

would be provided to the next meeting of the committee.

4. Review of Corporate Plan: Encouraging Health and Wellbeing and Enhancing Community Safety

The Town Clerk presented an overview of the process for reviewing the Corporate Plan for the period 2025-29, following the local elections last May. As a first step each of the Council's standing committees were being asked to review the relevant page within the existing plan to highlight any potential changes. Later in the year there would be a councillor workshop and public engagement, prior to a draft revised plan being brought before the Finance & Governance Committee. The importance of inviting contributions from each committee and the relevant outside representatives was highlighted.

Attention was drawn to the section detailing the corporate priority of protecting and enhancing the delivery of public services in Swanage, particularly health services and the library. It was suggested that an appropriate project be considered for inclusion, in light of the continuing liaison between the Emergency Health Services Working Party and outside stakeholders.

5. To consider recommendations from the Minutes of the Meeting of the Traffic Management Advisory Committee held on 19th June 2024

Members considered the contents of a briefing paper, and the recommendations contained therein, following the meeting of the Traffic Management Advisory Committee held on 19th June 2024. The Chairman of the advisory committee introduced each of the recommendations as set out below. During the discussion a query was raised regarding the total financial contribution of the Town Council in respect of the SID post installation on Valley Road. In response it was stated that the total payable to Dorset Council would be £530.00 (exc. VAT), with equal amounts of £265.00 (exc. VAT) payable by Swanage Town Council and Langton Matravers Parish Council. It was proposed by Councillor Sutton, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the following recommendations of the Traffic Management Advisory Committee, be approved.

That evidence be gathered regarding pedestrian safety on Northbrook railway bridge for presentation to Dorset Council's Community Highways Senior Team Leader (CHSTL) and that a request be made that consideration be given to the installation of additional signage.

That a referral be made to Dorset Council to consider a change to the current parking regulations in the High Street, Swanage (between the Methodist Church and United Reformed Church) as follows: To remove the parking restrictions during the winter months and retain the one-hour parking restriction between 15th May to 30th September.

That Dorset Council be asked to take action to enable emergency/delivery vehicle access to the southern section of Shore Road at all times, including consideration of the installation of kerb blips and hatched road markings.

That the Town Council contributes £265.00 ex VAT (jointly funded with Langton Matravers Parish Council) for the installation of an additional SID post on the Valley Road near the newly installed 30 m.p.h. signs and junction with the High Street, Langton Matravers.

It was noted that the recommendation set out in Minute No. 6 regarding the management of parking in the Mowlem Turning Circle would be discussed under the following agenda item.

6. Mowlem Turning Circle – Regulation of parking

Further to Minute No. 6 of the Traffic Management Advisory Committee meeting held on 19th June 2024, an update was provided regarding a constructive meeting held between representatives of the Mowlem Theatre, the Town Clerk, the Assets and Compliance Manager and tenants of the Mowlem shop units to discuss the proposed new parking regulations and installation of a lockable bollard to regulate parking at the Mowlem Turning Circle. It was reported that the meeting had been positive and that a one-month trial of the new permit arrangements, as set out in the briefing paper, would be undertaken.

Further to a brief discussion, it was proposed by Councillor Tomes, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

TO RECOMMEND:-

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

7. Partnership Project Updates

a) Swanage Wellbeing Project, Chapel Lane

Further to Minute No. 7 a) of the Community Services Committee meeting held on 13th March 2024, a representative of Swanage & Purbeck Development Trust (SPDT), provided an update on the progress of the Focus Centre in Chapel Lane and introduced the newly appointed Chief Executive Officer of SPDT. It was stated that architects' plans are currently being obtained for proposed building alterations within the Focus Centre and arrangements have been secured with existing users of the premises. Other service providers were being approached who may be interested in utilising the space to re-establish a base within Swanage. Maternity and Family Service providers have been contacted with positive responses received to date. It was also reported that the Open Day held on 10th & 11th May 2024 had been a success and resulted in applications being received from 12 volunteers who wished to join the team moving forward. Consideration was also being given to potential grant applications.

An update was also provided regarding Herston Village Hall, including progress made to date in raising funds for the rebuilding project. A professional team would soon be appointed for the preparation of the required documents and specifications to enable a priced tender to be issued for the redevelopment works. An update would be provided to a future committee meeting.

b) Swanage Community Housing Project

Further to Minute No. 7 b) of the Community Services Committee held on 13th March 2024, an update was provided by a representative from the Swanage Community Housing Project regarding the development of land at the junction of

Ulwell Road and Washpond Lane. It was reported that negotiations were continuing with Dorset Council in respect of the transfer of the land. It was also reported that a Housing Association partner had been appointed and pre-application planning advice was being sought. It is expected that once this had been received the scheme will be subject to public consultation.

It was further reported that initial talks had commenced with Dorset Council regarding potential suitable locations for a second site within the town so that a pipeline of developments could be established. Consideration was also being given to the rehabilitation of older houses and whether there is the potential to become a Registered Provider which could provide a range of benefits.

8. Swanage Library – Consideration of whether to seek changes to the newly introduced opening hours.

It was reported that the recently implemented changes to the opening times of Swanage Library had maintained provision for 30 hours a week, although there had been a reduction in the Saturday opening hours. Concerns were raised as to whether this alteration may have a negative impact on youth services in the town, as younger generations may not have the ability to attend the library during the week and would have reduced access to study space at weekends.

