

Request from National Coastwatch Institution Swanage for alterations to the lookout at Peveril Point

Swanage Town Council have been approached by the National Coastwatch Institute Swanage (NCI), in respect of proposed alterations to the lookout on Peveril Point. The NCI currently occupies the property through a Licence Agreement with the Town Council.

Swanage NCI are requesting works to alter the access to the top of the lookout by removing the current external steps and replacing them with new steps in a different location (landward rather than seaward elevation) and orientation. These works are requested as a result of access difficulties that were highlighted following a recent medical incident.

Sketches of the proposed alterations are appended to this report. Advice recently received has confirmed that these are material alterations to the property and therefore planning permission will be required.

As stated within the Licence Agreement, ‘No alterations may be undertaken to the exterior of the buildings and surrounds of the premises without the prior written consent of the Council’.

Decision required

To consider approving the alterations to the NCI Swanage lookout at Peveril Point to relocate and reconfigure the external steps, subject to all legal, planning and other relevant permissions being in place.

That confirmation of these permissions, along with confirmation of all other necessary consents and methods in respect of access, materials, timing, risk and health and safety matters are delegated to the Assets and Compliance Manager for agreement.

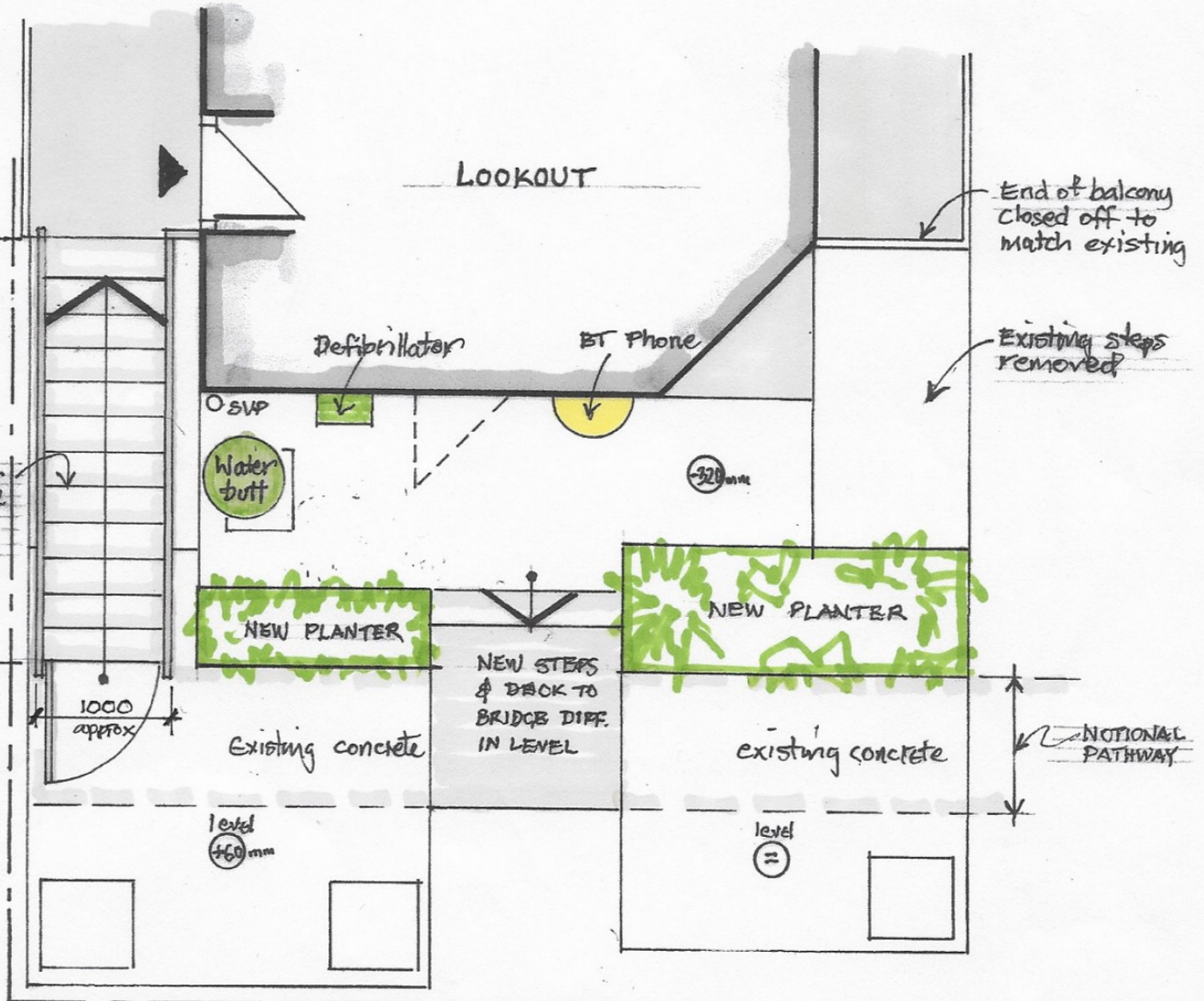
Gail Percival
Assets and Compliance Manager

