

Extraordinary Meeting 29th June 2020

Item 10 – Review of delegation arrangements agreed by Council on 20th March 2020 for managing Town Council business during covid-19 pandemic

In response to the present pandemic the Town Council agreed to delegate all matters to the Town Clerk from 20th March 2020 (except for those reserved to the full Council by statute). At that time it was envisaged that these arrangements would remain in place until the annual meeting of the Town Council. However, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have enabled the Council to delay the annual meeting which is now unlikely to take place prior to the autumn. Therefore, there is a requirement to review the current delegation arrangements.

A schedule of decisions made by the Town Clerk has been submitted under Agenda Item 19. Almost all of the 23 decisions were made after discussion with members of the management team, and in accordance with the delegation arrangements the mayor, deputy mayor or relevant committee chairman were also consulted in the majority of cases. Most of the decisions relate to the closing down of services due to the lockdown arrangements and their subsequent reopening. During the peak of the pandemic all Members were kept up to date by e-mail and a number of informal virtual councillor briefings were also held.

Fortunately, all councillors and senior officers have remained free of the virus throughout the crisis so that deputising arrangements haven't had to be put in place.

Now that Council is able to hold meetings remotely it would appear to be an appropriate time to reduce the scope of the Town Clerk's delegated powers. Clearly if there was a need to enter into a lease or licence, or authorise large scale expenditure on a non-urgent basis then this could now be considered to full Council.

The majority of Council services are now in an advanced stage of reopening. Decisions have been taken to re-open beach huts from 4th July with amended arrangements to encourage social distancing, as will be reported under agenda item 16. The government have announced that play areas can also re-open from that date and every effort will be made to ensure that that can be complied with. The Town Hall/Police reception desk remains closed, but a screen is going to be installed within the next two weeks after which it is planned that a phased reopening will take place.

Members are asked to continue to delegate certain matters, including final arrangements for the reopening of Council services. This would enable managers to ensure that public health matters are properly addressed through risk assessments, that staff are fully consulted and that changes to visitor numbers or other factors can be quickly responded to. This delegation should also empower officers to respond to any guidance from Public Health Dorset should there be a local Covid-19 outbreak. Apart from the determination of these operational issues, the Town Clerk's delegated powers would revert to established custom and practice prior to 20th March.

A slimming down of delegation would require a return to committee meetings, primarily so that planning applications can be fully considered by the Planning and Consultation

Committee. It is envisaged that a full committee cycle would not take place until the autumn. However, the meetings schedule will be more fully considered under agenda item 17.

Decisions required:

To consider whether to bring an end to the delegation arrangements agreed by Council on 20th March 2020, except as required to enable the Town Clerk to manage the re-opening of services and facilities, together with the Council's response to any future local outbreak of Covid-19.

Martin Ayres
Town Clerk and Responsible Financial Officer

June 2020

Extraordinary Meeting 29th June 2020

Item 11 a) – Trevor Chadwick Commemoration – Request for approval for site of statue

From: John Corben
Sent: 19 June 2020 10:37
To: Martin Ayres
Subject: Trevor Chadwick

Dear Martin,

I have been asked by the Mayor, Cllr Mike Bonfield to send you a briefing to update the Council regarding our proposal to erect a statue to commemorate Trevor Chadwick.

I am pleased to say that, since our inaugural meeting on 16th March 2020, The Trevor Chadwick Memorial Trust has made good headway.

- 1) We have been accepted by The Swanage and Purbeck Development Trust to work under the 'umbrella' of the Trust, thus enabling us to conform to the Charity Commission's Regulations without going through the time consuming process of seeking registration ourselves.
- 2) We have been in touch with a number of local and regional Jewish organisations who have expressed their enthusiasm and support for our project.
- 3) Two members of our group have visited a well know local artist, Moira Purver, to look at her work and studio to see whether she would be a suitable person to undertake the commission.
- 4) Members of our group visited the Swanage Recreation Ground to look at a possible site for the statue. It was unanimously considered that the best location, subject to the Council's approval, would be the area immediately to the west of the children's play area. There are bushes on the site at the moment, these could be easily removed if required. We considered this site would be the most advantageous as it is level, easily visible, close to the children's play area (children playing is an important part of the commemoration) and would enable the surrounding area to be attractively landscaped if donations permitted.

It is the group's aim to raise around £80,000 by way of donations to fund the statue. Once it has been completed it would be handed to the Council for the benefit of the town.

We hope to complete the project by the summer of 2022, after that the Trust will be disbanded.

I hope that this information is helpful. I will, of course, keep you advised of all future developments and will be pleased to answer any questions which may arise. We are really grateful for the encouragement and support that we have received from Swanage Town Council, can you please express our appreciation.

Best wishes

John Corben
Chair - The Trevor Chadwick Memorial Trust

Extraordinary Meeting 29th June 2020

Item 11 b) Sustainable Swanage - Update

Since 1st April 2020 Swanage Town Council has funded a Sustainable Swanage Officer, Sarah Spurling, on a two-day per week basis. This post is managed by 'Litter Free Coast and Sea', which in turn is hosted by Dorset Council.

