, National Trust, Environment Agency, Swanage Pier, Swanage Sailing Club, Swanage Fishermen's Association, Swanage Angling Club, Private Beach Hut Sites Hut Owners' Group, North Beach Representative, Swanage Sea Rowing Club, local divers, Ocean Bay businesses, Seaweed removal contractor, Pierhead Watersports and Byelaw Enforcement, Durlston Country Park, Designated Bathing Zone Operator, Quay Operators, Deckchair/pedalo concessionaire, Wessex Water, and Natural England, RNLI Lifeguard team, Beach Buddies, local outdoor adventure companies, Swanage Moorings Association, Planet Purbeck, Jurassic Coast Trust, former chairmen of Swanage Coastal Change Forum and Swanage Bay Sauna.

Quorum: Five Members, at least one must be a Swanage Town Councillor.

Frequency of Meetings: Three times a year, in February, May/June, and October.

Member Training requirements: None.

Other Matters: This committee has no delegated decision making powers. Any issue requiring Town Council expenditure or amendment to Town Council policy will be the subject of a recommendation to either the Tourism and Local Economy Committee or Environment Committee, which may in turn be referred to a meeting of the Town Council. The committee can provide guidance to officers to assist them in taking forward minor matters that do not require referral to a committee.

Functions:

1.1 To consider proposals, and make recommendations as appropriate, in respect of the following matters relating to the beach and Swanage Bay:

- beach and water safety
- environmental management and education
- signage
- events
- accessibility
- moorings and boat launching/landing facilities
- management of personal watercraft
- commercial proposals relating to the Main Beach (Mowlem to Ulwell Stream).

1.2 To advise on amendments to the beach rules and regulations.

1.3 To advise on amendments to Dorset Council's Public Pleasure Boats Byelaws.

- 1.4 To receive reports regarding sea defence works, flood prevention and beach replenishment schemes from the Environment Agency and Dorset Council.
- 1.5 To receive reports regarding water quality from Wessex Water.
- 1.6 To consider any matter referred to it by the Town Council or another council committee.
- 1.7 To provide a focus for local consultation by statutory agencies on coastal matters.
- 1.8 To encourage community engagement in the challenges posed by coastal change and other matters within the committees remit.
- 1.9 To review consultation documents that are relevant to the work of this advisory committee and advise the Town Council on an appropriate response.
- 1.10 To approve the minutes of its meetings for accuracy.

8. Traffic Management Advisory Committee Terms of Reference

Main Objective/Remit: To consider proposals relating to traffic management and highway safety in the parish of Swanage, in consultation with Dorset Council, and formulate recommendations to the Community Services Committee accordingly.

Reports to: Community Services Committee.

Outside Representatives: Dorset Police, Community Highways Officer (Dorset Council).

Quorum: Three Members/Outside Representatives.

Frequency of Meetings: Quarterly, otherwise as and when required.

Member Training requirements: None.

Other Matters: Although this committee has no delegated decision-making powers, it can provide guidance to officers to assist them in taking forward minor matters that do not require referral to the parent committee.

Functions:

- 1.1 To consider the following matters, taking into account advice from a relevant Highways Officer, and where appropriate make recommendations to the Community Services Committee about a response to Dorset Council as the Highway Authority.
 - a) Proposals to improve traffic management on the public highway (e.g. parking restrictions and changes to speed limits).
 - b) Proposals to improve highway and pedestrian safety (including pavements).
 - c) Concerns regarding parking enforcement.
- 1.2 To work with Dorset Council in respect of any town-wide parking review.
- 1.3 To consider traffic management measures in respect of Town Council owned roads and highways (i.e. Station Approach, Peveril Point Road, Panorama Road, De Moulham estate service roads).
- 1.4 To consider any other traffic management measure within the parish of Swanage, not otherwise described above.
- 1.5 To consider any matter referred to it by the Town Council or the Community Services Committee.
- 1.6 To approve the minutes of its meetings for accuracy.

To appoint Council Working Parties

PROPOSED WORKING PARTIES AND PANELS 2026/27

Panels – lead councillor Town Mayor

Community Awards Panel

Lead officer – Planning & Communications Manager

Grants Panel

Lead officer – Planning & Communications Manager

Property Panel

Lead officer – Assets & Compliance Manager

Working Parties

Car Parks and Market

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

Communications Strategy

Lead officer – Planning & Communications Manager

Events

Lead officer – Visitor Services Manager

Health Services

Lead officer – Town Clerk

Seafront Masterplan

Lead officer – Assets and Compliance Manager

Sport, Leisure and Wellbeing

Lead officer – Town Clerk

To appoint representatives to outside bodies 2026/27

Citizens Advice Bureau

Dorset Association of Parish & Town Councils

Dorset Coast Forum

Herston Village Hall Management
Committee

Herston Reading Room*

Mowlem Institute Trust

Purbeck Rail Partnership

Purbeck Transport Action Group

SE Purbeck Parishes Liaison Group

Sustainable Swanage Group

Swanage Community Land Trust

Swanage Fairtrade

Swanage Library Friends

Swanage Museum

Swanage Pier Trust*

Swanage Regatta & Carnival Committee

Swanage Skatepark Community Project

Swanage Town & Community Partnership

Swanage2027 Steering Committee

Swanage Town & Herston Football Club

The Centre Management Board and
Wellbeing Swanage

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

ANNUAL SUBSCRIPTIONS 2026/27

Renewal	Date	Amount (Approx.) £
National Association of Memorial Masons (NAMM)	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 Authority (NABMA)	1 st April	509.00
Dorset Association of Parish & Town Councils (DAPTC)	1 st April	1359.53
National Association of Local Councils (NALC)	1 st April	677.42
Institute of Cemetery & Crematorium Management (ICCM)	1 st April	105.00
Rural Market Town Group (RSN)	1 st April	56.12
South West Councils	1 st April	666.00
National Society of Allotment & Leisure Gardeners (NSALG)	1 st August	84.00
The Ancient and Honourable Guild of Town Criers (AHGTC)	1 st August	30.00
Open Spaces Society	New	45.00

Council and Committee Meeting Schedule
May 2026-July 2027

	Council Meetings		Committee Meetings					Advisory Committee Meetings	
N.B. All Meetings start with fifteen minutes of Public Participation Time	Council	Planning & Consultation	Finance & Governance	Community Services	Environment & Green Spaces	Tourism & Local Economy	Personnel	Coastal Change & Beach Management (reports to Environment & G S and Tourism & L E Committees)	Traffic Management (reports to Community Services Committee)
	Monday		Wednesday						
Commencing	7pm	7pm	2.15pm	2.15pm	2.15pm	2.15pm	9.30am	2.15 pm	5.00 pm
2026 May	11* & 20 (Wed)▲	6 (Wed)							
June	22	1			24				24 (4pm)
July	20	6	22	1		8***			
August		3							
September	14##	7							30
October	19	5		14	21		14	7	
November		2	11			4***			
December	14	7	16						
2027 January	11# & 25	4							
February		1	24					10	
March	22**	1	17	10	3	24***			3
April	26	5					21		
May	17* & 24▲	5 (Wed)							
June		7			23			9	23
July	19	5	21	7					

* Annual Council Meeting (Election of Mayor)

▲ Final Accounts

Annual Estimates Meeting

This Meeting will be held in The Swanage School, Main Hall, High Street

** This Meeting will be held in the Methodist Church, High Street

*** This Meeting will be held in the Grand Hotel, Burlington Road

N.B. The Annual Parish Assembly is scheduled to take place on 20th April 2026 at The Centre, Chapel Lane

Meetings of the Capital Projects Sub-Committee, Neighbourhood Plan Sub-Committee, Vexatious C&CP Sub-Committee will be held as required

< > Reserve date

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.

PRESENT:-

Councillor M. Bonfield – Chairman

Councillor M. Coward

Councillor T. Foster

Councillor J. Lejeune

Councillor C. Moreton

Councillor C. Sutton

Councillor G. Suttle

Councillor C. Tomes

Councillor S. Vile

There were no members of the public or press and media present.

Public Participation Time

There were no matters raised during Public Participation Time.

239. **Apologies**

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

240. **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.

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

There were no matters raised.

242. **Swanage Town and Herston Football Club – To consider proposed agreement and financial contribution in respect of demolition of former sports hall**

Further to Minute No. 83 (d) of the Council Meeting held on 15th September 2025, consideration was given to a briefing paper setting out proposals in respect of the demolition of the former sports hall at Day's Park, as part of the wider partnership arrangements between the Town Council, Swanage Town and Herston Football Club and the Day's Park Community Sports Trust CIO to deliver improved community sports facilities.

Members noted that structural and asbestos surveys had identified that the former sports hall required removal, which would also facilitate redevelopment of the site in accordance with planning permission granted on 19th March 2025. It was further noted that a Memorandum of Understanding was being developed to set out the respective responsibilities of each of the three parties. This included the obligations that the Football Club needed to fulfil in commissioning the demolition works, including compliance with health and safety regulations and a range of other statutory requirements.

It was noted that the Council had included provision within the 2026/27 revenue budget for making a financial contribution of up to £60,000 to the Football Club to support demolition works. It was reported that the Club had subsequently undertaken a competitive procurement exercise to identify the best contractor to undertake asbestos removal works, in terms of both cost and quality. The Club had now approached the Town Council for a sum of up to £45,000 to fund that part of the demolition works.

Members considered a range of conditions that the Club would need to fulfil prior to the release of funds, including providing written assurance that the demolition of the sports hall would be completed prior to the start of the 2026/27 playing season and confirmation that the Club had complied with all pre-demolition conditions contained in the planning consent. Members emphasised that these conditions must be adhered to, and that the complete removal of the sports hall structure must be completed within the agreed timeframe.

In terms of the broader fundraising programme for improvements at Day's Park, councillors requested an update from the Club, and it was noted that a meeting of the Sport, Leisure and Wellbeing Working Party would be arranged for the near future.

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

That the Town Council provides a grant to Swanage and Herston Football Club of up to £45,000 towards the costs associated with the demolition of the Sports Hall, the release of funds to be conditional upon written confirmation of the following:

- The final contract sum for the removal of the sheeting, supported by submission of a copy of the contractor's invoice;
- That the Club will complete the demolition of the remaining sports hall structure prior to the start of the 2026/27 playing season;
- That the Club has complied with all conditions of the planning application requiring action prior to the commencement of demolition works;
- That the Club will fulfil the obligations set out in the draft Memorandum of Understanding in connection with the demolition of the sports hall.

The Meeting closed at 6.40 p.m.

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 6th MAY 2026** 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 C Sutton

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

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

Public Participation Time

There were no matters raised.

1) Apologies

There were no apologies given for inability to attend the Meeting.

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.

There were no declarations on this occasion.

Planning

3) Plans for consideration

Delegated Applications

P/FUL/2026/01838

23 Osmay Road, Swanage, BH19 2JQ

Erect a replacement dwelling with balcony, demolish existing.

OBSERVATION: No objection, subject to compliance with Dorset Council's Building Control comments and recommendations. The Town Council also wishes it to be noted that it supports sustainable building design principles aimed at minimising environmental impact and is pleased to see that the proposal incorporates solar panels, an air source heat pump, rainwater harvesting, and biodiversity enhancements.

P/FUL/2026/01877

4 Cliff Avenue, Swanage, BH19 1LX

Reduction in number of apartments to create one maisonette and one ground floor apartment. Demolition of existing concrete, flat roofed garage, and general internal alterations and refurbishment.

OBSERVATION: No objection.

P/FUL/2026/02249

Swanage Conservation Area

3-4 The Square, Swanage, BH19 2LS

Install extraction flue to rear of premises.

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

- P/HOU/2026/02221 **20 Moor Road, Swanage, BH19 1RG**
Erect rear extension, roof extension, and side porch.
OBSERVATION: No objection. However, the Town Council requests confirmation as to whether a Sustainability Checklist is required for this proposal, given its size.
- P/HOU/2026/02310 **87 Priests Road, Swanage, BH19 2RL**
Removal of existing side single storey extension and erection of double storey side extension.
OBSERVATION: No objection.

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 *.

