

**Statement of Cash Balance as at 30th June 2020**

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
As per reconciliation dated 31/05/2020	£580,260.05 Cr	
Income during June	£39,698.51 Cr	
Movement of Cash-Investment	<u>£950,000.00 Cr</u>	<u>£1,569,958.56 Cr</u>
		£1,769,227.73 Cr
Less payments made:		
As per Reconciliation dated 31/05/2020	£297,151.51 Dr	
Schedule 3 payments dated 30/06/2020	£143,409.88 Dr	
Movement of Cash-Investment	<u>£450,000.00 Dr</u>	<u>£890,561.39 Dr</u>
		<u><u>£878,666.34 Cr</u></u>
Balance at Bank		
Current Account		£39,383.79 Cr
Deposit Account		<u>£839,282.55 Cr</u>
		<u><u>£878,666.34 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
UK Government- DMADF Deposit		<u>£450,000.00</u>
		<u><u>£1,200,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 30th June 2020

Prepared by Alison Spencer

Dated 3rd July 2020

Certified by Martin Ayres

Dated 3rd July 2020



# Agenda Item 6 - Monitoring of Payments

## SWANAGE TOWN COUNCIL

Year Ending 31<sup>st</sup> March, 2021.

Payment schedule reported to Council - July 2020

### Schedule 3:

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

**FIVE HUNDRED AND NINETY THREE THOUSAND, FOUR  
HUNDRED AND NINE POUNDS AND EIGHTY EIGHT PENCE**  
.....(£593,409.88).....



**Swanage Town Council**  
**Schedule of Payments - Month 3**

**Direct Debits & Standing Orders**

Date	Name	Inv Ref	Inv Date	Details	Payment Total
10/06/2020	Barclaycard Merchant Services	001884330520	31/05/2020	Barclaycard Charges - May	100.98
08/06/2020	British Telecom	Q105 6N	24/05/2020	Phone Bill Q1 - Emergency Phone	105.12
09/06/2020		Q125 HG	26/05/2020	Phone Bill Q1 - BG	107.66
09/06/2020		Q131 50	26/05/2020	Phone Bill Q1 - TH	898.93
15/06/2020	Lloyds Bank PLC	310738712	12/05/2020	Bank Charges	46.16
12/06/2020		540436505892703/May	31/05/2020	Cardnet Charges - May	17.47
26/06/2020		311888694	08/06/2020	Bank Charges	51.50
16/06/2020	Sage (UK) Ltd	INV09524247	01/06/2020	Sage Accounts - June	247.80
16/06/2020		INV09524247	01/06/2020	Sage Payroll - June	202.50
01/06/2020	Dorset Council: Revenues & Ben	300690505	01/06/2020	Rates - June	17,152.00
03/06/2020	Total Gas & Power	21834451/20	16/05/2020	Gas - TH - April	223.96
03/06/2020		21834462/20	16/05/2020	Gas - TIC - April	49.21
03/06/2020		21834473/20	16/05/2020	Gas - TH Annex - April	100.75
03/06/2020		21834484/20	16/05/2020	Gas - Depot - April	40.40
29/06/2020		214554257/20	11/06/2020	Gas - TH Annex - May	97.09
29/06/2020		214554268/20	11/06/2020	Gas - TIC - May	41.47
29/06/2020		214554279/20	11/06/2020	Gas - TH - May	159.76
29/06/2020		214554280/20	11/06/2020	Gas - Depot - May	53.18
01/06/2020	water2business	0055339234	23/04/2020	Water - H2	1,387.16
01/06/2020		0055371472	29/04/2020	Water - H2	7,365.19
<b>Total of Direct Debit &amp; Standing Orders</b>					<b>28,448.29</b>

**Lloyds Chargecard**

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/06/2020	Charge Card Transactions	INV23021736	28/05/2020	Zoom - Monthly Subscription	14.39
<b>Total of Chargecard payments</b>					<b>14.39</b>

**Investments - Cash Movements**

Date	Name	Inv Ref	Inv Date	Details	Payment Total
19/06/2020	UK DMADF	transfer	19/06/2020	UK Govt - DMADF Deposit	450,000.00
<b>Total of Investments</b>					<b>450,000.00</b>

