

Minutes of the Meeting of the Swanage Town Council  
held at the Town Hall, High Street, Swanage on  
**MONDAY, 21<sup>st</sup> OCTOBER 2024** at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield

Councillor M. Coward

Councillor J. Dorrington

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, four members of the public and one representative of the local press and media attended the Meeting.

**Public Participation Time**

The following matters were raised during Public Participation Time: -

- A request was made for the council to review the motorcycle parking provision in Swanage, in particular parking provision in the area adjacent to Gee White's, and the position of the motorcycle parking bay in the Co-op car park. It was noted that motorcycle owners had recently received Excess Charge Notices, whilst parking adjacent to Gee White's. Suggestions for locations for motorcycle parking included an overflow space at the Pier entrance and improved allocation in Broad Road car park, which may mitigate the parking removed by the closure of the southern section of Shore Road. It was stated that motorcycle owners brought a financial benefit to the town by frequenting the cafes and restaurants and the range of motorcycles appealed to both residents and visitors. In response, it was stated that Dorset Council, as highways authority, were responsible for the enforcement of parking restrictions and for the consideration of alterations to parking restrictions. However, as Dorset Council would seek the views of the Town Council, the request could be referred to the Traffic Management Advisory Committee for consideration and in that respect a Community Highways Request Form would need completing in the first instance.
- A query was raised regarding whether festive lights could be installed throughout a wider area of the town, for example, Kings Road East. In response, it was stated that the Council undertook a tender exercise for the installation and maintenance of the Christmas lights on a fixed cost, three year contract and therefore would be unable to make alterations to the location of lights at this time.

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

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

96. **Apologies**

Apologies were received from Councillors Brookes and Vile who attended the meeting remotely.

97. **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.

98. **Minutes**

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

That the Minutes of the Council Meeting held on  
16<sup>th</sup> September 2024 be approved as a correct record  
and signed.

99. **Planning and Consultation Committee**

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

That the Minutes of the Planning and Consultation  
Committee Meeting held on 7<sup>th</sup> October 2024 be  
approved as a correct record and signed.

100. **Statement of Cash Balance**

(a) A Statement of Cash Balance as at 30<sup>th</sup> September 2024 was submitted for  
information (a copy attached at the end of these Minutes).

101. **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 6, amounting to £1,462,596.45.

Thanks were given to the Finance Manager for her comprehensive reports.

102. **Chairman's Announcements**

The Town Mayor reported that she had attended the following events since the  
Council Meeting held on 16<sup>th</sup> September 2024:

- Sustainable Swanage – the Mayor attended a Sustainable Swanage meeting at The Studio in the Mowlem Theatre. The Mayor commended the vital contributions of local volunteers to the success of the town.
- Volunteer Tree Warden training – On 19<sup>th</sup> September 2024, the Mayor attended the Dorset Community Tree Project and undertook a volunteer tree warden training course, a project funded by Dorset Council.
- Seafront mural – On 27<sup>th</sup> September the Mayor cut the ribbon on the new mural on Shore Place, which had been designed and produced by the Arts Group and local school children.
- Carnival Presentation evening – on the evening of 27<sup>th</sup> September the Mayor and her consort attended the Swanage Carnival presentation evening, where the chosen charities received their donations. Thanks were given to the Carnival committee for their hard work and the Mayor felt extremely proud to be involved.
- Purbeck Radio – the Deputy Mayor cut the ribbon at the new community radio station in Commercial Road.
- Civic Service – the Mayor wished to thank all the councillors and staff who attended and made the event such a joyous celebration of the town and the council.

- Purbeck Film Festival – the Mayor and her consort attended the opening of the film festival at the Mowlem Theatre and enjoyed the hospitality.
- Christmas Card competition – a Christmas card competition would soon be launched for local pre-school and school children to design this year’s card from the Mayor.
- Mayor’s Charity Golden Ball – a date for next year’s diary - 22<sup>nd</sup> February 2025.
- Remembrance Parade – councillors were encouraged to attend the parade on Sunday 10<sup>th</sup> November 2024.

103. **Working Party Updates and Recommendations**

(a) **Sport, Leisure and Wellbeing, 19<sup>th</sup> September, 14<sup>th</sup> and 16<sup>th</sup> October 2024**

Further to Minute No. 87 of the Council meeting held on 16<sup>th</sup> September 2024, it was reported that the planning application had been submitted to Dorset Council for the community sports facility at Day’s Park and that the Charitable Incorporated Organisation (CIO) was in the process of being established. Thanks were provided to members of the football club for their work in getting the project to this stage.

On 14<sup>th</sup> October the working party had met with representatives from the Swanage Sea Rowing Club who were seeking funding towards a new gig. The rowing club were encouraged to apply for a Town Council grant to be considered by the Grants Panel, the recommendations of which can be found under Agenda item 9.

Further information regarding the meeting held on 16<sup>th</sup> October with representatives from the Tennis and Bowls Clubs would be reported to a future meeting.

(b) **Museum, 30<sup>th</sup> September 2024**

At the meeting held on 30<sup>th</sup> September representatives from neighbouring museums and relevant organisations met to discuss the future of the Swanage Museum. It was reported that the museum had seen a decline in the number of trustees and a further meeting would be scheduled to discuss options in more detail. An update would be provided to a future meeting. It was noted that the Russell Cotes Museum in Bournemouth had borrowed a selection of paintings from the Swanage Museum and members were encouraged to visit.

(c) **Events, 1<sup>st</sup> October 2024**

It was noted that details of the meeting would be discussed under Agenda item No. 10.

(d) **Environmental Policy and Action Plan, 15<sup>th</sup> October 2024**

Further to Minute No. 63 of the Council Meeting held on 22<sup>nd</sup> July 2024, it was reported that the Motion for the Ocean action plan is currently being developed and further discussion would be held at the Environment and Green Spaces Committee meeting being held on 23<sup>rd</sup> October 2024.

(e) **Seafront Masterplan, 15<sup>th</sup> October 2024**

Further to Minute No. 85 (c) of the Council Meeting held on 16<sup>th</sup> September 2024, it was reported that Members had received an update from Dorset Council officers regarding potential highway improvements and a further update would be reported to a future Council meeting.

(f) **Fishers’ Huts, 16<sup>th</sup> October 2024 – To consider recommendation regarding hut allocation policy**

It was reported that a meeting would be held with the fishers’ huts tenants in the new year and an update would be provided to a future meeting.

104. **Grants Panel – To consider recommendations**

Consideration was given to a briefing paper prepared by the Planning and Community Engagement Manager, which set out the grant applications received for 2024/25 financial year.

It was noted that the Council had approved a grants budget of £10,000 for 2024/25, a total of £7,890 had been requested, and it was proposed that £2,000 be awarded. The balance of £8,000 would be available for applications received for the remainder of the financial year.

Members considered the summary of the recommendations of the Grants Panel as outlined below:

<b>Applicant</b>	<b>Sum Requested</b>	<b>Recommended grant</b>	<b>Summary of project</b>	<b>Reason for support</b>
East Dorset and Purbeck Citizens Advice	£5,000	Decision deferred	Registered Charity. Service offers free, confidential, and impartial advice and support via phone or email, and drop-in sessions and appointments in various locations. Request for increase in Town Council's annual funding offer from £1k to £5k p.a. towards increased venue and advice bus costs.	Recommend defer at the present time. Panel members require further information before making a recommendation regarding this application and will be requesting a meeting with the CAB's Chief Officer to discuss the CAB's requirements going forward. Recommendation to be brought back to a future Council Meeting.
Lewis Manning Hospice Care	£500	£500	Registered Charity. Purbeck Breathlessness Clinic launched March 2023. Grant requested towards the cost of purchasing 100 handheld fans at £5 each.	Recommend approval. Free service, providing many benefits to the local community's mental health, health and wellbeing, and social activities.
Life Education Wessex and Thames Valley	£290	£0	Registered Charity. Undertakes a range of national fundraising events/grant applications. Delivery partner of the UK's leading health, drug, and emotional well-being education programme. (Minutes of Charity not provided.)	Recommend decline - in line with the Council's existing grant policy, Points 3 to 3.6 Grant awards made in previous years, and a request made for the charity to consider contacting all schools in Swanage.
Mosaic – Supporting Bereaved Children	£600	£500	Registered Charity. Undertakes a range of small fundraising grant applications. Net loss of £29k noted year end 31/03/23.	Recommend approval. Free services, providing many benefits to local community's/children's mental health, health and wellbeing, and social

			Grant requested towards the cost of providing three young people in the Swanage area four 1-hour counselling sessions at a total cost of £600.	activities. The charity's drive and fundraising efforts are to be congratulated.
Swanage Community Defibrillator Partnership	£1,000	£1,000	Registered under the umbrella of Swanage & Purbeck Development Trust – Charity. Grant requested towards the cost of replacing all batteries and pads in the defib units (total cost £12k), and the development of a new project for trauma kits and cabinets.	Recommend approval - in order to ensure that the defibs/cabinets continue to be in good working order in case of need. Benefit to the community. £500 – towards the replacement pads and batteries project. £500 – towards the new trauma kits project.
Swanage Sea Rowing Club	£500	£0	Registered Charity. The Club was formed in 2001 to promote community participation in healthy recreation by the provision of facilities for Cornish Pilot Gig rowing in Swanage Bay. Grant requested towards the costs of a new gig of £35,058. Grants/funds raised so far total £23.5k.	Recommend defer at the present time. Panel members are in support of the Club's fundraising efforts, however, they are not prepared to recommend a financial contribution at this time. The new gig will not be complete/delivered until June 2026 and members recommend that the Club resubmits its grant application nearer that time/when the actual shortfall in funding is known. A suggestion is made that a letter of support from the Town Council is provided to the Club which can be submitted by the Club in support of its other grant/fundraising applications in the interim.
<b>Total:</b>	<b>£7,890</b>	<b>£2,000</b>		

A query was raised regarding the Citizens Advice Bureau (CAB) grant allocation. In response it was stated that the £10,000 budget allocation excluded the support for CAB which had been given its own budget line of £1,000 per annum. The sum also excluded the Council's support to partner organisations which included Dorset Council, through which the Town Council funds the Mount Scar School Crossing Patrol.

It was therefore proposed by Councillor Moreton, seconded by Councillor Dorrington and **RESOLVED UNANIMOUSLY:-**

That the Town Council approves the recommendations of the Grants Panel from its

meeting held on 18<sup>th</sup> October 2024, as set out in the table above.

105. **Events on Town Council Property – To review feedback from 2024 and consider the schedule of event requests for 2025 and 2026**

Members considered a briefing paper prepared by the VSBDM which summarised feedback from the events held in 2024 and presented a schedule of event requests for 2025/26. It was noted that the events hosted in Swanage had significantly increased, many of which had been held on property managed and maintained by Swanage Town Council. In order to evaluate the event proposals, the Council used an event risk matrix (included in Appendix 1 of the briefing paper), which scored events based on factors such as attendance numbers, potential disruption, presence of music and alcohol, whether the event is well-established, and other risk considerations.

It was noted that the Council did not usually charge event organisers, given the community or economic benefits that these events provided to the town. However, the application process required a significant amount of time from three key officers, who managed both the provisional approval forms and the final review process. The review included checking the organisers' risk assessment, public liability insurance, event management plan, Environmental Impact Statement, and site map.

Further to Minute No. 122 (d) of the Council Meeting held on 30<sup>th</sup> October 2023, where the events for 2024 were approved on a one-year trial basis, at the meeting of the Events Working Party the following recommendations had been made as set out in the table below:

<b>Event</b>	<b>Date</b>	<b>Comment</b>	<b>Recommendation</b>
Coastal Barbarians Rowing Regatta	27 <sup>th</sup> April 2024	Proved to be a very successful event and was very well organised, only minor concerns that were either quickly resolved or would be amended in future.	It is recommended that this event is permitted to continue.
Swanage Skatepark Community Day	1 <sup>st</sup> June 2024	Officers were required to spend quite a reasonable amount of time providing support for the organisers of this event in terms of developing an appropriate risk assessment and ensuring this event would be safe and enjoyable. However, the organisers responded very well to the advice of the Council and ultimately the event was a significant success for everyone.	It is recommended that this event is permitted to continue.
The Studland SwimRun	15 <sup>th</sup> June 2024	The event proved to have only a small impact on Swanage and although an issue developed where the Swanage Coastguard were not made aware of the event, that would be resolved in the future.	It is recommended that this event is permitted to continue.
Macmillian Mighty Hike	7 <sup>th</sup> and 8 <sup>th</sup> September 2024	Proved to be a very large event. Originally it was planned to operate from Forres Field but late in the day it became apparent the weight limit of the access bridges	It is recommended that this event is permitted to continue.

		would not support their equipment. Therefore, a day or so in advance the event was relocated to Journeys End at Days Park. This worked well, and considering that the weekend was extremely wet, they did very well not to damage the site.	
Willdoes Swanalulu	13 <sup>th</sup> to 14 <sup>th</sup> September 2024	Proved challenging for officers. The documentation for this major event was very late in being received, to the point that officers felt a need to issue a warning that the event may not be permitted to go ahead. To their credit, in the week before the event, the event organisation was handed over to a professional company and thereafter the documentation was of a higher quality. However, a range of issues were experienced over the weekend, and it was also noticed that the event failed to provide reusable plastic drinking glasses as per the environmental policy of the Town Council. Two complaints regarding noise were received from residents.	It is recommended that this event is no longer permitted to continue.

A discussion ensued about the criteria for determining whether an event benefits the town, which would exempt it from charges. Some concerns were raised regarding the criteria and it was agreed that Members would email officers with specific queries prior to further consideration.

It was proposed by Councillor Bonfield and seconded by Councillor Tomes:-

That the Town Council approves the recommendations of the Events working party from its meeting held on 1<sup>st</sup> October 2024, as set out in the table above.

Upon being put to the Meeting, NINE Members voted IN FAVOUR of the Proposition, and there was ONE ABSENTION, whereupon the Proposition was declared CARRIED.

It was reported that at the Events working party meeting held on 1<sup>st</sup> October 2024, Members had made the following recommendations regarding events for 2025 based on a one-year trial, as set out in the table below:

<b>Event</b>	<b>Date</b>	<b>Comment</b>	<b>Recommendation</b>
Race the sun 1 – Jurassic Coast – Forres Field/Beach	14 <sup>th</sup> June 2025	Race the Sun is a team based non-competitive style of triathlon consisting of cycle, hike and kayak segments. It is a charity event as part of the nationwide Race the Sun series	It is recommended that this event is permitted.

		raising funds for Action Medical Research.	
Inflatable Theme Park	21 <sup>st</sup> /22 <sup>nd</sup> August 2025 – Sandpit Field	The inflatable theme park had been to Swanage before, in 2021 and 2022. They provide an inflatable theme park. Previous experience with this event proved challenging in respect of late submission of paperwork and waste collection.	It is recommended that this event is not permitted.
Merchant of Venice	24 <sup>th</sup> /25 <sup>th</sup> August 2025 – PAG	Two performances on PAG of the Shakespeare play. Little information is currently available, but the Events Working Party have met the organiser and are happy to provide provisional approval, subject to a further approval point in the Spring.	It is recommended that this event is provided provisional approval, subject to a further approval point in the Spring.
Dementia Swimathon	30 <sup>th</sup> August 2025 – Beach	A sponsored swim from the beach by the Mowlem raising money towards a specialist dementia Admiral Nurse for the Purbeck Area, organised by Dementia Friends Purbeck.	It is recommended that this event is permitted.
Race the sun 2 – Jurassic Coast – Forres Field/Beach	26 <sup>th</sup> September 2025	Part 2 - Race the Sun is a team based non-competitive style of triathlon consisting of cycle, hike and kayak segments. It is a charity event as part of the nationwide Race the Sun series raising funds for Action Medical Research.	It is recommended that this event is permitted.
Request to site a mini children’s carousel on either the bottom area of PAG or the Square.		This has been previously requested. It would need to be a tender process for a concession.	It is unclear if there is suitable space for such a facility on the requested locations and there is not sufficient officer capacity to undertake a tender for a concession at the current time.