An update was provided following a meeting between Town and Dorset councillors and officers, held on 16th July 2024, at which a number of alternative options had been discussed for the provision of extended opening hours which included the use of volunteers or contributions by the Town Council in order to fund additional opening hours. Data had been provided regarding library usage, although it was acknowledged that the figures needed further analysis over time. In terms of potential funding from the Town Council, it was noted that if the committee were supportive of this approach it would need to be considered as part of budget setting for the 2025/26 financial year.

Further to a brief discussion, it was proposed by Councillor Monkhouse and seconded by Councillor Tomes:-

To support the exploration of options for extending the opening hours of Swanage Library.

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

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

To engage with Dorset Council, the Friends of Swanage Library and other local voluntary groups to explore the possibility of extending library opening hours through the deployment of volunteers.

It was agreed that this matter should be included on the agenda for the next meeting of the community Services Committee.

9. Allotments – Update on minor amendments to the plot condition monitoring arrangements

The Assets and Compliance Manager reported on minor amendments to the arrangements for monitoring plot conditions at Prospect Allotments following consultation with the Prospect Allotment Association and the National Allotment Association.

As a result of this advice, and following consultation with Prospect Allotment Association, the following change to the level of information that should be provided within plot monitoring letters and the duration of time that warning letters should be kept on file, was noted:

- Plot condition warning letters will contain specific information regarding any rule breach and refer to the appropriate paragraph of the Tenancy Agreement.
- Plot condition warning notices will remain on file and valid for 12 months.
- Timescales for the rectification of rule breaches have been clarified.

Members acknowledged that external and personal circumstances occasionally prevented allotment holders from being able to maintain their plots in accordance with the rules, and these situations would be dealt with on a case-by-case basis.

Further to a brief discussion, it was proposed by Councillor Monkhouse, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the proposed minor amendments to plot condition monitoring arrangements for Prospect Allotments be approved.

10. CCTV – Update on monitoring arrangements

Further to Minute No. 8 of the Community Services Committee meeting held on 13th March 2024, the Assets and Compliance Manager reported that details had now been received regarding future CCTV monitoring arrangements funded by contributions from the Safer Streets Project. It was reported that Town Council officers had held meetings with the Dorset Council Service Manager, the CCTV Control Room Manager, Purbeck and West Dorset NPT Inspector and Dorset Council’s technical contractors. If the proposed changes were implemented, the Town Council would continue to own and maintain the CCTV hardware, but the monitoring would transfer to the CCTV monitoring centre at County Hall. It was noted that local access to the CCTV footage might cease, but that the Dorset Council monitoring service currently operates for 21 hours a day with plans in place to extend this to 24 hours a day. It is managed and operated by a skilled team that are well embedded into the relevant police networks as well as providing support to other local agencies such as Shop Watch and homeless link organisations. Dorset Council would be the Data Controller and be responsible for all subject access requests, although all evidential reviewing of images would be undertaken by the police.

It was noted that although there would be no cost incurred by the Town Council relating to this transfer there was the potential that, following an initial 18-month period, a contribution would be requested for ongoing monitoring costs. This would be based on the number of cameras being monitored. If this was required, it was reported that it could potentially be funded through future rounds of the Safer Streets funding (or similar). New CCTV signage would be required, and Dorset Council have indicated they would provide support with this. It was proposed by Councillor Vile, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the monitoring of the CCTV cameras in Swanage be transferred to the Dorset Control Room.

11. Community Sports Facility, Day’s Park – Update

Further to Minute No. 9 of the Community Services Committee meeting held on 13th March 2024, it was reported that Swanage Town and Herston Football Club is progressing with the community sports hall project. It was noted that consideration is being given as to how to constitute the body to manage the project and a business plan is nearing completion. Funding options are being explored and there will soon be significant public engagement following discussions earlier in the year with local sports clubs.

12. Swanage Skatepark Community Project - Request for permission to display corporate sponsorship at skatepark

A representative of the Swanage Skatepark Community Project set out the challenges in obtaining grant funding for capital projects and reported that as a consequence a multi-thread fundraising strategy was being developed, including plans to attract corporate sponsorship. This would be achieved by the placing of advertising stickers on pieces of

skatepark equipment. Images of the style and type of stickers were provided by way of example.

Further to a brief discussion, it was proposed by Councillor Tomes, seconded by Councillor Foster and **RESOLVED UNANIMOUSLY:-**

That approval be provided for the Swanage Skatepark Community Project to display corporate sponsorship on pieces of skatepark equipment, with final approval of specific corporate sponsors, together with the size and placement of stickers, being delegated to the Assets and Compliance Manager.

13. Museum – Update on MEND Grant Application Round 4

Minute No. 11 d) of the Community Services Committee meeting held on 13th March 2024 set out the opportunity for potential funding for repairs required at the Museum and Heritage Centre building via an application to Round 4 of the Arts Council MEND scheme. Despite a strong submission, the Assets and Compliance Manager reported that the application for the MEND grant had been unsuccessful due to the fund being oversubscribed.

Following this notification a further meeting was conducted in June 2024 between Swanage Museum representatives, the Dorset Council Museums Advisor and Council officers to investigate alternative funding options, one of which may be an application to the Heritage Lottery Fund. These investigations will continue with a future meeting to be arranged between Swanage Museum representatives and the Council's Museum Working Party to discuss the proposals.

14. Beach Gardens Review - Update

Further to Minute No. 10 of the Community Services Committee meeting held on 13th March 2024, and a meeting of the Sport, Leisure and Wellbeing working party held on 5th June 2024, consideration was given to a briefing paper which outlined the scope of the Beach Gardens review as follows:

- Financial and legal agreements with the Bowls and Tennis Clubs.
- The future of the Pavilion, which is now over 40 years old.
- Aspirations for the future – short-term actions and long-term vision.

