



**Minutes of the Annual General Meeting of the
Swanage Town & Community Partnership
held at the Town Hall, High Street, Swanage on
WEDNESDAY 20th SEPTEMBER 2023 @ 3.30 p.m.**

Present:

Kim Gallagher, Chair ST&CP
Councillor Tina Foster, Vice-chair ST&CP, Town Mayor, Swanage Town Council
Sonia Aitkens, Children's Services
Dr Martin Ayres, Town Clerk, Swanage Town Council
Jack Ball, Forage for Knowledge
Alex Brocklesby, National Trust
Niki Clark, Planning and Community Engagement Manager, Swanage Town Council
Tom Clarke, National Trust
Emma Evans, Democratic Services Officer, Swanage Town Council
Bob Foster, Swanage and Purbeck Development Trust
Maggie Hardy, Swanage Rotary Club, S.C.D.P. & Friends of Wareham Hospital
Luke Luke, Planet Purbeck, Food for Thought
Mel Norris, Swanage Museum and Heritage Centre
Ryan Trickey, Swanage Tennis Club
Anita Warwick, Swanage Tennis Club
Councillor Mike Whitwam, Swanage Town Council

1. Welcome and apologies

The Chair, Mrs Kim Gallagher, welcomed all Partners to the meeting and provided a brief explanation of the Swanage Town and Community Partnerships aims and objectives. Apologies for their inability to attend the Meeting were received from Ms Wendy Allwood (Help and Kindness), Mr Robin Brasher (Swanage Walking Group and Model Railway), Mr Peter Clark (Swanage Cricket Club), Mr Laurence Gloyn-Cox (SCCF & Probus 2), Mr Rob Pullman (RNLI) and Ms Pauline Werba (Swanage Food Bank). Councillor Monkhouse attended the meeting remotely.

2. Election of Chair

It was proposed by Mrs Maggie Hardy, seconded by Bob Foster and **AGREED:**
That Mrs Kim Gallagher be appointed Chair of the Swanage
Town & Community Partnership for the ensuing year.

3. Election of Vice Chair

It was proposed by Mrs Maggie Hardy, seconded by Bob Foster and **AGREED:**
That Councillor Tina Foster be appointed Vice Chair of

the Swanage Town & Community Partnership for the ensuing year.

4. **Election of Honorary Secretary**

It was reported that no nominations had again been received for the position of Honorary Secretary. It was therefore agreed that the Town Council would cover secretarial duties for the ensuing year.

It was noted that, as set out in the Swanage Town & Community Partnership (ST&CP) Constitution, Dr Martin Ayres, in his capacity as Town Clerk, would continue in his role as Honorary Treasurer.

5. **Election of Steering Committee Members in line with Paragraph 7 of the Constitution**

It was reported that two 'Expression of Interest' forms for the position of Steering Committee Member had been received from Ms Alex Brocklesby and Mr Ryan Trickey.

It was therefore **AGREED:**

That, in line with Paragraph 7 of the Swanage Town & Community Partnership Constitution, the Steering Committee Members for the ensuing year would be; Dr Martin Ayres, Ms Alex Brocklesby, Mr Bob Foster, Councillor Tina Foster, Mrs Kim Gallagher, Mr Mel Norris and Mr Ryan Trickey. Councillors Monkhouse and Whitwam were appointed as Town Council representatives to the steering committee.

6. **Appointment of Independent Examiner of Accounts**

It was reported by the Chair that Darkin Miller Limited, accountants, had been appointed as the external Examiner of Accounts for the ensuing year, all were in agreement with this appointment.

7. **Chairman's Annual Report**

The report highlighted the priorities delivered and being progressed, which included:

- The Wellbeing Swanage project is progressing well with agreement for an asset transfer from DC to Swanage & Purbeck Development Trust to set up a health and wellbeing hub and a Family Hub for DC.
- A Community Café has now been running at Herston Village Hall for nearly two years with a Community Pantry and Citizens Advice drop-in sessions at the same venue for over a year.
- The Youth Club is well established with weekly term time sessions and regular Holiday Activity and Food programmes . The playgroup has been popular with funding found for the winter and summer terms to help with the cost of living and give free sessions and food.
- The Swanage Neighbourhood plan is progressing through a sub-committee, anticipating completion in 2024.
- The task and finish Cost of Living project has been completed, providing an audit of services and gaps in provision for people in need in Swanage and the surrounding areas. A community purse has been set up to fund small projects to help those in

need. FareShare initiatives have been set up in two locations and are already overprescribed.