The Town Council is the owner of land included within, or directly affected by, applications marked #.

- 4) **Applications for tree works - opportunity to raise any matters of concern**
There were no matters raised.

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 - Public Rights of Way Consultation: Section 119, Highways Act 1980 proposed diversion of Footpath 2, Swanage**
Further to Minute No. 9) of the Environment and Green Spaces Committee Meeting held on 25th June 2025, and the presentation given by the Rivers and Coast Project Officer on the National Trust's Natural Flood Management Project (part of its wetland restoration programme), which included land at Godlingston Manor Farm, it was reported that Dorset Council was now undertaking the public consultation regarding the proposed diversion of part of Footpath 2.
The project was being supported and funded by the Environment Agency and DEFRA, and the minor diversion of the footpath (from the western side, where floodplain reconnection was proposed, to the eastern side of the tributary channel adjacent to Godlingston Cemetery) would support the completion of this work at the farm.
It was proposed by Councillor Bonfield, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:-**
That the Town Council confirms to Dorset Council that it raises no objection to the proposed diversion of part of Footpath 2, Swanage, as set out in the consultation letter dated 23rd April 2026.

Neighbourhood Planning

- 6) **Swanage Neighbourhood Plan (SNP) Steering Group**
- a) **Matters arising from draft Minutes of the SNP Steering Group Meeting held on 21st April 2026**
The updates contained within the Minutes were noted, and there were no matters raised. However, discussion took place regarding the proposed dates for the in-person engagement

events to be held as part of the Regulation 14 public consultation on the draft Pre-submission SNP. A request was made for councillors to provide details of their availability to assist at these events.

The Committee expressed its thanks to the Planning and Community Engagement Manager for her work to date in helping to bring the draft Plan together.

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

There were no matters raised.

8) **Date of next meeting**

The date of the next meeting had been scheduled for Monday 1st June 2026.

The meeting closed at approximately 7.25 p.m.

Agenda Item 15 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th April 2026

	£ p	£ p
Balance in Hand at 01/04/2026		£88,483.90 Cr
Income during April	£895,975.96 Cr	
Movement of Cash-Investment	£350,000.00 Cr	
Add - Outstanding receipts- March	£7,975.18 Cr	
Less - Outstanding receipts - April	<u>£5,589.91 Dr</u>	£1,248,361.23 Cr
Less payments made:		
Schedules 13 & 1	£339,540.26 Dr	
Movement of Cash-Investment	<u>£850,000.00 Dr</u>	£1,189,540.26 Dr
		<u><u>£147,304.87 Cr</u></u>
Balance at Bank		
Current Account		£39,467.50 Cr
Deposit Account		<u>£107,837.37 Cr</u>
		<u><u>£147,304.87 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		£500,000.00
DMADF-Deposit		£550,000.00
DMADF-Deposit		£350,000.00
DMADF-Deposit		£500,000.00
		<u><u>£3,150,000.00</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 30th April 2026

Prepared by Alison Spencer

Dated: 6th May 2026

Certified by Martin Ayres

Dated: 6th May 2026

SWANAGE TOWN COUNCIL

Year Ending 31st March 2027

Payment schedule reported to Council - 11th May 2026

Schedules 13 & 1:

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

**ONE MILLION, ONE HUNDRED AND EIGHTY NINE THOUSAND, FIVE HUNDRED
AND FORTY POUNDS AND TWENTY SIX PENCE**

.....(**£1,189,540.26**).....

Swanage Town Council Schedule of Payments - Months 13 & 1

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
17/04/2026	AIB Merchant Services	310326.03	01/04/2026	Merchant serv charge		439.65
10/04/2026	Barclaycard Merchant Services	001884330326	31/03/2026	Monthly charge		50.43
01/04/2026	Dorset Council	840014144	01/04/2026	NNDR 26/27		23,335.50
15/04/2026	DNA Payments	007909313970	01/04/2026	Card charge fees March	17.85	
15/04/2026		007909313940	01/04/2026	Card charge fees March	86.99	
15/04/2026		007909314010	01/04/2026	Card charge fees March	5.77	110.61
21/04/2026	Ecotricity Ltd	08494438	06/04/2026	Electricity - Various sites	4,262.28	
24/04/2026		08494444	06/04/2026	Electricity - Various sites	956.04	
27/04/2026		08494448	06/04/2026	Shore Road Toilets	479.42	5,697.74
16/04/2026	Everflow	5415527	16/04/2026	Water -16/05-15/06		3,420.95
13/04/2026	Lloyds Bank PLC	482418232	12/03/2026	Bank charge	37.14	
27/04/2026		483137562	09/04/2026	Bank charge	106.70	143.84
10/04/2026	Paytek Admin Services Ltd (First)	76487	01/04/2026	Monthly charge	72.00	
10/04/2026		74994	01/04/2026	Monthly charge	128.35	200.35
16/04/2026	Sage (UK) Ltd	INV22413556	01/04/2026	Monthly charge		703.80
02/04/2026	SEFE Energy Limited	INV04180283	17/03/2026	Depot	233.51	
02/04/2026		INV04180276	17/03/2026	TIC	274.93	508.44
01/04/2026	water2business	6069841056	02/02/2026	Mermond Toilets	107.35	
01/04/2026		6069956420	17/02/2026	Lifeboat	28.90	
01/04/2026		6069956556	17/02/2026	Depot	76.97	213.22
Total of Direct Debit & Standing Orders						34,824.53

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
13/04/2026	English Ford	14195207	25/03/2026	Wing Mrirror	98.36	
13/04/2026	DVLA	1270381646823356	31/03/2026	Licence fee	347.50	
13/04/2026	Argos	264207963	01/04/2026	Office Furniture	308.95	754.81
Total of Chargecard payments						754.81

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/04/2026	123 Send Limited	INV_1235_4659266	01/04/2026	A920Pro with SIM		158.36
30/04/2026	4C Managed Service Ltd	70483	10/04/2026	TH IT	781.92	
30/04/2026		70483	10/04/2026	TH phone	42.00	
30/04/2026		70483	10/04/2026	Project plan x3	106.74	
30/04/2026		70482	10/04/2026	TIC IT	483.26	
30/04/2026		70481	10/04/2026	Depot IT/phone	379.56	
30/04/2026		70482	10/04/2026	BG phone	42.00	
30/04/2026		70494	12/04/2026	Members IT	374.40	
30/04/2026		70558	21/04/2026	Domain Hosting	38.40	2,248.28
30/04/2026	A.B.A. Groundcare (SW) Ltd	165507	11/04/2026	Front tyres for Iseki- replacement		145.80
22/04/2026	Ace Office Environments Ltd.	01174736	27/03/2026	Stationery	75.25	
30/04/2026		01175988	10/04/2026	Stationery	120.80	
30/04/2026		01176427	17/04/2026	TIC - stationery	132.90	328.95
30/04/2026	Aish Electro Mechanical Services	122543	01/04/2026	Service of pump Burlington Chine		1,530.00
22/04/2026	Arthur J.Gallagher Insurance	554491945	26/03/2026	Premium insurance 26/27		1,413.76
30/04/2026	Amazon	GB6306HWPAEUI	10/04/2026	Beach Gardens - trolley	52.49	
30/04/2026		GB634EZSDAEUI	14/04/2026	Microwave	119.00	171.49
22/04/2026	AquAid (Southcoast)	524486	31/03/2026	Water 19Lx3/Sanitisation		95.68
30/04/2026	Ark Medical Solutions	0000153	16/04/2026	Training First Aid		89.95
30/04/2026	Badgemaster Limited	0002100905	08/04/2026	TIC - staff name badges		22.86
30/04/2026	Be Smart Clothing Ltd	INV-21182	07/04/2026	TIC - uniform for new staff		111.23
30/04/2026	Canford Drains	85986	23/04/2026	Drain clearance		740.04
30/04/2026	Canon (Uk) Ltd	2608800049259	08/04/2026	Toner	352.30	
30/04/2026		2608800049261	08/04/2026	Rental	332.81	685.11
30/04/2026	Central Southern Security Ltd	215294	09/04/2026	Call out		90.00
30/04/2026	Card Geotechnics Ltd	INV025388	13/04/2026	Swanage Seafront Monitoring March 2026		1,848.00
22/04/2026	C G Ltd	Mar 26	31/03/2026	Management Account settlement Q4		4,479.02
30/04/2026	DAPTC	INV-0582	27/04/2026	Membership DAPTC 2026	1,359.53	
30/04/2026		INV-0582	27/04/2026	Subscription NALC 2026	677.42	2,036.95
30/04/2026	Dorset County Pension Fund	Payroll M1	20/04/2026	Payroll M1- CAYS	124.80	
30/04/2026		Payroll M1	20/04/2026	Payroll M1- Pension	22,680.89	22,805.69
22/04/2026	Dorset Council	2800488811	27/03/2026	WSP - PPA	17,378.22	
30/04/2026		2800492695	17/04/2026	Management Support	6,360.00	
30/04/2026		2800492758	24/04/2026	Green Seafront Heidelberg ECI 2A	1,273.08	25,011.30
30/04/2026	Dorset Glass Co.Ltd.	227249	01/04/2026	Glass		28.94
30/04/2026	David R White Building Service Ltd	DRW24803	01/04/2026	Remove concrete slabs	2,584.58	
30/04/2026		DRW24804	01/04/2026	Works to buttress wall	17,208.00	
30/04/2026		DRW24854	14/04/2026	Refurbishment of the Town Hall	16,900.80	36,693.38
30/04/2026	Dorset Waste Partnership	2800490371	01/04/2026	Recycling		40.90
30/04/2026	The Festive Lighting Co. Ltd.	INV-2026-03-000044	01/04/2026	Hire charge		7,914.02

