

Minutes of the Meeting of the **COMMUNITY SERVICES COMMITTEE** held at the Town Hall, Swanage
on **WEDNESDAY 8th NOVEMBER 2023** at **2.15 p.m.**

Chairman: -

Councillor M Bonfield Swanage Town Council

Present: -

Councillor C Finch Swanage Town Council

Councillor T Foster Swanage Town Council

Councillor A Harris Swanage Town Council

Councillor C Moreton Swanage Town Council

Councillor D Monkhouse Swanage Town Council

Outside Representatives: -

Ms L LeFevre Swanage Tennis Club

Ms D Miller Swanage Tennis Club

Mr R Walters Greengage Community Gardening Project

Mr S Butler Greengage Community Gardening Project

Mr R Foster Swanage & Purbeck Development Trust

Ms K Gallagher Swanage & Purbeck Development Trust

Also present: -

Councillor M Whitwam Swanage Town Council

Dr M Ayres Town Clerk

Ms K Court Administration Officer

Mr C Milmer Visitor Services and Business Development Manager

Ms G Percival Assets and Compliance Manager

Mr M Snowdon Assets and Compliance Support Officer

Representatives of Swanage Community Housing, Swanage Community Skatepark Project, Swanage Croquet Club and Swanage Museum also attended the meeting, together with one member of the public and one member of the local press.

Public Participation Time

The following matters were raised during Public Participation Time: -

- In respect of agenda item 13) representatives of Swanage Croquet Club offered thanks to Swanage Town Council for allowing the club to resubmit their request for the allocation of space within Queen Elizabeth II (Forres) Field. Further to the information contained within the relevant briefing note, questions were raised regarding the requirements of Fields in Trust and the Deed of Grant of 1994, which requires the majority of Forres Field to be free to flood. In response it was noted that the Deed of Grant was drawn up as part of the flood defence scheme and is up to date.
- Regarding agenda item 5)a) it was argued that the request for a 20-m.p.h. zone along Northbrook Road in the vicinity of St Mary’s School had not been adequately addressed at the meeting of the Traffic Management Advisory Committee held on 30th October 2023, and clarification was sought.
- In respect of agenda item 14) it was queried why there was no reference to Swanage Town Council contributing funds from the Community Infrastructure Levy to assist the Skatepark Community Project.

- Regarding agenda item 17)a) a request was made that the estimated cost of £245,000 for the major refurbishment of the three seafront shelters on Shore Road, contained in the Draft Capital Programme 2024/25-2026/27, be scrutinised prior to approval.
- In respect of agenda item 12), the Chairman of the Greengage Community Gardening Project wished to thank Swanage Town Council, and officers, for the ongoing support which has been provided, allowing the project to thrive.
- Further to discussion at the Council meeting held on Monday 30th October 2023, a query was raised regarding why proposals for the installation of play equipment at the former St Mark's School Playing Field had not been forthcoming, as there appeared to be public support for additional playgrounds in the Herston area. It was noted that significant expenditure had been incurred in the removal of redundant and unsafe play equipment, surfacing and the installation of new fencing, and that at present the plan was for the field to remain as an informal area of open green space.

1. Apologies

Apologies for their inability to attend the Meeting were received from Councillors Bishop and Tomes and Mr M Green (James Smith Funeral Directors).

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. No declarations were made on this occasion.

3. To review Committee membership

The Assets and Compliance Manager reported that there were additional groups that would positively contribute to the committee, and it was suggested that representatives from the following organisations be invited to sit on the Community Services Committee as outside representatives:

- Swanage Museum
- Swanage Community Housing Project
- Swanage Community Skatepark Project

It was proposed by Councillor Foster, seconded by Councillor Finch and

RESOLVED UNANIMOUSLY:-

TO RECOMMEND:

That a representative from the Swanage Museum, Swanage Community Housing Project and Swanage Community Skatepark Project be invited to sit on the Community Services Committee as outside representatives.

4. Matters arising from the Minutes of the Meeting of the Community Services Committee held on 14th June 2023

There were no matters raised.

5. Matters arising from the Minutes of the Meeting of the Traffic Management Advisory Committee held on 30th October 2023

a) Introduction of Community Highways Request Policy and Form

Further to Minute No. 3 of the Traffic Management Advisory Committee meeting, held on 30th October 2023, it was reported that in order for Dorset Council to progress proposals for traffic management improvements, the support of Town councillors, a Dorset councillor and evidence of community backing would be required. Therefore, the

draft policy and forms would enable residents to evidence support for any proposed changes to traffic management measures, prior to discussion at meetings of the Traffic Management Advisory Committee.

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

TO RECOMMEND:

That the Community Highways Request Policy and Traffic Management Request Form be adopted.

Councillor Foster declared a non-pecuniary interest in the following item by reason of being a relative of the property owner and left the meeting.

b) Financial contribution towards cost of bollard outside 36 High Street

Further to Minute No. 5 (c) of the Traffic Management Advisory Committee meeting held on 30th October 2023, a discussion was held regarding a proposal to enter into an agreement between Swanage Town Council, Dorset Council and the owner of 36 High Street to fund the installation of a bollard outside that property. It was noted that the installation would aim to mitigate future damage to the Victorian columns which hold historic value.

It was proposed by Councillor Finch, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That the proposal to fund one third of the cost of installing a bollard outside of 36 High Street be agreed.

