

Draft Minutes of the Meeting of the Swanage Town
Council held at the Town Hall, High Street, Swanage
on **MONDAY, 22nd JULY 2024** at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield

Councillor M. Coward

Councillor J. Lejeune

Councillor D. Monkhouse

Councillor C. Moreton

Councillor C. Sutton

Councillor C. Tomes

Councillor W. Trite

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

Public Participation Time

There were no matters raised on this occasion.

Reverend Dave Richards offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.10 p.m.

52. **Apologies**

Councillors Dorrington and Vile gave apologies for their inability to attend the meeting and the reasons for their absence had been noted. Councillor Brookes attended the meeting remotely.

53. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

Agenda Item No. 10 – Councillor Bonfield declared a disclosable pecuniary interest under the Code of Conduct by reason of being a regular beach hut user.

54. **Minutes**

(a) Proposed by the Town Mayor, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Council Meeting held on
24th June 2024 be approved as a correct record and
signed.

55. **Environment and Green Spaces Committee**

(a) Proposed by Councillor Monkhouse, seconded by Councillor Sutton and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Environment and Green
Spaces Committee Meeting held on 26th June 2024 be
approved as a correct record and signed.

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

12) **Review of representatives on the Committee**

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

That the Purbeck Energy Group be added to the list of outside representatives in the Terms of Reference for the Environment & Green Spaces Committee.

It was noted that the recommendation set out in Minute No. 7 regarding the Motion for the Ocean is the subject of Agenda Item 9.

56. **Planning and Consultation Committee**

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

That the Minutes of the Planning and Consultation Committee Meeting held on 1st July 2024 be approved as a correct record and signed.

57. **Tourism and Local Economy Committee**

(a) In considering acceptance of the Minutes of the Tourism and Local Economy Committee Meeting held on 3rd July 2024, attention was drawn to the omission of Councillor Moreton's apologies in the minutes. Subject to an amendment to the Minutes being made to note apologies from Councillor Moreton, it was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the Minutes of the Tourism and Local Economy Committee Meeting held on 3rd July 2024 be approved as a correct record and signed.

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

7) **Events – Consideration of new event applications**

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

That the Junior Championship Sea Rowing Regatta event on 6th October 2024 be approved and that the Alzheimer's Charity Event on 7th June 2025 also be approved with delegated authority being provided to the VSBDM, in consultation with the Events working party, to negotiate an appropriate fee.

58. **Community Services Committee**

(a) Proposed by Councillor Bonfield, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That the Minutes of the Community Services Committee Meeting held on 17th July 2024 be approved as a correct record and signed.

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

6) **Mowlem Turning Circle – Regulation of parking**

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

That a removeable lockable bollard to regulate access to the Mowlem turning circle be installed, and that parking be regulated, via permits, to be issued by the Mowlem Theatre in accordance with the criteria set out in the briefing note on the matter, subject to review after one month.

59. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 30th June 2024 was submitted for information (a copy attached at the end of these Minutes).

60. **Payment of Accounts**

In accordance with Regulations 5 and 6 of the Council’s Financial Regulations, the following Payment Schedule was submitted for information:-

- Payment Schedule 3, amounting to £832,930.96.

61. **Chairman’s Announcements**

The Town Mayor reported her attendance at the following events since the Council Meeting held on 24th June 2024:

- Swanage Railway – A number of councillors and officers had been invited to attend a tour of the railway assets which included the offices and Goods Shed. It was an interesting visit and provided an opportunity to learn more about the plans to improve the facilities.
- Green Flag – a proud moment to witness the Green Flag being raised at Beach Gardens for the second consecutive year and a pleasure to share this with the staff involved in the upkeep and running of the gardens and the Chair of the Environment and Green Spaces Committee.
- Coastwatch Flag – Attended the railway station to watch the Coastwatch Flag make its onward journey to commemorate the 30th anniversary of the Coastwatch organisation.
- Civic Service – The service is being planned for 6th October 2024 at St Mary’s Church, Swanage to celebrate the 50th anniversary of Swanage Town Council and to honour the achievements of local organisations. Attendees were encouraged to contact the Mayor or Deputy Mayor with any suggestions that would contribute to a successful event.
- Upcoming Events – Swanage Carnival, Lifeboat week and the Folk Festival, all to look forward to.

62. **Working Party Updates and Recommendations**

(a) **Car Parks, 24th June 2024**

It was reported that discussion included the replacement of car parking machines and further information would be provided under agenda item 15 (b).

(b) **Events, 25th June 2024**

A report from this meeting had been provided to the Tourism and Local Economy Committee Meeting held on 3rd July 2024, Minute No. 7 refers.

(c) **Property Panel, 9th July 2024**

It was reported that Members had discussed the Santa Fe Fun Park and the proposed plans for a replacement ride. It was noted that this followed the park operator’s decision to remove a recently installed pirate-themed swing boat ride

following engagement with Dorset Council's planning enforcement team which had highlighted the ride's potential non-conformity with the park's permitted development rights. A further update would be provided under agenda item 13, see Minute No. 67 (a) below. Minor issues regarding the new seafront concessions were also addressed.

(d) **Sport, Leisure and Wellbeing, 10th July 2024**

Further to Minute No. 44 of the Council Meeting held on 24th June 2024, the working party had discussed the specialist V.A.T advice received to inform the most appropriate legal status of the body to deliver the project. An update would be provided to a future council meeting.

63. **Motion for the Ocean – To consider recommendation of the Environment & Green Spaces Committee to adopt the Motion for the Ocean**

Further to Minute No. 7 of the meeting of the Environment and Green Spaces Committee held on 26th June 2024, Members considered the contents of a briefing paper which included the draft Motion for the Ocean declaration.

It was reported that at that meeting clarification had been sought about the implications of some of the commitments contained in the draft declaration. In light of that request the briefing note set out short descriptions of the South Inshore and South Offshore Marine Plan and the Southern Inshore Fisheries and Conservation Authority.

It was noted that the Environmental Policy and Action Plan Working Party had acknowledged the importance of engagement with a wide range of stakeholders such as Planet Purbeck, Greenpeace, Swanage Pier, Wessex Water, the National Trust, local schools and the Southern Inshore Fisheries and Conservation Authority. It was anticipated that stakeholder engagement would be undertaken in the upcoming twelve months to inform the development of an action plan that would support ocean recovery.

Some concern was expressed around the potential cost implications involved in the adoption of the declaration and it was suggested that any decision in this respect should be deferred in order for additional information to be acquired, including from Dorset Council. In response, it was stated that the draft declaration had been considered by the Environment and Green Spaces Committee and that outside representatives in attendance at the Coastal Change and Beach Management Advisory Committee meetings frequently noted concerns around water quality. In addition, it was noted that at the most recent meeting of the advisory committee, held on 10th July, a representative from Wessex Water had provided a presentation highlighting the efforts of the company to reduce water pollution and better inform the public when there was a risk of contaminated water. Members expressed the importance of the ocean to the town, which included the wellbeing of residents/visitors, marine life and the potential impact on tourism of poor water quality.

Further to a lengthy discussion, it was proposed by Councillor Trite and seconded by Councillor Lejeune:-

That the draft Motion for the Ocean declaration be deferred to the next Council Meeting being held on 16th September 2024, in order to obtain further information and an indication of any associated costs.

Upon being put to the Meeting, FOUR Members voted IN FAVOUR of the Proposition, and there were FIVE AGAINST, whereupon the Proposition was NOT CARRIED.

It was therefore proposed by Councillor Monkhouse and seconded by Councillor Sutton:-

That the draft Motion for the Ocean declaration be approved and adopted, and that the Environment

Action Plan Working Party be tasked with the development of a Motion for the Ocean action plan within twelve months.

Upon being put to the Meeting, FIVE Members voted IN FAVOUR of the Proposition, THREE AGAINST and there was ONE ABSTENTION whereupon the Proposition was declared CARRIED.

The Chairman of the Environment and Green Spaces Committee invited Members to share any concerns that they might have and to contribute to the draft action plan.

Further to his declaration of interest, Councillor Bonfield left the meeting prior to consideration of the next item.

64. **Beach Huts – To agree the scale of fees and charges for 2025/26**

Further to Minute No. 9 of the Tourism and Local Economy Committee, consideration was given to a briefing paper which outlined the discussions held at the Beach Hut working party meetings and proposed changes to the structure of the Beach Hut fees, the booking procedure and the prices to be charged for the 2025/26 season.

Attention was drawn to section 3 of the paper which included the proposed changes to the fee structure, as set out below:

- The introduction of revised price periods to better meet demand for huts over the year (appendix 1 of paper).
- A reduction in fees over the Easter period for increased occupancy.
- Simplification of the current discount periods – Full year bookings at a 25% discount and winter period (1st November to 28th March) bookings also at 25% discount.
- The upper huts priced at 70% of lower huts throughout year.
- Occupancy of the ‘Artisans on the Beach’ to move from 29th November – 2nd January (5 weeks/6 weekends) to 22nd November to 14th December (3 weeks/4 weekends).

Members then reviewed section 4 of the paper which outlined proposed changes to the beach hut booking procedure, as shown in the following table:

Day	Release date	Period	Huts available
Day 1	7 th October 2024	52 weeks (all year)	Shore Road: 10 pre-designated huts
Day 2	8 th October 2024	21 weeks (winter) 1 November to 28 March	All Shore Road huts
Day 3	9 th October 2024	6 weeks (summer peak) 12 July to 29 August	Shore Road: 25 pre-designated huts
Day 4	10 th October 2024	1 week+	All Shore Road huts
Day 1	10 th February 2025	52 weeks	All Spa Retreats only
Day 2	12 th February 2025	31 weeks 29 Mar to 31 Oct	All Spa and Spa Retreats
Day 3	13 th February 2025	1 week+	All Spa and Spa Retreats

Finally, consideration was given to the proposed fees, circulated prior to the meeting and set out in appendices 2 and 4 (a copy attached at the end of the minutes). It was acknowledged that the increase in prices would be necessary as maintenance of the huts would be required in the future and a simplified format would be of great assistance to

beach hut customers. It was suggested that for additional clarity, discounted prices for long lets should be rounded to the nearest whole pound.

It was proposed by Councillor Lejeune, seconded by Councillor Sutton and
RESOLVED UNANIMOUSLY:-

That the revised beach hut fee structure set out in section 3, the revised booking procedure as set out in section 4 and the fees as set out in Appendices 2, and 4, subject to any rounding, be approved.

Thanks were offered to the VSBDM for his work on this complicated matter.

Councillor Bonfield re-entered the meeting.

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

(a) **Swanage Carnival**

It was noted that Swanage Carnival would commence on Saturday 27th July. Thanks were given to the Assets and Compliance Manager, the VSBDM and their teams for their hard work in preparing for the event and the additional workload during carnival week.

66. **Report from Dorset Councillors**

The following updates were provided by Councillor Trite:

- It was reported that the Purbeck Local Plan had been adopted. It was noted that the Dorset Plan was ‘emerging’ and the Purbeck Local Plan would be referred to in the interim.
- Dorset Council had adopted a resolution in the declaration of a ‘Nature Emergency’, to go alongside the ‘Climate Emergency’, in order to make steps for the reversal of nature’s decline.
- It was noted that the recently implemented changes to library opening times across Dorset had been planned to provide the greatest availability of the service for the greatest number of residents within budget constraints. There was no indication that this would be a prelude to library closures.
- Dorset-Council run parks had achieved six Green Flag Awards, including Durlston Country Park. The park had also been awarded the Green Heritage site accreditation, an award supported by Historic England, for the management and promotion of its historic features.
- Dorset Council had launched a new housing webpage which outlined the ‘Home in on Housing’ programme, the aims and objectives of which were noted as a) Increasing housing supply, b) Building healthy communities and c) Homes for Dorset residents.

A query was raised around the ‘Home in on Housing’ programme and the implications for affordable housing allocation. In response, it was noted that a consultation regarding the strategy would commence in due course and views would be welcomed. In addition, it was stated that the Town Council would be consulted on the affordable housing element within the emerging Dorset Plan through the Planning and Consultation Committee. Members asked whether the notes regarding the Dorset Council update could be circulated prior to the meeting and that only Swanage related matters be recorded in future.

67. **Reporting of delegated matters**

(a) **Santa Fe Fun Park**

Further to the Property Panel meeting, held on 9th July 2024, it was reported that a new ride had been installed at the park in recent days. The Town Clerk had provided

landlord consent on behalf of the Council, subject to compliance with planning policy which was a matter for Dorset Council.

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

- (a) **Seasonal Flood Defence - Plans for deployment winter 2024/25**
At the recent Coastal Change and Beach Management Advisory Committee meeting held on 10th July 2024, a representative from the Environment Agency had supplied a map (as tabled at the Council meeting) which showed proposed changes to the orientation and length of the concrete blocks to be deployed near to the Stone Quay over the winter period. Members noted the information.
- (b) **Coastal Flood Defences Public Engagement Event, 5th September 2024**
Members noted that an engagement event would be held on 5th September 2024 regarding the Flood Defence scheme and a further update would be provided to a future meeting.
- (c) **Santa Fe Fun Park Rides – Update**
It was noted that an update had been provided under agenda item 13 (See Minute No. 67 (a) above).
- (d) **Change in Library Opening Hours**
It was reported that a meeting had been held on 16th July 2024 between Town Council and Dorset Council representatives, regarding the recent change to Swanage library opening times. At the meeting, concern had been voiced about reduced opening on Saturday afternoons due to the implications for this for young people’s access to study space. It was noted that attendance figures were being gathered and could be reviewed once the new opening hours had bedded in. The following options had been put forward by Dorset Council to increase opening hours, if this was something that the Town Council wished to explore:
- a) Additional staff hours funded by the Town Council.
 - b) Volunteers to staff the library for additional hours.
 - c) Smart card entry system (a closed library system).
- It was noted that there was a ‘Friends of the Library’ group and work had commenced to make contact with members in order to ascertain the viability of volunteer led hours. An update would be provided to a future meeting.
- (e) **Swanage Pier Historic Turnstile**
It was reported that this item of historic interest had been saved and presented to Swanage Museum where it was now on display.
- (f) **Emergency Health Services**
Further to Minute No. 49 (b) of the Council Meeting held on 24th June 2024, the lead councillor of the Emergency Health Services working party circulated a report which contained an update from the Freedom of Information request from South-west Ambulance Service Foundation Trust (SWASFT). In summary the FOI response had shown the following:
- A reasonable rate of staffing had been maintained (70%)
 - Swanage continued to have more call outs than Wareham, although the percentage of Purbeck call outs that were to Swanage was less than the previous 6 months (63%), however, the highest rate yet of car call outs in Purbeck (83%) had been recorded.
 - Emergency response times were stable (Wareham), some were shorter (Swanage category 1 imminent danger of death) and some were longer (Swanage category 2 risk of death or serious disability). However, the response times remained significantly better than in 2022 when the future of the car was uncertain.
 - The number of call outs attended by the Ambulance Car increased significantly to 437 following a substantial dip in the first half of 2023.

The meeting was suspended at 8.20 p.m. due to the fire alarm sounding and all attendees left the building. At 8.25 p.m. the building was declared safe and all attendees re-entered the meeting.

A comment was raised regarding the protection of beds in care homes. In response it was stated that the Swanage Neighbourhood Plan may take into account these issues and should be referred to Dorset Council, as Adult Social Care authority, in the first instance.

(g) **Sandbanks Ferry**

Members were informed that the Bournemouth-Swanage Motor Road and Ferry Company had withdrawn their original application for an order to revise the maximum toll charges, however, a resubmission would be made in due course which would include updated financial information.

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 15 and 16 for reasons of legal and commercial confidentiality.

69. **Procurement**

(a) **Station Approach improvement works – To agree third party contribution and award contract**

Further to Minute No. 50 (b) of the Council Meeting held on 24th June 2024, at which the budget for the Station Approach improvement works had been approved, the Assets & Compliance Manager reported on the breakdown of proposed costs for work on land leased to Co-op and land managed by the Town Council.

Consideration was given to the procurement route for these works and it was noted that Dorset Council, together with their commercial partners Heidelberg Materials, would be well-placed to both undertake and supervise this project because of their expertise in managing highway improvement schemes. Given the projected cost of the works this contract would normally be put out to tender. However, a briefing note had been circulated prior to the meeting setting out reasons for Members to consider if they wished to waive the relevant financial regulations in order to permit a direct award. The briefing note highlighted the fact that Heidelberg Materials had been procured by Dorset Council under a competitive tender via a two-stage process in 2016/17 and as part of their agreement regular meetings were held to monitor performance. The partnership had been nationally recognised at the Highway Awards 2023 for delivering improved efficiency and reduced costs.