A key part of the role is to engage with the community to promote and encourage a more sustainable Swanage. Clearly the period of lockdown has made this difficult. However, Sarah has focused on developing a range of projects which will hopefully start to see fruition later in the year.

The following appendices are provided below:

1. Sustainable Swanage Update
2. Rabling Road/Prospect Crescent Green Space
3. The Downs Nature Reserve

Councillors are asked to review the attached appendices and to consider the following recommendations.

Recommendations

1. That the Sustainable Swanage update is noted.
2. That the proposal for 'The Downs Nature Reserve' is approved and the four-step process be initiated by Sustainable Swanage. This will include the development of a Management Plan by Council Officers with the support of Sustainable Swanage.
3. That the Council approves in principle the development of a 'pocket park' at the Rabling Road/Prospect Crescent site and requests that Sustainable Swanage work up a detailed proposal outlining a design, costs and programme of community engagement.
4. That Council identifies any further sites for pocket parks and community orchards that may be worthy of consideration.

Culvin Milmer
Visitor Services Manager

June 2020

Appendix 1

Sustainable Swanage Project Update 10th June 2020 – Sarah Spurling, Sustainable Swanage Officer

Although it was not the start to the new role that we envisaged we are beginning to feel like we are making progress on new projects and are continuing our engagement with the community. Detailed below is the progress we have made in recent months.

Sustainable Swanage is split into a series of sub-groups as follows:

1. Communications
2. Greening Swanage
3. Purbeck Energy Group
4. Transport
5. Sustainable Swanage Youth and Schools
6. Business engagement and Plastic Free Swanage

1. Communications

The current situation has meant we have held back on much of our planned communications but as things slowly return to a 'new normal' we will develop this further.

Social media – We spent some time in April and May developing positive original content on the themes of local produce, improving biodiversity in our gardens, and sharing the new things people have learnt/enjoyed during lockdown. We have had good engagement, and built connections with local producers, organisations. The content gathered is going to be collated and made available on the website and potentially in our new eco-hub. As of the end of June we have over 400 followers on the Facebook page.

Website – in the last 2 months a suite of 12 new webpages have been developed as a resource for the community, hosted by our LFCS website, they are divided into:

- How to live sustainably locally
- Projects and getting involved
- News and Events

<https://www.litterfreecoastandsea.co.uk/sustainable-swanage/>

This has now been shared, and we will be promoting it more widely. The idea is to continually develop and update the pages throughout the project. I have been undergoing training in how to edit and add the content myself to reduce costs.

Open meetings – we have held two open meetings using Zoom during lockdown. The most recent being focussed on food and farming with Claire and Andrew Head from Cedar Organic as guest speakers. It was well attended by 25 people and we had a good discussion. We got good feedback from the participants and are looking to hold the next one on the theme of sustainable transport in mid-July.

Other - Thelma Deacon is reading out updates from us on her radio show and we will be inputting an article into 'Swanage Matters'. I am involved in the newly formed Purbeck

Engagement and Access Forum which is a great new network, co-ordinated by Tom Clarke NT, of local environmental groups and outdoor education settings.

Volunteers - there is a need to formalise volunteer involvement and provide guidelines and information as our group expanded. This will help with clarity on roles and responsibilities, maintaining consistency in our approach and ensuring everyone has the support they need and is covered by our insurance. We have created a new sign-up form for volunteers and are in the final stages of the volunteer handbook. These will be given to all the volunteers in due course.

We currently have 13 active volunteers who are working on projects.

2. Greening Swanage

We are pleased to report that through working with local schools, a church, a farmer, Dorset Council, the National Trust, the Trees for Dorset charity, and residents through our tree giveaway, over 1,600 new trees were planted around Swanage this year. The volunteer team have been busy ensuring the newly planted trees are watered and cared for in this crucial first year. Several sites and private gardens have also been making improvements to allow more life on their lawns, most notably Swanage School and All Saints church through our involvement with them. We are looking into other projects now for this year including DC sites, Aster Housing land, churches, and schools as well as STC sites.

3. Purbeck Energy Group

This group which is co-ordinated by members of our steering group but includes members from other parishes, is making good progress on developing initiatives that can help residents access renewable energy sources. Two of these are an Energy Local Club and obtaining group discounts for solar panels on residential properties. Dorset Community Energy has agreed to assist Sustainable Swanage with a grant application of £10,000 for start-up costs for Swanage Energy Local Club.

4. Transport

We have begun looking at possibilities to help reduce cars on the road. It is in people's minds currently as we have seen the benefits of reduced car use and the new funding was announced that got people talking. I have had a look at the DC feasibility study into infrastructure change which obviously involves considerable investment which might not be possible at the moment. However, there are other opportunities to explore and it would be good to create a vision for the future.