Councillor Foster re-entered the meeting.

c) Joint funding of additional SID post inside 30mph extension on A351 at Coombe

Further to Minute No. 6 of the Traffic Management Advisory Committee meeting held on 30th October 2023, the benefit of the installation of a Speed Indicator device on the approach to the town was acknowledged. It was therefore proposed by Councillor Moreton, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

That the Town Council submits a request to Dorset Council for the installation of a SID, inside the 30mph extension on the A351 at Coombe, subject to discussions with Langton Matravers Parish Council regarding the joint-funding for the installation costs and ongoing management of the SID.

d) Support for introduction of double yellow lines at Greensands Way/ Northbrook Road and Ancaster Road/Victoria Avenue

Further to Minute No. 5 (g) and No. 8 of the Traffic Management Advisory Committee meeting held on 30th October 2023, it was noted that the Community Highways Senior Team Leader (CHSTL) was willing to take forward the proposal for double yellow lines on the corner of Greensands Way/Northbrook Road and Ancaster Road/Victoria Avenue to address inconsiderate parking in these locations. It was proposed by Councillor Finch, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That a request be made to Dorset Council to introduce double yellow lines at Greensands Way/Northbrook Road and Ancaster Road/Victoria Avenue.

e) **Support for extension of 30mph zone along Northbrook Road to junction with Washpond Lane**

Further to Minute No. 8 of the Traffic Management Advisory Committee meeting held on 30th October 2023, consideration was given to a proposal brought forward by Dorset Council to extend the 30-m.p.h. zone along Northbrook Road to the junction with Washpond Lane. It was reported that the CHSTL had advised that it would not be possible to further reduce the speed limit to 20 m.p.h. within this zone until the required community led Speedwatch scheme had been established, and relevant data collated. Further discussion would be held under agenda item 5 (f).

It was proposed by Councillor Monkhouse, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

To support Dorset Council's proposal to extend the 30mph speed limit from outside St Mary's Primary School to the mini roundabout junction with Washpond Lane.

f) **Establishment of Swanage Community Speedwatch scheme**

Further to Minute No. 10 of the Traffic Management Advisory Committee held on 30th October 2023, it was reported that neighbouring parishes had successfully launched Community Speedwatch schemes, which would form an essential part of data collection in order to evidence and support a 20 m.p.h. zone application process.

It was noted that the formation of a Swanage Community Speedwatch scheme would require public support in the form of volunteers who would receive training and work with Swanage Town Council, Dorset Council and Dorset Police. It was proposed by Councillor Moreton, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the Town Council supports the formation of a Swanage Community Speedwatch group, using neighbouring parishes as a model, and following the procedural guidance detailed on the Dorset Council website.

6. **Station Approach – to confirm details of the scheme further to Council Meeting held on 30th October 2023**

Further to Minute No. 124 of the Council Meeting held on 30th October 2023, consideration was given to a briefing paper prepared by the Assets and Compliance Manager, which outlined proposed minor amendments to the agreed infrastructure improvements at Station Approach. It was noted that additional amendments might be brought forward as a result of a forthcoming consultation with Accessible Swanage.

Further to a brief discussion, it was proposed by Councillor Finch, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

To approve the minor design amendments to the approved proposals for infrastructure improvements at Station Approach, subject to feasibility assessments and discussion with the Dorset Council Project Manager and Project Designer.

Furthermore, it was proposed by Councillor Bonfield, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

That delegated authority be provided to the Assets and Compliance Manager to take forward any minor design amendments which may arise as a result of consultation with Accessible Swanage, subject to feasibility assessments and discussion with the Dorset Council Project Manager and Designer.

It was FURTHER RESOLVED:

That a review of the overall scheme and minor amendments be considered at the Community Services Committee meeting in March 2024.

7. Partnership Project Updates

a) Swanage Wellbeing Project, Chapel Lane

Further to Minute No. 101 (b) of the Council meeting held on 18th September 2023, representatives of Swanage & Purbeck Development Trust (SPDT) provided an update on the progress of the Community Asset Transfer of the Chapel Lane site and reconfirmed the need for funding for three years, originally granted at the Council Meeting held on 12th December 2022. The update provided information regarding timelines, financial viability and funding sources, noting that progress had been slower than anticipated following the unanimous decision in favour of the Community Asset Transfer being made to SPDT at the Dorset Council Cabinet Meeting on 28th March 2023.

It was proposed by Councillor Monkhouse, seconded by Councillor Finch and RESOLVED UNANIMOUSLY:-

That the Finance and Governance Committee give consideration to the inclusion of a sum of £21,000 per annum in support of the Health and Wellbeing hub at Chapel Lane in the budgets for the next two financial years (2024/25 – 2025/26), in accordance with Minute 118(a) of the Council Meeting held on 12th December 2022.

b) Swanage Community Housing Project

An update was provided regarding the progress of the Swanage Community Land Trust (CLT), known as Swanage Community Housing, with regard to an initial development on land at the junction of Ulwell Road and Washpond Lane. It was reported that a housing association partner had been chosen and that a scheme architect would be selected imminently.

It was reported that positive results had been received from the topographical and flooding surveys which may indicate the potential to realise more houses on the site than first anticipated. It was envisaged that, despite the lengthy legal process regarding the Asset Transfer from Dorset Council to Swanage Town Council, in turn to the Community Land Trust, it may be possible to obtain pre-application planning advice within 4 months. It had been anticipated that the Asset Transfer would have progressed sooner, but that initial advice to submit an application under Dorset Council's Community Asset Transfer Policy had proven to be incorrect. However, it was noted that all parties continued to work together towards a successful outcome.

8. Godlingston Cemetery Matters

a) Update on Poole Crematorium

The content of a briefing note which outlined the operation of cremation services at Poole Crematorium was noted. It was reported that at a Cabinet Meeting held by BCP Council on 6th September 2023 the future of Poole Crematorium was discussed again, and despite the previous commitment to reinstate two cremators, as noted in Minute 13 (b) of the Community Services Committee meeting held on 29th March 2023, the decision had now been taken to pause investment into new cremators whilst a review was carried out on the operating model for BCP Bereavement Care Services.

b) Future of Registration Services in Swanage

A briefing note was provided on behalf of James Smith Funeral Directors regarding the

future of Registration Services in Swanage, further to their withdrawal during the Covid-19 pandemic. Dorset Council Registration Service had previously advised that they faced capacity issues, due to unfilled job vacancies and sickness absence, which had adversely reduced the number of registrars available to conduct appointments. Therefore, the focus remained on providing as many appointments as possible within the offices currently open. Following a further query regarding the matter the Town Council had been advised that this situation remained unchanged, pending a review. The review had subsequently been delayed due to capacity issues within the registrars' management team. It was proposed by Councillor Finch, seconded by Councillor Monkhouse and **RESOLVED UNANIMOUSLY:-**

That the Town Council provide written support to James Smith Funeral Directors in seeking the restoration of Registration Services within Swanage.