- Swanage Community Emergency Plan has been adopted and a joint briefing session had been held with partners and representatives of neighbouring parishes.

8. **Statement of Audited Accounts 2022/23**

A copy of the Annual Accounts for the year ended 31st March 2023 was provided. It was noted that the balance sheet showed the total funds at £4,042.00 (non-allocated) with the only expenditure being bank charges at £45.00. Further to Minute No. 9) of the Minutes of the Annual General Meeting, held on 29th June 2022, where it was noted that no charges would be incurred henceforth, it was stated that the bank would be contacted and an update provided to a future meeting.

It was therefore proposed by Councillor Foster, seconded by Councillor Whitwam and **AGREED:**

That the statement of accounts for year end 2023 be approved and signed.

9. **Minutes of the Quarterly Meeting held on 4th April 2023**

It was proposed by Councillor Tina Foster, seconded by Mr Bob Foster and **AGREED** that these were a true record.

10. **Matters arising**

There were no matters raised.

11. **Swanage Town and Community Partnership Constitution**

The ST&CP constitution had been circulated prior to the meeting. It was noted that in light of there now being only two tiers of local government the wording under item 7 should be amended and now read: "Two nominated Swanage Town Councillors at least one of whom will be a Dorset Councillor;"

It was therefore proposed by Mr Bob Foster, seconded by Councillor Mike Whitwam and **AGREED:**

That further to the alterations as noted above, the revised constitution be approved.

12. **Youth Strategy**

The Partners were asked to consider the establishment of a Youth Strategy in order to ascertain the current services available for 11-18 year olds locally and to determine gaps in provision. Alex Brocklesby had offered her services as Project Leader and intended to lead a smaller group initially, to determine the scope of the project, and then seek views of the wider community.

It was noted that links to existing clubs would be invaluable in assessing current youth provision and those present were invited to participate where possible. The involvement of the young people was noted as paramount to ensuring that suggested improvements to provision was what was required and would be utilised.

The success of the AFC Bournemouth summer training sessions was noted and in order to understand if the training had met expectations, a survey had been supplied at the end of the summer to establish what features children had enjoyed and what could be

changed. The tennis club noted the benefit to parent/pupil surveys in tailoring a service to meet their needs and ascertain potentially the days/times which would be most attended.

Other suggestions for new activities for this age group included Forest School skills such as foraging, and the benefits of outdoor activities on mental health was noted.

Attendees were keen to progress with the strategy and it was suggested that should Partners be interested in participating they contact the Democratic Services Officer in the first instance. It was anticipated that an initial meeting would be held in October and Terms of Reference established, with an update provided to the next meeting of the ST&CP.

13. **Swanage2027 Project (S2027)**

A copy of the updated list of S2027 priorities for 2023/24 was provided to Partners, and additional updates were provided which included:

- Swanage Community Housing – the asset transfer of land was in progress.
- Sea Defences – It was anticipated that a consultation on flood defence plans would be held Spring 2024. Dorset Council were at the planning stage.
- Environment – Work is ongoing in the designation of an area of land from Durlston to Weston Farm, and potentially further, to be designated as a Coastal National Nature Reserve. A spatial plan was currently in progress and a further update would be provided to an upcoming meeting.
- Wellbeing – The Chapel Lane asset transfer was progressing and currently waiting for confirmation from DC.
- Museum – The expansion towards the arcade was not going ahead but the museum is working closely with Dorset Council’s Museums advisor including advice regarding funding opportunities.
- Traffic Flow – It was reported that the grant with ‘Motability’ for a Community Bus had not progressed past the first round and other funding routes were being explored.
- Swanage Neighbourhood Plan – It was noted that a grant application to Locality for a technical support package would be the next step. Public engagement would likely take place during the early part of 2024. It was noted that Mr Mel Norris had stepped down from the group and thanks was given for his valuable input.
- Multi-function Centre – Staged funding options were being explored however it was noted that the delivery of the project would take longer.
- Cost of Living – It was noted that the joined up approach between organisations established last year would continue. It was reported that Greengage were hosting an outside kitchen event on Friday 22nd September 2023.
- The list of projects would continue to be reviewed.

14. **Member Organisations - updates**

Updates were provided by Partners, including:

Swanage Defibrillator Group – It was reported that the defibrillators had been deployed 180 times to date and there were 41 defibrillators installed at various locations across Purbeck.

Friends of Wareham Hospital – ‘Action for Health’ had been established. Members included councillors, and various health organisations working together to improve health provision across Purbeck.

Children's Services – It was reported that the Youth Team visited Swanage on Thursday evenings to engage with young people and assist with lowering antisocial behaviour.