Taking these matters into consideration, it was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

To waive the Council's financial regulations in respect of contracts to the extent required to enable a direct contract award to Dorset Council to undertake improvement works to Station Approach and, subject to the Co-operative Group making a binding commitment to make a fair contribution towards the cost of the works, delegate authority to the Town

Clerk, in consultation with the Mayor and Deputy Mayor, to place an order with Dorset Council for the sum of £150,287.77 (including a 30% optimism bias).

(b) **Car Park Pay and Display Machines – To award contract**

Further to Minute No. 37 of the Council Meeting held on 24th June 2024, at which a budget had been approved for the acquisition of replacement car park pay and display machines, it was reported that the Car Parks Working Party had considered the available options and recommended that procurement of the preferred machines should be carried out under an available Framework Agreement.

It was proposed by Councillor Tomes, seconded by Councillor Sutton and **RESOLVED UNANIMOUSLY:-**

That a contract be directly awarded to Flowbird through the ESPO Framework 509_23 for 5 Compact S5 Mobile, 3 Compact S5 Cashless and, subject to review by the Car Parks Working Party, 2 Access S5 machines at a cost of up to £44,000.

(c) **Green Seafront Scheme – To consider Dorset Council project management fees 2024/25**

Further to Minute No. 215 of the Council Meeting held on 25th March 2024, consideration was given to a briefing paper which set out a proposal from Dorset Council to undertake project management of the Green Seafront Scheme. It was noted that it was proposed to take a programme management approach including stakeholder mapping, risk identification and mitigation measures, project governance arrangements, project programme and communication, public engagement and consultation planning. The briefing paper highlighted that as this work constituted specialist services the contract was exempt from the Town Council's usual procurement procedures under Financial Regulation 11.1.b. It was proposed by Councillor Bonfield, seconded by the Town Mayor and **RESOLVED UNANIMOUSLY:-**

That, in accordance with Financial Regulation 11.1.b, Dorset Council be engaged to provide programme and project management services in respect of the Green Seafront Scheme for the 2024/25 financial year at a cost of up to £20,832.

70. **Property-Related Legal Matters**

(a) **De Moulham Estate service roads – To consider arrangements for rear access to proposed redevelopment of 23 De Moulham Rd**

Further to Minute No. 51 (b) of the Council Meeting held on 24th June 2024, consideration was given to legal advice from the Council's appointed solicitor, the content of which was noted.

(b) **Boat Park Jetty Repairs - To consider representation from RNLi**

Further to Minute No. 228 (d) of the Extraordinary Council Meeting held on 29th April 2024, consideration was given to a briefing note which set out a detailed response from the RNLi regarding a potential contribution towards the cost of the recent repair work to the boat park jetty. The content of the report was noted and it was agreed that the Town Clerk and Assets & Compliance Manager should seek to conclude without prejudice negotiations with the RNLi before reporting to a future Council Meeting later in the year.

(c) **Pevenil Point Road – To consider proposal for allocated parking space for Rockleigh Cottage**

Consideration was given to a briefing note which set out a request that had been received from the owner of Rockleigh Cottage to formalise parking arrangements for that property on Pevenil Point Road. During the debate it was noted that the Car Parks Working Party had agreed to carry out a wider review of parking arrangements along that road later in the year, following adoption of the Council's revised Off Street Parking Places Order in February 2024. Consequently, it was proposed by Councillor Bonfield, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

That the matter be deferred for further consideration
by the Car Parks Working Party.

The Meeting closed at 8.50 p.m.

Appendix 2 – Proposed Beach Hut Fees 2025-26

		2025-26 Proposed Fees						Difference in price %					
Period	Week	Standard	Standard	Premium	Premium	Spa	Spa	Standard	Standard	Premium	Premium	Spa	Spa
		Lower	Upper	Lower	Upper		Retreats	Lower	Upper	Lower	Upper		Retreats
EARLY	29-Mar-25	£50.00	£35.00	£80.00	£56.00	£30.00	£70.00	-24.24%	-20.45%	-19.19%	-15.15%	-9.09%	-20.45%
EARLY	05-Apr-25	£50.00	£35.00	£80.00	£56.00	£30.00	£70.00	-24.24%	-20.45%	-19.19%	-15.15%	-9.09%	-20.45%
EARLY	12-Apr-25	£50.00	£35.00	£80.00	£56.00	£30.00	£70.00	-24.24%	-20.45%	-19.19%	-15.15%	-9.09%	-20.45%
EARLY	19-Apr-25	£50.00	£35.00	£80.00	£56.00	£30.00	£70.00	-24.24%	-20.45%	-19.19%	-15.15%	-9.09%	-20.45%
MID	26-Apr-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	89.39%	98.86%	91.92%	101.52%	75.76%	56.82%
MID	03-May-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	89.39%	98.86%	91.92%	101.52%	75.76%	56.82%
MID	10-May-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	17-May-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	24-May-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	31-May-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	07-Jun-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	14-Jun-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	21-Jun-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	28-Jun-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	05-Jul-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
PEAK	12-Jul-25	£260.00	£182.00	£380.00	£266.00	£145.00	£264.00	7.44%	10.30%	4.68%	12.24%	5.07%	0.00%
PEAK	19-Jul-25	£260.00	£182.00	£380.00	£266.00	£145.00	£264.00	7.44%	10.30%	4.68%	12.24%	5.07%	0.00%
PEAK	26-Jul-25	£260.00	£182.00	£380.00	£266.00	£145.00	£264.00	7.44%	10.30%	4.68%	12.24%	5.07%	0.00%
PEAK	02-Aug-25	£260.00	£182.00	£380.00	£266.00	£145.00	£264.00	7.44%	10.30%	4.68%	12.24%	5.07%	0.00%
PEAK	09-Aug-25	£260.00	£182.00	£380.00	£266.00	£145.00	£264.00	7.44%	10.30%	4.68%	12.24%	5.07%	0.00%
PEAK	16-Aug-25	£260.00	£182.00	£380.00	£266.00	£145.00	£264.00	7.44%	10.30%	4.68%	12.24%	5.07%	0.00%
PEAK	23-Aug-25	£260.00	£182.00	£380.00	£266.00	£145.00	£264.00	7.44%	10.30%	4.68%	12.24%	5.07%	0.00%
MID	30-Aug-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	06-Sep-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	13-Sep-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	7.76%	13.64%	7.95%	20.91%	5.45%	0.00%
MID	20-Sep-25	£125.00	£87.50	£190.00	£133.00	£58.00	£138.00	346.43%	212.50%	331.82%	216.67%	100.00%	84.00%
LATE	27-Sep-25	£50.00	£35.00	£80.00	£56.00	£30.00	£70.00	78.57%	25.00%	81.82%	33.33%	3.45%	-6.67%
LATE	04-Oct-25	£50.00	£35.00	£80.00	£56.00	£30.00	£70.00	78.57%	25.00%	81.82%	33.33%	3.45%	-6.67%
LATE	11-Oct-25	£50.00	£35.00	£80.00	£56.00	£30.00	£70.00	78.57%	25.00%	81.82%	33.33%	3.45%	-6.67%
LATE	18-Oct-25	£50.00	£35.00	£80.00	£56.00	£30.00	£70.00	78.57%	25.00%	81.82%	33.33%	3.45%	-6.67%
LATE	25-Oct-25	£50.00	£35.00	£80.00	£56.00	£30.00	£70.00	78.57%	25.00%	81.82%	33.33%	3.45%	-6.67%

		2025-26 Proposed Fees						Difference in price %					
		Standard	Standard	Premium	Premium	Spa	Spa	Standard	Standard	Premium	Premium	Spa	Spa
Period	Week	Lower	Upper	Lower	Upper		Retreats	Lower	Upper	Lower	Upper		Retreats
WINTER	01-Nov-25	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	08-Nov-25	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	15-Nov-25	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	22-Nov-25	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	29-Nov-25	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	06-Dec-25	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	13-Dec-25	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	20-Dec-25	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	27-Dec-25	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	03-Jan-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	10-Jan-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	17-Jan-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	24-Jan-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	31-Jan-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	07-Feb-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	14-Feb-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	21-Feb-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	28-Feb-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	07-Mar-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	14-Mar-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%
WINTER	21-Mar-26	£35.00	£24.50	£50.00	£35.00	£0.00	£60.00	25.00%	-12.50%	13.64%	-16.67%	0.00%	-20.00%

Appendix 4 – Proposed Beach Hut Fees 2025-26: Daily fees

		2025-26 Proposed daily fees						Difference in price %					
		Standard	Standard	Premium	Premium	Spa	Spa	Standard	Standard	Premium	Premium	Spa	Spa
		Lower	Upper	Lower	Upper	Retreats	Retreats	Lower	Upper	Lower	Upper	Retreats	Retreats
EARLY	29-Mar-25	12	8.4	20	14	10	15	-27.27%	-23.64%	-25.93%	-17.65%	25.00%	-11.76%
EARLY	05-Apr-25	12	8.4	20	14	10	15	-27.27%	-23.64%	-25.93%	-17.65%	25.00%	-11.76%
EARLY	12-Apr-25	12	8.4	20	14	10	15	-27.27%	-23.64%	-25.93%	-17.65%	25.00%	-11.76%
EARLY	19-Apr-25	12	8.4	20	14	10	15	-27.27%	-23.64%	-25.93%	-17.65%	25.00%	-11.76%
MID	26-Apr-25	25	17.5	35	24.5	15	25	51.52%	59.09%	29.63%	44.12%	87.50%	47.06%
MID	03-May-25	25	17.5	35	24.5	15	25	51.52%	59.09%	29.63%	44.12%	87.50%	47.06%
MID	10-May-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	17-May-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	24-May-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	31-May-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	07-Jun-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	14-Jun-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	21-Jun-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	28-Jun-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	05-Jul-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
PEAK	12-Jul-25	40	28	57	39.9	25	40	14.29%	16.67%	3.64%	14.00%	13.64%	2.56%
PEAK	19-Jul-25	40	28	57	39.9	25	40	14.29%	16.67%	3.64%	14.00%	13.64%	2.56%
PEAK	26-Jul-25	40	28	57	39.9	25	40	14.29%	16.67%	3.64%	14.00%	13.64%	2.56%
PEAK	02-Aug-25	40	28	57	39.9	25	40	14.29%	16.67%	3.64%	14.00%	13.64%	2.56%
PEAK	09-Aug-25	40	28	57	39.9	25	40	14.29%	16.67%	3.64%	14.00%	13.64%	2.56%
PEAK	16-Aug-25	40	28	57	39.9	25	40	14.29%	16.67%	3.64%	14.00%	13.64%	2.56%
PEAK	23-Aug-25	40	28	57	39.9	25	40	14.29%	16.67%	3.64%	14.00%	13.64%	2.56%
MID	30-Aug-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	06-Sep-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	13-Sep-25	25	17.5	35	24.5	15	25	13.64%	6.06%	2.94%	11.36%	36.36%	13.64%
MID	20-Sep-25	25	17.5	35	24.5	15	25	257.14%	150.00%	218.18%	172.22%	150.00%	127.27%
LATE	27-Sep-25	12	8.4	20	14	10	15	71.43%	20.00%	81.82%	55.56%	66.67%	36.36%
LATE	04-Oct-25	12	8.4	20	14	10	15	71.43%	20.00%	81.82%	55.56%	66.67%	36.36%
LATE	11-Oct-25	12	8.4	20	14	10	15	71.43%	20.00%	81.82%	55.56%	66.67%	36.36%
LATE	18-Oct-25	12	8.4	20	14	10	15	71.43%	20.00%	81.82%	55.56%	66.67%	36.36%
LATE	25-Oct-25	12	8.4	20	14	10	15	71.43%	20.00%	81.82%	55.56%	66.67%	36.36%

		2025-26 Proposed daily fees						Difference in price %					
		Standard	Standard	Premium	Premium	Spa		Standard	Standard	Premium	Premium	Spa	Spa
		Lower	Upper	Lower	Upper	Retreats	Retreats	Lower	Upper	Lower	Upper	Retreats	Retreats
WINTER	01-Nov-25	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	08-Nov-25	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	15-Nov-25	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	22-Nov-25	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	29-Nov-25	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	06-Dec-25	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	13-Dec-25	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	20-Dec-25	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	27-Dec-25	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	03-Jan-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	10-Jan-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	17-Jan-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	24-Jan-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	31-Jan-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	07-Feb-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	14-Feb-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	21-Feb-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	28-Feb-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	07-Mar-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	14-Mar-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%
WINTER	21-Mar-26	10	7	12	8.4	8	12	42.86%	0.00%	9.09%	-6.67%	33.33%	9.09%

Draft Minutes of an Extraordinary Meeting of the Swanage
Town Council held at the Town Hall, High Street, Swanage on
MONDAY, 9th SEPTEMBER 2024 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield
Councillor J. Dorrington
Councillor J. Lejeune
Councillor C. Sutton
Councillor C. Tomes
Councillor W. Trite
Councillor S. Vile

In addition to Members of the Council and officers, five Members of the public and one Member of the local press attended the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- In respect of agenda item 3, comments were made regarding the Sandbanks Ferry and the proposed increase in tolls, in particular in relation to the company's accounting practices. It was noted that it may be beneficial to seek ministerial interest in the situation.
- A representative from the Chamber of Trade stated that they had submitted an objection to the proposed increase in tolls on grounds of the negative impact to businesses. It was noted that during 2022/23 when the ferry had been inoperable due to lengthy repairs it had had a devastating effect on businesses due to the reduction in footfall from Bournemouth area. The council was strongly encouraged to take action to oppose any increase in tolls.
- A comment was made regarding the parking of motorcycles near to the Stone Quay. It was stated that motorcyclists frequently parked on this section of pavement, and it seemed unclear as to whether this was permitted. It was noted that there had been no obvious sign of a change to policy, however, recently motorcyclists had received Excess Charge Notices which deterred them from returning to the town. It was suggested that an area of nearby on-street parking could be allocated for this purpose as an alternative. In response it was noted that the next meeting of the Traffic Management Advisory Committee would be held on Wednesday 9th October 2024 and it would be appropriate to raise these concerns at that meeting.

The Chairman opened the Council Meeting at 7.10 p.m.

71. **Apologies**

Councillors Brookes, Coward, Monkhouse and Moreton gave apologies for their inability to attend the meeting, and where reasons were given these had been noted.

72. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

73. **Sandbanks Ferry application for proposed increase in tolls – to consider next steps in objecting to the application**

Further to Minute No. 5 of the Planning and Consultation Committee meeting held on 2nd September 2024, consideration was given to the recommendation contained therein to support Dorset Council's objection to the proposed increase in tolls for the Sandbanks Ferry and agree to contribute towards the cost of legal representation.

Members raised significant concerns with regards to the proposed increase in tolls, in particular the negative impact that such an increase in cost would have on businesses, residents and the emergency services. At a recent meeting between representatives from Dorset Council, Bournemouth, Christchurch and Poole Council and local town and parish councils, it was reported that discussions had been held about the potential submission of a joint objection as a consortium.

Attention was drawn to the deadline for the registration of an objection, this being 12th September 2024, although it was noted that the consortium would be permitted to submit a detailed objection by 4th October 2024. Members acknowledged the timescales involved and as strong support had been voiced for lodging a joint objection to the proposed increase in tolls, it was deemed unnecessary to defer the matter. Members acknowledged the potential benefits to joining the consortium, which included sharing the costs of the fees for legal representation at the forthcoming public inquiry.

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

That the Town Council supports Dorset Council's objection to the proposed increase in tolls for the Sandbanks Ferry and agrees to contribute towards the cost of legal representation.

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 3 and 5 for reasons of legal and commercial confidentiality.

Members considered the contents of a briefing paper prepared by the Town Clerk, which outlined potential next steps and contained a draft of Dorset Council's objection to the proposed increase in tolls together with the estimated associated costs in legal representation at an inquiry. The question of how best to review revisions to Dorset Council's draft objection was discussed, and the possibility of bringing back further drafts to future Council meetings was raised. In order to proceed in a timely manner Members deemed that a small working party would be best placed to fully consider the matter and work with the Town Clerk to provide feedback as required.

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

That a working party be appointed, consisting of Councillors Bonfield, Foster and the Town Clerk, with delegated authority to consider the content of Dorset Council's draft objection and to provide feedback to Dorset Council as required.

Consideration was given to the financial contribution from the Town Council towards the fees for legal representation, which there was outline agreement to share between the two principal authorities and neighbouring parish councils. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the Town Council caps its financial contribution towards legal representation at £4,000.