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

That the Town Council approves the recommendations of the Events working party from its meeting held on 1<sup>st</sup> October 2024, for new events to be held in 2025, on a one-year trial basis, as set out in the table above.

Members considered the contents of Appendix 2 of the briefing paper which provided a full calendar of events for 2025.

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

That the Town Council approves the events for 2025 detailed in Appendix 2 of the briefing paper, subject to any decisions regarding charging for events to be



considered by the Tourism and Local Economy  
Committee on 27<sup>th</sup> November 2024.

Thanks were provided to officers for their work in the management of events.

106. **DAPTC – To consider motion for consideration at AGM**

Members considered the information supplied by DAPTC, which set out the proposed changes to DAPTC's constitution. The DAPTC were seeking approval from members for the transition to a Company Limited by Guarantee (CLG) and the authorisation of the Executive Committee to register such CLG before April 2025, with a view to the assets and operations of DAPTC being transferred to the CLG with effect from 1<sup>st</sup> April 2025, or such later date as the Executive Committee may determine.

It was proposed by the Town Mayor, seconded by Councillor Moreton and  
RESOLVED UNANIMOUSLY:-

That the Town Mayor and Deputy Mayor be given delegated authority to vote on behalf of the Town Council at the DAPTC AGM in favour of DAPTC transitioning to a Company Limited by Guarantee and authorising the Executive Committee to register such CLG before April 2025.

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

a) **To receive report from inaugural meeting of Swanage and Purbeck Integrated Neighbourhood Team and appoint a representative**

It was reported that at the recent Swanage Hospital AGM the establishment of the Swanage and Purbeck Integrated Neighbourhood Team had been announced. The group aimed to bring together a broad range of healthcare professionals with different skills to work as a team on a day-to-day basis for the benefit of residents. Members consisted of representatives from NHS groups and Friends of Swanage and Wareham Hospitals. It was suggested that an observer from Swanage Town Council be appointed to report on community health matters.

It was proposed by the Town Mayor, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

That Councillor Monkhouse be appointed as an observer to the Swanage and Purbeck Integrated Neighbourhood Team.

b) **To receive report from Swanage 2027 Infrastructure and Investment Meeting**

It was reported that the Town Council had jointly hosted a meeting on 10<sup>th</sup> October 2024, with the Chairman of S2027. Dorset Council's Head of Growth and Economic Regeneration had provided a presentation regarding the 'Dorset Towns Strategy', a strategy to improve the economic growth of Dorset's coastal and market towns. The meeting aimed to bring together local parishes and organisations to discuss major infrastructure projects. Training was offered in order to produce high quality funding applications, of particular importance to the Town Council's Green Seafront Scheme and the development of a community sports facility at Day's Park. It was anticipated that S2027 would maintain an ongoing role in bringing organisations together to drive economic growth in the area. A further update would be provided to a future meeting.

c) **Herston Reading Rooms**

It was reported that the Herston Reading Room charity had been established as a Charitable Incorporated Organisation with funds to be transferred to a holding account administered by Salisbury Diocese. It was anticipated that the interest generated by the funds (circa £150,000) would be provided to local schools in the form of grants and be made available by the end of 2025.

d) **Purbeck Transport Action Group**

Further to the meeting held on 1<sup>st</sup> October 2024, it was reported that the switch over from the summer to winter timetable had resulted in some issues for bus users and PTAG representatives would be writing to Morebus to express their concerns.

108. **Report from Dorset Councillors**

The following updates were provided by Councillor Trite:

- Budget – It was noted that the budget was currently at a £13 million deficit, which was not unusual at this time, although concerns were raised around whether sufficient plans were in place to retrieve the situation.
- Winter fuel allowance – a resolution at the last meeting of the full council noted disappointment at the scrapping of the winter fuel allowance. It was agreed unanimously that pensioners should receive the payment.
- Housing allocation – BCP had written to Dorset Council to ask whether DC would work collaboratively to deliver their housing allocation. DC had confirmed they would consider the proposal.
- Live animals as prizes – A motion had been passed at the last meeting of the full council for the prohibition of the giving of live animals as prizes in any event on Dorset Council land.
- Grant system support for councils – DC were making further approaches to central government to improve the grant system to close the disparity of funds allocated to unitary councils.

109. **Reporting of delegated matters**

(a) **Prospect Business Park Management Company (Swanage) Ltd**

Further to Minute No. 95 (a) of the Council meeting held on 16<sup>th</sup> September 2024, it was reported that the Town Clerk had attended the General Meeting of the Prospect Business Park Management Company (Swanage) Ltd held on 27<sup>th</sup> September 2024, at which it had been agreed to regularise shareholdings and ratify accounts. The next meeting would be held in approximately two months' time and an update would be provided to a future meeting.

110. **Station Approach improvement works – To confirm allocation of funds to meet project costs**

Further to Minute No. 94 (a) of the Council Meeting held on 16<sup>th</sup> September 2024, consideration was given to a briefing paper prepared by the Town Clerk and the Assets and Compliance Manager which outlined the plan for improvement works at Station Approach. The Council had approached the Co-operative Group with a request for a £15,000 contribution towards night working costs to minimise disruption to customers visiting the store and it was reported that the Co-operative Group had agreed to this contribution. The total estimated cost of the project was £150,287.77, including a 30% optimism bias. The figure did not include a separate £4,000 budget for necessary drainage work in the area and therefore with an allocated budget of £120,000 and the Co-operative Group's £15,000 contribution, the project faced a shortfall of £15,287.77, which did not include the £4,000 cost of drainage works. It was therefore proposed that this shortfall be funded from an allocation of funds held within the Community Infrastructure Levy (CIL) reserve.

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

That any shortfall in the funds allocated for improvement works to Station Approach, currently £15,287.77, together with the additional sum of £4,000 for drainage works, be met by an allocation of funds held within the Council's CIL reserve.

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

- (a) **To note content of consortium objection to Sandbanks Ferry toll increase.**  
It was reported that due to the late receipt of the details of the consortium objection the details would be shared with Members via email.
- (b) **External audit 2023/24 – To note receipt of interim report**  
Members noted the receipt of the interim External Auditor’s Report and Certificate 2023/24. It was reported that the review work on the Annual Governance and Accountability Return (AGAR) would be unable to be completed as a result of correspondence received from a local elector. It was noted that once the external auditor had finalised their review and completed any additional work arising from that correspondence, a final report would be provided with the certificate of completion detailing any qualifications and ‘other’ matters and a fee note for the limited assurance review. It was further noted that the External Auditor’s Report had not been uploaded to the Town Council’s website on 30<sup>th</sup> September due to a website failure but was made available on the Town Council’s noticeboard on that date and on the website on 1<sup>st</sup> October 2024.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Bonfield, seconded by Councillor Coward 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 17 and 18 for reasons of legal and commercial confidentiality.

112. **Procurement**

- (a) **Treasury Management Advice – To consider extension of existing contract**  
The Town Clerk provided an update regarding the end of contract options available in regard to the Council’s independent treasury management advice provider. Due to the size of the Council’s investment portfolio such an appointment was essential. Having noted the professional service provided by the Council’s current providers, it was proposed by the Town Mayor, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:  
That the Town Council delegates to officers authority to place an order in excess of £10,000 for Treasury Management services for the year 2024/25, and authorises the extension of the Council’s existing contract with Arling Close, in accordance with Financial Regulations 11.1 b) and e).
- (b) **Website upgrade – To consider proposal from current host**  
Consideration was given to briefing paper prepared by the Planning and Community Engagement Manager which set out the essential upgrade required to the Council’s website due to the web server becoming obsolete. It was noted that the current host had proposed the inclusion of a website redesign within the scope of the essential upgrade, in view of the annual support fees being unspent. It was proposed by Councillor Sutton, seconded by Councillor Coward and RESOLVED UNANIMOUSLY:-  
To engage the current website host to upgrade and redesign the Town Council’s website at a cost of £2,500 and grant delegated authority to the Town

Clerk and Planning and Community Engagement Manager, in consultation with the Communications Strategy working party, to ensure that the proposed website content and design meets Council requirements.

113. **Property-Related Legal Matters**

(a) **De Moulham Estate service roads – To consider request to amend legal agreement in light of revised access arrangements to 1 & 2 The Sands, 3 De Moulham Rd**

Members considered the contents of a letter from a valuer acting on behalf of the developers of 3 De Moulham Road requesting the termination of the right of way over the southern service road in relation to 1 and 2 The Sands, together with advice from the Council's surveyor and valuer.

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

That the request to enter into a deed to terminate the right of way in connection with 1&2 The Sands over the service road to the south of 3 De Moulham Rd, in return for a one-off payment of £200 and payment of £250 towards the Council's surveyor's fees, be agreed.

(b) **Sauna Concession – Update**

Further to Minute No. 229 of the Extraordinary Council Meeting held on 29<sup>th</sup> April 2024, Members noted the contents of a briefing paper prepared by the VSBDM and Assets and Compliance Manager, which set out the progress to date regarding the installation of electrical and water supplies to serve the sauna concession.

(c) **Town Hall annexe lease – To consider request for break clause**

Further to Minute No. 59 of the Council Meeting held on 22<sup>nd</sup> July 2022, consideration was given to a briefing paper prepared by the Town Clerk which set out a request from Dorset Police regarding a request for a rolling break clause within the lease of the Town Hall annexe.

Further to a discussion it was proposed by Councillor Bonfield, seconded by Councillor Trite and **RESOLVED UNANIMOUSLY:-**

That the Town Council refuses the request from Dorset Police for the insertion of the requested a break clause in the lease of the Town Hall Annexe and that the Town Council writes to the Office of the Dorset Police and Crime Commissioner accordingly.

The Meeting closed at 8.25 p.m.

---



Environment Action Plan, version 12. A discussion ensued regarding the retention of the Motion for the Ocean Action Plan within the wider Environment Action Plan. It was agreed that until the Motion for the Ocean Action Plan had been established it would remain within the wider document.

**4) Swanage Bay Water Quality-To consider proposals for improving the provision of information to the public**

Further to Minute No. 6) iii) of the Environment and Green Spaces Committee meeting held on 26<sup>th</sup> June 2024, consideration was given to a briefing paper, prepared by the VSBDM, which set out various options in regard to water quality alerts and signage to improve the provision of water quality information to the public.

The paper outlined the importance of this, especially during the winter months, partly due to the growing popularity of year-round open water swimming.

The current information provided during the summer months (May to September), was based on the Environment Agency's (EA) weekly water testing on the designated Blue Flag beach. Daily forecasts from the EA notified the Town Council of any advice against bathing, based on an AI-driven risk forecast model. During the winter months the EA halts testing, meaning sea users would be dependent on online sources like Wessex Water's website for updates on the Combined Sewer Overflow (CSO) discharges. It was noted that the CSO alert did not provide data on water quality, only that the CSO had discharged.

Members discussed the proposed improvements to signage, which included a central noticeboard outside the Swanage Information Centre, for the display of water quality information for easy public access and new signs along the beach, which would direct sea users to online resources. Ongoing discussions with local sea swimmers were highlighted as a key factor in raising awareness about water quality.

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

**TO RECOMMEND:**

That a budget of £1,500 be allocated for 2025-26 to amend the header board of the existing A2 double sided noticeboard, to be sited at the Swanage Information Centre, at a cost of £1,000, and to install appropriate signage along the seafront at a cost of £500.

During the debate, it was recognised that there are potential challenges and risks for staff in maintaining daily updates of the signage along the beach during the winter months and it was noted that when the Swanage Information Centre staff were unavailable this could lead to confusion.

It was proposed by Councillor Monkhouse and seconded by Councillor Foster:-

That during the summer months, water quality updates will be provided daily, based on the Environment Agency's risk forecast and that in the winter months, a central noticeboard, outside the Swanage Information Centre, will display notifications issued by Wessex Water regarding discharges at the Ulwell Stream Combined Sewer Overflow outlet.

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

**5) Swanage Streams Partnership - To consider provision of funding community engagement work**

Consideration was given to a briefing paper, prepared by the VSBDM, which outlined the National Trust's 'Swanage Streams Partnership and the Swan Brook Wetlands Natural Flood Management project', which had been established following a public meeting in September 2023. The project aim was to develop a programme of action to improve the condition of the Swan Brook and other local streams and involve the local community in the process.

The National Trust representative provided an update to the committee, which included information regarding the funding of the partnership, and the six sites of headwater requiring mitigation. Community engagement was noted as a key component in raising the awareness of the history of the local stream network and ways in which the quality of the streams could be improved. It was anticipated that local schools would become involved in the projects and this would have a positive impact on encouraging behavioural changes to protect the local streams for the future.

In order to provide adequate community engagement it was proposed by Councillor Tomes, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That £6,000 of the £7,000 Environmental Community Engagement Budget for 2024-25 be allocated to the National Trust to implement and oversee the community engagement elements of the Swanage Streams Partnership.

**6) Motion for the Ocean Action Plan - Update**

The lead councillor of the Environmental Policy and Action Plan working party provided an update regarding the Motion for the Ocean (M4O) action plan which included:

- Collaboration with Wessex Water and EA - plan to reduce sewage discharges and improve monitoring near the bathing beach.
- Defining the Bay Area - proposal to define the scoped area of the bay as 'what can be seen from Peveril Point', naming it 'the two bays' (Ballard Down to Durlston Head).
- Water Quality and Marine Life Study - need for a better understanding of water contents. Proposals for a citizen science project or a maritime bio audit of Swanage Bay and Durlston Bay, possibly leading to seafront presentation boards. Potential funding from the Environmental Community Engagement budget.
- Stakeholder Engagement - form a group to discuss issues in Swanage and Durlston Bay, involving relevant stakeholders once a clear direction is set.
- Consultation with Expert - Plan to discuss direction with the DCF Chair, a marine scientist.
- Website and Social Media for Marine Life - an idea to create platforms for divers and boat users to share marine life content from Swanage two Bays.
- Rainwater Management - investigate ways to reduce rainwater entering sewage systems, potentially through educational programs for local residents.
- Local MP Engagement - involve the local MP in the M4O discussions.

**7) Sustainable Swanage - Update**

The representative from Sustainable Swanage reported that the group had held two public meetings to encourage additional members to join the group. The meeting held in September entitled 'Repair and Reuse' had attracted 60 attendees and the meeting in October entitled 'Healthy Homes' had attracted a smaller number of attendees but had

facilitated valuable discussions

Members were encouraged to attend the upcoming meeting being held on 26<sup>th</sup> November 2024 at 7.30 p.m. at The Swanage School regarding the Swanage Streams Partnership Project.