9. Allotment Update

The content of a briefing note which outlined allotment activity over the past 12 months, including inspection dates, plot turnover and waiting list information, was noted.

10. Swanage Museum – Actions required further to condition survey

Members noted the contents of a briefing note which set out the results of a recent condition survey of the Museum premises in The Square. The report identified several areas for repair with budget costs of circa £60,000 over the next 5 years. A meeting had been held to discuss the report between Swanage Town Council's Museum Working Party, Swanage Museum representatives and the Museums Advisor for BCP and Dorset Councils. It was noted that the Museums Advisor had provided significant assistance in identifying potential grant funding opportunities. The Council and the Museum will be working closely together to make an application to the Museum Estate and Development Fund which will be accompanied by a letter of support from the County Museums Advisor.

11. Public Conveniences Working Party Update and Recommendations – meeting held on 26 October 2023

Members considered a briefing paper prepared by the Assets and Compliance Manager which outlined a review of public conveniences operations and opening times, undertaken by the Public Conveniences Working Party on 26th October 2023. The paper highlighted the benefit in the alignment of the opening hours of the Main Beach public conveniences, until the end of October, with the winter parking charges. Additionally, it was noted that due to the operation of the Polar Express attraction on Thursdays during November and December, it would be prudent to provide additional opening of the Main Beach public conveniences on those dates.

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

To adjust the opening schedule for Main Beach public conveniences in October to open daily from 8.00am-6.00pm and that a budget sum of an additional £360 associated with this change be considered by the Finance and Governance Committee.

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

To adjust the opening schedule for Main Beach public conveniences in November and December 2023 in accordance with the operational dates of the Polar Express attraction and to meet the additional

costs associated with this from the public conveniences cleaning budget.

12. Greengage Nursery – To consider request to install a mobile field shelter

Consideration was given to a briefing paper detailing the proposal received from Greengage Community Garden for the placement of a mobile field shelter for an informal place for volunteers to rest, socialise and shelter from the weather when required. The funding for the shelter would be sought from various grant funding organisations by Greengage Nursery. It was proposed by Councillor Moreton, seconded by Councillor Foster and RESOLVED UNANIMOUSLY: -

That permission be granted to Greengage Community Garden to place a mobile field shelter in the grounds of Prospect Nursery and that specific details regarding the precise location and design of the shelter be delegated to the Assets and Compliance Manager.

13. To consider request from Swanage Croquet Club for a permanent home at Queen Elizabeth II (Forres) Field

Further to Minute No. 180 of the Council meeting held on 24th April 2023, consideration was given to a briefing paper which summarised the request received from Swanage Croquet Club to permanently relocate to Queen Elizabeth II (Forres) Field. The paper set out the longer-term aspirations for the club which included a secure area fenced off from the surrounding green space and permission to erect a clubhouse with services connected, subject to planning approval. The briefing paper also noted that given that the Field had been dedicated as a public playing field, consent might be required from Fields in Trust for any significant changes to the site. It was also noted that a legal restriction had been placed on the land by a Deed of Grant in 1994, requiring the majority of the field to be freely available to flood.

It was proposed by Councillor Finch and seconded by Councillor Foster:

TO RECOMMEND :

That the Croquet Club's request for permission to permanently relocate to Queen Elizabeth II (Forres) Field be approved.

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

14. Swanage Skatepark Community Project Update

The content of a briefing note prepared by the Swanage Skatepark Community Project was noted and a progress report was provided by two representatives of the project group who also offered their thanks to the Community Services Committee for formalising their invitation to join the committee. It was advised that the results of the recent user consultation survey were nearing finalisation and would be publicised in the near future.

15. Swanage and Herston Football Club – to consider contribution towards remedial works to facilities at Day's Park

Further to Minute No. 122 (a) of the Council Meeting held on 30th October 2023, consideration was given to a briefing note which outlined the urgent remedial works required at Swanage Town and Herston Football Club. A condition survey, commissioned by the Town Council as landlord, had identified continued deterioration of the building and the surveyor's recommendations had been discussed with representatives of the Football Club.

The Council had subsequently received a request for funding from the Football Club to address the following items:

- Demolition of the existing boundary wall between the car park and the football pitch.
- Provision of netting along the pitch side of the sports hall to catch falling debris from the deteriorating walling.
- To repair and secure the external steps from the changing facilities to the pitch.
- To board-off the internal changing room balcony from the sports hall.

The requested contribution had been calculated in the region of £1,500, which it was noted could be provided from the football club facilities earmarked reserve (see Minute No. 3 (a) of the Finance and Governance Committee held on 1st November 2023). Additionally, the Football Club had requested that a container be placed on site to assist with the relocation of youth football equipment from the sports hall, the cost of which was likely to be in the region of £12-14 per week plus delivery costs.

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

To provide the requested financial contribution for the remedial works required at Day's Park from the Football Club earmarked reserve, up to a maximum of £1,500, and to fund a storage container for the safe storage and access of youth football equipment from the Day's Park hired services budget.

16. Beach Gardens

a) Beach Gardens Review – Update

The Visitor Services & Business Development Manager reported that the scope of the review of the sports facility at Beach Gardens would include improvement in the offering to customers, the future of the pavilion and funding considerations. It is anticipated that further details regarding this review will be brought to the next meeting of the Community Services Committee in March 2024.

b) Swanage Tennis Club – to consider proposal to resurface courts 4 and 5

Further to Minute No. 9 of the Community Services Committee held on 14th June 2023, consideration was given to Swanage Tennis Club's proposal to resurface courts 4 & 5 at Beach Gardens with Astroturf.

Investigations have been conducted on the existing surfaces of courts 4 & 5 by Swanage Tennis Club and Swanage Town Council and it had been agreed to jointly fund professional advice for the sum of £1,550 (exc. VAT) to determine more exactly the specification and extent of the works that are required to install Astroturf which would therefore form the basis for a tender package for the works.