June 2023



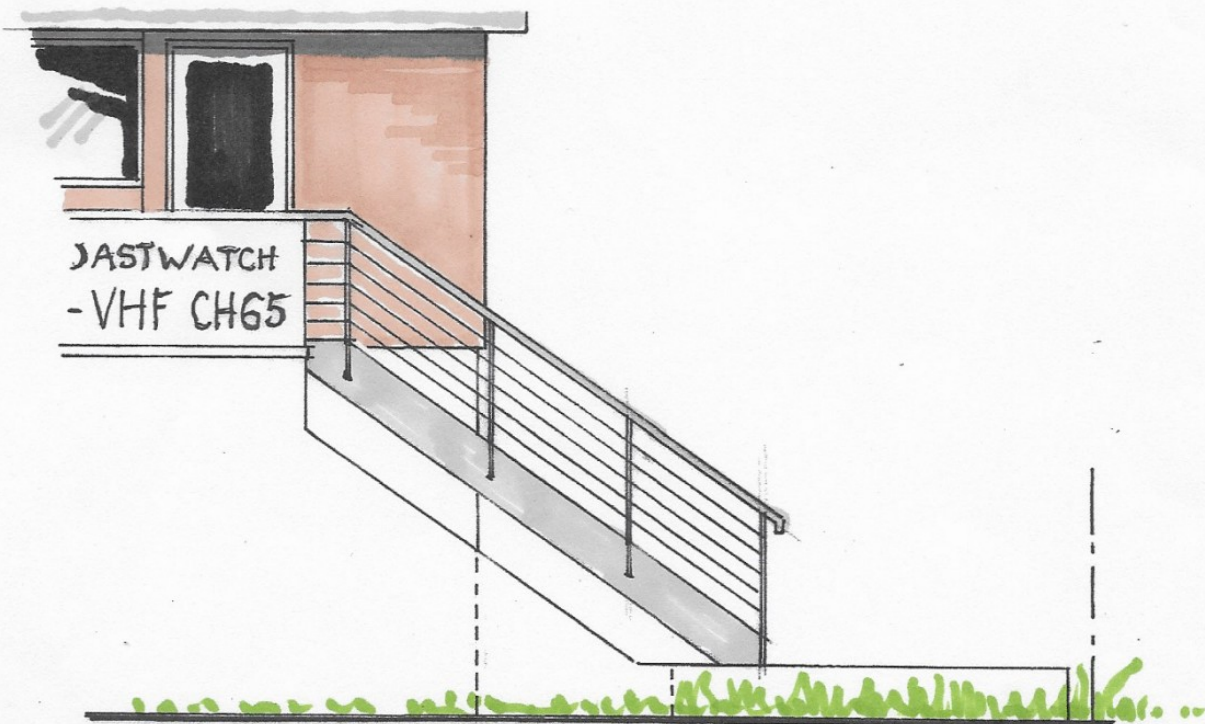
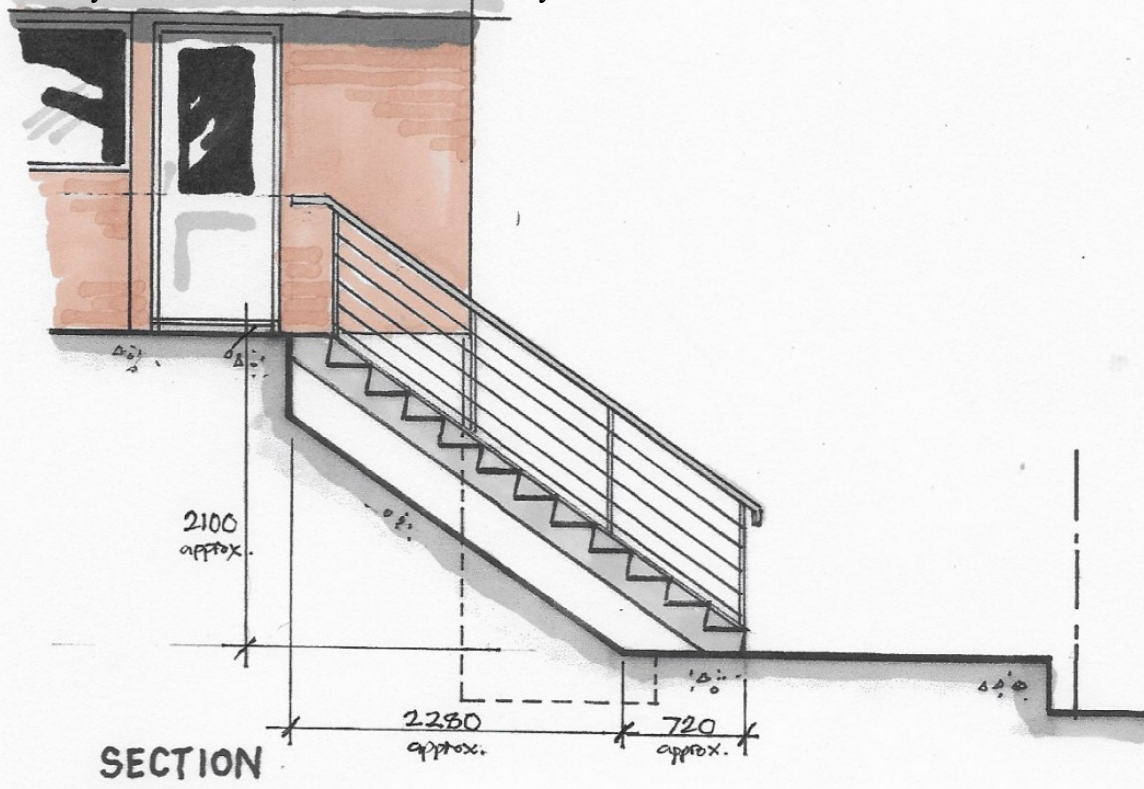


SW ELEVATION



PLAN

NCI SWANAGE
PROPOSED ALTERATIONS TO
STAIRCASE
JUNE 2023
1:50



NW ELEVATION

NCI SWANAGE
PROPOSED ALTERATIONS TO
STAIRCASE JUNE 2023

1:50

To receive a report regarding recent incidences of Anti-Social Behaviour (ASB) on Council property and to make a recommendation to the Town Council about the appointment of a Councillor to act as a Police liaison representative

At the Community Services Committee meeting held on 29th March 2023, a summary was presented of anti-social behaviour incidences which had caused damage to a number of Council assets since December 2022.

The table below sets out a summary of further incidents of antisocial behaviour on Council property that have occurred since this date.

Date	Location	Summary
05/04/23	Toilets King George's	Paper towel dispenser vandalised and removed from wall
27/04/23	Toilets Shore Road	Cubicle door broken off hinges, 2 x paper towel holders removed from wall
May 2023	Shore Road	Many bedding plants removed and thrown
02/05/23	Toilets Mermond	Side panel vandalised
08/05/23	Toilets King George's	Tap twisted/broken and used to flood toilets
08/05/23	Shore Road	Private sites beach hut broken into/vandalised/theft of property
08/05/23	Day's Park	Benches removed from bases and moved around park
10/05/23	Banjo Pier	Benches removed from bases and moved
10/05/23	Toilets King George's	Tap twisted/broken again and used to flood toilets
12-13/05/23	Shore Road beach huts	5,10,30,33,40,45 – broken into, doors damaged, vandalism/theft of property
13-14/05/23	Shore Road	Throw rope vandalised, broken bollard, bins thrown onto beach, people running on beach hut roofs
15/05/23	Play area King George's	Willow house vandalised/damaged
26/05/23	Beach Gardens	Refuse bin set alight
26/05/23	Weather Station Field	Refuse bin – attempt to set alight
01/06/23	Main Beach car park	Overflow ticket machine – screen vandalised
02/06/23	Shore Road beach huts	Running/jumping across roofs
03/06/23	King George's Playing Field	Wetland timber bridge vandalised and large amounts of timber removed

The Council is continuing to report incidents to the police and, where appropriate, liaise with Dorset and Wiltshire Fire and Rescue Service. These incidents have caused significant impact in terms of cost and time upon the operations of the Council with estimated financial costs exclusive of time, estimated to be in the region of £5,000.