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

It was noted that the next meeting of the Council, to be held on Monday 16th September 2024, would take place at The Swanage School, High Street, Swanage at 7.00 p.m.

75. **Property-Related Legal Matters**

(a) **De Moulham Estate service roads – To consider arrangements for rear access to proposed redevelopment of 23 De Moulham Rd**

Further to Minute No. 70 (a) of the Council Meeting held on 22nd July 2024, consideration was given to a briefing paper prepared by the Town Clerk, which set out legal advice received from the Council's appointed solicitor, and valuation advice from the Council's appointed surveyor, dated 9th September 2024.

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

That the proposal set out by the surveyor in his letter of 9th September 2024, regarding access rights over the service road to the rear of 23 De Moulham Road, future maintenance of the road and payment of the Council's professional fees, be approved.

The Meeting closed at 7.55 p.m.

Draft Minutes of an Extraordinary Meeting of the **FINANCE AND GOVERNANCE COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 24th JULY 2024** at 11.30 a.m.

PRESENT:- Councillor T. Foster (Town Mayor) – Chairman

Councillor M. Bonfield
Councillor D. Monkhouse
Councillor C. Moreton
Councillor C. Tomes

Also in attendance: -

Councillor J. Lejeune
Dr M. Ayres Town Clerk
Miss A. Spencer Finance Manager

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

1. **APOLOGIES**

Apologies for his inability to attend the meeting were received from Councillor Trite.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

No declarations were made on this occasion.

3. **TO APPOINT MEMBERS TO THE VEXATIOUS CORRESPONDENCE AND COMPLAINTS POLICY SUB-COMMITTEE**

Consideration was given to the appointment of a Vexatious Correspondence and Complaints Sub-Committee, as required by the Vexatious Correspondence and Complaints Policy which was adopted at the Extraordinary Council Meeting held on 29th April 2024 (Minute No. 219 refers). The terms of reference for the appointment of the sub-committee were outlined and it was noted that this would comprise of three members. It was suggested that the Chairman of the Personnel Committee should sit on the sub-committee, although it was noted that Councillor Trite was absent and could not state his position.

After further discussion, it was proposed by Councillor Tomes, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:

To appoint Councillors, Monkhouse, Moreton and Trite to the Vexatious Correspondence and Complaints Policy Sub-Committee; should Councillor Trite not wish to sit on the sub-committee, Councillor Bonfield would be appointed in his place.

Turning to the implementation of the policy itself, Members highlighted the need for the Council to be open-minded and to ensure that pertinent questions or complaints were not dismissed or ignored. A detailed explanation as to the role of the sub-committee and its responsibilities was given and it was noted that some sections of the

policy were open to interpretation, which could make a significant difference as to how the policy would be implemented. It was, therefore, agreed that at the first meeting of the sub-committee the policy should be reviewed to consider whether any changes should be considered by the Finance & Governance Committee.

4. **FINANCIAL REPORTS – Q1 2024/25**

a) **Income & Expenditure – Budget Monitoring Report**

Consideration was given to a report setting out the principal sources of the Town Council's income and expenditure for the first quarter of the 2024/25 financial year. It was noted that the overall position was generally as per budget, with the exception of the additional repairing works to the Boat Park jetty, incurring an additional £40k of unbudgeted expenditure. A resulting overall overspend of £21k had resulted at the end of the quarter.

Car park income was noted as being on budget, despite the inclement weather, although visitor numbers were down on Q1 23/24. With regard to the changes to the charging structure, it was stated that a more realistic assessment of the implementation of these changes would be known at the end of the second quarter, after the summer season.

A significant overspend in legal fees was noted, although it was reported that a substantial portion of this would be recharged, as reflected in an opposing variance in income.

It was noted that the nationally agreed annual pay award was unlikely to be settled before the end of the next quarter, and this may result in variances to budget.

Investment income was noted as above budget, with an average interest rate of 5.09% being attained. It was reported that £7.6k, being the income received above budget, had been appropriated to the Treasury Risk Management Reserve as per policy.

The Budget Report and commentary on the Council's financial activity was received and noted.

b) **Capital Programme Monitoring Report**

Consideration was given to the Capital Programme Monitoring Report for the first quarter of 2024/25. It was noted that there had been limited financial activity during the quarter with only one payment having been made, a deposit for the PV panel installation, ref BF2.

Further to a matter raised regarding electric vehicle charging facilities, it was noted that the installation of chargers would probably take place within the next quarter, with the Council paying for the installation costs for the chargers at the Main & North Beach car parks, which were due to be reimbursed via a grant from Dorset Council. It was noted that there was no other financial commitment due from the Council.

It was reported that all of the project management works were ongoing. A question was raised regarding the required works at Peveril Point Road. It was noted that these works were to stabilise certain parts of the road and adjoining walls, with Dorset Council being engaged to review the scope of works and control costs.

The contents of the report were noted.

5. **TO CONSIDER COUNCIL PRIORITIES/WORK PLAN**

The item was introduced for the benefit of new members of the committee. It was stated that the priorities report was designed to enable Members to ensure that Council resources were focussed on priority matters identified in the corporate plan.

a) **Outturn Winter/Spring 2023/24**

Further to Minute No. 164 of the Council Meeting held on 15th January 2024, the position with regards to the stage of completion of the council priorities for winter/spring 2023/24 were outlined, with several large projects having been completed.

b) **Proposed Plan Summer/Autumn 2024**

The priority list for summer/autumn 2024 was discussed, with most items being noted as a high priority. The matter of the footpath linking Washpond Lane and Northbrook Road was raised as it was perceived to have stalled. It was noted that the Town Clerk would raise this matter once again with Dorset Council. The potential to move forward with smaller goals as set out in the Corporate Plan was raised, with these potentially moving onto the list. The review of the Corporate Plan was noted as starting in early autumn.

The priority list contained a review of the committee structure. It was noted that the structure had been adopted on an interim basis, with a review due to take place 6 months after implementation. However, it was reported that the review had been deferred pending the Council elections. Members were concerned that newly elected Members may not yet be in a position to effectively review the structure, given the limited number of committee meetings that had taken place since the elections. It was, therefore, agreed that this item should be removed from the priority list and reviewed following the next round of committee meetings.

It was proposed by Councillor Bonfield, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND

That the draft Council Priority Plan for summer/autumn 2024 be approved.

6. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

The following were listed as matters for forthcoming agendas.

- a) Review of Corporate Plan and Committee Structure – matter discussed in item 5 b)

7. **TO REVIEW THE TIME OF FUTURE MEETINGS - NEXT MEETING SCHEDULED FOR 11.30 a.m. WEDNESDAY 6TH NOVEMBER 2024**

Members discussed the time of future Finance & Governance Committee meetings. It was noted that some Members had work commitments which meant that meetings were difficult to attend with an 11.30 a.m. start time. It was proposed by Councillor Monkhouse, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND

That Council approves a change in the time of the Finance & Governance Committee meetings from 11.30 a.m. to 2.15 p.m.

The date of the next scheduled meeting was noted as 6th November 2024.

The meeting concluded at 12.25 p.m.

Proposed STC Priorities Summer/Autumn 2024

Item 5 b)

Project	Urgency - H/M/L	What does success look like @ 31st December 2024?	Immediate Next Steps
Good Governance			
Budget Setting 2024/25	H	Draft budget presented to F&G Committee.	Prepare draft budgets and present to autumn committee meetings.
Corporate Plan 2025-29	H	Draft plan prepared for public consultation.	Arrange councillor workshops and plan process for consultation and adoption.
Charitable Trust Review	H	Action plan in advanced stage of implementation.	Follow up response from Charity Commission; complete transfer of James Day Trust
Asset Review	H	Property Panel to have completed review and recommendations made to Council regarding any surplus assets identified.	Property Panel to meet to complete review of list of assets.
Committee Structure Review	H	Review of committee structure complete.	Prepare report for autumn meeting of F&G Committee.
Implement Parking Order	H	New signage installed and site-specific parking arrangements in place (e.g. Mowlem turning circle, Peveril Point Rd).	Signage to be designed and ordered. Public engagement re. Peveril Pass scheme.
Lease and licence renewals & rent reviews, including North Beach & Peveril Point	H	Rent reviews completed and new licences/leases in place.	Valuer recommendations to be presented to Council; solicitors to be instructed.
Implement Data Protection policies and procedures	H	Significant progress made towards implementation of One West Action Plan	Tailor document retention policy and commence implementation
Communications Plan	H	Plan to be reviewed and priorities actioned.	Adopted plan to be reviewed. Arrange meeting of communications working party for September.
New Council website	H	Undertake process for a website fully compliant with accessibility regs at an advanced stage.	Develop new website in consultation with communications strategy working party.
Local Economy and Tourism			
Green Seafront Scheme	H	Preferred option identified and next phase of public consultation planned.	Review revised costings and Shore Road options autumn 2024.
Concessions Plan	H	Procurement underway for any additional concessions.	Review concessions options for Main Beach Car Park.
Car Park Cash Collection	H	Procurement completed.	Plan procurement exercise.
Swanage Coastal Defence Scheme	H	Agree public realm improvements to be delivered as part of scheme.	Continue to participate in Dorset Council project team and board meetings.
Private Site Beach Hut Review	M	Review completed and any amendments to agreement drafted.	Determine format of review.

Community Services, Health and Wellbeing			
Investigate options for footpath linking Washpond Lane and Northbrook Road	H	Discussions concluded with stakeholders and outcome determined.	Once received, consider advice from Dorset Council.
Washpond Lane/Ulwell Road land	H	Asset transfer from Dorset Council to Swanage Community Housing Group completed.	Town Council to continue to attend meetings and assist in driving project forward.
Day's Park Community Sports Facility	H	Planning permission obtained, legal entity registered and community fundraising underway.	Continue regular meetings with S&HFC Ltd.
Peveril Point Road stabilisation/improvements	H	Work commissioned	Finalise project and undertake procurement.
Beach Gardens future plan	H	Outline 3-year plan drafted and agreed with Bowls and Tennis Clubs.	Develop draft three-year plan and consult with sports clubs.
Swanage Skatepark Community Project	M	Plan for phase 1 installation completed.	Support SSCP in development of proposals and plan procurement of phase 1.
Beach Gardens Tennis Court Upgrade	M	Plan for installation completed.	Complete agreement re. future reserve contributions with Tennis Club and plan procurement.
Town Hall services review	M	Operation of Town Hall/Police help desk reviewed and new opening hours in place; future operation of CAB/Registration agreed.	Liaise with partners and develop timetable for reopening joint help desk, in consultation with communications strategy working party.
Planning & Heritage			
Produce Neighbourhood Plan	H	First round public consultation completed and draft plan under preparation.	Plan initial round of public consultation.
Station Approach Improvements	H	Work commissioned.	Conclude negotiations with Cooperative Group and place order.
Environment & Climate Crisis			
Instal additional EVCPs in Car Parks	H	Legal agreements signed and installation programme agreed.	Finalise legal documents.
Implement next stage of Environmental Action Plan	H	LED lighting, solar panels and EVCPs installed. Next priorities from Environmental Action Plan identified.	Working party to review action plan to identify priorities.

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 5th AUGUST 2024** at **7.00 p.m.**

Chairman: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor T Foster

Swanage Town Council

Councillor J Lejeune

Swanage Town Council – from 7.35pm

Councillor D Monkhouse

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Councillor S Brookes

Swanage Town Council

Councillor W Tritte

Swanage Town Council

Dr M Ayres

Town Clerk

Miss N Clark

Planning and Community Engagement Manager

There were seventeen members of the public present at the meeting.

Public Participation Time

The following matters were raised:-

- **Planning application No. P/OUT/2024/03253 Harrow House, Harrow Drive, Swanage** – a number of concerns regarding a proposed new development of 93 residential dwellings, which included:-
 - **Lack of affordable housing for local people** – comments made that the proposed level of ‘affordable’ units was unacceptable.
 - **Highway issues** – concerns that access to the new development would be via a narrow, residential road, Walrond Road, and attention drawn to regular occurrences of inconsiderate parking and passing issues seen in the road. Comments made regarding visibility issues when exiting into Northbrook Road, the recent increase in traffic in that road due to a new residential development of 180 dwellings (which was nearing completion), and pedestrian safety concerns, in particular regarding schoolchildren walking to the St Mary’s Primary School and Pre-school. Further concerns raised regarding access for emergency vehicles, and the impact of construction traffic during any construction works.
 - **Infrastructure** – concerns regarding the already congested A351/A35 if more people decided not to use the ferry service in view of affordability, and the increased adverse impact on the environment this could bring. Further concerns regarding the increased impact on the sewerage system, which already experienced issues/blockages at times, and the possible impact on the town’s Blue Flag and Seaside Award.
 - **Lack of local services** - to support such an increase in resident numbers, in particular the town’s young people.
 - **Overbearing size and scale of part of the proposed development** – concerns regarding overlooking and loss of privacy for some properties in Cauldron Crescent. Lack of detail within the outline plans regarding elevations on the site. Comments were made that contact had been made with the developer regarding these concerns, but that no response had been received.
 - **Eastern Area Planning Committee (EAPC)** – a request made for the date and venue of the EAPC Meeting at which the outline planning application would be considered to be publicised widely to enable local residents to apply to speak at the meeting.

- **Sandbanks Ferry Application for Increase in Tolls** – concerns regarding the ferry company’s proposals, and the potential adverse impact these would have on the local community. Request made for the Town Council’s support in objecting to the application.

1) **Apologies**

There were no apologies given for inability to attend the Meeting.

2) **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council’s Code of Conduct.

Planning application No. P/FUL/2024/03005 Land to the north of Prospect Way, Swanage - Councillor Tomes declared a non-pecuniary interest under the Code of Conduct by reason of a family member having a business connection with the landowner.

Tree works application No. P/TRT/2024/03898 9 Bon Accord Road, Swanage, BH19 2DN – Councillor Vile declared a non-pecuniary interest under the Code of Conduct by reason of being a Trustee of the Swanage Community Land Trust, the applicant was also a Trustee of the Land Trust.

There were no further declarations to record on this occasion.

Planning

3) **Plans for consideration**

Delegated Applications

Further to Standing Order No. 12) a) viii, it was proposed by the Chairman and AGREED:-
That Items 6 and 7 on the Planning List be brought forward to Items 1 and 2.

* P/OUT/2024/03253

Harrow House, Harrow Drive, Swanage, BH19 1PE

Outline application with all matters reserved (except for access) for the erection of up to 93 dwellings, including the conversion of an existing building, with associated infrastructure, landscaping, and parking.

OBSERVATION: Recommend refusal. The Town Council has major concerns regarding the proposals as follows:

Lack of affordable housing – Purbeck Local Plan (PLP) Policy H11: Affordable Housing

The Town Council is extremely disappointed to note that the ‘affordable’ housing element of the proposed development of 93 dwellings is unacceptable at only 9.68% (9 dwellings). These are stated to be ‘starter homes’ which are all one-bedroom flats, and are subject to a price cap of £250,000 (after any discount applied), which is considered unaffordable to typical first-time buyers.

During the original community engagement undertaken by the developer the ‘affordable’ housing element proposed was 30% (28 dwellings). Local housing need statistics evidence that Swanage does not need more houses, its needs more affordable and social housing, with a mix of tenures to meet those needs (**PLP Policy H9: Housing Mix** - Provide a mix of housing, to include affordable options, that meets the needs of local people).

Major concerns are also raised regarding the submitted Economic Viability Assessment, and a request is made for this to be independently scrutinised.

Highway issues – traffic generation, vehicular access, highway safety

The housing development in Northbrook Road (Compass Point - 180 new dwellings) is nearing completion, and there has been a significant increase in vehicular traffic in Northbrook Road, and the surrounding area. Particular concerns are already held by the Town Council regarding vehicle and pedestrian safety/visibility in Northbrook Road, and at its junction with Victoria Avenue, which is the main, busy route into the town/to the beach area (motor vehicles and pedestrians), and route to Studland/Bournemouth.

The proposed new development will be accessed from Northbrook Road, and via a narrow residential road (Walrond Road) which already experiences existing parking and passing issues, which could be exacerbated by such an increase in traffic movements (including motor vehicles, delivery vehicles, refuse collections, emergency services, and construction traffic).

Capacity of physical infrastructure/deficiencies in social facilities – lack of local facilities to service increase in permanent resident numbers

Potential large increase in resident numbers - possible adverse impact on existing local services and infrastructure. Although not a material planning consideration, the Town Council recommends that consultation is undertaken with local schools, health and community services to assess the actual impact that this potential increase in the Swanage population would have. The assumption is that this proposed new development would be subject to the new **PLP Second Homes Policy: H14**, which was adopted on 18th July 2024.

