

SWANAGE TOWN COUNCIL

Dr Martin Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ

16th May 2023

Dear Councillor

Local Government Act 1972

You are summoned to attend the **ANNUAL MEETING** of the Swanage Town Council that will be held at **THE TOWN HALL, HIGH STREET, SWANAGE** on **MONDAY, 22nd MAY 2023** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

M.K. Ayres

Town Clerk

PLEASE NOTE: **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 7.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

Although legal restrictions in relation to the Covid-19 pandemic have been lifted, Swanage Town Council will, in accordance with advice issued by Public Health Dorset, continue to take appropriate precautions to limit the risk of transmitting the disease and politely asks those planning to attend this meeting to do the following:

- at the earliest opportunity notify the Council of your intention to attend by e-mail admin@swanage.gov.uk or telephone 01929 423636, because capacity will continue to be carefully managed;
- stay at home if you feel unwell and/or have Covid symptoms;
- wear warm clothing to the meeting as doors and windows will be open for ventilation purposes;
- be mindful of others and respectful of their personal space.

The latest advice from Public Health Dorset can be found here: [News and updates - Public Health Dorset - Dorset Council](#)

To all Members of the Council

AGENDA

1. To elect the Town Mayor and receive Declaration of Acceptance of Office.
2. To appoint the Deputy Town Mayor and receive Declaration of Acceptance of Office.

3. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with Section 9 and Appendix B of the Council's Code of Conduct).
4. To report apologies (if any) received from Members for inability to attend the Meeting.
5. To appoint representatives to outside bodies. (Schedule enclosed).
6. To appoint the following Committees:-
 - (a) Community Services
 - (b) Environment & Green Spaces
 - (c) Personnel
 - (d) Planning & Consultation
 - (e) Tourism & Local Economy
7. To appoint Chairmen of the above Committees and confirm membership of the Finance & Governance Committee.
8. To appoint Councillor members of the following Advisory Committees:-
 - (a) Coastal Change and Beach Management (to report to Tourism & Local Economy and Environment & Green Spaces Committees).
 - (b) Traffic Management (to report to Community Services Committee).
9. To appoint Council Working Parties. (Schedule enclosed).
10. To consider the payment of any subscriptions falling to be paid annually. (Schedule enclosed).
11. To approve a calendar of meetings for 2023/24 and 2024/25. (Copy enclosed).
12. To approve as a correct record the Minutes of the following Meetings:-
 - (a) Monthly Meeting of the Council held on 24th April 2023. (Copy enclosed).
13. To approve as a correct record the Minutes of the following Committee Meetings, and consider the recommendations contained therein:-
 - (a) Planning and Consultation Committee held on 2nd May 2023. (Copy enclosed).
14. To receive reports from the following Working Party Meetings:-
 - (a) Communications Strategy, 26th April 2023.
 - (b) Museum, 28th April 2023.
 - (c) Accessibility, 10th May 2023.
15. Budget Monitoring:-
 - (a) Statement of Cash Balance as at 30th April 2023. (Copy enclosed).
16. Monitoring Payment of Accounts. (Schedule enclosed).
17. Seafront Masterplan – To agree next steps, including public engagement. (Briefing note enclosed).
18. Swanage Disability Reference Group – Proposed Terms of Reference. (Briefing note enclosed).

19. Reporting of delegated matters.
 20. Report from Dorset Councillors.
 21. Reports from Council representatives on outside organisations.
 22. Items of Information and Matters for Forthcoming Agendas.
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To appoint representatives to outside bodies

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2023/24

Citizens Advice Bureau	Councillor Moreton
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Bonfield – observer
Herston Reading Room	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Bonfield - observer
Purbeck Rail Partnership	Councillor Whitwam
Purbeck Transport Action Group	Councillors Monkhouse & Whitwam
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors Harris, Monkhouse & Rogers
Swanage Childrens’ Centre	Councillor Monkhouse
Swanage Community Land Trust	Councillors Monkhouse & Rogers - observers
Swanage Fairtrade	Councillor Moreton
Swanage Museum	Councillors Moreton & Whitwam
Swanage Pier Trust	Councillor Whitwam (Director until December 2023)
Swanage Regatta & Carnival Committee	Town Mayor, and Councillors Finch & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Whitwam
Swanage Town & Herston Football Club - Days Park Development Forum	Councillors Bishop, Bonfield & Tomes

The Centre Management Board

Councillor Monkhouse - observer

Wellbeing Swanage

Councillor Monkhouse

Item 6) To appoint the following Committees

SWANAGE TOWN COUNCIL – PROPOSED COMMITTEES 2023/24

Community Services Committee

Town Mayor, Deputy Mayor and Councillors Bishop, **Bonfield**, Finch, Harris, Monkhouse and Tomes.

Environment and Green Spaces Committee

Town Mayor, **Deputy Mayor** and Councillors Harris, Monkhouse, Rogers, Tomes, Trite and Whitwam.

Finance and Governance Committee

Town Mayor, Deputy Mayor and Councillors Bishop, Bonfield, Harris, Tomes, Trite and Whitwam.

Personnel Committee

Town Mayor, Deputy Mayor and Councillors Bonfield, Harris and **Trite**.

Planning and Consultation Committee

Town Mayor, Deputy Mayor and Councillors Bonfield, Finch, **Harris**, Rogers and Whitwam.

Tourism and Local Economy Committee

Town Mayor, Deputy Mayor and Councillors Bonfield, Finch, **Tomes** and Whitwam.

Item 7) To appoint Chairmen of the above Committees and confirm membership of the Finance and Governance Committee

PROPOSED COMMITTEE CHAIRMEN AND FINANCE AND GOVERNANCE COMMITTEE 2023/24

Community Services Committee

Chair – Councillor Bonfield

Environment and Green Spaces Committee

Chair – Councillor Moreton

Personnel Committee

Chair – Councillor Trite

Planning and Consultation Committee

Chair - Councillor Harris

Tourism and Local Economy Committee

Chair – Councillor Tomes

Finance and Governance Committee

(To consist of the **Town Mayor**, Deputy Mayor, and Chair of each of the Council's Standing Committees).

Town Mayor, Deputy Mayor and Councillors Bishop, Bonfield, Harris, Tomes, Trite and Whitwam.

Item 8) To appoint Councillor members of the following Advisory Committees

PROPOSED COUNCILLOR MEMBERS OF ADVISORY COMMITTEES 2023/24

Coastal Change and Beach Management Advisory Committee

Councillors **Bonfield**, Finch and Tomes.

(Comprising three members of the Tourism and Local Economy Committee)

Traffic Management Advisory Committee

Town Mayor, Deputy Mayor and Councillors Bishop, Monkhouse and **Whitwam**.

To appoint Council Working Parties

PROPOSED WORKING PARTIES 2023/24

Accessibility

Councillors Bonfield, Finch and Tomes.

Car Parks

Councillors Bonfield, Finch, Foster and Whitwam.

Communications Strategy

Councillors Finch, Foster, Harris, Monkhouse, Moreton and Tomes.

Community Awards Panel

Town Mayor and Deputy Mayor.

Emergency Health Services

Councillors Finch, Foster, Harris, Monkhouse, Suttle and Trite.

Environmental Policy and Action Plan

Councillors Foster, Harris, Monkhouse, Moreton, Rogers, Tomes, Trite and Whitwam.

Events

Councillors Finch, Foster and Tomes.

Grants Panel

Town Mayor and Deputy Mayor and Councillors Bishop, Bonfield and Finch.

Lower Grammar School Field

Councillors Bonfield, Finch, Harris, Monkhouse, Moreton, Tomes, Trite and Whitwam.

Market

Councillors Finch, Foster and Tomes.

Museum

Councillors Bonfield, Moreton and Whitwam.

Public Conveniences

Councillors Bonfield, Finch and Moreton.

Property Panel

Councillors Bonfield, Finch, Foster, Harris, Monkhouse, Moreton and Suttle.

Seafront Masterplan

Councillors Bonfield, Foster, Harris, Monkhouse, Moreton, Rogers, Suttle and Tomes.

Shore Road Closure

Councillors Bonfield, Monkhouse, Moreton and Whitwam.

Sport, Leisure and Wellbeing

Councillors Bishop, Bonfield, Foster, Moreton, Rogers and Tomes.

Tourism Marketing

Councillors Finch, Foster, Rogers and Tomes.

Waste Management

Councillors Bonfield, Finch, Harris and Moreton.

Lead Councillors 2023/24

Accessibility	Cllr Tomes
Car Parks	Cllr Foster
Communications Strategy	Cllr Foster
Community Awards Panel	Cllr Foster
Emergency Health Services	Cllr Monkhouse
Environmental Policy	Cllr Harris
Events	Cllr Tomes
Grants Panel	Cllr Foster
Lower Grammar School Field	Cllr Whitwam
Market	Cllr Foster
Museum	Cllr Whitwam
Public Conveniences	Cllr Bonfield
Property Panel	Cllr Bonfield
Seafront Masterplan	Cllr Bonfield
Shore Road Closure	Cllr Whitwam
Sport, Leisure and Wellbeing	Cllr Tomes
Tourism Marketing	Cllr Tomes
Waste Management	Community Services Committee Chairman

ANNUAL SUBSCRIPTIONS 2023/24

Renewal	Date	Amount £
National Association of Memorial Masons	1 st January	264.00
Campaign to Protect Rural England	1 st February	36.00
Fields in Trust	1 st February	65.00
National Association of British Markets	1 st March	384.00
Dorset Association of Parish & Town Councils (NALC)	1 st April	1444.56
Institute of Cemetery & Crematorium Management	1 st April	95.00
Rural Market Town Group	1 st April	133.00
South West Councils	1 st April	582.00
British Destinations	1 st June	100.00
National Society of Allotment & Leisure Gardeners	1 st August	66.00
The Ancient and Honourable Guild of Town Criers	1 st August	30.00

