

SUPPORTING PAPERS 25TH APRIL

Council Meeting – Monday 25th April 2022

Agenda Item 5 a)

Seafront Masterplan – To consider draft specification for appointment of consultant to prepare Seafront Strategy and allocation of budget

During the last few months it has become clear that the Town Council does not currently have the skills and capacity to undertake a Seafront Masterplan. Therefore the Seafront Masterplan Working Party would like to recommend that a consultancy is procured to assist the group to develop a plan in time for budget setting for 2023-24.

It is anticipated that the Plan will be a ‘vision’ for the seafront, identifying how different areas might be utilised and what type of investment might be required to achieve a seafront that better meets the needs of residents and visitors.

Procurement Process

Consultants which can demonstrate suitable experience in this field will be invited to submit a quote based on the tender documentation which will include the attached. Consultants will be selected according to a range of criteria and a successful candidate will be recommended for approval by the Town Council.

Budget

It is difficult to ascertain at this stage what budget might be applicable for this work but it is suggested that up to £15,000 is set aside, at the current time, for budget purposes.

Draft Timetable (subject to outcome of tender process)

- May – Release of tender
- June – Selection of consultant
- July / August – Work undertaken
- September – Consultation
- October/November – Final Report approved by Town Council for budget setting for 2023-24

Recommendation

1. That a tender process is approved for the procurement of a Seafront Masterplan consultancy as outlined in the attached brief
2. That a budget of up to £15,000 is identified and set aside for this work

Brief for development of a Masterplan for Swanage Seafront

April 2022

1. Purpose of document

The purpose of this brief is to enable a consultant to develop a costed programme of work comprising research, engagement, consultation, and business planning in order that a robust masterplan for Swanage seafront can be produced. Throughout this document the term 'seafront' is used as a reference for the area identified below on the seafront map (Appendix 1), which includes large areas of public open space.

2. Purpose of masterplan

The masterplan for Swanage seafront will bring together the results of previous studies (listed below) and, through a process of engagement, consultation and research develop a vision and overarching plan for this important part of the town. This masterplan will help the town council, along with its partners, to develop investment plans to improve the built infrastructure and heritage of the seafront along with the enhancement and protection of its coastal environment. It will also identify new commercial opportunities to meet visitor and resident needs.

3. Introduction to the brief

This brief has been produced to enable Swanage Town Council to commission a consultant to develop a masterplan primarily for those areas of the seafront that are within council control. Swanage is a busy and popular resort and it is perhaps unusual in that the majority of the seafront is managed by the town council. However the masterplan will be an overarching plan that includes those public areas within the defined map.

A number of successful infrastructure schemes have been undertaken over recent years including the Recreation Ground stabilisation scheme and Shore Beach Hut development, the Bandstand and the refurbishment of the play area on Recreation Ground.

4. Current functions of the seafront:

- Flood defence
- Coastal environment
- Tourist resort
- Health and wellbeing
- Landscape and heritage assets

5. Proposed scope of the masterplan

- **Geographic scope** (*see map below*): Primarily the study will focus on the beach and other seafront areas that are under the direct control of Swanage Town Council.

However, the Masterplan should also consider other public areas and including connectivity, particularly for pedestrians, between the town centre, the seafront and the green areas.

- **Economic scope**: The masterplan will consider what new economic opportunities could be developed for the seafront either directly by the town council (to generate additional income) or by the private sector under licence/lease from the council. The current hospitality businesses and attractions (e.g., children's rides or entertainment) have come to the seafront over a period of many years and there may well be new types of attractions and hospitality businesses that could be piloted to test their appeal.
- **Activities and events**: The masterplan will consider what range of events, activities (arts, sport, heritage and wellbeing for example) and festivals should be supported or commissioned on the seafront to better meet the needs of visitors and residents. The plan should consider the infrastructure improvements that might be needed to facilitate these activities.
- **Environmental** - The Town Council declared a 'Climate Crisis' in September 2019 and all actions and activities should have sustainability embedded within them. A key role that the Town Council wishes to undertake is to educate residents and visitors to lead more sustainable lifestyles and the masterplan will detail how this can be promoted on the seafront.
- **Timespan**: The masterplan should provide a 10-year plan for implementation but, within that, proposals that can be undertaken within the next 2-5 years.

6. Context

Despite the proposed geographic scope as set out above, the masterplan will consider the seafront within the wider context of the town centre (retail area), private beach to the north, the Pier and water borne access to the area.

Three other work streams which are currently being undertaken and will have an impact on the masterplan are detailed below.

Project work is progressing on a Seafront Flood Defence Scheme along Lower High Street (between the Pier and the Stone Quay) which is anticipated will bring public realm enhancements along with the possibility of a pedestrianised street on the seafront in this area. The specific area is owned by Dorset Council and the Town Council is a partner in the scheme. Public consultation is anticipated to take place during 2022, although, as of the date of writing, the specific scheme has not been decided and a construction date is as yet unknown (identified as '1' on the map below).

The second workstream relates to Shore Road which is closed to traffic during the season (1st May to 30th September), creating a safe seafront promenade. The Town Council undertook a public consultation during 2019 to ask if local residents wanted to see an all-year closure of this area. The outcome showed significant support for full closure and a request to Dorset Council, who are responsible for the road, to investigate this matter has been made (identified as '2' on the map below).

The third workstream relates to the Seafront Stabilisation and Enhancement Scheme Phase 2. Ground instability has been identified in this area and a number of beach huts were removed by the Council in 2018. The Council is currently considering a range of options to re-stabilise this area and develop beach huts, toilets and possibly a retail unit (identified as '3' on the map below).

7. Required outputs:

The seafront masterplan should include the following:

- a) Evidence-based narrative setting out a vision for the seafront area.
- b) A detailed and annotated plan / map of the site showing activity zones, locations for new development / commercial opportunities and infrastructure in need of improvement.
- c) Outline business cases for new commercial opportunities.
- d) Recommendations for the enhancement of the seafront area's-built environment, services and infrastructure.
- e) Recommendations for the range of events and activities that should be commissioned or supported to meet the needs and expectations of visitors and support the local economy.
- f) Analysis of the extensive consultation process to identify the aspirations and expectations of residents, local businesses and visitors for the future of the resort.