**Debit/Credit Cards**

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/06/2020	Barclaycard	Refunds	30/06/2020	Beach Hut Refunds via barclaycard	4,610.00
<b>Total of Refunds</b>					<b>4,610.00</b>

**BACS / CHAPS**

Date	Name	Inv Ref	Inv Date	Details	Payment Total
22/06/2020	1st Industrial Door Co. Ltd.	9783	16/06/2020	Roller Shutter Repairs	720.00
22/06/2020	Ace Office Environments Ltd.	00979199	26/05/2020	Stationery	72.50
22/06/2020		00979456	29/05/2020	Stationery	174.84
22/06/2020		00979802	29/05/2020	Stationery	89.54
22/06/2020	AquAid (Southcoast)	366100	31/05/2020	Annual Rental & Environmental Charge - TH	262.56
22/06/2020	BIPCOM	INV-2913	01/06/2020	Telephone Services	3.28
22/06/2020	DAPTC	DAPTC 20/21	18/06/2020	DAPTC Annual Subscription 2020/21	1,330.76
22/06/2020	Darkin Miller Ltd	556	01/06/2020	Internal Audit Services - March to May	1,172.97
22/06/2020	Dorset County Pension Fund	Month 3 Payroll	19/06/2020	Month 3 Pension Contributions	14,552.59
22/06/2020		Month 3 Payroll	19/06/2020	Month 3 CAYS Contributions	215.50
22/06/2020	Direct-tec Group	1073570	31/05/2020	Olivetti Copy Plan - May	46.68
22/06/2020		1073640	31/05/2020	Toshiba 3555 Copy Plan - May	64.84
22/06/2020		1073640	31/05/2020	Toshiba 2555 Copy Plan - May	4.03
22/06/2020	H.H. & D.E. Drew Ltd	670685	27/05/2020	Godlingston - Pathway Materials	928.37
22/06/2020		670686	27/05/2020	KGF Play Area - Materials	278.30
22/06/2020	Eagle Plant	BOU2517377	31/05/2020	Secure Storage Container - KGF - May	80.64
22/06/2020	Eco Control Solutions Ltd	54917	02/06/2020	Japanese Knotweed -First Visit 2020	636.00
22/06/2020		54930	02/06/2020	Giant Hogweed Control- First Visit 2020	912.00
22/06/2020	The Festive Lighting Co. Ltd.	18243	03/06/2020	Festive Lights - Additional Bulbs/Materials	1,338.00
22/06/2020	Fireline Ltd	68965	04/06/2020	Depot - Fire Extinguisher	333.78
22/06/2020	Four County Services Ltd.	55577	10/06/2020	TH - IT Services	615.06
22/06/2020		55575	10/06/2020	Depot - IT Services	283.66
22/06/2020		55576	10/06/2020	TIC - IT Services	352.58
22/06/2020		55576	10/06/2020	BG - IT Services	42.00
22/06/2020		55583	11/06/2020	IT Services	482.78
22/06/2020	Full Circle Leisure Ltd	637-594	08/06/2020	Skate Park Repairs - KGF	4,563.72
22/06/2020		638-595	08/06/2020	Skate Park Repairs - KGF	1,085.40
22/06/2020	Greenham Trading Ltd.	04/297477	21/05/2020	Padlocks	278.40
22/06/2020		04/298542	29/05/2020	Noise Meter	59.94
22/06/2020		04/298573	29/05/2020	Depot - Cleaning Sprays	67.20
22/06/2020		04/298669	01/06/2020	Depot - Cleaning Sprays	67.20
22/06/2020		04/299384	04/06/2020	Depot - Cleaning Materials	290.71
30/06/2020	HMRC	Month 3 Payroll	19/06/2020	PAYE & NI - Month 3	12,419.76
22/06/2020	Holme Nurseries Ltd	Re: PO 31488	01/04/2020	Trees	2,316.55