Council and Committee Meeting Schedule
May 2023-July 2024

	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	6.30pm	9.30am	2.15pm	2.15pm	2.15pm	9.30am	2.15 pm	2.15pm
2023 May	22* & 24 (Weds)▲	2							
June	< 26 >	5		14				21	7
July	24	3	26		12	5			
August		7							
September	18##	11						27	
October	30	2			11		11		4
November		6	1	8		15			
December	11	4	13						
2024 January	15# & 29	8	10						
February		5	21		28			7	21
March	25**	4	13	13		20			
April		8					17		
May	13* & 22 (Weds)▲	8 (Weds)							
June		3			26			12	5
July	15	1	24	17		3			

* 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

N.B. The Annual Parish Assembly is scheduled to take place on 18th March 2024 at The Centre, Chapel Lane

Meetings of the Neighbourhood Plan sub-committee and Capital Projects sub-committee will be held as required

< > Reserve date

Council and Committee Meeting Schedule
May 2024-July 2025

	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)
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Commencing	7pm	6.30pm	9.30am	2.15pm	2.15pm	2.15pm	9.30am	2.15 pm	2.15pm
2024 May	13* & 22 (Weds)▲	8 (Weds)							
June	< 23 >	3			26			12	5
July	15	1	24	17		3			
August		5							
September	16##	9							
October	21	7					16	2	9
November		4	6	6	13	27			
December	9	2	11						
2025 January	20# & 27	6	15						
February		3	26		26			12	26
March	24**	3	12	12		19			
April		7					23		
May	19* & 21 (Weds)▲	7 (Weds)							
June		2			25			4	11
July	21	7	23	16		9			

* 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

N.B. The Annual Parish Assembly is scheduled to take place on 17th March 2025 at The Centre, Chapel Lane

Meetings of the Neighbourhood Plan sub-committee and Capital Projects sub-committee will be held as required

< > Reserve date

Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
MONDAY, 24th APRIL 2023 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor C Moreton

Councillor M.P. Bonfield

Councillor C. Finch

Councillor A. Harris

Councillor D. Monkhouse (until 7.45 p.m. then remotely)

Councillor N. Rogers

Councillor G.M. Suttle

Councillor C. Tomes

Councillor W. Trite

Councillor M. Whitwam

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

Public Participation Time

The following matter was raised during Public Participation Time:-

- A request was made for the retention of working parties, in particular the Emergency Health Services working party, given the importance of the matters considered by the group.

Reverend Karen James, Minister at Swanage Methodist Church, Swanage, offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.15 p.m.

175. **Apologies**

Apologies for his inability to attend the Meeting were received from Councillor Bishop.

176. **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.

Agenda Item No. 12 - Councillor Suttle declared a disclosable pecuniary interest under the Code of Conduct by reason of having a business association with the boat ring concessionaire.

Agenda Item No. 16 (b) – Councillor Bonfield declared a disclosable pecuniary interest under the Code of Conduct by reason of being an employee of a local taxi company.

Agenda Item No. 16 (b) – Councillor Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being a trustee of the Swanage Railway Trust.

Agenda Item No. 18 (c) – Councillor Foster declared a non-pecuniary interest under the Code of Conduct by reason of being an acquaintance of the business owner.

177.

Minutes

Proposed by Councillor Tomes, seconded by Councillor Finch and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Council Meeting held
on 13th March 2023 be approved as a correct record
and signed.

178.

Finance and Governance Committee

Proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Finance and Governance
Committee Meeting held on 15th March 2023 be
approved as a correct record and signed.

179.

Tourism and Local Economy Committee

Proposed by Councillor Tomes, seconded by Councillor Whitwam and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Tourism and Local Economy
Committee Meeting held on 22nd March 2023 be
approved as a correct record and signed.

Consideration was given to the following recommendations contained in the
Minutes:-

12) Tourism marketing – Proposal for a Tourism website

Proposed by Councillor Tomes, seconded by Councillor Finch and
RESOLVED UNANIMOUSLY:-

That the Town Council approves the additional
budget requirement of £7,148 to be met from the
Council's general fund and that Financial
Regulations 11.1.c and 11.1.g be invoked to enable a
contract to be entered into without three quotes being
sought.

180.

Community Services Committee

Proposed by Councillor Bonfield, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Community Services
Committee Meeting held on 29th March 2023 be
approved as a correct record and signed.

Consideration was given to the following recommendations contained in the
Minutes:-

**9) To consider a request from Cancare for a Memorial Garden
at Prince Albert Gardens**

Proposed by Councillor Tomes, seconded by Councillor Harris and
RESOLVED UNANIMOUSLY:-

That the installation of a Memorial Garden at Prince
Albert Gardens, as shown in the Preliminary Ideas-
Inspiration-Concepts plan from Garden Design by
Michelle Brown, be approved. Furthermore, that
delegated authority be given to the Assets and
Compliance Manager regarding specific aspects of
the proposal, as outlined in the briefing paper, with

the oversight of the project to be undertaken by the Community Services Committee and that a Licence Agreement between the Council and Cancare Purbeck be drawn up.

- 10) **Review of Swanage Town Council's Memorial Bench Policy**
Proposed by Councillor Bonfield, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-

That the Council's current memorial bench policy be suspended, that the Council's policy to charge a maintenance fee, five years following installation of a memorial bench, be withdrawn and that the waiting list for memorial benches remains closed.

Furthermore, that the 20 individuals, who have recently expressed an interest in remaining on the waiting list for a memorial bench, be offered an inscription on an existing memorial bench, a memorial plaque at Godlingston Cemetery or a commitment to remain on the waiting list until opportunities to locate new benches are identified.

- 11) **Swanage Cricket Club – to consider extension of lease of Lower Grammar School Field**

Proposed by Councillor Bonfield and seconded by Councillor Tomes:-

That the Town Council grants a new Lease to Swanage Cricket Club for the Lower Grammar School Field for a period of five years at a charge of £50 per annum, this sum to reflect the social and environmental benefits of the Club's activities.

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

- 12) **To consider a request from Swanage Croquet Club for use of part of Queen Elizabeth II (Forres) Field**

It was reported that, subsequent to the meeting of the Community Services Committee on 29th March 2023, the Croquet Club had requested deferment of the one-year trial use of Forres Field that had been agreed at that meeting. Therefore, the recommendation to permit the use of the field at no cost for the 2023 summer season did not receive a proposer.

It was noted that the Croquet Club had suggested that they would water the area over the summer months in order to assess the ground for suitability. It was therefore, proposed by Councillor Bonfield and seconded by Councillor Tomes:-

That the Town Council approves the request made by Swanage Croquet Club for the use of part of the Queen Elizabeth II (Forres) Field for a one-year trial to be deferred until summer 2024, dependent on the outcome of the experimental watering of the field by the Croquet Club during summer 2023.

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

181. **Planning and Consultation Committee**

Proposed by Councillor Harris, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Planning and Consultation
Committee Meeting held on 3rd April 2023 be
approved as a correct record and signed.

182. **Finance and Governance Committee**

Proposed by Councillor Bonfield, seconded by Councillor Trite and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Finance and Governance
Committee Meeting held on 19th April 2023 be
approved as a correct record and signed.

Consideration was given to the following recommendations contained in the
Minutes:-

4 b) **To consider Council Priorities/Work Plan for Summer/Autumn
2023**

Proposed by the Town Mayor, seconded by Councillor Finch and
RESOLVED UNANIMOUSLY:-

That the Town Council priority list for summer/
autumn 2023 be approved.

7) **Review of Council Reserves**

Proposed by Councillor Rogers, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-

That any underspent funds relating to projects that
were not completed in the 2022/23 financial year, but
which are now planned for the 2023/24 financial
year, be allocated to the Committed Revenue
Expenditure (Carried Forward) reserve and that
delegated authority be given to officers to determine
the exact sum to be so allocated.

It was noted that four other recommendations would be dealt with under Item 8)
on the agenda (see Minute No. 186, below).

183. **Statement of Cash Balance**

(a) A Statement of Cash Balance as at 31st March 2023 was submitted for
information (a copy attached at the end of these Minutes).

184. **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 £822,392.09.

185. **Chairman's Announcements**

The Town Mayor reported that she had attended the following events, since the
last Council meeting held on 13th March 2023:

- Swanage Railway – Two trips had been taken on the train, one being the
inaugural journey for the trial service from Swanage to Wareham.
- Peveril Point and the Downs Nature Reserve – event to mark its designation as a
local nature reserve.

- Classic Car Show – included presentation of the winner’s cup.
- Changing Places toilet facilities – Councillor Moreton deputised for the Mayor and opened the Changing Places toilet facility situated in North Beach car park.
- Neighbouring Parishes – held two separate meetings with representatives from our neighbouring parishes, one regarding Tourism, and another regarding Emergency Planning. It had proved beneficial to hear about the problems that other areas faced and to share potential solutions.
- Mayor’s Ball – a reminder given that raffle tickets could be purchased to support the Mayor’s Charity Ball, should tickets to the event no longer be available.

The Town Mayor thanked officers for their continued work and councillors for their support. She added that she felt lucky to be surrounded by a good team.

186. **Review of Committee Structure – To consider recommendation from Finance and Governance Committee**

Further to Minute No. 78 of the Council Meeting held on 26th September 2022, a six-month review had been conducted in respect of the Council’s revised committee structure, which had been adopted at that meeting for a trial period. The outcome of the review had been considered at the Meeting of the Finance and Governance Committee, held on 19th April 2023, and consideration was given to a briefing paper which summarised four recommendations that the committee had made.

Recommendation 1

At the meeting of the Finance and Governance Committee attention had been drawn to the relatively short length of time that the new structure had been in place, and it had therefore been proposed that the trial period should be extended. It was also suggested that any amendments agreed to the committee structure at this stage should be seen as interim measures.

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

That the trial period for the revised committee structure be extended, with a further review to take place upon the anniversary of its adoption in September 2023, and that any changes to the structure agreed at the current time should be made on an interim basis.

Recommendation 2

The Finance and Governance Committee had reviewed the role of the Traffic Management Advisory Committee (TMAC), and further to discussion had concluded that it should report to the Community Services Committee in future, as opposed to the Planning and Consultation Committee. It was suggested that the TMAC should undertake a review of its function in light of recent comments made by Dorset Council highways officers, questioning whether Town Council recommendations represented the settled view of the local community. It was agreed that the review should consider the relationship between Dorset Council, the Town Council, and local residents in order to improve the efficiency of decision making in respect of traffic management measures.