8. Required outcomes:

The seafront masterplan will aim to deliver the following outcomes:

- a) Enable the town council to target its resources on improvements to the environment and infrastructure of the seafront.
- b) Enable the town council to engage with the private sector to develop new visitor attractions that appeal to current and future visitors and residents.
- c) Ensure that the seafront continues to play a major role in the prosperity of Swanage as a tourism destination and enhances the attractiveness of the town centre for the benefit of residents and visitors.

9. Procurement of consultancy services

In order to implement this brief, the council will procure the consultancy services in accordance with its financial regulations.

The selection of a consultancy service will be considered according to a set of criteria including:

- Price
- Quality
- Relevant experience
- How well they have met the required outputs indicated above

10. For more information

Culvin Milmer
Visitor Services and Business Development Manager
Swanage Town Council

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Appendix 1: Map of Swanage showing area identified within the 'Masterplan' (Ullwell Stream up to the edge of the Pier).



Appendix 2: Map of Swanage showing areas operated by Swanage Town Council (in orange).



Appendix 3: Further Information

- Swanage Town Centre Flood Scheme
[Swanage Town Centre Flood Defences – Dorset Coast Forum](#)
- Swanage Local Plan (pages 26-28 for seafront character descriptions)
[03066a91-1cba-5650-e977-d3496777041e \(dorsetcouncil.gov.uk\)](#)

Appendix 4: Additional information will be provided to interested parties

- Swanage Events 2022
- Swanage Town Council Environment Action Plan
- Seafront Report – Purbeck District Council, 2010
- Beach Management Plan – 2022
- Green Seafront Flyer
- Green Infrastructure Strategy
- Beach Regulations
- STC Councillor Seafront Briefing – 2021
- Tourism Visitor Survey 2020

Events - To consider schedule of event requests

1. Event Management overview

Each year a sizeable number of events take place across Swanage and many of these are located on property which is managed and maintained by Swanage Town Council. The Town Council generally does not charge for these events if they bring community or economic benefits to the town. Each event organiser is required to complete a Stage 1 Application Form which provides ‘provisional approval’ for the event to take place. Town Council officers have some delegated authority to approve events at this stage, although the majority of events will come through the Town Council for approval.

Once ‘provisional approval’ has been provided, the event organiser is required to provide a Stage 2 Application Form which includes the requirement to provide a risk assessment, public liability insurance, event management plan, and usually a map of the field. Final approval is delegated to officers, which is provided once a review of documentation has taken place and assurances provided that the event will be safe and meets the requirements of the Town Council.

2. Delegated authority to Swanage Town Council officers as approved in 2018

Officers have previously been provided with delegated authority to approve the following event types:

- a) Beach cleans
- b) Basic filming requests
- c) Swanage Bandstand performances by music bands
- d) Events that involve only a small number of attendees

3. Requests to hold events on Swanage Town Council property in 2022

The majority of events were provided with provisional approval at a meeting of the Full Council on 1st November 2021. Since the last set of requests were approved by the Town Council, a further request has been received, which is highlighted below as a ‘grey’ row in Appendix 1. Councillors are asked to provide provisional approval for the use of Council owned land for these requested events for 2022.

4. Recommendations

- 4.1 Agree the events detailed in Appendix 1.

Events - To consider event organiser requests regarding future use of single-use plastic

1. Single Use Plastic – Authority for events to use up old stocks of single use plastic

At the previous Full Council, it was requested that the Event Working Party review the single use plastic policy for events and report back to this meeting. This has now been undertaken and a meeting was held with Event Organisers on 1st April 2022 as part of this review. The Working Party recommend that the current policy remains unchanged with one exception. It has been identified that both the RNLI Lifeboat Week and Folk Festival have old stocks of single use plastic cups which they would prefer to use up rather than disposing. It is recommended that they are permitted to use up stocks in 2022 only, and that they should also offer an alternative such as reusable cups to those customers wishing to purchase these. It is further recommended that any similar requests from events during 2022 are delegated to the Event Working Group for approval.

2. Single Use Plastic – Approval to purchase reusable cups as retail to provide to events

The Event Working Group would also like to propose the purchase of a quantity of reusable cups to be sold on a sale or return basis to events. The cup would be known as the ‘Swanage Cup’ and would have a reasonably simple branding but include the word ‘Swanage’. Cups would be sold as retail from the Swanage Information Centre for £1.00 and should be a popular souvenir for customers who will be encouraged to use the cups at events. Those events taking part would also sell the cups at £1.00.

Exact quantities are unclear until further discussions are undertaken with relevant events, however the Folk Festival have indicated that they would be willing to purchase 2,500 from the Town Council. If 6,000 were purchased in the first instance this would cost around £3,180, depending on printed design and cup colour. Pint and half pint cups would also be required. It is therefore suggested that a budget of £3,500 is identified for the purchase of cups. If all 6,000 cups were sold this would provide a £1,820 profit to the Town Council (it should be noted that the £1.00 sale price will include VAT). In terms of storage, we have been advised that a pallet will hold 3,000 cups.

If further cups were required, it is recommended that a decision is delegated to the Event Working Group as it may be necessary to buy additional cups reasonably quickly during the summer.