8) **King George V & Queen Elizabeth II Field biodiversity audit - To consider audit report**

Members noted the contents of a report, produced by LC Ecological Services Ltd, and the following summary was brought to the attention of the committee:

- This preliminary ecological survey had been carried out to inform Swanage Town Council of the ecological baseline information for a biodiversity audit and to make recommendations for potential management or enhancement measures to increase biodiversity.
- The preliminary ecological survey comprised a baseline habitat survey and a general species survey, giving a snapshot of species recorded on site at the time of the survey. It also includes an assessment of the site's potential to support any legally protected, notable, and invasive species.
- The main playing fields comprised modified grassland, however, a number of other habitats were recorded within the site.
- Species recorded on site during the walkover survey included a disused badger sett, breeding bird species, some of conservation concern, and common invertebrates. The site also has the potential to support roosting, foraging and commuting bats, great crested newt, hedgehog, otter and water vole, and widespread reptile and amphibian species.
- The survey contains recommendations for potential management or enhancement measures to increase biodiversity.

It was noted that the well-used playing fields would be unaffected. However, the ecological plan would ensure that the boundaries provided a wildlife habitat and an element of connectivity to the borders of both fields.

It was agreed to refer the plan to the Sport, Leisure, and Wellbeing Working Party for review. As part of this process, stakeholder engagement would be conducted to ensure a balanced approach to using the areas as both sports fields and wildlife habitats.

9) **To note links between the Environment and Green Spaces Committee and the Swanage Neighbourhood Plan Steering Group and its Task Teams**

Members noted the contents of a briefing paper, prepared by the Planning and Community Engagement Manager, which detailed the establishment of the Swanage Neighbourhood Plan (SNHP) sub-committee and its Task Teams: the Development task team (OTT) and Environment task team (ETT).

It was noted that the ETT was in the process of reviewing existing green spaces, and the Swanage Green Infrastructure Strategy (SGIS), exploring additional greening efforts such as footpaths, tree planting, and green corridors. The Town Council and SNHP group members will be collaborating closely to update the SGIS, which, once completed, will be shared with both the SNHP group and this committee. The Town Council is expected to adopt the SGIS as a standalone policy, to be referenced in the SNHP.

A public survey would soon be conducted to gather residents' views on green spaces, including their usage, value, and potential improvements. Following Dorset Council's advice, a public consultation on the draft SGIS will also be held, with further updates to be provided at a future meeting.

10) **Weed control on highways -To consider continuation of funding supplementary weed clearance**

Consideration was given to a briefing paper prepared by the Assets and Compliance Manager, which set out the options for weed control on the highways.



It was noted that for the 2024 season Dorset Council had outsourced surface dressing on highways to a third-party contractor. Weed control formed part of the contractor's remit, however, the treatment in Swanage in the early part of July was largely unsuccessful due to weather, resulting in visible weed growth along kerbs and pavements. A further treatment in September had proved more successful, but in light of the number of complaints from residents, the Town Council intervened and performed additional weed control in some areas through mechanical and surface spraying. It was stated that the Town Council allocated resources for weed control on high-traffic roads and paths, even though these were not under its direct ownership or management, in order to maintain the town's appearance.

During volunteer clean-up efforts, it was noted that debris along kerbs and pavements often contained dog waste and, if left unchecked, seemed to encourage further littering.

A question was raised regarding the environmental impact of surface spraying, and it was clarified that the Town Council used a controlled, targeted spot treatment method. Mechanical methods were also employed, although they were labour-intensive.

Given the Town Council's resources and potential impact to businesses should the town's visual appeal decline, it was proposed by Councillor Tomes, seconded by Councillor Foster and **RESOLVED UNANIMOUSLY:-**

That the Town Council should continue to carry out sealed surface spraying, as a supplementary weed control service to that provided by Dorset Council.

## **11) Waste Management**

### **a) Dorset Council Waste Services - Summer service review and 2025 proposals**

Further to Minute No. 11 a) of the Environment and Green Spaces Committee meeting held on 26<sup>th</sup> June 2024, members noted the contents of a briefing paper prepared by the Assets and Compliance Manager, which outlined the review of Dorset Council's Waste services over the summer and proposals for the 2025 season. It was reported that both Town Council and Dorset Council officers acknowledged that the season had been successful, with effective communication and collaboration. Dorset Council provided a resorts' waste service in Swanage from 29<sup>th</sup> March to 8<sup>th</sup> September 2024, with approximately four collections per day, seven days a week. Waste was stored in a large, covered skip, swapped twice weekly and additional bins were placed along the seafront for Swanage Carnival to manage the increased waste from visitors. The Mechanical Road Sweeper (MRS) increased its visits over the season, reducing the need for additional sweeps by the Town Council.

During 2025, Dorset Council has proposed to provide the same waste service as in 2024. However, Dorset Council has decided not to replace the previous street cleansing service but planned to ensure regular cleaning, aiming for the MRS to attend twice per month.

Concerns were raised regarding the potential impact that a reduced street cleaning service from Dorset Council would have on the volunteer groups and on the visual appeal of the town.

It was agreed that a meeting of the Waste Management working party would be arranged and invitees would include Dorset Council representatives, the Chairman of the Tourism and Local Economy Committee and the date would be circulated to members of the Environment and Green Spaces Committee.

### **b) Update on activities from Beach Buddies**

Members noted the contents of an update circulated prior to the meeting in which it was reported that the Beach Buddies had completed 50 beach cleans this year to date and had

removed 915kg of litter and debris. The average number of volunteers who attended on Sunday mornings had been 15. It was stated that the average weight of litter and debris per beach clean for the last five years had been recorded as follows: 2020 16.0kg, 2021 19.0kg, 2022 19.4kg, 2023 16.2kg, 2024 18.3 kg. It was noted that cigarette butts were the most numerous items of litter found each year.

The Chairman thanked the Beach Buddies team for their hard work.

c) **Update on activities from Swanage Landers**

The Swanage Landers representative provided an update, noting the challenges involved in disposing of detritus after its removal. It was highlighted that a 'Street Pride' initiative would provide an opportunity for residents to take pride in maintaining the areas in front of their properties, with Sustainable Swanage offering support to help promote this effort.

12) **Budget Setting**

a) **2024-25 Budget - Update**

Members noted the contents of a briefing paper prepared by the VSBDM which set out the forecast spend for the current year, 2024-25. It was noted that a budget of £20,000 had been approved for 2024-25 and it was forecast that £14,350 of this would be spent by the end of the year.

b) **2025-26 Budget - Proposals**

Consideration was given to the proposed budget for 2025-26 which included the inclusion of essential items in order to meet the Council's safety and regulatory obligations and those items required for routine/planned maintenance of assets, at a total of £49,500.

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

That the one-off revenue items totaling £49,500, and continuation of the £25,000 per annum contribution to the Environmental Projects earmarked reserve, be taken forward to the meeting of the Finance & Governance Committee to be held on 11<sup>th</sup> December 2024 for consideration as part of the budget setting process for 2025-26.

13) **Stakeholder Consultation - Wessex Marine Team, Wessex Area Team, Natural England- Marine Protected Areas - New and updated Marine Conservation Advice packages: September 2024 - Invitation to comment - further to discussions at the Planning and Consultation Committee Meeting held on 7<sup>th</sup> October 2024**

Further to Minute No. 5 a) of the Planning and Consultation Committee meeting held on 7<sup>th</sup> October 2024, ongoing research into the topic was noted and Members agreed that any findings should be reported to the Planning and Consultation Committee for consideration.

14) **Meeting with other Councils about Environmental issues**

It was noted that the Chairman and the VSBDM would liaise with local Town and Parish councils on shared environmental issues and provide a report to a future meeting.

15) **Items of information and matters for forthcoming agendas**

a) **Portland Waste Incinerator**

It was reported that Dorset Council had refused planning permission for the waste incinerator on Portland, however, the developers had appealed that decision and further to a public inquiry in 2023, the government granted planning permission in

September 2024. Dorset Council has said it will not mount a legal challenge.

**b) Washpond Lane footpath**

The Chairman noted that the proposed footpath along the edge of the Cricket Club ground would be discussed with Dorset Council officers and a further update provided to a future meeting.

**16) Date of next meeting**

It was noted that the meeting times would remain at 2.15 p.m. on Wednesday afternoons, to be reviewed at the Annual Council meeting held in May. It was noted that the next meeting had been scheduled for 2.15 p.m. on Wednesday 26<sup>th</sup> February 2025.

The Meeting closed at 4.00 p.m.

Minutes of an Extraordinary Meeting of the **PERSONNEL COMMITTEE** held at the **TOWN HALL, SWANAGE** on **WEDNESDAY 23<sup>rd</sup> OCTOBER 2024** at 11.15 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor M. Bonfield

Councillor T. Foster (Town Mayor)

Councillor S. Vile

Also Present:-

Dr M. Ayres

Town Clerk

Mr C. Milmer

Visitor Services & Business Development  
Manager (to 11.40 a.m.)

Miss A. Spencer

Finance Manager

**Public Participation Time**

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 Moreton.

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.

3. **TO CONSIDER PRELIMINARY EMPLOYEE BUDGET FOR THE 2025/26 FINANCIAL YEAR**

Members considered a briefing note summarising the estimated employee costs for 2025/26, in order to agree an employee budget to present to the Finance & Governance Committee on 11<sup>th</sup> December 2024. It was noted that an increase of 4% had been factored into the preliminary budgets for 2025/26 for gross pay. The budget provision required for 2025/26 was noted as £1.375m, an increase of £75k on 2024/25, comprising inflationary and incremental increases. It was noted that anticipated changes in employer's NICs would increase the required budget.

Members considered the departmental budgets: Central Services, Operations, Enforcement and Visitor Services. The Visitor Services & Business Development Manager outlined proposals for the staffing of the Visitor Services department in 2025/26. The only proposed addition to the 2024/25 budget was an increase of 116 hours (0.06 FTE) allocated to Beach Gardens, being hours to cover October opening. A further change was requested, with the introduction of a permanent post incorporating beach warden, boat park and market hours, with 900 hours allocated for the full year being proposed, the hours being a repurposing of one Seafront Advisor post. This proposed change was noted as being a result of difficulties encountered with recruitment and retention of seasonal employees.

Members discussed at length the requirement and job description of the Seafront Advisors/Beach Wardens and proposed changes, during which the problems encountered with recruitment to this role was recognised. The job title was also discussed at length. It was recognised that further discussion of the potential changes would be required, with the job description needing to be refined. It was noted that only the budget allocation needed resolution at this meeting.

The Visitor Services and Business Development Officer left the meeting.

Members discussed the role of a Communications Officer in Central Services. It was noted that this post had not been allocated a budget for 2024/25 and was not included in the preliminary budget for 2025/26. It was reported that this had been discussed at the Communications Working Party, held prior to the Personnel Committee meeting and a budget request for a communications officer would not be forthcoming, with the activities to be undertaken internally.

There were no suggested changes to the Operations or Enforcement posts. Members also considered the proposed staff training budget. After some discussion it was agreed to retain the Central Services training budget at £5,000 resulting in a staff training budget of £17,000 in total. It was proposed by Councillor Bonfield, seconded by the Town Mayor and **RESOLVED UNANIMOUSLY: -**

That the staffing budget as presented and a training budget of £17,000 be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2025/26.

4. **TO REVIEW THE STATEMENT OF POLICY ON THE LOCAL GOVERNMENT PENSION SCHEME 2014 DISCRETIONS**

Members considered the Council's 'Statement of Policy on the Local Government Pension Scheme 2014 Discretions'. It was noted that it was best practice to review the document periodically, every 5 years as a minimum, and a briefing note outlining suggested changes to the document was discussed.

It was proposed by the Town Mayor, seconded by Councillor Trite, and **RESOLVED UNANIMOUSLY: -**

**TO RECOMMEND**

That Council adopts a revised 'Statement of Policy on the Local Government Pension Scheme 2014 Discretions', amended as follows:

Part A: To update the APC figure to £8,344 in relation to Regulation 16.

Part B: To delegate the calculation of APP to the Town Clerk and Finance Manager in relation to Regulation 21.

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

a) **Cycle to Work Scheme**

It was reported that the possible introduction of a cycle to work scheme had been previously raised. It was reported, following informal enquiries from departmental managers, that there had been very little appetite for the introduction of a scheme amongst existing employees at the current time.

6. **DATE OF NEXT MEETING**

It was noted that the next meeting had been scheduled for 11.00 a.m. on Wednesday 23<sup>rd</sup> April 2025.

The meeting closed at 12.00 p.m.

---

**To review the Statement of Policy on the Local Government Pension Scheme 2014 Discretions**

Swanage Town Council adopted a revised LGPS 2014 Employer Discretions Policy in February 2019, and this policy document is now due for review.

The adopted policy document is appended to this briefing note.

Part A of the policy document sets out the compulsory policy decisions that are required and Part B sets out the discretions that do not require a written policy, but the Council has chosen to include in the Policy document.

Updates/recommended changes to the Policy are:

**Part A: Page 1**

**Regulation 16 (2) € and 16 (4) (d) of the LGPS Regulation 2013**

The amount of extra annual pension that an active member can purchase has been increased to £8,344 (figure at 1 April 2024)

**Part B: Page 7**

**Regulation 21 (4) (a)(iv), 21 (4) (b) (iv) and 21 (5) (R)**

Power of the employing authority to determine whether to include a regular lump sum payment when calculating assumed pensionable pay (APP).

**Regulation 21 (5A) and 21 (5B) (R)**

Power of employing authority to determine whether, subject to qualification, to substitute a higher level of pensionable pay when calculating assumed pensionable pay (APP).

The policy decision currently states that Swanage Town Council will determine each case on its individual merits should any such case arise. On a practical level, the usual calculation of APP is approved by the Finance Manager. Should any unusual calculations of APP be required, it may be impractical for the inclusion of any lump sum payments to be determined by Council. For the practicality of determining an APP amount the calculation may be determined by the Finance Manager and approved by the Town Clerk/RFO.

**Decision required:**

To recommend to Council that the following changes are made to the Statement of Policy on LGPS 2014 Discretions:

Part A: To update the amount of APC to £8,344 (figure at 1 April 2024).

Part B: To delegate the authority to determine the calculation of APP to the Town Clerk and Finance Manager.

Alison Spencer  
Finance Manager

October 2024

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 4<sup>th</sup> NOVEMBER 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

Councillor D Monkhouse

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

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

### **Public Participation Time**

There were no matters raised.

#### **1) Apologies**

Apologies for his inability to attend the Meeting were received from Councillor Moreton.

#### **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/ADV/2024/06115      **11 Shore Road, Swanage, BH19 1LA**  
Erection of replacement fascia signs on north and east elevations.  
**OBSERVATION:** No objection, subject to adherence to the Design and Conservation Officer's report and recommendations.
- P/FUL/2024/05599      **Flat B, Netton Lodge, 4 Durlston Road, Swanage, BH19 2DL**  
Replacement of windows and doors at property.  
**OBSERVATION:** No objection.
- \*# P/FUL/2024/05922      **Swanage Town and Herston Football Club, Days Park, De Moulham Road, Swanage, BH19 1NN**  
Demolition of existing clubhouse/sports hall and erection of new community sports facility.  
**OBSERVATION:** As applicant, the Town Council had no comments to make regarding this application.