Other options for change at the moment are incentives and campaigns to encourage people to walk and cycle more. A suggestion from a resident on our recent Facebook post was to run a 'Get Swanage walking campaign' this could be linked to the Medical Practice and the Durlston Pleasure Grounds project. The Rangers are also keen to discuss an electric bike hire scheme. I propose that the next open meeting is about transport and we aim to set up a sub-group who can focus on developing these initiatives.

5. Sustainable Swanage Youth and Schools

The youth group have not been active since lockdown restrictions, but will look into getting this up and running again soon. Earlier in the year I was helping GCSE DT students at the

Swanage School with their sustainability themed design projects. I offered feedback and connected them with experts on specific topics. We were due to have a presentation of completed designs until the schools closed. It would be good to work with schools more and I am currently exploring options to help schools connect pupils with their local environment via home learning at this time.

6. Business Engagement and Plastic Free Swanage

No further work undertaken in this area during lockdown.

Other Project ideas

Audio Guide Trail May 2020

Aim:

- to increase awareness about Sustainable Swanage – build our audience – engage with new people
- to increase understanding and appreciation of the local area and the issues it faces
- to work with other local groups and experts – building relationships

To co-ordinate an audio self-guided walk around Swanage highlighting the main features, wildlife, geology, history whilst touching upon the environmental pressures facing the area and how people can help take care of it and understand it. To make our community more sustainable.

Durlston Rangers are doing a downloadable audio guided walk from pier to park using 'sound cloud' This is a relatively simple process and free. We are proposing that we link our walks, same technology and same format. SusSwan would co-ordinate different speakers to record up to 2min of recording covering the topics related to them.

Community Fridge

A good way of getting surplus veg from allotments and Greengage to the public who need it – links – Greengage, Food bank.

There are good examples of where this has been done in other towns such as Frome and Wimborne and resources and possible funding are available from the environmental charity Hubbub.

Ecological Surveys

It would be good to organise some baseline surveys of flora and fauna at sites in the town before any more biodiversity improvements are made. We can connect with local conservation organisations who have volunteers on their register who may be interested in carrying this out this summer. I have got all the records that Dorset Environment Records Centre hold for the town and they mentioned that they are keen to look at ecological network mapping more closely in the town of Swanage too, I am getting more information on this.

Baseline carbon footprint calculator

It might be useful as a baseline to encourage people to calculate their carbon footprint now and after any new measures they might put in place. Resurgence have a very comprehensive

calculator recommended by Sustainable Dorset. This could tie in with their Dorset Green Living project.

The Downs Local Nature Reserve

A detailed proposal for this can be found in Appendix 2.

Rabling Road/Prospect Crescent Green Space

A detailed proposal for this can be found in Appendix 3.

Appendix 2

Proposal – Declaration of Peveril Downs as a Local Nature Reserve.

This site is an ideal candidate for an LNR as it is in local authority ownership and management. It is also an accessible green space close to the town, it has local special interest and educational and community value. It is included in the Swanage Green Infrastructure Strategy which has previously been adopted by Swanage Town Council.

Benefits

Declaring an LNR on the Downs offers the following benefits:

- Protects and enhances natural heritage.
- The management plan required is an opportunity to look closely at how the site can be managed and enhanced to meet various needs. It would provide a clear guide to the operations department and be a written account of how the site is being balanced for access, recreation, and nature.
- Protecting and enhancing natural heritage is a key part of building sustainable communities.
- It can help connect green spaces.
- Declaring an LNR draws attention to the land's nature conservation and recreation interest and provides a place that can inspire people to value and conserve the natural environment.
- Improve local quality of life, health, and wellbeing.
- Creates new spaces/focus for education, enjoyment, and recreation, helps attract visitors and preserves links with the local community's past.
- The setting up of a 'friends of' group is a way of involving the community in the management of the site and assisting the council with its management providing expertise and time.
- These multiple benefits mean that LNRs can make a substantial contribution to meeting the aspirations of Local Strategic Partnerships.

Natural England believes that well managed LNRs provide places that can inspire people to value and conserve the natural environment. The natural environment is there for everyone to enjoy, learn and gain benefits from, particularly for their health and wellbeing. Communities should be able to play a leading role in helping to conserve the natural environment particularly on their doorstep.

Process

There are 4 main steps that could feasibly be completed by the end of the year.

- Transfer the power to declare from DC to STC – this would need to be done first as the process takes a while.
- Write a management plan
- Form a 'friends of group'
- Gain approval from Natural England

These steps could be achieved using the skills and experience of the Sustainable Swanage project officer and volunteers with support and advice from the Environment Advice Team at DC and the Durlston Ranger team. We could also make valuable links between both Durlston and the Downs and with their volunteers and 'friends' group.