In light of the continued frequency of these incidences of anti-social behaviour, and the current importance of communications with the Police, it has been suggested that a Councillor be appointed to liaise with the Police and/or the Police & Crime Commissioner about policing matters in Swanage. This appointment would form a recommendation to the Town Council and would in future years appear on the list of appointments to outside bodies.

Currently, the Mayor and Deputy Mayor meet with the local Neighbourhood Policing Inspector two or three times a year.

Decision required

To consider recommending to the Town Council the appointment of a lead Councillor to act as a Police liaison representative regarding policing in Swanage.

Gail Percival
Assets and Compliance Manager

June 2023

CCTV - to endorse an application for a grant to link CCTV to Dorset Police HQ at Winfrith

The Town Council has recently been invited to apply to the current round of the Operation Relentless Community Fund – Anti-Social Behaviour Grant Scheme which has recently been launched. The purpose of the grant scheme is to support local projects and initiatives that reduce anti-social behaviour and increase public feelings of safety.

The Council proposes to apply for a link from the existing CCTV system (displayed on monitors in the Swanage Police Office) to duplicate this onto the CCTV viewing application in the Force Command Centre. Network equipment would feed the live CCTV footage across the network and into the CCTV viewing application at Winfrith.

This would provide the Force Command Centre access to view the CCTV shown on the screen in Swanage Police Station and does not give access to control (pan, tilt, zoom) or change any cameras. It would however ensure that CCTV would be visible in the Force Command Centre when the office in Swanage is not staffed.

The Council proposes to make an application for the sum of £4,000 to fund this work. However having been unsuccessful in late 2021 with a previous application for this funding, clarification regarding eligibility for the grant is being sought prior to submission of an application.

Decision required

To consider endorsing an application by the Town Council to Operation Relentless Community Fund for a grant of £4,000 to link the existing CCTV system to Dorset Police HQ in Winfrith as set out within this report.

Gail Percival
Assets & Compliance Manager

June 2023

To consider adoption of the Swanage Community Emergency Plan and make a recommendation to the Town Council

Swanage Town Council Community Emergency Plan Steering Group has been meeting regularly over the past six months to develop and finalise the Swanage Community Emergency Response Plan. The steering group comprises Councillor Moreton, as lead Councillor, Ian Brown, Kim Gallagher, the Town Clerk and the Assets and Compliance Manager. Input has also been sought and received from a wide range of community groups, businesses and organisations to enable a comprehensive emergency plan document to be completed.

In addition, on 21st March 2023 the Council hosted an event for neighbouring parish councils at which Nigel Osborne and Clare Jennings from the Dorset Council Emergency Management and Resilience Team presented an overview of Local Resilience Forums and ran a series of exercises to support towns and parishes in developing their emergency plans. This event also gave clarity on the respective roles and responsibilities of Dorset Council and local Parish/Town Councils with regard to emergency planning.

The Swanage Community Emergency Response Plan June 2024 is appended to this report.

Decision required

That Councillors consider recommending to the Town Council the adoption of the Swanage Community Emergency Plan, June 2023.

Gail Percival
Assets & Compliance Manager

June 2023



SWANAGE COMMUNITY EMERGENCY RESPONSE PLAN

**Your priority is to stay safe
If you are in immediate danger call 999**

June 2023

Why is resilience important?

Communities that spend time planning and preparing are best placed to respond to and recover more quickly from local or wider emergencies.

They can use local knowledge and expertise to identify and prioritise risks and put in place plans to mobilise local skills and resources in response to an emergency

Definition of an emergency

An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

What are the benefits of community resilience?

1. It identifies who in your community might need your help
2. It makes you aware in advance of local risks and mitigation measures which could reduce the likelihood of an emergency occurring
3. Preparing yourself, your family and your community makes it easier to recover from the impacts of an emergency
4. Utilising local knowledge, skills and resources can significantly reduce the impact of an emergency: Local emergency responders will always have to prioritise those in greatest need, especially where life is in danger and during those first few critical hours.

Why develop a Community Emergency Plan?

To increase resilience within the local community (before, during and after emergencies) and to link into the local councils' (statutory authorities) and emergency services' emergency response structures.

This Plan documents how Swanage would respond in an emergency situation e.g. while awaiting the assistance of statutory authorities/emergency services, or in support of them.

It is not the role of the community to take on the responsibilities of these agencies e.g. to save life; to take any risks to themselves; or to cope for hours without agencies' help and support.

Plan objectives:

- Identify the risks to the community and relevant response actions
- Identify vulnerable people / groups in the community
- Identify resources available in the community to assist during an emergency
- Provide contact details for the Community Response Group (CRG); key community resources; the Emergency Services; and local councils.

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Community Response Team Activation guidance documents and response tools