22/06/2020	Swanage Jazz Festival	TIC001	22/05/2020	2020 Jazz Festival - Agency Sales		379.00
22/06/2020	J.D. Facilities Ltd	INV-0687	01/06/2020	Cleaning - Toilets	4,123.37	
22/06/2020		INV-0688	01/06/2020	Cleaning - TH	218.40	
22/06/2020		INV-0689	01/06/2020	Cleaning - TIC	98.80	
22/06/2020		INV-0690	01/06/2020	Cleaning - Depot	197.59	4,638.16
22/06/2020	JustPark	SWAN-2020-05	31/05/2020	JustPark Charges - May		18.47
22/06/2020	Lloyds Private Banking	27205	18/06/2020	James Day Trust		384.81
22/06/2020	D. & P. Lovell Ltd.	L4129	20/05/2020	Digger Hire - April	369.60	
22/06/2020		L4137	10/06/2020	Digger Hire - May	369.60	739.20
22/06/2020	Metric Group Ltd.	C55410	29/05/2020	Aslan - June	192.00	
22/06/2020		C55675	01/06/2020	Car Park Maintenance Contract Q2	1,857.60	2,049.60
22/06/2020	N Power Ltd	LGWG3P82	29/05/2020	Electricity - Q4	2,090.09	
22/06/2020		LGWG9DQP	12/06/2020	Electricity - May	85.64	
22/06/2020		LGWHD5C3	16/06/2020	Electricity - Q1	2,745.72	4,921.45
19/06/2020	Swanage Town Council	Month 3 Payroll	19/06/2020	Net Wages-Month 3		43,325.29
22/06/2020	RLN Joinery Ltd	31729 - 1	02/06/2020	Joinery Work - Seats		515.00
22/06/2020	Spaldings (UK) Ltd.	SI-2567427	04/06/2020	Strimmer Cord		169.02
22/06/2020	St. Michaels Garage	1143	31/05/2020	Vehicle Fuel - May		244.72
22/06/2020	Swanage News	1284/May	30/05/2020	Newspapers - May		30.25
22/06/2020	Telefonica O2 UK Ltd	62738433	24/05/2020	SIM Charges - June		350.56
22/06/2020	Travis Perkins	9292 ALD394	19/05/2020	Waste Bin Wooden Posts	45.05	
22/06/2020		9292 ALD536	22/05/2020	Postcrete/Posts	75.11	
22/06/2020		9292 ALD568	26/05/2020	Pressure Release Valve	38.71	
22/06/2020		9292 ALD701	28/05/2020	Rope/Adaptor - Godlingston	41.06	
22/06/2020		9292 ALD877	03/06/2020	TIC - Perspex Screen	466.08	
22/06/2020		1203 AHO576	05/06/2020	Godlingston - Pathway Materials	186.60	
22/06/2020		9292 ALE009	05/06/2020	Water Trough (Allotments) - Repairs	21.74	874.35
22/06/2020	Trodat Stamps Online	PRO08308	01/06/2020	Payment Authorisation Stamp		99.62
22/06/2020	UNISON\CMS	Month 3 Payroll	20/05/2020	Deductions - Month 3		409.56
22/06/2020	WGS Power & Lighting Ltd	SI-9345	12/06/2020	Festoon Lighting - Additional Works		5,046.00
<b>Total of BACS/CHAPS Payments</b>						<b>110,337.20</b>

<b><u>BACS payroll payments issued 19th June 2020</u></b>	43,325.29
<b><u>BACS supplier payment issued 22nd June 2020</u></b>	54,207.34
<b><u>BACS payment re: James Day Trust 22nd June 2020</u></b>	384.81
<b><u>HMRC payments issued 30th June 2020</u></b>	12,419.76
	<b>110,337.20</b>

<b>Total of Payments</b>	<b>593,409.88</b>
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**Report from panel meeting to consider impact of Covid-19 on the payment of rents and licence fees held on Tuesday 21st July 2020.**

The panel met on Tuesday 21<sup>st</sup> July 2020 to consider a briefing note concerning the impact that Covid-19 had had on the Council's tenants and options for the future collection of rents and licence fees.

It was reported that, following the initial announcement of the lockdown, some tenants had approached the Council and had raised concerns about how they would pay their rent. Attention was drawn to the approach taken by the unitary authority, Dorset Council, which was to work with tenants on a case-by-case basis, rescheduling rent payments where appropriate, to aid cashflow and ensure that they are able to meet their financial obligations to the Council.

The panel recognised that there would have been a significant impact upon businesses. However, they were also mindful of the financial assistance that had been afforded to businesses by central government, be it through grants, business rates relief etc. The considerable impact of the pandemic upon the Council's own finances was noted, with the prospect of any central government assistance being unlikely.