It was noted that the working party had recommended the development of a revised funding and legal agreement with both clubs for the next 3 years (excluding the bowling green), with draft proposals being brought to the next meeting of the Community Services Committee in November 2024. This would allow a longer time to be taken to develop a long-term vision for the future of the facility and plan its implementation. Further to a brief discussion, it was proposed by Councillor Foster, seconded by Councillor Sutton and **RESOLVED UNANIMOUSLY:-**

To work with Swanage Tennis Club and Swanage Bowls Club to develop a revised funding and legal agreement for the use of facilities at Beach Gardens for a period of 3 years, alongside development of a long-term vision for the future of the facility.

During the debate, the possibility of developing a multi-use games area (MUGA) at Beach Gardens was raised and it was agreed that this could be considered as part of the review.

15. Sports Licence – To review Terms and Conditions and consider the issuing of a Sports Licence to a Martial Arts Instructor

The VSBDM provided an overview of the current Sports Licence agreements which the Council issues to individuals and organisations who operate commercial personal training or sports activities on Council controlled land and meet the requirements of the scheme. It was reported that the Council had received an application from the Swanage Martial Arts and Self Defence Club whose lead instructor was not eligible to obtain the accreditations required by the existing terms and conditions. However, it was noted that the club was affiliated to the British Combat Association. Further to a brief discussion, it was proposed by Councillor Tomes, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That an annual Sports Licence be issued to Swanage Martial Arts and Self Defence Club.

Given that other instructors may face the same difficulty in obtaining the accreditation currently stipulated in the Sports Licence terms and conditions it was proposed by Councillor Bonfield, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:

That condition 2 of the Sports Licence be amended to read: *That the instructor must be accredited with a nationally recognised professional association and hold at least a Level 2 Fitness Qualification or an equivalent qualification in the opinion of the Town Council.*

It was further proposed by Councillor Sutton, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:

That the Sports Licence terms and conditions be amended to require all instructors to provide a copy of their safeguarding policy to the Town Council prior to the issuing of a licence.

During the debate, a question was raised as to whether instructors should also be required to provide the Town Council with a copy of a recent DBS check, and it was agreed that officers would consider this matter and report further in due course.

16. Request to install and fund a plaque on the Recreation Ground memorial wall to commemorate Forres School boys killed on Swanage beach

The Assets and Compliance Manager introduced a request that had been made to the Council by a former student of Forres School to place a plaque on the Memorial Wall at the Recreation Ground to commemorate the five Forres schoolboys who lost their lives on Swanage beach on 13th May 1955 when they encountered a World War II land mine. This matter had been raised due to the recent closure of Purbeck View School and the likely demolition of a building erected in memory of the Forres pupils which contained a memorial stone. A request had also been made to the Council to fund the plaque, the estimated cost of which was £1,100.

Further to a brief discussion, it was proposed by Councillor Foster, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

That permission be granted for a Purbeck Stone plaque to be installed upon the Memorial Wall at the Recreation Ground to commemorate the five schoolboys who lost their lives on Swanage beach, and that the applicant be invited to explore alternative funding options for the cost of the plaque as these would not be met by the Town Council.

17. Swanage War Memorial – Information regarding required repairs

The Assets and Compliance Manager reported on the damage recently identified to one of the plaques on the Swanage War Memorial and the steps that would be required to effect repairs and/or replacement of the damaged area. It was noted that the structure was Grade II listed and therefore Listed Building Consent would be required prior to works being carried out. The War Memorial Trust had been approached for guidance on the most suitable repair methodology and to enquire about the potential availability of grant funding, and a positive response had been received.

It was noted that progress on this matter will be reported to future meetings of this committee, with any financial implications being submitted to the Finance & Governance Committee for consideration.

18. Items of information and matters for forthcoming agendas

a) Town Hall – Front desk service review

Further to Minute No. 11 c) of the Community Services Committee meeting held on 13th March 2024, the Town Clerk reported that the front desk service review was ongoing and an update would be provided to a future meeting.

b) Shore Road Toilets AED Cabinets and the national “Stop the Bleed” campaign

It was reported that a proposal had been received to remove the current AED (defibrillator) unit located on Shore Road and for it to be replaced with a new AED unit that would also include an emergency bleed kit.

c) Swanage Primary School – Potential review of school crossing patrol

It was reported that recruitment to the soon-to-be vacant school crossing patrol for Swanage Primary School had so far been unsuccessful. Further advertising would be undertaken, but it was felt wise that alternative solutions should be explored with Dorset Council, including the potential to implement road safety interventions at the crossing point.

d) Godlingston Cemetery – Potential future application for Green Flag Award

It was suggested that in view of the recent award of the Green Flag for a second year at Beach Gardens, consideration be given to whether an application should also be submitted for a Green Flag award in respect of Godlingston Cemetery. It was noted that this would be considered at the next meeting of the Environment and Parks Committee.

19. Date of next meeting

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 6th November 2024.

The Meeting closed at 3.35 p.m.

Greengage Community Garden - installation of a mobile field shelter - update

At the Community Services Committee meeting held on 8th November 2023 it was resolved that permission be granted to Greengage Community Garden to place a mobile field shelter in the grounds of Prospect Nursery, and that specific details regarding the precise location and design of the shelter be delegated to the Assets and Compliance Manager.