Members acknowledged that the Community Services Committee would be better placed to review traffic management concerns as it holds community safety within its remit. It was, therefore, proposed by Councillor Bonfield and seconded by Councillor Harris:-

That the Traffic Management Advisory Committee should continue to meet and carry out a review of its function, reporting to the Community Services

Committee until the completion of the committee review in autumn 2023.

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

Further to the above resolution, it was noted that changes to the relevant committees' terms of reference would be required, as set out in the briefing note that had been circulated prior to the meeting, and it was agreed that these should be made accordingly.

Recommendation 3

At the Finance and Governance Committee meeting the remit of the Beach Management Advisory Committee had been discussed and consideration had been given to the following matters:

- Expansion of the remit of the **Beach Management Advisory Committee** to incorporate matters currently dealt with by the Swanage Coastal Change Forum, including cliff stability, flood defence and the ongoing review of the Shoreline Management Plan. Officers from Dorset Council had agreed to attend the Advisory Committee to ensure that the Town Council and local stakeholders are kept informed of developments on these issues. It was proposed that the name of the committee be changed to the Coastal Change and Beach Management Advisory Committee, subject to the approval of a final meeting of the Swanage Coastal Change Forum.
- Changing the name of the **Environment Committee** to the Environment and Green Spaces Committee. This would make clear that the committee's remit included oversight of the management of the Council's parks and gardens, not simply delivery of the Council's Environmental Action Plan.

It was proposed by Councillor Tomes, seconded by the Town Mayor and RESOLVED UNANIMOUSLY:-

That the Town Council approves the recommendation of the Finance and Governance Committee that the continued trial of the revised committee structure should include the expansion of the role of the Beach Management Committee to incorporate Coastal Change matters under the title of the Coastal Change and Beach Management Advisory Committee, and that the Environment Committee should be re-named the Environment and Green Spaces Committee.

It was noted that revised terms of reference for the Coastal Change and Beach Management Advisory Committee would be brought before the first meeting of that Committee for initial consideration, prior to adoption by the Council in due course. The membership of the expanded Advisory Committee would be reviewed at the Annual Council Meeting in May.

Recommendation 4

The Finance and Governance Committee had reviewed the list of the Council's 18 working parties and panels and the potential merger of some of the working parties had been considered. However, an alternative suggestion had been made that all working parties should cease at the end of the current council year and only be re-appointed if required. The Committee had, therefore, recommended:

That no working parties should be appointed at the annual meeting in May 2023, with the exception of the following: Community Awards Panel, Environmental Policy Action Plan WP, Events WP, Grants Panel and Property Panel.

During consideration of the above recommendation, Members acknowledged that although the operation of the working parties could be time-consuming, many performed a valuable role in providing a forum to discuss matters informally between Members and officers. Attention was drawn to the opportunity to consider the future of working parties at the same time as the review of the Council's committee structure in September 2023 and it was noted that a brief description of the purpose of each working party would be particularly useful as part of that process. Consequently, the above recommendation did not receive a proposer.

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

That the Town Council should reappoint its working parties at the annual council meeting and carry out a review, alongside that of the revised committee structure, in September 2023, officers to prepare a brief description of the work anticipated to be undertaken by each working party to assist in that process.

Councillor Monkhouse left the Meeting.

187. **Working Party Updates and Recommendations**

The following matters were reported by the lead councillor of each of the following working parties.

(a) **Environmental Policy**

At a meeting held on 15th March 2023, consideration had been given to the draft Carbon Neutral Plan, which would be presented to the next meeting of the Environment and Green Spaces Committee.

(b) **Day's Park Development Forum**

At a meeting held on 29th March 2023, consideration had been given to next steps towards finalising the lease agreement to the Swanage & Purbeck Development Trust and a target date had been set to obtain initial responses from larger funding bodies.

(c) **Seafront Masterplan**

At a meeting held on 4th April 2023, consideration had been given to the next steps required to take forward both the Seafront Masterplan and the stabilisation works to Sandpit Field and the land to the north of Walrond Road.

It was noted that a meeting for Members to review a draft of the Seafront Masterplan would be held on 25th April 2023 at 5 p.m. at the Town Hall.

(d) **Sports, Leisure & Wellbeing**

At a meeting held on 5th April 2023 consideration had been given to the use of containers on the Queen Elizabeth II (Forres) Field and a further meeting had been held on 19th April with trustees of the Mowlem Theatre to discuss their future plans and grant funding options.

188. **Annual Parish Meeting – To confirm time and venue, 7 p.m. 15th May 2023, The Centre, Chapel Lane**

It was noted that the Annual Parish Meeting would be held on Monday 15th May 2023 at 7 p.m. at The Centre, Chapel Lane, Swanage.

189. **Pevelev Point Boat Park – To consider proposal for advertising launch and recover service**

Further to Minute No. 15) of the Tourism and Local Economy Committee Meeting held on 22nd March 2023, consideration was given to a briefing paper prepared by the Visitor Services and Business Development Manager (VSBDM), which outlined a proposal for the advertisement of launch and recovery services for boat park users.

It had been acknowledged that some boat park users experienced difficulties in towing and launching their boats. Therefore, an opportunity had arisen to permit businesses to advertise their services to enable boats to be safely launched from the boat park and reduce the risks associated with potentially dangerous vehicle movements. It was proposed that the Town Council should undertake the following measures:

- Install a notice board at the boat park;
- Permit organisations that offer a towing and launching service to advertise in this area at a charge of £100 per year;
- Ensure that only organisations which have public liability insurance and have carried out an appropriate risk assessment are permitted to advertise;
- Consider permitting advertising on the Council's various digital platforms;
- Carry out a review of this proposal and report to the Tourism & Local Economy Committee in the winter of 2023.

It was noted that any boat launched would be required to pay the relevant fee, and furthermore that any financial arrangement made between the business and individual boat park users would be outside of the remit of the Town Council.

A discussion ensued during which Members discussed broadening the type of business permitted to advertise to encompass other marine services associated with boat park usage. It was, therefore, proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the Town Council approves the advertising of marine services at Pevelev Point Boat Park, as set out above.

Further to his declaration under Minute No. 176, Councillor Suttle left the room during consideration of the following item.

190. **Monkey Beach Rings – To consider extending concession to operate for 2023 season**

Further to Minute No. 182 of the Council Meeting held on 25th April 2022, consideration was given to a briefing paper, prepared by the VSBDM, which outlined a proposal in respect of the Monkey Beach rings concession.

It was stated that a concession to manage the boat rings adjoining Monkey Beach and the Stone Quay had been awarded in 2022 at a fee of £80.00, for a one-year trial. It was now being proposed that the arrangement should be continued for the 2023 season at a fee of £85.00 and that the term should be extended until the construction of the coastal defence scheme for this area commences, or for five years, whichever is shorter.

A query was raised around who determines the charges for the use of the rings. In response it was stated that the concessionaire would decide the appropriate price to charge to boat users.

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

That the Council extends the Monkey Beach Rings concession to the current operator (Mr S. Hill) until either the construction of the coastal defence scheme for this area begins or the expiry of 5 years, whichever is the shorter time period, at a charge of £85 for the 2023 season.

Councillor Suttle re-entered the Meeting.

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

(a) **Mowlem Trust**

The contents of an update, which included information regarding the appointment of new trustees and the announcement of the Mowlem's first Patron, Edgar Wright, were noted.

(b) **Pubwatch**

It was reported that attempts had been made to hold two meetings since its re-establishment at the end of 2022, however with very low attendance the decision had been made to disband Pubwatch at this time.

(c) **Swanage Railway Partnership**

It was reported that the trial service from Swanage to Wareham was underway and the inaugural service on 4th April had been successful.

(d) **Herston Village Hall**

A reminder was given to encourage attendance at the 'Picnic in the Park' event at the former St Mark's School Playing Field on Monday 1st May and that Herston Village Hall would be hosting an Open Day.

(e) **Chamber of Trade**

It was reported that a 'Purbeck Pass' would be launched at the beginning of May, which would provide discounts to residents, as an incentive to shop locally. The pass could be obtained from the Swanage Information Centre.

192. **Reporting of delegated matters**

Further to Minute No. 12 of the Community Services Committee Meeting held on 29th March 2023 and Minute No. 187 (d) above, it was reported that discussions were ongoing regarding the installation of additional containers for the storage of sports equipment on the Queen Elizabeth II (Forres) Field, and an update would be provided to a future meeting.

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

(a) **Dorset Councillors – Update** – Councillors Suttle and Trite provided updates on matters that included the following:

- Concerns had been raised over the impact on tourism and the local area following the proposed installation of a barge to house refugees in the port at Portland by the Home Office.
- A walked inspection had been planned with Dorset Council officers to review the condition of the pavements in Swanage.
- A review was currently being conducted regarding Dorset Council leisure services and a survey covering the activity habits of local people would inform the review.
- Post winter/pre-summer highway maintenance was underway across the county.

- King Charles III Coronation ‘Big Help Out’ volunteer event was being organised throughout the country with events planned on the hardstanding off of Shore Road.
 - Dorset Council on-street car parking charges along Shore Rd were scheduled to come into effect on 28th April.
- (b) **Future of Swanage-based Ambulance Car – Update** – it was suggested that contact be made with SWASFT to enquire why reported call outs had been so low. It was agreed that this matter would be discussed at a forthcoming meeting of the Emergency Health Services Working Party, and it was also proposed that the new chief medical officer be invited to that meeting.
- (c) **A & E Local – Update** – concerns were again noted that Poole A&E was being downgraded earlier than expected.
- (d) **ATM provision following bank branch closures - Update**– further to Minute No. 172 (b) of the Council Meeting held on 13th March 2023, it was reported that the ‘Access to Cash’ group had been disbanded and that a banking hub in town would be unlikely. It was noted that the Post Office now had an ATM installed.
- (e) **DAPTC representation – To note guidance prior to appointment of representatives at Annual Council Meeting** – it was noted that representatives would be appointed at the Annual Council Meeting in May.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Bonfield, seconded by Councillor Rogers and AGREED:-

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 21 and 22 for reasons of commercial confidentiality.