Councillor Lejeune joined the Meeting at 7.35 p.m.

Councillor Tomes left the room during consideration of the following item.

P/FUL/2024/03005 **Land to the north of Prospect Way, Swanage**
Change of use of land to Suitable Alternative Natural Greenspace.
OBSERVATION: No objection.

Councillor Tomes re-entered the room.

P/FUL/2024/03504 **Access to Burlington Chine, Burlington Chine, Swanage, BH19 1LS**
Erect two timber beach huts.
OBSERVATION: Recommend refusal. The Town Council's concerns regarding this proposal are as follows:
Purbeck Local Plan: Coastal change – Policy E6: Coastal Change Management Areas - the Town Council has major concerns regarding ground stability in the area surrounding this site, which has recently experienced landslides, and the potential detrimental impact the siting of the proposed beach huts could have on the sensitive coastline.
Dorset Council's Coastal Risk Management Report - the Town Council is in support of the Coastal Risk Management Officer's report dated 11th July 2024.
Purbeck Local Plan: Conserve and enhance Purbeck's natural habitat, biodiversity, and geodiversity - Policies E7: Conservation of protected sites, and E10: Biodiversity and geodiversity – the site

is in close proximity to a Site of Special Scientific Interest, and Special Area of Conservation, and concerns are held regarding the potential adverse impact on local wildlife and its habitats (also referred to in the Ecological Impact Assessment dated June 2024). Further to its concerns above, the Town Council was disappointed to note that the site had been cleared, and trees removed, prior to the planning application being submitted to Dorset Council.

- P/FUL/2024/03506 **12 Ballard Estate, Swanage, BH19 1QZ**
Upper cliff slope remedial reinforcement works.
OBSERVATION: No objection.
- P/HOU/2024/03739 **29 Manwell Road, Swanage, BH19 2QB**
Erect single storey side extension.
OBSERVATION: No objection.
- P/HOU/2024/03746 **2 Peveril Road, Swanage, BH19 2DH**
Erect side extension, internal alterations, and increase the extent of the roof.
OBSERVATION: No objection.
- P/LBC/2024/02795 **371 High Street, Swanage, BH19 2NP**
Replacement of stone roof.
OBSERVATION: No objection.
- P/VOC/2024/03220 **Reconsultation – Amended Plans**
Sentry Cottage, Sentry Road, Swanage, BH19 2AG
Variation to conditions of planning permission P/HOU/2024/00699 (Kitchen extension and extended deck to create covered store.) to update drawings with chimney.
OBSERVATION: No objection.
- P/VOC/2024/03450 **1A Hillview Road, Swanage, BH19 2QU**
Application to vary condition 2 of approved planning application P/HOU/2024/06488 (Side extension, reposition garage (new rebuilt), form new access.) to amend the layout.
OBSERVATION: No objection.

For Information Only

- P/CLP/2024/03507 **Certificate of Lawful Use Proposed**
12 Ballard Estate, Swanage, BH19 1QZ
Single storey rear extension, roof lights and solar panels.
- P/NMA/2024/03480 **Non Material Amendment**
Punfield, 15 Ballard Estate, Swanage, BH19 1QZ
Non material amendment to approved planning application P/HOU/2023/07532 (Extend bedroom into existing garage.) to alter the facade detail and, instead of render, create a small section of tongue and groove cedar cladding below the cill, and have two additional, similar sized facing boards on the side of the windows.

Please note:

- * The Town Council is Corporate Trustee of the De Moulham Trust, which holds the benefit of covenants in the properties that are the subject of applications marked *.

- 4) **Applications for tree works - opportunity to raise any matters of concern**
P/TRC/2024/01907 **Sentry Fields, 27 Park Road, Swanage, BH19 2AA**
T1003 Ash - Crown reduce to an approximate finished height of 10-11m, and a finished canopy spread of 9m.
- P/TRT/2024/03898 **9 Bon Accord Road, Swanage, BH19 2DN**
T1 Beech - Crown lift to 6.5m above ground level.
T2 & T3 Holm Oaks - Crown lift to 4m above ground level.
- P/TRT/2024/04156 **2A Atlantic Road, Swanage, BH19 2EG**
Sycamore - Re-pollard to previous points at a height of approximately 10m above ground level (repeat of previous application ref. TPO/2021/015).

Consideration was given to the above proposed tree works. Committee Members had no objections to make regarding these applications.

Neighbourhood Planning

5) **Swanage Neighbourhood Plan (SNP) Steering Group**

a) **To consider date of next SNP Steering Group meeting**

Further to Minute No. 6) of the Planning and Consultation Committee Meeting held on 1st July 2024, it had not been possible to schedule in a meeting of the Steering Group. It was agreed that this would be held on 19th August 2024.

6) **Items of Information and Matters for Forthcoming Agendas**

a) **Dorset Council (DC) – ‘A Big Conversation’ Public Consultation** – it was reported that DC’s new Cabinet members were seeking feedback from residents and communities to help shape their plans and priorities for the next five years. Following the local elections in May 2024, Dorset Councillors were working through their proposed priorities and were keen for Dorset residents to be part of that. The four proposed priorities were:

1. Communities for all
2. Respond to the climate crisis
3. Provide high quality housing
4. Grow our economy

Thoughts and feedback could be submitted online, via paper questionnaire at local libraries, and at face-to-face engagement events, closing date for comments 15th September.

It was noted that there were plans for further ‘conversations’ over the next five years.

b) **Bournemouth-Swanage Motor Road and Ferry Company, Application for Increase in Tolls**

– it was reported that the Ferry Company had submitted an application to the Secretary of State for Transport for an Order to increase the tolls for the use of the ferry. It was noted that this new application also included a toll for the use of the road.

During the ensuing discussion concerns were raised about the proposed increases, and reduction in discounts which, if approved, would primarily affect local residents and businesses, having a considerable financial impact on regular users.

Committee Members were in agreement that this matter should be placed on the agenda of the next Committee Meeting, when consideration would be given to the Town Council’s grounds for objection to the application. It was noted that the closing date for any representations was 12th September 2024.

Contact would be made with Dorset Council, BCP Council and neighbouring parish Councils for their thoughts on the application prior to the next Committee Meeting.

7) **Date of next meeting**

The date of the next meeting had been scheduled for 9th September 2024. However, in view of the closing date for representations regarding the above Sandbanks Ferry Toll Application, and availability of Committee Members, it was agreed that the next meeting would be brought forward to 2nd September 2024.

The meeting closed at 8.00 p.m.

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 2nd SEPTEMBER 2024** at **7.00 p.m.**

Chairman: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor T Foster

Swanage Town Council

Councillor J Lejeune

Swanage Town Council – from 7.10pm

Councillor D Monkhouse

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

There were two members of the public present at the meeting.

Public Participation Time

The following matter was raised:-

- A local resident reported that they had attended and enjoyed the previous Committee Meeting held on 5th August and that they had posted updates on discussions held at the meeting on a local social media page, which had been well-received. The resident hoped that Committee Members were in approval of these updates as they wished to continue to attend meetings and post updates in the future.

1) Apologies

Apologies for their inability to attend the Meeting were received from Councillors Tomes and Vile.

2) Declarations of Interest

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

Planning

3) Plans for consideration

Delegated Applications

P/FUL/2024/03510

The Winch, Chandlers, Taunton Road, Swanage, BH19 2BU

Change of use from a dwelling to a furnished holiday let.

OBSERVATION: No objection. However, a question was raised about a previous consultation the Town Council had responded to regarding a potential registration scheme/register for short-term lets in the Dorset Council area, and whether this had been/will be introduced. A further question was raised as to what the minimum term was for a change of use of this type (and/or whether an application could be submitted to change use back to a residential dwelling at any time). Clarification would be sought from the planning officer accordingly.

- *# P/FUL/2024/04298 **Kiosk adjacent Beach Bungalows, Shore Road, Swanage, BH19 1LD**
Remove bin store and create extension for WC and storage.
OBSERVATION: No objection. However, the Town Council is disappointed to note that the leaseholder of the kiosk has not approached the Council as landlord for consent prior to submitting the planning application to Dorset Council. The details of this proposal will therefore be placed on the agenda of a future Council Meeting for consideration.
- * P/FUL/2024/04526 **The Church of The Holy Spirit and St Edward, Victoria Avenue, Swanage, BH19 1AH**
Removal of stone slab from south elevation of church, and demolition of adjacent gate pier.
OBSERVATION: No objection, in the interests of health and safety.
- * P/HOU/2024/04388 **58 Durberville Drive, Swanage, BH19 1QW**
Erect single storey rear extension.
OBSERVATION: No objection.
- P/LBC/2024/04207 **Listed Building Consent**
LISTED
The Globe Inn, 3 Bell Street, Swanage, BH19 2RY
Re-thatch rear outbuilding only.
OBSERVATION: No objection. The Town Council is pleased to note that the roof of the outbuilding is being re-thatched, to match the existing thatched roof in look and form (and not replaced with an alternative material).

For Information Only

- P/NMA/2024/04335 **Non-Material Amendment**
57 Ulwell Road, Swanage, BH19 1QU
Non-material amendment to approved planning application number P/FUL/2023/04086 (Demolition of existing bungalow and replacement with chalet bungalow.) to replace roof light window in ensuite bathroom with a dormer window.
- P/HOU/2024/00443 **Notification of Appeal**
Appeal start date: 6th August 2024
Appeal Reference: APP/D1265/D/24/3346903
Sentry Cottage, Sentry Road, Swanage, BH19 2AG
Erect first floor rear extension and extended deck to create covered store.
- An appeal had been made to the Secretary of State against the decision of Dorset Council to refuse to grant planning permission. The appeal was proceeding under the Householder Appeals Service.

Please note:

- * The Town Council is Corporate Trustee of the De Moulham Trust, which holds the benefit of covenants in the properties that are the subject of applications marked *.
- # The Town Council is the owner of land included within, or directly affected by, applications marked #.

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

There were no matters raised.

5) **Sandbanks Ferry application for proposed increase in tolls – further to discussions at the key stakeholders’ meeting held on 30th August 2024 - to consider the grounds for objection to the application**

Further to Minute No. 6 b) of the Meeting of the Planning and Consultation Committee held on 5th August 2024, and discussions held at the key stakeholders’ meeting held on 30th August 2024, consideration was given to the grounds for objection to the proposed increase in tolls for the Sandbanks Ferry.

Members voiced particular concern about the increase in fares and reduction in discounts, which would have a detrimental impact on local residents and commuters.

It was reported that Dorset Council was intending to lodge an objection and was willing to work jointly with BCP and local parish and town councils as a consortium. The importance of legal representation at any forthcoming public inquiry was highlighted.

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

TO RECOMMEND:

That the Town Council supports Dorset Council’s objection to the proposed increase in tolls for the Sandbanks Ferry and agrees to contribute towards the cost of legal representation.

The Town Mayor, Councillor Foster, noted that it was likely that she would call an Extraordinary Council meeting to consider this matter prior to the deadline for objections.

Consultation

6) **To note receipt of the following consultation document, and to determine the Council’s preferred method of response, if any:**

a) **Ministry of Housing, Communities and Local Government (MHCLG) – Public Consultation on proposed reforms to the National Planning Policy Framework (NPPF) and other changes to the planning system**

It was reported that the government had proposed significant changes to the NPPF, and a series of wider national planning policy reforms, and was seeking views on its proposed approach to making these reforms/changes ‘in order to achieve sustainable growth in our planning system’. The MHCLG had prepared a draft NPPF document which set out the proposed amendments as ‘tracked changes’ for ease of reference. Summaries of the proposed reforms and changes had also been provided to Committee Members.

During the ensuing discussion particular concerns were raised regarding proposed changes to the housing delivery policies, which were significant and could lead to higher housing targets in many areas (restoring mandatory housing targets and updating the method used to calculate them), and to the affordable housing policies.

Further concerns were raised regarding a new ‘grey belt’ designation proposed for land in the Green Belt which made a ‘limited contribution’ to Green Belt. Attention was drawn to the fact that the Swanage Neighbourhood Plan would be looking to protect green spaces in the town.

Committee Members felt that in view of the importance of the consultation, and the concerns held above, further time would be required to review the document in greater detail before the Town Council’s response could be formulated. It was noted that the closing date for responses was 24th September 2024, which was before the date of the next Committee Meeting (7th October). It was therefore agreed that Members would forward any comments, observations, or concerns regarding the proposed planning reforms and changes to the Planning and Community Engagement Manager, copying all Committee Members into these comments, for inclusion in the Council’s response to the consultation.

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

That delegated authority be given to the Planning and Community Engagement Manager, in consultation with the Chairman, Councillor Bonfield, to collate Members' comments and input the answers to the online survey, in accordance with discussions made at the meeting, and comments received, prior to the consultation's closing date of 24th September.

Neighbourhood Planning

7) **Swanage Neighbourhood Plan (SNP) Steering Group**

a) **Matters arising from draft Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 19th August 2024**

There were no matters raised.

8) **Items of Information and Matters for Forthcoming Agendas**

a) **Have your say: Survey on proposed Sports and Leisure Centre at Day's Park,**

Swanage – a reminder was given about the Town Council's survey, the responses to which would be supporting a planning application to build a new Sports and Leisure Centre. This would replace the existing building in Day's Park. The Council welcomed views on this important community project. Closing date for responses 9th September 2024.

b) **Dorset Community Tree Project, Volunteer Tree Warden training** – it was reported that Councillor Foster would be undertaking Volunteer Tree Warden training on 19th September 2024. This was a project funded by Dorset Council.

7) **Date of next meeting**

The date of the next meeting had been scheduled for Monday 7th October 2024.

The meeting closed at 7.45 p.m.

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st July 2024

	£ p	£ p
Balance in Hand at 01/04/2024		£83,812.18 Cr
As per reconciliation dated 30/06/2024	£3,566,428.11 Cr	
Income during July	£265,551.60 Cr	
Movement of Cash-Investment	£1,100,000.00 Cr	
Add - Outstanding receipts- June	£5,095.34 Cr	
Less - Outstanding receipts - July	<u>£1,903.35 Dr</u>	£4,935,171.70 Cr
Less payments made:		
As per Reconciliation dated 30/06/2024	£3,601,305.56 Dr	
Schedule 4 payments dated 31/07/2024	£316,805.93 Dr	
Movement of Cash-Investment	<u>£340,000.00 Dr</u>	£4,258,111.49 Dr
		<u><u>£760,872.39 Cr</u></u>
Balance at Bank		
Current Account		£738,598.47 Cr
Deposit Account		<u>£22,273.92 Cr</u>
		<u><u>£760,872.39 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		<u>£340,000.00</u>
		<u><u>£1,590,000.00</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 31st July 2024

Prepared by Alison Spencer

Dated: 5th August 2024

Certified by Martin Ayres

Dated: 5th August 2024

Agenda Item 5 (b)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st August 2024

	£ p	£ p
Balance in Hand at 01/04/2024		£83,812.18 Cr
As per reconciliation dated 31/07/2024	£4,935,171.70 Cr	
Income during August	£292,153.15 Cr	
Movement of Cash-Investment	£750,000.00 Cr	
Add - Outstanding receipts- July	£1,903.35 Cr	
Less - Outstanding receipts - August	<u>£11,503.71 Dr</u>	£5,967,724.49 Cr
Less payments made:		
As per Reconciliation dated 31/07/2024	£4,258,111.49 Dr	
Schedule 5 payments dated 31/08/2024	£249,954.43 Dr	
Movement of Cash-Investment	<u>£1,500,000.00 Dr</u>	£6,008,065.92 Dr
		<u><u>£43,470.75 Cr</u></u>
Balance at Bank		
Current Account		£21,174.80 Cr
Deposit Account		£22,295.95 Cr
		<u><u>£43,470.75 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		£340,000.00
DMADF-Deposit		£350,000.00
DMADF-Deposit		£400,000.00
		<u><u>£2,340,000.00</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 31st August 2024

Prepared by Alison Spencer

Dated: 6th September 2024

Certified by Martin Ayres

Dated: 6th September 2024

SWANAGE TOWN COUNCIL

Year Ending 31st March 2025

Payment schedule reported to Council - 16th September 2024

Schedule 4:

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

**SIX HUNDRED AND FIFTY SIX THOUSAND, EIGHT HUNDRED AND FIVE
POUNDS AND NINETY THREE PENCE**

.....(**£656,805.93**).....