3. Recommendations

- 3.1 Note the outcome of the review of the single use plastic policy undertaken by the Event Working Group
- 3.2 Agree that RNLI Lifeboat Week and Folk Festival are permitted to use up old stocks of single use plastic in 2022, alongside reusable cups.
- 3.3 Any similar requests around single use plastic for 2022 events to be delegated to the Event Working Group for approval

- 3.4 That approval is provided to purchase up to £3,500 of reusable ‘Swanage Cups’ for the 2022 season to support events. Approval to purchase additional cups to be delegated to the Event Working Party for 2022

Culvin Milmer
Visitor Services Manager

April 2022

APPENDIX 1 Event requests for 2022 (venue booking dates)

'Greyed' rows indicate that the event has not yet been approved by the Town Council

Ref. No.	Event	Date – From	Date – To	Organiser	Detail	Venue	Notes	Recommendation
041/21	SSRC 10k Run	16-Jan-22	16-Jan-22	SSRC	10K run from North Beach car park	North Beach car park	As 2019	Approved
026/22	Swanage Town Crier Competition	09-Apr-22	09-Apr-22	Andrew Fleming	Town Crier competition	Hardstanding / PAG	NEW	Approved
005/22	Sunrise Service	17-Apr-22	17-Apr-22	United Reform Church	Easter Morning Sunrise Service 2022	Beach	As 2019	Approved
020/22	Charity Day & Classic Car Display	24-Apr-22	24-Apr-22	Jenny Lazenbury	Approx. 100 classic cars static display with Charity Stalls	Main Beach car park	As 2019	Approved
015/22	Heart of Stone Community Play	30-Apr-22	30-Apr-22	Heart of Stone Community Project	Portland based community theatrical group	PAG	New	Approved
	Swanage Bay Sprint Triathlon	1-May-22	1-May-22	Results Triathlon	750m swim in the bay, 20km bike and 5km run	Sandpit Field / Beach	As 2018	Approved
	May Market	5-May-22	8-May-22	Market Square	Market attraction, including alcohol	Hardstanding / closed Shore Road	As 2021 but event using the Hardstanding and Shore Road	Approved
003/22	Jurassic Coast Challenge 100km	12-May-22	15-May-22	Action Challenge	Jurassic Coast Challenge 100km walk and run with the first rest stop at Days Park.	Days Park	As 2019 - £350 was charged in 2021	Approved

013/22	Swanage Classic 2022	28-May-22	28-May-22	Swanage Classic	Kayak fishing tournament in aid of the Swanage RNLI	PAG / Monkey Beach	As 2019	Approved
012/22	Swanage Fairy Festival	27-May-22	30-May-22	Swanage Fairy Festival	A magical weekend of mermaids, fairies and pixies and elves, (inc. alcohol bar, finish at 7pm)	Sandpit Field	NEW	Approved
034/21	Platinum Jubilee Tea Party	02-June-22	04-June-22	The Platinum Jubilee of her Majesty the Queen	A street party in the Lower High Street for 600 people and entertainment, stalls and Picnics on Prince Albert Gardens (inc. alcohol/live music into the evening)	Prince Albert Gardens	NEW	Approved
017/22	'Out of the Blue' puppet show	04-June-22	04-June-22	Purbeck Arts Week	Puppets along the seafront	PAG / Hardstanding / Stone Quay	NEW	Approved
	MUSIC	04-June-22	05-June-22	Andrew Cannon	Music events for charity at the Bandstand	Bandstand	As 2021	Approved
002/22	Pirate Festival	03-Jun-22	05-Jun-22	South Sea Buccaneers	Family friendly pirate/militia festival, skirmishes, re-enactment, living history (no alcohol or evening entertainment)	Sandpit Field only	Similar to 2019. But only held on Sandpit Field this year	Approved
004/22	Swanage Rowing Regatta	11-Jun-22	11-Jun-22	H&D Amateur Rowing Association	Coastal Rowing with races using coastal fours, pairs and singles, racing in the bay	Beach, Shore Rd, North Beach car park	As 2021	Approved
	Sea Rowing Regatta	18-Jun-22	18-Jun-22	Swanage Sea Rowing Club	Sea rowing competition	Beach, North Beach Car Park	As 2019	Approved
	Fish Festival	16-Jun-22	20-Jun-22	Fish Festival	Celebrating local food with a focus on fish. Alcohol but no evening entertainment	PAG	As-2019	Approved Event Cancelled
	SWIM	21-Jun-22	21-Jun-22	Mowlem	A Jubilee celebration of year round swimming in Swanage at the Mowlem, on the beach and in the sea	Swanage Beach	New	Approve

001/22	Swanage Triathlon	03-Jul-22	03-Jul-22	Challenging Events	Triathlon	Sandpit / Beach	As 2021	Approved
	Swanage Jazz Festival	8-Jul-22	10-Jul-22	Jazz Festival	Various venues across town hosting jazz music	PAG/Bandstand/ Hardstanding	As 2019 (most events are indoors)	Approved
021/22	Big Hike Cancer Research	09-July-22	09-July-22	Hike Events	Final stage of hike across Jurassic Coast to raise funds for charity	Sandpit Field	New	Approved
011/22	Wuthering Heights	23-Jul-22	25-Jul-22	SISATA	A theatrical adaptation of the novel with live music	PAG	As 2021	Approved
008/22	Swanage Carnival	30-Jul-22	06-Aug-22	Swanage Carnival	A week-long series of activities	All	As 2019	Approved
	Swanage Rotary Fete	12-Aug-22	12-Aug-22	Rotary	Traditional Fete on Sandpit Field	Sandpit Field	As 2019	Approved
	Lifeboat Week	12-Aug-22	21-Aug-22	Swanage RNLI	Series of events around town inc. PAG with stage, evening entertainment and alcohol	PAG / Hardstanding	As 2019	Approved
028/22	South West Inflatable Theme Park	24-Aug-22	26-Aug-22	SW Inflatable Theme Park	Inflatable theme park on Sandpit Field	Sandpit Field	As 2021	Approve at £250 per day
	Lewis Manning Fete	25-Aug-22	25-Aug-22	Lewis-Manning Hospice	Mini fete	Hardstanding	As 2021	Approved
006/22	Music by the Sea	04-Sep-22	4-Sep-22	Vicky Searle	A memorial music day performed by local bands and acts to raise money for local charities (no alcohol)	PAG	As 2021	Approved
010/22	Swanage Folk Festival	05-Sep-22	11-Sep-22	Folk Festival	Folk Festival based on Sandpit Field and venues around the town with music concerts, workshops and dance demonstration (alcohol)	Various	As 2021	Approved
007/22	Purbeck Outdoor Weekend	16-Sep-22	18-Sep-22	Nice Work	Series of running events including Ultra, Marathon, 16 Mile, 6 Mile, 3 Mile and Nordic Walking events	Sandpit field, Shore Rd, PAG & Downs	As 2021	Approved