The legal obligation of tenants to meet rental payments was noted, and the possible implications of altering the terms of a legal agreement was discussed. The inability of the Council, as a commercial landlord, to offer relief or compensation for loss of profits was also noted.

The differences between leases and licences was also discussed, with some licences only covering a licence to operate. The individuality of all cases was noted and as such it was agreed that all cases for financial assistance should be reviewed upon the individual applications without an overarching policy document.

The panel agreed that a rent deferral would be the primary financial assistance afforded to any tenant, should any tenants make a successful application.

The panel agreed that all submissions for financial assistance should be made at the end of the summer season, at the earliest, as the impact of the pandemic would be clearer following the main summer season, although for some businesses this may be at the end of a full financial year given the uncertainty of future trading.

The panel agreed that applicants would have to satisfy at least one or more of the following criteria:

- The premises have been closed in accordance with the government guidance.
- The business cannot trade.
- The business has been granted business rates relief as part of the government relief scheme.

- The business is considered micro or SME in accordance with current government guidance (less than 250 employees or turnover of less than £45m).
- The business has applied for all eligible government financial aid.

All applications would be assessed on an 'open book' basis, with applicants having to provide accounts and bank statements to evidence any financial hardship suffered.

It was agreed that if the Panel's recommendations were approved by Council, the Town Clerk would write to those tenants who have already raised concerns about meeting their financial obligations to clarify the Council's position.

**Decision required:**

To consider the Panel's recommendation to address any requests for financial assistance from its commercial tenants and licence holders on a case-by-case basis at a later stage of the financial year.

To agree the criteria set out above and to confirm that any application would have to be made on an open book basis, providing accounts and bank statements in support.

Alison Spencer and Martin Ayres  
Finance Manager and Town Clerk

July 2020



## **Monthly Council Meeting - Monday 27<sup>th</sup> July 2020**

### **Item 11 b) Affordable Housing – Establishment of Steering Group**

A meeting of the Affordable Housing Working Party took place by Zoom on 1<sup>st</sup> July 2020. It was attended by Fiona Astin, housing advisor, and also by former councillors and representatives of the Swanage & Purbeck Development Trust (see notes of the meeting attached).

It was agreed that an important next step is to form a Steering Group with the remit to establish a Swanage Community Land Trust. Following the meeting, all of the outside representatives expressed an interest in being members of the Steering Group, as follows: Mr J. Bishop, Mrs G. Green, Dr T. Morris, Mr S. Poultney, Mr J. Sinclair-Taylor and Mr R. Sutcliffe.

Although there is no formal limit to numbers, it was noted that between 7 and 9 members would probably be ideal. That would leave up to three seats for councillors and/or further outside representation. Further to the meeting, Councillors Monkhouse and Foster have indicated a willingness to serve on the Steering Group.

There are numerous possibilities for the status of a Steering Group, with varying degrees of autonomy from the Town Council. It is proposed that the Community Housing Steering Group should, at least in the first instance, have the status of an Advisory Committee to the Town Council. This would enable the outside representatives to have full voting rights, but all decisions would be reserved to the Town Council. In that capacity it will continue to receive officer support from the Town Council.

These are some suggested Terms of Reference:

- To agree the steps necessary to form a Swanage CLT and to recommend its preferred constitutional model.
- To organise a public meeting to promote the project and seek expressions of interest from those with the appropriate skills required to deliver a community housing project.
- To identify preliminary work that can be undertaken prior to the formation of the CLT in order to advance the project and recommend a course of action to the Town Council.
- To seek advice from the National Community Land Trust Network, as required.
- To draft the constitution of the CLT.
- To meet at least once a month and report accordingly to each full Council Meeting.
- Meetings to be held in public, with the option of excluding the press and public if necessary.

When Swanage CLT is formally constituted and registered with the appropriate bodies there will be a General Meeting at which Directors will be appointed to the Board of the Trust. That will replace the Steering Group, and therefore it should be borne in mind that appointments to the Steering Group are to an interim body and do not guarantee a future role in managing the CLT.

It is proposed that the Council should retain its Affordable Housing Working Party as a forum in which the Town Council's future role in the project can be discussed, including how it wishes to participate in the CLT once it is established.

**Decisions Required:**

To appoint an Advisory Committee, to be known as the Swanage Community Housing Steering Group, to take forward a community housing project for Swanage.

To agree the membership of the Steering Group and its Terms of Reference.