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

To request that the Finance and Governance Committee give consideration to allocating £15,000 for the 2024/25 financial year towards resurfacing tennis courts 4 & 5 with Astroturf, conditional upon a VAT reclaim of at least £6,681 being received from HMRC and revised contributions to the Council's tennis court reserve being agreed.

17. Budget Setting

a) Draft Capital Programme 2024/25

The draft list of capital expenditure for the next three financial years was considered and projects relevant to the committee were noted. It was acknowledged that this would be discussed more fully by the Finance and Governance Committee as part of the budget

setting process for the next financial year. It was proposed by Councillor Bonfield, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY: -

That the draft Capital Programme for the next 3 years be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25 subject to the removal of Swanage and Purbeck Development Trust in the naming of Item 8 within the programme.

b) Significant One-Off Revenue Expenditure 2024/25

Consideration was given to the draft list of one-off items of revenue expenditure proposed for inclusion in the Town Council's community services budgets for 2024/25 as follows:

- Public Conveniences - £22,000 in respect of remedial and damp alleviation works within the Heritage Public Conveniences.
- Cemeteries - £7,000 to repair the boundary wall on the north and east elevations of Northbrook Cemetery.
- Beach Gardens - £3,000 for the installation of an awning.
- Spa green space - £2,000 for the installation of a public noticeboard.

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

That the one-off revenue expenditure items listed above be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25.

c) Scale of fees and charges 2024/25

Consideration was given to the Draft Scale of Fees and Charges for 2024/25 in respect of services overseen by this committee. It was proposed by Councillor Finch, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the proposed scale of fees and charges be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25.

18. Swanage Town Council Communications Resource

Consideration was given to a report submitted by the Planning and Community Engagement Manager which set out options to deliver the commitment made by the Town Council in the Corporate Plan 2023-25 regarding improvements to governance via actively communicating, consulting and engaging with residents.

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

That the Communications Strategy Working Party consider a preferred option for delivering the agreed Swanage Town Council Communications Plan, alongside budget availability, and make a recommendation to the Finance & Governance Committee as part of budget setting for the 2024/25 financial year.

19. To consider a request for commemorative benches and trees, Swanage Army Link

Consideration was given to a request submitted by Swanage Army Link for two commemorative benches and two commemorative trees to be installed near to the War Memorial on the Recreation Ground to recognise the 40th Anniversary of the association between Swanage and the Royal Corps of Signals. Costs for the benches and trees would be underwritten by Swanage Army Link, although the Royal Corps of Signals will also be approached to support the funding of this project.

It was proposed by Councillor Finch, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY: -

To approve the request from Swanage Army Link to place two commemorative benches and two commemorative trees at the Recreation Ground subject to consultation with the Assets and Compliance Manager regarding the final placement and the types of benches and tree.

20. To consider a request for a commemorative tree in memory of Bob Field, Swanage Museum

Members considered the request submitted by the Chairman of the Swanage Museum for a commemorative tree to be planted, with an accompanying plaque, near to the Prince Albert Memorial in Prince Albert Gardens, in recognition of the late Robert 'Bob' Field and his many years of dedicated service as Art Director of Swanage Museum. It was proposed by Councillor Finch, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY: -

To approve the request from Swanage Museum to place a commemorative tree and plaque near to Prince Albert Memorial in memory of the late Robert 'Bob' Field and to delegate authority to the Assets and Compliance Manager to provide final approval with regards to timing, permissions and health & safety considerations.

21. Items of information and matters for forthcoming agendas

a) Town Hall – Front desk service review

It was reported that whilst Dorset Police have reopened the front desk reception service at the Town Hall on Mondays and Fridays, this is yet to be confirmed as a permanent arrangement. This in turn, makes it challenging to make a final decision with regards to the Town Council's operations. It is anticipated that further updates enabling a formal review will be available prior to the next meeting of the Community Services Committee.

b) Swanage Green Seafront – Consultation update

It was reported that the consultation regarding the Swanage Green Seafront had closed within the last seven days and that Dorset Coast Forum were currently working through the responses received, estimated to be in the region of 500. It was anticipated that a formal report would be presented to the Council Meeting, being held on 11th December 2023.

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the

business to be transacted under agenda item 22 for reasons of legal and commercial confidentiality.

22. Land at Marsh Way – To agree next steps in repair of boundary wall

Further to Minute No. 32 of the Special Council Meeting held on 24th May 2023, consideration was given to a briefing note summarising an agreement that had been reached with the owner of 1a Victoria Terrace to jointly instruct, on a party wall basis, survey, investigation and design work regarding the boundary wall of Marsh Way and 1a Victoria Terrace. It was noted that the cost of this approach would be significantly less than the budget of £25,000 allocated in May.

It was proposed by Councillor Finch, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY: -

TO RECOMMEND:

That Stress UK be jointly engaged with the property owner of 1a Victoria Terrace to undertake survey, investigation and design works for the wall at 1a Victoria Terrace/Marsh Way on a party wall basis for the sum of £6,938 (exc. VAT), noting that if the order is placed by the Council, direct costs would be £3,469.

It was noted that given the urgent requirement to move towards a solution that will stabilise the wall, the Town Clerk may act to authorise the issuing of an order for this work to be undertaken prior to the approval of this recommendation by the Council under Financial Regulation 4.8.

23. Date of next meeting

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 13th March 2024.

The Meeting closed at 3.40 p.m.

Minutes of the Meeting of the **TRAFFIC MANAGEMENT
ADVISORY COMMITTEE** held at the Town Hall, Swanage, on
WEDNESDAY 21st FEBRUARY 2024 at 2.15 p.m.