- P/HOU/2024/05948      **17 Osborne Road, Swanage, BH19 2QA**  
Removal of existing conservatory and erect a rear extension.  
Removal of two existing windows to create a single large window in the kitchen. Existing windows on the rear elevations to be upgraded to double glazed aluminium framed windows.  
**OBSERVATION:** No objection.
- P/HOU/2024/06112      **37 Newton Manor Close, Swanage, BH19 1JS**  
Retain ground floor rear infill extension, and roof conversion with rear facing dormer (alternative scheme to approved planning application No. P/HOU/2023/02456).  
**OBSERVATION:** No objection.
- \* P/HOU/2024/06230      **17 Walrond Road, Swanage, BH19 1PB**  
Demolish existing garage and workshop to create a multi-use space to house small boats, trailers, and other water sports equipment. Mezzanine floor to house small sauna and gym room with deck to garden.  
**OBSERVATION:** No objection.
- P/VOC/2024/05823      **Variation of Condition**  
**10 Cluny Crescent, Swanage, BH19 2BS**  
Variation of condition 2 of approved planning application No. P/FUL/2023/06595 (Convert existing dwelling into two separate dwellings.) to make changes by varying the approved drawings to include drawings which propose replacing the existing external doors and windows.  
**OBSERVATION:** No objection, subject to adherence to the reports and recommendations of Dorset Council's Building Control, and Design and Conservation Officer, dated 11<sup>th</sup> and 22<sup>nd</sup> October respectively.

**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**

P/TRT/2024/05841      **Cliff Cottage, Shore Road, Swanage, BH19 1LD**  
T1 Turkey Oak: Prune back secondary branch tips to provide a clearance of 2m between the branches and buildings.

P/TRT/2024/06209      **Humberstone House, Southcliff Road, Swanage, BH19 2JB**  
T1 Holm Oak - Coppice to retain root structure in bank.

Consideration was given to the above proposed tree works.

**OBSERVATION:** Committee Members had no comments to make regarding these applications.

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

a) **Wessex Marine Team, Wessex Area Team, Natural England – Marine Protected Areas - New and updated Marine Conservation Advice packages: September 2024 – Invitation to comment** – further to Minute No. 5 a) of the Planning and Consultation

Committee Meeting held on 7<sup>th</sup> October 2024, further consideration would be given to this consultation at the next Committee Meeting being held on 2<sup>nd</sup> December, when any feedback on the consultation would have been received from the Council's Environment and Green Spaces Committee and Coastal Change and Beach Management Advisory Committee.

- b) Dorset Association of Parish and Town Councils (DAPTC) – online training event – National Planning Policy Framework (NPPF) – potential changes – Monday 18<sup>th</sup> November 2024 at 4.00 p.m.** – details of an upcoming online training event being hosted by the DAPTC regarding potential changes to the NPPF were provided. During the ensuing discussion concerns were raised about the number of proposed changes, and what these could mean for the local area. Additional comments were made regarding the recent adoption of the Purbeck Local Plan 2018-2034, the emerging draft Dorset Local Plan, and the ongoing development of the draft Swanage Neighbourhood Plan. As a result, a request was made for officers to explore options for arranging further face-to-face planning training. Committee Members were invited to submit any specific topics they would like to see included in such training.

**6) Date of next meeting**

The date of the next meeting had been scheduled for Monday 2<sup>nd</sup> December 2024.

The meeting closed at 7.45 p.m.

---

Minutes of the **FINANCE AND GOVERNANCE COMMITTEE**  
held at the Town Hall, Swanage on **WEDNESDAY**  
**6<sup>th</sup> NOVEMBER 2024** at 11.30 a.m.

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

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

Also in attendance: -

Councillor C. Sutton

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 their inability to attend the meeting were received from Councillors Moreton and Trite.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

3. **TO RECEIVE THE MINUTES OF THE MEETING OF THE CAPITAL PROJECTS SUB-COMMITTEE HELD 16<sup>TH</sup> OCTOBER 2024 AND CONSIDER ANY RECOMMENDATIONS**

It was noted that no recommendations had been made by the Capital Projects Sub-Committee to the Finance & Governance Committee.

**Swanage Information Centre**

It was noted that the proposed works had been revised in order to fall within the budgeted sum of £17k. It was further noted that the scope of works and contract award would be reviewed by Council on 18<sup>th</sup> November 2024.

4. **INTERNAL AUDIT 2024/25**

a) **Strategic Audit Plan 2024/25**

Consideration was given to the Strategic Audit Plan 2024/25 submitted by the Council's Internal Auditor. It was noted that all core testing was covered, plus additional testing on high value income streams that was Swanage Town Council specific. It was stated that car parking income was included every year due to the high levels of income involved. It was further noted that, following discussion with the Town Clerk and Finance Manager, additional testing of TIC income and cemeteries had also been included, due to changes in staff and the volume of previous audit recommendations. It was recorded that 11.17 days had been programmed for the audit visits.

**b) Internal Audit Report 2024/25 - Visit 1 of 5**

The first interim Internal Audit Report of the 2024/25 financial year prepared by Darkin-Miller – Chartered Accountants was submitted for information.

The following areas had been reviewed during the audit visit:-

- Proper Bookkeeping
- Risk Management (minute review) - work in progress
- Petty cash - work in progress
- Exemption
- Public Rights
- Publication
- Cemetery Income

Members noted that 4 high and 3 medium priority recommendations had been made by the auditor. The management response and implementation dates were noted.

In connection with the signing of the council's official minutes, the Town Mayor confirmed that she would seek to sign them upon their approval at each full council meeting.

It was AGREED UNANIMOUSLY:

That the Strategic Audit Plan 2024/25 and the first Internal Audit Report for the 2024/25 financial year be accepted.

**5. FINANCIAL REPORTS**

**(a) Income and Expenditure Account Q2 2024/25**

Consideration was given to a report setting out the Council's financial position at the end of the first half of the financial year and forecast year-end position.

It was noted that at the end of Q2, net expenditure was £23k over budget. It was also noted that the Council generally received the majority of its budgeted revenue during the first half of the financial year, with expenditure predominating in the second half of the year.

It was reported that provision had been made for the 2024/25 pay award, with payment to be made in November following agreement between the employers and unions.

The smaller projects being undertaken by the Council were detailed in Appendix A to the report. It was highlighted that the ongoing costs of monitoring the ground stability of the seafront was accumulating, with additional costs expected during the second half of the year.

Members noted the position with regards to the general fund and reserves. It was reported that the Treasury Risk Management Reserve held £152k and it was noted that the unrealised capital loss on two investments was £180k. It was further noted that a ceiling would be applied to the appropriation to this reserve, in order to ensure that funds were not unnecessarily transferred out of the general fund. The Budget Report and commentary on the Council's financial activity was received and noted.

**(b) Treasury Management Outturn Report H1 2024/25**

Members considered a Treasury Outturn Report for the first half of the financial year and noted the content. It was reported that income from investments continued to be above budget, with short term interest rates being higher than those budgeted and reserves greater than estimated due to the reprofiling of the

capital programme. It was noted that interest rates were expected to fall in the second half of the year.

It was reported that the sale of 200,000 units in the CCLA property fund had completed on 30<sup>th</sup> September. Due to delays in the capital programme the next tranche of redemptions had not been transacted. The timing and scope of redeeming strategic investments was discussed and Officers reported that this would be reviewed on a quarterly basis. It was reported that a capital gain of £61k had been realised from the sale of the units and that it was proposed that these funds would be transferred to the Green Seafront Stabilisation and Enhancement Scheme (GSSES).

It was Proposed by the Town Mayor, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:

To transfer the realised gain of £61k from the sale of units in the CCLA Property Fund to the GSSES earmarked reserve.

The Treasury Management Outturn Report H1 2024/25 was received and noted.

(c) **Capital Programme Monitoring Report**

A Capital Programme Monitoring Report for the first half of 2024/25 was submitted for information and the contents noted.

6. **PROJECT INITIATION DOCUMENT**

Members considered a briefing note outlining the importance of assessing the viability, need and affordability of future projects due to restricted funds, given the depletion of reserves expected to fund the GSSES. A draft Project Initiation Document (PID) was submitted for evaluation as to the usefulness in meeting the objective of applying the equitable assessment of proposed projects. It was noted that Weymouth Town Council operated a similar system and had found it useful.

Although Members considered the draft document a very useful approach for assessing projects, considerable discussion arose around the categorisation of projects, with 3 categories having been proposed by officers: i) Regulatory/Safety requirement, ii) Routine/planned maintenance (brought forward through the Asset Management Plan) and iii) non-essential/asset improvements. The possibility of Environmental projects being categorised as non-essential as a matter of course was raised as a concern. It was, however, noted that whilst a Members/Officers would propose a categorisation, this would be reviewed at the appropriate Committee/Working Group and the PID would then be submitted to the Finance & Governance Committee for review, enabling scrutiny in terms of delivering the corporate plan and affordability.

Further discussion arose regarding the number and wording of the categories. Ultimately, it was acknowledged that the PID was an iterative document and if adopted could be reviewed again by this committee at a future meeting. It was proposed by Councillor Monkhouse, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:

To adopt the Project Initiation Document, to be completed in respect of all proposed projects categorised as routine/planned maintenance and non-essential/asset improvement and submitted to the Finance & Governance Committee for approval.

7. **DAY'S PARK COMMUNITY SPORTS FACILITY – TO CONSIDER SOURCE OF GRANT FUNDING**

Further to Minute No. 87 of the Council Meeting held on 16<sup>th</sup> September 2024, Members considered a briefing note outlining the possible sources of funding available to finance the approved grant to Swanage Town & Herston Football Club Ltd. It was reported that £8,800 of the grant award could not be directly funded from the Capital Receipts Reserve, the approved funding source, given the revenue nature of the expenditure, and the grant would need to be paid from a revenue reserve. It was noted that £3,120.34 was currently held in the Football Club Facilities earmarked reserve.

After a brief discussion it was proposed by Councillor Bonfield, seconded by the Town Mayor and RESOLVED UNANIMOUSLY:

To fund the revenue proportion of the total grant awarded to ST&HFC, £8,800, from revenue reserves split £3,120.34 from earmarked reserves and £5,679.66 from the general fund.

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

The following matters were listed as matters for forthcoming agendas.

- a. **Review of Corporate Plan and Committee Structure** – It was noted that a workshop would most likely be held in January 2025, with a full review to be undertaken in Spring 2025.
- b. **Update on Action Points from Internal Audit Report 2023/24**

9. **RETAIL CLIENT SUITABILITY REPORT**

Members discussed a Retail Client Suitability Report that had been prepared by the Council's treasury advisors, Arlingclose, following several meetings with the Town Clerk/RFO and Finance Manager. The requirement to produce the Report was noted because of the classification of the Council as a retail client and to enable Arlingclose to continue to give investment advice to the Council. This also ensures that the Council understands the risks involved with making investments and that the Council's Treasury Management Strategy is appropriate. It was noted that this was a periodic update to a report previously adopted in March 2021.

It was reported that sections 5 and 8 were the most pertinent sections of the report, given the decision to sell holdings in long term investments to finance the Capital Programme. Section 5, Table 9, the proposed redemption schedule was noted as prone to change, due to the timing of the proposed works for the GSSSES. It was noted that the proposed schedule of redeeming 1/5<sup>th</sup> units every six months would be reviewed on a quarterly basis. Section 8, Table 12 outlined the options available to the Council in financing its capital programme. Option 1 was noted as the full redemption of strategic investments, and Option 2 the retention of holdings in strategic investments. In discussing Option 2 it was stated that this would require a high level of borrowing, and that due consideration would need to be given to the balance between the level of investments retained and the amount borrowed. This would need to be worked through as a part of the business case for the GSSSES and Arlingclose would work with the council in determining the correct balance. The importance of the GSSSES in determining all strategic financial decision making was highlighted.

It was proposed by the Town Mayor, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That the contents of the draft Retail Client Suitability Report be approved.

10. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as 11<sup>th</sup> December 2024.

The meeting concluded at 12.50 p.m.

---

## Agenda Item 5 (a)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balance as at 31st October 2024

	£ p	£ p
Balance in Hand at 01/04/2024		£83,812.18 Cr
As per reconciliation dated 30/09/2024	£7,446,158.44 Cr	
Income during October	£910,688.89 Cr	
Movement of Cash-Investment	£1,265,000.00 Cr	
Add - Outstanding receipts- September	£576.60 Cr	
Less - Outstanding receipts - October	<u>£1,119.43 Dr</u>	£9,621,304.50 Cr
Less payments made:		
As per Reconciliation dated 30/09/2024	£7,470,662.37 Dr	
Schedule 7 payments dated 31/10/2024	£305,900.44 Dr	
Movement of Cash-Investment	<u>£1,835,000.00 Dr</u>	£9,611,562.81 Dr
		<u><u>£93,553.87 Cr</u></u>
Balance at Bank		
Current Account		£71,220.64 Cr
Deposit Account		<u>£22,333.23 Cr</u>
		<u><u>£93,553.87 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		£545,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		£775,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		£290,000.00
		<u><u>£3,360,000.00</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 October 2024

Prepared by Alison Spencer

Dated: 5th November 2024

Certified by Martin Ayres

Dated: 5th November 2024



**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March 2025**

**Payment schedule reported to Council - 18th November 2024**

**Schedule 7:**

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

**TWO MILLION, ONE HUNDRED AND FORTY THOUSAND, NINE HUNDRED  
POUNDS AND FORTY FOUR PENCE**

.....(**£2,140,90.44**).....