016/22	Army Triathlon	21-Sep-22	21-Sep-22	Results Tri / British Army	Standard distance triathlon – 1500m swim / 40km bike / 10km run – open to the public	Sandpit Field / Beach	New	Approved
	Planet Purbeck Festival	01-Oct-22	02-Oct-22	Planet Purbeck	Family picnic on PAG / Downs along with environmental events	PAG / Downs	As 2021	Approved
	Sea Rowing Vets	15-Oct-22	15-Oct-22	Swanage Sea Rowing Club	Rowing event on Swanage Beach for Veterans	Beach / Shore Road	As 2021	Approved
	Remembrance Sunday	13-Nov-22	13-Nov-22	Swanage Town Council	Road closure for parade	War Memorial	As 2021. STC will act as lead.	Approved
	Endurance Life Marathon	26-Nov-22	26-Nov-22	Endurance Life	Various running events to finish on beach	Hardstanding / Beach / Sandpit	As 2021	Approve
	Dark Series Running Race	26-Nov-22	26-Nov-22	Maverick	Evening run to start at Pier and though PAG and Downs	PAG / Downs	NEW	Approved
	Switch on the Lights	26-Nov-22	26-Nov-22	Swanage Town Council	Road closure for light switch on	Station Road	As 2021. STC will act as lead	Approved
	Sea Rowing Running Event	?-Jan-23	?-Jan-23	Swanage Sea Rowing Club	10K run from North Beach car park	North Beach Car Park	As 2019	Approved

Agenda Item 6 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st March 2022

	£ p	£ p
Balance in Hand at 01/04/2021		£512,973.11 Cr
As per reconciliation dated 28/02/2022	£3,075,397.50 Cr	
Income during March	£118,141.63 Cr	
Movement of Cash-Investment	£3,937.50 Cr	
Add - Outstanding receipts- February	£1,093.45 Cr	
Less - Outstanding receipts - March	<u>£3,500.80 Dr</u>	£3,195,069.28 Cr
Less payments made:		
As per Reconciliation dated 28/02/2022	£2,850,712.75 Dr	
Schedule 12 payments dated 31/03/2022	£322,902.80 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£3,173,615.55 Dr
		<u><u>£534,426.84 Cr</u></u>
Balance at Bank		
Current Account		£14,985.70 Cr
Deposit Account		<u>£519,441.14 Cr</u>
		<u><u>£534,426.84 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
UK Government- Gilts		<u>£452,108.44</u>
		<u><u>£1,202,108.44</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 31st March 2022

Prepared by Alison Spencer

Dated: 8th April 2022

Certified by Martin Ayres

Dated: 8th April 2022

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2022

Payment schedule reported to Council - 25th April 2022

Schedule 12:

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

**THREE HUNDRED AND TWENTY TWO THOUSAND, NINE HUNDRED AND TWO
POUNDS AND EIGHTY PENCE**

.....(**£322,902.80**).....

Swanage Town Council
Schedule of Payments - Month 12

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
10/03/2022	Barclaycard Merchant Services	001884330222	28/02/2022	February	75.76
09/03/2022	British Telecom	Q138 XR	23/02/2022	Phone	136.02
09/03/2022		Q132 AM	23/02/2022	Phone	113.71
10/03/2022		Q112&0	24/02/2022	Q4 Emergency Phone	472.93
14/03/2022	First Data	520334510615636/Feb2	28/02/2022	February-Service charges	59.88
15/03/2022	Green Energy (UK) Ltd	52130052	03/03/2022	Gas-February	138.03
15/03/2022		52130068	03/03/2022	Gas-February	137.48
15/03/2022		52130069	03/03/2022	Gas-February	283.72
15/03/2022		52130070	03/03/2022	Gas-February	486.85
14/03/2022	Lloyds Bank PLC	364363778	11/02/2022	Bank Charges	135.14
14/03/2022		540436505892703/Feb 2	28/02/2022	Cardnet-February	100.22
18/03/2022		364939720	07/03/2022	February Charges	70.10
10/03/2022	Paytek Admin Services Ltd (First)	MI/3254583/03	01/03/2022	Service Charges	200.35
16/03/2022	Sage (UK) Ltd	INV14192056	01/03/2022	March Software	477.90
01/03/2022	water2business	2059578000	01/02/2022	Water - January	718.58
01/03/2022		2059723777	17/02/2022	Water H2	64.82
Total of Direct Debit & Standing Orders					3,421.76

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/03/2022	Charge Card Transactions	ADD03B320676633C875	15/02/2022	Membership renewal	167.00
Total of Chargecard payments					167.00