Appendix 3

Proposal – Green Space between Rabling Road / Prospect Crescent, Swanage

This site is listed under the Green Infrastructure Strategy as a potential 'pocket park (wildflower meadow with tree and shrub planting)'. It is currently listed as having 'low' value for wildlife and 'low' GI value and it would be better for the environment and people if this site is managed in an alternative way. It could then be part of a network of pocket parks throughout the town, providing welcome places to relax, find shade/sun, meet people, and feel connected to the community. This site would provide a corridor link between King George's field into the allotments and wider countryside beyond.

Improvements to the current use in this way would bring the benefits of 'decreasing air pollution and heat island effect, increase biodiversity, amenity and landscape permeability'. Currently this site is underused and is maintained as a large area of short grass. People frequently cross the site along the top section for dog walking and to access the allotments and people occasionally use the area to play games with children.

Proposal

This is an ideal site to be included in a network of community orchards. It is informal and the trees are medium sized and suitable for the urban location. The proposal will also include a combination of mown areas, wildflower meadows and tree planting. At least one area of open space will be retained to allow small scale events, recreation and maintain existing access routes.

The aim of a community orchard is to increase access to healthy fresh fruit, provide a teaching tool for schools and the community, an opportunity for groups and schools to link together and work together. Satisfies biodiversity and greening aims as part of the Green Infrastructure Strategy. Increase attractiveness of the area and provide a favourable area for people to sit and relax and meet away from the main parks and beaches.

Interest and Support

Several of the Greening Swanage Group are keen to organise this, we have a good relationship with Greengage Nursey, and they are very keen on this project and can offer time and skills for aftercare of the trees. This could mutually benefit our groups as we support each other in expanding our reach to the community.

There is a wealth of information on setting up an orchard and pocket park and it is a very popular step for groups like ours. There are orchards in Worth, Langton, Lyme Regis and Bridport to name a few. The newly formed Green Infrastructure Advice Team at DC can offer expert support and advice in planning the location of planting and the Durlston Ranger Team too can offer advice on meadow creation. We will also look to connect with local specialist growers.

We would need to raise money to fund the purchase of the trees and equipment needed, the Greening Swanage subgroup would look into these options.

Benefits of this site

- It is ideally located next to Greengage and the allotments for people to maintain the site.
- It provides a corridor link between King George's field into the allotments and wider countryside beyond.
- There is easy access for all and parking spaces nearby.
- It is in a central open location and a water source is available.
- It is currently underused, and some residents have expressed a desire to see this site developed into a resource for the community to enjoy and use.
- It is a good location for small scale relevant events such as seed/seedling/produce swap, and displays, harvest events and apple days, and wassail.

The Town Council are asked to consider other locations that may be suitable for development as pocket parks and community orchards.

Suggested Design

We propose that the site should be designed in an informal open plan with perhaps two clusters of fruit trees leaving areas of open space and access routes. Wildflower areas could be maintained that balance the amenity of the site with wildlife. The design should allow for ease of cutting and maintaining the grass which we understand would continue to be carried out by STC.

Taking this forward

If the development of a pocket park is approved in principle by Swanage Town Council, Sustainable Swanage will work up detailed plans around design, costs and community engagement.

Extraordinary Meeting 29th June 2020

Item 12 a) Draft Swanage Town Centre Recovery Plan 2020

1. Current Context

The impact on Swanage with regards Covid-19 has been significant from both a health and an economic perspective. The town's economy is highly dependent on visitors and we have seen a total collapse of this sector during the crisis.

The purpose of this document is to explore ideas to enhance the economic viability of the town as we enter the recovery phase of the crisis.

From 15th June 2020, with the re-opening of all retail outlets and the ferry once again in operation, the town will be able to carefully start to welcome visitors. In addition, the government is keen to see the tourism industry re-start from early July. It is acknowledged that a number of residents would like to see limited visitors to the town due to concerns about a resurgence or a second wave of Covid-19. This is understandable and any plans considered will need to include flexibility to adapt to any potential future lockdowns or restrictions.

The town's visitor economy is diverse and includes retail shops, food establishments (cafes, pubs and restaurants), accommodation providers and attractions. Each sector will have its own issues and constraints; however, this plan will need to encourage both visitors and residents to return to these businesses where possible.

2. Key Issues identified in Swanage

- How should the town be promoted and when should this promotion start?
- How to ensure, encourage and promote social distancing in the town?
- How to overcome the negative images of visitors from some residents?
- How might the town respond to a future lockdown and build in resilience?
- How might long queues of people be managed in Station and Institute Road?
- How might queuing around the Travel Interchange (Station Approach) be managed?