Chair:

Councillor M Whitwam

Swanage Town Council

Present: -

Councillor T Foster

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor D Monkhouse

Swanage Town Council

Also Present: -

Councillor W Trite

Swanage Town Council/Dorset Councillor

Dr M Ayres

Town Clerk

Mrs E Evans

Democratic Services Officer

Ms G Percival

Assets and Compliance Manager

Ms M Attwood

Dorset Police

Mr P Channer

Dorset Council

Mr C Moors

Dorset Council

There were two members of the public and one member of the local press present at the meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- In respect of agenda item 7 a), concern was expressed about the use of the parking bays between the Pier and Gee Whites. It was stated that campervans frequently parked in the bays, for an extended period of time and at times positioned chairs/tables on the footway, which caused an obstruction to pedestrians and spoiled the view for others. The inconsiderate parking of vehicles on DYL's at either end of the bays, was also noted. It was suggested that a change to the TRO be requested, to be consistent with Shore Road where signage states, 'No minibuses, caravanettes, or other vehicles adapted for eating, sleeping or cooking.'
In response it was noted that further discussion would be held under agenda item 7 a).
- A query was raised regarding the duration of the works to the northern section of Shore Road, which had required a temporary road closure due to the damaged road surface caused by Storm Ciaran. In response it was noted that Dorset Highways had initially indicated an aspiration to complete the works by the Easter holidays, however an update would be sought from Dorset Council officers.
- It was stated that the condition of the surface of De Moulham Road, which was being used as an alternative route due to the northern section of Shore Road being closed, was deteriorating. In response it was noted that the Town Council would make enquiries with Dorset Council.
- A concern was raised regarding the route taken by school children accessing St Mark's Primary School and The Swanage School, via Washpond Lane

(near the junction with the High Street). It was noted that the national speed limit applied and the lane had no footway. In response it was noted that at the Informal meeting of the Traffic Management Advisory Committee held on 12th October 2022, the issue had been raised and it was suggested that Dorset Council provide a minibus service to transport the children. It was noted that this was unlikely. However, a request to formally reduce the speed limit could be considered by the committee.

1) **Apologies**

Apologies for their inability to attend the meeting were received from Councillor Bishop and Mr S Mepham, Community Highways Senior Team Leader (CHSTL), Dorset Council Highways.

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 to record on this occasion.

3) **To approve as a correct record Minutes of the Meeting of the Traffic Management Advisory Committee held on 30th October 2023**

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

That the Minutes of the Traffic Management Advisory Committee Meeting held on 30th October 2023 be approved as a correct record.

4) **Shore Road improvements – To consider options put forward by Dorset Council, for highways modelling work**

Further to Minute No. 180 (b) of the Council Meeting held on 25th January 2024, a presentation regarding highways modelling options was provided to the advisory committee by two Dorset Council officers.

At the Council meeting held on 25th January 2024, Members had agreed to jointly commission, with Dorset Council, a feasibility study to investigate options to amend the layout of Shore Road and the surrounding highway network. This had been suggested following feedback received from the public consultations for both the Swanage Seafront Masterplan and the Swanage Green Seafront Stabilisation Scheme.

It had been agreed, at the Council meeting, that four highway improvement options be considered for the northern section of Shore Road, against each of the two proposed Green Seafront enhancement schemes, the essential and enhanced, as follows:

- a. Close with gates or features such as bus enforcement cameras to restrict vehicular access. Similar to existing closure along southern section of Shore Rd.
- b. Restrict to one-way traffic, remove parking bays and widen pavements.
- c. As option b. with additional changes to the wider traffic network around the town.
- d. As option a. but a full road closure with the removal of highways features and implementation of placemaking measures.

It had been suggested that the modelling would be undertaken during the peak summer season and although the extent of the work had yet to be fully determined, the cost estimates ranged from £15,600 for a desk top study up to £53,000 for a full highway model. Although Dorset Council had indicated that these costs would have to be borne exclusively by the Town Council, a query was raised regarding whether a jointly funded option could be considered. The officers confirmed that they would make enquiries and report back to the Town Council.

The Dorset Council officers provided an explanation of the different types of vehicle count, ATC (Automatic Traffic Count) which involved a device installed across the road to count vehicles that travelled over the rubber strips over a two week period and CTC (Classified Turning Count) which involved the use of a camera for one day between 7 a.m. and 7 p.m. and could accurately specify the type of vehicle travelling that route. The maps were displayed which indicated the proposed locations for the different methods of vehicle counts (16 ATC and seven CTC locations would cost £53,000).

Members confirmed that the intention of the scheme was to improve pedestrian safety, as had been highlighted in the results of the public consultation, and further acknowledged the benefit of accurate modelling as an effective way in which to mitigate the risks associated with altering the traffic flow. It was suggested that a third highway modelling option be developed to maximise value for money in terms of data collection.

It was therefore proposed by Councillor Monkhouse, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:-**

That Dorset Council be requested to provide a third option for the highway modelling report, which includes detailed information and a breakdown of costs for consideration at the next meeting of the Community Services Committee.

5) Station Approach – update following site visit by Accessible Swanage

The contents of a briefing paper prepared by the Assets and Compliance Manager was noted. It was reported that following an onsite meeting with representatives from Accessible Swanage and Dorset Council a suggestion had been made to move the bus stops due to their position and subsequent pedestrian congestion outside of the Station building. However, a statement had subsequently been received from Dorset Council’s Public Transport and Infrastructure Team, which stated that the bus stops could not be relocated due to various factors. Accessible Swanage had been made aware of the decision and it was noted that other suggested minor amendments to the Station Approach improvement plans, as highlighted by the group, had been incorporated into the revised plan. The position was noted.