194. **Former Taxi Office, Swanage Station**

(a) **Pursuit of debt – Update**

Further to Minute No.173 (a) of the Council Meeting held on 13th March 2023, Members noted the contents of a briefing paper, prepared by the Town Clerk, which outlined the current situation in relation to the pursuit of the debt owing to the Town Council and agreed to the continuation of the delegated authority granted to the Town Clerk to act in accordance with legal advice received.

Further to their declarations under Minute No. 176, Councillors Bonfield and Whitwam left the room during consideration of the following item.

(b) **Future rental options – To consider report on expressions of interest**

Further to Minute No.173 (a) of the Council Meeting held on 13th March 2023, consideration was given to a briefing paper, which contained a report from the agent regarding the expressions of interest received for the lease of the former taxi office. A lengthy discussion ensued, during which the advantages and disadvantages of the expressions of interest was explored.

Further to discussion, it was proposed by Councillor Trite, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the Council delegates authority to the Town Clerk to further explore the most economically advantageous 'expression of interest' received.

Councillors Bonfield and Whitwam re-entered the Meeting.

195. **Rent Reviews – Telecommunications masts at Victoria Avenue and Day's Park**

Members considered the contents of a briefing paper, prepared by the Town Clerk, which set out recommendations from the Council's appointed valuer in respect of a number of outstanding rent reviews in connection with telecommunications masts on Council-owned land at Main Beach Car Park (Victoria Avenue) and Day's Park.

Further to discussion it was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the Council accepts the valuer's recommendation regarding settlement of the outstanding rent reviews in respect of the telecommunications masts at Victoria Avenue and Day's Park.

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

That the back rent payable in respect of the Day's Park mast be retained in an earmarked reserve as a future contribution towards the Day's Park redevelopment proposals.

Further to Minute No. 3) of the Planning and Consultation Committee Meeting held on 6th February 2023, and representations made regarding planning application reference P/PAEL/2023/00167 (prior approval enquiry) during public participation time prior to the meeting of the same committee on 6th March 2023, a discussion ensued around the forthcoming upgrade to the telecommunication masts to 5G technology. It was noted that leaflets had been delivered around the town inviting residents to a public meeting about concerns over 5G technology at the Mowlem on 29th April 2023. Members acknowledged that although the Town Council had no legal powers to prevent the installation, maintenance or upgrade to the telecommunication masts, stakeholders and local residents would welcome a statement on this matter from the Town Council. It was therefore AGREED:-

That the Council provides a statement regarding its position in connection with the upgrade of the telecommunications masts on its property to 5G technology, to be published on the Town Council's website and Facebook page, which could be shared at the public meeting to be held on 29th April 2023.

196. **Property Related Legal Matters**

(a) **Beach Ice Cream Kiosks – To receive update following determination of County Court Claim**

Further to Minute No. 173 (b) of the Council Meeting held on 13th March 2023, consideration was given to a briefing note, prepared by the Town Clerk, which outlined the latest advice regarding the County Court claim and the most cost-effective way forward. Attention was drawn to legal and valuation advice received in respect of a rent review outstanding from May 2021.

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

That the Council delegates authority to the Town Clerk to act in accordance with legal and valuation advice received, including in respect of the outstanding rent review, the matter to be referred to the Property Panel should Member input be required prior to the next opportunity to report to full Council.

(b) **Housing Development, Northbrook Road East – To receive update regarding drainage connection into Ulwell Stream**

Further to Minute No. 173 (d) of the Council Meeting held on 13th March 2023, Members considered the contents of a briefing paper prepared by the Town Clerk and Assets and Compliance Manager, which set out the steps taken to date and proposed action in relation to the drainage connection into the Ulwell Stream in connection with the redevelopment of the former Grammar School site.

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

That the Council delegates authority to officers to act in accordance with legal advice received, should an adequate response from the developers not be forthcoming, the matter to be referred to the Property Panel if Member input is required prior to the next opportunity to report to full Council.

Further to her declaration under Minute No. 176, the Town Mayor left the room during consideration of the following item. In the absence of the Chairman, it was agreed that the Deputy Mayor would assume the Chair during consideration of the item.

(c) **Santa Fe Amusement Park lease renewal – To consider next steps regarding environmental clauses**

Further to Minute No. 119 (b) of the Council Meeting held on 13th and 14th December 2021, Members gave consideration to the contents of a briefing paper, prepared by the Town Clerk, which outlined the negotiations which had taken place regarding the lease renewal for Santa Fe Amusement Park.

Members discussed the legal advice received and it was therefore proposed by Councillor Bonfield, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

That the Council enters into a renewal lease, containing the minor amendments relating to environmental improvement outlined in the briefing paper.

The Town Mayor re-entered the Meeting.

The Meeting closed at 9.05 p.m.

Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 2nd MAY 2023** at **6.30 p.m.**

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor T Foster

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor N Rogers

Swanage Town Council – from 6.40 p.m.

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

There were no members of the public present at the meeting.

Public Participation Time

There were no matters raised.

1) **Apologies**

Apologies for her inability to attend the Meeting were received from Councillor Finch.

2) **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

Planning

3) **Plans for consideration**

Delegated Applications

- * P/FUL/2023/00423 **Flat 5 Esmond, 18 Northbrook Road, Swanage, BH19 1PT**
Create second storey balcony.
OBSERVATION: No objection.
- P/FUL/2023/00819 **9B Bay Close, Swanage, BH19 1RE**
Loft Extension.
OBSERVATION: No objection.
- * P/HOU/2023/01654 **Caythorpe Guesthouse, 7 Rempstone Road, Swanage, BH19 1DN**
Remove existing flat roof and extend building to rear. Insert new door within existing bay window. Create new external deck and associated ramps to provide level wheelchair access to dwelling. Internal works to improve accessibility.
OBSERVATION: No objection.
- P/HOU/2023/01853 **Daimers, Rough Height, Swanage, BH19 2EE**
Single storey front extension and internal remodelling, including alterations to doors and windows.
OBSERVATION: No objection.

- P/HOU/2023/02134 **Punfield, 15 Ballard Estate, Swanage, BH19 1QZ**
Erect wooden shed.
OBSERVATION: No objection.
- P/LBC/2022/08069 **Listed Building Consent**
LISTED Belvedere, Seymer Road, Swanage, BH19 2AL
Demolish and rebuild like for like sheds, steps and retaining walls for flower beds at the rear.
OBSERVATION: No objection, subject to adherence to the Design and Conservation Officer's Report.
- P/VOC/2023/01813 **Variation of Conditions**
Purbeck Centre, Northbrook Road, Swanage, BH19 1QE
Demolition of former school, buildings and structures. Erection of 90 dwellings and the formation of a new vehicular access from Northbrook Road. With variation of Condition Nos. 2, 5, 6 & 7 of planning permission No. 6/2021/0314 for amendments to the approved layout and landscaping schemes for a reduction in garden size for Plot 62-63; a single 12 x cycle store adjacent to Plot 49; revised parking adjacent to the apartments, addition of retaining walls and steps to gardens of Plots 46-49; steps added to Plots 62-64; revisions to bin stores rear of Plots 1- 8 and rear of Plots 62-63.
OBSERVATION: No objection.

For information only

- P/NMA/2023/02475 **Non material amendment**
6 Purbeck Terrace Road, Swanage, BH19 2DE
Non-material amendment to approved application (Demolition of existing single storey extension and replacement with new single storey extension and associated landscaping.), amendment to the internal layout of the ground floor.

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 *.

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

Comments were made regarding tree works being undertaken around the town from time to time, in particular in the conservation areas, and concerns raised that some of these may have been completed without relevant permissions having been obtained from the Local Planning Authority. Attention was drawn to the Town Council's Environment Policy Action Plan and work being undertaken to protect and enhance the town's natural environment.

A request was therefore made for officers to make contact with the Tree Officer at Dorset Council to enquire what the current process was in relation to tree works.

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 Leisure Strategy – Consultation for Town and Parish Councils

It was reported that DC was currently undertaking a review of the leisure and physical activity provision and opportunities across the Council area, which would help to shape a new Leisure Strategy. It was recognised nationally, and locally, that physical activity, leisure, wellbeing and sport facilities could have a significant and positive impact on (but not limited to):-

- Improved health and wellbeing, and reduced inequalities.
- Connecting communities.
- Positive experiences for young children and young people.
- Recovery from the pandemic.

As part of the review DC felt it would be important to consider the views and knowledge of stakeholders, and welcomed the opportunity to hear from all town and parish councils across the Dorset Council area.

During the ensuing discussion concerns were raised regarding the lack of all-weather/indoor leisure facilities in the town, which had reduced in recent years, and the fact that residents had to travel to access a variety of sports and leisure facilities (the nearest leisure centre being situated in Wareham), which was not always possible/affordable for local families, community clubs, and the younger and older generations. Attention was also drawn to the fact that there was no public transport service to these facilities. Further concerns were raised regarding the lack of safe cycling routes and suitable bike storage locations in and around the town, and the absence of an accessible, all-weather walking/running track.

Consideration was given to the Committee's responses to the consultation questions, and Members were in agreement that it would be vital to stress the importance of having a Swanage-based leisure facility, rather than a Wareham one, which would be infinitely more accessible and in line with policies in the Swanage Local Plan. The Committee's responses and concerns would be submitted to DC accordingly.

b) Dorset Council Public Space Protection Orders – Consultation for Town and Parish Councils regarding a new dog related Public Space Protection Order (PSPO)

It was reported that DC would shortly be commencing a public consultation on a new dog related PSPO as the existing Order would come to an end on 31st December 2023.

DC was seeking the views of Town and Parish Councils, as landowners, as to whether they would wish to see any changes made to the current Order before the consultation questions were finalised. It was noted that the proposed questions would be considered at DC's Place and Scrutiny Overview Committee on 6th June 2023.