The mobile field shelter was sought to provide an informal space for volunteers to sit and socialise, shelter from the rain, and enjoy the ambience of the garden at Prospect Nursery. This new space is sought to support the well-being objectives of this project, along with refurbishment of the existing WC block.

The costs for the mobile field shelter and the refurbishment of the WC block total £30,000. Funding of £14,419 has been secured by Greengage Community Garden, however, this includes a sum of £6,780 from the Talbot Village Trust that is required to be called for at the end of project implementation, and no later than 16th November 2025.

Greengage Community Garden made a grant application to the De Moulham Trust for the sum of £18,000 towards this project, which was considered at the Trust's meeting held on 29th January 2024. However, the Trust is not in a position to consider funding applications at the current time. The Trust is awaiting some information from the Charity Commission before it can take next steps and is therefore unable to provide a date for when applicants might hear the outcome of any funding requests.

Greengage Community Garden has therefore made a request to the Town Council that consideration be given to allocating the sum of £15,000 in the 2025/26 budget in order to meet the project shortfall. Greengage Community Garden has confirmed that they are seeking further clarity from the Talbot Village Trust as to whether the funding allocated by them is dependent upon the Council meeting the project shortfall, and that they are continuing to seek alternative sources of funding.

Decision required:

To consider making a recommendation to the Finance and Governance Committee at its meeting being held on 11th December 2024 that a budget allocation of £15,000 be made in the 2025/26 financial period to Greengage Community Garden for the installation of a mobile field shelter, and refurbishment of the existing WC block.

Gail Percival
Assets and Compliance Manager
October 2024

Update on exploration of options for extending the opening hours at Swanage Library

At the Community Services Committee held on 17th July 2024 it was resolved to support the exploration of options for extending the opening hours at Swanage Library. It was further resolved to engage with Dorset Council, the Friends of Swanage Library and other local groups to explore the possibility of extending library opening hours through the deployment of volunteers.

Further to this, engagement has been undertaken with the Swanage and Purbeck Development Trust and notices placed to gather interest on this matter. As a result of this, the Friends of Swanage Library group has received positive interest from a number of new and existing volunteers and a meeting is scheduled in early November 2024 to consider a new committee and chairperson.

It is envisaged that the Friends group will undertake engagement with wider stakeholders in the near future, which will include Dorset Councillors and Officers therefore the Council may wish to consider appointing an observer to this group.

Decision required:

To consider making a recommendation to full Council that a Councillor is appointed to the Friends of Swanage Library in the role of observer.

Gail Percival, Assets and Compliance Manager
October 2024

Public Conveniences

8)a) Consideration of the installation of a Full Access Composter Public Convenience at Godlingston Cemetery

The Public Conveniences Working Party met on 9th September 2024 along with a representative from James Smith Funeral Directors to discuss the potential installation of a public convenience at Godlingston Cemetery. Consideration was given to the installation of a public convenience in this location given that those visiting the cemetery may have on occasions travelled long distances and that the nearest public conveniences were located at North Beach car park. Given the location of the site, and the lack of access to the necessary drainage and water facilities, it was noted that a composter toilet was the most appropriate product.

Further to this, discussions were held with appropriate suppliers regarding the most suitable model. An accessible single timber mono pitch building containing a WC and urinal was selected. Site access investigations were undertaken to determine ground conditions in terms of soil type, level of the water table and soakaway locations. Further to these it was determined the most appropriate location would be to the rear of the chapel as shown in the diagram below. This would enable the installation of a ramp to ensure accessibility.



The model chosen has capacity for up to 20 uses a day on average spread over a year and an image is shown below.



The installation is provided with twin vaults which are required to be switched annually. Ongoing maintenance tasks are necessary, and instructions are provided for maintenance noting that it is recommended this is undertaken by the purchaser directly.

Budget costs for the provision of the facility are £9,950 plus installation costs of circa £3,000. Ongoing cleaning costs for the facility would be required to be budgeted. A permitted development enquiry has been made to Dorset Council to ascertain if the installation would require planning permission or if the matter would fall under permitted development rights. A response is awaited.

Dorset Council's Capital Leverage Fund, the last round of which closes on 12th January 2025 supports the delivery of capital projects which provide new and improved facilities for communities and residents. An application could be made to this fund for 20% of the cost of the installation. This application would be determined in February 2025 and an award of grant is not guaranteed. The remaining sum of circa £10,400 would be required to be considered as part of the Council's budget setting process for 2025/6 noting this may increase to circa £13,000 should the application be unsuccessful. Consideration of ongoing revenue expenditure associated with cleaning and maintenance would also be required as would procurement considerations.

Decision required:

To consider the installation of a full access composter public convenience at Godlingston cemetery and to make a recommendation to the Finance and Governance Committee meeting to be held on December 11th 2024 that a budget allocation be made of up to £13,000 in the 2025/6 period.

To consider the submission of a grant application to the Dorset Council Capital Leverage Fund for 20% of the cost of the supply and installation of the public convenience noting that should it be determined planning permission is required, an application would be unable to be made to the fund as planning consent would need to be provided as part of the application process.

8)b) Consideration of additional opening hours at Main Beach Public Conveniences in November and December 2024

Polar Express is operating at Swanage Railway Station in November and December 2024. Information regarding the event directs visitors to car parking at Main Beach car park. Whilst the public conveniences at this location are open Friday to Sunday (inclusive) over this period, there are trains scheduled on the following four Thursdays, 28th November, 5th, 12th and 19th of December.