ACTIVATION OF THE PLAN

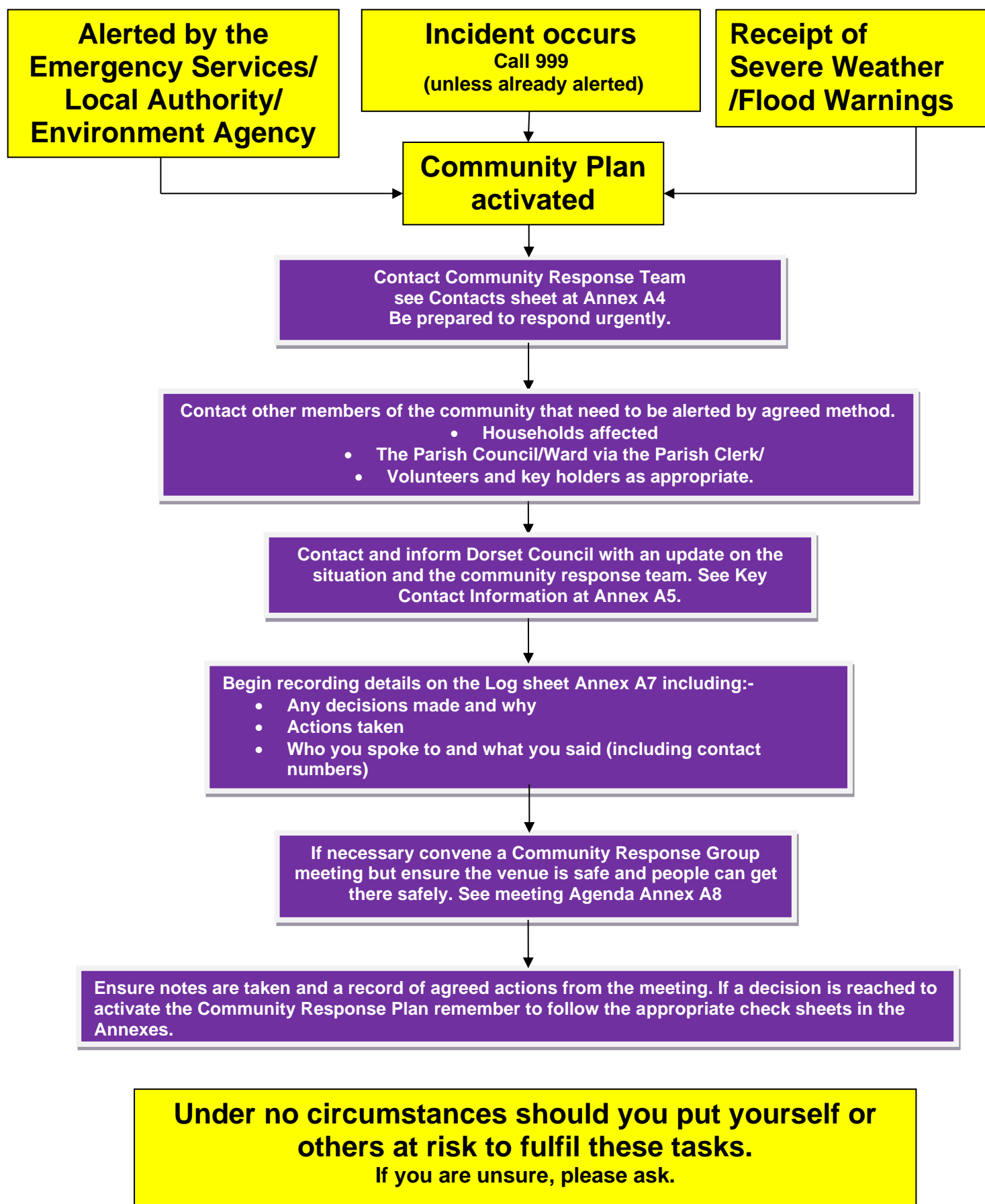
This plan will be activated when an emergency has occurred, or if warnings are received prior to an anticipated event.

It will also be activated when emergency services need support or are not able to attend immediately e.g. in severe weather.

If this is the case, the Community Response Team will assess the situation, ring Emergency Services if necessary and consult with Dorset Council. The Community Response Team will then put all or part of the Plan into effect as appropriate.

Follow Community Response Team Triggers and Activation procedure overleaf

Community Response Team Triggers and Activation



Activation of the Plan

Having a Community Emergency Response Plan is not a substitute for calling 999 if there is risk to life. This procedure details the call out order, communicating of information to the community and logging of actions.

- When an emergency happens, you will need to know how to activate your plan and contact your volunteers.
- You will have made your Community Response Team (CRT) aware of the plan as part of your planning process, so in most circumstances you will activate your plan in response to a call from the local category 1 responders (eg local authority, emergency services etc). You should work with them to identify how they will contact you and how you should contact them.
- You should develop a series of triggers you can use as a community to decide whether and when to take action.
- Using your list of skills, people and resources at **Annex A9** you will need to decide what you can do to safely support the work of the local emergency responders.

Community Response Group

First Community Response Group Meeting – (Sample draft agenda for your first meeting in an emergency situation **Annex A8**.) It is important to make sure that everyone is safe and working in a co-ordinated way.

Incident Co-ordination

The community has identified their Emergency Meeting Points (EMP) as follows:

The primary EMP will be at:

Town Hall, High Street, Swanage, BH19 2NZ

The secondary EMP will be at:

The Depot, 5 The Anvil Centre, Prospect Business Park, Victoria Avenue, BH19 1EJ
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EMP equipment is located at:

The Depot, 5 The Anvil Centre, Prospect Business Park, Victoria Avenue, BH19 1EJ
--

Upon arrival of the emergency services, who may locate at a different EMP, the Community Response Co-ordinator should make him/herself known to the emergency services. They should provide them with a copy of this Community Emergency Response Plan and be available to provide local knowledge.

A CRT should be established to co-ordinate the community's response to an incident. They are also responsible for keeping the plan up to date.

EVACUATION – During an emergency it may be necessary for some members of your community to be evacuated from their homes to a safe place (see **Annex A12** for identified locations). Speak to those co-ordinating the response to see what role the CRT can play. You may be able to assist with door knocking and the delivering of emergency messages or the running of a rest centre.

COMMUNICATIONS – Discuss how to cope if communications are disrupted in the area. You may have access to two-way radios or amateur radio groups. It may be necessary to consider door knocking as an option to communicate with the public. It is important to ensure that any messages delivered to the community are consistent with those issued by local or national authorities.

The role of the Community Response Team Co-ordinator is to:

- Pull together the Community Response Plan
- Ensure that the plan is regularly reviewed and updated.
- Report annually to the community, detailing if the plan has been activated and highlighting any changes to the Community Response Team members.
(Possibly via a Council Meeting)
- Act as the main contact point for your local community area and the emergency services, to ensure that two-way communication is continually maintained.
- Ensure that the appropriate authorities and individuals are notified.
- Speak on behalf of the community as required
- Communicate important messages to the community. *(Consider signage/local radio etc) Please note: Press enquiries should be directed to the Town Clerk. In some instances the Emergency Services will take the lead with media enquiries*
- Delegate specific roles to other members of the Community Response Team.
- Activate resources as required.