During the ensuing discussion concerns were raised regarding Section 2 of the existing Order, 'Removal and disposal of dog faeces', and comments were made that no enforcement of the Order by DC's dog wardens had been evident in Swanage. Questions were raised regarding DC's resources for enforcement, what presence there would be in Swanage in the future, and whether enhanced enforcement measures could be considered/included in the new PSPO.

Disappointingly it was noted that the town had experienced an increase in the amount of dog mess on its footpaths and green spaces, and the Town Council's Operations Team had recorded eleven incidents of hitting/being covered in dog mess whilst undertaking grass strimming during March and April, and had had to stop work to shower, and wash their clothes and equipment. Not only was this extremely unpleasant, it was also a health hazard. The Town Council provided over 60 bins for this type of waste (which were in addition to the bins provided by DC).

These concerns and questions would be included in the Council's response to DC. Members were in agreement that no changes should be made to the existing restrictions 'Exclusion of dogs' and 'Dogs to be kept on lead – land and times' for Swanage (Schedules 2 and 3 of the Order).

It was pointed out that Central (Main) Beach, Swanage was incorrectly referred to as 'The Front Beach' in the Order and this would also be brought to DC's attention.

It was reported that members of the public were encouraged to report any incidents of dog fouling seen via DC's online reporting form to make the Council aware of any problems and to identify any 'hotspots' in the town.

c) Dorset Council – Public Consultation on Planning for climate change guidance documents

It was reported that DC was consulting on proposed ‘Planning for climate change guidance documents’, which would provide direction on how climate change would be taken into account in planning applications and decisions:-

- **Interim guidance and position statement** - to help decision makers weigh up the benefits of addressing climate change with other material considerations. The statement provided an overview of the legislative, national and local policy context and addressed sustainable design and construction and planning for renewable energy schemes.
- **Sustainability checklist** - sets out questions for applicants to check in relation to their schemes’ sustainable design and construction.
- **Amendment to Paragraph 39 of the Dorset National and Local List of Requirements** – amending the existing requirement to submit a sustainability statement for relevant planning applications to include the proposed sustainability checklist.
- **Listed buildings – what you can do for climate change** - to help householders with what they could do to increase energy efficiency in their listed buildings and understand what they would need consent for.

Councillor Harris reported that she had recently attended DC’s Planning Engagement Session for Town and Parish Councils, and provided an overview of an informative presentation that had been given on the consultation, which confirmed a need for some interim guidance for decision making prior to adoption of the new Dorset Local Plan. During the ensuing discussion comments were made that the consultation documents were comprehensive, and that some parts of the documents were of a technical nature. Committee Members felt that in view of the importance of the consultation, and the wide-ranging topics and issues that it covered, further time would be required for Members to review the document in greater detail before the Town Council’s response could be formulated. Councillors Foster and Harris suggested that, as member/lead member of the Council’s Environmental Policy and Action Plan Working Party, they could review the documents and email their findings to Committee Members ahead of the next Committee Meeting.

It was therefore proposed by Councillor Bonfield, seconded by Councillor Rogers and **RESOLVED UNANIMOUSLY:-**

That a working party be appointed from members of the Planning and Consultation Committee, consisting of Councillors Foster and Harris, to review the consultation documents in greater detail and present its findings to all Committee Members for further consideration at the next Committee Meeting on 5th June 2023, at which the Council’s response to the consultation will be formulated.

Following discussion, further comments were made that it would be prudent for all Town Councillors to be given the opportunity to be involved in the formulation of the Council’s response to this consultation, and copies of the documents would be sent to all members of the Town Council along with an invitation to submit comments for consideration at the next meeting, if they so wished. A copy of DC’s presentation slides would also be circulated accordingly.

d) National Association of Local Councils Consultation – Town and Parish Councils

i) Department for Levelling Up, Housing and Communities – Public Consultation on technical aspects of the design of the Infrastructure Levy

It was reported that the DLUHC had recently launched a consultation to inform the design of the Infrastructure Levy, and of regulations that would set out its operation in detail. It was explained that the Infrastructure Levy was a reform to the existing system of developer contributions (Section 106 planning obligations and the Community Infrastructure Levy) in England.

NALC would be responding to the consultation and had provided details of the main consultation questions it would be responding to in the document, and was therefore seeking the views of local councils in response to these questions.

It was noted that NALC would be arguing very strongly that it was right that local councils would receive the 25% neighbourhood share of the Infrastructure Levy, which would ensure that communities benefitted from developments, and that local councils could invest in local infrastructure and other priorities. NALC also felt that it would be important for local councils to have full flexibility in how the levy was used. However, the reported 'flat share' of 25% did not provide an uplift or added incentive for communities that had a 'made' neighbourhood plan in place, which was presently the case where the Community Infrastructure Levy was charged.

During the ensuing discussion it was noted that the government wanted the Levy to collect more than the existing system, whilst minimising the impact on viability, and Committee Members were in agreement that the following components of Levy design would help achieve these aims:-

- Charging the Levy on final sale 'Gross Development Value' of a scheme.
- The use of different Levy rates and minimum thresholds on different development uses and typologies.
- The ability for local councils to set 'stepped' Levy rates.
- Separate Levy rates for thresholds for existing floorspace that is subject to change of use, and floorspace that is demolished and replaced.

The Committee also wished it to be noted that it was in support of NALC's headline responses as above. NALC would be advised accordingly.

Neighbourhood Planning

6) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 17th April 2023

There were no matters raised.

7) Items of Information and Matters for Forthcoming Agendas

a) Dorset Council (DC) – Review of The Dorset Open Land Anti-social Behaviour Related Public Spaces Protection Order (PSPO) 2022 – consideration of representation to Dorset Council for Swanage to be included in the PSPO – further

to Minute No. 11 a) of the Planning and Consultation Committee Meeting held on 3rd April 2023, it was noted that this matter would be discussed at the next Committee Meeting.

b) Department for Levelling Up, Housing and Communities

i) Public Consultation on introduction of a use class for short-term lets and associated permitted development rights

ii) Public Consultation on a registration scheme for short-term lets in England

It was reported that the DLUHC was seeking views on the introduction of a registration scheme for short-term lets in England, and also proposed use class and permitted development rights changes in relation to short-term lets. The closing date for responses to the consultations was noted as 7th June 2023.

A discussion ensued, and Members were in agreement that in view of the importance of these consultations, and the potential impact that the proposals could have on the town, its housing stock, tourism and the local economy, further time would be required to review the documents in greater detail.

It was therefore agreed that consideration of the Town Council's responses to the consultations would be deferred to the next meeting of the Committee being held on 5th June 2023.

Attention was drawn to NALC's previous 'call for evidence' from local councils on short-term holiday lets (see Minute No. 6 a of the Planning and Consultation Committee Meeting held on 1st August 2022) and a copy of the Council's response to NALC would be circulated to Committee Members for their information accordingly.

8) Date of next meeting

The date of the next meeting had been scheduled for Monday 5th June 2023.

The meeting closed at 8.10 p.m.

Communications Strategy Working Party - notes from meeting held on 26th April 2023 at the Town Hall, at 2.00pm

Present: Councillor T Foster, Councillor C Moreton, Councillor C Finch, Councillor C Tomes, and Miss N Clark (Planning and Community Engagement Manager). Councillor D Monkhouse attended via online link (until 2.15pm)

A meeting of the Communications Strategy Working Party had been arranged to discuss actions already undertaken/completed since the last working party meeting, work in progress, and to consider a draft communications plan.

The following matters were discussed:

1) Updates

a) Social Media, and Social Media/Communications training for councillors:

[County Association Training Events - Breakthrough Communications \(breakthroughcomms.co.uk\)](https://breakthroughcomms.co.uk) – officers continued to post regular updates regarding Town Council projects/works being undertaken, and other useful information, on the Council’s Facebook page, which had been positively welcomed and shared by the local community. It was noted that the page currently had over 1.7k followers, and 1.2k ‘likes’.

Members who had undertaken training workshops with Breakthrough Communications felt that they had been worthwhile, and encouraged all Town Councillors to consider attending some of these. A variety of courses were on offer, and details of upcoming workshops could be found via the link above.

b) Councillors’ laptops – the laptops had arrived and were now being used by Councillors at council meetings. The benefits of having Outlook emails and calendar functions were discussed, and it was noted that there had been a sizeable reduction in paper usage/printing of agenda paperwork at the Town Hall. Members were complimentary of the support provided by the I.T. providers when setting up the laptops.

c) I.T. for Council Meetings – an Owl Pro device had been procured to facilitate hybrid meetings/improved online meeting experience, which had proved very successful.

d) Town Council’s website – officers continued to update the website regularly and it had been made as accessible as possible. A request was made for Councillors’ photographs to be included on the ‘Contact Councillors’ page (and on the Town Hall noticeboard). It was suggested that a group photo could be taken at the Annual Council Meeting on 22nd May 2023.

It was anticipated that a tender exercise would be undertaken later in the year regarding a new fully accessible website. A review of the existing webpages would be undertaken, and Members would make officers aware of any additions/amendments/information they would wish to make/see on the new site.

A request was made for a 'Swanage Town Council Community Awards' webpage, which could include details of the awards and past winners, and photographs.

- e) Town Hall Noticeboard** – Members were pleased to note that the noticeboard had been refurbished/repainted and was being regularly reviewed. As suggested at a previous meeting, the display area had been 'zoned', and community groups/ events were encouraged to submit posters for the noticeboard. Compliments had also been received from members of the public regarding decorative displays which had been created on the noticeboard for various events.

Further to comments received, a notice had been included advising that large print copies of meeting agendas/minutes/documents were available from the Town Hall (via telephone, email or by calling in). This message would also be included on the Council's website and Facebook page.

- f) Public engagement/consultation** – a discussion was held regarding public engagement/consultation undertaken during the year, including on the Town Council's Corporate Plan (a paper copy of the Plan document had also been created and delivered to homes and businesses in Swanage), the successful Swanage Town Council Community Awards event held at the Mowlem Theatre, and a number of events which had been held in partnership with other groups, including Dorset Coast Forum, Sustainable Swanage, Wessex Water (regarding sea swimming) – Members were keen for the Council continued to build on the success of these.