Martin Ayres  
Town Clerk

July 2020

Notes of the **AFFORDABLE HOUSING  
WORKING PARTY MEETING** held via  
Zoom platform due to social distancing measures  
**WEDNESDAY 1<sup>ST</sup> JULY 2020 at 1.00 p.m.**

Present:

Councillor Bonfield, Councillor Harris, Councillor Finch, Councillor Foster, Councillor Monkhouse, Councillor Moreton, Councillor Page and Councillor Whitwam.  
Fiona Astin (Housing Advisor), Martin Ayres (Town Clerk) and Emma Evans (Management Support Officer).

From 1.45 p.m.:

Previous Councillors and Representatives from S&PDT: Mr John Bishop, Mrs Gail Green, Dr Tim Morris, Mr James Sinclair Taylor (S&PDT) and Mr Robin Sutcliffe (S&PDT).  
Apologies received from Mr Steve Poultney.

The meeting opened by stating the aims of the session. These being to re-establish the stage of the process that had been reached prior to lockdown, due to Covid-19, and to confirm that the working party members were happy to proceed.

The action points from the meeting held on 17th February 2020 were reviewed:

**1. Legal Advice to be sought regarding setting up of a CLT and the different models.**

It was reported that Fiona had investigated around 20 different CLT's to ascertain if any Town or Parish councils had a controlling interest written into their constitution. It was reported that although there did not appear to be any examples, if Swanage Town Council owned the land that was developed, any specific conditions of use could be written into relevant documents prior to the land transfer.

**2. Investigate membership of National CLT Network organisation.**

It was reported that membership for the NCLTN had been approved at the Monthly meeting held on 29<sup>th</sup> June 2020 and that the 'Start-Up' package (£ 75.00) would enable access to free legal advice. As the CLT developed the membership could be upgraded.

**3. Email Matthew Piles (DC) to ensure aware of STC plans (esp. land).**

Contact had been made with Chris McDermott from the former Purbeck DC team and Dorset Council were aware of the Swanage discussions. A new Dorset Council property and estates manager had been appointed and Fiona was attempting to make contact.

**4. Produce the action points to take forward to full Council meeting.**

Had been completed and taken to council meeting.

**5. Organise public meeting to gain interest in CLT & advertise on website and FB with proposed date as 22<sup>nd</sup> April at EBC**



It was reported that a public meeting had been scheduled for 22<sup>nd</sup> April 2020, but due to Covid-19, had been postponed. A discussion ensued surrounding inclusion issues should the meeting be held exclusively via video conferencing platforms. The issue of solely holding the meeting face to face was also raised, as members of the public could remain concerned, or be shielding, due to Covid-19.

It was decided that a decision regarding the meeting format would be made towards the end of August dependent on government guidelines. It was noted that BCP Council had prepared a backup proposal regarding a similar meeting, which Fiona would try to source and share with the members.

**6. Invite interested Ex-councillors and a representative of S&PDT to next Affordable Housing meeting.**

The interested parties would be in attendance at 1.45 p.m.

**7. Ensure support of full Council.**

Council support had been agreed at the meeting held on 29<sup>th</sup> June 2020.

The screen was shared to enable attendees to view the following documents: Swanage Town Council Affordable Housing aspirations, the draft architect's brief and maps showing possible sites in public ownership.

A discussion was held surrounding the occupancy of the homes, which were stated on the STC aspirations document as being 'housing for local families with young children and/or local keyworkers.'

The 'Right to Buy' legislation was also raised, and reference made to the aspirations document, which states: 'Key priority is exclusion from the 'Right to Buy' legislation. Noted that covenant in lease/land transfer should be enough to secure this.'

Brief consideration was given to site selection. It was noted that the £50,000 grant from Dorset Council could be used to assist with feasibility studies.

At 1.45 p.m. previous Councillors and representatives from S&PDT: Mr John Bishop, Mrs Gail Green, Dr Tim Morris, Mr James Sinclair Taylor (S&PDT) and Mr Robin Sutcliffe (S&PDT) joined the meeting.

Fiona introduced herself and explained her role within affordable housing projects.

The attendees were updated with progress to date, which included that a £50,000 grant had been secured to move the project forward, and assist with costs associated with the initial set up of the CLT, and to further investigate available sites for the proposed development. The fund could be drawn on, but the requirement for the money would need justification.