Consideration of opening the public conveniences on these dates, times in accordance with the seasonal opening schedule, was discussed at the Public Conveniences Working Party held on 9th September 2024 where it was agreed the matter would be brought to this committee.

Decision required

To consider adjusting the opening schedule for Main Beach public conveniences in November and December 2024 in accordance with the operational dates of the Polar Express attraction and that the additional costs associated with this are met from the public conveniences cleaning budget.

Gail Percival, Assets and Compliance Manager - October 2024

Town Hall - Withdrawal of Dorset Police enquiry office and front desk service review

Police enquiry office service

Swanage Town Council was notified by Dorset Police of its intention to close the Swanage enquiry office in late September 2024.

On 1st October 2024 Dorset Police placed the following information on the Purbeck Police Facebook page (with a similar notice also being posted on the Dorset Police website):

“In August 2023 we opened a police enquiry office within the Swanage Town Hall as part of a trial to understand demand from local residents and visitors reporting crimes and incidents face-to-face with Dorset Police.

This trial came to an end on Monday 30 September 2024, and we will now begin to review usage data over the period to inform how we engage with our communities in the future.

Our neighbourhood policing team will continue to provide a visible policing presence in the area and will be available in person via our community contact points, which you can see on our website here: [Dorset Police Contact Points](#)”

The Council was informed that the Lyme Regis police enquiry office was also closing as this formed part of the same trial.

An update meeting has therefore been requested between representatives of the Town Council and the West Dorset and Purbeck Neighbourhood Policing Team Inspector.

Town Council front desk service

Since 2021 the Council has provided a full face-to-face service, e.g. residents’ enquiries, and the issuing of residents’ parking permits, via the Town Hall main front door. This has been working well, and removes the previous concerns held regarding lone working in the reception office, which is situated in the annex, and separate to the offices in the main building. It also means that the Receptionist and Administration Officer can undertake a greater range of administration tasks in the office which would not be possible in the reception area.

It is proposed that this service will continue in its current form, and an improved doorbell system, and new (movable) signage for the railings adjacent to the front door, are being planned, in consultation with the Assets and Compliance Manager, to make it clearer that the full range of Council services is available from the main building (including opening hours).

An ongoing review of the service will continue to be undertaken by the Council’s Communications Strategy Working Party and any recommendations regarding the service will be brought back to a future committee meeting.

For information

Niki Clark
Planning and Community Engagement Manager
October 2024

Swanage Skatepark Community Project - Project update

Please see herein information provided to this committee by Swanage Skatepark Community Project.

**SWANAGE SKATEPARK COMMUNITY PROJECT UPDATE
OCTOBER 2024**

- SSCP have devised a staged project plan to deliver new skatepark equipment to bring a wealth of positive social outcomes to Swanage, in particular for our local young people. (Councillors can view a detailed breakdown of the plan on the next page).
- To date, our fundraising efforts for new ramps have secured £46K. Once we reach £66K, we will have enough funds (including a 10% contingency budget) to tender a phase 1 build with works beginning in Autumn 2025.
- We are aware of the urgency to get our community rolling again and see our skatepark return to be an inclusive and accessible space.
- We ran a successful first event in June 2024, with workshops, demonstrations and contests. If any councillors would like to request a copy of the impact report please email swanageskatepark@gmail.com
- Over this year, our fundraising work has received PR coverage from BBC news online, BBC Solent radio and other local titles.
- A second skatepark event was scheduled for October 2024 but had to be cancelled due to a bad weather forecast. It will be rescheduled in 2025.

SKATEPARK EQUIPMENT FUNDING SUMMARY:

FUNDING SOURCE	STATUS	AMOUNT SECURED	AMOUNT REQUESTED	DECISION DEADLINE
STC 2024 Budget	Secured	£15,000		
Community Crowdfunder	Secured	£15,238		
Sports England Match Funding	Secured	£6,000		
The Valentine Charitable Trust	Secured	£10,000		
Talbot Village Trust	Pending		OPEN	Dec 2024
Wessex Water Community Fund	Pending		£4,000	Dec 2024
Richard Davies Trust	Work in Progress		TBC	TBC
Hays Travel	Work in Progress		£5,000	TBC
STC 2025 Budget	TBC		TBC	Jan 2025

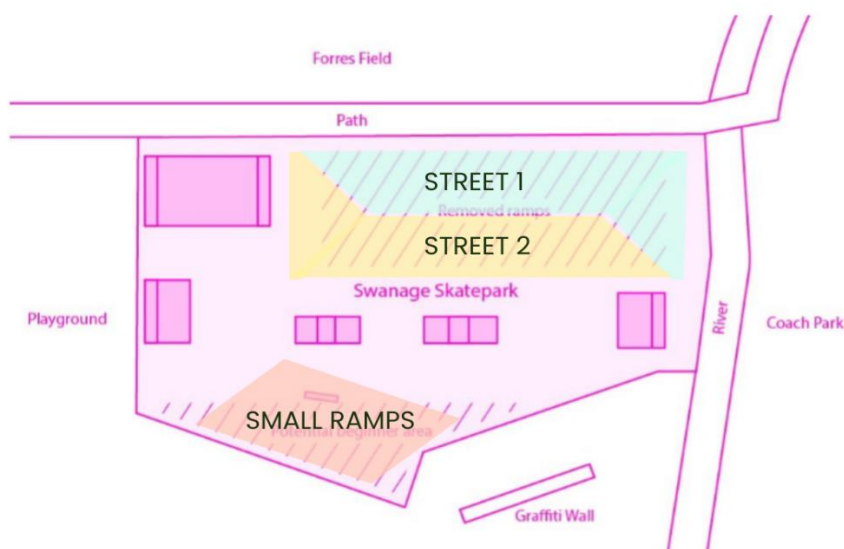
De Moulham Trust	Unknown		£15,000	Unknown
SW People's Postcode Lottery	Unsuccessful		£15,000	
TOTAL		£46,238		

STAGED DELIVERY PLAN:

- **Phase 1 (Street 1 £66K including contingency budget BLUE)**
 - **Priority Equipment:** This phase will focus on constructing flat banks, driveways, and connecting existing structures to create flow within the park
Phase 1 makes the park accessible to young, novice park users and wheelchair users.