It was noted that public engagement/communications plan proposals for the Swanage Neighbourhood Plan, and the seafront projects, were now also being considered.

It was further noted that it had been agreed for regular interview 'slots' to be booked in on Purbeck Coast Radio shows.

- g) Recruitment – Communications and Community Engagement Support Officer** – a discussion was held regarding the existing vacant posts at the Town Hall, one of which was for a Communications and Community Engagement Support Officer. A copy of the draft job description for this role was provided for information purposes. It was suggested that the job title be reviewed. The successful candidate would contribute relevant content to the Council's public relations material (both digitally and hard copy), including an annual report, regular newsletters, the Council's website and social media pages, and the noticeboard. A recruitment drive would be commenced in due course.

2) Communications Strategy

a) Consideration of draft 'Swanage Town Council Communications Strategy'

Consideration was given to a draft 'Swanage Town Council Communications Strategy' which had been prepared by Lead Member, Cllr Foster. Following some minor amendments, Members were in agreement that this should form the basis of a plan for the Council's communications activities for the year ahead. A copy of the amended document is attached in Appendix 1 below.

3) Any other matters

- a) Little Birds Pre-school – visit and tour of Town Hall and old prison and pump** – it was reported that a group of the older children from the pre-school would be visiting the Town Hall for a tour on 20th June 2023. The children would also be meeting with the Mayor and Deputy Mayor in the Council Chamber, and would have the opportunity to ask questions. They would be bringing along some of their own artwork to show off. A report and photos from the day would be shared on the Council’s website and Facebook page.

- b) The Coronation of King Charles III – commemorative teaspoons** – it was reported that the commemorative teaspoons had arrived and arrangements had been made for the Mayor, Deputy Mayor, and the Planning and Community Engagement Manager, to attend the Coronation celebration assemblies of St Mark’s, St Mary’s and Swanage Primary Schools on 4th and 5th May, to take part in the celebrations and present the pupils with their teaspoons. A report and photos of the visits would be shared on the Council’s website and Facebook page.

Draft 'Swanage Town Council Communications Strategy'

The Communications Strategy Working Party has been established to prepare a strategy to guide Council communication with the Swanage electorate. Prior to 2019 there had been a quarterly newsletter sent by post to all residents, but this ceased as there was no staff capacity to produce one.

With the increased use of online social media it is concerning that information posted can at times be misleading and open to malicious information being disseminated.

The Council needs to ensure that the facts about its activities are easily available in accordance with the ethos of transparency which is vital to local government.

Councillors have expressed a keenness to share important and positive news straightforwardly.

Platforms:

Annual Report of the Town Council

Printed newsletters – hard copy to be delivered, collected, or sent electronically

News columns in local printed/online publications – e.g. Purbeck Gazette, Swanage .News, Advertiser/Echo

Social media – Facebook, Instagram, 'blogs'

Website – new site to be more easily accessible and user friendly (to include photographs of/information about Councillors and their respective roles and responsibilities)

'Meet your Councillors' events

Local radio interviews

Increase public participation at full council and committee meetings

Public Engagement Events

An appetite for this was indicated by the large attendance at the public meeting held at the All Saints Church regarding the Burlington Chine toilets.

Future events will be held regarding the Seafront Masterplan and the Swanage Neighbourhood plan.

The Council should continue to look at accessible venues to hold these events, e.g. Mowlem Theatre, Emmanuel Baptist Church, Methodist Church, The Swanage School.

The Council should also give consideration to hosting its own events, such as 'Any Questions'? And increase involvement with the local schools.

Amended draft prepared by Lead Member, Cllr Tina Foster
April 2023

Agenda Item 15 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th April 2023

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
Income during April	£702,727.62 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- March	£4,181.70 Cr	
Less - Outstanding receipts - April	<u>£3,415.72 Dr</u>	£703,493.60 Cr
Less payments made:		
Schedule 1 payments dated 30/04/2023	£262,870.68 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£262,870.68 Dr
		<u><u>£518,222.84 Cr</u></u>
Balance at Bank		
Current Account		£517,764.01 Cr
Deposit Account		<u>£458.83 Cr</u>
		<u><u>£518,222.84 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
YBS CD		£500,049.92
UK Government- Gilts		<u>£493,475.35</u>
		<u><u>£1,743,525.27</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 2023

Prepared by Alison Spencer

Dated: 15th May 2023

Certified by Martin Ayres

Dated: 15th May 2023

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 22nd May 2023

Schedule 1:

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

**TWO HUNDRED AND SIXTY TWO THOUSAND, EIGHT HUNDRED AND SEVENTY
POUNDS AND SIXTY EIGHT PENCE**

.....(**£262,870.68**).....

Swanage Town Council Schedule of Payments - Month 1

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total	
19/04/2023	AIB Merchant Services	310323.000002	31/03/2023	AIB Merchant Fees	19.99	
11/04/2023	Barclaycard Merchant Services	001884330323	31/03/2023	Monthly charges Mar 23	105.00	
03/04/2023	Dorset Council: Revenues & Benefits	840014144	01/04/2023	23/24 NNDR	17,809.56	
18/04/2023	First Data	520334510615636	01/04/2023	March -card charge	156.94	
17/04/2023	Green Energy (UK) Ltd	52485116	05/04/2023	TH office- Gas	909.83	
17/04/2023		52485091	05/04/2023	Depot-Gas	233.32	
17/04/2023		52485114	05/04/2023	TIC- Gas	242.90	
17/04/2023		52485115	05/04/2023	TH -Gas	585.35	
11/04/2023	Kent County Council	UMS8692014	16/03/2023	CPTM	80.17	
11/04/2023		UMS8686351	16/03/2023	Beach Clock	56.71	
11/04/2023	Lloyds Bank PLC	394893453	13/03/2023	Monthly charge	153.36	
11/04/2023	Paytek Admin Services Ltd (First)	MI/3785971/03	01/04/2023	April charge	72.00	
11/04/2023		MI/3782893/03	01/04/2023	April charge	128.35	
17/04/2023	Sage (UK) Ltd	INV16626808	01/04/2023	Sage Month charge- April	513.30	
03/04/2023	water2business	3062373077	24/02/2023	Water-BG-sport complex	49.28	
03/04/2023		3062385549	28/02/2023	Sandpit Field	198.94	
03/04/2023		4062439370	01/03/2023	Shore Rd	646.05	
03/04/2023		4062473493	06/03/2023	Mermond-Toilets	252.63	
03/04/2023		3062481659	07/03/2023	Sandpit Field- March	49.78	
03/04/2023		3062597448	15/03/2023	Depot Unit 8	52.99	
03/04/2023		3062597457	15/03/2023	Depot Unit 5	225.35	
03/04/2023		3062594030	15/03/2023	Nursery&Greenhouse	84.02	
03/04/2023		3032626016	20/03/2023	Beach Gardens	377.90	
03/04/2023		3062626007	20/03/2023	Beach Garden	24.60	
03/04/2023		3062626025	20/03/2023	Beach Garden	49.62	
03/04/2023		3062626034	20/03/2023	Battlegate Toilets	2,126.63	
Total of Direct Debit & Standing Orders					25,204.57	

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
17/04/2023	Charge Card Transactions	EV4070X2V	01/04/2023	Training	210.00
Total of Chargecard payments					210.00

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
26/04/2023	A.B.A. Groundcare LLP	136817	30/03/2023	Strimmer repair	36.30
28/04/2023	Ace Office Environments Ltd.	01076594	23/04/2023	Stationery	210.35
28/04/2023		0178096	23/04/2023	Stationery	52.68
28/04/2023	Acute Build Clean Ltd	1534	19/04/2023	Marine Algae cleaner	97.20
26/04/2023	Alliance Tool Hire Ltd	P227919	31/03/2023	Kango rental	56.52
26/04/2023	Amberwood Graphics	4268-71	30/03/2023	TIC - books for retail	200.22
28/04/2023	Andrews Plant Ltd	4111	20/04/2023	Road Sweeper	1,126.87
28/04/2023	Apogee Corporation Ltd	1379942	05/04/2023	Depot -toner	9.00
26/04/2023	AquaAid (Southcoast)	432856	31/03/2023	Sanitisation BF x 2	47.98
26/04/2023		432855	31/03/2023	Water- 19L x2	23.40
28/04/2023	Aster Group	SINV489766	05/04/2023	Telecare Q1- Fee	94.21
28/04/2023		SINV489908	13/04/2023	Monitored Alarm STC- Q1	79.20
26/04/2023	Badgemaster Limited	0001847541	30/03/2023	TIC - name badges	35.29
28/04/2023	BIPCOM	INV-8369	01/04/2023	Divert mobile	4.50
26/04/2023	Blacknoll Construction Ltd	11486	20/03/2023	Arts Club hut	6,852.00
26/04/2023		11485	20/03/2023	Swanage skate park	33,351.66
26/04/2023		11484	20/03/2023	Tourist Information Store	16,211.02
26/04/2023	Blue Level Media Ltd	SI-30129	28/03/2023	Beach Hut IT System - Support Bank	1,200.00
28/04/2023	Porter & Woodman Gifts Ltd	INV53335	05/04/2023	TIC - A-frame chalkboard	94.79
28/04/2023	Canford Drains	74655	11/04/2023	Public Toilet- Shore Road	1,644.00
28/04/2023	Countryside Tree Surgeons Ltd	SI-259	23/04/2023	Tree Surgery	720.00
26/04/2023	C G Ltd	Mar 23 Q4	31/03/2023	Q4 Car Park Settlement	3,704.38
28/04/2023	DAPTC	INV-1378	01/04/2023	Annual Subscription	1,444.56
26/04/2023	Steve Darrington	BR22009	31/03/2023	Blues Agency Settlement	1,605.00
28/04/2023	Dorset County Pension Fund	M1	20/04/2023	Month 1- Pension	18,926.06
28/04/2023		M1	20/04/2023	Month 1- CAYS	201.00
26/04/2023	Dorset Waste Partnership	2800345714	31/03/2023	Recycling bin March	19.08
26/04/2023	Fernhill Wholesale	SI-1302	27/03/2023	TIC - souvenirs for retail	265.08
26/04/2023		SI-1302	27/03/2023	TIC - publications for retail	37.50
28/04/2023	Four County Services Ltd.	63219	10/04/2023	TH- Monthly charge	708.12
28/04/2023		63218	10/04/2023	TIC	479.78
28/04/2023		63217	10/04/2023	Depot	352.56
28/04/2023		63237	12/04/2023	IT Monthly charge	812.22
28/04/2023		63288	19/04/2023	TIC - parts and labour for IT issue	129.00
28/04/2023		63307	21/04/2023	Domain - councillors	38.40
28/04/2023					