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
23/03/2022	Ace Office Environments Ltd.	01038710	21/02/2022	TH - Stationery	65.69
23/03/2022		01039735	28/02/2022	Sundries	34.71
23/03/2022		01039354	28/02/2022	TIC - stationery	35.54
31/03/2022		01040364	07/03/2022	Black toner	53.30
23/03/2022		01040977	14/03/2022	TIC - office equipment	370.87
23/03/2022	Danny Alder	STC Badger MAR22	17/03/2022	Site visit	176.00
23/03/2022	Allied Drinks Devon & Cornwall Ltd	MC24329	09/03/2022	Beach Gardens - beverages for Kiosk retail	293.40
23/03/2022	Amazon	INV-GB-176736431-2022	22/02/2022	TIC - hooks for dog park	15.64
23/03/2022	Anglebury Press Ltd	INV-108341	23/02/2022	Market Receipt Books - 4 x 50	152.40
23/03/2022	Apogee Corporation Ltd	1292412	24/02/2022	Rental Charge	407.75
23/03/2022		1292412	24/02/2022	Copy charge	371.67
23/03/2022		1297280	21/03/2022	Waste toner	9.00
31/03/2022		1299414	29/03/2022	Toner	9.00
31/03/2022		1299154	29/03/2022	Copy plan	62.75
31/03/2022		1299626	29/03/2022	Copier Hire	407.75
31/03/2022		1299626	29/03/2022	Copy Plan	538.29
23/03/2022	AquaAid (Southcoast)	404852	28/02/2022	Drinking Water-February	21.58
23/03/2022		404851	28/02/2022	Water	34.16
31/03/2022	Blacknoll Construction Ltd	11236	23/03/2022	Beach Gardens-Repairs	15,153.92
31/03/2022	Blue Level Media Ltd	SI-29922	01/03/2022	Web Support & maintenance	1,200.00
23/03/2022	Porter & Woodman Gifts Ltd	INV38620	28/02/2022	TIC - chalk board + display stands	109.37
23/03/2022	C. Brewer & Sons	PLE/349975	28/02/2022	Masonry paint	63.58
23/03/2022		PLE/349977	28/02/2022	Paint, brushes and sandpaper	126.29
23/03/2022	British Destinations Ltd	00076	11/03/2022	Beach Management Forum	100.00
23/03/2022	Central Southern Security Ltd	183533	17/02/2022	Call out	54.00
23/03/2022		9257	01/03/2022	Keyholding Services	300.00
23/03/2022		183770	07/03/2022	Call out	78.00
31/03/2022		183719	11/03/2022	Call out	78.00
31/03/2022	Countryside Tree Surgeons Ltd	SI-163	06/03/2022	Tree works	1,194.00
23/03/2022	The Countryside Charity	983404-2022	21/03/2022	CPRE Membership	36.00
23/03/2022	Croydecycle	337B	21/02/2022	TIC - maps for retail	262.50
23/03/2022	Darkin Miller Ltd	703	24/02/2022	Internal Audit February	1,731.92
31/03/2022	Dorset County Pension Fund	Month 12	18/03/2022	Month 12 Ers/Ees penslon	15,671.25
31/03/2022		Month 12	18/03/2022	Month 12 CAYS	195.50
23/03/2022	Dorset Council	1801150223	17/02/2022	May By-election	4,326.20
23/03/2022		1801150281	21/02/2022	Job Advertisements	1,200.00
23/03/2022		2800298929	22/02/2022	Flood Defence Contribution	870.00
23/03/2022		2800298928	22/02/2022	Sustainable Swanage Contribution	15,856.65
23/03/2022		1801154214	04/03/2022	Visit Dorset Services	6,600.00
23/03/2022		1801154214	04/03/2022	DMS Contribution	3,000.00
23/03/2022	Dorset Glass Co.Ltd.	164951	28/02/2022	Glass	81.29
23/03/2022		165011	03/03/2022	Glass	49.82
23/03/2022	Dorset Waste Partnership	2800299210	02/03/2022	Depot recycling February	18.40
23/03/2022	Eagle Plant	BOU2804689	28/02/2022	Secure Storage Container-February	76.80
23/03/2022	Environment Agency	ERP/RB3950MU	19/03/2022	EA Application Fee	221.00
23/03/2022	Fernhill Wholesale	INV-33249	22/02/2022	TIC - Tide Times for retail	62.50
23/03/2022		INV-33249	22/02/2022	TIC - souvenir notebooks for retail	27.00
31/03/2022	Fields in Trust	850	28/03/2022	Membership fees 2022/23	65.00
23/03/2022	The Flag Shop Ltd	1000062837	23/02/2022	TIC - flags for retail (Platinum Jubilee)	343.30