6) Highway Matters – update on previous requests

Location	Concern raised	Potential solution
a) High Street, Herston.	Improved traffic management for increased pedestrian safety.	Pedestrian crossing in the vicinity of Costcutter, 208 High Street. Refer to Dorset Council to consider improvement to traffic management and determine next steps. – Update.
Further to Minute No. 4 a) of the Traffic Management Advisory Committee meeting held on 30 th October 2023, it was reported that the Town Council had requested an update from Dorset Council and was awaiting further information. An update would be provided to a future meeting.		
b) High Street, Swanage.	Request for the removal of parking restrictions in the winter months and extension from 1	Alteration to parking restrictions in the High Street (section between Methodist Church and United Reformed

	hour to 2 hours in the summer months.	Church). Refer to Dorset Council to consider a change to the parking restrictions. – Forms received. (Information enclosed)
<p>Further to Minute No. 4 b) of the Traffic Management Advisory Committee meeting held on 30th October 2023, and subsequent approval at the Community Services Committee meeting, held on 8th November 2023, the Town Council sent letters and a form to the households directly affected by the proposal, as outlined above. The residents from this section of the High Street had proposed a residents parking permit scheme (eight in favour/one against any change). Members agreed that the next step of the process would be to make a request to Dorset Council to confirm the eligibility criteria for a permit scheme at this location and the associated costs. An update would be provided to a future meeting.</p>		
c) Shore Road, Swanage.	Vehicles parking in front of the gates causing an obstruction and blocking access to emergency vehicles and refuse vehicles.	Refer to Dorset Council to restrict parking at the southern gates. (Blips are situated at the northern gates). (Information enclosed)
<p>Further to Minute No. 5 c) of the Traffic Management Advisory Committee meeting held on 30th October 2023, it was reported that the Visitor Services and Business Development Manager (VSBDM) and the Community Highways Senior Team Leader (CHSTL), were reviewing this area in light of the permanent closure of the southern section of Shore Road. A review of signage and the effect on the street scene would be considered as part of this process.</p>		
d) Ballard Way, Swanage (junction of Ballard Estate).	Vehicles parking on both sides of Ballard Way, causing an obstruction and difficulties for refuse/delivery vehicles and emergency vehicles.	Form distributed, no reply to date.
<p>Further to Minute No. 5 d) of the Traffic Management Advisory Committee meeting held on 30th October 2023, it was reported that the Town Council had sent a Community Highways Request form to the resident, however, this had not been returned to date.</p>		
e) Greensands Way, Swanage (junction of Northbrook Road).	Vehicles parking close to junction obscuring visibility and speeding vehicles along Northbrook Road.	DYL's on corner of road. DC proposes DYL's. Public Notice issued 15th February 2024 for comment.
<p>Further to Minute No. 5 e) of the Traffic Management Advisory Committee meeting held on 30th October 2023, it was reported that Dorset Council proposed the installation of DYL's on the corner of the junctions of Greensands Way and D'Urberville Drive onto Northbrook Road.</p>		

f) Priests Road, Swanage (near junction of Panorama Road)	Narrow pavement and parked vehicles causing an obstruction to pedestrians.	DYL's and/or road markings. Form distributed, no reply to date.
Further to Minute No. 5 f) of the Traffic Management Advisory Committee meeting held on 30 th October 2023, it was reported that the Town Council had sent a Community Highways Request form to the resident, however, this had not been returned to date.		
g) Ancaster Road, Swanage (junction of Victoria Avenue)	Vehicles parking close to junction obscuring visibility. Impact on refuse collection.	DYL's on corner of road. DC proposes DYL's.
Further to Minute No. 5 g) of the Traffic Management Advisory Committee meeting held on 30 th October 2023, it was reported that Dorset Council proposed the installation of DYL's on the corner of the junction of Ancaster Road onto Victoria Avenue.		
h) Northbrook Road (north section) and Washpond Lane, Swanage	Safety concerns	DC proposes a reduction in the speed limit to 30 m.p.h. Public Notice issued 15th February 2024 for comment.
<p>Further to Minute No. 10) of the Traffic Management Advisory Committee meeting held on 30th October 2023, it was reported that Dorset Council had proposed an extension to the 30 m.p.h. limit at the northern end of Northbrook Road, near to the mini roundabout, and the length of Washpond Lane up to the junction with Ulwell Road.</p> <p>A discussion ensued regarding concerns raised during public participation time in relation to the route taken by school children accessing St Mark's Primary School and The Swanage School, via Washpond Lane (near the junction with the High Street). It was acknowledged that the layout of the road, which contained high banks, corners and a bridge, was not conducive to speeding, however, it was stated that any measures to highlight a lower speed would be beneficial, and signage to indicate children/pedestrians in the road would be of use.</p> <p>It was, therefore, proposed by Councillor Monkhouse, seconded by Councillor Foster and AGREED:-</p> <p style="text-align: center;">TO RECOMMEND: That a request be made to Dorset Council to reduce the speed limit, the length of Washpond Lane, to 30 m.p.h. and install signage to indicate children in the road, on the grounds of pedestrian safety.</p>		

7) **Highway Matters – to formulate Council views on the following**

Location	Concern raised	Potential solution
a) High Street, Swanage.	Campervans parking in lower High Street, between junction of Seymer Road and the Pier.	Form returned - request to prohibit the parking of campervans in the Lower High Street.

		To consider referral to Dorset Council.
<p>Further to comments made during public participation time, it was noted that the designs for the proposed flood defence scheme may impact vehicle flow and parking in this area and therefore an update on the scheme would be beneficial. A discussion ensued regarding the current restrictions in place and the proposal by the resident to prohibit the parking of campervans, as was the case on Shore Road.</p> <p>The Chairman then invoked Standing Order No.1 p. to briefly suspend the meeting so as to allow a member of public present to address the Committee and respond to questions.</p> <p>Following a discussion it was agreed that officers would contact Dorset Council to ascertain the details of the current TRO for this area in order to determine the next steps.</p>		
b) Queens Road, Swanage.	Entrance to Swanage Hospital car park - no road markings/double yellow lines. Vehicles park right up to the entrance on either side and opposite the car park entrance. Extremely difficult and dangerous to turn into or out of the car park.	Form has been distributed. DC has been contacted by resident. To consider referral to DC as a safety issue.
<p>Further to the information received from a resident, the chairman confirmed he had visited Queens Road and stated that there were no DYL's at either side of the entrance/exit to the hospital car park.</p> <p>It was therefore proposed by Councillor Whitwam, seconded by Councillor Moreton and AGREED:-</p> <p style="text-align: center;">TO RECOMMEND: That a request be made to Dorset Council to install DYL's at each side of the entrance/exit to the car park to improve visibility for vehicles exiting the hospital car park on to Queens Road.</p>		