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

All members of the Community Response Team should:

- Reside in the community.
- Have good local knowledge.
- Be able to activate the support of the community.
- Speak on behalf of the community at incident meetings during and after the emergency.
- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and to Dorset Council.
- Ensure that confidentiality is maintained where necessary.
- Maintain his/her own action log in the event of an emergency.
- Create a 'grab bag' containing the plan and any appropriate clothing/equipment that may be required.
- Have sufficient knowledge of the plan to act as designated Co-ordinator in their absence if required.
- The Deputy and other team members should support the Co-ordinator in carrying out their role.

Incident Log Summary Sheet

Date/Time (24hr)	Call from: (where appropriate)	Call to: (where appropriate)	Message / Event Text (including decisions and outcomes)

Incident Log Summary Sheet (continued)

Date/Time (24hr)	Call from: (where appropriate)	Call to: (where appropriate)	Message / Event Text (including decisions and outcomes)

Community Response Team Meeting Agenda

In the event of an emergency and your plan's activation, this suggested agenda can help guide your response.

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

A school?

A vulnerable area?

A main access route?

Type of emergency:

Is there a threat to life?

Has electricity, gas or water been affected?

Are there any vulnerable people involved?

Elderly

Families with children

What local skills and resources do we need?

(refer to Local skills and resources assessment sheet at **Annex A11**)

Food?

Off-road vehicles?

Blankets?

Shelter? (refer to Shelter Locations sheet at **Annex A14**)

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

Dorset Community Risk Register

The Dorset LRF Community Risk Working Group has considered the National Risk assessment and agreed the risks to the Dorset LRF area. These can be found on the Dorsetprepared website <https://www.dorsetprepared.org.uk/media/68804/dorset-local-resilience-forum-community-risk-register-april-2022.pdf> and is also shown overleaf.

Local Community Risk Assessment

Many of the risks will be planned for at a National / Regional / County or District level. Therefore the risk assessments may consider how the community could respond to ensure the community's safety / wellbeing relevant to your local area by using your local knowledge.

Environment Agency Local Flood Risk Assessments

The Environment Agency Local Flood Warning Plan contains assessments and useful information of those areas at risk of flooding and can be made available to help develop the community plan.

Considering the risks to your community, complete the template **A10 on pages 18-23** detailing the likely impact on the community and what the Community Emergency Group can do to prepare.

Completion of the templates listed below, found on pages 24-28, will also assist in recognising who has local skills, key resources available and what vulnerable people and groups require special consideration.

Templates

A11 Local Skills and Resources

A12 Community Sandbag Stores (if available)

A13 Vulnerable Groups within the community

A14 Key locations identified with the emergency services for use as places of safety

The most current Dorset Community Risk Register can be found by clicking here <https://www.dorsetprepared.org.uk/media/68804/dorset-local-resilience-forum-community-risk-register-april-2022.pdf> and is shown here.

Risk Reference	Risk Name	Impact	Likelihood	Risk Rating
R95	Influenza-type pandemic	4-Significant	4-Medium High	Very High
R76	Failure of the national electricity transmission system	4-Significant	3-Medium Low	Very High
R91	Low temperatures and heavy snow	3-Moderate	3-Medium	High
R81	Coastal flooding	3-Moderate	4-Medium High	High
R82	Fluvial flooding	3-Moderate	3-Medium	High
R83	Surface water flooding	3-Moderate	3-Medium	High
R97	Emerging infectious disease	3-Moderate	4-Medium High	High
R85	Poor air quality	3-Moderate	4-Medium high	High
R64	Large toxic chemical release			High
HL108	Localised flooding caused by groundwater emergence/spring activity	3-Moderate	4-Medium High	High
R56	Fire or explosion at gas terminal or storage site	2-Minor	2-Medium Low	Medium
R66	Radiation release from overseas nuclear accident	3-Moderate	2-Medium Low	Medium
R69	Food supply contamination	2-Minor	4-Medium High	Medium
R71	Aviation crash	3-Moderate	1-Low	Medium
R93	Storms	2-Minor	4-Medium	Medium
R98	Major outbreak of animal disease	2-Minor	3-Medium	Medium
R102	Widespread industrial action (fuel supply)	2-Minor	3-Medium	Medium
R103	Insolvency affecting fuel supply	2-Minor	4-Medium High	Medium
R75	Water infrastructure failure or loss of drinking water	2-Minor	2-Medium Low	Medium
R55	Fire or explosion at a fuel distribution site	2-Minor	2-Medium Low	Medium
R74	Reservoir / dam collapse	3-Moderate	2-Medium Low	Medium
R63	Biological substance release	2-Minor	3-Medium	Medium
R90	Heat Wave	2-Minor	2-Medium Low	Medium
R84	Drought	2-Minor	2-Medium Low	Medium
R92	Severe Space weather	2-Minor	4-Medium High	Medium
R104	Public Disorder	2-Minor	4-Medium High	Medium
R54	Major fire	2-Minor	2-Medium Low	Medium
R80	Financial/Banking system infrastructure failure	2-Minor	3-Medium	Medium
R68	Accident involving high consequence dangerous goods	4-Significant	1-Low	Medium
HL104	Radioactive release during the visit of a nuclear powered vessel (NPV) to Portland Port	3-Moderate	1-Low	Medium
HL4	Major pollution of controlled waters	1-Limited	4-Medium High	Low
R62	Accidental release of biological pathogen	2-Minor	1-Low	Low
R67	Maritime pollution	2-Minor	1-Low	Low
R100	Widespread industrial action (prison officers)	1-Minor	4-Medium High	Low
R101	Widespread industrial action (public transport)	2-Minor	1-Low	Low
R105	Influx of British Nationals	1-Limited	4-Medium high	Low
R78	Disruption or loss of Telecommunications systems	1-Limited	3-Medium	Low
R61	Fire or explosion at an onshore fuel pipeline			Low
R87	Volcanic eruption	1-Limited	4-Medium High	Low

Risk Assessment (based on the Dorset Local Resilience Forum (DLRF) Community Risk Register)

Use this section to identify which risks are most relevant for your community. Remember that many of them will be planned for at a national or local level so consider how your community could respond to them using local knowledge skills and resources.