23/03/2022	Four County Services Ltd.	60222	21/02/2022	E-mail Management	42.00	
23/03/2022		60343	10/03/2022	TIC-IT & Phones	430.57	
23/03/2022		60342	10/03/2022	Depot-IT & Phones	283.66	
23/03/2022		60344	10/03/2022	TH Phone line	42.00	
23/03/2022		60344	10/03/2022	TH-IT	615.06	
23/03/2022		60436	21/03/2022	E mail management	42.00	1,455.29
23/03/2022	Futurform	166445	08/03/2022	TIC - office equipment		741.60
23/03/2022	G4S Cash Solutions (UK) Ltd	2022023765	28/02/2022	February cash collection		372.67
23/03/2022	GH Print Management	INV-6531	12/02/2022	TIC - vinyl	25.00	
23/03/2022		INV-6537	16/02/2022	TIC - printing	328.80	
23/03/2022		INV-6557	09/03/2022	TIC - Key fobs	225.60	579.40
23/03/2022	Greenham Trading Ltd.	04/373880	09/02/2022	Boots	235.20	
23/03/2022		04/373842	17/02/2022	Padlocks & keys	525.60	
23/03/2022		04/375892	24/02/2022	Cleaning materials	84.00	
23/03/2022		04/375030	24/02/2022	Padlocks	151.20	996.00
23/03/2022	Caroline Hall	TICFeb	17/02/2022	TIC - books for retail		88.00
23/03/2022	Hardy Signs	108199	26/02/2022	Signs		84.42
23/03/2022	A.R. Harris & Son	30987	16/02/2022	Electrical Services	1,533.60	
23/03/2022		31001	17/02/2022	Electrical Services	150.00	
23/03/2022		31073	13/03/2022	Electrical Services	87.60	
31/03/2022		31140	22/03/2022	Repairs	54.00	1,825.20
31/03/2022	Heritage Seeds	20653	21/03/2022	Seeds mixtures and bedding plugs		339.00
31/03/2022	HMRC	Month 12	18/03/2022	Month 12 PAYE/NI		16,218.98
23/03/2022	Hunt's Foodservice Ltd	374578	11/03/2022	Beach Gardens - drinks + snacks		85.95
23/03/2022	Impact (Boston) Ltd	111-097483	04/03/2022	Car Park Tickets - Single Issue	609.84	
23/03/2022		111-097483	04/03/2022	Car Park Tickets - Double Issue	964.44	1,574.28
23/03/2022	J.D. Facilities Ltd	INV-1090	01/03/2022	Depot Clean	197.59	
23/03/2022		INV-1089	01/03/2022	Cleaning-TIC	263.20	
23/03/2022		INV-1088	01/03/2022	Cleaning-Town Hall	499.20	
23/03/2022		INV-1087	01/03/2022	Cleaning-Toilet Contract	6,438.20	
23/03/2022		INV-1091	01/03/2022	Depot deep clean	230.62	7,628.81
23/03/2022	Lilly's Produce	TIC45	04/02/2022	TIC - Goods for retail		45.60
23/03/2022	D. & P. Lovell Ltd.	LS218	07/03/2022	Digger Hire-March		386.40
31/03/2022	The Methodist Church	Ref33084	15/03/2022	Room Hire		75.00
23/03/2022	Metric Group Ltd.	C62054	28/02/2022	Aslan	192.00	
23/03/2022		C62302	01/03/2022	Metric Maintenance Contract	1,936.51	2,128.51
23/03/2022	S. Moores	186866	10/02/2022	TIC - biscuits for retail	99.92	
23/03/2022		187455	11/03/2022	Beach Gardens - biscuits for Kiosk retail	21.00	
23/03/2022		187455	11/03/2022	TIC - biscuits for retail	124.48	245.40
23/03/2022	Newitt & Co Ltd	SALE-1243162	14/02/2022	Beach Gardens - sports equipment		289.80
23/03/2022	Nixons Hardware Ltd	121087	05/02/2022	TIC - cleaning materials	1.15	
23/03/2022		121120	16/02/2022	Equipment	18.50	19.65
31/03/2022	Norfolk County Council	1580949	28/03/2022	March legal fees		179.28
23/03/2022	N Power Ltd	LGWLY36D	10/03/2022	Burlington Chine		238.45
31/03/2022	Parkrun Limited	Grant 4	28/03/2022	Parkrun		500.00
18/03/2022	Swanage Town Council	Month 12 Payroll	18/03/2022	Net Wages-Month 12		44,993.02
23/03/2022		52739	04/03/2022	Training		732.00
31/03/2022	Recruit Local Ltd	2245	28/03/2022	Advert		40.00
22/03/2022	Swanage and Purbeck Development T	Cap Grant	22/03/2022	Grant-Floodlights		66,300.00
23/03/2022	Smith of Derby Ltd	33079	28/02/2022	Clock service - Shore Road	319.20	
23/03/2022		32940	28/02/2022	Clock service - TH	280.80	600.00
23/03/2022	Socotec UK Limited	40000037	17/02/2022	Core testing		1,944.00
23/03/2022	South West Research Company Ltd	193	01/03/2022	Tourism data 2021		345.00
23/03/2022	St. Michaels Garage	2416	28/02/2022	Fuel-February		549.33
23/03/2022	Sutcliffe Play (South West) Ltd.	6408	19/03/2022	Play Equipment and Installation		64,116.00
23/03/2022	Suttle Stone Quarries	94183	28/02/2022	Aggregate	65.00	
23/03/2022		94131	28/02/2022	Aggregate	46.80	111.80
23/03/2022	Suttle Projects Ltd	SP20220111	31/01/2022	Godlington Cemetery Extension Cert 5		2,659.18
23/03/2022	Swanage News	1284/Feb 22	26/02/2022	Papers February		32.60
23/03/2022	Teal Engineering Services Ltd	24555	11/02/2022	Kayak rack		1,800.00
23/03/2022	Telefonica O2 UK Ltd	11224850	24/02/2022	SIM Charges -Month 12		345.60
23/03/2022	Terminator Control Ltd	2077	15/03/2022	Pest control services		273.00
23/03/2022	Travis Perkins	9292 AMH976	25/02/2022	Equipment	3.19	
23/03/2022		9048 AIL509	01/03/2022	Equipment	34.78	
23/03/2022		9292 AMI362	04/03/2022	Equipment	1,541.70	
23/03/2022		9292 AMI331	04/03/2022	Equipment	16.42	
31/03/2022		9292 AMI962	17/03/2022	Equipment	72.14	
31/03/2022		9292 AMI132	21/03/2022	Equipment	224.76	1,892.99
31/03/2022	Third Party Payments	Month 12 Deductions	18/03/2022	Month 12 deductions		517.55
23/03/2022	Wessex Grounds Services	WGS10036	28/02/2022	Depot Management Services		3,240.00
23/03/2022	PAC Wristbands	INV-2076	25/02/2022	TIC - wristbands for visitors (children)		284.40
31/03/2022	Zurich Municipal	513018989	16/02/2022	Insurance Premium 2022/23		20,228.09
Total of BACS/CHAPS Payments						319,314.04

BACS payroll payment issued 18th March 2022

44,993.02

BACS supplier payments issued 23rd March 2022

134,943.46

BACS Grant issued 24th March 2022

66,300.00

BACS supplier payments issued 31st March 2022

73,077.56

319,314.04

Total of Payments

322,902.80

Request for commemorative event to mark 80th anniversary of the ‘Swanage Blitz’ of August 1942.

Friday 11th March 2022

Dear Dr Ayres,

Please could you put this proposition before the members of Swanage Town Council concerning the eightieth anniversary of the bombing of Swanage in 1942.

I was born in Swanage in 1937 and lived there through the dark days of the second world war.

This year it will be the eightieth anniversary of the bombs that fell on the Westminster Bank and Swanage Dairies.

I would very much like to see some kind of remembrance in August this year. Maybe a wreath laid at the site of the Westminster Bank in Institute Road followed by a walk to The Square for a short time of remembrance.

On Sunday 23rd August 1942, I was herded with my elder brother Robin, into the doorway of Bicks (now Tilly Whim), when the bomb fell on Swanage Dairies next door. The blast knocked me out, and I came round as I was being carried across the square by a soldier to the first aid station, in what is now The Swanage Heritage Centre.

Apart from cuts and bruises, physically I was fine, but the horror of that event haunts me to this day. When I see what is happening in Ukraine now, I know exactly how they feel.

My brother Robin will be 88 in May, I will be 85 in July and my wife Gillian 81, so we are some of the last people who remember living through those dark days in Swanage.

Air Raids on Swanage

The German Luftwaffe attacked Swanage on several occasions during World War 2 with most of the attacks being carried out in 1942. The bombing was carried out mainly by light bombers such as the Junkers Ju 87 Stuka and Messerschmitt Bf 109 fighter. In total Swanage had more air raid alerts than London and suffered a total of 20 deaths. The major attacks on the town are listed below.

20th April 1942

An attack on the centre of Swanage damaged houses in Cornwall Road and commercial buildings in Station Road.

13th July 1942

An attack on Park Road injured three people and damaged houses.

14th May 1942

Wesley's Cottage in the High Street was damaged by a bomb. The cottage was named after John Wesley who founded Methodism. He visited the town in 1774, 1776 and 1787.