Planet Purbeck – It was noted that an event would be held at the Mowlem on 27th September where the Wild Purbeck Partnership would share details of their 20-year plan for the future of Purbeck's Countryside and Coast.

Attendees commented on the positive work that can be achieved by working together.

15. **Any other business**

There were no other matters raised.

16. **Date of Quarterly Meeting**

The date of the next meeting to be confirmed.

The meeting closed at 5.25 p.m.

Swanage2027 – Plan for 2023/24 – Achievements since last meeting highlighted

Strategic objective	Projects – Work with partners to ...	Link person	Key partner organisations – update
H1	<u>Social Housing</u> <ul style="list-style-type: none"> • Establish Community Land Trust to provide social, local housing 	DM	<p>At the Town Council meeting held on Monday 15th January, the Town Council confirmed support for the community housing scheme on the land on the corner of Washpond Lane and Ulwell Road. Swanage Community Housing Group had undertaken initial public consultation at a meeting held on 4th January and results of that consultation were shared at the Council meeting. The consultation attracted 60 local residents with 83% in favour or neutral about the proposed development.</p> <p>Swanage Community Housing are now working actively with a housing association partner to progress matters. Next step pre-planning application under preparation and asset transfer arrangements from DC to SCH being negotiated.</p>
N1	<u>Sea Defences</u> <ul style="list-style-type: none"> • Create Town Centre Sea Defence Strategy and implement sea defence improvements • Beach Recharge - 2025 	MA	<p>Sea Defence Project - Flood modelling is being undertaken and the anticipated time frame for implementation of an agreed scheme is two years. Modelling of wave heights has recently been revised and a newsletter, published by Dorset Coast Forum, will be produced quarterly. It was noted that this would be circulated to Partners to keep up to date with the latest developments. A week-long trial closure of the Lower High Street was undertaken in August 2023 as part of planning possible options for the flood defence scheme.</p> <p>A joint project board for town centre flood protection and beach recharge has been established by DC, overseeing the work of two project teams. The Town Council is represented at both levels.</p> <p>It was noted that a third project would also be getting underway soon following the award of funding by DEFRA to DC to develop adaption plans for North Swanage in response to coastal erosion.</p>

			It was noted that updates on all these schemes would be provided to future meetings of the Town Council's Coastal Change and Beach Management Advisory Committee.
N2	<u>Environment</u> <ul style="list-style-type: none"> Co-ordinate work of environmental organisations in Swanage, take steps to address the climate crisis and deliver agreed actions from the Swanage Green Infrastructure Strategy. Encourage Sustainable Tourism. 	AB/AH	<p>STC/Dorset Council/National Trust - Sustainable Swanage have taken a lead and coordinated the formation of a group around 'Greening Swanage'.</p> <p>The work of Sustainable Swanage is being reviewed in light of the project officer moving to a new job. This will be an ideal opportunity to look at using other agencies.</p> <p>Work on implementing the Town Council's decarbonisation plan is ongoing and a wider action plan is currently being discussed.</p> <p>Quotes for solar panels have been sought re Beach Gardens, Pavilion and Operations Department Depot, the works will be subject to grant funding being received.</p> <p>The National Trust is working with Natural England, Dorset Council AONB and Durlston Country Park to explore the possibility of designating an area of land from Durlston to Weston Farm, Worth Matravers, as a Coastal National Nature Reserve.</p> <p>The application for landscape recovery funding for South Purbeck was unsuccessful. The reasons for this are being reviewed by NT and it was anticipated that a revised application will be made in the next round of funding. Work to acquire National Nature Reserve status on South Purbeck will be at least a two-year project.</p> <p>The Swanage Neighbourhood plan is undertaking work to identify green spaces to protect.</p>
S2	<u>Wellbeing</u> <ul style="list-style-type: none"> Develop proposals to enhance health & wellbeing in the community 	BF/KG	Application for an Asset Transfer of the Chapel Lane site made by SPDT on 8 th September 2022. Dorset Council Cabinet, of 28 th March 2023, voted unanimously in favour of the Asset Transfer to SPDT. This was subject to due diligence being carried out and signing off by the Senior Management Team. Due diligence has