3. Swanage local economy stakeholders

- Swanage Town Council Officers and Councillors
- Swanage Information Centre
- Visit Dorset
- Dorset Council (Highways, Environmental Health, Economic Development etc)
- Chamber of Trade and Commerce
- Accommodation providers
- Residents
- Shop owners and employees
- Supermarkets and key businesses
- Swanage websites (Virtual Swanage / Swanage Online / Visit Dorset/ Town Council)
- Attractions (Railway, Pier, Museum, Durlston etc)
- Event Organisers (Carnival, Rotary etc)
- Transport operators (Ferry, Purbeck Breezer, City Cruises, Swanage Railway)
- Swanage Market

4. Resources available

- People – see stakeholder list above
- Facebook, Instagram, and other social media solutions
- Visit Dorset website and others
- Government and Dorset Council grants and funds
 - Are all businesses aware of what grants are available from national and local sources?
 - Stay local and spend local Fund from Dorset Council – see Appendix 2
 - Free advertising on Visit Dorset
 - Dorset Highways stencil kits – see Appendix 3
- Swanage Information Centre

Action required:

To note the draft Town Centre Recovery Plan and Action Plan set out at Appendix 1.

Culvin Milmer
Visitor Services Manager

June 2020

Appendix 1: Ideas and possible solutions

No.	Idea	How might this work	Progress to date (23 June 2020)	Timetable	Action Owner?	Cost?	Short/medium/long term
A.	Promotional activities						
1.	Promote the town as a 'safe' Covid-19 destination	Through social and digital media – work with Visit Dorset. Assume that we will not promote town until after July?	Culvin to work with Holly and Swanage Railway to consider a range of options for developing a video or series of videos to enable visitors to 'know before they go'. Culvin to see if an application can be made to the Dorset Council fund	July onwards	STC / Visit Dorset	£5,000 to £20,000	Short term
2.	Encourage people to use Sandpit Field and other sites to reduce pressure on beach – social media and signs. Promote the 'Green Seafront'	Produce digital and paper flyer which promotes the 'Green Seafront' to enable people to use these sites better	Culvin is working up an A5 flyer which will also be a poster and in digital format. Culvin will liaise with Durliston and also see if the Dorset Council fund can be used.	4 July	STC	£250 (design and print)	Short term
3.	Develop a webpage with links to Covid-19 local resources for visitors, what they can expect when they come to Swanage	Work with Visit Dorset to create a single web resource	Visit Dorset are considering a single Covid-19 page for each town. Culvin and Holly to draft up a page.	4 July	STC / Visit Dorset	-	Short term
B.	Businesses						
1.	Investigate 'Covid19 business Chartermark' scheme or develop a local one	If a national or Dorset scheme does not exist, a local 'checklist' scheme could be produced (perhaps by the Chamber) with local businesses displaying the accreditation in their windows	Information from the national scheme is imminent – propose we adopt this and support businesses to achieve requirements	July	STC / Chamber	-	Short to Medium term
2.	Ensure accommodation providers sign up to relevant Covid-19	Accommodation providers that use booking websites are required to demonstrate that they meet certain Covid-19 precautions through	Holly/Culvin working with accommodation providers	July	STC / Visit Dorset	-	Short term

	compliance – could a basic checklist be developed by Visit Dorset to provide visitor re-assurance	their risk assessments. This needs to be promoted in an effective and clear way					
C.	Physical items						
1.	'Keep Swanage Safe' spots on floor	Dorset Highways can provide a generic stencil and paint for the Town Council to install around the town. Or we may wish to go for 'stickers' attached to the ground	Stencils have been applied to 'pinch-points' around the town. We have now been offered stickers and other assets which will be provided to businesses and placed at relevant points around the town when they arrive. This will be done through the Chamber	June	STC	-	Short term
2.	Signs at key points to remind people about social distancing	Need to consider where signs might be placed. We already have the Dorset Council '2 metres' signs at 3 locations across the town. We could do with something similar at each beach entry point (5 locations) and car park pedestrian point (5?).	See immediately above	June	STC	-	Short
3.	Signs from car parks showing 'safe' ways to walk to the beach and green seafront (avoiding town)	Reluctant to have too many signs but could include this information in a flyer available at the car parks and online.	Not sure this is required at the moment but can review as time goes by	July	STC	-	Short
4.	Station Approach – issue around trains / buses / taxis and pedestrians – a pinch point	Work with stakeholders to see what solutions might be possible. This might be an area where infrastructure changes might be appropriate funded through the Dorset Council fund	Working up solutions	July	STC	£?	Medium / Long
5.	Shore Road – Clocktower to Ocean Bay	Work with stakeholders to see what solutions might be possible. This might be an area where infrastructure changes might be appropriate funded through the Dorset Council fund	Working up solutions	July	STC	£?	Medium / Long
D.	Beach and other Town Council sites						

1.	Punch and Judy – move to handstanding with social distance spaces marked on ground	Work with concession – will free up space on the beach and help prevent any potential confrontation with beach users	Ongoing	Mid July	STC	-	Medium
2.	Seafront Advisors – back of polo shirts could say ‘Keep 2 metres apart’	Seafront Advisors start from 13 th June – we need to order new tops anyway	Being procured – will say something along lines of ‘keep your distance’	End June	STC	£40	Short
3.	STC could publish a document specifying how often, on a usual basis, that toilets and water points will be cleaned	Very basic information but will provide reassurance that toilets are cleaned 3 times a day. We will also look at cleaning the water points by the Shore Road beach huts	Working up	July	STC	-	Short
4.	Promote payment by card for parking machines	Already in place	Done	In place	STC	-	In place
5.	Market – each stall must submit a risk assessment before approval and is assessed during the day by the market attendant	Already in place	Done	In place	STC	-	In place
6.	Swanage Information Centre	Currently planned to open 4 th July and will be, as far as possible, offering an outdoor service in the garden	Ongoing	4 July	STC	-	Short
	TOTAL					£?	