It was perceived that the next step would be the formation of the CLT, initially a public meeting to gauge interest and then members voted onto the board of trustees.

It was proposed that an initial steering group be established, to include the previous councillors and members of S&PDT, to move the project forward, prior to a public meeting. It was anticipated that interested members of the public could then be invited to join the CLT.

The initial response from the attendees was positive, however, further information and time to view the documents was required before they felt able to commit to steering group membership. It was noted that all the documents shared on screen at the meeting would be emailed to the attendees.

Mr. Bishop noted his interest and left the meeting at 2.05 p.m.

The potential constitution of the CLT was discussed, specifically as to how the Town Council would be represented. It was noted that more information would need to be sought regarding the advantages/disadvantages associated with this. It was noted that members of the trust would be publicly voted in to form the CLT. It was considered to be beneficial if a job specification could be sought explaining roles and responsibilities of CLT trustees.

A discussion ensued surrounding the number of members required to form a productive steering group. It was accepted that around 7 or 8 members would be sufficient and ensure progress could be made.

Councillors discussed their ability to contribute to the steering group and it was decided they would email officers if they wished to participate. It was agreed that STC officer support would continue until the CLT had been formed.

The next meeting date would be scheduled after 16<sup>th</sup> July 2020 and may well be scheduled after the next monthly council meeting unless a need arose prior to that.

All attendees were thanked for attending the meeting, which closed at 2.50 p.m.

**ACTIONS:**

1. Source the backup proposal from BCP regarding holding a public meeting in the current circumstances, to share with the members. – FA.
2. Commence NCLTN membership for ‘Start-Up’ package – MA/EE.
3. Seek advice from the Monitoring Officer regarding Councillors involvement in the CLT. Ascertain whether any protocol is contravened if the Councillor is actively involved in the CLT or merely attends meetings as an observer– MA.
4. Email all the documents shared on screen at the meeting to the attendees. – MA/EE.

5. Source a job specification explaining roles and responsibilities of CLT trustees. – FA.
6. Email Martin or Emma decision regarding steering group membership. – Cllrs, Previous Cllr's and S&PDT representatives.
7. Formalise Steering Group – report to Council meeting on 27<sup>th</sup> July. - MA
8. Schedule next meeting date after 16<sup>th</sup> July. – MA/EE



**Kings Road East Experimental Traffic Regulation Order – Response to Consultation**

In connection with the Institute Road improvement works, Dorset Council has been operating a reversal of traffic flow along Kings Road East under an experimental traffic regulation order (ETRO), introduced on 6<sup>th</sup> February 2020. This is the subject of a public consultation exercise, which will end on 7<sup>th</sup> August 2020. Further information regarding the ETRO can be found via the links below:

- <https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/documents/traffic-regulation-orders/2204-1-67/2204167-public-notice.pdf>
- <https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/documents/traffic-regulation-orders/2204-1-67/2204167-statement-of-reasons.pdf>
- <https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/highway-improvements/swanage-town-centre-enhancements.aspx>

This arrangement is being trialled following a request from the Town Council to explore whether the reversal could be made permanent. This idea was first considered at the Transport Committee on 22<sup>nd</sup> November 2017 and was formally agreed by the Town Council at its meeting on 23<sup>rd</sup> July 2018, following some positive response to the idea during public consultation held the previous month.

For very many years prior to this town councillors received representations from residents in the south of Swanage requesting an alternative route to their homes. Consideration had previously been given to the reversal of Church Hill, but this was rejected following significant objections being lodged to a public consultation on the proposal. Hence attention became focussed on Kings Rd East as the only potential alternative route; the earliest reference to this that has been identified is in a set of minutes from 2007.

The demand for a second route to the south of the town was partly motivated by the safety issues in Institute Rd, which have now been significantly eased as a result of the pavement widening. It was also due to the congestion along Station Rd and Institute Rd in the summer months, arising from all traffic from Kings Rd West and Rempstone Rd being funnelled into that single route. Representations reached a peak in 2015 following a serious accident in Institute Rd which led to gridlock in the town for several hours whilst emergency services dealt with the incident, preventing access to southern Swanage.

Although the consultation is being operated by Dorset Council as the Highway Authority, many responses have also been copied to the Town Council. Approximately 30 objections have been received and only one message in support. Dorset Council have received significantly more, but the balance is similar at approximately 95% against the continuation of the reversal.