Swanage Town Council Schedule of Payments - Month 4

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/07/2024	AIB Merchant Services	280624.000006	28/06/2024	Merchant Serv Chg		251.87
10/07/2024	Barclaycard Merchant Services	001884330624	30/06/2024	Monthly charge		43.36
01/07/2024	Dorset Council: Revenues & Benefits	840014144	01/04/2024	NNDR 24/25		20,180.00
01/07/2024	Ecotricity Ltd	05249542	10/06/2024	Electricity - Various Sites	1,443.99	
01/07/2024		05249556	10/06/2024	Electricity - Various Sites	165.00	
30/07/2024		05363810	06/07/2024	Electricity - Various Sites	2,881.18	
30/07/2024		05363757	06/07/2024	Electricity - Various Sites	21.81	
30/07/2024		05338913	06/07/2024	Electricity - Various Sites	198.03	
30/07/2024		05363808	06/07/2024	Electricity - Various Sites	182.00	
30/07/2024		05363826	06/07/2024	Electricity - Various Sites	8.79	
31/07/2024		05363773	10/07/2024	Electricity - Various Sites	178.23	
31/07/2024		05363759	10/07/2024	Electricity - Various Sites	168.85	5,247.88
12/07/2024	First Data	520334510615636	30/06/2024	Card charge -June24		210.60
15/07/2024	Green Energy (UK) Ltd	52848034	03/07/2024	Depot gas	98.79	
15/07/2024		52847960	03/07/2024	TH annexe gas	172.62	
15/07/2024		52848033	03/07/2024	TH office gas	312.29	
15/07/2024		52848011	03/07/2024	TIC gas	91.92	675.62
15/07/2024	Lloyds Bank PLC	431026298	11/06/2024	Bank charge	274.57	
23/07/2024		432169155	05/07/2024	Bank charge	193.87	468.44
10/07/2024	Paytek Admin Services Ltd (First)	MI/4378477/03	01/07/2024	Monthly charge	72.00	
10/07/2024		MI/4375449/03	01/07/2024	Monthly charge	128.35	200.35
16/07/2024	Sage (UK) Ltd	INV19156226	01/07/2024	Monthly charge		560.70
01/07/2024	water2business	5065738987	03/06/2024	Mermond Toilets May24	945.96	
01/07/2024		5065738996	03/06/2024	Heritage Toilets May24	1,030.36	
01/07/2024		5065743790	03/06/2024	Burlington Rd May24	402.53	
01/07/2024		5065787638	04/06/2024	Shore Rd Toilets May24	1,943.35	4,322.20
Total of Direct Debit & Standing Orders						32,161.02

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
26/07/2024	Charge Card Transactions	INV260057620	08/06/2024	ZOOM Annual Subscription		155.88
Total of Chargecard payments						155.88

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
19/07/2024	A.B.A. Groundcare (SW) Ltd	148054	01/07/2024	Water Bowser pump repair		775.51
19/07/2024	Ace Office Environments Ltd.	01118136	28/06/2024	Stationery	42.00	
19/07/2024		01117950	28/06/2024	Stationery	55.00	
19/07/2024		01118252	28/06/2024	Stationery	79.60	
29/07/2024		01120295	19/07/2024	Stationery	45.15	
29/07/2024		01120295	19/07/2024	Stationery	33.37	255.12
29/07/2024	Aish Electro Mechanical Services	119336	22/07/2024	Service of pump Burlington Chine		1,908.00
19/07/2024	Amazon	INV-GB-134286961-2	24/06/2024	TIC - key fobs for beach hut keys	35.00	
29/07/2024		INV-GB-121356571-2	09/07/2024	TIC - tables for beach huts	232.12	267.12
19/07/2024	Apogee Corporation Ltd	1460614	26/06/2024	Depot- Toner	44.22	
19/07/2024		1461005	26/06/2024	Monthly rent	484.44	
19/07/2024		1461005	26/06/2024	Toner	623.16	
29/07/2024		1462996	10/07/2024	TH toner	9.00	1,160.82
19/07/2024	AquAid (Southcoast)	472075	30/06/2024	Annual rent/Sanitisation/Water x4		247.66
29/07/2024	J9 Ltd T/a Barriers Direct	302722	09/07/2024	Bollard		81.71
19/07/2024	BIPCOM	INV-10989	01/07/2024	Divert mobile		6.60
29/07/2024	Blacknoll Construction Ltd	11858	09/07/2024	TH Final Application nr3		2,752.80
29/07/2024	C. Brewer & Sons	PLE/384576	30/06/2024	Paint		164.16
29/07/2024	BRITISH GAS TRADING LIMITED	976783163	15/07/2024	Electricity		22.62
19/07/2024	Countryside Tree Surgeons Ltd	SI-358	03/07/2024	Tree works		936.00
29/07/2024	C G Ltd	Jun Qtr	30/06/2024	Coop Settlement - June Qtr 24		24,083.69
29/07/2024	Dorset Energy Solutions Ltd	9229	27/06/2024	Solar PV system		9,266.40
29/07/2024	DAPTC	INV-1949	17/07/2024	Online course		90.00
29/07/2024	Dorset County Pension Fund	Payroll M4	19/07/2024	Payroll Month 4 - Pension	22,178.15	
29/07/2024		Payroll M4	19/07/2024	Payroll Month 4 - CAYS	140.83	22,318.98
19/07/2024	Dorset Council	2800404371	24/06/2024	Tree Survey/Report	3,685.50	
29/07/2024		1801410387	13/07/2024	Premises licence	70.00	
29/07/2024		1801410386	13/07/2024	Premises licence	70.00	
29/07/2024		1801410394	17/07/2024	Premises licence	70.00	
29/07/2024		1801410401	18/07/2024	Premises licence	70.00	3,965.50
29/07/2024	Dorset Waste Partnership	2800406073	02/07/2024	Recycling BG	23.06	
29/07/2024		2800406073	02/07/2024	Recycling Depot	21.24	44.30
29/07/2024	The Festive Lighting Co. Ltd.	INV-0225	09/07/2024	Festoon lights re: seafront		159.60

29/07/2024	Flowbird Smart City UK Ltd	UI00010180	18/07/2024	WebOffice incl Airtime	84.00	
29/07/2024		UI00010180	18/07/2024	Gateway Transaction charge	384.37	468.37
19/07/2024	Four County Services Ltd.	66276	02/07/2024	Calls outside contract	140.96	
29/07/2024		66315	09/07/2024	Server, Software & Warranty	6,925.57	
29/07/2024		66337	12/07/2024	Laptop subscription	360.00	
29/07/2024		66403	21/07/2024	Domain renewal	60.00	
29/07/2024		66402	21/07/2024	Domain hosting	38.40	
29/07/2024		66406	22/07/2024	TIC - ink	387.54	7,912.47
19/07/2024	Follow The Shine Ltd	M&J1/5/242	02/07/2024	Cleaning service TIC	420.00	
19/07/2024		M&J1/5/243	02/07/2024	Cleaning service Beach Huts	883.20	1,303.20
19/07/2024	Groundforce	P04843	05/07/2024	Cemetery equipment		2,316.82
19/07/2024	Greenham Trading Ltd.	04/470871	25/06/2024	Materials & Equipment	162.00	
29/07/2024		04/470570	28/06/2024	Materials & Equipment	80.40	
29/07/2024		04/470570	28/06/2024	Materials & Equipment	33.58	
29/07/2024		04/471655	04/07/2024	Materials & Equipment	316.80	
29/07/2024		04/472839	11/07/2024	Materials & Equipment	1,151.28	
29/07/2024		04/473597	15/07/2024	Materials & Equipment	95.95	1,840.01
29/07/2024	Hags-Smp Ltd	097149	18/07/2024	Repairs		1,380.00
19/07/2024	D.A.A. Halsgrove	307018	26/06/2024	TIC - books for retail		107.09
29/07/2024	Hardy Signs	109089	17/07/2024	Signs		201.17
19/07/2024	A.R. Harris & Son	34546	24/06/2024	Electrical Services	504.00	
19/07/2024		34560	27/06/2024	Electrical Services	192.00	
29/07/2024		34598	05/07/2024	Electrical Services	135.00	
29/07/2024		34603	07/07/2024	Electrical Services	600.00	
29/07/2024		34620	13/07/2024	Electrical Services	90.00	
29/07/2024		34638	16/07/2024	Electrical Services	60.00	
29/07/2024		34649	17/07/2024	Electrical Services	171.48	
29/07/2024		34656	19/07/2024	Electrical Services	299.40	2,051.88
29/07/2024	Hendy Group Ltd	42104820	23/07/2024	Vehicle repairs		1,142.42
29/07/2024	HMRC	Payroll M4	19/07/2024	Payroll Month 4 - PAYE/NI/SL	19,095.88	
29/07/2024		HMRC VAT	29/07/2024	VAT JUN QTR	20,028.88	39,124.76
19/07/2024	Hunt's Foodservice Ltd	509-703660	27/06/2024	Beach Gardens - retail	101.88	
19/07/2024		509-712956	03/07/2024	Beach Gardens - retail	127.18	
29/07/2024		509-731759	17/07/2024	Beach Gardens - retail	102.64	
29/07/2024		509-741888	24/07/2024	Beach Gardens - retail	100.02	431.72
19/07/2024	ICCM	18251	05/07/2024	Course		174.00
19/07/2024	J.D. Facilities Ltd	INV-1696	01/07/2024	Depot- clean staff area	230.62	
19/07/2024		INV-1693	01/07/2024	TH cleaning	549.12	
19/07/2024		INV-1695	01/07/2024	Depot- cleaning	197.59	
19/07/2024		INV-1694	01/07/2024	Fisherman's toilets- cleaning	117.31	
19/07/2024		INV-1692	01/07/2024	Public Toilets	7,600.85	
29/07/2024		INV-1685	01/07/2024	Chapel Clean	81.00	8,776.49
19/07/2024	S. Moores	8289	05/07/2024	TIC - biscuits for retail		256.58
19/07/2024	National Express	AREXT/00242560	30/06/2024	Agency tickets- June		90.66
19/07/2024	Nationwide Home Innovations	88162	25/06/2024	Retractable shade		2,562.00
19/07/2024	New Heights Cherry Picker Hire	245	04/07/2024	Truck mounted boom lift hire	264.00	
29/07/2024		248	17/07/2024	Truck mounted boom lift hire	264.00	528.00
19/07/2024	Nixons Hardware Ltd	123770	24/06/2024	Materials	7.99	
19/07/2024		123785	26/06/2024	TIC - Storage boxes	6.99	14.98
19/07/2024	Norfolk County Council	10082803	26/06/2024	NPLaw Feetime- May24		1,802.11
19/07/2024	P.J. Notley Ltd.	6098	04/07/2024	TH-windows cleaning		237.60
29/07/2024	Octopress Printers Ltd	INV-007519	18/07/2024	Beach Gardens - Putting score cards		307.20
19/07/2024	STC Payroll	Month 4	19/07/2024	Month 4 Net Wages		67,462.99
19/07/2024	Pipefix	137240	17/06/2024	Water tap installation		1,947.43
19/07/2024	Planet Merchant Service Ltd	PP4000671IE2405	31/05/2024	Gateway processing May24	408.10	
19/07/2024		PP4000671IE2405	31/05/2024	Gateway processing May24 Co-op	303.93	712.03
19/07/2024	Pod Point Ltd	3014544	02/07/2024	Admin Fee Mar-May24		295.34
19/07/2024	LAVAT Consulting Ltd	INV-112712	30/06/2024	VAT Advice		4,800.00
19/07/2024	Purbeck Ice Cream	156576	26/06/2024	Beach Gardens - Kiosk retail	155.90	
19/07/2024		156548	26/06/2024	Beach Gardens - Kiosk retail	177.12	
19/07/2024		156727	03/07/2024	Beach Gardens - Kiosk retail	228.28	
19/07/2024		CN3010	03/07/2024	Beach Gardens - Kiosk retail	(39.60)	
29/07/2024		157050	17/07/2024	Beach Gardens - Kiosk retail	208.12	
29/07/2024		157250	24/07/2024	Beach Gardens - Kiosk retail	236.16	965.98
19/07/2024	Purbeck Media Group	INV-4469	18/06/2024	TIC - uniform	61.20	
19/07/2024		INV-4469	18/06/2024	No Dogs signs	24.00	85.20
19/07/2024	RADAR Key Company	36384	02/07/2024	TIC - RADAR keys		348.00
19/07/2024	R&M Shepard	58538	25/06/2024	Container hire		187.20
29/07/2024	Roger Locke Consulting Ltd	9513	09/07/2024	Services		889.20
19/07/2024	R U Secure Systems	133112	28/06/2024	CCTV-equip	2,188.89	
19/07/2024		133109	28/06/2024	CCTV-maint	72.00	2,260.89
19/07/2024	Seton	9303769533	24/06/2024	Signs	34.81	
29/07/2024		9303773949	05/07/2024	Stickers	76.73	111.54
19/07/2024	Shred-It	8140175280	30/06/2024	Shredding Service TH		184.28

19/07/2024	Safety Signs 4 Less	4112649	24/06/2024	Signs		11.94
29/07/2024	Society of Local Council Clerks	QL2031138-2	22/07/2024	Training		50.00
29/07/2024	DWG Smith	24123	30/06/2024	Seaweed Raking and Clearance	2,760.00	
29/07/2024		24124	30/06/2024	Service of Digger	489.60	3,249.60
19/07/2024	St. Michaels Garage	3993	01/07/2024	Diesel- June		750.89
19/07/2024	Suez Recycling & Recovery UK Ltd	33333962	30/06/2024	Skip		704.44
29/07/2024	Sutcliffe Play (South West) Ltd.	7184	01/07/2024	Play equipment repairs	611.60	
29/07/2024		7198	15/07/2024	Replacement part	1,537.29	2,148.89
19/07/2024	Suttle Projects Ltd	1043	27/06/2024	Swanage Boat Jetty		47,550.25
19/07/2024	Swanage News	1284	29/06/2024	News papers- June		36.40
19/07/2024	Swanage Tyres and Tuning Ltd	33170	03/07/2024	Repairs	74.03	
29/07/2024		33209	05/07/2024	Replacement tyres	145.20	219.23
29/07/2024	Telefonica O2 UK Ltd	31531517	09/07/2024	Mobile	310.80	
29/07/2024		31531490	09/07/2024	Sim card	46.80	
29/07/2024		31832022	24/07/2024	SIM Charges TH - July 24	55.80	
29/07/2024		31832022	24/07/2024	SIM Charges Depot- July24	29.40	
29/07/2024		31832022	24/07/2024	SIM Charges Boat Park- July24	10.80	
29/07/2024		31832022	24/07/2024	SIM Charges TIC- July24	9.34	
29/07/2024		31832022	24/07/2024	SIM Charges CP- July24	120.00	
29/07/2024		31832022	24/07/2024	SIM Charges Co-op CP- July24	16.80	
29/07/2024		31832022	24/07/2024	EOIT/Telefon	45.60	645.34
19/07/2024	Travis Perkins	9292 ANY456	24/06/2024	Materials & Equipment	23.40	
19/07/2024		9292 ANY588	26/06/2024	Materials & Equipment	2.17	
19/07/2024		9292 ANY641	26/06/2024	Materials & Equipment	45.48	
19/07/2024		9292 ANY654	27/06/2024	Materials & Equipment	66.46	137.51
19/07/2024	UK Sign Shop	1030886-AN	27/06/2024	TIC - Tourism award plaques	106.80	
29/07/2024		INV-7529	19/07/2024	Slate Printed Logo Sign- Natural Edge	106.80	213.60
29/07/2024	Third Parties	Payroll Month 4	19/07/2024	Payroll Month 4 Deductions		333.02
29/07/2024	Woodlands Nursery (Dorset) Ltd	8243T	16/07/2024	Plants		33.83
19/07/2024	WorkNest Limited	SINV068494	01/07/2024	IPT & Admin	242.00	
29/07/2024		SINV069508	01/07/2024	Health and Safety Core- Yr 3	5,788.13	6,030.13
29/07/2024	Zephyr Racing Pennants Ltd.	2401513	10/07/2024	Flags		587.76
Total of BACS/CHAPS Payments						284,489.03

<i>BACS supplier payments issued 19th July 2024</i>	87,058.38
<i>BACS payroll payment issued 19th July 2024</i>	67,462.99
<i>BACS supplier payments issued 29th July 2024</i>	129,967.66
	284,489.03

Total of Payments 316,805.93

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
22/07/2024	DMADF	transfer	22/07/2024	DMADF	340,000.00
Total of Investments					340,000.00

Total of Payments & Investments 656,805.93

SWANAGE TOWN COUNCIL

Year Ending 31st March 2025

Payment schedule reported to Council - 16th September 2024

Schedule 5:

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

**ONE MILLION, SEVEN HUNDRED AND FOURTY NINE THOUSAND, NINE
HUNDRED AND FIFTY FOUR POUNDS AND FOURTY THREE PENCE
.....(£1,749,954.43).....**