Document Management

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Appendix 2: Town Recovery Working Party – 18th June 2020

SWANAGE TOWN RECOVERY WORKING PARTY MEETING TO DISCUSS TOURISM MATTERS HELD ON 18TH JUNE 2020

Present via Zoom (due to Covid-19 social distancing guidelines):

Councillor Finch (Host), Councillor Bonfield, Councillor Foster, Councillor Tomes and Councillor Whitwam.

Outside Representatives: Holly Lagden (Visit Dorset), David Rawsthorn (Swanage Railway), Anne Rothery (Swanage Chamber of Trade) and Alistair Tuckey (Durlston Country Park).

Also present: Culvin Milmer and Emma Evans.

The meeting opened at 12.30 p.m.

The purpose of the meeting was to discuss the following:

1. Brief update from Stakeholders
2. Revised Recovery Plan
3. Actions to take forward

Councillor Finch opened the meeting by welcoming all attendees.

Apologies were received from Councillor Monkhouse and Sylvia Libicka (Swanage Chamber of Trade).

Brief Update from Stakeholders

Visit Dorset – The Visit England charter mark entitled ‘We’re good to go’ was nearing release and it was hoped that many local businesses would sign up for the free scheme. It was reported that the new government guidelines, which would impact the risk assessment for businesses had not yet been released, but it was anticipated within a few days. The delay was in part due to the potential change in distance required whilst in public and an update would be provided at the next meeting.

Swanage Railway – The proposed date for the trains to re-start was noted as 11th July and would include four services per day using diesel engines. The trains would not be stopping at stations for embarkment but rather as a non-stop service between Swanage and Corfe Castle. Volunteers had been working in the background to ensure the risk assessments were in place and that a through put of passengers could be accommodated in accordance with government guidelines.

Durlston Country Park – It was reported that the café was operating a limited menu as a take away option. Outdoor seating would be provided when able to do so in accordance with guidelines. Risk assessments were currently being drawn up to enable the castle to re-open with the planned date week commencing 13th July. Scheduled events would be limited and numbers attending appropriate to the situation.

Swanage Chamber of Trade – It was reported that most people accessing the shops this week had maintained social distancing rules and used hand sanitiser where required. The longer term plan was for the Christmas lights ‘Switch on Swanage’ and a separate meeting would be held regarding this.

Swanage Pier Trust – The pier hoped to re-open on 4th July potentially with a one-way pedestrian route.

Swanage Town Council – It was reported that since the some shops had re-opened on Monday 15th June most people had been compliant with social distancing and using hand sanitiser where required. There had been a few cases where people had refused but had been the minority.

It was noted that various pedestrian congestion points had been identified in the town and a stencil on the pavement stating 'Leave Space' had been placed on these spots.

It was anticipated that the Tourist Information Centre may open on 4th July with the majority of enquiries dealt with outside.

Revised Recovery Plan

The screen share function was enabled for all participants to view the draft document.

Some discussion was held over the use of the word 'safe town to visit' and alternative suggestions included 'everything has been done to ensure the town is as safe as possible' or that Swanage was a town that 'cares about your safety'.

It was noted that a video showing what to expect when you visited Swanage could be produced and the cost would need further investigation. A suggestion of a local photographer was made and Durlston Country offered the skills of their ranger responsible for promotion of the park.

In addition it was suggested that the videos from the various attractions in town be linked to the town council webpage. It was stated that a plan for this would be brought forward to a future meeting.

It was noted that as the guidelines in relation to Covid-19 were liable to change the information could become dated and this would need consideration.

It was further suggested that a draft leaflet promoting the town's 'Green Seafront' be brought forward to a future meeting.

Preparing a brand or slogan for the town was suggested, however, it was felt that this needed to be considered together with the longer term promotion of the town.

The Visit England charter mark was discussed, entitled 'We're good to go'. Further to the government risk assessment being released, businesses could access this free scheme by answering some questions on line. The answers would be checked by Visit England staff and, on successful completion of the requirements, the businesses would be sent an information pack containing a certificate and logo to display.

Further information would follow and be available through the Visit Dorset newsletter.

The scheme would be open to food and drink establishments, accommodation and attractions. It was noted that new group had been established by the town's accommodation providers to share information and best practice, currently through online meetings.

Various areas of the town were discussed where social distancing could be difficult to maintain which included Shore Road and Station Approach. Suggestions included Shore Road becoming one-way with traffic diverted to De Moulham Road and, to alleviate pedestrian traffic in Station Approach, buses to drop off in Rempstone Road/Gilbert Road.