This is a brief summary of the key points raised against the proposal:

- The consultation has been inadequate.
- The reversal causes inconvenience for residents of Durlston who want to get to the Co-op, the Health Centre, Station Road or across to the ferry.
- It is wrong to have two parallel roads running in the same direction (Institute Rd and Kings Rd East).

- The alternative routes are inadequate: Church Hill being narrow with a junction with Kings Road West with limited visibility and Court Hill requiring a sharp right turn.
- Lorries and large vehicles have to drive to Herston Cross before they can turn back.
- Longer journeys along the alternative routes have a detrimental environmental impact.
- Traffic numbers have increased along the northern section of Queens Road, past Swanage Primary School. The junction of this road with the High Street, opposite Church Hill, has limited visibility.
- There is no need to reverse the road permanently to provide access in emergencies as this can be implemented as part of an emergency plan.
- The reversal places extra traffic on the High Street between the Library and Court Hill, stretches of which are narrow and dangerous.
- Increased traffic flow on Kings Road East is dangerous for residents on the southern side where there is no pavement outside their properties.
- The change in traffic flow has increased incidents of speeding along Kings Rd East.

This is a brief summary of the points raised in favour:

- The less traffic that goes through town the better. It makes the environment for pedestrians better in town.
- The reversal is helpful in reducing the congestion in Swanage.
- For the safety of pedestrians and shoppers in Swanage along Station Road and Institute Road, as main shopping roads, it is important for Kings Road East to be one way towards the High Street.
- A long overdue change to the way the residents of South Swanage access their homes, up till now only having one way to this side of Swanage, has in the summer been very problematic.

These comments will be carefully considered by Dorset Council, together with any other evidence that is submitted. The Town Council's views, as representatives of the local community, will also be given significant weight. It would seem unlikely that the reversal will be made permanent if the Town Council does not support this change.

**Action required:**

To determine whether the Town Council supports the permanent reversal of traffic flow along Kings Road East, and to provide reasons for that decision.

Martin Ayres  
Town Clerk

July 2020



**Downs Local Nature Reserve (LNR) – To request delegation of powers to designate an LNR from Dorset Council under the National Parks and Access to the Countryside Act, 1949**

### **Local Nature Reserves**

#### **Background**

(Following advice from DCC legal team and Natural England Local Nature Reserve website:  
<https://www.gov.uk/create-and-manage-local-nature-reserves>)

Power to declare a Local Nature Reserve comes from the National Parks and Access to the Countryside Act, 1949, Sects 19 and 21.

The District or County Authority can delegate powers to declare the LNR to the Town or Parish Council.

The Local Authority (or council to whom power has been delegated) must control the land through ownership, lease or agreement with the owner.

#### **Process of declaration:**

- Phone Natural England on 0300 060 3900 (or direct to Heather Whetter, 07786 277 817) to inform them of the intention to declare a Local Nature Reserve.
  
- Gather together the relevant information including a boundary map and a management plan which includes:
  - how long the site will remain a protected LNR – 21 years is the recommended minimum
  - ownership of the land
  - any agreements or partnerships
  - why the LNR site was chosen
  - aims and objectives
  - biodiversity management and environmental education
  - community participation, access and visitor management
  - costs and funding arrangements
  
- Apply to the County Council for delegation of power to the Town or Parish Council to declare the LNR. This would be carried out under section 101 of the Local Government Act 1972 (in accordance with Section 19 Local Government Act 2000), and the delegation of power should be linked to the specific LNR, rather than applying to all LNRs declared at any time in the future.

- Send the draft LNR declaration (plus accompanying documents) to NE for approval, using the attached declaration proforma.
- Once NE approval has been confirmed, formally declare the LNR.
- Advertise the LNR in the local papers, using the attached proforma, and including a boundary map.
- Manage the LNR as set out in the management plan, ideally through a 'friends of' group with involvement from the council countryside staff and/or local Wildlife Trust.