Swanage Town Council Schedule of Payments - Month 5

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/08/2024	AIB Merchant Services	310724.000007	31/07/2024	Merchant Serv charge		371.61
12/08/2024	Barclaycard Merchant Services	001884330724	31/07/2024	Monthly charge		43.36
01/08/2024	Dorset Council: Revenues & Ben	840014144	01/04/2024	NNDR 24/25		20,180.00
27/08/2024	Ecotricity Ltd	05233598	06/08/2024	Electricity - various sites	6,976.38	
30/08/2024		05512790	09/08/2024	Electricity - various sites	272.08	7,248.46
14/08/2024	First Data	520334510615636	31/07/2024	Monthly charge		209.58
15/08/2024	Green Energy (UK) Ltd	52870017	01/08/2024	TIC Gas	75.79	
15/08/2024		52869964	01/08/2024	TH Annexe Gas	139.62	
15/08/2024		52870037	01/08/2024	TH office Gas	251.79	
15/08/2024		52870038	01/08/2024	Depot Gas	81.15	548.35
08/08/2024	Kent County Council	E9450974	17/07/2024	Electricity		1,724.71
12/08/2024	Lloyds Bank PLC	433521284	11/07/2024	Bank charge	294.46	
27/08/2024		434625122	07/08/2024	Bank charge	92.20	386.66
12/08/2024	Paytek Admin Services Ltd (First	MI/4441417/03	01/08/2024	Monthly charge	128.35	
12/08/2024		MI/4444343/03	01/08/2024	Monthly charge	72.00	200.35
16/08/2024	Sage (UK) Ltd	INV19319295	01/08/2024	Monthly charge		560.70
01/08/2024	water2business	5065907924	01/07/2024	Heritage Toilets June24	492.71	
01/08/2024		5065908106	01/07/2024	Shore Rd Toilets June24	1,290.68	
01/08/2024		5065907906	01/07/2024	Burlington Rd June24	274.95	
01/08/2024		5065907915	01/07/2024	Mermond Toilets June24	409.65	2,467.99
Total of Direct Debit & Standing Orders						33,941.77

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
27/08/2024	Charge Card Transactions	715-62656	09/07/2024	Planning- PV Panels		149.25
Total of Chargecard payments						149.25

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/08/2024	123 Send Limited	000182035	01/08/2024	PDQ- SIM		158.36
30/08/2024	A.B.A. Groundcare (SW) Ltd	149295	09/08/2024	Tyres		185.76
30/08/2024	Ace Office Environments Ltd.	01121270	31/07/2024	Stationery	48.80	
30/08/2024		01120926	31/07/2024	Stationery	180.74	
30/08/2024		01121959	09/08/2024	Stationery	139.08	
30/08/2024		01121960	09/08/2024	Stationery	28.60	397.22
30/08/2024	AHGTC	AHGTC24/25	09/08/2024	Annual membership 24/25		30.00
30/08/2024	Amazon	INV-GB-903815045-2024	08/08/2024	TIC - pocket ash-trays for retail		37.17
30/08/2024	Apogee Corporation Ltd	1466504	29/07/2024	Monthly change rent	484.44	
30/08/2024		1466504	29/07/2024	Toner	505.58	
30/08/2024		1466304	29/07/2024	Toner Depot	69.29	
30/08/2024		1472226	28/08/2024	Monthly rent	484.44	
30/08/2024		1472226	28/08/2024	Toner	361.67	
30/08/2024		1472116	28/08/2024	Toner Depot	36.94	1,942.36
30/08/2024	AquAid (Southcoast)	474623	31/07/2024	Depot- water 19Lx 4	49.20	
30/08/2024		474622	31/07/2024	TH water 19Lx1/Sanitisation BF	38.99	88.19
30/08/2024	J9 Ltd T/a Barriers Direct	304205	29/07/2024	Barriers		423.46
30/08/2024	BIPCOM	INV-11133	01/08/2024	Divert mobile		6.60
30/08/2024	Blue Level Media Ltd	SI-30307	29/07/2024	Upgrades to the Beach Hut software		1,020.00
30/08/2024	C. Brewer & Sons	PLE/385966	31/07/2024	Paint		94.99
30/08/2024	BRITISH GAS TRADING LIMITED	801901061	13/08/2024	Electricity		23.38
30/08/2024	Central Southern Security Ltd	201733	01/08/2024	Call out	198.00	
30/08/2024		201732	01/08/2024	Call out	84.00	
30/08/2024		201731	01/08/2024	Call out	84.00	366.00
30/08/2024	Charlie's Tasty Treats	0031	18/07/2024	TIC - dog treats for retail	78.00	
30/08/2024		0032	09/08/2024	TIC - Dog treats for retail	84.00	162.00
30/08/2024	Dorset Energy Solutions Ltd	9298	07/08/2024	Solar PV system		9,266.40
30/08/2024	DAPTC	INV-1974	01/08/2024	Data Protection course	32.00	
30/08/2024		INV-1987	23/08/2024	Introduction to being a Councillor	40.00	72.00
30/08/2024	Dorset County Pension Fund	Payroll M5	20/08/2024	Payroll Month 5 - Pension	22,123.56	
30/08/2024		Payroll M5	20/08/2024	Payroll Month 5 - CAYS	140.83	22,264.39
30/08/2024	Dorset Glass Co.Ltd.	SA32088	05/08/2024	Replace sealed unit		213.60
30/08/2024	Dorset Waste Partnership	2800409975	06/08/2024	Recycling BG	23.06	
30/08/2024		2800409975	06/08/2024	Recycling Depot	21.24	44.30
30/08/2024	Eureka	4160081	13/08/2024	TIC - First Aid items		105.12
30/08/2024	Fast Key Service Ltd	I310302	29/07/2024	TIC - spare keys for RNLI lockers		224.40
30/08/2024	Field Honey Farms	00005204	17/07/2024	TIC - honey for retail	72.00	
30/08/2024		00005216	25/07/2024	TIC - honey for retail	276.60	348.60
30/08/2024	The Flag Shop Ltd	1000090811	06/08/2024	TIC - Dorset flags for retail		103.95
30/08/2024	Andrew Fleming	24813	13/08/2024	TIC - Isle of Purbeck salt for retail		106.50

30/08/2024	Flowbird Smart City UK Ltd	UI00010485	12/08/2024	WebOffice incl.Airtime	88.22	
30/08/2024		UI00010485	12/08/2024	Gateway Trans Charge	502.74	590.96
30/08/2024	Four County Services Ltd.	66327	10/07/2024	TH IT	753.84	
30/08/2024		66327	10/07/2024	TH phone	42.00	
30/08/2024		66326	10/07/2024	TIC IT	467.78	
30/08/2024		66326	10/07/2024	BG phone	42.00	
30/08/2024		66325	10/07/2024	Depot IT/phone	379.56	
30/08/2024		66601	21/08/2024	Domain Hosting	38.40	1,723.58
30/08/2024	Follow The Shine Ltd	M&J1/5/272	01/08/2024	Cleaning service TIC	450.00	
30/08/2024		M&J1/5/271	01/08/2024	Cleaning service Beach Huts	883.20	1,333.20
30/08/2024	Greenham Trading Ltd.	04/474554	23/07/2024	Materials & Equipment	86.39	
30/08/2024		04/0476639	07/08/2024	Materials & Equipment	237.96	
30/08/2024		04/475547	08/08/2024	Materials & Equipment	194.40	
30/08/2024		04/476841	08/08/2024	Materials & Equipment	35.98	
30/08/2024		04/476841	08/08/2024	Materials & Equipment	33.60	
30/08/2024		04/476447	09/08/2024	Materials & Equipment	252.00	840.33
30/08/2024	A.R. Harris & Son	34671	24/07/2024	Electrical Services	319.99	
30/08/2024		34675	25/07/2024	Electrical Services	90.00	
30/08/2024		34701	01/08/2024	Electrical Services	142.75	
30/08/2024		34723	06/08/2024	Emergency Lighting replacement	1,200.00	
30/08/2024		34724	06/08/2024	Installation of LED lighting	10,800.00	
30/08/2024		34730	08/08/2024	Electrical Services	75.00	
30/08/2024		34662	08/08/2024	Electrical Services	90.00	
30/08/2024		34739	10/08/2024	Electrical Services	861.01	
30/08/2024		34775	23/08/2024	Electrical Services	371.40	
30/08/2024		34781	25/08/2024	Electrical Services	794.40	14,744.55
30/08/2024	Handy Group Ltd	42102799	11/06/2024	HJ18 EHX Diag re: orange EML		1,385.50
30/08/2024	HMRC	Payroll M5	20/08/2024	Payroll Month 5 - PAYE/NI/SL		18,962.20
30/08/2024	Hunt's Foodservice Ltd	CN 509-761430	30/07/2024	Beach Gardens - drinks & snacks	(10.90)	
30/08/2024		509-750134	30/07/2024	Beach Gardens - drinks & snacks	336.50	
30/08/2024		509-757067	02/08/2024	Beach Gardens - drinks & snacks	125.99	
30/08/2024		509-763419	07/08/2024	Beach Gardens - drinks & snacks	233.86	
30/08/2024		509-774574	14/08/2024	Beach Gardens - drinks & snacks	223.66	
30/08/2024		509-784997	21/08/2024	Beach Gardens - drinks & snacks	109.37	
30/08/2024		509-793786	28/08/2024	Beach Gardens - drinks & snacks	121.94	1,140.42
30/08/2024	ICTHUS Event Solutions Ltd	0829	26/07/2024	Installation of festive lights	3,660.00	
30/08/2024		0830	26/07/2024	Anchor bolt testing	660.00	4,320.00
30/08/2024	J.D. Facilities Ltd	INV-1716	01/08/2024	Depot - cleaning	197.59	
30/08/2024		INV-1715	01/08/2024	Depot - deep clean staff area	230.62	
30/08/2024		INV-1700	01/08/2024	TH-cleaning	613.39	
30/08/2024		INV-1713	01/08/2024	Public Toilet- cleaning	7,600.85	
30/08/2024		INV-1714	01/08/2024	Fisherman's toilets	158.17	8,800.62
30/08/2024	John Preston & Co (Belfast) Ltd	0000002069	06/08/2024	Mobi Mat staples		410.82
30/08/2024	Lily's Produce	TIC59	29/07/2024	TIC - jams for retail	140.00	
30/08/2024		TIC58	29/07/2024	TIC - jams for retail	110.00	250.00
30/08/2024	Little Map Company	SI-2170	05/08/2024	TIC - souvenirs for retail	195.30	
30/08/2024		SI-2243	17/08/2024	TIC - souvenirs for retail	302.18	497.48
30/08/2024	Metric Group Ltd.	C72119	01/08/2024	Metric Aslan charge		180.00
30/08/2024	S. Moores	CN9256	16/08/2024	TIC - biscuits for retail	(2.97)	
30/08/2024		8589	19/07/2024	TIC - biscuits for retail	223.42	
30/08/2024		8776	01/08/2024	TIC - biscuits for retail	185.70	
30/08/2024		9067	16/08/2024	TIC - biscuits for retail	286.51	692.66
30/08/2024	Nagels UK Ltd	248972	09/08/2024	3 boxes Stelio blank (Flowbird)tickets	761.26	
30/08/2024		249015	15/08/2024	Pay here cones	756.00	1,517.26
30/08/2024	National Express	AREXT/00242941	31/07/2024	July Agency tickets		97.55
30/08/2024	Nisbets Plc	51495873	06/08/2024	Beach Gardens - furniture		239.90
30/08/2024	Nixons Hardware Ltd	123838	16/07/2024	Key cutting	8.00	
30/08/2024		123865	24/07/2024	TIC - cleaning materials	10.74	
30/08/2024		123868	25/07/2024	Moisture bags	27.45	46.19
30/08/2024	Nomix Enviro Ltd	SI/04429587	24/07/2024	NoMix herbicide 4 x 5l		474.48
30/08/2024	Norfolk County Council	10087787	31/07/2024	Legal fees		484.40
30/08/2024	Openings	C71750	01/08/2024	Door service	162.00	
30/08/2024		A71755	01/08/2024	Depot barrier service	184.80	
30/08/2024		A71762	02/08/2024	TH Gate service	288.00	634.80
20/08/2024	Swanage Town Council	Month 5 Payroll	20/08/2024	Net Wages-Month 5		69,377.01
30/08/2024	Pear Technology Services Ltd	142980	20/08/2024	Training		114.00
30/08/2024	Pipefix	137417	21/08/2024	Installation of new pipework		1,689.65
30/08/2024	Planet Merchant Service Ltd	PP4000681IE2406	30/06/2024	Gateway processing June	931.49	
30/08/2024		PP4000681IE2407	31/07/2024	Gateway processing July 24	1,067.33	1,998.82
30/08/2024	Pod Point Ltd	3015051	30/07/2024	Admin Fee		234.71
30/08/2024	Purbeck Ice Cream	157476	31/07/2024	Beach Gardens - ice-cream for kiosk retail	502.56	
30/08/2024		157715	07/08/2024	Beach Gardens - Ice cream for kiosk retail	266.40	
30/08/2024		157941	14/08/2024	Beach Gardens - ice-cream for kiosk retail	384.48	
30/08/2024		158137	21/08/2024	Beach Gardens - ice-cream for kiosk retail	159.16	
30/08/2024		158302	28/08/2024	Beach Gardens - ice-cream for kiosk retail	267.88	1,580.48

30/08/2024	Rawlins Davy Reeves Solicitors	501837	31/07/2024	Legal fees		730.08
30/08/2024	R U Secure Systems	133187	02/08/2024	CCTV- maint		144.00
30/08/2024	DWG Smith	25006	31/07/2024	Tracked dumper	288.00	
30/08/2024		25005	31/07/2024	Car port construction	13,536.00	
30/08/2024		25007	31/07/2024	Seaweed Raking and Clearance	4,200.00	18,024.00
30/08/2024	Spaldings (UK) Ltd.	SI-2965130	23/07/2024	Equipment	446.28	
30/08/2024		SI-2966771	29/07/2024	Equipment	173.23	
30/08/2024		SI-2967943	01/08/2024	Equipment	177.48	
30/08/2024		SI-2968279	02/08/2024	Equipment	117.54	
30/08/2024		SI-2968278	02/08/2024	Equipment	179.76	1,094.29
30/08/2024	St. Michaels Garage	4043	31/07/2024	Diesel July		773.85
30/08/2024	Suez Recycling & Recovery UK L	33361301	31/07/2024	Skip exchange		1,473.05
30/08/2024	Sutcliffe Play (South West) Ltd.	7217	02/08/2024	Bearing on Accessible roundabout		3,411.60
30/08/2024	Swanage News	1284	03/08/2024	News paper July-3rd Aug		45.50
30/08/2024	Swanage Regatta & Carnival	2024/116	15/08/2024	Programmes/Draw Tickets		1,827.00
30/08/2024	Swanage Tyres and Tuning Ltd	33516	30/07/2024	HF63 XZA - Repairs		40.80
30/08/2024	Telefonica O2 UK Ltd	32394925	24/08/2024	SIM Charges - Aug 24		277.75
30/08/2024	Travis Perkins	1002194097	05/07/2024	Materials & Equipment	26.34	
30/08/2024		1002233712	09/07/2024	Materials & Equipment	51.00	
30/08/2024		1002256955	10/07/2024	Materials & Equipment	17.54	
30/08/2024		1002342962	15/07/2024	Materials & Equipment	10.42	
30/08/2024		1003591217	19/07/2024	Materials & Equipment	1,020.72	
30/08/2024		1002525201	23/07/2024	Materials & Equipment	22.82	
30/08/2024		1002525200	23/07/2024	Materials & Equipment	29.81	
30/08/2024		1003468855	30/07/2024	Materials & Equipment	132.00	
30/08/2024		1003398818	30/07/2024	Materials & Equipment	39.74	
30/08/2024		1003477813	30/07/2024	Materials & Equipment	4.78	
30/08/2024		1004647807	01/08/2024	Materials & Equipment	78.00	
30/08/2024		1004111591	05/08/2024	Materials & Equipment	12.36	
30/08/2024		1004272598	07/08/2024	Materials & Equipment	12.36	
30/08/2024		1004356616	08/08/2024	Materials & Equipment	42.59	
30/08/2024		1005239076	13/08/2024	Materials & Equipment	78.00	
30/08/2024		1004611217	13/08/2024	Materials & Equipment	8.41	
30/08/2024		1004771767	15/08/2024	Materials & Equipment	122.60	
30/08/2024		1004771766	15/08/2024	Materials & Equipment	30.36	
30/08/2024		1005146395	21/08/2024	Materials & Equipment	11.88	
30/08/2024		1005146394	21/08/2024	Materials & Equipment	18.53	
30/08/2024		1005146396	21/08/2024	Materials & Equipment	95.20	1,865.46
30/08/2024	Turrell Ltd	21080	29/07/2024	Install lightning protection system		10,297.20
30/08/2024	Third Party Payments	Payroll M5	20/08/2024	Payroll Month 5 - Third Party Deductions		333.02
30/08/2024	Violet Farm Foods Ltd	148976	16/07/2024	TIC - tea for retail	283.85	
30/08/2024		151834	23/08/2024	TIC - tea for retail	426.20	710.05
30/08/2024	John Wareham	057	01/07/2024	TIC - books for retail	60.00	
30/08/2024		058	13/07/2024	TIC - books for retail	250.00	310.00
30/08/2024	The Waste Group Ltd	OUT-85095	08/08/2024	Skip Hire - Allotments		318.00
30/08/2024	Watson Fuels	I14076646	23/07/2024	600 litres Diesel		1,037.44
30/08/2024	WGS Power & Lighting Ltd	SI-11653	26/07/2024	Town Centre Lights		1,104.00
Total of BACS/CHAPS Payments						215,863.41

BACS payroll payment issued 20th August 2024

69,377.01

BACS supplier payments issued 30th August 2024

146,486.40

215,863.41

Total of Payments

249,954.43

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details		Payment Total
06/08/2024	DMADF	transfer	06/08/2024	DMADF	500,000.00	
06/08/2024	DMADF	transfer	06/08/2024	DMADF	250,000.00	
27/08/2024	DMADF	transfer	27/08/2024	DMADF	350,000.00	
03/08/2024	DMADF	transfer	30/08/2024	DMADF	400,000.00	1,500,000.00
Total of Investments						1,500,000.00

Total of Payments & Investments

1,749,954.43

Armed Forces Covenant

(a) To consider signing the covenant and approving Town Council pledges

The draft Armed Forces Covenant document (copy attached) was considered by the Personnel Committee at a meeting held on 17th April 2024, where a presentation was provided by Emily Kadoch of the Wessex Reserve Forces' and Cadets' Association. An informative presentation was provided, which introduced the principles of the Armed Forces Covenant and potential pledges that the Town Council could make in support of the armed forces community. Information was also provided regarding the Defence Employers Recognition Scheme, and the requirements that the Town Council would need to meet to achieve bronze, silver or gold accreditation.