22/04/2026	Flowbird Smart City UK Ltd	INV-UK127-2026-0002	31/03/2026	Tariff changes	2,149.20	
30/04/2026		INV-UK127-2026-0003	13/04/2026	Repairs	326.74	
30/04/2026		UI00025003	21/04/2026	Weboffice incl Airtime	286.73	
30/04/2026		UI00025003	21/04/2026	Gateway Transaction charge	751.36	3,514.03
30/04/2026	Greenham Trading Ltd.	04/553727	01/04/2026	Materials & Equipment	791.22	
30/04/2026		04/554880	15/04/2026	Materials & Equipment	296.40	
30/04/2026		04/554880	15/04/2026	Materials & Equipment	159.60	
30/04/2026		04/556296	22/04/2026	Materials & Equipment	78.09	
30/04/2026		04/556296	22/04/2026	Materials & Equipment	47.71	1,373.02
30/04/2026	A.R. Harris & Son	37273	07/04/2026	Electrical services	72.00	
30/04/2026		37279	08/04/2026	Electrical services	420.00	
30/04/2026		37303	11/04/2026	Electrical services	390.00	
30/04/2026		37323	18/04/2026	Electrical services	150.00	
30/04/2026		37333	20/04/2026	Electrical services	54.00	1,086.00
30/04/2026	Hendy Group Ltd	42134854	16/04/2026	Tail light	180.00	
30/04/2026		42134855	16/04/2026	HJ18 EHX Service	1,689.89	
30/04/2026		42134855	16/04/2026	HJ18 EHX MOT	54.85	1,924.74
30/04/2026	HMRC	Payroll M1	20/04/2026	Payroll M1- PAYE/NI		23,515.94
30/04/2026	Hunt's Foodservice Ltd	75236	08/04/2026	Beach Gardens - drinks & snacks for kiosk retail	68.30	
30/04/2026		75236	08/04/2026	Beach Gardens - Tea & jam for kiosk	54.56	
30/04/2026		84177	15/04/2026	Beach Gardens - cups	62.99	
30/04/2026		84177	15/04/2026	Beach Gardens - beverages + cakes	61.52	247.37
30/04/2026	ICTHUS Event Solutions Ltd	0922	02/04/2026	Bulb change		192.00
30/04/2026	J&P Cleaning Services Limited	INV-0051	01/04/2026	Beach Huts cleanings season	927.36	
30/04/2026		INV-0051	01/04/2026	TIC - cleaning	341.25	1,268.61
30/04/2026	J.D. Facilities Ltd	INV-2097	01/04/2026	Chapel Cleans	54.00	
30/04/2026		INV-2098	01/04/2026	Depot - cleaning	197.59	
30/04/2026		INV-2099	01/04/2026	Depot - deep clean staff area	230.62	
30/04/2026		INV-2100	01/04/2026	TH-cleaning	549.12	
30/04/2026		INV-2101	01/04/2026	Public Toilet- cleaning	7,958.09	8,989.42
30/04/2026	JFY Construction Ltd	20612	20/04/2026	Replacement timber fender		3,294.72
30/04/2026	LC Ecological Services Ltd	2208856	01/04/2026	Ecological impact assessment	288.00	
30/04/2026		2208859	01/04/2026	Ecological impact assessment	540.00	
30/04/2026		2208890	15/04/2026	Ecological impact assessment	468.00	1,296.00
30/04/2026	The Little Map Co & Fernhill Whole	3017	07/04/2026	TIC - books for retail		27.30
30/04/2026	Metric Group Ltd.	6590	01/04/2026	Quarterly maintenance fee		915.01
30/04/2026	Purbeck Mobility Ltd	676420663	08/04/2026	Wheelchair hire		21.60
30/04/2026	S. Moores	19556	10/04/2026	TIC - biscuits for retail		205.76
30/04/2026	Moors Brothers / Sailing Awards	1294	16/04/2026	Community Awards		464.37
30/04/2026	NABMA	M432	01/04/2026	NABMA Annual Subscription 2026/27		509.00
22/04/2026	National Express	AREXT/00248663	31/03/2026	March Agency Tickets		13.25
22/04/2026	Nisbets Plc	33181640	31/03/2026	Bristo tables		227.97
22/04/2026	Nixons Hardware Ltd	125597	06/03/2026	Pull cord	6.00	
22/04/2026		125606	11/03/2026	Keys	16.20	
22/04/2026		125624	18/03/2026	Key cutting	13.00	
22/04/2026		125638	21/03/2026	TIC - padlock and hooks	46.71	
22/04/2026		125658	26/03/2026	Beach Gardens - batteries and padlock	27.18	109.09
30/04/2026	P.J. Notley Ltd.	7337	19/04/2026	Window cleaning		211.20
22/04/2026	Octopress Printers Ltd	INV-007994	30/03/2026	Swanage Event Leaflets	1,398.00	
22/04/2026		INV-007995	30/03/2026	Bandstand leaflets	329.00	1,727.00
22/04/2026	Openings	A75772	31/03/2026	Car park fobs		103.14
30/04/2026	Origin Amenity Solutions Limited	OASIO191395	23/04/2026	Materials & Equipment		459.00
22/04/2026	SECURITY PLUS LIMITED	1160210	31/03/2026	Cash Collection	389.98	
22/04/2026		1159588	31/03/2026	Cash Processing	68.46	458.44
22/04/2026	Swanage Town Council	Month 1 Payroll	20/04/2026	Net Wages - Month 1		68,891.11
30/04/2026	Philip Hughes Associates LLP	2572	14/04/2026	Survey and specification - Town Hall facade		4,357.08
30/04/2026	Personnel Hygiene Service	72111941	22/04/2026	Hygiene services		101.96
30/04/2026	Pipefix	139521	16/04/2026	Manhole cover		637.13
22/04/2026	Planet Merchant Service Ltd	PP40006811E2603	31/03/2026	Gateway fees		241.82
30/04/2026	Pod Point Ltd	ADF-40362	08/04/2026	Admin fees- MB March	37.82	
30/04/2026		ADF-40054	08/04/2026	Admin fees- Mermond March	18.98	56.80
30/04/2026	The Purbeck Plaza Limited	STC02	21/04/2026	Parish Assembly		440.00
22/04/2026	LAVAT Consulting Ltd	INV-00030037	11/03/2026	PSTAX Subscription 2026/27		2,880.00
30/04/2026	Purbeck Ice Cream	167734	08/04/2026	Beach Gardens - ice-cream for kiosk retail	90.33	
30/04/2026		168000	22/04/2026	Beach Gardens - ice-cream for kiosk retail	90.33	180.66
22/04/2026	Recruit Local Ltd	2741	26/03/2026	Recruitment advert		80.00
30/04/2026	R&M Shepard	62812	01/04/2026	Container hire		187.20
30/04/2026	RNLI (Charity)	FV02003069	01/04/2026	Beach Lifeguard service 2026		42,612.00
30/04/2026	Rural Services Partnership Limited	RMTG/26/27/116	02/04/2026	Rural market Membership 26/27		156.12
30/04/2026	Society of Local Council Clerks	BK225696-1	02/04/2026	Signs		46.20
22/04/2026	DWG Smith	26102	28/03/2026	Composting toilet installation	2,736.00	
22/04/2026		26105	28/03/2026	Beach hut staging repairs	702.00	
22/04/2026		26104	28/03/2026	Stone quay repairs	372.00	
22/04/2026		26103	28/03/2026	Pushing out stones	2,160.00	5,970.00
30/04/2026	Southern Counties Engineering Ser	8563	22/04/2026	Repairs to railings		9,000.00
30/04/2026	South West Councils	0000071862	01/04/2026	Membership subscription- 26/27		666.00
30/04/2026	St. Michaels Garage	4943	01/04/2026	Diesel March 26		363.84

30/04/2026	Suttle Stone Quarries	20653	01/04/2026	Stone		397.51
30/04/2026	Swanage Tyres and Tuning Ltd	41283	15/04/2026	Tyres	43.20	
30/04/2026		41286	16/04/2026	Materials	18.86	62.06
30/04/2026	Sydenhams Hire Centres Ltd	709114	19/04/2026	Woodchipper hire		522.84
30/04/2026	Telefonica O2 UK Ltd	43738820	24/04/2026	SIM Charges		206.14
30/04/2026	Thornes Chartered Surveyors	00/5024	01/04/2026	Valuation report fees		594.00
30/04/2026	Travis Perkins	1040535998	01/04/2026	Materials & Equipment	11.64	
30/04/2026		1041007642	02/04/2026	Materials & Equipment	42.95	
30/04/2026		1041181819	07/04/2026	Materials & Equipment	31.61	
30/04/2026		1041282519	08/04/2026	Materials & Equipment	28.42	
30/04/2026		1041342337	09/04/2026	Materials & Equipment	11.95	
30/04/2026		1041454610	11/04/2026	Materials & Equipment	139.89	
30/04/2026		1041454611	11/04/2026	Materials & Equipment	68.20	
30/04/2026		1041602095	14/04/2026	Materials & Equipment	40.96	
30/04/2026		1041704816	15/04/2026	Materials & Equipment	9.31	
30/04/2026		1042073151	21/04/2026	Materials & Equipment	1.69	
30/04/2026		1042227699	23/04/2026	Materials & Equipment	63.50	
30/04/2026		1042227698	23/04/2026	Materials & Equipment	5.94	
30/04/2026		1042385377	24/04/2026	Materials & Equipment	31.18	487.24
30/04/2026	Third parties	Payroll M1	20/04/2026	Payroll M1- Third Party Deductions		377.46
30/04/2026	Westmade Ltd	1016603	08/04/2026	Plumbing Services		639.64
22/04/2026	Woodlands Nursery (Dorset) Ltd	8521	30/03/2026	Godlingston Cemetery plants		622.42
30/04/2026	WSP	50134593	17/04/2026	Risk Assessment on GSS		2,340.00
Total of BACS/CHAPS Payments						303,960.92

<i>BACS payroll payment issued 20th April 2026</i>	68,891.11
<i>BACS supplier payments issued 22nd April 2026</i>	38,024.26
<i>BACS supplier payments issued 30th April 2026</i>	197,045.55
	303,960.92

Total of Payments 339,540.26

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/04/2026	DMADF	transfer	30/04/2026	DMADF	350,000.00
30/04/2026	DMADF	transfer	30/04/2026	DMADF	500,000.00
Total of Investments					850,000.00

Total of Payments & Investments 1,189,540.26

Swanage Town Council Corporate Plan 2026–2030 – Consideration of adoption of revised draft document

At the Finance and Governance Committee meeting held on 18th March 2026, the outcome of the formal public consultation on the Draft Corporate Plan 2026–30 was considered. This followed the Full Council meeting on 17th November 2025, at which the engagement approach, consultation questions and timeline for delivering the adoption of the Corporate Plan 2026-30 were agreed.

Members received a summary of feedback received including the total number of responses, key themes raised by residents and partner organisations, and the levels of engagement achieved through the consultation process.

The Committee discussed how these findings should inform the next iteration of the Corporate Plan and agreed a number of amendments to be incorporated into the revised draft (detailed below and highlighted in appendix 1).

In discussing the main issues raised, Members agreed that culture should be integrated into the Tourism and Local Economy priority, recognising its connection to regenerative tourism, while ruling out the creation of an additional standalone priority. It was emphasised that the Corporate Plan should focus on matters within the Town Council's direct control, and that terminology should not imply responsibility for services delivered by external authorities, although the Council continues to play an important supporting and partnership role. As almost half of the comments related to functions carried out by other authorities, value was seen in producing a clear visual explanation of the responsibilities of each tier of local government.

Total Number of Responses

A total of 214 responses were received before the deadline, encompassing 112 paper responses, 97 online responses and 4 other mediums of response. The deadline was extended by one week to Friday 27th February, as there was a steady flow of responses being returned via mail.

This represents an 18.2% increase on the 181 responses received in 2022, reflecting the value of the range of engagement activities, set out below. The volume of paper responses demonstrates the benefits of delivering a consultation document to every household. Engagement from key partner organisations was notably higher than in the previous cycle, resulting in a number of detailed, constructive submissions.

Overall, the consultation results were supportive of the direction of the draft Corporate Plan, with 93% of respondents agreeing with the five proposed priorities.

Summary of engagement

The agreed engagement plan was adhered to, with the following engagement methods utilised:

- Direct mailout to the majority of households in the parish
- Hard copies made available from the Town Hall, Information Centre and Library
- Dedicated webpage with links to the draft plan and the survey
- Online version of the survey
- 2x Engagement events held at the Mowlem (Wednesday 4th February and Wednesday 18th February)
 - Speaking with approximately 150 people and distributing paper copies
- In the news, via the Bournemouth Echo
[<https://www.bournemouthecho.co.uk/news/25840941.swanage-town-council-inviting-public-feedback-new-plan/>]
- On the radio, via Purbeck Sounds
- Multiple posts on Facebook
 - 27/02 - 484 views, 17 engagements
 - 23/02 - 1382 views, 66 engagements
 - 19/02 - 2450 views, 132 engagements
 - 17/02 - 525 views, 9 engagements
 - 11/02 - 746 views, 15 engagements
 - 29/01 - 3634 views, 81 engagements
 - 12/01 - 1816 views, 46 engagements
 - Total = 11,037 views, 366 engagements
- Encouraging partners to distribute through their networks

Summary of Key Themes Raised Through Consultation

A range of issues were raised, many of which supported the general direction of the draft plan. Common themes included highways and transport matters, environmental protection, youth provision, local-needs housing, governance, and cultural provision. As in 2022, a significant proportion of comments related to services delivered by Dorset Council or other statutory partners rather than the Town Council.

A number of responses also sought clarification around the respective roles of the different tiers of local government. More detailed analysis of the key themes raised can be found in appendix 2.

Amendments Agreed by Finance & Governance Committee

The following amendments were agreed by the Committee and have been incorporated into the revised draft Corporate Plan 2026–30, set out in Appendix 1:

1. Integrate culture into the ‘Tourism and Local Economy’ priority, emphasising culture’s contribution to regenerative tourism and the off-season economy.

2. Commit to supporting local-needs housing and resisting loss of affordable stock, under the ‘Planning for the Future and Preserving our Heritage’ priority.
3. Adding a commitment to explore inclusion of Town Council land in the Purbeck National Nature Reserve, where appropriate, under the ‘Protecting the Natural Environment and Addressing the Climate Crisis’ priority.
4. Add past Town Council capital funding for the Mowlem as an achievement for the 2023-2025 period
5. Clarify where the Town Council has direct responsibility and where its role is to ‘support’ rather than ‘advocate’, with strengthened wording to avoid implying statutory responsibility for third-party services in the Plan.