# AGENDA ITEM 14



10 June 2020

**Dorset Association of Parish & Town Councils**  
Colliton Annexe, Colliton Park, Dorchester, Dorset DT1 1XJ  
Tel 01305 260972 # Email [daptc@dorsetcc.gov.uk](mailto:daptc@dorsetcc.gov.uk) # Web Site: [www.dorset-aptc.gov.uk](http://www.dorset-aptc.gov.uk)

## EXTRAORDINARY CHIEF EXECUTIVE'S CIRCULAR

### ANNUAL GENERAL MEETING 2020 – INFORMATION & TIMETABLE

**Please Note:** The notice and timeline below is sent out on the basis by the time the AGM is convened in November, DAPTC will understand any implications prevailing relating to COVID-19. We will communicate any arrangements nearer the time. The submission of motions, papers and the debate in area committees can continue 'virtually' to ensure the process continues for members.

The AGM this year will be on **Saturday 14 November 2020** and will be a morning event followed by refreshments. Agenda and reports will be sent out by Friday 9 October 2020 at the latest.

Again, as last year, it is intended to have a short business meeting (including any motions for resolution) followed by coffee and then speakers on topical issues.

#### **Proposals and resolutions \*\*\*PLEASE NOTE TIMETABLE\*\*\***

Please note the procedure for proposals to the AGM which complies with NALC's current guidance.

#### **Submission of proposals – deadline Wednesday 5 August 2020 – [Attached to this Email]**

Completed forms with proposals for a resolution at the AGM should be sent to the DAPTC office by Wednesday 5 August 2020. The questions follow the format set by NALC. Following this format will increase the chances of a proposal being accepted by NALC.

**You are reminded that any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution.**

Please also consider if the issue would be more suitable to being discussed at your DAPTC area meeting and if necessary, brought to the Executive Committee's attention through that process.

#### **Executive Committee consider submitted proposals – 12 September 2020**

Any proposed motions are considered by the Executive Committee for submission to the AGM.

As usual, the Executive Committee will agree motions to be put to the AGM which will be circulated to all councils, for discussion at a council meeting and to agree a voting mandate for their representative, prior to the AGM.

**Please note that representatives at the AGM may be required to make a decision after an informed debate and possible amendment. DAPTC will recognise the final decision.**

The DAPTC constitution states: "Every member council will be entitled to two representatives, but only one vote on any particular motion."



## **AGM – Saturday 14 November 2020**

The AGM will debate the motions and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC.

The Chief Executive asks NALC for its decisions on submitted motions and informs all members and the Executive Committee of the outcomes.

### **OTHER MATTERS**

#### **Notice of any motion for alteration, amendment or addition to the constitution**

Notice of any motion for alteration, amendment or addition to the constitution (other than notice given pursuant to a resolution of the Executive Committee) must be received by the Chief Executive in writing by **Monday 5 October 2020**. **Note:** DAPTC Executive Committee are currently reviewing the constitution and will be circulating a draft proposal for changes to the constitution.

Copies of all notices received will be circulated at least 21 days before the AGM (by Friday 16 October 2020 at latest).

#### **Catering preparation**

Numbers of representatives attending the AGM will be needed by **Monday 26 October 2020** please.

Many thanks

Neil Wedge

10 June 2020



## FORM FOR PROPOSALS FOR DAPTC AGM

To be submitted by Wednesday 5 August 2020

NAME OF COUNCIL .....

Please note that NALC requests this information and careful completion of the form will increase the chances of a proposal being accepted by NALC

1. Please give the motion your Council would like considered at the DAPTC AGM

2. Please give the reason (as thoroughly as possible) why your Council is submitting this motion.

3. Please state how this issue is affecting parish and town councils in Dorset (with case study evidence please) and try not to duplicate answers from previous questions please.

<p>4. If you have information on how this issue is affecting parish and town councils nationally and why this is a national issue please give this and try not to duplicate answers from earlier questions please.</p>
<p>5. If relevant, please tell us exactly what aspect of national parish policy your Council would like NALC to lobby Government on (with case study evidence please).</p>
<p>6. If you have the information, please tell us exactly which part of primary or secondary legislation (or secondary regulation/statutory instrument) your Council would like to be changed as a result of NALC/local lobbying.</p>
<p>7. If relevant, please state what other action your Council would like NALC and its Policy Committee to take is this motion is adopted.</p>
<p>8. If you have the information, please confirm the names of any other organisation or local council that formally support your Council's motion.</p>

**If you have any supporting documents to be jointly considered with your Council's motion – please e-mail them with this form to DAPTC.**