28/04/2023	Follow The Shine Ltd	1681	01/04/2023	Beach Hut Cleaning		840.00
26/04/2023	G4S Cash Solutions (UK) Ltd	2023033452	31/03/2023	Cash Collection Mar 23		257.32
28/04/2023	GH Print Management	INV-7015	08/04/2023	Beach Gardens - leaflets/flyers		72.00
26/04/2023	Glasdon UK Limited	SI860688	31/03/2023	Evolution bins	603.99	
28/04/2023		SI861268	11/04/2023	Trimline black plastic liner	633.30	1,237.29
26/04/2023	Greenham Trading Ltd.	04/421015	31/03/2023	Equipment	1,064.90	
28/04/2023		04/421340	05/04/2023	Uniform	21.60	
28/04/2023		04/421081	06/04/2023	Stickers	80.10	
28/04/2023		04/421550	11/04/2023	Equipment	92.16	
28/04/2023		04/421589	11/04/2023	Jet Wash Unit	1,860.00	3,118.76
26/04/2023	Hardy Signs	108592	28/03/2023	Signs		101.58
28/04/2023	A.R. Harris & Son	32638	04/04/2023	Broad Road car park	42.00	
28/04/2023		32644	05/04/2023	Heritage centre WC	613.08	
28/04/2023		32684	16/04/2023	EICR - North Beach car park	150.00	
28/04/2023		32685	16/04/2023	Main beach machines	60.00	865.08
28/04/2023	HMRC	M1	20/04/2023	Month 1- PAYE/NI		16,994.54
26/04/2023	Ideal Skip Hire Ltd.	90591	15/03/2023	Skip		384.00
28/04/2023	Sovereign Insignia Ltd T/A Impamark	INV010030	19/04/2023	King's Coronation Jubilee Spoons		2,672.40
26/04/2023	J.D. Facilities Ltd	INV-1368	31/03/2023	Depot - deep clean staff area Mar 23	230.62	
26/04/2023		INV-1367	31/03/2023	Depot - cleaning Mar 23	197.59	
26/04/2023		INV-1357	31/03/2023	TIC - cleaning	322.35	
26/04/2023		INV-1366	31/03/2023	TH-cleaning	531.45	
26/04/2023		INV-1365	31/03/2023	Public Toilet- cleaning Mar23	7,226.51	
26/04/2023		INV-1350	31/03/2023	Cleaning - Godlingston Chapel	54.00	8,562.52
28/04/2023	John Preston & Co (Belfast) Ltd	0000001194	01/04/2023	Accessible Beach Mat		2,967.36
26/04/2023	Lily's Produce	tic 53	31/03/2023	TIC - jams for retail		171.60
28/04/2023	Little Map Company	SI-1338	11/04/2023	TIC - souvenirs for retail	71.42	
28/04/2023		SI-1339	19/04/2023	TIC - souvenirs for retail	18.00	
28/04/2023		SI-1339	19/04/2023	TIC - maps for retail	65.00	154.42
28/04/2023	D. & P. Lovell Ltd.	L6108	17/04/2023	Excavator from 1st-30th April 23		336.00
28/04/2023	Meridian Cooling Ltd	19448	25/04/2023	Annual AirCon servicing		197.78
28/04/2023	Metric Group Ltd.	C65880	03/04/2023	Month 1- Aslan		192.00
26/04/2023	S. Moores	194233	31/03/2023	Beach Gardens - biscuits for retail (Kiosk)		24.48
28/04/2023	NABMA	23/245	01/04/2023	Annual Subscription 2023/2024		384.00
26/04/2023	National Express	AREXT/00236427	31/03/2023	March Agency Ticket Sales		94.35
28/04/2023	Nisbets Plc	51341883	11/04/2023	TIC - chairs for beach huts		2,513.52
26/04/2023	Nixons Hardware Ltd	122328	31/03/2023	Keys	22.00	
26/04/2023		122397	31/03/2023	TIC - equipment	20.87	42.87
28/04/2023	Nomix Enviro Ltd	SI/04425812	03/04/2023	weedkiller - hiltite		474.48
26/04/2023	Norfolk County Council	10030991	27/03/2023	NPLaw FeeTime		976.68
28/04/2023	P.J. Notley Ltd.	5212	13/04/2023	Window cleaning		135.00
20/04/2023	Swanage Town Council	Month 1 Payroll	20/04/2023	Net Wages-Month 1		56,394.70
26/04/2023	Purbeck Print Company	1038	29/03/2023	Design work for TIC	150.00	
26/04/2023		1039	29/03/2023	Design work for Beach Gardens	220.00	
26/04/2023		1037	29/03/2023	Design work for TIC	300.00	670.00
26/04/2023	Purbeck Gazette	14452	17/02/2023	Advert		540.00
26/04/2023	Purbeck Ice Cream	147440	29/03/2023	Beach Gardens - ice cream for kiosk retail		665.87
26/04/2023	Purbeck Media Group	INV-2990	30/03/2023	TIC - uniform		183.60
26/04/2023	ONeill Homer	1332	29/03/2023	Professional Fees- Swanage Neighbourhood P	2,100.00	
26/04/2023		1293	30/03/2023	Professional Fees- Swanage Neighbourhood P	2,640.00	4,740.00
28/04/2023	Roger Locke Consulting Ltd	9095	10/04/2023	Drystone wall		990.00
26/04/2023	R U Secure Systems	131970	31/03/2023	CCTV/HikVision- service/mount		1,344.72
28/04/2023	Swanage and Purbeck Development Trust	284068	26/04/2023	Hire for The Centre		40.00
26/04/2023	Smith of Derby Ltd	0000127239	31/03/2023	Annual Service of TH clock		295.20
26/04/2023	Socotec UK Limited	0001018047	30/03/2023	PAS128 survey - Peveril Point Rd		4,020.48
28/04/2023	South West Councils	0000069327	05/04/2023	SWC- Membership Subscription		582.00
26/04/2023	Spaldings (UK) Ltd.	SI-2852829	28/03/2023	3 reels trimmer cord		154.44
26/04/2023	St. Michaels Garage	P 5748	23/03/2023	windscreen wiper	25.08	
26/04/2023		3171	31/03/2023	Diesel- March 23	983.71	1,008.79
26/04/2023	Suez Recycling & Recovery UK Ltd	32916707	31/03/2023	Clearance of special waste	1,824.00	
26/04/2023		32916706	31/03/2023	Green Waste Skip x 2	901.32	2,725.32
28/04/2023	Sutcliffe Play (South West) Ltd.	6805	19/04/2023	Installation unicorn		690.00
26/04/2023	Suttle Projects Ltd	SI20230319	31/03/2023	Godlingston Cementry		7,325.78
26/04/2023	Swanage News	1284	31/03/2023	Newspaper	35.00	
28/04/2023		1284	01/04/2023	Newspaper	8.75	43.75
28/04/2023	Telefonica O2 UK Ltd	20327628	24/04/2023	SIM charges		253.00

26/04/2023	Travis Perkins	9292AMW278	03/01/2023	Bolt & Nut- cup square	60.26	
26/04/2023		9292 AMX066	18/01/2023	225mm capping board	1,318.80	
26/04/2023		9292 AMX521	27/01/2023	Roofline profile	6.25	
26/04/2023		9292 ANA172	21/03/2023	Sand & Cement (Beach gdn)	71.10	
26/04/2023		9292 ANA158	21/03/2023	Timber decking, multi tool blades	65.62	
26/04/2023		9292 ANA242	22/03/2023	Shelving	46.50	
26/04/2023		9026 AXA339	22/03/2023	Burbidge LD226 treated square Baluster	140.40	
26/04/2023		9292 ANA403	24/03/2023	undercoat grey	29.80	
26/04/2023		9292 ANA398	24/03/2023	Metpost	8.04	
26/04/2023		9292 ANA459	24/03/2023	BG- decking screw	53.66	
26/04/2023		9292ANA534	27/03/2023	litre gloss exterior paint	18.00	
26/04/2023		9292 ANA513	27/03/2023	Timber for decking	210.01	
26/04/2023		9292 ANA497	27/03/2023	Screwdrivers and coathooks TIC	27.80	
26/04/2023		9292 ANA533	27/03/2023	Hose and tap King George's WC	21.89	
26/04/2023		9292 ANA591	28/03/2023	12 lengths featheredge beacg gardens deckir	80.42	
26/04/2023		9292 ANA612	29/03/2023	Green Treated Featheregde 2EX	5.51	
26/04/2023		9292 ANA664	29/03/2023	Padbolt- 150mm	8.39	
26/04/2023		9292 ANA756	30/03/2023	Wood filler BG decking	33.11	
28/04/2023		9292ANA833	03/04/2023	Screw caps	0.95	
28/04/2023		9292ANA805	03/04/2023	Sign fixings (North Beach changing places)	34.85	
28/04/2023		9292ANB207	12/04/2023	8x bags postcrete	61.92	
28/04/2023		9292ANB405	17/04/2023	WD40	10.06	
28/04/2023		9292ANB460	17/04/2023	One Shot Drain Cleaner	103.39	
28/04/2023		9292ANB589	19/04/2023	bag of postcrete	7.74	
28/04/2023		9292ANB701	20/04/2023	4x posts & 3x postcrete	44.06	
28/04/2023		9292ANB843	24/04/2023	2x cistern flushers	47.50	2,516.03
28/04/2023	Third Party	M1	20/04/2023	Deductions - Month 1		214.55
26/04/2023	Wessex Grounds Services	WGS 11187	31/03/2023	Consultancy March 23		378.00
28/04/2023	Westmade Ltd	1010710	24/04/2023	Repairs		700.72
26/04/2023	WSP	64616708	30/03/2023	Professional Fees		16,339.20
Total of BACS/CHAPS Payments						237,456.11

<u>BACS payroll payment issued 20th April 2023</u>	56,394.70
<u>BACS supplier payments issued 26th April 2023</u>	118,561.68
<u>BACS supplier payments issued 28th April 2023</u>	62,499.73
	237,456.11

Total of Payments	262,870.68
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Seafront Masterplan – To agree next steps, including public engagement

At its Meeting held on 25th April 2022, the Town Council agreed to appoint a consultant to deliver a Seafront Masterplan in accordance with an agreed specification. A budget of £15,000 was agreed, and after a tender process Dorset Coast Forum were awarded the contract at the Council Meeting held on 27th July 2022.