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Local urban flooding	<ul style="list-style-type: none"> • Blocked access for emergency services / critical workers • Blocked access for vulnerable residents • Damage to property 	<ul style="list-style-type: none"> • Bring in Tractor/Heavy machinery contacts to assist restoring access • Assist vulnerable areas prepare sandbags and water defences • Contact places of safety liaisons in case of emergency shelter required for evacuated residents.
Low temperatures and heavy snow blocking roads	<ul style="list-style-type: none"> • Access issues • Heating of vulnerable residents 	<ul style="list-style-type: none"> • Bring in Tractor/Heavy machinery contacts to assist restoring access • Contact places of safety liaisons in case of emergency shelter required for vulnerable residents. • STC activate gritting rounds. • STC liaise with Dorset Council to assess whether additional support required in gritting/snow clearance.
Local tidal flooding	<ul style="list-style-type: none"> • Damage to property • Restricted access to South side of town 	<ul style="list-style-type: none"> • Activate relevant action card • Bring in Tractor/Heavy machinery contacts to assist restoring access • Assist vulnerable areas prepare sandbags and water defences • Contact places of safety liaisons in case of emergency shelter required for evacuated residents. • Support Dorset Council/Police in closing affected roads and establishing temporary alternative route for south side of town if appropriate.

Risk Assessment (based on the Dorset Local Resilience Forum (DLRF) Community Risk Register)

Use this section to identify which risks are most relevant for your community. Remember that many of them will be planned for at a national or local level so consider how your community could respond to them using local knowledge skills and resources.

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Localised flash flooding	<ul style="list-style-type: none"> Blocked access for emergency services / critical workers Blocked access for vulnerable residents Damage to property 	<ul style="list-style-type: none"> Bring in Tractor/Heavy machinery contacts to assist restoring access Assist vulnerable areas prepare sandbags and water defences Contact places of safety liaisons in case of emergency shelter required for evacuated residents.
Local fluvial flooding	<ul style="list-style-type: none"> Blocked access for emergency services / critical workers Blocked access for vulnerable residents Damage to property 	<ul style="list-style-type: none"> Bring in Tractor/Heavy machinery contacts to assist restoring access Assist vulnerable areas prepare sandbags and water defences Contact places of safety liaisons in case of emergency shelter required for evacuated residents.
Local Fuel disruption	<ul style="list-style-type: none"> Disruption to essential services 	<ul style="list-style-type: none"> Ensure STC Depot fuel supply at appropriate levels and prioritise for essential use (e.g. cemetery or other emergency requirements). Ensure management can work from home. Contact places of safety liaisons regarding potential keyworker accommodation.
Pandemic Flu	<ul style="list-style-type: none"> Disruption of essential services Risks to vulnerable residents e.g. need for medication. 	<ul style="list-style-type: none"> Follow government guidance in terms of public safety. Reactivate previous pandemic measures re. public and staff safety and continuation of essential services. Reactivate community support network (e.g. Facebook group).

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
No notice loss of significant telecommunications infrastructure in localised incident such as a flood	<ul style="list-style-type: none"> • Limitations on updating residents identifying critical needs. • Isolation of elderly and most vulnerable 	<ul style="list-style-type: none"> • STC radio network in place. • Teams to knock on doors to share key messages to most vulnerable. • Use of social media to help share key messages.
Heatwave and/or drought	<ul style="list-style-type: none"> • Excess deaths 	<ul style="list-style-type: none"> • Help to share Public Health Dorset messaging
Land movements	<ul style="list-style-type: none"> • Risks to public from accessing danger zones • Risks to residents of affected properties 	<ul style="list-style-type: none"> • Use communication channels and signage to warn of dangers • Contact places of safety liaisons regarding potential temporary accommodation for affected residents.
Storms and gales	<ul style="list-style-type: none"> • Road closures due to fallen trees • Seafront closed due to wave overtopping • Damage to power network • Residents temporarily homeless due to storm damage 	<ul style="list-style-type: none"> • Activate relevant action card • Bring in Tractor/Heavy machinery contacts to assist restoring access • Assist vulnerable areas prepare sandbags and water defences • Contact places of safety liaisons in case of emergency shelter required for evacuated residents. • Support Dorset Council/Police in closing affected roads and establishing temporary alternative route for south side of town if appropriate.
Loss of drinking water supplies	<ul style="list-style-type: none"> • Risk to public health • Risk to livestock 	<ul style="list-style-type: none"> • Follow guidance issued by water companies/Dorset Council.
Technical failure of the national electricity network	<ul style="list-style-type: none"> • Restricts co-ordinating of response • Isolation of vulnerable residents (heating/ cooking) • Road signal failure 	<ul style="list-style-type: none"> • Contact places of safety liaisons in case of emergency shelter required. • Use STC radios for duration of battery. • Distribute fuel and generators to highest priority needs. • Teams to knock on doors to share key messages to most vulnerable.

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Local accidents/other blockage of main access road	<ul style="list-style-type: none"> • Isolation of community • Road gridlock due to diversions • Disruption to public/emergency services 	<ul style="list-style-type: none"> • Contact Swanage Railway to establish whether emergency access can be established by rail. • Ensure all alternative routes are open (e.g. Wytch Farm). • Contact places of safety liaisons regarding potential keyworker accommodation.
Large scale event evacuation (planned or unplanned)	<ul style="list-style-type: none"> • Temporary homelessness 	<ul style="list-style-type: none"> • Contact places of safety liaisons regarding potential temporary accommodation for affected residents.
Power cut	<ul style="list-style-type: none"> • Residents with no access to power for a prolonged period of time. Most vulnerable are those with only electric power • Residents can't get heat, light or hot water • Unable to cook food • Defrosting fridges 	<ul style="list-style-type: none"> • Communicate with relevant community groups (e.g. Linking Lives, Rotary etc. to check on vulnerable residents. • Contact places of safety liaisons regarding potential temporary accommodation for affected residents. • Promote registration with suppliers as vulnerable customers. • Ask volunteers to door knock through community networks.
Maritime Pollution	<ul style="list-style-type: none"> • Large scale disruption to bay/beach • Impact on tourism and local economy 	<ul style="list-style-type: none"> • Manage communications to press and media and install relevant signage to seafront areas • Support Dorset Council/Police in closing access routes to sea as instructed • Share Public Health Dorset messaging

Vulnerable Groups within the Community

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency. External organisations, such as The Red Cross or RVS volunteers, may have systems and resources to help, but these groups cannot always determine what individuals want or need, nor can they identify who in your community may be vulnerable in a crisis. This requires local knowledge and your help. Emergencies can make anyone vulnerable and make life more difficult for those who are already vulnerable. Your local emergency responders will need to help those in most need first; it will assist them if the Community Response group has an understanding of those in greatest need and where they live.