The suggestions would be collated by officers to be forwarded to DC Highways.

A discussion ensued around the styles of stickers, signs and sanitisers available for Swanage Town Council provided by Dorset Council. Most felt that around 100 stickers would be useful (yellow signs that stated 'keep your distance'), around 20 bench signs, 30 bollard signs and 3 or 4 sanitiser units. It was suggested that the A2/A3 poster style signs may be placed in the blue shelters, however, this would be investigated prior to ordering.

Actions to take forward

1. Obtain cost of producing a video demonstrating what to expect when you visit the town, including contacting the local photographer (CM).
2. Organise a meeting between the local attractions; Swanage Railway, Durlston Country Park, Swanage Pier Trust and Swanage Railway to ascertain if a combined video would be feasible and cost effective (CM).
3. Draft the leaflet for 'Green Seafront' (CM).
4. Check the Visit Dorset newsletter distribution (EE).
5. Feed back relevant information from DC Highways regarding plans for Shore Road/other areas where social distancing could be difficult (MB).
6. Collate suggestions to alleviate pedestrian traffic to forward to DC Highways (CM).
7. Order stickers, signs and sanitiser units from DC (CM).
8. Complete a walk through Station Approach with DC Highways team (CM).
9. Establish if retail establishments would be included in the Visit England charter mark scheme (HL).

The next meeting of the working party was scheduled for Wednesday 24th June at 2.00 p.m.

Councillor Finch thanked attendees for attending the meeting.

The meeting closed at 1.55 p.m.

Extraordinary Meeting 29th June 2020

Item 12 b) Affordable Housing – Membership of National Community Land Trust Network

From: Fiona Astin
Sent: 18 June 2020 16:31
To: Martin Ayres
Subject: Swanage Aspiring CLT

Dear Martin

With regards to **CLT Network membership**, below are the ones open to you. **Any** of these levels will give you access to the two free legal advice lines, and one lawyer who is offering legal incorporation and advice packages for set rates. They appear to be designed so you can graduate up through the 'ranks':-

Start-Up Membership - £75

(for if you are a new CLT and have not yet incorporated or progressed with your first project)

Member Package - £150 or £300, dependent on size of CLT operating budget (for CLTs working with housing association partners and do not need bespoke Directors and Officers insurance)

Member Plus Package - £350 or £530, dependent on size of CLT operating budget (as Member Package, plus bespoke and comprehensive Directors and Officers Liability insurance, and the further option to add Organisational and Professional Liability insurance)

So in a nutshell, you can start with the £75 level and get the legal advice access.

Kind regards,

Fiona Astin

Fiona Astin
CONSULTANCY

Extraordinary Council Meeting – Monday 29th June 2020

Agenda Item 13)

To consider requests for grant funding and recommendations of Grants Panel

Members of the Grants Panel (Councillors Bonfield, Finch, Foster and Page) met via Zoom on 24th June 2020 to review in detail grant applications received so far for the 2020/21 financial year. All applications received are listed in the table below. This also indicates the sum requested, the recommended size of the grant from the Grants Panel, a summary of the project/event that will be funded by the grant, and the reason for the Council's support.

Background

The Council has agreed a grants budget of £10,000 for the 2020/21 financial year. This is separate from the support for the Citizens Advice Bureau which has been given its own budget line. This sum also excludes the Council's support to partner organisations including Dorset Council, through which the Council funds the Mount Scar School Crossing Patrol.

Attached as an Appendix to this Briefing note is a copy of the Council's grant criteria, adopted by Council in December 2018. This states that the Council will not usually award a grant in excess of £500 and would typically only support festivals and events whilst they are being established.

A total of £6,900 has been requested, and it is proposed that £2,900 be awarded. The balance of £7,100 will be available for applications received throughout the remainder of the financial year.

Decision required:

- 1) To approve the recommendations of the Grants Panel made at its meeting held on 24th June 2020.
- 2) To consider next steps regarding the Grant Application received from The Trevor Chadwick Memorial Trust.