## Swanage Town Council Schedule of Payments - Month 7

### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/10/2024	AIB Merchant Services	300924.000009	30/09/2024	Merchant Serv charge	206.29
10/10/2024	Barclaycard Merchant Services	001884330924	30/09/2024	Monthly charge	43.41
01/10/2024	Dorset Council: Revenues & Benefits	840014144	01/04/2024	NNDR 24/25	20,180.00
28/10/2024	Ecotricity Ltd	05747859	06/10/2024	Electricity - various sites	5,517.40
14/10/2024	First Data	520334510615636	01/10/2024	Monthly charge	128.73
14/10/2024	Lloyds Bank PLC	438658688	11/09/2024	Bank charge	321.36
25/10/2024		439476102	07/10/2024	Bank charge	112.80
10/10/2024	Paytek Admin Services Ltd (First)	MI/4500814/03	01/10/2024	Service charge	128.35
10/10/2024		MI/4503581/03	01/10/2024	Service charge	72.00
29/10/2024	Pitney Bowes Finance Ltd	BK918239	14/10/2024	Meter Reset Oct	208.75
16/10/2024	Sage (UK) Ltd	INV19641782	01/10/2024	Monthly charge	560.70
01/10/2024	water2business	5066350921	02/09/2024	De Moulham Rd-BG - H1	228.15
01/10/2024		5066353768	02/09/2024	Mermond- Aug	1,169.88
01/10/2024		5066350850	02/09/2024	Burlington Toilets-Aug	586.61
01/10/2024		5066353777	02/09/2024	Heritage Toilets- Aug	1,572.70
01/10/2024		5066385410	02/09/2024	Shore Road Toilets- Aug	3,883.11
01/10/2024		5066401587	03/09/2024	Beach Gardens - H1	95.49
01/10/2024		5066401578	03/09/2024	BG- H1	3,699.12
01/10/2024		5066401569	03/09/2024	BG- H1	96.81
01/10/2024		5066401550	03/09/2024	Battlegate Toilets - H1	1,312.78
01/10/2024		5066400554	03/09/2024	Standpipe1 - H1	359.51
01/10/2024		5066409651	04/09/2024	Standpipe2 - H1	96.37
<b>Total of Direct Debit &amp; Standing Orders</b>					<b>40,580.32</b>

### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
28/10/2024	Charge Card Transactions	1252381646823358	28/10/2024	DVLA Licence Fee	337.50
28/10/2024		1252379225540542	28/10/2024	DVLA Licence Fee	337.50
28/10/2024		24-L98M-MTQK	28/10/2024	Planning Fee	150.00
<b>Total of Chargecard payments</b>					<b>825.00</b>

### BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
29/10/2024	123 Send Limited	000188895	01/10/2024	Axcept A920Pro with SIM	158.36
29/10/2024	1st Call Training	7888	26/09/2024	360 Tracked Excavator full course	1,506.00
29/10/2024	3D Displays Ltd	2375	23/09/2024	TIC - display stands for merchandise	151.18
29/10/2024	Ace Office Environments Ltd.	01126545	27/09/2024	Stationery	96.53
29/10/2024		01126117	27/09/2024	Stationery	42.36
29/10/2024		01129042	18/10/2024	Stationery	22.00
29/10/2024		01128885	18/10/2024	Stationery	62.98
29/10/2024	ACL Asbestos Contracting Limited	19207	10/10/2024	Asbestos encapsulation	954.00
29/10/2024	Moor Coffee LTD	MC27993	25/06/2024	Beach Gardens - kiosk retail	643.60
29/10/2024	Amazon	GB473AXEJAEUI	13/10/2024	Equipment	58.51
29/10/2024	Amberwood Graphics	4422	23/09/2024	TIC - books for retail	57.96
29/10/2024	Apogee Corporation Ltd	1476811	24/09/2024	TIC toner	9.00
29/10/2024		1478063	26/09/2024	TH monthly rental	242.22
29/10/2024		1478063	26/09/2024	TH toner	287.30
29/10/2024		1478063	26/09/2024	TIC toner	148.44
29/10/2024		1478063	26/09/2024	TIC monthly rental	242.22
29/10/2024		1477532	26/09/2024	Depot toner	44.12
29/10/2024		1478381	01/10/2024	TH toner	9.00
29/10/2024		1480363	11/10/2024	TIC -toner	9.00
29/10/2024	AquAid (Southcoast)	479994	30/09/2024	Water19Lx4/Sanitisation	99.58
29/10/2024	BIPCOM	INV-11488	01/10/2024	Divert to mobile	6.60
29/10/2024	Blacknoll Construction Ltd	11907	30/09/2024	Prince Albert Garden-re-paving works	56,322.29
29/10/2024	BRITISH GAS TRADING LIMITED	814670496	15/10/2024	Electricity 31/08-7/10/24	48.68
29/10/2024	Central Southern Security Ltd	202614	19/09/2024	Sounder installation	1,140.00
29/10/2024		202808	01/10/2024	Bell	132.00
29/10/2024	Charlie's Tasty Treats	0033	18/09/2024	TIC - dog treats for retail	72.00
29/10/2024		0034	28/09/2024	TIC - dog treats for retail	92.00
29/10/2024	Countryside Art Ltd	79222	19/09/2024	TIC - souvenir T towels for retail	282.60
29/10/2024		CN8759	18/09/2024	Credit mugs	(9.89)
29/10/2024	Croydecycle	3782	07/10/2024	TIC - cycle maps for retail	262.50
29/10/2024	C G Ltd	Q2	30/09/2024	Q2 Agency Settlement	30,096.46
29/10/2024	DAPTC	INV-2154	10/10/2024	Clerks Conference 1st October	174.00
29/10/2024	Darkin Miller Ltd	922	21/10/2024	Internal Audit visit 1	1,100.68
29/10/2024	Simon Darrington	NO. BR102024.002	10/10/2024	Blues Agency- Statement	2,055.00
29/10/2024	Dorset County Pension Fund	Payroll M7	18/10/2024	Pension Month 7	21,575.19
29/10/2024		Payroll M7	18/10/2024	CAYS Month 7	140.83
29/10/2024	Dorset Council	2800416022	02/10/2024	Dorset Coast Forum Conference	200.00
29/10/2024		2800419663	14/10/2024	SID Post, Solar and Bracket	498.00

29/10/2024	Dorset Waste Partnership	2800417569	02/10/2024	Recycling BG	23.06	
29/10/2024		2800417569	02/10/2024	Recycling Depot	21.24	44.30
29/10/2024	The Festive Lighting Co. Ltd.	INV-0150Install	01/10/2024	Festive lighting install & removal charge 2024	7,186.84	
29/10/2024		INV-0516	16/10/2024	Decoration hooks for festive lighting installation	199.58	7,386.42
29/10/2024	Flowbird Smart City UK Ltd	UI00011968	04/10/2024	Weboffice incl Airtime	88.22	
29/10/2024		UI00011968	04/10/2024	Gateway transaction charge	258.55	346.77
29/10/2024	Swanage Folk Festival	156	25/09/2024	Programme Sales		330.00
29/10/2024	Four County Services Ltd.	66800	21/09/2024	Domain Hosting	38.40	
29/10/2024		66928	10/10/2024	Depot IT/phone	379.56	
29/10/2024		66924	10/10/2024	Depot Internal Channel	396.00	
29/10/2024		66929	10/10/2024	TIC IT	467.78	
29/10/2024		66929	10/10/2024	BG phone	42.00	
29/10/2024		66930	10/10/2024	TH phone	42.00	
29/10/2024		66930	10/10/2024	TH IT	753.84	
29/10/2024		66948	12/10/2024	Councillors subs Laptops	360.00	
29/10/2024		67014	21/10/2024	Domain Hosting	38.40	2,517.98
29/10/2024	Follow The Shine Ltd	AWS YE35	11/10/2024	Cleaning service Beach Huts	883.20	
29/10/2024		AWS YE36	11/10/2024	Cleaning service TIC	390.00	1,273.20
29/10/2024	G4S Cash Solutions (UK) Ltd	2024073041	31/07/2024	Cash processing- July	1,031.32	
29/10/2024		2024073041	31/07/2024	Cash collection- July	1,416.00	
29/10/2024		2024082659	31/08/2024	Cash processing- August	944.20	
29/10/2024		2024082659	31/08/2024	Cash collection- August	1,274.40	
29/10/2024		CN160001	26/09/2024	Credit	(70.80)	
29/10/2024		2024092816	30/09/2024	Cash collection- Sept	1,469.10	
29/10/2024		2024092816	30/09/2024	Cash processing- Sept	841.40	6,905.62
29/10/2024	The Green poop Bag Ltd	INV-4491	03/10/2024	TIC - dog waste bags for retail		246.00
29/10/2024	Greenham Trading Ltd.	04/479290	28/08/2024	Materials	447.84	
29/10/2024		04/483525	25/09/2024	Safety Boots	567.00	
29/10/2024		04/485963	15/10/2024	Materials	526.68	1,541.52
29/10/2024	A.R. Harris & Son	34912	11/10/2024	Festive lights	63.00	
29/10/2024		34974	16/10/2024	Festive lights	184.20	
29/10/2024		34969	16/10/2024	Investigate potential power socket fault @ PAG	67.51	314.71
29/10/2024	Heritage Seeds	20874	05/09/2024	4kg Seed mixture re quote157		211.80
29/10/2024	Hunt Forest Group Ltd	566472	09/10/2024	Pallet fork attachment for JDTractor		1,194.00
29/10/2024	HMRC	Payroll M7	18/10/2024	Payroll Month 7- PAYE/NI/SI		18,001.38
29/10/2024	I Can Be Ltd	INV-1011	18/09/2024	Uniform		329.20
29/10/2024	Inst. of Cemetery & Crematorium Manag	18626	14/10/2024	ICCM		108.00
29/10/2024	J.D. Facilities Ltd	INV-1755	01/10/2024	Depot - cleaning	197.59	
29/10/2024		INV-1754	01/10/2024	Depot - deep clean staff area	230.62	
29/10/2024		INV-1757	01/10/2024	TH-cleaning	572.53	
29/10/2024		INV-1753	01/10/2024	Public Toilet- cleaning	7,600.85	
29/10/2024		INV-1756	01/10/2024	Fisherman's Huts toilets	117.31	8,718.90
29/10/2024	Lily's Produce	35460	25/09/2024	TIC - jams for retail		82.50
29/10/2024	S. Moores	9641	12/09/2024	TIC - biscuits for retail	327.78	
29/10/2024		CN9985	12/09/2024	TIC - biscuits for retail	(31.28)	
29/10/2024		CN10038	12/09/2024	TIC - biscuits for retail	(17.78)	
29/10/2024		9758	20/09/2024	TIC - biscuits for retail	100.38	
29/10/2024		10033	04/10/2024	TIC - biscuits for retail	325.44	
29/10/2024		CN10126	12/09/2024	TIC - biscuits for retail	(33.46)	
29/10/2024		10196	11/10/2024	TIC - biscuits for retail	151.02	822.10
29/10/2024	The Mowlem Institute	INV-0823	07/10/2024	Room booking		60.00
29/10/2024	National Express	AREXT/00243625	30/09/2024	September Agency tickets		113.23
29/10/2024	Nixons Hardware Ltd	124008	10/09/2024	key cutting	12.00	
29/10/2024		124024	13/09/2024	batteries	23.92	35.92
29/10/2024	P.J. Notley Ltd.	6283	16/10/2024	TH window cleaning	184.80	
29/10/2024		6283	16/10/2024	TIC window cleaning	52.80	237.60
29/10/2024	NSALG	S2821A/24-25	20/08/2024	NAS- Annual membership fees		66.00
29/10/2024	Outstanding Map Distributors Ltd	4064876	20/09/2024	TIC - books for retail	285.68	
29/10/2024		4065228	16/10/2024	TIC - books for retail	64.80	350.48
29/10/2024	Origin Amenity Solutions Limited	OASI0124310	26/09/2024	delivery	12.00	
29/10/2024		OASI0124310	26/09/2024	2x bags Grass seed	190.40	
29/10/2024		OASI0124493	27/09/2024	impact white liner	347.52	
29/10/2024		OASI0126367	10/10/2024	Topsoil re: beach gardens	494.40	
29/10/2024		OASI0126945	16/10/2024	Drag Mat re: Beach Gardens	438.00	1,482.32
18/10/2024	Swanage Town Council	Month 7 Payroll	18/10/2024	Net Wages-Month 7		64,990.44
29/10/2024	Personnel Hygiene Service	70815579	29/08/2024	Annual Duty of care		103.08
29/10/2024	Planet Merchant Service Ltd	PP4000681IE2407	31/08/2024	Gateway processing August 24	1,869.12	
29/10/2024		PP4000681IE2408	30/09/2024	Gateway processing Sept 24	850.56	2,719.68
08/10/2024	Portland	Grant	08/10/2024	Contribution to legal fees		1,000.00
29/10/2024	Purbeck Print Company	1074	01/04/2024	TIC - Artwork (prints & framed prints) for retail	96.00	
29/10/2024		1080	02/09/2024	TIC - artwork for retail	282.00	
29/10/2024		1082	23/09/2024	TIC - artwork for retail	260.00	
29/10/2024		1082	23/09/2024	TIC - licence for artwork	330.00	
29/10/2024		1083	01/10/2024	Christmas Leaflet amendments	18.00	
29/10/2024		1084	11/10/2024	TIC - artwork for new merchandise	90.00	1,076.00

29/10/2024	Royal British Legion	TCE08	25/09/2024	Poppy Wreath - Donation		27.50
29/10/2024	Roger Locke Consulting Ltd	9563	17/09/2024	Review engineering report and design report		374.40
29/10/2024	Seton	9303800098	25/09/2024	Mirror	179.99	
29/10/2024		9303800098	25/09/2024	Signs	48.15	
29/10/2024		9303800097	25/09/2024	Signs	60.01	288.15
29/10/2024	Swanage Town & Herston Football Club	Grant Q2	25/10/2024	Football Club Grant Q2		1,312.50
29/10/2024	Society of Local Council Clerks	BK217901-1	23/09/2024	Training	42.00	
29/10/2024		BK217948-1	25/09/2024	Training	42.00	
29/10/2024		BK218036-1	02/10/2024	Training	42.00	126.00
29/10/2024	DWG Smith	25038	30/09/2024	Seaweed Raking and Clearance		9,720.00
29/10/2024	Southern Counties Engineering Services	6824	25/09/2024	Welding repairs to Iseki mower		155.83
29/10/2024	Spaldings (UK) Ltd.	SI-2979859	11/09/2024	Materials & Equipment		215.64
29/10/2024	St. Michaels Garage	4130	30/09/2024	Diesel- Sept		650.71
29/10/2024	Suez Recycling & Recovery UK Ltd	33413579	30/09/2024	Skip exchange		1,008.18
29/10/2024	Sutcliffe Play (South West) Ltd.	7300	15/10/2024	Repairs- Trevor Chadwick playpark		990.00
29/10/2024	Suttle Projects Ltd	1132	16/10/2024	Retention release for Parish Slipway		1,011.82
29/10/2024	Swanage News	1284	31/08/2024	New paper- August	36.40	
29/10/2024		1284	28/09/2024	New paper- Sept	36.40	72.80
29/10/2024	Swanage Town Band	24-003	07/10/2024	50th Anniversary Civic Service- 6th Oct		100.00
29/10/2024	South West Geotechnical Ltd	INV- 2036	23/09/2024	Swanage Seafront- Monitoring Sept 24		3,060.00
29/10/2024	Telefonica O2 UK Ltd	32981372	24/09/2024	SIM Charges - Sept 24		276.64
29/10/2024	Terminator Control Ltd	4284	19/09/2024	Pest Control (All areas)		283.00
29/10/2024	Travis Perkins	1006943126	19/09/2024	Materials & Equipment	105.07	
29/10/2024		1006959864	20/09/2024	Materials & Equipment	14.04	
29/10/2024		1007227270	25/09/2024	Materials & Equipment	37.53	
29/10/2024		1007496852	28/09/2024	Materials & Equipment	6.55	
29/10/2024		1007587741	30/09/2024	Materials & Equipment	3.29	
29/10/2024		1007790404	03/10/2024	Materials & Equipment	49.44	
29/10/2024		1007953835	05/10/2024	Materials & Equipment	50.93	
29/10/2024		1008121941	08/10/2024	Materials & Equipment	29.23	
29/10/2024		1008121941	08/10/2024	Materials & Equipment	78.00	
29/10/2024		1008246008	09/10/2024	Materials & Equipment	8.06	
29/10/2024		1008395617	10/10/2024	Materials & Equipment	23.88	
29/10/2024		1008395618	10/10/2024	Materials & Equipment	270.41	
29/10/2024		1008781705	17/10/2024	Materials & Equipment	45.62	
29/10/2024		1009049225	21/10/2024	Materials & Equipment	16.78	
29/10/2024		1009071636	22/10/2024	Materials & Equipment	11.30	
29/10/2024		1009076513	22/10/2024	Materials & Equipment	7.54	757.67
29/10/2024		Treasure Trails Partners	R23130348	12/10/2024	TIC - Treasure Trails for retail	
29/10/2024	Third Party Payments	Payroll M7	18/10/2024	Payroll Month 7 - Third Party Deductions		333.02
29/10/2024	Violet Farm Foods Ltd	153842	20/09/2024	TIC - teas for retail	188.45	
29/10/2024		156073	22/10/2024	TIC - tea for retail	241.55	430.00
29/10/2024	Watson Fuels	I14130136	18/09/2024	600 litres Diesel		1,006.24
29/10/2024	Woodlands Nursery (Dorset) Ltd	8273T	14/10/2024	October Plants		573.37
<b>Total of BACS/CHAPS Payments</b>						<b>264,495.12</b>

**BACS payment issued 8th October 2024** 1,000.00  
**BACS payroll payment issued 18th October 2024** 64,990.44  
**BACS supplier payments issued 29th October 2024** 198,504.68  
**264,495.12**

**Total of Payments** 305,900.44

**Investments - Cash Movements**

Date	Name	Inv Ref	Inv Date	Details	Payment Total
07/10/2024	DMADF	transfer	07/10/2024	DMADF	545,000.00
21/10/2024	DMADF	transfer	21/10/2024	DMADF	500,000.00
30/10/2024	DMADF	transfer	30/10/2024	DMADF	500,000.00
31/10/2024	DMADF	transfer	31/10/2024	DMADF	290,000.00
<b>Total of Investments</b>					<b>1,835,000.00</b>

**Total of Payments & Investments** 2,140,900.44

**Dorset Town of Culture 2026 – To consider whether to support a bid for Swanage and Purbeck and commit to provide funding.**

Swanage Town Council have been invited to provide an Expression of Interest for Dorset Town of Culture 2026. The scheme provides match funding of £30,000 from Dorset Council to deliver a year's worth of extraordinary cultural activity. The scheme was first run in 2024 with Bridport and for 2025 a collaborative approach is being taken by Weymouth and Portland.