A useful update on progress towards completion of the Swanage Seafront Masterplan was provided by Councillor Bonfield (lead member of the Seafront Masterplan Working Party) at the Parish Assembly on Monday 15th May, as follows:

During the Summer and Autumn of 2022, Dorset Coast Forum sought views from residents, visitors, and businesses to ask what was special about the seafront, how people used the seafront, and how it could potentially be improved. There was a fantastic response, with 1,045 people completing the survey, 344 engaging with pop-up events and workshops and 122 people placing ideas on ideas boards. In addition, more than 12,000 people viewed Facebook posts and over 4,000 people viewed webpages relating to the seafront masterplan.

Dorset Coast Forum have analysed all of the feedback from the survey, and from people who spoke to us directly at workshops and events. Partnership is key to the project and as such businesses, key organisations, and community groups have also fed their thoughts and ideas into the Masterplan. An interim report on the consultation feedback has been submitted to the Town Council, which will be shared with the public soon.

Dorset Coast Forum have nearly completed a draft of the Masterplan. It will put forward opportunities to improve the seafront, breaking it down into five different zones. A report will go to the Annual Council Meeting next Monday and it is currently planned that the draft Masterplan will be shared with residents during June. We will be welcoming further feedback and comment during this time. Please look out for updates on social media and on the project webpage.

Within each of the five zones, opportunities have been identified to deliver improvements related to the Masterplan's six core themes: Accessibility; Health & Wellbeing; Protecting & Enhancing the Natural Environment; Culture & Heritage; Events & Activities; and Sustainable Tourism & the Local Economy. This format was agreed with Members at the meeting of the working party held on 4th April, and an initial draft of the report was presented to councillors on 25th April.

A copy of the draft Masterplan will be shared with Members today. It is proposed that feedback should be provided to the Visitor Services Manager no later than Wednesday 31st May so that these responses can be collated and forwarded to Dorset Coast Forum by 5th June. Final changes to the draft plan will be made during early June and a copy of the consultation draft shared with the Town Council w/c 12th June.

It is proposed that the Draft Masterplan will be published on Monday 19th June for a three-week period of public engagement. During that time there will be a drop-in event at the

Mowlem and there will be a survey, an interactive webpage and other means of engagement available. It is acknowledged that this is a comparatively short period, but there will be extensive promotion and signposting of the plan's publication in advance to raise awareness. This is purposefully not being described as consultation, as it is not anticipated that large-scale changes to the plan will be made, given that it builds on the extensive consultation process undertaken last autumn.

It is envisaged that the engagement period will end on Monday 10th July and that final changes will be made to the Masterplan over the next ten days. A final draft version will then be presented to the Town Council at its meeting on Monday 24th July for approval and adoption. If public reaction to the draft document is such that more extensive consideration of the outcome of the engagement process is required, then this may have to be delayed until the autumn.

Decision required

To agree to the timetable and mechanism for confirming the content of the draft Seafront Masterplan, as set out above, prior to it being published for a three-week public engagement period between 19th June and 10th July 2023.

Martin Ayres
Town Clerk

May 2023

Swanage Disability reference Group – Proposed Terms of Reference

Background

At its meeting in March 2023, the Council requested DOTS, a community interest company based in Dorset and specialising in accessibility, to provide support to set up a Disability Reference Group for Swanage.

Proposals

The first part of this process is to agree a set of Terms of Reference for a proposed group, which can now be seen in Appendix 1 below.

Once these are agreed it is proposed that the Town Council invites a number of nominated individuals who have a range of disabilities to be involved in the group for the first year with one of the these group members being elected to chair the group.

It is hoped that this group can be set up reasonably quickly to enable it to take part in the various consultations and engagement exercises that are planned for 2023.

The budget implications of this are not considered to be onerous at this stage and it is expected that funding will be found from current budgets.

The Terms of Reference will be reviewed in one year's time.

Decisions required

1. That the Terms of Reference included as Appendix 1 are approved by the Town Council.
2. That officers are provided with delegated authority to set the group up, as per the Terms of Reference, in consultation with the Accessibility Working Party.
3. That the person chairing the Group is invited to attend the Tourism and Local Economy Committee.
4. That small budget requests to support the Group members and activities are considered on a case by case basis and delegated to officers in consultation with the Accessibility Working Party.

Swanage Disability Reference Group

Draft Terms of Reference and Guidelines

Purpose

The Swanage Disability Reference Group (SDRG) is an independent advisory group which will work to help Swanage Town Council (STC) and other partners and stakeholders across the Town to be aware of the issues which affect disabled people, from across all of the impairment groups.

SDRG will advise on ways in which Swanage can be a more inclusive community for disabled residents and visitors and increase awareness across the town.

Members of SDRG will draw on their own experience as disabled people and their broader engagement with other local disabled people, their personal assistants, family and service providers, to provide informed advice.

SDRG as a mechanism for meeting the specific and general duties of the Single Equality Act

SDRG is a central mechanism by which STC and other stakeholders can:

- Help ensure that the decisions that they make are accessible and inclusive of disabled people
- Document its commitment to inclusion and diversity
- Meet the duties outlined in the Single Equality Act 2010

This is part of a feedback loop and SDRG will receive feedback on their input into decision making.

Composition and Representation

SDRG will comprise of up to 14 disabled people from across the different impairment groups who are able to draw upon valued and relevant perspectives and experience.

- Mobility issues
- Visual Impairment

- Hearing impairment
- Deaf people
- Mental Health issues
- Learning Difficulties
- Long Term Health Conditions

The group can include non-disabled people working for or representing disabled people within Swanage.

Within the context of the population of Swanage and its surrounds SDRG should, where possible, represent diversity, including an appropriate gender balance, experience of disability, people from diverse cultural and linguistic backgrounds, people who identify as lesbian, gay, bisexual, transsexual, intersex or queer.

SDRG will provide opportunity for disabled people to develop knowledge, skills and confidence in the “workings” of local Government.

- Appointment terms will be for up to two years
- Appointments of incoming members will be staggered, to ensure succession planning is not lost
- SDRG may invite individuals/external organisations to advise the group on particular issues
- Reasonable Adjustments will be made to support people to attend and fully participate

Eligibility

Applicants must be residents, work, study, or volunteer in and around Swanage or otherwise be invited by the SDRG to be a member.

Applicants may only serve two consecutive terms of two years

Appointment

For the first year (2023), STC will invite individuals to be members of the group for a period of one year. Thereafter members will be selected by a panel and an interview process, as defined by the SDRG. The SDRG will elect a chair and co-chair.

A member of STC’s Accessibility Working Party (or equivalent) will be a member of SDRG. It is anticipated that any member of the Working Party may attend the SDRG, but usually no more than one for each meeting.

For the first year, a STC officer will attend to provide limited administrative duties. This role will be reviewed at the end of the one-year period.

Resignation

Members may resign from SDRG at any time.

Roles & Responsibilities

The chair and co-chair will:

- Represent SDRG including in any public context
- Facilitate orderly and constructive discussions between members on matters within the Terms of Reference

They will assist members to work together as a group by:

- Facilitating discussion ensuring all members have an equal opportunity to contribute ideas, opinions and concerns; and drawing participation from all members.
- Maintain a positive and constructive atmosphere at meetings by encouraging courtesy, respect and openness.
- Seek to resolve conflict within the group and provide feedback as necessary to group members on expressed opinions.

SDRG Members

Members are expected to respectfully and constructively participate in meeting discussions.

Access Standards, Access Needs and Reasonable Adjustments

Access Standards: The SDRG will develop a set of Access Standards for their meetings - these will include but not be limited to;

- Meeting will be held in accessible venues. By this we mean that there is accessible parking and circulation throughout the venue.
- There will be a hearing induction loop in place if requested in advance.

- All materials will conform to Arial 14 as a minimum unless originating from a third party.
- All materials will reflect the Plain English standards.
- Where there is complex material being presented; the opportunity for a pre meeting where people have an opportunity to understand the issues and ask questions for clarification will be undertaken.

Access Needs: Participants will have the opportunity to share any access needs that they need met to participate at any point during their membership.

Reasonable Adjustments: Some participants will need specific Reasonable Adjustments made in order to be able to participate. These might include specific seating or the provision of British Sign Language interpreters, note takers or support workers. Any costs associated with these will be considered by Council officers in consultation with STC's Accessibility Working Party on a case-by-case basis and must be approved in advance of any payment.

General Meetings

A draft agenda (in Plain English and Easy read) will be developed by the chair prior to each meeting and shared with the DRG members.

Any materials to be circulated to members within a reasonable time.

Costs of room hire and other minor costs will be provided by STC if approved in advance and in consultation with the Accessibility Working Party.

Conflict of Interest

Conflict of interest is defined as any instance where a Reference Group member has a personal, financial or other interest in the issues being discussed.

Updating Terms of Reference

These Terms of Reference shall be reviewed after 1 year.

May 2023