Following the Committee meeting, officers have also incorporated the following additional amendments for consideration:

6. Revised ‘Vision for Swanage’, updated from that included in the previous Corporate Plan, which was itself taken from the Swanage Local Plan, 2017. This incorporates new elements, including enhanced accessibility, increased biodiversity and improved community transport. The amended plan also makes clear that the vision cannot be delivered by the Town Council alone.
7. In response to feedback from the consultation, under the heading encouraging health and wellbeing and enhancing community safety, commitments have been included to supporting wellbeing initiatives, including the Swanage & Purbeck Development Trust’s Wellbeing Swanage project, and to work with partner organisations to develop improved community transport.

Decision required

To determine whether or not to adopt the revised draft Swanage Town Council Corporate Plan 2026-2030, either with or without further amendment.

Charlie Squires, Project Delivery Officer

Martin Ayres, Town Clerk

May 2026

Appendix 1: Draft Corporate Plan 2026-2030 (with significant amendments made since the Finance & Governance Committee meeting highlighted)



**SWANAGE TOWN COUNCIL
DRAFT CORPORATE PLAN 2026-2030 v2.0**

INTRODUCTION

Swanage Town Council is the parish council serving the communities of Swanage, Durlston, Herston, and Ulwell. Our mission is to maintain and enhance Swanage for the wellbeing and prosperity of present and future generations.

Decisions of the Council are taken by 12 councillors who were elected in May 2024 for a five-year term. There are two wards, Swanage North and South, each represented by six councillors. This Corporate Plan outlines the Council's strategic priorities for the final 3 years of councillors' current term of office and the first year of the following term, covering the period 2026 to 2030.

To ensure effective governance, the Council delegates some decisions to six standing committees: Finance & Governance; Planning & Consultation; Community Services; Tourism & Local Economy; Environment & Greenspaces; and Personnel. These committees can appoint sub-committees, two of which relate to Capital Projects and the Neighbourhood Plan. The Town Council also appoints two advisory committees, which provide recommendations on Traffic Management and Coastal Change & Beach Management.

Established in 1974 as the successor to the Swanage Urban District Council, Swanage Town Council continues to manage a broader range of assets and services than most town and parish councils. Its annual expenditure is approximately £2.9 million, providing services and community facilities that benefit residents and visitors alike.

Implementation of Council decisions is carried out by a dedicated team of officers, led by the Town Clerk. Four experienced departmental managers oversee each of the Council's service areas: finance, administration, operations, and visitor services.

Councillors and officers share a deep commitment to ensuring that Swanage remains a very special place with a unique combination of a thriving natural environment, a rich heritage, and a vibrant community, underpinned by a selfless culture of volunteering.

This plan was adopted in May 2026 following public consultation on a draft version undertaken earlier in the year. A summary of the plan was delivered to the majority of Swanage households, inviting people to submit their comments in hard copy or via the online

survey. Copies were also made available from the Town Hall, the library, and the Swanage Information Centre.

Two engagement events were held at the Mowlem, and publicity was provided through coverage in the Bournemouth Echo, an interview on Purbeck Sounds radio and multiple posts on the Council's social media. Partner organisations also shared the consultation through their networks.

In total, 214 responses were received and an analysis of these was considered by the Finance and Governance Committee prior to adoption of the plan.

DRAFT

IMPORTANCE OF PRODUCING A CORPORATE PLAN

Swanage Town Council has developed this Corporate Plan to:

- Provide strategic direction for financial planning and budget-setting decisions
- Support the prioritisation of future capital investment and infrastructure projects
- Promote transparency by clearly outlining the Council's priorities and the actions it intends to deliver over the plan period
- Strengthen applications for external funding by demonstrating a clear and cohesive strategy
- Guide engagement with residents, community groups, and partner organisations
- Inform the evaluation of grant applications from third-party organisations

This document should be read in conjunction with the Council's Medium Term Financial Plan, Annual Budget Report, and the Priority Project List, which is reviewed and approved by the Council every six months.

While the Town Council is committed to delivering the priorities set out in this plan, its ability to do so is subject to the constraints set out in its Medium-Term Financial Plan and the wider availability of resources.

DRAFT

SWANAGE NOW AND IN THE FUTURE

Swanage is a civil parish located in the Isle of Purbeck, with a population of 9,411 permanent residents as recorded in the 2024 Office of National Statistics mid-year estimates. The town experienced a gradual population decline in the first two decades of this century, from its peak of 10,100 in 2001.

Over one-third of the population (37.4%) is aged over 65, compared to 30.5% in Dorset as a whole; by contrast, only 11.7% of residents are under 16 years of age (compared to 15.4% across the county). In 2021 the median age of the population was 56.

Of the employment sectors listed in the 2021 census, the five largest employers of Swanage residents aged over 16 were retail trade (10.6%), education (9.8%), construction and civil engineering (8.9%), food and beverage service activities (7.7%) and human health activities (7.5%).

Many Swanage residents also have a proud tradition of service, with 5.8% of residents having served in the Armed Forces. The Town Council signed the Armed Forces Covenant in May 2025 and is a holder of the Bronze Award.

The town acts as a hub for its neighbouring parishes. The town centre contains a variety of independent shops and Swanage also provides a wide range of public services, including a community hospital, medical centre, library, primary and secondary schools, post office, sports facilities, transport hub, theatre and museum.

In Swanage, around 20% of the housing stock consists of second or holiday homes (compared with 3% across Dorset), equalling one of the highest concentrations of registered second homes in the Dorset Council area. The reduced supply of housing for local families because of second home ownership is recognised as a significant challenge.

The parish covers an area of approximately 1,120 hectares and lies wholly within the Dorset National Landscape (formerly known as the Dorset Area of Outstanding Natural Beauty or AONB) and serves as the Eastern Gateway to the UNESCO Jurassic Coast World Heritage Site. Agricultural land surrounds the built-up area. Major landowners include the National Trust, Dorset Council (owner of Durlston Country Park), and the Scott family, historically associated with Encombe House near Kingston.

Looking ahead, the Town Council supports the following vision for the future of Swanage, whilst recognising that this will only be delivered by joint working between a wide range of public, voluntary and private sector bodies over a sustained period. The Corporate Plan sets out the contribution that the Town Council will make towards achieving this vision over the next five-year period.

Swanage will continue to play a dual role as both a centre for local residents and a popular visitor destination. The town will retain its status as one of Dorset's most self-contained settlements, and will provide a diverse range of facilities, services, shops, employment opportunities and cultural activities.

The special historic character of the town will be protected and enhanced, as will its setting within the Dorset National Landscape, adjoining the Jurassic Coast World Heritage Site. New development will be accompanied by green infrastructure, improving access to the countryside. Measures will be taken to encourage nature recovery, enhance biodiversity and reduce the town's carbon footprint.

The delivery of new family housing, social housing and extra care housing on sites identified in the Neighbourhood Plan will remain a priority to ensure that local people can continue to live and work in Swanage.

A diverse, thriving and resilient economy will be supported, including niche businesses that reflect the town's unique character and culture. Building a broad business portfolio will help sustain the local economy beyond the traditional tourist season.

Improvements to flood defences and the implementation of beach, cliff and shoreline management plans will increase the town's resilience to processes of coastal and climate change.

The town's role as both a hub for local residents and a visitor destination will be enhanced through improved public spaces, particularly along the seafront, and the continued development of leisure and cultural facilities. Measures will be taken to improve accessibility to physical infrastructure around the town.

Improved community transport will deliver enhanced access to employment, education, and services. There will be better sustainable transport options, which may include the reopening of the Swanage to Wareham railway line.

WHO DOES WHAT?

The Town Council is one of two tiers of local government. It is responsible for the following:

Allotments	Boat Park	Information Centre
Bandstand	Bus shelters	Market
Bathing zone and procuring RNLI lifeguards	Car parks	Memorial benches and public seats
Beach Gardens Sports Park & Tea on the Green refreshment kiosk	CCTV	Neighbourhood Planning
Main Beach and foreshore	Cemeteries	Public conveniences
Beach Huts – Shore Rd and Spa	Children’s play areas	Public gardens, green open spaces and playing fields
	De Moulham Trust and grants	Skate Park
	Festive Lights	Town Hall
	Historic Monuments	

Dorset Council is the principal authority for Swanage and Purbeck, with responsibility for the following:

Council Tax collection and benefit administration	Environmental health	Refuse collection and recycling
Countryside services e.g. Durlston Country Park	Libraries and archives	Roads and footpaths
Economic development	On street parking	Social services
Education	Planning	Street sweeping
Emergency Planning	Public Health	Trading Standards
	Registration Service	

The Town Council works closely with Dorset Council on the following matters:

- Funding Bay Safety Patrol
- Providing a civil wedding/partnership venue at the Town Hall
- Supporting seafront waste collection
- Commenting on all planning applications
- Considering changes to traffic management and on-street parking, working closely with community highways officers
- Coastal and seafront enhancements
- Leasing land as part of Durlston Country Park
- Providing a safe school crossing at Swanage Primary School
- Visit Swanage website

WORKING IN PARTNERSHIP

The Town Council works closely with a wide range of public sector partners and voluntary groups to benefit local residents. A number have seats on Council Committees to provide advice and guidance, including Prospect Allotment Association, Swanage & Purbeck Chamber of Trade, Durlston Country Park, and Swanage Railway. The Council's Coastal Change and Beach Management Advisory Committee is attended by a large range of stakeholders to consider matters relating to the beach and Swanage Bay more broadly. The Town Council also administers the Swanage Town and Community Partnership which brings together a wide range of voluntary organisations with Town Councillors to consider issues facing local people and foster co-operation.

The Council fully recognises the importance of helping other organisations to deliver their aims and objectives where they benefit the residents of Swanage and visitors to the town. The following list is not comprehensive but gives some insight into the range of groups that the Council works alongside.

Accessible Swanage	St Mary's, St Mark's and Swanage Primary Schools	Swanage Landers and Beach Buddies
Allsort'd		
Cultural Purbeck	Sustainable Swanage	Swanage Museum
Dorset Coast Forum	Swanage & District Angling Club	Swanage Pier Trust
East Dorset & Purbeck Citizens' Advice	Swanage & Herston Football Club	Swanage Regatta and Carnival Committee
Greengage Community Garden	Swanage & Purbeck Development Trust	Swanage Rotary Club
Litter Free Purbeck	Swanage Bowling Club	Swanage Royal British Legion
Mowlem Theatre	Swanage Community Housing Group	Swanage School
National Coastwatch Institution	Swanage Cricket Club	Swanage Sea Rowing Club
National Trust	Swanage Defibrillator Partnership	Swanage Skatepark Community Project
Purbeck Art Weeks		Swanage Tennis Club
Purbeck Transport Action Group	Swanage Folk Festival	Swanage Town Band

The Town Council also supports the local services provided by a range of countywide and national organisations. As well as Dorset Council, the Town Council works with NHS Dorset, Dorset Police, Maritime & Coastguard Agency and the RNLI. The Town Council seeks to lobby and influence decision making bodies to protect and enhance the quality of services provided to the local community, as it has done most recently in respect of the Swanage & Purbeck Ambulance Car. The Town Council also seeks to work together with its neighbouring parishes, and those representing other coastal communities, to pursue matters of common interest.

WHAT HAVE WE ACHIEVED SINCE THE LAST CORPORATE PLAN WAS ADOPTED IN 2023?