- **Phase 2 (Street 2 60K including contingency budget YELLOW)**
(Can be split into a third phase, dependent on the amount of funding we secure)
 - **(Central Obstacles & Micro Mini:** Install central obstacles for more versatile skating.

- **Phase 3 (SMALL RAMPS. £60K including contingency budget PEACH)**
 - **Beginner Section:** Develop a beginner section designed to be user-friendly for novice skaters, ensuring it is enjoyable for experienced users as well.



More information: Phase 1 build (Street 1 £66K BLUE):

This is the most important stage of the build as it will connect the existing halfpipe with future ramps. This section brings flow, fun and accessibility back to Swanage Skatepark.

The minimum spend on this section is 60k Plus a 10% contingency budget bringing the total to 66K.

SSCP hopes the council can help us reach the target for a phase 1 build and get our community rolling again before the end of 2025!

Budget setting**a) Schedule of Proposed Capital Projects 2025/26 – 2027/28**

A schedule of capital projects that have been identified through the asset management plan is appended to this briefing note, Appendix 1. The projects have been allocated an estimated cost. These projects will be reviewed by the Finance & Governance Committee on 11th December 2024 in the context of the submissions made by all committees. These will be reviewed on the basis of need and affordability.

Under agenda item 11, Members will have considered whether or not to recommend an increase in the Council's contribution to the Swanage Skatepark Community project, funded from the King George's Field Management Account. The grant for the Day's Park Community Sports Facility over the whole funded period remains at the determined £220,000 in total, a remaining balance of £180.5k over the next two financial years, although reprofiling may be required as the project progresses.

b) Proposed Significant one-off revenue expenditure /minor works schedule 2025/26

Item/location	Works	Cost estimate £
CCTV	Signage in all relevant locations	2,000
Public conveniences	Burlington Chine - internal refurbishment	8,000
Beach Gardens	Heaters, vents and kiosk racking	7,000
King Georges Management Account - Skatepark	Lights and new signage	4,000
Town Hall Chamber and floor	Repair and stain chamber & ground floor lobby flooring, WC refurbishment	9,000
Public conveniences - Heritage	Repointing and repairs to eastern elevation brickwork and roof parapet	28,500
Town Hall stone façade	Programmatic survey and preparation of schedule of works	8,500
Depot	New chairs for meeting room at Operations Depot	1,500
Beach Gardens Pavilion- Kiosk	Panini machine and freezer	4,000
Total		72,500

Project classification:

Regulatory/safety requirement

Routine/planned maintenance

Non-essential service/asset improvements

c) Proposed Scale of Fees and Charges 2025/26 - Community Services Committee extract

Please see attached proposed Scale of Fees and Charges 2025/6, Appendix 2.

d) Godlingston Cemetery - Memorial Fees in respect of kerb sets

The Council currently has a fee within the Godlington Cemetery -Monuments, Gravestone and Inscriptions section of the Scale of Fees and Charges 2024/5 in respect of natural stone kerb sets. This is £210 and is additional to the fee of £210 for a Headstone, Cross or other Memorial when erected not exceeding 3' in height.

There have been recently a number of applications for more complex kerb sets that include a natural stone central feature and stone chippings and there has been consideration as to whether these should be considered as a Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected, the fee for which is £625. Again, this this would be additional to the fee of £210 for a Headstone, Cross or other Memorial when erected not exceeding 3' in height.

In order to provide clarity, it is therefore proposed that a new fee of £420 is created for 'kerb set with infill' that would be additional to the fee of £210 for a Headstone, Cross or other Memorial when erected not exceeding 3' in height.

Decision required:

To recommend the inclusion of the proposed capital projects in the Draft Capital Programme to be considered by the Finance and Governance Committee on 11th December 2024.

To recommend the inclusion of the proposed significant one-off revenue expenditure/minor works schedule in the Draft Revenue Budgets to be considered by the Finance and Governance Committee on 11th December 2024.

To recommend the inclusion of the proposed scale of fees and charges 2025/26, Community Services Committee extract in the Draft Scale of Fees and Charges 2025/26 to be considered by the Finance and Governance Committee on 11th December 2024.

To recommend the inclusion of the proposed additional fee for kerb set with infill of £420 to the Draft Scale of Fees and Charges 2025/26 to be considered by the Finance and Governance Committee on 11th December 2024.