It was further discussed at a meeting of the Finance and Governance Committee held on 25th April 2024, where Members were minded to agree that the signing of the covenant should be placed on the agenda of a future Council meeting, with a view to holding a covenant signing event in the autumn.

In terms of the pledges regarding employment, the following advice has been received from the Council's HR advisors, South West Councils.

Guaranteed Interview

If you sign up to guarantee an interview under the covenant for those who meet the essential criteria, that doesn't mean you have to interview everyone who meets the essential criteria – which is good, because in theory there could be lots of them! As you've alluded to, it does slightly invite the question 'you've chosen to do it for ex Armed Services, why don't you do the same for others' (e.g. via the [Disability Confident](#) scheme, or some local authorities guarantee it for care leavers) but you won't be obliged to do these too.

Leave

There's no legal requirement to give additional leave, even to those who are reservists. In terms of what you might **choose** to offer, I had a dig around and found [this](https://www.gov.uk/government/publications/corporate-covenant-guidance) via <https://www.gov.uk/government/publications/corporate-covenant-guidance>. I'm not sure that the training commitments are covered as 'public duties' but you could consider whether you think they are (and maybe add an example to your current list) and/or add an additional category of leave if that's what you wanted to do. The 1st bullet point is simply about being flexible and the 2nd bullet point would presumably be covered under Compassionate Leave.

How can our business endeavour to offer a degree of flexibility in granting leave for service spouses and partners before, during and after a partner's deployment?

You may wish to:

- Look sympathetically on requests for holidays before, during or after a partner's overseas deployment, when the service person has leave to spend time with their family.
- Consider whether special paid leave is appropriate for employees who are bereaved or whose loved ones are injured.

How can our business seek to support our employees who choose to be members of the reserve forces?

You may wish to:

- Accommodate your reservists' training commitments wherever possible. This is normally a number of weekends and a two-week training camp each year.
- You may simply choose to allow them to take normal leave for this two-week camp – or perhaps consider offering additional unpaid or, where practicable, even paid leave.
- Accommodate mobilisation of your reservists if they are required to deploy. This would generally be for a six-month deployed period as well as pre-deployment training and post-deployment recuperation, although some may be shorter (such as the 2012 Olympics, which was for one month). Forces are structured to sustain one deployment every five years - if required - apart from the Royal Auxiliary Air Force which might entail one every three years.

More information on supporting reservist can be found on the Reserve Forces and Cadets Association [homepage](#).

Decision required:

To consider granting authority to the Town Mayor to sign the Armed Forces Covenant on behalf of Swanage Town Council and the pledges set out therein.

(b) To consider arrangements for signing ceremony

Preliminary discussions have been held with Mr Frank Roberts of Swanage Railway and Swanage Army Link, to work together with both organisations to arrange a joint signing ceremony with the Town Council.

Decision required:

To consider delegating to the Town Clerk, (in consultation with the Town Mayor and Deputy Mayor), confirmation of the arrangements for an Armed Forces Covenant signing ceremony, working jointly with Swanage Railway and Swanage Army Link.

Emma Evans
Democratic Services Officer
September 2024



Swanage Town Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

Swanage Town Council

Signed:

Name:

Position:

Date:

Add logo

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom
His Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown
And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We **Swanage Town Council** will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *In some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 We recognise the value serving personnel, reservists, veterans and military families bring to our business and to our country. We will seek to uphold the principles of the Armed Forces Covenant, by:

- **Promoting the Armed Forces:**

Promoting our work, activities and events through our own digital and social media channels as well as working with the press.

Publishing our Covenant pledges on a dedicated Covenant section/page on our website.

Promoting the fact that we are an Armed Forces friendly organisation, to our staff, contractors, customers, suppliers and wider public.

- **Veterans:**

Working with and advertising vacancies through Career Transition Partnership (CTP), to ensure employment opportunities are made available to veterans.

Guaranteeing interviews with veterans who meet the essential criteria in the job specification.

Recognising military skills and qualifications in our recruitment and selection process.

- **Service Spouses & Partners:**

Supporting the employment of service spouses and partners by welcoming job applications from spouses/partners who meet the essential criteria in the person specifications.

Partnering with and advertising vacancies on Forces Families Jobs, to ensure employment opportunities are made available to Service Spouses & Partners.

Endeavouring to offer a degree of flexibility in granting leave for services spouses and partners before, during and after a partner's deployment.

- **Reserves:**

Supporting our employees who are already members of the Reserve Force.

Supporting any mobilisations and deployments.

Granting additional leave to our Reservist employees to support annual training, in accordance with paragraphs 9 and 11 of the Council's Leave Policy.

Supporting the employment of members of the Reserve Force by welcoming job applications from those who meet the essential criteria in the person specifications.

- **Cadet Force Adult Volunteers:**

Supporting our employees who are volunteer leaders in military cadet organisations.

Granting additional leave to our Cadet Force Adult Volunteer employees to attend annual training and courses in accordance with paragraphs 9 and 11 of the Council's Leave Policy.

Recognising the benefits of employing cadets/ex-cadets within the workforce.

- **National Events:**

Supporting Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities.

- **Armed Forces Charities:**

Supporting Armed Forces charities (eg SSAFA) with fundraising and supporting staff who volunteer to assist.

- **Additional commitments:**

Marking the town's link with the 11th Signals Regiment, Royal School of Signals, by periodically inviting the regiment to exercise the liberty of the town.

Inviting Armed Forces representatives to Town Council civic events (such as church services and the marking of royal occasions).

Appointing a 'Mayor's Cadet' each year.

2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing.

Day's Park Community Sports Facility - To consider arrangements for submission of planning application and revised funding request

Background

At the Council Meeting held on 11th December 2023 the Town Council agreed to work with Swanage Town & Herston Football Club to provide a community sports facility at Day's Park, commencing with a two-phase engagement with local sports clubs and the wider community.

Following this, an invitation was sent to a wide range of local sports clubs to attend a meeting at the Day's Park Clubhouse on the evening of Thursday 4th January 2024. Attendance was limited, partly due to the appalling weather conditions, but, nevertheless, badminton, gymnastics, walking football, table tennis, croquet and Purbeck Runners were represented.

At the Council Meeting held on 29th January 2024 the Town Council considered a request for a grant from Swanage Town and Herston FC Ltd (STHFC Ltd) to fund the development of plans for a community sports facility. A letter setting out the grant application explained the importance of preparing detailed drawings that 'will enable all parties to share the vision and gain support from the community & engage with potential grants/funders'.

The request was made in two tranches. The first tranche of £11,000 (£13,200 inc. VAT) for the initial design work was approved and subsequently paid over. The second tranche of £22,102 (£26,522 inc. VAT) towards the design fees required to submit a planning application was approved 'subject to the supply of further information that demonstrates that the project is deliverable'. Deliverability was to be assessed taking into account the availability of funding and clarification of the legal structure of the entity that will lead on the project.

Having considered progress on the development of an investment case/business plan, likely availability of grant funding and steps towards legal incorporation of a new community-based charitable trust, the drawdown of the second tranche was agreed at the Council Meeting held on 24th June 2024 in the sum of £21,927 (£26,312.40 inc. VAT).

Nest Steps – Planning Application, Grant Funding and Public Consultation

Subsequent to the June Council meeting there have been further meetings of the Sport, Leisure and Wellbeing Working Party with representatives of the Football Club and Dorset Council. Consideration has been given to the most cost-effective way of taking forward the planning application. If the Town Council were to be registered as the applicant then the application would be subject to a 50% reduction in planning fees. These were originally estimated to be £14,422 and if the Council were to be the applicant it is understood that this would reduce by £8,736 to £5,686. Given that the Town Council does not have the technical knowledge to respond to any questions that may arise post-submission it would be best if the Football Club/Jade Aden made the submission, acting as the Council's agents. This would not affect the discounted planning fees, which can be paid by a third party on behalf of the Town Council.

Swanage & Herston Football Club Ltd have written in to request that the second tranche of funding remains as agreed on 24th June, in order to cover other project set-up costs, some of which are being claimed retrospectively, as follows:

- Legal fees for establishing the Day's Park Community Sports Facility Trust as a Charitable Incorporated Organisation - £3,740 + VAT
- Fundraiser for preparing Investment Case and Funding Pipeline - £3,600 +VAT

Once VAT is included this totals £8,808, a sum roughly equivalent to the reduction in planning fees.

Given the Town Council's initial stipulation that there must be significant public consultation in advance of the release of these funds and submission of the planning application it was originally envisaged that a public meeting would be held over the summer. Following further discussions at the Sport, Leisure and Wellbeing Working Party, it was agreed that this would now take the form of a public survey. This was principally run online, with some hard copies available from the Library and Information Centre. The following is a brief summary of the responses received prior to the closing date on 9th September:

- Total number of respondents: 491
- 49% already members of a sports club or association
- 52% use sports facilities outside of Swanage
- 83% would use such facilities more often if they were closer to Swanage
- 73% would use the facilities weekly
- The top five most popular facilities/activities are: fitness classes (72%), café (67%), badminton (59%), dance classes (47%) and a climbing wall (45%).

Decision required:

To confirm that the Town Council will act as the applicant in respect of the submission of the planning application for the Day's Park Community Sports Facility.

To confirm that the second tranche of grant funding will remain as agreed by Council at its meeting on 24th June 2024 with any saving from the reduction in planning fees being applied by Swanage & Herston Football Club Ltd to legal and professional fees in connection with fundraising and establishment of a CIO.

Martin Ayres
Town Clerk

September 2024

Swanage Beach Kiosk, Shore Road – To consider granting landlord’s consent for installation of staff toilet facility

Background

In spring 2024 the new tenants of the Swanage Beach Kiosk on the corner of Shore Road and Victoria Avenue made to contact with members of the Town Council management team to discuss initial thoughts about providing a staff toilet facility by building over the bin store at the northern (Victoria Avenue end) of the premises. Further to a site visit with the Visitor Services and Business Development Manager they were invited to ‘provide the Town Council with a detailed proposal’ to ‘be considered by the Councillors at an appropriate Council meeting’.

On 11th August the Town Clerk was informed that a planning application had been submitted, which was considered by the Planning & Consultation Committee on 2nd September 2024. The Committee subsequently made the following representation to Dorset Council: No objection. However, the Town Council is disappointed to note that the leaseholder of the kiosk has not approached the Council as landlord for consent prior to submitting the planning application to Dorset Council. The details of this proposal will therefore be placed on the agenda of a future Council Meeting for consideration.

Subsequent to that meeting the Design and Conservation Officer has made the following comments:

SUMMARY

The application site is prominently located within the Swanage Conservation Area.

The current proposals would fail to preserve or enhance the character or appearance of the conservation area as required by the Planning (Listed Buildings and Conservation Areas Act) 1990, nor would it satisfy the expectations of sections 12 and 16 of the NPPF.

SITE DESCRIPTION/CONTEXT/SIGNIFICANCE

Swanage and its beaches are an important tourist attraction visited by 1000s of visitors and locals each year. To enhance this visitor experience considerable works have taken place over recent years to improve the appearance of Shore Road including the refurbishment of the former, somewhat dated, parade of beach huts.

The Design and Access Statement to the previous approval (ref: 6/2013/0395) makes reference to the kiosk and toilets stating ‘the tripartite elevational composition is terminated by the new public toilets to the south and kiosk to the north’.

As such the application site was specifically designed to visually terminate the parade and address the new curved wall erected along Victoria Road. The circular light dome, curve of the projecting canopy and sweep of the fascia further reinforce this architectural intent. The proposed extension would encroach into the existing space to the side of the kiosk, squaring off and obscuring the curve of the elevation and creating an awkward juxtaposition with the boundary wall to the pavement. As such it would be a substantial and incongruous addition to the existing modest kiosk.

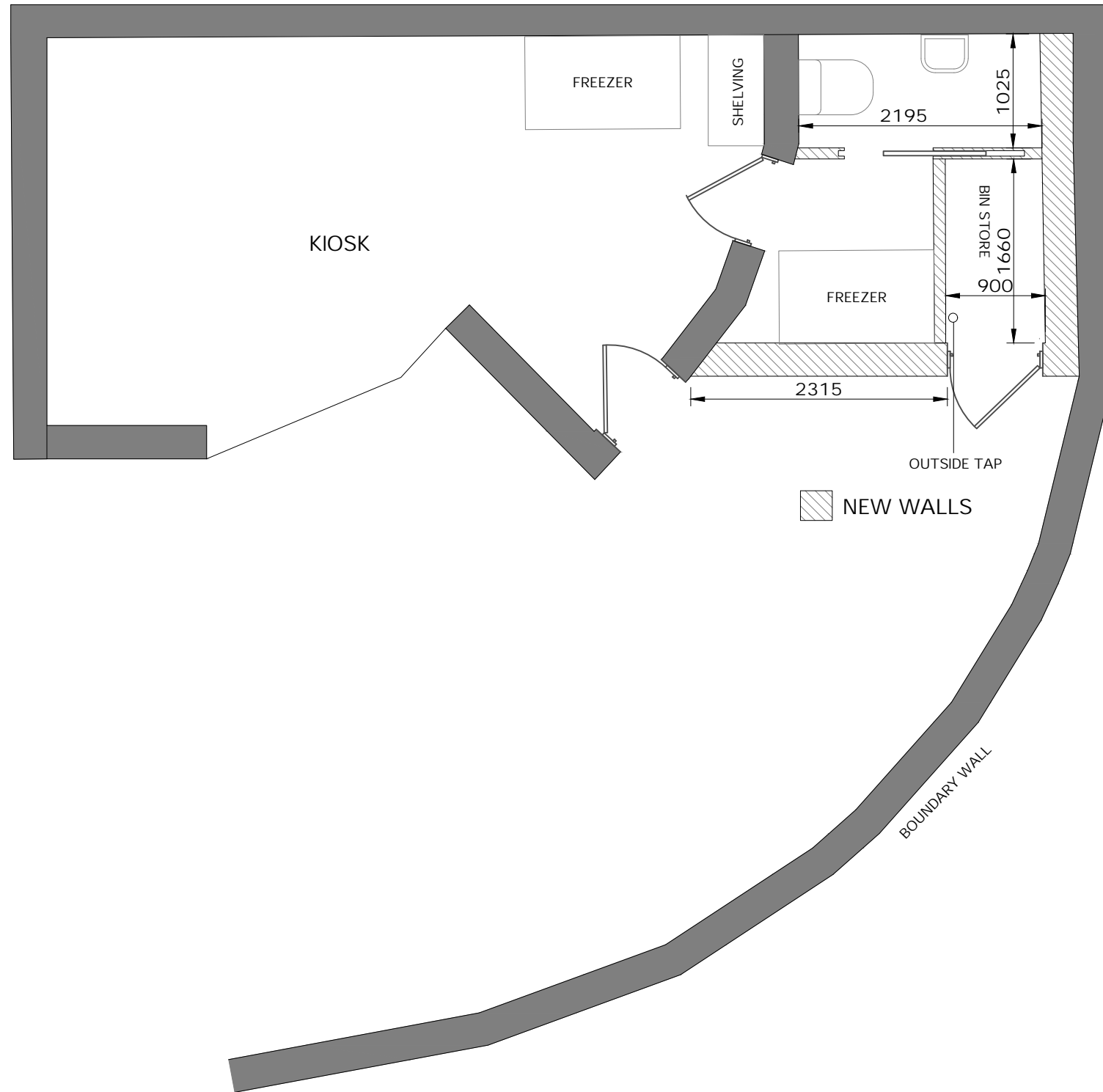
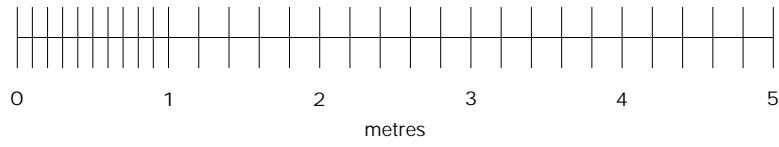
The lease prohibits any structural alterations to the premises and requires the tenant to obtain landlord's consent (not to be unreasonably withheld) prior to making any planning application. No alterations or additions to the premises can be made before a copy of the planning permission has been produced to the landlord and acknowledged by the landlord in writing as satisfactory.