17th August 1942

Just before 11am German Focke-Wulf 190s flew in over the headland at Old Harry Rocks and headed across towards the centre of town firing their machine guns at people on the beach. The attack on the town resulted in a direct hit on the Westminster Bank in Institute Road killing the manager and his wife. A photographic studio and café were also badly damaged. Eight people were killed and thirty-nine were wounded in the attack. Bombs were also dropped on Chapel Lane, Church Hill and the Narrows in the High Street, a short distance from the Town Hall. The houses in the High Street were demolished and Swanage Day Centre was built in their place.

23rd August 1942

Five people were killed and nine wounded in an attack on the centre of town. Commercial buildings around the Square including the Ship were damaged.

I am sending the same request to Swanage RBL, so hope that between us the events of eighty years ago can be marked.

Thank you for your help in this matter.

Yours sincerely

Nigel & Gillian Humphries.

Monkey Beach Rings – To consider advertising concession to operate for 2022 season

Until approximately 2017, up to 10 Monkey Beach Rings (marked on the map as Rings 1-10) were available to be rented out the public for around £80 per year. Over a period of a number of years these rings became less popular to customers. This is partly due to the increased height from the sea as the beach in this area has become lower, making it almost impossible to use the rings.

There are also 7 Monkey Slipway Rings which have not been managed in a particularly effective manner for a number of years (numbered 1 to 7 on the map below). Currently at least two of these are used by local residents who claim rights going back some time, although these do not appear to be documented. Other rings are used in an ad-hoc manner by a multitude of individuals.

The Town Council is keen to enable a wider and fairer use of the slipway rings to help support and promote easier access for visitors and residents who use the sea.

Therefore, it is proposed that both sets of Monkey Rings, as detailed on the map below, with the exception of the two closest to the Stone Quay, are provided as a concession to an operator for the summer season.

The general terms will require the operator to:

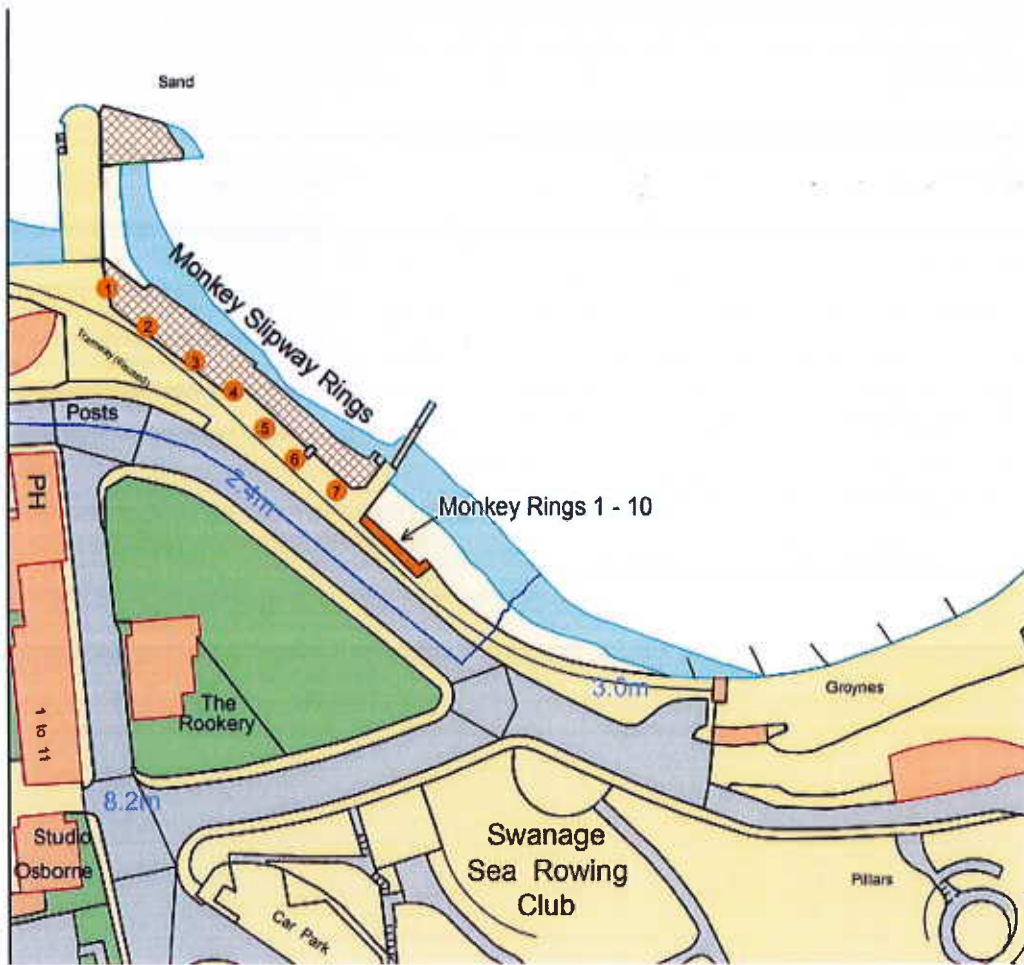
- Ensure that health and safety is considered at all times and that any risks are managed as appropriate
- The right to make a reasonable charge for use of the facility, either for long lets of the rings or for daily hire
- Promote the rings as a facility which enhances the visitor economy for Swanage

It is proposed that the concession will include both sets of rings as detailed on the map, but it is not envisaged that the Monkey Rings 1-10 are useable unless the level of the beach at this point is altered.

It is proposed that a one-year trial is undertaken with the view to extend this up to a reasonable period, as agreed by the two parties. A break clause will be included within the concession to allow any work related to the Seafront Coastal Defence Scheme to take place.

An advert will be placed in local media seeking expressions of interest for this concession for the period from 1st June to 30th September 2022. Applicants will be scored according to the benefit they bring to Swanage as a tourism destination and their ability to ensure that the area is kept orderly and to a safe standard.

Culvin Milmer
Visitor Services and Business Development Manager
April 2022



Dorset Council owned assets in Swanage - To consider options for future use, development of social housing and allocation in Dorset Local Plan.