Gail Percival, Assets and Compliance Manager
October 2024

Appendix 1

Schedule of Proposed Capital Projects 2025/26 -2027/28

Project Ref:	Project	Committee	2024/25 Budget	2024/25 Forecast Outturn	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
			£	£	£	£	£
1	Play Areas/Skate Park King Georges Skate Park	Community Services	15,000	0	15,000		
2	Station Approach Infrastructure Improvements	Community Services	120,000	154,000			
3	Downs Peveril Point Stabilisation Scheme	Community Services	150,000	0	200,000		
4	Depot External Shelter	Community Services	15,750	14,415			
5	Capital Grants Day's Park Community Sports facility	Community Services	70,000	17,500	100,500	80,000	
6	Vehicles Electric Flatbed Truck	Community Services	50,000	42,945	0	50,000	
7	Beach Gardens Installation of Astroturf on Courts 4 & 5	Community Services	15,000	0	15,000		
8	Public Conveniences						
a	Installation of Composter PC at Godlingston Cemetery	Community Services			13,000		
b	Burlington Chine - Pump	Community Services				10,000	
9	Central Services Annexe heating system	Community Services				10,000	
10	Play Areas/Skate Park Days Park Play Area and Gym	Community Services				60,000	
	Total Capital Expenditure		435,750	228,860	343,500	210,000	0

SWANAGE TOWN COUNCIL**Community Services Committee Proposed Scale of Fees & Charges - 2025/26**

	Date of Last Increase/ (Decrease)	Agreed Fees 2024/25	Proposed Fees 2025/26	Proposed Increase on Gross %
1. <u>BEACH GARDENS</u>				
Tennis				
Singles/Doubles Hourly (hourly per court)	1/4/24	10.50	11.00	4.76
With Club Member	1/4/24	6.50	6.80	4.62
Schools (per court)	1/4/24	5.80	6.00	3.45
Children (under 16 years)	1/4/24	4.20	4.40	4.76
Racket Hire	1/4/24	2.60	2.70	3.85
Tennis Ball Hire	1/4/18	1.00	1.00	0.00
Deposit for keys (Returnable) - Winter period only	1/4/24	10.00	10.00	0.00
Court Fees - Coaching				
-Adults (Non-members)	1/4/24	5.00	5.20	4.00
-Children (Non-members Under 16)	1/7/17	0.00	0.00	0.00
Putting				
Per Round - Adults	1/4/24	4.80	5.00	4.17
Per Round - Children (under 16)	1/4/24	2.60	2.70	3.85
Family (2 Adults + 2 Children)	1/4/24	12.00	12.50	4.17
Under 5s	1/4/18	0.00	0.00	0.00
Adult x 1 Season Ticket	1/4/24	50.00	52.00	4.00
Adult x 2 Season Ticket	1/4/24	90.00	94.00	4.44
Family Season Ticket	1/4/24	110.00	115.00	4.55
Table Tennis bat and ball hire	1/4/18	1.50	1.50	0.00
Basketball Hire	1/4/14	3.00	3.00	0.00
Pavilion				
(Charges include heating and lighting)				
Per Session (1 section)	1/4/24	35.00	37.00	5.71
Morning, Afternoon or Evening (2 sections)	1/4/24	45.00	47.00	4.44
2. <u>ALLOTMENTS</u>				
Prospect (per rod)	1/10/24	7.75	8.00	3.23
3. <u>TOWN HALL LETTINGS</u>				
Council Chamber				
Public Meetings and Lectures (per session)	1/4/17	45.00	45.00	0.00
Property Auctions	1/4/24	190.00	200.00	5.26
Civil Marriage/Partnership Ceremonies	1/4/24	160.00	165.00	3.13
Committee Room				
	1/4/18	30.00	30.00	0.00
* Community Groups (providing a service to Swanage residents) & Public Sector Organisations (agreed Minute 6) General Operations				
		0.00	0.00	0.00
4. <u>KING GEORGE V FIELD</u>				
Football Pitch & Changing Facilities	1/4/02	25.00	25.00	0.00
(Youth Teams)	(1/4/21)	0.00	0.00	
5. <u>FORRES SPORTS FIELD</u>				
Football Pitch & Changing Facilities	1/4/02	25.00	25.00	0.00
(Youth Teams)	(1/4/21)	0.00	0.00	
6. <u>JOURNEY'S END</u>				
Football Pitches	1/4/01	12.00	12.00	0.00
Youth Teams	(1/4/21)	0.00	0.00	
7. <u>SPORTS LICENCES</u>				
	1/4/24	36.00	38.00	5.56