Niki Clark
Administration and Communications Manager

June 2020

Applicant	Sum requested	Recommended grant	Summary of project	Reason for support
2185 (Wareham & Swanage) Air Training Corps	£ (no amount quoted)	£500	Registered Charity. Wide range of activities provided to young people aged 12-20. To promote/encourage a practical interest in aviation & the RAF, provide training, foster a spirit of adventure, and develop the qualities of leadership & good citizenship, life skills & capability to face the challenges of modern-day life.	The existing cadet hut in Court Road is 100+ years old and in urgent need of maintenance and repair, including a new fire exit. The Panel is keen for STC to support facilities for the town's young people and recommends that the sum of £500 be approved towards the hut's repair costs. The Panel wishes it to be noted that the Cadets provide invaluable assistance at various events, including car park duties on Carnival Day, and on Remembrance Sunday.
KG5K (King George's monthly event - walk, jog or run of up to 5K)	Up to £300	Up to £400	A free monthly event to promote health and wellbeing & encourage people of all abilities to exercise. Funds required towards the cost of the annual Public Liability Insurance. Event commenced in Sept 2019 and the existing PLI expires in Aug 2020.	Event is volunteer run with no other costs apart from the PLI. The Panel recommends covering the cost of the PLI this year, up to a maximum of £400, subject to confirmation of the actual cost of policy renewal, and confirmation of the intended date that the event will recommence.
Link Visiting Swanage	£1,000	£1,000	Registered Charity. 'Community franchise' of Linking Lives UK & a project of S&PDT. Provision of a befriending service in home to ease loneliness & isolation, having a beneficial effect on mental & physical health. Referrals made by social	Voluntary service offering free help and support to those in need. Also contributes to the local community's health and wellbeing. Founder/Chairman Mr Alan Dominy will be stepping down in due course. The Charity will require greater resource to develop its services further in the future and hopes to be able to

			services, local medical practice & members of the public. Drop-in sessions also held 2 mornings p.w.	appoint a part-time executive officer, the cost of which is estimated at £1,872 p.a. The Panel recommends approval, to safeguard the service in the future.
Purbeck Art Weeks Festival	£500	£500	Registered Charity Purbeck Young Artists Scheme. To assist with the costs of providing art workshops to local schools (drawing, painting, clay & metal working, print & design). To better inform, educate, encourage & inspire young people to be creative.	Offered to all schools in Swanage. Each workshop costs £350 per school, plus the cost of materials and mounting of the exhibition, estimated at a further £100. The schools are not charged for these workshops. Recommended for approval, subject to confirmation being received that the workshops will recommence during the school year 2020/21.
Purbeck Film Festival	£1,000	£-	Registered Charity. Established annual event across 30 venues in Purbeck. Wide range of film screenings. To promote local interest in films for entertainment & education, & bring cinema to rural areas.	Event postponed, new dates yet to be announced. The Panel recommends that the Festival organisers reapply next year.
Purbeck International Chamber Music Festival	£900	£500	Registered Charity. Established annual event across various venues in Purbeck. Two concerts planned in Swanage (Durlston Castle 3 rd & 5 th Sept). Live musical performances and music related lectures.	Festival days reduced this year, two concerts being held in Swanage. The Panel recommends policy maximum grant of £500, subject to confirmation being received that the events will be going ahead in September 2020.
Swanage Fish Festival	£1,000	£-	Established annual event attracting 5,000+ visitors to	Event postponed to June 2021. The Panel recommends that the

			<p>the town to enjoy all things 'fishy', music, & family entertainment.</p> <p>To assist with the costs of event first aid cover, portable toilet hire, & waste collection services.</p>	<p>Festival organisers reapply next year.</p>
Swanage Regatta & Carnival Association	£1,000	£-	<p>Registered Charity. Established annual event. Variety of organised free & paid for events & entertainment for residents and visitors (estimated at 100,000 people over the course of Carnival week). Surplus proceeds distributed to local charities & good causes.</p>	<p>Event postponed to July/August 2021. The Panel recommends that the Carnival organisers reapply next year.</p>
Trevor Chadwick Memorial Trust	£1,200	£-	<p>A project of S&PDT. Towards the costs of commissioning a bronze statue to commemorate & raise awareness of a local resident whose outstanding bravery ahead of WWII helped save the lives of 669 refugee children destined for concentration camps. Total cost estimated at £80,000, project completion date summer 2022.</p>	<p>Funding required to cover the cost of materials to enable the sculptor's maquette to be made.</p> <p>Due to the involvement of Members of the Grants Panel in this project, and lack of information provided at this time, a recommendation could not be made on this application.</p>
Total	£6,900	£2,900		

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

1. Swanage Town Council makes an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application.
3. Requests for grant aid should be consistent with the Town Council's statement of policies and objectives (see www.swanage.gov.uk/Policies.aspx) and will normally only be considered from the following:
 - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
 - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
 - 3.3 Residents of Swanage requesting grant aid with a capital project, which will be for the benefit of a wider group.
 - 3.4 A club, association or organisation serving all or part of the Swanage community.
 - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural or other benefit to the town.
 - 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e. where there are restrictions on membership inconsistent with equal opportunities).
4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.5 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application please contact the Town Clerk either by telephone on 01929 423636, or e-mail admin@swanage.gov.uk
5. Together with this application form you should also supply the following information:
 - a minute of the meeting of the organisation stating the purpose of the funding request and authorising the application;
 - a copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
7. Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission is the **31st December** for grants to be paid in respect of the forthcoming financial year, from 1st April. However, if funding remains available requests will be considered at any stage during the financial year.
8. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council's policies and objectives; how well the grant will meet the economic, cultural, environmental, social or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.
9. The decision of the Town Council is final. If your application is successful you will receive written confirmation of your award. You must sign a form accepting the Council's terms and conditions and will be expected to acknowledge Council support in all communication with the media.