8) Items of Information and Matters for Forthcoming Agendas

- a) Swanage Town Council (Off-Street Parking Places) Order 2024 – to note consultation (closes on 28th February 2024).
Members noted that a majority of the responses to the consultation, to date, had related to an existing condition regarding prohibition of the use of the Town Council's car parks by learner drivers.
- b) Shore Road – to note permanent closure of the southern section of Shore Road
It was noted that this had been discussed under agenda item 6 c).
- c) To consider the installation of an additional SID post, High Street, Swanage, near the newly installed 30 m.p.h. signs and junction with High Street, Langton Matravers

It was noted that a meeting of the Southeast Purbeck Parishes would be held on Friday 8th March 2024 and a request would be made for this item to be added to the agenda for discussion.

d) Dorset Council - 20 m.p.h. Limits and Zones and Dorset Road Safe Community Speed Watch.

A presentation was provided by the Dorset Police Community Speedwatch co-ordinator. It was reported that the Speedwatch scheme had been successfully set up in neighbouring parishes, and there were approximately 1,000 volunteers collecting data across Dorset. The data collected was used to inform the Police on the locations where most speeding occurred and where the Dorset Road Safe van should be deployed. An explanation was provided regarding the process to set up a group and the training and equipment provided by the Police. It was noted that the collection of data was a requirement to progress a 20 m.p.h. speed limit zone application, should this be considered in the future. A discussion ensued around possible ways to publicise the scheme and attract volunteers to start a group in Swanage which included promotion on the Town Council's Facebook page, website, and at the Swanage Friday market. It was noted that any interested parties could approach the Community Speedwatch co-ordinator directly.

9) **Date of next meeting**

The date of the next meeting was confirmed as Wednesday 5th June 2024 at 2.15 p.m.

The meeting closed at 4.00 p.m.

Station Approach – to confirm details of the scheme further to the Community Services Committee held on 8th November 2023

At the Community Services Meeting held on 8th November 2023, Minute No. 6 refers, that delegated authority be provided to the Assets and Compliance Manager to take forward any minor design amendments which may arise as a result of consultation with Accessible Swanage, subject to feasibility assessments and discussion with the Dorset Council Project Manager and Designer.

It was further resolved that a review of the overall scheme and minor amendments be considered at the Community Services Committee meeting in March 2024.

As reported to the Traffic Management Advisory Committee on 21st February 2024, Minute No. 5 refers, on the 30th November 2023, a representative of Accessible Swanage along with Town Council Officers and a Project Designer from Dorset Council undertook a site visit to the Station Approach site. The infrastructure proposals were reviewed, and a range of matters discussed. Following several meetings with Dorset Council Public Transport and Infrastructure Team it was noted that the bus stops were unable to be relocated, that Accessible Swanage had been made aware of this, and it was noted that other suggested minor amendments to the Station Approach improvement plans, as highlighted by the group, had been incorporated into the revised plan.

The updated plan for Station Approach is attached (see Appendix 1). Amendments made to the scheme further to the proposal presented to this committee in November 2023 include:

- Red surfacing and tactile paving at pavement edge marking an informal crossing at the eastern end of the area. This is a revision to the zebra crossing that was previously noted for this location.
- Red surfacing marking continuous footways crossing the entrance/exits to the Coop and Medical Centre.
- The addition of dropped kerbed access for people using the disabled parking bays in order that wheelchair users do not have to access the carriageway to access the medical centre.
- An additional access zone adjacent to the last disabled bay before the taxi bays. This would mean adjusting the taxi parking and losing one bay from the current total to accommodate.
- At the eastern end, new kerbs and resurfacing of the footways.
- Installation of socketed bollards to a small section of the footway to restrict access to the loading and unloading area for permitted vehicles only.

A site meeting has been held by the construction team and it has been determined that due to the access requirements of the supermarket, medical centre, buses and taxis the construction will require night working. This would then allow access to be uninterrupted during the day. A specific start date has not yet been confirmed, although it is noted this work would be scheduled outside of the main visitor season.

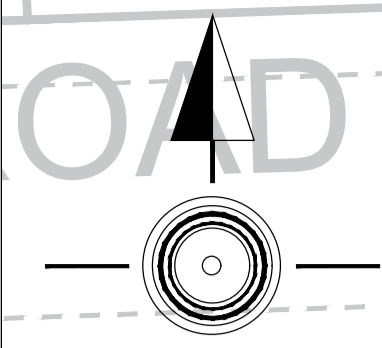
It is proposed that upon completion of the scheme a small review is undertaken regarding bench location and the installation of cycle racks.