Decision required:

To consider deferral of this item pending receipt of a formal request for landlord's consent and resolution of the Design and Conservation Officer's concerns.

Martin Ayres
Town Clerk

September 2024



UTILITIES/HIGHWAYS/ENVIRONMENT: It is the responsibility of the client or their contractor to liaise with utility providers, Highway Authorities & Environment Agency to ensure that all approvals are in place.

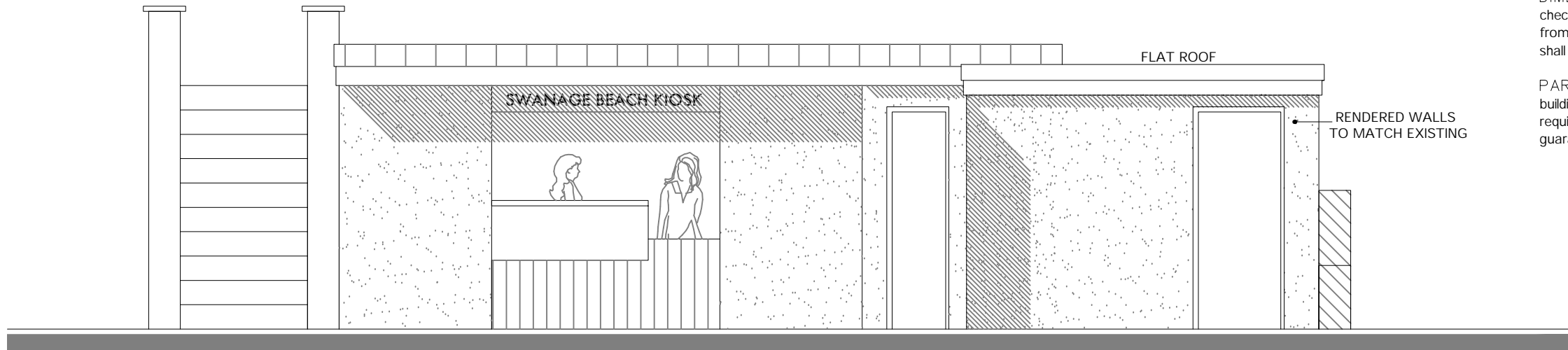
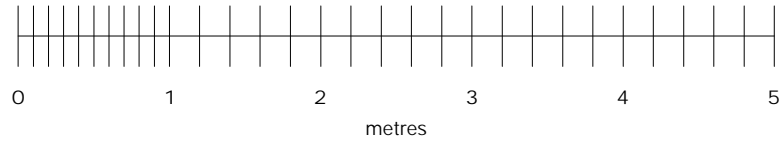
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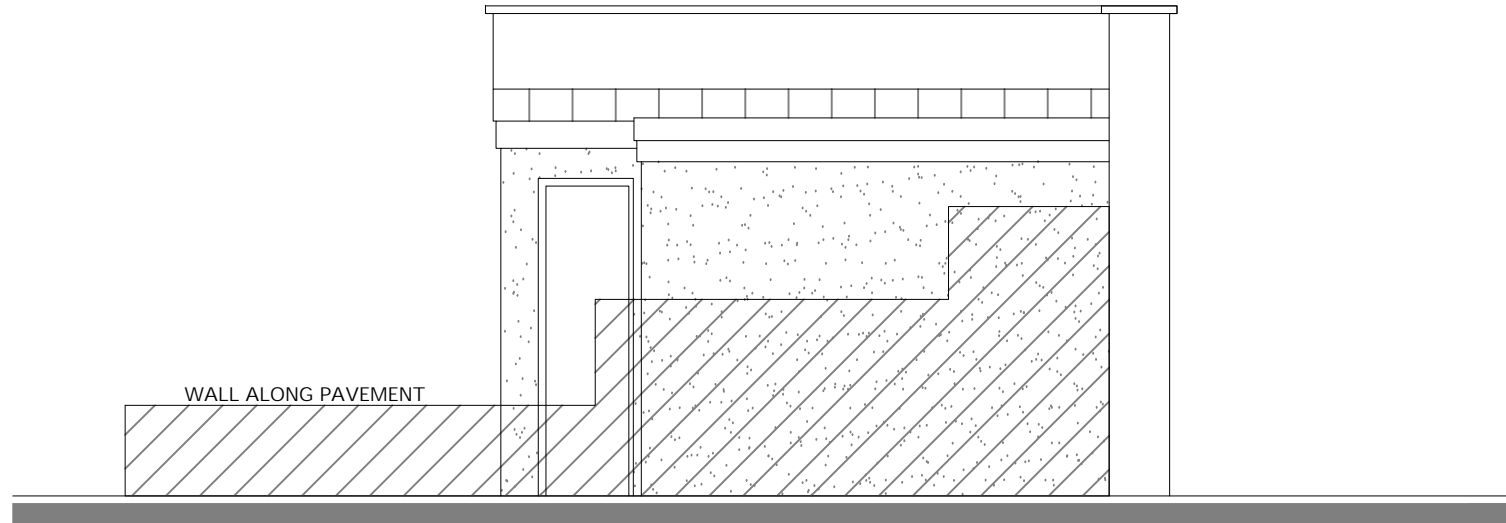
PARTY WALL AGREEMENTS: It is the sole responsibility of the building owner or their contractor to draw up any agreements or notices required to comply with the Party Wall act. This drawing does not guarantee the position of the boundary.

Client:	Swanage Beach Kiosk, Shore Road, Swanage, BH19 1LD	Scale:	1: 50 @ A3
		Dwg. Name	Proposed Ground Floor
Revision	A-16.07.2024	Dwg. No.	P1001-007





EAST ELEVATION



NORTH ELEVATION

UTILITIES/HIGHWAYS/ENVIRONMENT: It is the responsibility of the client or their contractor to liaise with utility providers, Highway Authorities & Environment Agency to ensure that all approvals are in place.

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Client:	Swanage Beach Kiosk, Shore Road, Swanage, BH19 1LD	Scale:	1: 50 @ A3
		Dwg. Name	Proposed Elevations
Revision	A-16.07.2024 B-19.08.2024 - ADDED NORTH ELEVATION	Dwg. No.	P1001-010



Acquisition of new fire panel at Town Hall – To approve budget

The current fire alarm panels in both the Town Hall and Annexe are in excess of 10 years old and, whilst they remain functional, it has been recommended upon inspection that they are replaced. This follows a period of circa 2-3 months where a range of issues with the fire panels have resulted in a significant uptick in the number of maintenance visits required.

It is proposed that the new replacement fire panels are fitted with a wireless digital transmitter which will permit remote monitoring of the fire systems and bring the Town Hall and Annexe in line with other Council properties.

An estimate for the supply and installation of the new fire panels has been sought from the Council's current access control and fire safety contractors. Given health and safety considerations it is proposed that these works are completed as soon as is feasible. As this sum is in excess of the building services budget for the Town Hall for 2024/5 it is proposed that a budget of up to £5,000 is approved.

There may be an opportunity for a proportion of the costs incurred in association with installation of the new fire panels in the Annexe to be reclaimed by the Council through the lease arrangements in place with Dorset Police.

Decision required

To consider approving a budget of up to £5,000 for the installation of new fire panels at the Town Hall and annexe, both panels to be fitted with a wireless digital transmitter which will permit remote monitoring of the fire system.

Gail Percival, Assets and Compliance Manager
September 2024

Action for Health and Care in Purbeck – appoint a representative

Background

An email was received from the Action for Health and Care in Purbeck group, providing information regarding the group's aims and objectives, in order for Members to consider appointing a representative.

Thank you for your email.

The list below indicates the aims and objectives discussed, followed by who we would ask for representation over and above the original health (past and present) employees and volunteers already interested. Most of these are already members of Wareham or Swanage Hospital Friends Groups.

- Discuss local known developments
 - To continue to review services within Purbeck
 - To develop an expectation of continuous service improvement
 - To collaborate with all relevant parties on any possible changes and advise on any perceived problems or difficulties
 - To review action plans
1. The wide variety of Purbeck experience was noted and a general agreement made that together the group could provide a stronger Purbeck voice, if required, than individual groups, when Purbeck services are challenged, changed or withdrawn.
 2. It was agreed that this should **not** be a political group
 3. It was agreed to contact Swanage and Wareham Town Councils seeking a representative to attend the group
 4. It was agreed to contact all Purbeck Parish Councils advising of the group and seeking representatives

Below are a few examples of things mentioned at the inaugural meeting to give your Council a flavour of discussions.

- The Swanage MIU will be closed this coming Bank Holiday, Monday and Tuesday (May), because of staff shortages across the Trust during the nurses' strike.
- Emergency housing for Dorset is provided at Herston Yards in Swanage, with 60 families currently living at the caravan park.
- New joint CEO of Dorset Healthcare/Dorset County Hospital Trusts is visiting Purbeck in June, and the new Project Director for the joint working is well known in Purbeck having worked in the area in the past.

I hope this is something to assist your Councillors in thinking of involvement but I am sure Mike Bonfield will continue his support due to his connection with Dementia Purbeck.

Best wishes

Chris

Decision required:

To consider appointing a representative to the Action for Health and Care in Purbeck group.

Emma Evans
Democratic Services Officer

September 2024

Ambulance Car – Analysis of Latest Information obtained via six-monthly FOI request

Report for Swanage Town Council Meeting 16th September 2024

A) Ambulance Car

Data from Freedom of Information Act response from the Ambulance Trust for the first half of this year, Jan – June 2024. The data relates to

- i) The Swanage based Ambulance Car staffing, number of call outs, and location of call outs each month
- ii) The average emergency response times for Swanage & Wareham, regardless of the vehicle attending, by category, and by month

Summary

The FOI response shows

- a reasonable rate of staffing being maintained at 73%, which is a 3% increase on the previous 6 months
- the highest rate yet of Car call outs being to Purbeck - 88%. Swanage continues to have more call outs than Wareham. The percentage of Purbeck call outs that were to Swanage is significantly higher than the previous 6 months at 77%.
- All category 1 and 2 emergency response times are similar to, or better than, previously. The good news is that Swanage category 1 imminent danger of death response times were nearly at target times for the first time. Wareham category 1 times in the first half of this year were similar to their response times in the second half of last year. Category 2 risk of death or serious disability response times had improved in Wareham, while in Swanage these were similar in the first half of this year to the Swanage category 2 times in the second half of last year. Response times generally remain significantly better than in 2022 when the future of the Car was uncertain.
- the total number of call outs attended by the Ambulance Car reduced somewhat to 400, compared to 437 in the last half of 2023.

Detail

- 1) **Car staffing:** this was the same, at 73% staffing, to the first half of 2023, having dipped slightly to 70% over the period July-Dec 23. Staffing would have been higher, however one month, April 2024, the Car was only staffed 50% of the time, which has brought the average down. Although the Car is nominally fully staffed, staff continue to be taken off the Car to make up gaps in the double crewed Ambulance rota. However it's worth noting that the Car is staffed substantially more than it was when the future of the car was uncertain, when staffing was only 40%.
- 2) **88% of Car call outs were in Purbeck.** This is the highest percentage yet, 5% higher than the period Jul-Dec 23 (83%), and represents a continuing increase compared to earlier 6 month periods - for example for the period

Jan-June 22, when just 60% of Car call outs were in Purbeck. 77% of the Purbeck call outs for Jan-July 24 were to Swanage.

3) **Response times Jan – July 24** – these were much better for Swanage category 1 (imminent danger of death calls) and represent the closest to the target times that they have been since we have been collecting these statistics. Swanage category 2 (risk of death or serious disability) times have also improved, although they remain some way from the target response time of 20 minutes. Wareham response times for cat 1 remained similar to those for the last 6 months of 2023, while cat 2 response times have improved. It is worth noting that small time improvements at cat 1 level may be crucial for the patient's chance of survival.

- a. **Category 1, imminent danger of death** – the target response time to maximise the chance to save life is 7 minutes.
For Swanage, the 6 months Jan-July 24 had an average category 1 response time of 7 mins 42 seconds. The cat 1 response times over these 6 months were between 5 -10 minutes, compared to 7 - 13 minutes in the second half of last year. For Wareham these 6 months had an average category 1 response time of 10 mins 56 seconds. The Wareham cat 1 response times over these 6 months were between 10 - 13 minutes, similar to the Wareham times for the previous 12 months. Going back to January - June 22, cat 1 response times for Swanage were 12 – 26 minutes (for example they were 26 minutes in May 22, when the Car was only staffed 33% of the time).
- b. **Category 2, risk of death or serious disability** – the target response time here is 20 minutes. Swanage monthly average times for the period Jan – July 24 were similar to those for the same months last year at 34 - 43 minutes, and significantly better than the last 6 months of 2023 when they were 41 - 52 minutes. For Wareham, monthly average times for the first six months of 2024 had improved compared to the last six months of 2023. For Jan - Jul 2024 they were between 25 – 34 minutes, where for the last 6 months of 2023 they were 29 - 40 minutes).
If we compare category 2 average times to those back in January - June 22, the response times for Swanage and Wareham are significantly better now. In the first 6 months of 2022, when the Car was very poorly staffed, the average cat 2 times were over an hour for 4 months out of the 6.

4) Ambulance Car Call Outs have increased

The number of call outs attended by the Ambulance Car Jan - July 24 dipped a little from 437 call outs in the last 6 months of last year to 400 call outs in the first six months of this year. However, this is still a significantly higher number of call outs than in the first half of 2023, when the number of call outs dropped to just 314.

B) Correspondence with NHS Dorset asking questions about access for Swanage and Purbeck patients to reconfigured health services

In recent communication with NHS Dorset there is some positive movement. There is an intention to reinstate Chemotherapy outpatients at Wareham (but no date), there is a statement that anyone walking into Swanage MIU without an appointment will be assessed, and there is an offer from NHS Dorset and the Primary Care Network to meet, although it is not clear to what extent the NHS Dorset agenda overlaps with our outstanding questions.

However in a number of areas, and despite ongoing correspondence, some key matters remain unsatisfactory or unclear, including:

- there are no plans to put back Swanage Hospital Minor Injuries Unit (MIU) hours to 8am-8pm
- Swanage Hospital generally has a closed door and a sign blocking the entrance telling people to ring 111, whereupon many people are told that Swanage Hospital is not on the drop down menu. This has inevitably reduced take up of MIU care here.
- with regard to the request to reinstate Rheumatology at Swanage, it now appears that there is no intention to do this.
- there remains no clear picture of the role of Swanage Hospital going forward
- there remains no mitigation for local people facing longer emergency journey times
- there remains no clarity re what the promised enhanced local services are

Cllr Debby Monkhouse