This is an exciting opportunity to really put the area onto the cultural map and support a range of Council priorities including increasing out of season visitors and supporting hard to reach groups through cultural activities. It should be noted that heritage is classed as culture for the purposes of this initiative.

The proposal will help the Council deliver on the following objectives set out in the Corporate Plan 2023-25:

- Develop an enhanced programme of events to attract visitors year-round
- Encourage visitors to the town outside the main summer season
- Encourage participation in sporting and cultural activities
- Preserve and promote knowledge about the town's unique heritage
- Provide grant funding in support of educational, social and cultural activities
- Implement measures to improve accessibility.

At a meeting of a small number of key local cultural organisations on 6<sup>th</sup> November, there was clear support to submit a bid for Swanage and Purbeck. The deadline for submission is 9am on 18<sup>th</sup> November. Therefore, whilst it is acknowledged that Council approval has not yet been received to submit a bid, one has been submitted and it is hoped that approval might be sought at the Council meeting on 18<sup>th</sup> November. Submitting the bid does not commit the Council to continue the bid, which can be withdrawn at any time.

If the Council was inclined to support the bid, there is a requirement for town and parish councils to provide a financial contribution of a total £30,000, although this could be provided over two years, 2025-26 and 2026-27. The views of Langton Matravers, Corfe Castle and Studland Parish Councils have been sought. While there is a caveat that these councils will need to discuss this formally, it is clear that from at least two of these strong support for such a bid does exist, which could include a small financial contribution. It is acknowledged that the majority of the funding will need to come from Swanage Town Council. The National Trust have shown a strong interest in supporting this proposal, both in practical as well as financial terms but the guidelines for the scheme expect the £30,000 to be found from town and parish councils. However, collaboration with other local partners should significantly increase the prospects of delivering a successful application.

At the meeting on 6<sup>th</sup> November, which the Chair of the Tourism and Local Economy Committee led, it was agreed that the theme of the bid would be focused around 'inclusion

and diversity'. There is a recognition that the area has a wide range of quality cultural events and activities taking place throughout the year. However, many of these are not accessible by a range of people, maybe because of a disability or they come from a hard-to-reach section of society, such as those living in socially deprived areas. The Town Council is working to improve accessibility across the town, therefore this theme would strongly support this Council priority.

In practical terms, much of the funding will be used to procure a project co-ordinator who will seek additional grant funding and collaboration to deliver a range of projects. It is proposed that this is led and hosted by the Mowlem Theatre. If the expression of interest is successful, the council will be advised on 2<sup>nd</sup> December and a full application will need to be delivered by 15<sup>th</sup> January 2026. It is assumed that this second stage application will be led by the Mowlem Theatre and that engagement with a wide range of cultural organisations will take place during December to help inform the application.

The submitted bid will be shared with Members on Monday 18<sup>th</sup> November, in advance of the meeting.

### **Decision required**

To consider supporting the Swanage and Purbeck Town of Culture 2026 Expression of Interest with the Mowlem Theatre acting as the host organisation. In addition, the Town Council to allocate a sum of up to £30,000 from unarmarked reserves to support the bid.

Culvin Milmer  
Visitor Services and Business Development Manager

November 2024

Appendix 1: Guidance for the Dorset Town of Culture [Town of Culture](#)

Secretary of State, Department for Transport For the attention of Sandra Zamenzadeh (Casework Manager, National Transport Casework Team).

## **The Bournemouth-Swanage Motor Road and Ferry Company Application dated July 2024 – proposed revision of tolls**

### **Joint objection from the Consortium:**

Dorset Council

Bournemouth, Christchurch and Poole Council

Swanage Town Council

Studland Parish Council

Langton Matravers Parish Council

Worth Matravers Parish Council

Corfe Castle Parish Council

### **1. Introduction**

- 1.1 The Ferry Company has made an application, dated July 2024 ('the Application'), to revise the tolls last revised by an Order in February 2021.
- 1.2 The application proposes to:
  - a) Reset tolls in line with actual RPI over the period 2021-24.
  - b) Replace the existing arrangement that limits annual toll increases to a maximum of 3%.
  - c) Reduce the discounts on advance pass purchases.
  - d) Re-introduce a road toll for use of Ferry Road by non-ferry motor vehicle users.
- 1.3 The Consortium is objecting to the Application dated July 2024. This response to the Application sets out the main reasons for objection and presents a sensitivity analysis (Annex A) for the Inspector to consider.

### **2. Main Reasons for Objection**

#### **Assumptions within the Forecasts**

- 2.1 The Ferry Company states: 'Between the making of the 2021 Order and this application, the Ferry Company's financial position has significantly deteriorated'. The Explanatory Memorandum identifies inflationary pressures, poor weather in peak summer months of 2022 and 2023, loss of anticipated income between the 2021 application and its formal approval, and changes to corporation tax obligations as the reasons that financial performance has not met the projections which informed the making of the 2021 Order.
- 2.2 As a result, the Ferry Company forecasts that there will be insufficient funds in the Ferry Replacement Reserve to purchase a new vessel in 2032.
- 2.3 The Consortium believes that the Ferry Company's financial forecasts are flawed and should be examined closely at public inquiry.
- 2.4 No analysis of traffic volume averages is presented in the Application. This makes assessment of traffic volumes difficult. The Consortium requests that this data is made available to the inquiry.
- 2.5 On inspection of Appendix 5.2 (income projection from revised tolls), the Ferry Company's baseline traffic volumes appear low. The projected volumes in App 5.2, as derived by dividing income by class by the relevant tolls, are lower than those used in App 5.1 (income projection from current tolls). No explanation is given why the volume of Class F (cars) in App 5.2 is 7% lower than that used in App 5.1. The result of this is that the Ferry Company forecast under the Application scenario underestimates the income generated.
- 2.6 Comparison with the Ferry Company's analysis submitted for the 2021 inquiry suggests that the number of crossings being forecast through to 2040 is significantly lower than historically has been observed. It is acknowledged that traffic volumes did fall during Covid, but have partially recovered. The Application in paragraph 7.4 even acknowledges that traffic volumes have increased stating '*This is not due to a lack of passengers, indeed in many instances, traffic volumes have increased*'.
- 2.7 The Consortium questions the assumption that ferry use will remain fixed over a 15-year period, based on the following observations from national traffic growth forecasts (as published by the Department for Transport), observed local traffic data collected by Dorset Council, and Strava app data which suggest that the Ferry Company underestimates the potential for future growth and therefore income:



- a) National traffic growth forecasts as published by the Department for Transport (TEMPro<sup>1</sup>) predicts that car driver trips in Purbeck will increase by up to 5.95% for an average day between 2024-2035.
- b) Observed traffic data on the A351 at Stoborough shows that prior to the COVID pandemic traffic was increasing by around 1% a year from 2010 to 2019.
- c) Strava, a popular app used to record physical activities including walking and cycling, shows that Ferry Road is in the top 1% most heavily used segments of road in Dorset by Strava users – that's out of over 83,000 segments of road across the county. There has been a 36% increase in usage between 2019 and 2023 against an overall change of 0% (i.e., overall usage has stayed the same, but on Ferry Road it has increased by a third).

2.8 An explanation of this data is presented in Annex B.

2.9 A sensitivity analysis of the Ferry Company 2021 Order income forecasts has been performed. This analysis is further described in section 3. The analysis shows that should car traffic volumes grow as per national traffic growth forecasts, income would be an estimated £7m higher from Class F (Car) ticket sales than forecast in the Application over the 15-year period from 2025/26 to 2039/40. The analysis demonstrates that the income is very sensitive to changes in Class F (Car) volumes. As such, the baseline level of Class F (Car) traffic volumes and potential for future growth in this Class is central to determining the need for revision of the ferry tolls.

2.10 On the basis of the evidence presented by the Ferry Company, and the lack of it, the Consortium questions these traffic volume forecasts. This is a significant point for the Inspector to consider because it is a crucial factor in calculating income and therefore forms the basis upon which the need to revise the tolls is made.

#### Reset tolls in line with actual RPI over the period 2021-24

2.11 The Application seeks to reset tolls in the first year based on RPI since any particular toll was previously increased. Thus as at 01/04/2025 Class F (Car), Class G (Truck), and Class 4 (Coach & Bus) are set to increase by 18% and Class A (Foot passenger), and Class B/C (Bikes & motorcycles) are set to increase by 77%.

2.12 The proposed substantial single-step increase in tolls for all classes will cause cost of living challenges for local communities who rely on the ferry service,

---

<sup>1</sup> Used for viewing the National Trip End Model (NTEM) information

severely impacting regular users. Local businesses in the area rely on the ferry service which enables access for customers, suppliers and staff. There will also be impacts on the emergency services and health care providers.

- 2.13 The Purbeck area has a higher proportion of jobs in sectors like tourism, agriculture, and local services, which typically offer lower wages. Median monthly earnings are below the national average and have risen more slowly than inflation since 2021. Over the period August 2021 to August 2024 median monthly earnings in Dorset have risen 11% from £1,852 to £2,206, compared to 22% nationally<sup>2</sup>. Higher ferry tolls will have a significant impact on lower income groups, creating a challenge around their ability to pay.
- 2.14 The proposed toll increases are such that it could result in behaviour change and a consequent increase in traffic using the longer A351 route, resulting in additional congestion and emissions. A return journey from Swanage to Bournemouth via the ferry represents a 34km saving compared to making a return trip via the A351 route.
- 2.15 The proposed 77% increase in tolls at 01/04/2025 for pedestrians (Class A - foot passenger) and cyclists (Class B/C - pedal or motorcycles) are completely unjustified and fail to prioritise sustainable forms of travel. The increase has been calculated by applying a backdated annual Retail Price Index (RPI) increase from 2009 (when last increased) to January 2024. The tolls for these classes were last set in 2021 so any adjustment should only be calculated from this date. The justification now to backdate an increase from 2009 is contrary to local and national policies to prioritise the needs of, and to encourage, sustainable forms of travel including walking and cycling, and seeks to reverse the determination of the 2021 inquiry.
- 2.16 The Consortium's commitment to active travel is demonstrated through policies set out in the Joint Local Transport Plan (2011-26), the BCP Local Cycling and Walking Infrastructure Plan, Dorset Council's emerging Active Travel Infrastructure Plan, and major programmes such the £102m Transforming Travel programme in South East Dorset.
- 2.17 If the Secretary of State deems it necessary to reset the tolls to ensure that the ferry replacement reserve is sufficient to order a new vessel in 2032, then the Consortium wishes to see this applied in a manner that seeks to minimise the impact on local communities, businesses and other regular users. We

---

<sup>2</sup> Monthly estimates HM Revenue and Customs' (HMRC's) Pay As You Earn (PAYE) Real Time Information (RTI) data. This is a joint release between HMRC and the Office for National Statistics (ONS).

urge the Inspector to consider staging the reset over several years to smooth the rise in tolls and lessen the impact of the increases.

- 2.18 The Consortium also seeks a review of the maximum amount the Ferry Company can borrow. The existing borrowing limit of £4,965,022 was set within the Bournemouth and Swanage Motor Road and Ferry Act 1986 s.11(1) (Capital and borrowing powers). There is a strong argument to allow the Ferry Company to borrow more to ensure that the order for a new vessel can be placed in 2032, while reducing the burden of this being raised from increased ferry tolls. Increasing the borrowing limit would negate the need to revise the tolls as proposed and enable the tolls agreed within the 2021 Order to be maintained, while still achieving the outcome of replacing the ferry in 2034.
- 2.19 An indication from the Inspector that such a course is necessary or desirable would assist the Consortium in making its case for an amendment to the legislation.

#### Replacing the existing arrangement that limits annual toll increases to a maximum of 3%

- 2.20 The 2021 Order established the principle of raising ferry tolls linked to RPI inflation. It made provision for an annual maximum toll charge increase of up to 3% as illustrated in the Inspector's report. This was based on historical RPI data over a 12-year period and an assumption that RPI would continue to average 3% per annum as it had done historically.
- 2.21 The current application proposes moving from an average RPI measure to actual CPI. Office of National Statistics inflation and price indices series show that over the last 10 years CPI has averaged 3.0%, compared to RPI which has averaged 4.3% per annum.
- 2.22 Forecasts of CPI and RPI for 2025 onwards further show that they are expected to remain below the 3% per annum maximum rate allowed under the 2021 Order.
- 2.23 The Consortium therefore continues to support the principle of the 2021 Order to maintain the 3% per annum maximum increase, based upon historical and forecast rates of inflation. On the basis that CPI is shown to be historically a lower measure of inflation the Consortium does not object to the proposal to change to using CPI as the key measure of inflation. This should be capped at a maximum of 3% per annum to ensure that tariff increases are straightforward, transparent and readily understood by local people, so that tolls increase by predictable jumps over longer periods rather than by confusing small increments each year.

#### Reducing the discounts on advance pass purchases

- 2.24 The 2021 Order set discounts at 28% and 32% for multiples of 10 or 50 tickets for motor vehicles (excluding Classes 1 and 2). In paragraph 10.2.6 of the Application, the Ferry Company argues that *'This is unsustainable now and will continue to be unsustainable in the future'*.
- 2.25 The Application therefore seeks to reduce the current discounts for motor vehicle classes. The proposal is to reduce the discounts over 4 years to 15% and 20% respectively.
- 2.26 Reducing advance purchase discounts is unacceptable and shows a failure to prioritise the needs of local residents and businesses making multiple trips.
- 2.27 Paragraph 10.8 of the Explanatory Memorandum states that these discounts are *'still significant and comparable with other similar schemes'*. No evidence is provided to back up such a claim, for instance comparing the proposed reduced discounts to those of other ferry services.
- 2.28 Analysis of the toll discounts available on eight other comparable ferry services, conducted by the Consortium, demonstrates that the eventual 15%-20% discounts proposed by the Ferry Company are significantly less than those offered on these other ferry services. The full analysis is presented in Annex C.
- 2.29 The analysis of the discounts shows:
- a) The average discount for foot passengers is 51%.
  - b) The average discount for 10 single car trips is 47%.
  - c) The average discount for 40 or 50 single car trips is 56%.
- 2.30 Our analysis from Application Appendix 5.1 shows that there were 9,762 purchases of multi-book discounted tickets by Class F (car users) in 2023/24. This suggests a significant number of local users benefit from the existing level of discounts offered.
- 2.31 The Consortium argues to maintain the current set of motor vehicle discounts as per the 2021 Order, or for an increase towards the higher discounts that other ferry services provide, with the aim of continuing to prioritise discounts for local users making multiple trips.
- 2.32 The Consortium welcomes the Ferry Company proposal to increase discounts for Class 1 pedestrians and Class 2 pedal and motorcycles, noting however that these discounts are still less than the discounts offered on other ferry services.