		<p>been done, followed by a business case submitted to the SMT on 7th July. The SMT met and the final decision is currently awaited. SPDT's plans are on hold until the project has been signed off.</p> <p>Due diligence has been completed and the Asset Transfer signed off. The terms of a lease between DC and SPDT for 125 years at a peppercorn rent have been agreed, subject to the removal of break clauses.</p> <p>Discussions with Care Dorset are in progress by SPDT with the intention of CD continuing in occupation but in a reduced amount of accommodation. This is close to agreement. It is anticipated that SPDT will take occupation under a Tenancy at Will following final agreement of the draft lease and a licence being agreed with Care Dorset.</p> <p>Wellbeing Swanage – The website and connectors training is going well. Herston Hall – Local fundraising had begun in order to realise the redevelopment of the building, which had included the involvement of local schools. The trialling of front of house services such as CAB, Pantry and Community Café were going well. Community Café –The pantry was well attended and it was reported that 15,000kg of food had been saved from waste. CAB – The weekly CAB sessions could be advertised more widely to attract attendees. The CAB van is at the Friday market and also has more capacity. It is anticipated that a CAB van would be situated at Chapel Lane.</p> <p>Seahorses Playgroup – Explorers would provide qualified staff to run the playgroup. Around 14 families access the playgroup per week. Youth Club –The Youth club are providing a service to include a meal for a small price in school holidays and dates are planned over the Easter holidays. A football coach attends regularly and boxing will commence soon. The Youth club will run two groups on a Friday evening for Years 6 and 7 and then Years 8, 9 and 10. Football coaches attend once a month.</p>
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S4	<u>Museum and Heritage</u> <ul style="list-style-type: none"> • Improve and expand Museum/Heritage Centre¹ 	MN	<p>The open weekend at the History Centre was well attended. Discussions are ongoing with regards to the Museum expansion. The Museum is working closely with Dorset Council's Museums Advisor including advice around funding opportunities.</p> <p>The museum has continued to work with the Dorset Museums adviser and various streams of funding have been identified to help cover the types of future costs facing the Swanage Museum. Swanage Museum has been successful in its bid to the Dorset Council Revenue Support fund, designed to help smaller museums in Dorset cover their basic running costs. The museum has been granted £10k per annum for each of the three years commencing April 2024. The MEND fund, an Arts Council scheme, is temporarily suspended but expected to be re-started later this year. The Museum advisor will provide advice on the appropriate time to apply. The National Lottery Heritage Fund, a special fund for carrying out feasibility studies for future projects, is not available at the present time but it is anticipated it will re-open soon.</p> <p>It was highlighted that the museum holds many artefacts, however, has limited display space. It was agreed that this should be an agenda item for future meetings to "Push the Museum".</p>
H2	<u>Improved traffic flow</u> <ul style="list-style-type: none"> • Develop transport links and traffic flow improvements with enhancements to the seafront and town centre. • Shore Road • Station forecourt 	MW	<p>Shore Road - It was reported that the 18 month experimental traffic regulation order had been in effect for nearly 12 months. Dorset Council will continue to monitor public response.</p> <p>DC's consultation is still ongoing, however, indications are that the majority are in favour of permanent year round closure of the southern section of Shore Road. POST MEETING NOTE: DC have confirmed permanent closure of the southern section of Shore Road.</p>

			<p>Station forecourt – It was noted that although the appearance of the Station Approach area would not alter drastically, the area would be brought up to current highway standards (crossings, tactile paving, road markings), and include additional cycle racks.</p> <p>The project is in the final design stage.</p> <p>The final version of the Purbeck Transport Plan has been submitted to Dorset Council. The intention is that the document will be used as a basis for inputs to consultations on the Dorset Local Plan and Local Transport Plan. It was noted that transport infrastructure would need to be considered as part of the Neighbourhood Plan.</p>
H2	<p><u>Sustainable transport</u></p> <ul style="list-style-type: none"> • Explore provision of community bus/transport • Durlston Bus • Improved provision for cyclists 	MW	<p>It was suggested that a discussion around the Durlston Bus commences earlier in the year to help secure funding for a longer service. Katie will be contacted to ascertain when the costs to run the bus for the year are made available to her. The community/town bus proposal will be considered under longer term plans. A meeting has been scheduled to discuss a potential funding stream for a community bus, and an update will be provided to a future meeting. Meetings have been held between Durlston Country Park and SPDT. Research has been carried out into community bus schemes around the country. A viability study has been completed, which shows a positive return after 3 years. This would include an hourly service, around Swanage, 5 days a week, and hiring out at weekends. An application to Motability, for funding for an accessible community bus is imminent.</p> <p>Durlston Bus Service – ‘Mobility’ has been approached regarding funding the service. A grant will be re-applied for to ask for 100% funding when the 2023 year end accounts are finalised.</p> <p>Dorset Community Transport was used for the 2RN bus in the summer, transporting people from Wareham Station to Arne Nature Reserve.</p> <p>Beryl Bikes, as used in BCP, will be undertaking a two year trial at National Trust</p>