Decision required

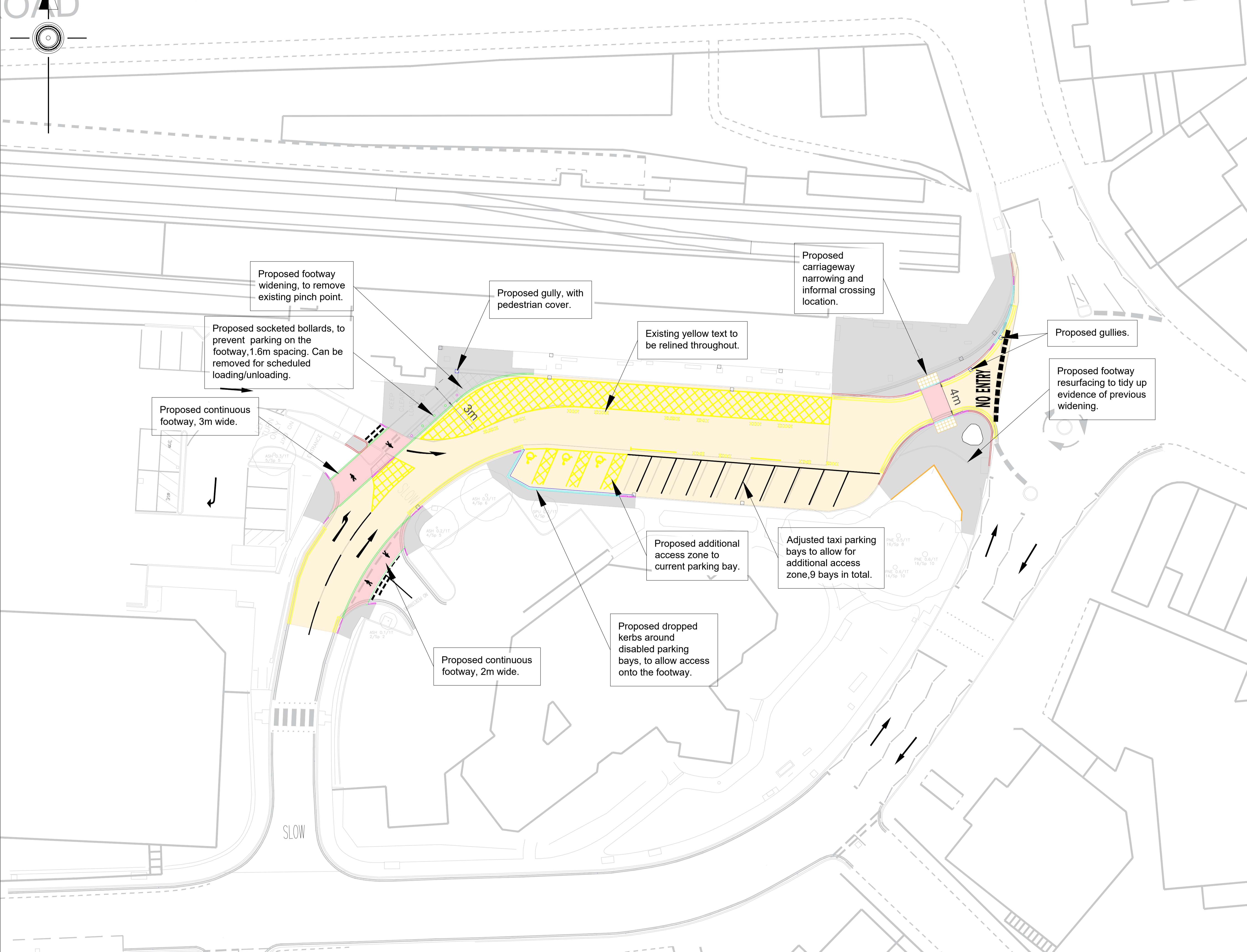
To consider approval of the scheme design proposals as set out within this paper.

To consider recommending that future monitoring of the project is undertaken by the Finance and Governance Committee and the Capital Projects Sub-Committee.

Gail Percival, Assets & Compliance Manager
March 2024



- KEY**
- Proposed kerbing (100mm KF).
 - Proposed kerbing (20mm KF).
 - Proposed kerbing (5mm KF).
 - Proposed channel blocks.
 - Proposed taper kerbs.
 - Proposed edging kerbs.
 - Proposed tactiles.
 - Proposed footway surfacing.
 - Proposed carriageway resurfacing.
 - Proposed colour surfacing (Colour to be determined).
 - Proposed lining.
 - Proposed fixed bollards.
 - Proposed socketed bollards.
 - Proposed gullies.
 - Existing gullies.



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A	07/03/24	Annotations updated	ZM
Orig	15/02/24		ZM
Rev	Date	Issue / Remarks	Checked



DORSET HIGHWAYS
Matthew Piles
 Economic Growth and Infrastructure

Project Title	HI9115 Swanage Station Approach		
Drawing Title	General Arrangement		
Scale (A1 Size)	1:200	Drawn By	DW
Date	15/02/2024		
Drawing Number	HI9115_1_101_P_GA		
Drawing Status	Preliminary		

Shore Road improvements – To consider options put forward by Dorset Council for highways modelling work

At the Council meeting held on 25th January 2024, Members agreed to jointly commission with Dorset Council a feasibility study to investigate options to amend the layout of Shore Road and the surrounding highway network. This had been suggested following feedback received from the public consultations for both the Swanage Seafront Masterplan and the Swanage Green Seafront Stabilisation Scheme.

In order to inform the potential revised road options, it was proposed that highways modelling and data collection would be undertaken during the summer season and although the extent of the work had yet to be fully determined, the cost estimates ranged from £15,600 for a desk top study up to £53,000 for a full highway model.

At the Traffic Management Advisory Committee Meeting held on 21st February 2024, Dorset Council officers provided an explanation of the different types of vehicle count that could be undertaken and displayed maps outlining the extent and range of the locations that could be monitored. Following a discussion of these options it was resolved that Dorset Council be requested to provide a third option for the highway modelling report, to include detailed information and a breakdown of costs for consideration at the next meeting of the Community Services Committee.

Further to this meeting Dorset Council were contacted and a query raised as to whether there was scope to undertake any data collection/modelling whilst Shore Road was currently closed for repair. It was suggested that this could then be supplemented by further data collection/modelling during the summer of 2024.

Dorset Council responded and proposed the following:

- Modelling work and data collection is completed imminently and in March whilst Shore Road is closed and that this work is funded by Dorset Council as a contribution towards the project. The cost of this is £6,500.
- Modelling work and data collection is undertaken in summer 2024 and this work is funded by Swanage Town Council. The cost of this is £5,400.

The data collection proposed comprises 5 Automatic Traffic Counts (ATC) and 5 Classified Turning Counts (CTC) on roads and junctions shown on the plan. These would range in duration and be repeated in the summer. To note one ATC will remain operational for a 6-month period to obtain longer term data and a seasonal profile.

Decision required

To consider approval of the data collection and modelling proposal provided by Dorset Council to inform the feasibility study to investigate options to amend the layout of Shore Road and the surrounding highway network.

To recommend to Council that a budget of £5,400 is allocated to undertake modelling work and data collection in summer 2024.

Gail Percival, Assets & Compliance Manager
March 2024