#### Re-introduction of a road toll

- 2.33 The Ferry Company is seeking to re-introduce a charge for the use of Ferry Road.
- 2.34 The Consortium questions the legality of re-introducing a toll for the use of the road after a significant period over which there has been unrestricted public access. The Road Traffic Regulation Act 1984 is relevant when considering the imposition of traffic controls, including road tolls, on private roads.
- 2.35 The Ferry Company calculates that the motor road toll will raise additional annual revenue of approximately £50,000 per annum, equivalent to 8,200 vehicle trips.
- 2.36 The introduction of a road toll for the use of Ferry Road by all road users apart from those subsequently using the ferry, will have a disproportionate impact on local communities, in particular their access to Shell Bay beach, properties and premises, and on the customers of Shell Bay Restaurant.
- 2.37 The Ferry Company press release dated 20<sup>th</sup> August 2024 states they have no intention to move or build new toll boxes. In addition, it is claimed that the road toll will not hinder the flow of traffic and is likely to ease congestion at peak times by reducing verge parking and instances of carriageway blocking on Ferry Road.
- 2.38 The Operator has announced plans for a 30-minute grace period for any vehicle not paying the road toll should they decide to turn around and not stay / access one of the National Trust car parks.
- 2.39 The Operator claims that the introduction of the road toll will create the following benefits:
- a) Environmental – aid the protection of natural habitats.
  - b) Safety – provide safer conditions for pedestrians and cyclists by reducing verge parking and encouraging the use of National Trust car parks.
  - c) Social – will go some way to discouraging overnight parking along the road.
- 2.40 The Application and subsequent press release fail to set out clearly how a charge will be administered or the associated infrastructure to operate the toll. The absence of such details means the Consortium is not able to assess fully the impacts of the proposal.
- 2.41 The Consortium is concerned that there are safety-related issues that must be fully considered. Dorset Council enforce Traffic Regulation Orders ('TROs') along Ferry Road. TROs can be made and enforced to improve road safety, manage traffic flow, and ensure access to facilities for all road users on any

highway or road to which the public has access. The Ferry Company requested the TRO to enable Dorset Council to carry out enforcement. If the Ferry Company is successful in bringing in a toll for use of Ferry Road, there are concerns that this would make the TRO unenforceable on a road with restricted access under the Road Traffic Regulation Act 1984.

- 2.42 The Consortium is also concerned that there are no promoted plans for improved active travel infrastructure or bus priority provision on Ferry Road as part of the proposals. Since the Covid-19 Pandemic, the Ferry Company has changed its traffic management arrangements on Ferry Road, no longer providing priority to the Purbeck Breezer 50 public bus service. This is a core inter-urban bus route operating within Dorset and linking Swanage to the BCP conurbation. The bus operator Morebus have highlighted Ferry Road as their biggest priority within the Dorset Council area due to regular summer delays impacting the punctuality of this service. Dorset Council and Morebus have a strong desire to give the buses greater priority. The Consortium seeks greater commitments from the Ferry Company to work with Dorset Council, MoreBus and other partner organisations to deliver the necessary improvements to support sustainable travel options.

#### Other matters

- 2.43 The Application makes additional provisions not to distribute any dividend unless the Ferry Replacement Reserve plus borrowings exceeds the forecast cost of a new ferry and that any distribution will not exceed 6% of the then-net asset value. However, there is no sanction if this provision is broken.
- 2.44 The Consortium welcomes the commitment of the Ferry Company to ensure that the Ferry Replacement Reserve is prioritised ahead of dividends. However, the Consortium notes that the reserve only has a balance of £4.2m in 2023, 30 years since the current ferry was brought into service, and despite the Ferry Company recording significant profits over this period.
- 2.45 The Consortium observes that the Ferry Replacement Reserve ('FRR') is an accounting tool which can be accessed to fund operating costs and non-ferry related capital expenses of the Ferry Company, as well as those of the parent company Fairacres Group Limited, which has no obligation to submit to the supervision of the Secretary of State or the scrutiny of any other public body. The Consortium requests that the FRR funds are placed into a secured account (e.g. escrow). Users of the ferry are funding the replacement vessel, and the Consortium needs extra assurance that the money in the reserve will only be used for this specific purpose. The Consortium believes this might go some way to alleviating concerns about ring-fencing and the risk of contagion from the failure or underperformance of unrelated activities.

- 2.46 The Consortium is concerned about the frequency of Ferry Company applications in recent years (2018, 2021, and 2024). Frequent applications to change the tolls are costly and not in the public interest. The Consortium requests that the Secretary of State considers imposing restrictions which prevent the Ferry Company seeking to change an Order once granted within a set period, of at least 5 years from the previous order.
- 2.47 Again, an indication from the Inspector that such a course is necessary or desirable would assist the Consortium in making its case for an amendment to the legislation.
- 2.48 The Consortium also requests that consideration is given to a compulsory review of the FRR 5 years from the date on which the next Order is made. This review mechanism would aim to ensure that the FRR is on track to meet the target for placing an order for a new vessel in 2032.

### **3. Sensitivity Analysis**

- 3.1 The Consortium has produced an analysis of the evidence provided by the Ferry Company in its Application and the figures set out in the Appendices to these submissions.
- 3.2 Using the figures in the Application, the Consortium disaggregated ticket prices to obtain the number of individual tickets sold by dividing the income for each line by the cost of the tickets.
- 3.3 Paragraph 2.7 above highlights concern regarding the static nature of traffic volumes as presented by the Ferry Company in its proposal. This issue is addressed in the analysis with the Consortium's forecasts based on a more realistic and evidenced rate of traffic growth for Class F (cars).
- 3.4 The analysis is presented in Annex A. It seeks to maintain the tolls as set within the 2021 order and demonstrate that income will rise as traffic volumes grow. In summary it:
- a) maintains the freeze on Class A (foot passenger) and Class B (pedal cycles);
  - b) separates out Class B/C (pedal or motorcycles) to create new rate for motorcycles as is common practice on other comparator ferry services (See Appendix C)<sup>3</sup>;

---

<sup>3</sup> The current class B income has been split 50:50, with 50% added to class A to incorporate pedal cycles within this class.

- c) maintains the current multi-trip discounts as set in the 2021 Order for Classes F, G and Coach and Bus;
- d) increases discounts for pedestrian and pedal cycle Classes to 15% for 50 multi-trip tickets and 20% for 100 multi-trip tickets in line with the Ferry Company application;
- e) uses the baseline traffic volumes as calculated in Appendix 5.1<sup>4</sup> and factors in an independently assessed level of predicted growth in demand<sup>5</sup>; and
- f) removes the road toll revenue as it is demonstrated that this does not significantly raise additional revenue.

3.5 It is estimated that the Consortium's analysis, without refits, generates £69.7m income between 2025/26 and 2039/40, compared to the Ferry Company forecast of £60.7m under the 2021 Order.

3.6 The Consortium provides this analysis in good faith and under the assumptions (a) that ferry tolls will, together with other sources, provide the funding necessary for an adequate FRR, and (b) that structures will be put in place to protect the balances in a FRR from any risks stemming from the activities of any other businesses in the Fairacres Group.

#### **4. Conclusions**

4.1 The ferry service is a vital transport link. The alternative route by road for residents of Studland and Swanage is a 20-mile trip.

4.2 The Consortium is objecting to the Ferry Company's July 2024 Application highlighting the following main reasons for objection:

- a) Evidence that the Ferry Company's financial forecasts are flawed.
- b) The severe impact that the proposed increased tolls will have on regular ferry users.
- c) A failure to prioritise the needs of local residents and businesses by proposing to reduce the advance purchase discounts on offer.

---

<sup>4</sup> Annualised income by class (non-refit year) Y/E 31/3/24

<sup>5</sup> The Counter proposal applies national traffic growth forecasts as published by the Department for Transport within the National Trip End Model (NTEM).



- d) A conflict with local and national policies to prioritise the needs of, and to encourage, sustainable forms of travel.
  - e) The disproportionate impact on local communities that the introduction of a road toll will cause and concerns regarding safety and enforcement.
- 4.3 The Consortium does not believe that the Ferry Company has demonstrated beyond reasonable doubt the need to revise the current ferry tolls agreed under the 2021 Order.
- 4.4 A sensitivity analysis is presented as an alternative way of generating the income necessary to purchase the replacement ferry (based on the Company's own figures). The proposed alternative pricing model is intended to be clearer for users, promote sustainable travel modes and prioritise the needs of local communities and businesses. It seeks a balance between these priorities and ensuring that income is sufficient alongside borrowings to enable the Ferry Company to order a replacement vessel in 2032.
- 4.5 If the Secretary of State deems it necessary to reset the tolls, this should be done in a manner that minimises impacts on local communities, businesses and other regular users.

# Appendix A – Sensitivity analysis forecasts

## Tariffs

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
Class A 1 (Foot passenger & Bikes)	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00
Class B 2 (Motorcycle)	£2.70	£2.80	£2.90	£3.00	£3.13	£3.25	£3.38	£3.50	£3.60	£3.70	£3.80	£3.90	£4.00	£4.10	£4.20
Class F 3 (Car)	£5.40	£5.60	£5.80	£6.00	£6.25	£6.50	£6.75	£7.00	£7.20	£7.40	£7.60	£7.80	£8.00	£8.20	£8.40
Class F4 (Coach & Bus)	£10.80	£11.20	£11.60	£12.00	£12.50	£13.00	£13.50	£13.90	£14.30	£14.70	£15.10	£15.60	£16.10	£16.60	£17.10
Class F 5 <3,500 (car)	£5.40	£5.60	£5.80	£6.00	£6.25	£6.50	£6.75	£7.00	£7.20	£7.40	£7.60	£7.80	£8.00	£8.20	£8.40
Class G 6 (Truck)	£10.80	£11.20	£11.60	£12.00	£12.50	£13.00	£13.50	£13.90	£14.30	£14.70	£15.10	£15.60	£16.10	£16.60	£17.10
Class A 7 (50x Foot passenger & Bikes)	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50	£42.50
Class A 7b (100x Foot passenger & Bikes)	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00
Class B 9 (50x motorcycles)	£19.44	£20.16	£20.88	£21.60	£22.50	£23.40	£24.30	£25.20	£25.90	£26.60	£27.40	£28.10	£28.80	£29.50	£30.20
Class B 9b (100x motorcycles)	£91.80	£95.20	£98.60	£102.00	£106.25	£110.50	£114.75	£119.00	£122.40	£125.80	£129.20	£132.60	£136.00	£139.40	£142.80
Class F10 (10x trip Car)	£38.88	£40.32	£41.76	£43.20	£45.00	£46.80	£48.60	£50.40	£51.80	£53.30	£54.70	£56.20	£57.60	£59.00	£60.50
Class F11 (50x trip Car)	£183.60	£190.40	£197.20	£204.00	£212.50	£221.00	£229.50	£238.00	£244.80	£251.60	£258.40	£265.20	£272.00	£278.80	£285.60
Class G 12 (10x Truck)	£77.76	£80.64	£83.52	£86.40	£90.00	£93.60	£97.20	£100.10	£103.00	£105.80	£108.70	£112.30	£115.90	£119.50	£123.10
Class G 13 (50x Truck)	£367.20	£380.80	£394.40	£408.00	£425.00	£442.00	£459.00	£472.60	£486.20	£499.80	£513.40	£530.40	£547.40	£564.40	£581.40
Class 14 (10x Coach & Bus)	£77.76	£80.64	£83.52	£86.40	£90.00	£93.60	£97.20	£100.10	£103.00	£105.80	£108.70	£112.30	£115.90	£119.50	£123.10
Class 15 (50x Coach & Bus)	£367.20	£380.80	£394.40	£408.00	£425.00	£442.00	£459.00	£472.60	£486.20	£499.80	£513.40	£530.40	£547.40	£564.40	£581.40
Toll Road															

## Ticket Sales

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
Class A 1 (Foot passenger & Bikes)	124,873	124,873	124,873	124,873	124,873	124,873	124,873	124,873	124,873	124,873	124,873	124,873	124,873	124,873	124,873
Class B 2 (Motorcycle)	49,402	49,402	49,402	49,402	49,402	49,402	49,402	49,402	49,402	49,402	49,402	49,402	49,402	49,402	49,402
Class F 3 (Car)	470,268	472,619	474,982	477,357	479,744	482,143	484,553	486,976	489,411	491,858	494,317	496,789	499,273	501,769	504,278
Class F4 (Coach & Bus)	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360
Class F 5 <3,500 (car)	2,459	2,459	2,459	2,459	2,459	2,459	2,459	2,459	2,459	2,459	2,459	2,459	2,459	2,459	2,459
Class G 6 (Truck)	10,355	10,355	10,355	10,355	10,355	10,355	10,355	10,355	10,355	10,355	10,355	10,355	10,355	10,355	10,355
Class A 7 (50x Foot passenger & Bikes)	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Class A 7b (100x Foot passenger & Bikes)	69	69	69	69	69	69	69	69	69	69	69	69	69	69	69
Class B 9 (50x motorcycles)	78	78	78	78	78	78	78	78	78	78	78	78	78	78	78
Class B 9b (100x motorcycles)	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43
Class F10 (10x trip Car)	8,417	8,459	8,501	8,544	8,586	8,629	8,672	8,716	8,759	8,803	8,847	8,891	8,936	8,980	9,025
Class F11 (50x trip Car)	1,394	1,401	1,408	1,415	1,422	1,430	1,437	1,444	1,451	1,458	1,466	1,473	1,480	1,488	1,495
Class G 12 (10x Truck)	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Class G 13 (50x Truck)	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16
Class 14 (10x Coach & Bus)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Class 15 (50x Coach & Bus)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Toll Road	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

## Income Forecast

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
Class A 1 (Foot passenger & Bikes)	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873	£124,873
Class B 2 (Motorcycle)	£133,384	£138,324	£143,264	£148,205	£154,380	£160,555	£166,730	£172,905	£177,845	£182,786	£187,726	£192,666	£197,606	£202,546	£207,486
Class F 3 (Car)	£2,539,445	£2,646,666	£2,754,896	£2,864,142	£2,998,399	£3,133,926	£3,270,734	£3,408,832	£3,523,758	£3,639,749	£3,756,811	£3,874,953	£3,994,182	£4,114,507	£4,235,935
Class F4 (Coach & Bus)	£3,888	£4,032	£4,176	£4,320	£4,500	£4,680	£4,860	£5,004	£5,148	£5,292	£5,436	£5,616	£5,796	£5,976	£6,156
Class F 5 <3,500 (car)	£13,276	£13,768	£14,260	£14,751	£15,366	£15,981	£16,595	£17,210	£17,702	£18,193	£18,685	£19,177	£19,669	£20,160	£20,652
Class G 6 (Truck)	£111,838	£115,980	£120,122	£124,264	£129,442	£134,620	£139,797	£143,939	£148,082	£152,224	£156,366	£161,544	£166,721	£171,899	£177,077
Class A 7 (50x Foot passenger & Bikes)	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250	£4,250
Class A 7b (100x Foot passenger & Bikes)	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527	£5,527
Class B 9 (50x motorcycles)	£1,512	£1,568	£1,624	£1,680	£1,750	£1,820	£1,890	£1,960	£2,014	£2,069	£2,131	£2,186	£2,240	£2,294	£2,349
Class B 9b (100x motorcycles)	£3,955	£4,101	£4,248	£4,394	£4,578	£4,761	£4,944	£5,127	£5,273	£5,420	£5,566	£5,713	£5,859	£6,006	£6,152
Class F10 (10x trip Car)	£327,238	£341,055	£355,002	£369,080	£386,380	£403,845	£421,474	£439,269	£453,729	£469,202	£483,934	£499,690	£514,699	£529,845	£546,032
Class F11 (50x trip Car)	£255,994	£266,803	£277,713	£288,726	£302,260	£315,922	£329,714	£343,635	£355,220	£366,913	£378,714	£390,623	£402,642	£414,772	£427,013
Class G 12 (10x Truck)	£453	£470	£487	£504	£525	£546	£567	£583	£600	£617	£634	£655	£676	£696	£717
Class G 13 (50x Truck)	£5,815	£6,030	£6,245	£6,461	£6,730	£6,999	£7,268	£7,484	£7,699	£7,914	£8,130	£8,399	£8,668	£8,937	£9,207
Class 14 (10x Coach & Bus)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Class 15 (50x Coach & Bus)	£233	£242	£251	£259	£270	£281	£292	£300	£309	£318	£326	£337	£348	£359	£369
Toll Road	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

## Appendix B – Explanation of Available Data Sources

### **National Trip End Model (NTEM) Growth Factors**

National traffic growth forecasts are published on the Department for Transport web site.