	Date of Last Increase/ (Decrease)	Agreed Fees 2024/25	Proposed Fees 2025/26	Proposed Increase on Gross %
8. <u>GODLINGSTON CEMETERY</u>				
Garden of Rest				
Cremation Plot for burial of cremated remains in casket or urn.				
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/24	360.00	375.00	4.17
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':				
(a) first interment	1/4/24	195.00	205.00	5.13
(b) for each additional interment (to 4 interments)	1/4/24	195.00	205.00	5.13
(c) for additional multiple interments (2nd, 3rd or 4	1/4/24	63.00	65.00	3.17
Fee for multiple interments of cremated remains: one third of the full first interment fee if interment is made at the same time - as recommended by the General Operations Committee 01/04/15 - Agreed by Full Council Minute 177. 20/04/15				
(d) for interments on Saturdays, Sundays and Public Holidays	1/4/24	205.00	215.00	4.88
(iii) Memorials	1/4/24	210.00	220.00	4.76
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(v) Transfer of Rights	1/4/24	63.00	65.00	3.17
Earthen Graves				
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:				
Section A	1/4/24	575.00	600.00	4.35
Section B	1/4/24	460.00	480.00	4.35
Children's Section	(1/4/18)	10.00	10.00	0.00
(ii) Interment Fees - for body of				
(a) a child, in the Children's section, in a grave not exceeding in depth: 7 feet (2 interment)	(1/4/18)	No Charge	No Charge	0.00
(b) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/24	400.00	420.00	5.00
Casket-type coffin	1/4/24	580.00	600.00	3.45
(c) for interments on Saturdays Sundays and Public Holidays	1/4/24	440.00	460.00	4.55
(d) scattering of ashes beneath turf	1/4/24	110.00	115.00	4.55
(e) scattering of ashes on existing grave/ garden of remembrance	1/4/24	42.00	45.00	7.14
Note				
Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment.				
(iii) Fee for persons not resident in the parish.		As above x 2	As above x 2	0.00
(iv) Transfer of Rights	1/4/24	63.00	65.00	3.17
Brick Graves or Vaults				
(i) Right to construct (including grant of right of burial therein for a period of one hundred years) on each space:				
Section A	1/4/15	Price upon application	upon application	
Section B	1/4/15	Price upon application	upon application	
(ii) First Interment	1/4/24	1960.00	2050.00	4.59
(iii) Re-opening	1/4/24	1960.00	2050.00	4.59
(iv) For interment Saturdays Sundays and Public Holidays	1/4/24	950.00	1000.00	5.26
(v) Fee for persons not resident in the parish.		As above x 2	As above x 2	0.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2024/25	Proposed Fees 2025/26	Proposed Increase on Gross %
Monuments, Gravestones & Inscriptions				
(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	1/4/24	210.00	220.00	4.76
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	1/4/24	625.00	650.00	4.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	1/4/24	210.00	220.00	4.76
(iv) Kerb set	1/4/24	210.00	220.00	4.76
(v) Kerb set with infill	NEW	NEW	420.00	New
(vi) Flatstone not exceeding 7' x 3'x 6"	1/4/24	330.00	340.00	3.03
(vii) Vase not exceeding 12" in height	1/4/24	52.00	55.00	5.77
(viii) Any other memorial not referred to above	1/4/08	By Agreement	By Agreement	
(ix) Each additional inscription after the first in respect of each person	1/4/24	47.00	50.00	6.38
(x) Fee for persons not resident in the parish.		As above x 2	As above x 2	0.00

GODLINGSTON MEADOWLAND BURIAL

(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years	1/4/24	460.00	480.00	4.35
(ii) Interment Fees - for body of				
(a) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/24	420.00	440.00	4.76
Casket-type coffin	1/4/24	600.00	620.00	3.33
(b) for interments on Saturdays Sundays and Public Holidays	1/4/24	440.00	460.00	4.55
(iii) Interment Fees - for burial of casket or urn				
(a) first interment	1/4/24	215.00	220.00	2.33
(b) for interments on Saturdays, Sundays and Public Holidays	1/4/24	205.00	210.00	2.44
(c) scattering of ashes beneath turf of existing grave	1/4/24	110.00	115.00	4.55
(d) scattering of ashes on existing grave/ garden of remembrance	1/4/24	42.00	45.00	7.14
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(v) Transfer of Rights	1/4/24	63.00	65.00	3.17

Memorial Tree Plaque 1/4/24 200.00 210.00 5.00

Cemetery services will not be available for the period 24th December to the third working day after the New Year's Day public holiday

Hire of Cemetery Chapel - Godlingston interment		No Charge	No Charge	
Hire of Cemetery Chapel - External interment	1/4/24	155.00	160.00	3.23
(agreed Minute 153, 14 March 2022)				

9. Memorial Benches

Memorial Bench Plaque - Fitting Only	1/4/24	15.00	20.00	33.33
Community Services Committee 14th June 2023				
Minute 13.				

Swanage War Memorial - Update regarding required repairs

At the Community Services Committee meeting held on 17th July 2024, damage recently identified to one of the plaques on the Swanage War Memorial was reported. It was further reported that the structure was Grade II listed and therefore Listed Building Consent would be required prior to works being carried out and that the War Memorial Trust had been approached for guidance on the most suitable repair methodology and the potential availability of grant funding

Further to this:

- Dorset Council Planning Conservation Team have been approached and have advised Listed Building consent is not required, however have requested a method statement is submitted by a qualified stonemason in advance of works commencing.
- A preapplication enquiry has been made to the War Memorials Trust regarding the repair who have advised the repairs are eligible for a grant for up to 50% of the cost of the repair works.
- Two qualified stone masons have provided quotations for this work.
- A grant application has been submitted to the War Memorials Trust for up to 50% of the cost of the repair works, to note that a response may not be received until March 2025.
- Following a request from a family member that an area of damaged plaque containing a misspelt surname be amended, appropriate records and evidence has been sourced to enable the repair to incorporate an amended correct spelling.

Progress on this matter will be reported to future meetings of this committee, with any financial implications being submitted to the Finance & Governance Committee for consideration. Given that the grant application has not yet been determined, it is not possible at this time to provide an accurate figure for the cost of the repair works that may be for the attention of the Council, however this is unlikely to exceed £2,000.

For information

Gail Percival, Assets and Compliance Manager
October 2024

Request from Cancare Purbeck for the installation of an information board in the Cancare garden in Prince Albert Gardens

The Council has been approached by Cancare Purbeck requesting permission to install an information board in the Cancare Garden. The information board is lectern style, 420mm x 297mm and will provide information on the history of Cancare and the bequest made by Mrs Crofts which enabled the provision of this garden of sanctuary.

For decision

To consider approving the request made by Cancare Purbeck to install an information board in the Cancare garden in Prince Albert Gardens.

Gail Percival, Assets and Compliance Manager
October 2024