- Increased public engagement, including through consultations for the Seafront Masterplan, the Green Seafront Scheme Options, the Greenspaces Strategy, and the Neighbourhood Plan
- Re-established a regular newsletter to improve Council communications
- Developed new and accessible Town Council and Visit Swanage websites
- Established a disability interest group, namely Accessible Swanage, and collaborated with partners to implement recommendations from the Swanage town centre accessibility report
- Completed Phase 1 of the Skatepark refurbishment project in partnership with the Swanage Skatepark Community Project
- Installed accessible 'Changing Places' toilet facilities at North Beach Car Park
- Retained Blue Flag Status for Swanage Main Beach
- Achieved the Green Flag award for Beach Gardens
- Worked with Dorset Council to implement the year-round closure of the southern section of Shore Road
- Developed and delivered the first elements of the Carbon Neutral Plan, including installing solar panels on Council buildings and continuing the switchover of operations vehicles and equipment from diesel to electric
- Secured more trees to plant in the town
- Provided a new safe route to St Mary's Primary School via Journey's End/ Day's Park
- Supported Swanage & Purbeck Development Trust's Wellbeing Project, including the transfer of the Day Centre and Children's Centre to community ownership
- Upgraded the tennis courts at Beach Gardens
- Opened an extension to Godlingston Cemetery and installed a new accessible public convenience
- Created new business opportunities at Shore Place
- Supported the transfer of land at Washpond Lane/Ulwell Road to Swanage Community Housing's development of homes for social rent for local residents
- **Provided capital funding to the Mowlem Theatre**
- **Worked with Swanage & Herston Football Club to secure planning permission for new community sports facility at Day's Park**

PRIORITIES FOR 2026-2030

The Corporate Plan sets out the following priorities for the Town Council over the next four years:

1. Delivering Good Governance
2. Promoting Regenerative Tourism and Supporting the Local Economy
3. Encouraging Health and Wellbeing and Enhancing Community Safety
4. Planning for the Future and Preserving our Heritage
5. Protecting the Natural Environment and Addressing the Climate Crisis

These priorities are described in more detail on the following pages. Each is considered equally important, and therefore they are not set out in order of priority. Under each heading there are three boxes that set out the actions that the Council will take in broad terms, examples of what the Council is currently doing to deliver the priority, and a list of specific projects that are planned for the period 2026-30. Some of the projects are straightforward and can be delivered relatively quickly; others will be more difficult to achieve and may only be delivered beyond the lifetime of this plan.

DRAFT

DELIVERING GOOD GOVERNANCE

The Town Council will deliver good governance by:

- Monitoring spending and minimising waste
- Obtaining best value for the community from the Town Council's assets and investments
- Working in partnership with community groups and other public sector bodies
- Actively communicating, consulting, and engaging with residents
- Ensuring transparency about its actions
- Positively representing the community
- Making best use of new technology
- Being an excellent employer
- Providing training for all staff and members of the Town Council
- Upholding the highest standards of conduct in public life and championing diversity, equality of opportunity and treatment

The Town council delivers good governance by:

- Working extensively with voluntary groups, local businesses and public sector partners to benefit the local community
- Ensuring comprehensive information about the Council's meetings, services and activities is available via its website: www.swanage.gov.uk
- Providing a £10,000 budget each year for small grants to support community groups
- Holding regular meetings of the Finance & Governance Committee to monitor Council budgets and investments
- Considering the views of local residents when making decisions, e.g. by holding public participation time in advance of all meetings and publishing councillors' contact details online

Between 2026 and 2030, the Town Council will:

- Utilise technology and ethical Artificial Intelligence to improve efficiency in Council administration
- Increase opportunities for members of the public to engage with the work of the Town Council
- Take steps to improve access to Council meetings
- Apply under NALC's Local Council Award Scheme for Quality Council status to drive improvement
- Promote grant funding more widely

PROMOTING REGENERATIVE TOURISM AND SUPPORTING THE LOCAL ECONOMY

Regenerative Tourism refers to a form of tourism that goes beyond sustainability by actively improving and revitalising the places people visit. It aims to leave destinations better than they were found, by supporting local communities, restoring natural environments, and fostering cultural resilience. Unlike traditional tourism, which can deplete resources, regenerative tourism encourages visitors and organisations to contribute positively to the long-term health of local ecosystems and economies.

The Town Council will promote regenerative tourism and support the local economy by:

- Encouraging visitors to the town outside the main summer season
- Ensuring Swanage is a high-quality visitor destination
- Supporting an environment in which businesses can thrive, which will consequently help with the provision of employment opportunities for young people
- Supporting a range of ‘Sustainable Tourism’ initiatives, such as car-free travel
- Promoting the work of the Swanage & District Chamber of Trade and supporting the organisers of local events to further enhance the cultural offering of the town
- **Recognising the importance of culture to the local economy, especially outside of the main season**

The Town Council supports regenerative tourism and the local economy by:

- Operating a range of Visitor Services, including the award-winning Information Centre on Shore Road, Peveril Boat Park, and beach huts
- Maintaining the Main Beach to Blue Flag standards and procuring the services of RNLI lifeguards
- Operating a number of long-stay and short-stay car parks, providing low-cost residents’ parking
- Operating Swanage Market
- Co-ordinating a programme of events throughout the year in its parks and open spaces
- Funding the town centre and seafront Festive Lights, organising a ‘Switch-On’ event and the ‘Artisans on the Beach’ each Christmas

Between 2026 and 2030, the Town Council will:

- Collaborate with local partners to create a sustainable tourism strategy for Purbeck
- Continue to implement opportunities from the Seafront Masterplan
- Invest in the Green Seafront, thereby providing an enhanced event space, improved accessibility, increased biodiversity and preserving the town’s heritage
- **Work with partner organisations to improve the town’s cultural offering**
- Improve visitor information and wayfinding
- Consider proposals to improve access from the sea

ENCOURAGING HEALTH AND WELLBEING AND ENHANCING COMMUNITY SAFETY

The Town Council will encourage health and wellbeing, and enhance community safety by:

- Supporting the development of social housing for local people
- Encouraging participation in sporting and cultural activities
- Protecting and enhancing the delivery of public services in Swanage, particularly health services and the library
- Providing grant funding in support of educational, social, and cultural activities
- Working with partners to enhance community safety
- Implementing measures to improve accessibility

The Town Council supports health and wellbeing and enhances community safety by:

- Providing a range of community services, including allotments, cemeteries, public conveniences, and bus shelters
- Providing opportunities for sport and recreation for all ages, including children's play areas, a skate park, Beach Gardens sports park (tennis, bowls, putting, and basketball), designated beach swimming zone and football pitches
- Providing financial support for the Citizens Advice service
- Working with Accessible Swanage to implement actions from the accessibility audit
- Collaborating with partner organisations to protect public services
- Funding a network of Town Centre CCTV cameras and Speed Indicator Devices
- Leasing the Town Hall Annexe to Dorset Police

Between 2026 and 2030, the Town Council will:

- Seek opportunities to improve sports facilities, including working with the Day's Park Community Sport Trust CIO to provide enhanced amenities, including a new artificial sports pitch
- **Seek opportunities to enhance wellbeing facilities and related projects across the town, including support for Swanage & Purbeck Development Trust's wellbeing project**
- Support the Swanage Community Housing Group in their efforts to deliver housing for social rent for local people
- Seek opportunities to provide additional accessible public conveniences
- Continue future phases of the skatepark refurbishment alongside Swanage Skatepark Community Project
- **Work with partner organisations to improve community transport provision**
- Promote the town's footpath network and work with partners to increase access to the countryside

PLANNING FOR THE FUTURE AND PRESERVING OUR HERITAGE

The Town Council will plan for the future and preserve our heritage by:

- Helping shape planning policy and commenting on planning applications
- Working with Dorset Council as the highway authority to consider proposals to improve traffic management
- Championing the protection of the Swanage and Herston conservation areas
- Supporting local-needs housing and resisting the loss of affordable housing stock
- Preserving and promoting knowledge about the town's unique heritage

The Town Council supports planning for the future and preserving heritage by:

- Commenting on behalf of local residents on all planning applications in the parish lodged with Dorset Council
- Making recommendations to Dorset Council regarding proposed changes to parking restrictions and traffic flow
- Engaging with the Town's heritage attraction organisations (Swanage Pier, Swanage Railway and Swanage Museum)
- Maintaining the Town Hall with its ornate Grade II listed 17th century frontage
- Maintaining three closed burial grounds and several historic monuments and memorials (including the Albert Memorial, Alfred Monument, John Mowlem's Memorial, Trevor Chadwick Memorial, War Memorial, and the Bandstand)

Between 2026 and 2030, the Town Council will:

- Secure the adoption of a Neighbourhood Plan containing policies to protect the town's character and ensure that future development delivers benefits for local residents
- Explore options for the preservation of the WW2 gun emplacement at Peveril Point
- Support public access to local history and heritage by working with Swanage Museum
- Work with Dorset Council to protect the existing Swanage and Herston conservation areas and explore the designation of additional such areas
- Work with Dorset Council and the Environment Agency to improve sea defences and public spaces between the Pier and the Mowlem Theatre

PROTECTING THE NATURAL ENVIRONMENT AND ADDRESSING THE CLIMATE CRISIS

The Town Council will protect the natural environment and address the climate crisis by:

- Remaining committed to reducing the Town Council's carbon footprint
- Implementing projects from the Swanage Green Infrastructure Strategy
- Ensuring that all new construction projects, including the Green Seafront Scheme, have sustainability embedded within the design
- Managing its parks and open spaces to adapt to climate change and identify opportunities to increase biodiversity.
- Developing the Motion for the Ocean to protect Swanage's Blue Flag beach and Marine Protection Zone

The Town Council supports the protection of the natural environment and addresses the climate crisis by:

- Supporting local community environmental projects delivered by community groups
- Delivering on actions identified in the Environmental Action Plan, Motion for the Ocean Action plan and the Greenspace Strategy
- Requiring all events held on Town Council land to complete an Environmental Impact Assessment and prohibiting single-use plastics
- Keeping the beach and seafront litter free, including working with Dorset Council, Beach Buddies, and Swanage Landers to achieve this
- Managing many green spaces to enhance biodiversity

Between 2026 and 2030, the Town Council will:

- Continue to work with Sustainable Swanage and other community organisations, e.g. Planet Purbeck
- Continue to review and deliver the elements of the Carbon Neutral Plan
- Explore options to reduce reliance on fossil fuels
- Continue its commitment to increase tree planting in Swanage and develop a tree warden scheme
- Explore obtaining additional Green Flag Awards and the inclusion of Town Council land in the Purbeck National Nature Reserve, where appropriate
- Increase the number and wattage of electric car charging points in its car parks
- Consider ways to increase active travel and accessibility across the town

Appendix 2: Summary of consultation results

Firstly, it is worthwhile to note that there were 594 comments in total, from 216 individuals/organisations responding to the consultation. Due to this, there is crossover where more than one issue is raised in a single comment or is repeated subsequently in response to another question. However, the feedback still paints a clear picture of the respondents reflecting on issues such as how best to balance the role of Swanage as a town for residents and a visitor destination. Respondents raised practical day-to-day issues – such as pavements, drainage, traffic and public transport – alongside broader concerns about housing, climate resilience, community identity and the future of the seafront.