Lists are constantly changing and therefore it would not be practical for Communities to permanently hold a list. Emergencies can also make people vulnerable who are not normally, therefore any details should be collated following a major incident.

It is important to note that:

- People may become vulnerable at any point and in different circumstances
- Being vulnerable means different things to different people and groups
- Vulnerabilities vary in their duration and may last through the recovery period from an emergency

Name/Organisation	Telephone Number	Address	Additional Information

DOCUMENT DETAILS	
Document title	Swanage Community Emergency Response Plan
Version	Version 1
Date version published	09/06/2023
Review process	<p>A full review of the plan should be carried out annually to ensure that the information contained in the plan is up to date.</p> <p>Remember to document any amendments or additions and send updated copies of your plan to those on your distribution list.</p> <p>The next routine review date: JUNE 2024</p>
Circulation list	Once completed, share the plan with the Emergency Planning Officer from your Local Authority, the local emergency responders and the Dorset Civil Contingencies Unit so that, in the event of an emergency they will know who to contact and what assistance you can provide.
Document ownership	Community Emergency Response Group
Acknowledgments	<p>Ian Brown Kerry Jury</p> <p>Share the Plan with your community to get their views. It is important that the community feels the plan works for them.</p>
Equality and diversity impact assessment	Refer to the supporting guidance on equality and diversity. (work in progress)
Data protection statement	The lawful basis of sharing personal information in support of emergency response is detailed in the BDP LRF Personal Data Exchange Agreement. This policy document makes reference to statutory duties in both the Civil Contingencies Act 2004 and the Data Protection act 1998.
Freedom of information statement	This document is disclosable under the Freedom of Information Act 2000 subject to any exemptions under the Act either for security or commercial reasons. All Responders must be contacted before disclosure to ensure that no compromise either tactical or commercial will be brought about by its disclosure as a whole or in part. This document has been classified under Her Majesty's Government's Protective Marking Scheme as 'Sensitive'.

DOCUMENT CHANGE HISTORY		
Version number	Date	Details of change
October 2016	Oct 16	Key Contact information page 10. Updated Dorset & Wiltshire Fire & Rescue Service contact information. Key Contact information page 11. Included National enquiry number for power outages.
January 2019	Jan 19	Included updated Dorset Community Risk Register
October 2020	Oct 20	Amendment to organisation name: Dorset Council. Amendment to Dorset CCU contact telephone number
February 2023	Feb 23	Wholesale review and update
V3	May 23	Detail added to Risk assessment and local skills/resources (Respacing to ease reading will be completed once all details entered and agreed)
V4	June 23	Missing contact details added, Contact tree updated, Risk assessments finalised, formatting tidied up.

DORSET



Local Resilience Forum

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Swanage Tennis Club – To consider outline proposal to resurface courts 4 and 5 with astroturf.

Further to a liaison meeting with Swanage Tennis Club Committee and the Town Council on May 5th, 2023, an outline proposal has been received in respect of the resurfacing of tarmac courts 4 and 5 with astroturf. Please see appended information provided by Swanage Tennis Club.

In order that this project can be considered within the budget setting process for the Capital Programme for 2024/25, consideration on the nature and extent of professional advice and the form of tender/procurement process that that the project will require are needed.

In order that this can be undertaken, it is therefore proposed that this proposal is to be placed onto the agenda of the next Community Services Committee on 8th November 2023 and discussed in more detail at this time.

Decision required

To consider the proposal received by Swanage Tennis Club to resurface tarmac courts 4 and 5 with astroturf and place this item on the Community Services Committee on 8th November 2023 to enable time for further considerations with regard to professional advice and procurement to be undertaken.

Gail Percival
Assets & Compliance Manager

June 2023

Swanage Tennis Club

Executive Summary on proposal to resurface and maintain the club courts 1-5 with AstroTurf

1. Swanage tennis club wish to resurface courts 4 & 5 with AstroTurf as soon as possible. The estimated cost of the project including management is £40,000. £15,000 would be funded from the joint Sinking Fund held by the Council together with £25,000 additional contribution from Swanage Tennis club's Infrastructure Sinking Fund.
2. The expected life of the AstroTurf surface is considered to be 15 years.
3. It is anticipated that courts 1 & 2 will require resurfacing in 2032 and court 3 in 2037.
4. It is anticipated that floodlighting on courts 1-3 will be upgraded to LED lights in 2025. It is expected that the lights will require replacement in 2035 (10-year life).
5. Financial forecasts show that funding for the resurfacing of the courts will be possible through the jointly funded Sinking Fund maintained by Swanage Town Council. Swanage tennis club will make additional contributions for its own Infrastructure Sinking Fund to enable this to take place while maintaining a healthy balance to cover other routine maintenance requirements.

Swanage Tennis Club Vision and Ethos

6. The Swanage Tennis Club was formed in 1930 as a non-profit making organisation registered with the UK Lawn Tennis Association (LTA).
7. The club's mission statement is, "our club strives to offer the people of Swanage and beyond the opportunity to play tennis, to develop their game, to enjoy the sport and the company of other members". The key aims for the tennis club are: to be as inclusive and welcoming as possible, to create positive social experiences as well as opportunities for competition, to ensure that all ages and abilities are given the opportunity to enjoy tennis at the facilities and to provide everyone with a positive, safe and inclusive environment.
8. The tennis club has adopted all the LTA policies and procedures with safeguarding and 'Tennis Opened Up' inclusivity being top priorities.
9. The role of the tennis club committee is to help and steer the club to achieve the aims.
10. The club has welcomed an LTA Accredited Level 4 coach to the club, in the last five years, to provide a variety of coaching and playing opportunities for all club members and members of the public of all abilities aged from 3 to 80 years. A few of the junior members (4) have taken LTA coaching qualifications, funded by the club. As a result, the

head coach is now supported by one of the ex-juniors who is now a level 3 coach. The coaches provide a daily professional coaching programme for all juniors & adults and non-club members (local residents and visitors to the Purbeck area).