The National Trip End Model (NTEM) model forecasts the growth in trip origin-destinations (or productions-attractions) up to 2061 for use in transport modelling. The forecasts take into account national projections of:

- a) population
- b) employment
- c) housing
- d) car ownership
- e) trip rates

The datasets are long-term forecasts - they represent the Department's best estimate of the long-term response to demographic and economic trends. This allows consistency between different areas of the country.

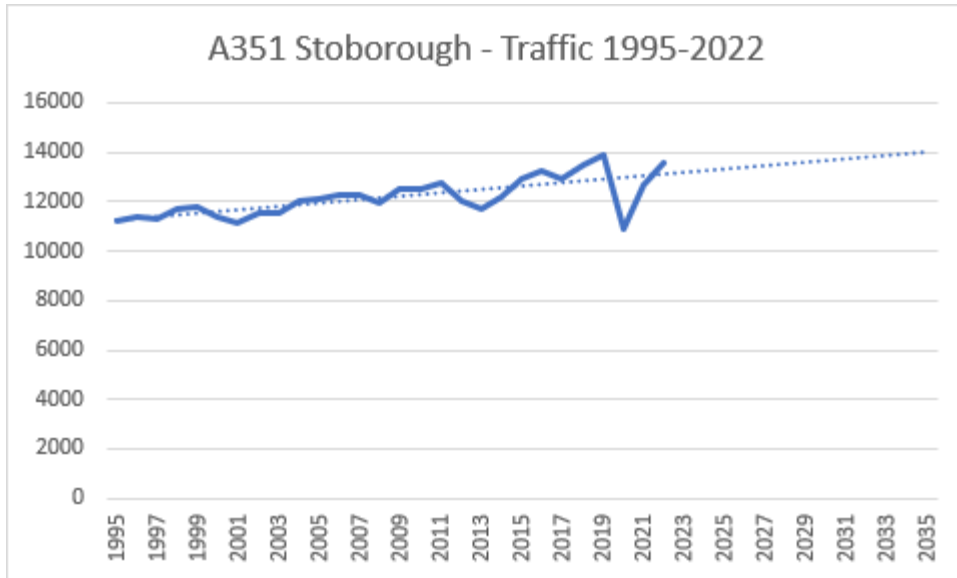
TEMPro is a software program to present NTEM traffic growth projections used in transport models and act as a nationwide standardised distribution of growth in trip ends.

TEMPRO predicts Car Driver trips will increase by 5.95% for an average day between 2024-2035.

### **Observed traffic data**

Traffic data is monitored on the A351 at Stoborough.

Prior to the COVID pandemic traffic was increasing by around 1% a year from 2010 to 2019.



### Strava Data

Strava is an app which is for recording recreational and sports activities, particularly for leisure.

Strava data shows that Ferry Road is in the top 1% most heavily used segments of road in Dorset by Strava users – that’s out of over 83,000 segments of road across the county.

Strava data highlights there has been a significant increase in recorded use on Ferry Road. Between 2019 and 2023 there has been a 36% increase in usage compared to an overall change in Dorset of 0% (i.e., overall usage has stayed the same, but on Ferry Road it has increased by a third).

Dorset Council has undertaken a comparison of Strava app data with manual and automatic count data within Dorset of pedestrians and cyclists. This indicates that Strava only covers a small percentage of the total trips made by these modes. Strava does have some application in determining certain aspects of routes, such as comparing the overall proportion of trips made by different genders, ages or at certain times of the day, but cannot be used to give a picture of total, or potential use of the network.

## Appendix C - Comparison ferry tolls and discounts

### Ferry crossing tariff comparison table

Location	Distance of crossing (metres)	Distance of alternative route (miles)	Number of cars	Prices(single)							
				Pedestrians	Bicycles	Cars	Vans, Pickups, Minibus	Large Goods Vehicle	Light Good vehicle	Bus, Coach	Motorcycle
Cowes floating bridge	120	11	20	£1.00 (£1.50 return)	£1.00 (£1.50 return)	£3.00	£3.30		£9.00		£1.70
Dartmouth Lower Ferry	306	25	8	£2.00	£2.00	£6.70	£9.00	£14.00	£9.00	£10.00	£3.00
Dartmouth Higher Ferry	365	25	36	£1.00	£1.00	£8.90	£11.50	£32.00	£8.90	£36.00	£2.90
King Harry Ferry	230	26	34	Charity donation	£2.00	£7.50	£11.00	£11.00	£11.00	£11.00	£3.00
Sandbanks - Swanage Ferry	328	25	48	£1	£1	£5.30	£5.30	£10.60	£5.30	£10.60	£1.00
Torpoint Ferry	650	18	73	free	free	£2.60	£2.60	£14.30	£6.30	£6.30	free
Bowness Ferry	490	15	18	£1.10	£2.15	£6.45	£6.45	£11.80	£11.80	£11.80	£2.70
Mersey Ferry	1km	4	N/A	£2.90	£2.90	<i>Pedestrian Ferry</i>					
Gosport Ferry	550	15	N/A	£5.20 return	£1.70 return	<i>Pedestrian Ferry</i>					£2.20

### Ferry crossing discounts comparison table – % discounts offered to regular users, by use type

Location	% discount for advanced purchase by use type							
	Pedestrians	Bicycles	Cars	Vans, Pickups, Minibus	Large Goods Vehicle	Light Good vehicle	Bus, Coach	Motorcycle
Sandbanks - Swanage Ferry (proposed discounts from 01/04/25)	15 - 20	15 - 20	15 - 20	15 - 20	15 - 20	15 - 20	15 - 20	15 - 20
Cowes floating bridge	50	50	17	17	22	19		29
Dartmouth Lower Ferry	25 - 50	25 - 50	48 - 70	48 - 70		56 - 72		56
Dartmouth Higher Ferry	24	24	61 - 74	60	55	56 - 74		60
King Harry Ferry	57 - 71	25 - 50	48 - 68	48 - 68				43 - 58
Torpoint Ferry			50	50	50	50	50	

**(b) Station Approach improvement works - To note minor amendments to final design.**

Design engineers from Dorset Council Highways team have made the following minor amendments to the Station Approach improvement works. These are set out below for information:

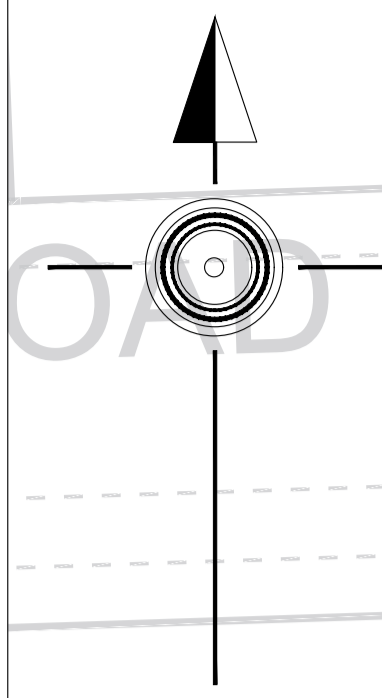
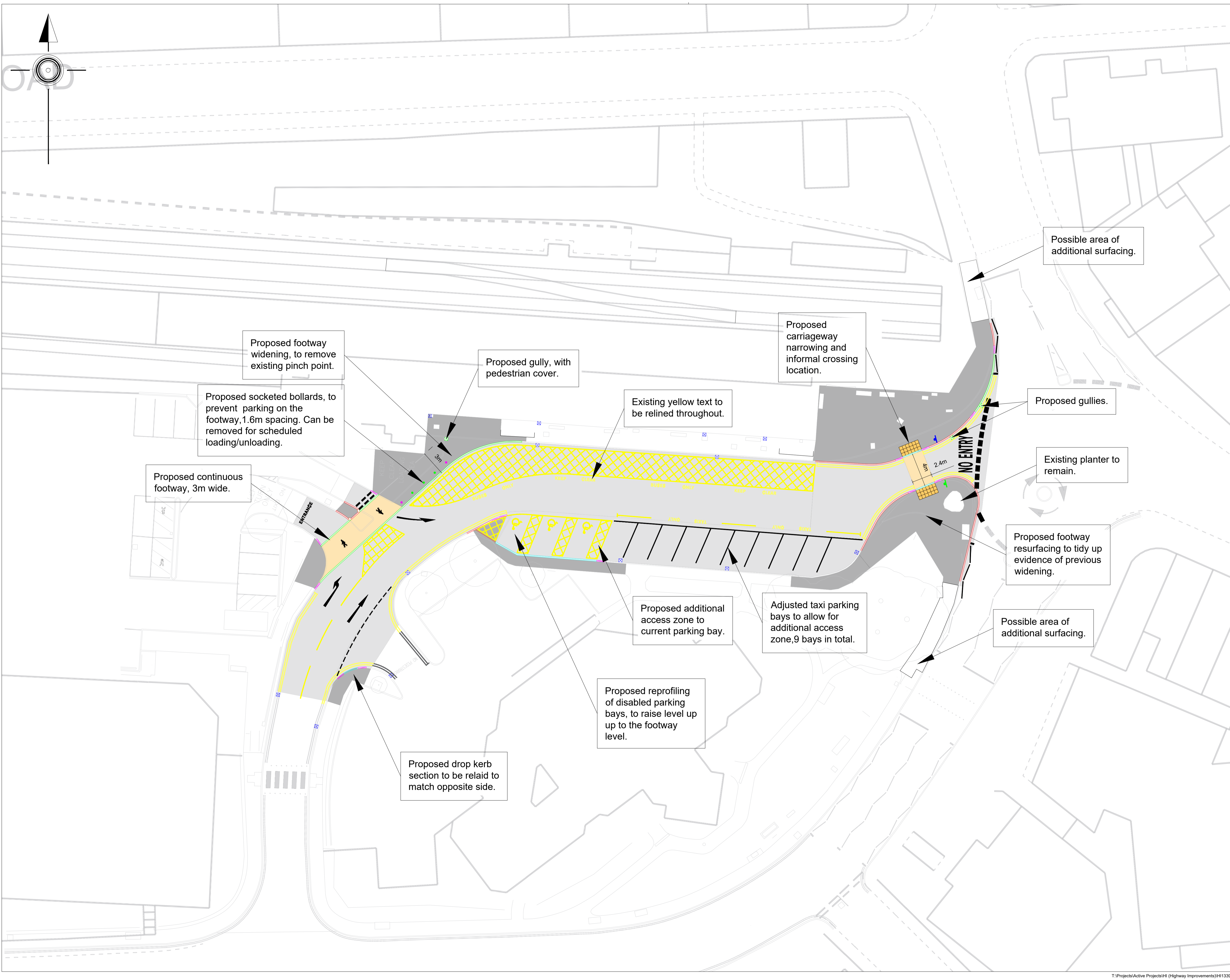
- The disabled parking bays will be reprofiled to be flush with the adjacent kerbs and wheel stops installed to prevent parking over the pavement. This amendment will improve accessibility and enable more effective drainage of surface water in this location.
- The pedestrian route in front of the vehicular access to Swanage Medical Centre will be revised to be flush with the current road level, rather than slightly raised as previously envisaged.

An amended plan is appended to this report.

Following engagement with local stakeholders, further minor amendments are being considered in respect of the extent of the bus cage markings and kerbing to the east of the area and the precise location of the bollards adjacent to the loading bay.

**For information**

Gail Percival, Assets and Compliance Manager  
November 2024



**KEY**

- HB2 kerbing (100mm KF).
- BN kerbing (20mm KF).
- BN kerbing (5mm KF).
- Taper kerbs.
- Edging kerbs.
- Buff Tacgrid.
- Footway surfacing.
- Carriageway resurfacing.
- Colour surfacing.
- New lining.
- Fixed bollards.
- Socketed bollards.
- New gullies.
- Existing gullies.
- New illuminated sign post.
- New sign post, non illuminated.

Proposed footway widening, to remove existing pinch point.

Proposed socketed bollards, to prevent parking on the footway, 1.6m spacing. Can be removed for scheduled loading/unloading.

Proposed continuous footway, 3m wide.

Proposed gully, with pedestrian cover.

Existing yellow text to be relined throughout.

Proposed carriageway narrowing and informal crossing location.

Possible area of additional surfacing.

Proposed gullies.

Existing planter to remain.

Proposed footway resurfacing to tidy up evidence of previous widening.

Possible area of additional surfacing.

Proposed additional access zone to current parking bay.

Adjusted taxi parking bays to allow for additional access zone, 9 bays in total.

Proposed reprofiling of disabled parking bays, to raise level up up to the footway level.

Proposed drop kerb section to be relaid to match opposite side.

© Crown Copyright and database rights 2021  
 Ordnance Survey 0100060963. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provide you with the data. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.  
 Ariel Photography © UK Perspectives 2002 & © Getmapping 2005, 2009 & 2014 Getmapping Plc and Bluesky International Limited [2017]

Rev	Date	Issue / Remarks	Checked
Orig	24/10/24	-	ZM



**DORSET HIGHWAYS**  
**Matthew Piles**  
 Economic Growth and Infrastructure

Project Title		
HI1339 Swange Station Approach		
Drawing Title		
General Arrangement		
Scale (A1 Size)	Drawn By	Date
1:200	DW	24/10/2024
Drawing Number		
HI1339_1_101_C_GA		
Drawing Status		
Construction		