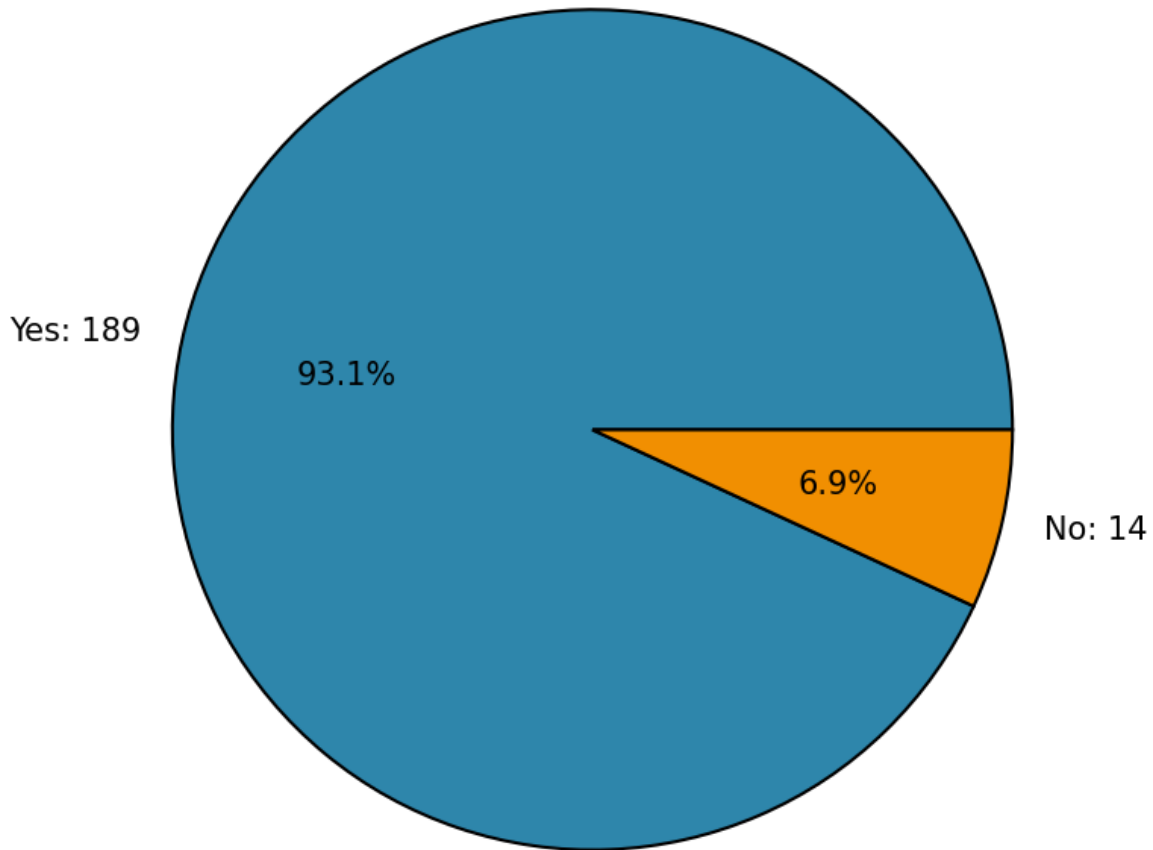
A recurring theme throughout the comments is that the services affecting residents' daily lives are delivered by a range of organisations, not just the Town Council – even if some respondents were unsure who the service provider was. Many points relate to responsibilities held by Dorset Council, the NHS, transport operators and other partners. This reinforces the importance of strong communication, clear signposting and coordinated approaches across agencies.

Within this wider context, several common themes emerge, reflecting where residents are seeking clarity, reassurance or action. Below is a quantitative analysis of all responses and a qualitative analysis of comments relating to each priority.

Individual question summaries

Question 1

DO YOU AGREE WITH THE FIVE PRIORITIES?

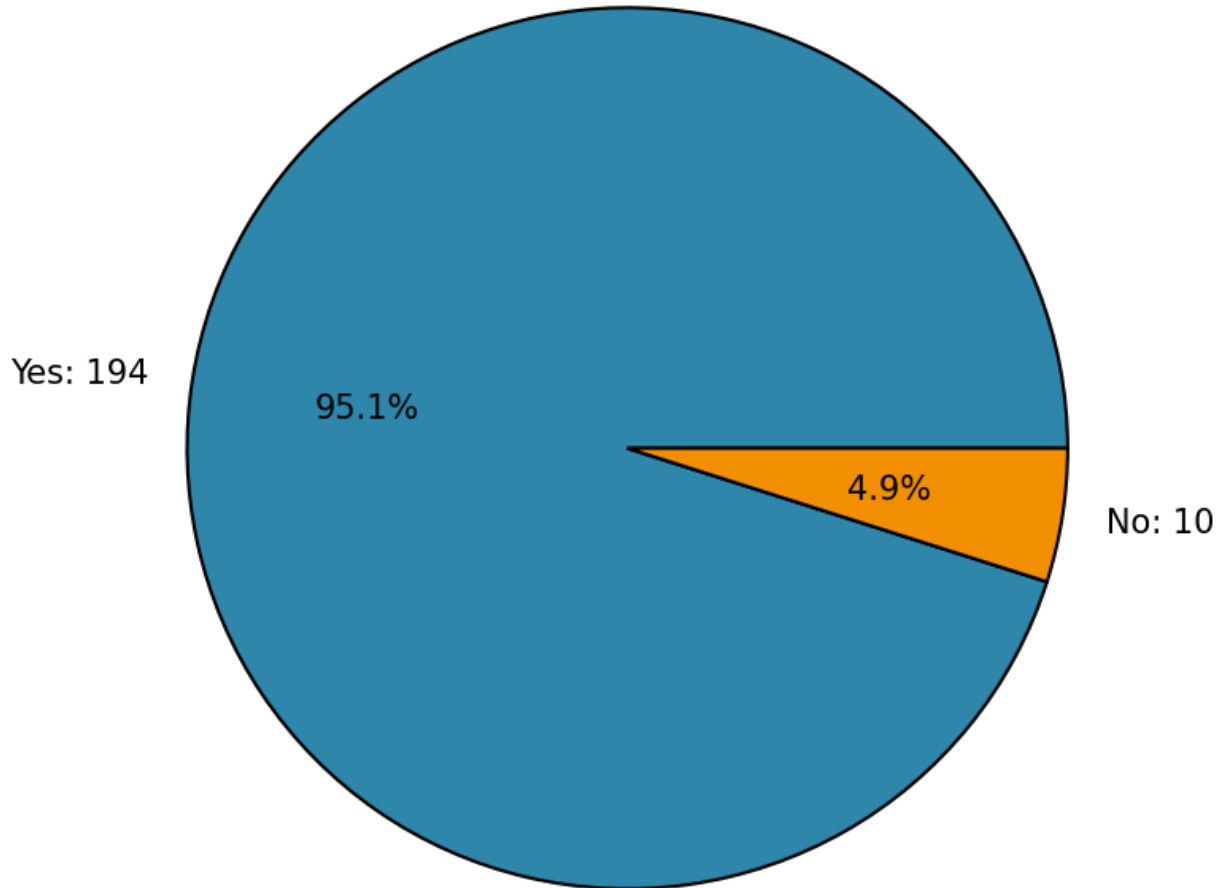


There was particularly strong support for regenerative tourism, but with clear conditions: it must respect environmental capacity, avoid over-tourism pressures, and ensure locals' needs come first. Related themes included protecting Swanage's natural environment, preserving heritage and town character, and tackling parking, bus services and pedestrian safety.

Some limited negative comments included that the five priorities were too broad, vague or high-level, with strong calls for clearer, more specific and measurable commitments. Several stressed that "good governance" should be a given, not a headline priority, and that residents need to see basic services delivered first, especially pavements, potholes, street-sweeping, signage, and heritage-appropriate repairs.

Question 2 (Priority 1)

DO YOU AGREE WITH THE PRIORITIES AND ACTIONS OF
DELIVERING GOOD GOVERNANCE?

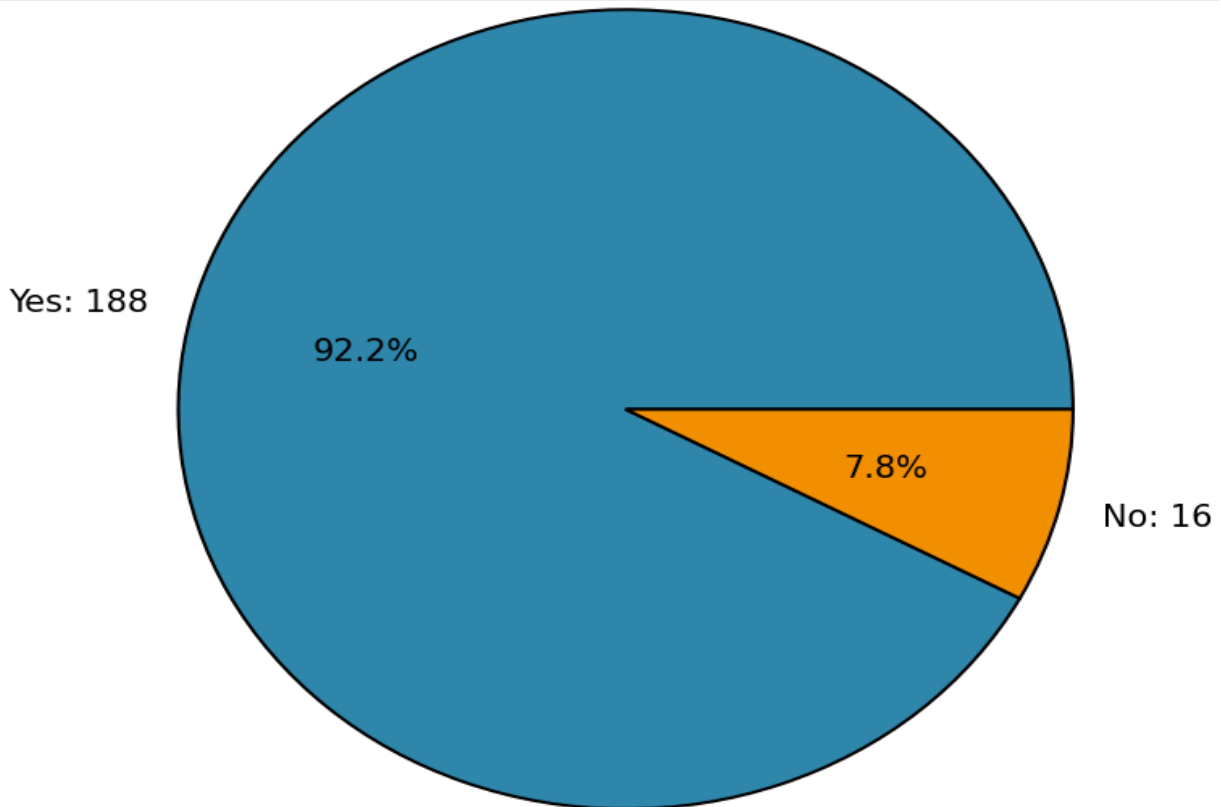


Comments included: Governance and Communication

- Request for non-Facebook channels (emails, newsletters)
- Feeling that decisions are being made before consultation
- Requests for metrics, targets, and specifics in the plan

Question 3 (Priority 2)

DO YOU AGREE WITH THE PRIORITIES AND ACTIONS OF PROMOTING REGENERATIVE TOURISM AND SUPPORTING THE LOCAL ECONOMY?



Comments included: Seafront

- Concern or opposition to closure of Shore Road
- Concerns over traffic displacement
- Fear of overspending reserves on non-essential enhancements
- Calls for basic maintenance first (walls, drainage, pavements)

Comments included: Tourism and Economy

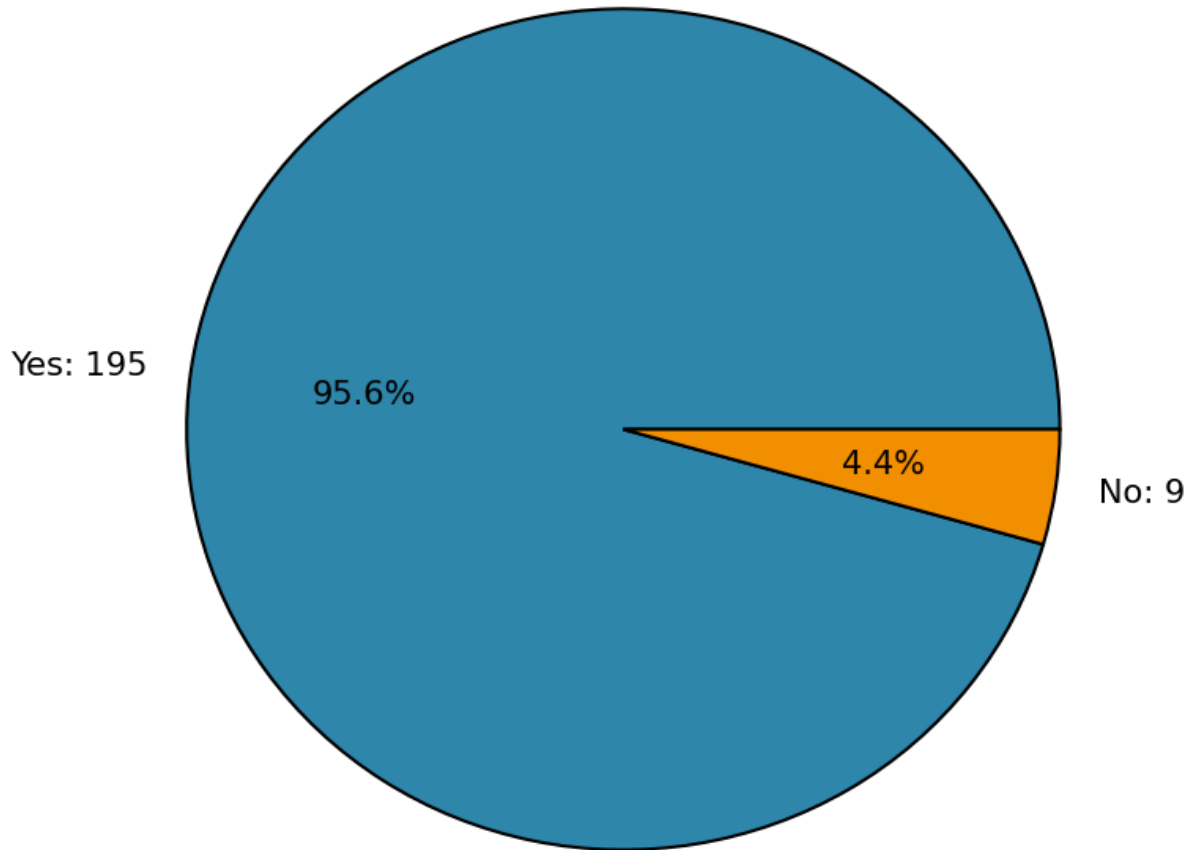
- Support for regenerative / off-season tourism
- Worries about overcrowding in summer
- Need for balanced tourism that doesn't harm residents
- Calls for protecting local businesses from rising costs