			<p>Studland, from February 2023.</p> <p>It has been agreed to continue the trial for another year. If the trial is successful, it is likely to continue as a seasonal service. Working closely with BCP and Dorset Council will be needed to ensure the success of the scheme.</p> <p>A footpath review was carried out in Swanage which has led to volunteers walking the footpaths regularly and reporting any problems promptly to Dorset Council.</p> <p>The trial service from Swanage to Wareham would commence on Tuesday 4th April until 10th September, costing £25.00 return. The £2.00 single fare flat rate for journeys across Dorset had impacted train usage. The £2.00 bus fare scheme is to be continued to the end of this year.</p>
H2	<p><u>Community Sports Facility</u></p> <ul style="list-style-type: none"> • Deliver improved sporting facilities for the community at Day's Park 	MA	<p>Following a review of the options for the redevelopment of community facilities at Day's Park the Town Council has agreed to pursue a community sports facility rather than the full multi-function centre which had been under development for many years. After a review of their priority projects the S&PDT have decided to focus their work on the successful delivery of other schemes which are currently progressing well.</p> <p>STC have agreed to work with Swanage Town & Herston Football Club to progress the delivery of a community sports facility and frequent meetings continue to be held to progress matters. An initial consultation meeting with a range of local sports clubs took place on 4th January 2024.</p>
H3	<p><u>Local/Neighbourhood Plan</u></p> <ul style="list-style-type: none"> • Review Conservation Areas and create Local Listing • Consider Neighbourhood Plan. 	MA	<p>Purbeck Society/STC/Dorset Council Conservation Officer –</p> <p>It was noted that the finalised register of buildings of historic merit outside of the existing conservation areas will be a useful tool in adding weight to planning committee representations. A presentation will be provided to a future Planning and Consultation Committee meeting.</p> <p>Further engagement with Dorset Council conservation officers is planned.</p>

			<p>The Town Council has created a Neighbourhood Plan sub-committee, reporting to the Planning and Consultation committee. Further to a meeting of the sub-committee on Monday 28th November 2022, two task groups have been established, one entitled 'Environment' and one 'Development'. The task groups will be led by members of the sub-committee.</p> <p>The Task teams were making good progress and would provide an update to the next meeting of the Swanage Neighbourhood Plan sub-committee. The public consultation is currently anticipated for spring 2024.</p> <p>The plan timetable has been reviewed and there is a clear understanding of the steps required for the NHP to be adopted later in 2024. Work will be able to continue in the background during the pre-election period. Environment issues are being explored by the Environment Task Team and reported back to the NHP group.</p>
	<p><u>Cost of Living</u></p> <ul style="list-style-type: none"> Task and Finish Group to establish an Action Plan 	AB	<p>A draft Cost of Living Action Plan has been completed. The exercise had proved useful in providing an audit of services, or gaps in provision, for people in need in Swanage. Swanage Rotary Club has established a community fund to enable those with extra funds to donate, and the monies to be used for projects or items to assist those in need. Communication was highlighted as a key area in order to signpost people to available services/assistance.</p> <p>It was noted that 51 families had benefited from the FareShare initiative and a second location at Chapel Lane on Wednesday mornings is now in operation and is very popular.</p> <p>The second community larder at Chapel Lane opened on 7th June and has 91 members with a maximum of 50 being able to be served each week. Together with the St Mark's site, 85-95 families have continued to be served throughout the summer holidays, and 100 families expected per week in term time.</p> <p>Warm Welcome – a timetable is being organised to provide support to the community for warmth and company.</p>

			The pop up larder is proving successful and now in its second year at St Mark's Primary School. 86 households have been helped this week, across the two sites. Some funding has been provided by Dorset Council. The quality of the produce varies due to donations and Swanage Quakers have donated some money which will be used to buy food when quality/quantity is poor. All agreed that the initiative must be reviewed and sustained where possible.
	<u>Youth Strategy</u> <ul style="list-style-type: none"> • Collate information regarding current youth provision • Promote youth groups to work together 	AB	<p>Theme for the ST&CP meeting being held in September with key groups/leaders invited.</p> <p>The first meeting, held in November, was very successful and well attended by around 45 people. Ten themes were identified and it was acknowledged that there was a need to understand the themes in further detail and develop strategies to provide positive outcomes.</p> <p>The date of the next meeting is Tuesday 23rd January 2024 being held at Cumulus Outdoor centre with the main focus on the needs of secondary school children.</p>