Background

This matter is being brought before Council following a site meeting held on 28th March 2022 to consider the future of assets owned by Dorset Council in Swanage, and their potential for development as social housing by the Community Land Trust (CLT). This was attended by the Mayor and Deputy Mayor, Councillors Suttle and Trite (Dorset Councillors), Councillor Rogers (as a representative on the Community Land Trust's Development Sub-Group), the Town Clerk, and two officers from Dorset Council.

Members visited two sites. Firstly, the Grazing field on the corner of Washpond Lane and Ulwell Road, and secondly the Council's former Depot, adjoining Kings Court, on Kings Road West.

1. Grazing field on corner of Washpond Lane and Ulwell Road

This land was gifted by James Day to the former Dorset County Council in December 1944, together with the site of Day's Home and James Day Mead. In 2019 it transferred to the newly created Dorset Council and is currently occupied by a tenant as grazing land for horses.

Given the history of this property, and the fact that it adjoins an earlier development of social housing, the CLT had identified this as a site of interest. However, it was acknowledged that a large proportion of the site is in a flood zone, and the current tenant has confirmed that flooding regularly takes place. In addition to this, concern was raised about this location being a distance from the shops and services in the town centre.

Members present expressed a preference for this property to be retained as informal green space, and it was suggested that the Town Council should seek to progress an asset transfer, to bring the property under the management of the town's elected representatives.

2. Former Town Council Depot and Kings Court, Kings Road West

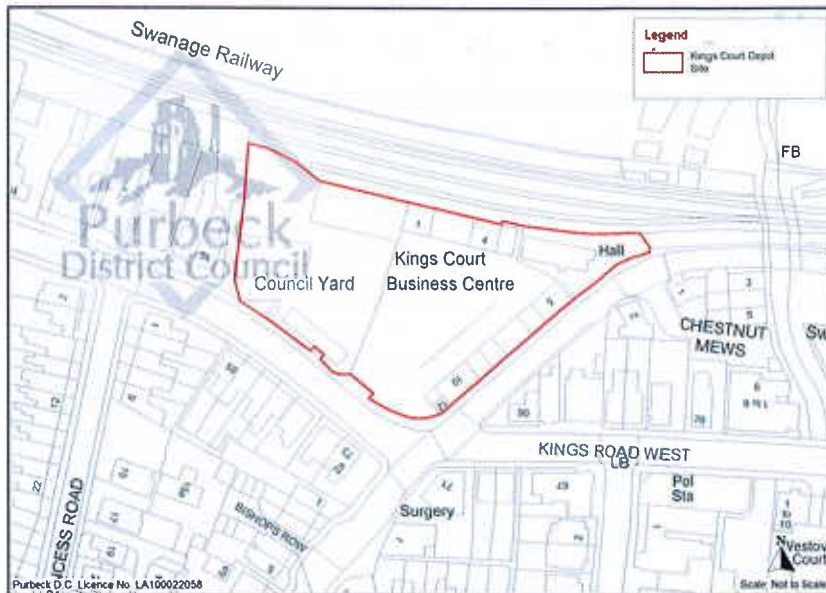
This property was acquired by Swanage Urban District Council in 1948 as a Depot, and upon local government reorganisation in 1974 ownership passed to Purbeck District Council. The western half of the site has been occupied by the Town Council on a rent-free basis since that time under user rights established under article 23 of the Local Authorities (England) (Property etc.) Order 1973 (as amended).

In 2018 the Town Council transferred most of its operations to its new Depot at Prospect Business Park, and in 2019 ownership of the old Depot and Kings Court passed to the newly created Dorset Council.

The eastern section of the site was occupied as a highway's depot until 1999 and was subsequently converted to Kings Court Business Centre by the former District Council.

The Old Depot is currently still in use by the Town Council, in accordance with its user rights, for the following purposes:

- General waste and metal waste skips
- Storage of the Environment Agency's concrete wave barriers out of season
- Storage of timber groyne planks on behalf of Dorset Council
- Sandbags for flood defences
- Salt and grit for winter deployment.



The Swanage Local Plan, adopted in June 2017, contains the following policy:

POLICY KCD: KINGS COURT DEPOT SITE

The former depot site at Kings Court, off Kings Road West (Map 13) is suitable for redevelopment. The site lies partly within flood zones 2 and 3 and this will determine the type and level of development most appropriate at this location. The site could potentially accommodate employment, and/or some residential development (including affordable housing), or the relocation of existing non-retail uses from the Town Centre Redevelopment site, if required.

The Council is producing a Strategic Flood Risk Assessment (Level 2) which includes this site. However, a site specific flood risk assessment will also need to be produced by the developer. Any proposals for development will need to take account of the SFRA Level 2, and will need to demonstrate how any necessary site specific flood defence or adaptation measures have been incorporated as an intrinsic part of the scheme.

Any redevelopment proposals will also need to ensure that all other relevant policy requirements are met, including those of policy D (Design) of PLP1.

At the site visit on 28th March, it was felt that this was an ideal location for a community-led social housing scheme, being close to town centre amenities. In order to achieve this, it was acknowledged that the flood risk would have to be addressed and that there was also a need to protect the availability of employment land in the locality.

It was also acknowledged that consideration of the terms on which the Town Council might be prepared to relinquish its user rights would need to be considered separately and that there would be a requirement to explore options for the future operation of the Town Council's current uses of the site.

It should be noted that if this site were no longer to be available for the relocation of non-retail uses from the former station site, then the plans to expand the town centre retail offer (as set out in Policy TCR of the Swanage Local Plan) may no longer be deliverable. This would, therefore, also need to be reviewed as part of the development of the Dorset Local Plan.

Action required

To consider requesting that the grazing land on the corner of Washpond Lane and Ulwell Road should be protected as green open space in the Dorset Local Plan and that negotiations should be opened with Dorset Council for the transfer of the ownership of this property to Swanage Town Council.

To consider requesting that Dorset Council enters into discussion with Swanage Community Land Trust to facilitate the development of community-led social housing on at least part of the Kings Court/former Town Council Depot site, and that this allocation be included in the Dorset Local Plan.

Martin Ayres
Town Clerk

April 2022