Comments included: Culture, Arts and The Mowlem

- Want culture recognised as a priority
- Support for The Mowlem, festivals and events
- Concern about winter-season economic decline
- Access to arts, inclusive cultural provision

Question 4 (Priority 3)

DO YOU AGREE WITH THE PRIORITIES AND ACTIONS OF
ENCOURAGING HEALTH AND WELLBEING AND ENHANCING COMMUNITY SAFETY?



Comments included: Transport and Accessibility

- Lack of a Durlston bus / local shuttle
- Need for better public transport, especially for elderly and non-drivers
- Traffic around Shore Road, De Moulham Road and town centre
- Road condition issues: potholes, signage, lane markings, pavements
- Support for safer travel: 20mph zones and crossings

Comments included: Healthcare Services

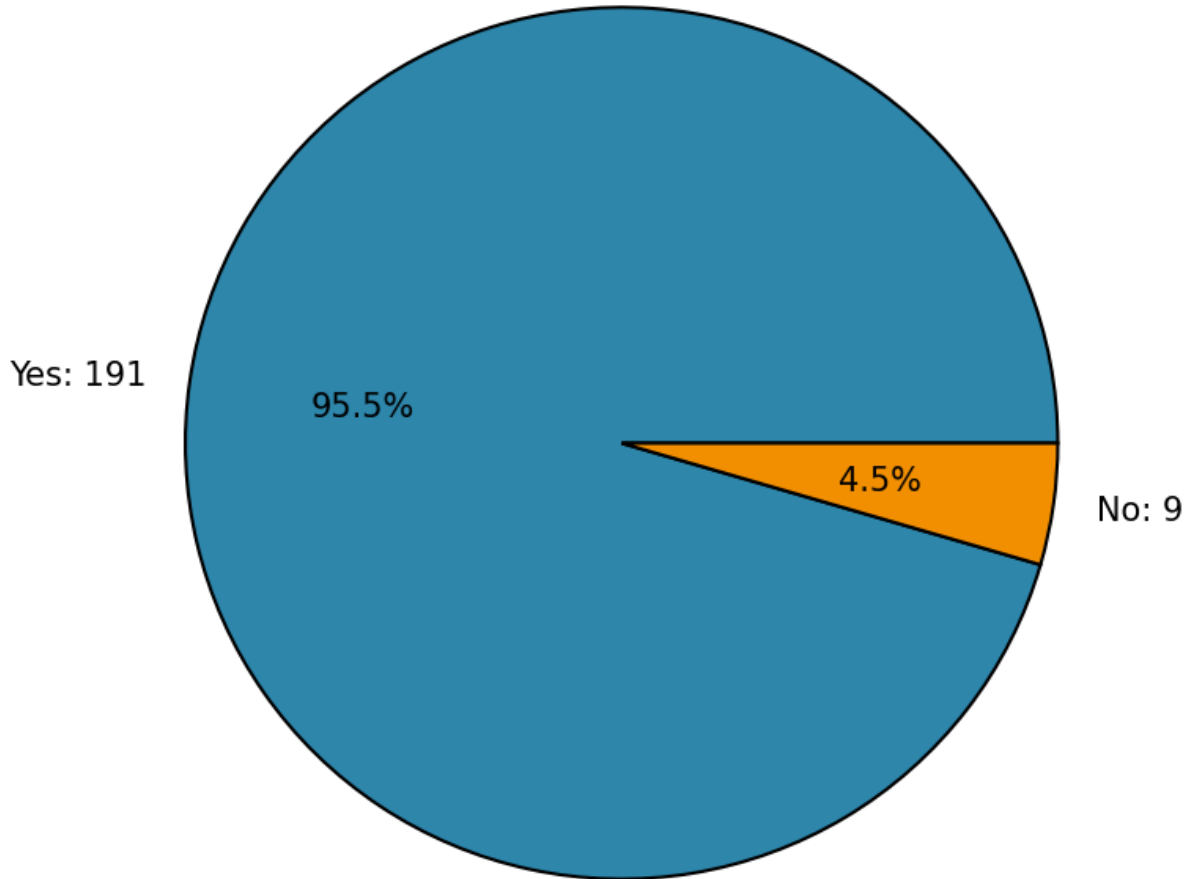
- GP / medical centre access issues
- Protecting Swanage Hospital
- More clinics / walk-in services
- Pressure from seasonal population

Comments included: Youth Provision & Facilities

- Lack of activities for teenagers, especially girls
- Support for expanding skatepark & sports facilities
- Calls for youth strategy and safe social spaces

Question 5 (Priority 4)

DO YOU AGREE WITH THE PRIORITIES AND ACTIONS OF
PLANNING FOR THE FUTURE AND PRESERVING OUR HERITAGE?

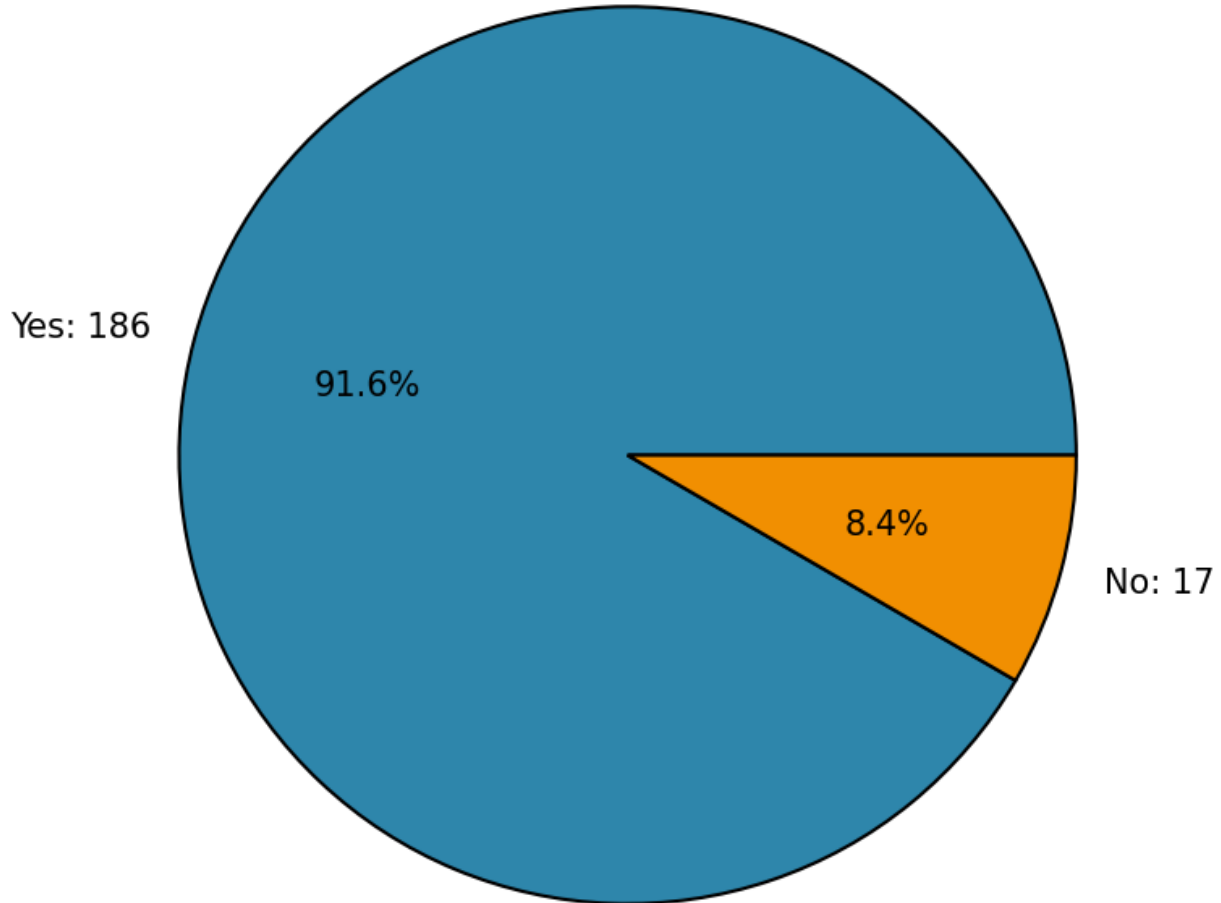


Comments included: Housing

- Deliver social housing not just "affordable"
- Protect housing for local people
- Developers reducing obligations / bypassing quotas

Question 6 (Priority 5)

DO YOU AGREE WITH THE PRIORITIES AND ACTIONS OF
PROTECTING THE NATURAL ENVIRONMENT AND ADDRESSING THE CLIMATE CRISIS?



Comments included: Natural Environment and Climate

- Support for biodiversity, tree planting and green corridors
- Some pushbacks on the phrase “climate crisis” / focus on net zero
- Frequent concerns about sea defences, erosion, flooding
- Requests to protect coastline, footpaths and green spaces

Comments included: Roads, Pavements and Drainage

- Broken pavements (safety concerns)
- Blocked drains, flooding risk
- Worn road markings
- Unsafe corners, especially near Ulwell & seafront

FINAL DRAFT APRIL 2026

National Trust	Strong on access to nature/sea and youth engagement with environment.	Consider blue-space accessibility group; encourage sea-based leisure; enhance access to green spaces with partners; support children's connection with coast; explore Purbeck National Nature Reserve inclusion.	Environment and access, Youth, Partnerships
Cultural Purbeck CIO	Culture is missing as a priority; culture drives economy, wellbeing, identity.	Add "Developing the Cultural Capital of Swanage" as a 6th priority; prepare a 5-year cultural strategy; explicitly recognise/support The Mowlem; pursue Town of Culture opportunities.	Culture priority, Economy (off-season)
EDPC Citizens Advice	Positive about wellbeing focus and partnership working.	Continue collaborative support for residents' wellbeing with local orgs.	Wellbeing, Partnerships
SandPDT	Transport is under-emphasised; health & youth are under-represented.	Make community transport a focus (circular bus, railway links, cycle infra, car-share); develop a Youth Strategy; acknowledge and support volunteering groups; address health & wellbeing service changes.	Transport, Youth, Health, Volunteering, Governance
The Mowlem (Trustees)	Culture needs to be central, not implied; The Mowlem is a cultural/economic cornerstone especially off-season.	Add Culture as a priority; support The Mowlem's long-term strategy and day-to-day viability; back festivals and cultural programming to drive off-season economy; acknowledge past STC capital support in plan.	Culture priority, Economy (winter), Governance (recognition)
Sustainable Swanage	Plan needs clearer delivery capacity, engagement, and measurable targets; climate/nature actions need concrete steps.	Adopt Go Vocal digital engagement; hold Citizens' Assemblies; add social value in procurement; ensure resourcing (temporary staff/volunteer coordinator); create Marine Group; double tree planting; Active Travel Group; 20 mph scheme; EV charging acceleration; Food Security Plan; set carbon-reduction plan with annual targets.	Governance, Engagement, Environment and Climate, Transport, Procurement, Delivery capacity

FURTHER QUALITATIVE ANALYSIS OF THE DRAFT CORPORATE PLAN 2026-30 CONSULTATION RESPONSES

The consultation received responses from 216 individuals/organisations, who provided a total of 594 individual written comments across the five priority questions and the additional open comments section (7 questions in total). No question was mandatory, and the fact that specific questions received higher numbers of additional comments than others shows engagement was thorough.