11. The presence of an LTA top ranking coach has enabled the club to develop in excellence with teams in the top division of the Dorset leagues as well as encouraging more local residents to start playing tennis ('Pick up the racket habit' and 'Rusty Rackets' campaigns) and access the LTA's community funded coaching programmes.

Swanage Tennis Club Membership and Community Engagement

12. The tennis club committee aims to keep the membership fees flexible and to be among the lowest in Dorset to be as inclusive as possible. The club offers a junior bursary scheme for those living in households on low incomes and in difficult circumstances. The club provides free coaching and membership to local Ukrainian families.

13. The club funds the two professional tennis coaches to offer to visit all the local schools during the summer term to provide a free introduction to the sport. Any participating schools also attend the weeklong year group competitions at Beach Gardens. Some 600 children are involved in this school's tennis festival scheme annually. The tennis coach was selected this year as one of 400 UK wide coaches to participate in a new national girls only tennis coaching programme to try to encourage more young and teenage girls to participate in the sport of tennis. The club members and the local community participate in the coaching and holiday camp programmes.

14. The club has 136 adult and 20 junior playing members and a small table tennis club.

15. The club has a vibrant social section with the aim to provide a mixture of social, competitive and fundraising events and to encourage new ideas to bring members together. The club's social committee aim to provide a consistent fundraising flow to support the community initiatives. Members of the club volunteer as 'bucket collectors' for the Carnival and marshals for the Purbeck marathon. The club organise two annual tournaments for junior and adult members and visitors to the town as part of the Carnival activities programme and host an annual (free of charges) Open Day in April to showcase the facilities and encourage more residents to participate

Swanage Skatepark – To consider report on formation of ‘Friends of the Skatepark Group’

At the meeting of the Community Services Committee held on 29th March 2023, Minute No.5, an update was provided setting out proposals for an engagement event with skatepark users scheduled for 15th April 2023. The purpose of this event was to enable skatepark users the opportunity to provide ideas and suggestions for new equipment following the removal of redundant items and resurfacing works.

The event was well attended, and a range of ideas and proposals were received. Councillors Bonfield and Tomes were in attendance and the possibility of developing a Friends of Swanage skatepark group was explored with those interested invited to a meeting on May 5th 2023.

Since that date, further meetings have been held and it is clear that there is a committed group who are interested in developing a Friends of the Skatepark Group to take forward the development of the skatepark and surrounds, engage and consult with the community and seek to access to external funding that may not be available to the Council.

Recently, the group have approached and made an application to Swanage and Purbeck Development Trust to join as a specific project. Discussions regarding this are currently ongoing. It is suggested that once this has been established and the Friends of the Skatepark Group officially formed, that the Town Council enters into a Memorandum of Understanding with them.

Decision required

To consider entering into a Memorandum of Understanding with the Friends of the Skatepark Group when the group is officially established.

Gail Percival
Assets & Compliance Manager

June 2023

Former Swanage Grammar School

a) Weathervane siting – To consider results of public feedback.

At the Community Services Committee meeting held on 29th March 2023, further to Minute No. 14 it was agreed:

That the Former Grammar School Weathervane location be placed on the agenda for the next meeting of the Community Services committee for further consideration and that, in advance of that meeting, suggestions should be sought from the public.

Public feedback regarding the location was sought via social media in May 2023. In addition, views were requested from members of the former Swanage Grammar School Association Committee.

Ideas for a new location for the weathervane that have been received by the Council are as follows:

- Swanage Railway Station - (preferred location of the Swanage Grammar School Association Committee)
- Day's Park
- Swanage cricket club pavilion
- St Mary's Primary School
- Swanage bandstand
- Prince Albert Memorial
- Swanage School
- Swanage Museum and Heritage Centre
- Seafront clocktower
- Swanage Pier

Decision required

To consider the range of suggestions received from the public and the Swanage Grammar School Association and propose a location for the siting of the former Swanage Grammar School Weathervane.

b) Dorset County Council Plaque – To consider whether to accept donation.

In early June 2023 the Council were notified that a large stone insignia of three lions had been recovered which had previously featured on the front of Swanage Grammar School. The Council have been asked by the Swanage Grammar School Association if they wish to retain this item and if so, to suggest an appropriate position on Council land for this to be located.



Decision required

To consider the request from Swanage Grammar School Association for the Council to retain a large stone insignia of three lions from the former Swanage Grammar School and if granted, to suggest an appropriate location on Council land for this to be located.

Gail Percival
Assets & Compliance Manager

June 2023

To consider a fee for memorial bench plaques

At the Community Services Committee meeting held on Wednesday 29th March 2023, Councillors resolved in Minute 10):

That the Council's current memorial bench policy be suspended, that the Council's policy to charge a maintenance fee five years following installation of a memorial bench, be withdrawn, that the waiting list for memorial benches remains closed and that the 20 individuals, who have recently expressed an interest in remaining on the waiting list for a memorial bench, be offered an inscription on an existing memorial bench, a memorial plaque at Godlingston Cemetery or a commitment to remain on the waiting list until opportunities to locate new benches are identified.

Swanage Town Council Scale of Fees and Charges 2023/4 contains no provision for a memorial bench inscription. In order that this can be regularised it is recommended that a fee of £12 be added to the current scale of fees and charges as the chargeable sum for the provision of a plaque and inscription on an existing memorial bench. This would be in addition to the cost of supplying and engraving such plaques which would be borne by the applicant in accordance with the requirements of the existing policy.

Decision required

To consider introducing a fee of £12 into the Scale of Fees and Charges 2023/4 for the provision of an inscription on an existing memorial bench.

Gail Percival
Assets & Compliance Manager

June 2023

Consideration of a memorial bench in memory of former employee, Mr Clive Dragon

Mr Clive Dragon, a former Enforcement Officer at Swanage Town Council sadly passed away whilst in service on August 13th 2021.

In honour of his memory, it has been proposed that a memorial bench is purchased and sited in Prince Albert Gardens and inscribed with an appropriate commemoration. The family of Mr Dragon are supportive of this proposal.

Decision required

That the Council consider purchasing and installing a memorial bench in Prince Albert Gardens in memory of Mr Clive Dragon and that an appropriate inscription is added to the bench in consultation with his family.

Gail Percival
Assets & Compliance Manager

June 2023