Each comment has been analysed and considered, with key themes emerging and being extracted below. Many comments transcend multiple key themes, and others include topics which are less frequently mentioned. There is some nuance, but where key themes are mentioned, they have been included. Other frequent comments (as opposed to themes) are included in the briefing paper previously distributed.

The breakdown of comments is as follows:

Question	Number of comments
Q1	75
Q2 (Priority 1)	74
Q3 (Priority 2)	111
Q4 (Priority 3)	120
Q5 (Priority 4)	81
Q6 (Priority 5)	91
Any Other Comments	42
Total	594

Question 1: Do you agree with the 5 priorities?

75 comments (across 216 individual respondents)

Key Theme	Number of mentions across comments
Regenerative Tourism / Tourism	18
Governance and council remit	11
Infrastructure and basic services	10
Local economy and High Street	9
Natural environment and climate	9
Community safety and health	5
Heritage, character and identity	8
Culture and arts	6
Community facilities and youth provision	6

Question 2: Do you agree with the priorities and actions of ‘Delivering Good Governance’? (Priority 1)

74 comments (across 216 individual respondents)

Key Theme	Number of mentions across comments
Communication, engagement and transparency	19
Governance and accountability	20
AI / technology concerns	15
Partnership working	7
Access to meetings	5
Local economy and shops	4
Youth engagement and participation	2

Question 3: Do you agree with the priorities and actions of ‘Promoting Regenerative Tourism and Supporting the Local Economy’? (Priority 2)

111 comments (across 216 individual respondents)

Key Themes	Number of mentions across comments
Local economy and businesses (shops, rates, seasonality)	26
Transport and accessibility	23
Seafront / Green Seafront	21
Residents vs visitors needs	15
Events, festivals and cultural offer	11
Parking	10
Access from the sea	10
Community safety / antisocial behaviour	6

Question 4: Do you agree with the priorities and actions of ‘Encouraging Health and Wellbeing and Enhancing Community Safety’? (Priority 3)

120 comments (across 216 individual respondents)

Key Themes	Number of mentions across comments
Social housing and affordability	27
Sports, leisure and community facilities	18
Accessibility and mobility (disabled access, footpaths, transport links)	13
Public services (library, hospital, toilets, community assets)	12
Wellbeing (mental health, social support, inclusion)	11

Development control and green space protection	9
Support for local organisations / community groups	8
Youth provision and Skatepark	8

Question 5: Do you agree with the priorities and actions of ‘Planning for the Future and Preserving Our Heritage’? (Priority 4)

81 comments (across 216 individual respondents)

Key Themes	Number of mentions across comments
Traffic management and parking	22
Specific heritage assets (Museum, Mowlem, WW2 sites, Railway)	21
Heritage and protection of town character	12
Infrastructure and maintenance (roads, potholes, pavements)	11
Sea defences / coastal protection	9
Environment and conservation areas	9
Transport improvements (buses, access)	8
Neighbourhood Plan	7

Question 6: Do you agree with the priorities and actions of ‘Protecting the Natural Environment and Addressing the Climate Crisis’? (Priority 5)

91 comments (across 216 individual respondents)

Key Themes	Number of mentions across comments
Public transport and EV charging	35
Climate change / carbon / sustainability	31
Planting / parks and green space management	24
Sea defences and flooding	22
Water quality and sewage	20
Planning policy and development control	18
Wildlife and conservation	11

Question 7: 'Any other comments'?

42 comments (across 216 individual respondents)

Key Themes	Number of mentions across comments
Transport and accessibility (public transport, walking, parking, traffic)	29
Governance and public accountability	22
Town identity, heritage, economy and visitor experience	18
Planning, development and housing	17
Public realm and local facilities	16
Environment, climate and coastal resilience	14
Community safety and antisocial behaviour issues	9

Park Yoga – Consideration of a licence request

What is Park Yoga?

Park Yoga is a national charity delivering free community yoga every Sunday morning between May and September to improve the health and wellbeing of participants. The charity works in partnership with local organisations including local authorities, active partnerships (e.g. Active Dorset) and instructors to bring a free, one-hour beginner level yoga session to local communities; particularly those with residents who are likely to benefit most from the inclusive and welcoming atmosphere of Park Yoga. More information can be found on their website here: [Home - Park Yoga](#)

Originating in Dorset in 2017, the charity delivers free yoga at 55 venues across England. In 2025, they had 83,034 attendances over 20 weeks, averaging 4,152 people a week and 75 people per venue, per week. They will deliver yoga at over 70 venues in 2026.

Particularly in the current time of financial difficulties, Park Yoga provides a free and easily accessible physical activity session for people in their communities. Participants say they are inclusive, welcoming, friendly and non-judgemental, pitching sessions at diverse ability level so all abilities feel welcome. This is demonstrated by 31% of 2025 participants having never or infrequently tried yoga before.

What is being requested in Swanage?

Park Yoga would like to have use of the Queen Elizabeth II Field (Forres) for the period of 9.30am to 10.30am each Sunday between May and September (20 weeks) in order to provide a free weekly yoga session from a qualified teacher. Attendance can be anything from 50 to 200.

Originally officers considered that this might fall under the ‘Sports and Wellbeing Licence’ process employed by the Council. However, on reflection this was felt not to be an appropriate mechanism for the following reasons:

- The potential numbers of attendees involved
- The regularity of the event over 20 weeks
- The requirement to ensure the use of the same venue each week
- The request from Park Yoga not to pay the standard licence fee of £40 inc. VAT

Park Yoga previously operated at Durlston Country Park. The charity has indicated that this stopped at the end of 2024 due to the ending of funding from Dorset Council for this site. However, while they have now identified an alternative funding source for this activity, the charity feels that a venue in town would be not only more accessible but would also better meet their target groups which are defined as:

- People from ethnic minorities
- Disabled individuals
- People living with long term health conditions
- Older adults (aged +55)

- Pregnant people
- Parents with very young children (under 3 years old)
- People from low income households

Park Yoga would like to start as soon as possible after approval from the Council, although any approval would require officer oversight of the charity's risk assessment, public liability insurance and management plan.

It is suggested that this is approved for a one year trial with delegated authority to officers to consider any continuation of the activity after that period. In addition, the Council reserves the right to provide an alternative venue if the proposed venue is unavailable for any reason. Proposed terms and conditions are attached at the bottom of this report.

The proposal aligns with the Council's draft Corporate Plan - 2026 – 2030 'Encouraging Health and Wellbeing and Enhancing Community Safety'.

Decision required

To permit Park Yoga to operate from Queen Elizabeth II Field (Forres), subject to approval of the attached terms and conditions, for a one year trial with delegated authority to officers for future years.

Culvin Milmer, Visitor Services and Business Development Manager
May 2026

Proposed terms and conditions for Park Yoga

1. That a standard Swanage Town Council User Agreement for events is signed.
2. That the instructor must be accredited with a relevant yoga qualification to the satisfaction of the Visitor Services Manager.
3. The instructor must provide a suitable reference.
4. The Town Council reserves the right to monitor the activities taking place.
5. No advertising is undertaken on land operated by Swanage Town Council, unless previous permission has been supplied in writing.
6. Other events booked and approved on land operated by Swanage Town Council will have priority, which includes the Football Club.
7. The public will always have access to the parks and open spaces, play and fitness equipment.
8. Evidence of Public Liability Insurance of £5m to be provided.
9. Risk Assessment to be provided.
10. Evidence of a recent DBS check to be provided if working with under 18s.
11. If the field is not available for any reason the Council reserves the right to provide an alternative location.

Dorset COP – To consider request from Planet Purbeck to issue a letter of support

What is Dorset COP?

The Dorset COP (Climate and Ecological Emergency Partnership) is a county-wide collaboration that brings together local authorities, organisations, businesses, and community groups to coordinate action on climate change and nature recovery across Dorset. Its purpose is to support the delivery of shared environmental goals, including reducing carbon emissions, enhancing biodiversity, and improving resilience to climate impacts.

The annual Dorset COP (Conference of the Parties) has the following ambitions according to their [website](#):

- Provide an opportunity for community-led groups to inspire each other, share experiences and build networks; ultimately creating beneficial impacts for all Dorset citizens.
- Demonstrate the depth of community commitment to tackling the crises to spur both Councils and other stakeholders to accelerate leadership and action across their spheres of control and influence.
- Provide a forum for community-led groups to share and promote a common vision to tackling the crises through a Dorset wide declaration.

The event has been running since 2023 and the 2024 edition included over 300 people. Previous events have been held at Dorchester Corn Exchange (2023), Bournemouth University (2024), The Exchange, Sturminster Newton (2025) and the 2026 edition will be held at Kingston Maurwood College.

Planet Purbeck are keen to bring Dorset COP to Swanage for 2027 and have developed a number of ideas to support their proposals around young people.

Planet Purbeck are seeking the support of Swanage Town Council with their application. To that end they have produced a draft letter of support attached at Appendix 1. If the Council was to send such a letter to the organisers of Dorset COP, Planet Purbeck feel that this would significantly enhance their bid to bring such an important event to the town for 2027.

This proposal aligns with the Swanage Town Council Corporate Plan 2026-30 action, ‘Protecting the Natural Environment and Addressing the Climate Crisis’. In addition, this proposal neatly fits under the sub-heading of ‘Supporting local community environmental projects delivered by community groups.’

Decision required

To consider supporting Planet Purbeck with their bid to host the Dorset COP 2027 by forwarding a letter, based on the suggested draft in Appendix 1, to Dorset COP.

Culvin Milmer, Visitor Services and Business Development Manager
May 2026

Appendix 1

To Whom It May Concern

Re: Dorset COP 27 – Support from Swanage Town Council

Swanage Town Council is pleased to offer its strong support for the proposal to host Dorset COP 27 in Swanage in 2027, in partnership with Planet Purbeck and the Dorset Climate Action Network.

Swanage is a town with a well-established commitment to environmental stewardship and community-led action. Across the town and wider Purbeck area, there is a growing network of organisations and initiatives working to address climate and ecological challenges in practical, locally relevant ways.

Hosting Dorset COP 27 in Swanage represents a strong and credible next step in the evolution of Dorset COP - bringing together organisations, decision-makers and communities from across Dorset to focus on collaboration, leadership and delivery.

We are particularly supportive of the proposed model centred around The Swanage School, which offers both a high-quality venue and the opportunity to embed a dedicated Kids COP within the programme. This approach ensures that young people are not only included, but actively contributing to the conversations and solutions that will shape their future.

Swanage benefits from strong and established partnerships between organisations including Planet Purbeck, Sustainable Swanage, Swanage & Purbeck Development Trust and Swanage Town & Community Partnership. These relationships, combined with the proven delivery capacity of Planet Purbeck, provide a robust foundation for hosting a well-organised, inclusive and impactful Dorset COP.

The town also offers an attractive and welcoming setting for delegates and visitors, alongside a community that is engaged and supportive of initiatives that benefit both people and the planet.

Swanage Town Council would welcome the opportunity to host Dorset COP 27 and to work with partners to help deliver an event that is ambitious, collaborative and focused on meaningful action right here in our town, across Purbeck and wider Dorset and even beyond.

Yours sincerely,

[Name & Role]

Swanage Town Council