

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall,
Swanage on **MONDAY, 3rd NOVEMBER 2025** at 7.00 p.m.

Chairman: -

Councillor T Foster

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor P Burridge

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Councillor C Sutton

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 was one member of the public present at the meeting.

Public Participation Time

There were no matters raised.

1) Apologies

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

2) Declarations of Interest

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

There were no declarations to record on this occasion.

Planning

3) Plans for consideration

Delegated Applications

P/FUL/2025/06053

Flat 6, Stafford Court, Stafford Road, Swanage, BH19 2BQ

Proposed works comprise the internal reconfiguration of Flat 6 to form a two-bedroom dwelling. Externally, all dormers replaced with contemporary metal-clad splayed dormers, and a rooflight installed within the existing flat roof section. Install new window south elevation and extend dormer on north elevation.

OBSERVATION: No objection to the proposals, subject to adherence to the Design and Conservation Officer's report and any recommendations contained therein.

P/LBC/2025/06013

LISTED

Listed Building Consent

Purbeck House Hotel, 91 High Street, Swanage, BH19 2LZ

East terrace - repairs to stone balustrade and terrace.

OBSERVATION: No objection to the proposed works to the listed building, subject to adherence to the Design and Conservation Officer's report and any recommendations contained therein.

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

Consideration was given to the following proposed tree works:-

- P/TRC/2025/06105 **Swanage Conservation Area**
2 Church Hill House, 114a High Street, Swanage, BH19 2NY
Prunus - Remove the tree completely.
OBSERVATION: The Town Council has no objection to the proposed felling of the tree, subject to the planting of a suitable replacement tree, as specified in the applicant's application form.
- P/TRT/2025/06237 **Tree Preservation Order**
Playing Field, Bon Accord Road, Swanage, BH19 2DN
T3 Ash - Fell (leave stem at a height of approximately 2m as a habitat feature). No plans to replant as the tree is in a dense woodland with good tree stock.
OBSERVATION: No objection.

Consultation

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

a) **Dorset Council**

i) **Draft Local Transport Plan (LTP) Public Consultation 2026 to 2041**

ii) **Dorset Council Local Plan (DLP) Options Public Consultation**

Further to Minute Nos. 5) a) i) and ii) of the Planning and Consultation Committee Meeting held on 6th October 2025 it was reported that Dorset Council had agreed to an extension of time for receipt of the Town Council's responses to these consultations (19th and 18th November respectively).

The draft responses were in the process of being formulated by the task and finish group and these would be taken to the next Council Meeting being held on 17th November 2025, to ensure that all Town Councillors had the opportunity to review and comment on them before submission to Dorset Council.

iii) **The Dorset Design Code Public Consultation**

Further to Minute No. 5 a) iii) of the Planning and Consultation Committee Meeting held on 6th October 2025 it was reported that on 20th October Members of the Swanage Neighbourhood Plan Steering Group, and officers, had met with architects from the company appointed by Dorset Council to undertake research and gain feedback on its behalf on the design and character of towns and villages across Dorset, which would inform The Dorset Design Code. The meeting had been followed by a walkabout in the town. Attendees had agreed that the meeting had been positive, and useful.

The architects had been provided with copies of relevant planning and policy documents for Swanage, including the Swanage and Purbeck Local Plans, the Swanage Townscape Character Appraisal, details of the Swanage and Herston Conservation Areas, the Swanage Green Infrastructure Strategy, and The Purbeck Society's Local Survey of Non-designated Heritage Assets.

Committee Members considered the survey questions during the meeting and completed the online survey response form collectively.

Neighbourhood Planning

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

a) **Update from the Meeting of the SNP Steering Group held on 27th October 2025**

Further to Minute No. 6 a) of the Planning and Consultation Committee Meeting held on 6th

October 2025, updates were provided from the Steering Group meeting held on 27th October.

- **Dorset Coast Forum (DCF) – Informal community engagement surveys**
It was noted that the adult engagement survey had now closed, however, the 11-18 survey would be open until 9th November. A brief summary of the number of those engaging with the survey was provided and it was noted that the feedback gathered through these surveys would play a vital role in shaping/informing the draft SNP.
- **Informal community engagement sessions** – it was reported that the four community engagement sessions had been well attended, and positive feedback had been received regarding the proposal for a Neighbourhood Plan. An information stand had also been held at Swanage Market on 24th October. Representatives from DCF and council officers had spoken to a total of 146 members of the community at these events.
- **Steering Group vacancy for community member** – An application form was being prepared and would be provided to individuals who had expressed an interest in filling the vacancy for completion and subsequent consideration by the Steering Group.
- **The Dorset Design Code** – further to Minute No. 5 a) iii) above, in view of the work being undertaken by DC on this new guide, the ONH Planning Consultant had advised the Steering Group to consider including simple guidance within the draft SNP referring to The Dorset Design Code for developers to respond to, rather than commissioning this work as a separate project, which could potentially incur significant consultant costs, as the free technical assistance from Locality was no longer available.
- **Locality/AECOM Site Options and Assessment Report** – the report had now been received and reviewed by the Group and the ONH Planning Consultant. As previously reported, DC had been unable to share details of its potential development site options in Swanage prior to the launch of the Dorset Local Plan Options (DLPO) consultation and the SNP informal engagement. Consequently, the Steering Group had agreed not to consult on the potential sites it had identified at that stage, in order to avoid public confusion. The Steering Group considered it essential to first review feedback from the DLPO consultation before determining next steps and formulating its own approach to site selection. An email had been sent to DC to enquire when this feedback was likely to be received.

b) To nominate Councillor Member to the Swanage Neighbourhood Plan (SNP) Steering Group 2025/26

Following a recent change in the membership of the Planning and Consultation Committee, it was reported that there was a vacancy for a councillor member to join the SNP Steering Group. In accordance with the Terms of Reference, membership of the Steering Group should consist of six councillors and up to six other members residing in the Parish of Swanage. There were currently five councillor members and five community members, leaving two vacancies. As noted above, it was anticipated that a new community member would be appointed in due course.

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

That Councillor Lejeune be appointed as a Councillor Member of the Swanage Neighbourhood Plan Steering Group 2025/26.

7) Items of Information and Matters for Forthcoming Agendas

- a) **Dorset Council – Licensing – Application for a new Street Trading Consent – SOLD TO YOU LIMITED Trading as The Great British Hot Dog Company, 49 Holmes Road, Swanage, BH19 2JT – from 30th March to 30th September 2026, on closed part of Shore Road, Swanage, BH19 1LB** – the Town Council had been consulted regarding an

application for a new Street Trading Consent. In view of the short timescale for responses to this consultation (30th October 2025), Committee Members had reviewed and considered the application. A number of concerns and comments had been raised by Members and submitted to DC's Licensing Team accordingly. These included:-

- This section of Shore Road had, in recent times, been permanently closed to traffic (other than for access/emergency vehicles etc) and could be fully pedestrianised in the future, with new surfaces, benches, planters, and cycle racks being considered to enhance visitor experience and make it into a promenade. A new food vendor could conflict with this vision.
- The Town Council owned the hardstanding and Recreation Ground in this area and would not permit trading from shelters, the hardstanding, or in front of the Swanage Information Centre, toilets, or beach huts.
- Additional concessions could potentially create unfair competition for existing seafront businesses that already pay rent or leases. A question was raised as to whether consultation with existing businesses along Shore Road had been carried out.
- Granting the licence could set a precedent. If Dorset Council was considering concessions in this area, any new trading opportunities should be carefully planned and coordinated within a clear, consistent policy, and the broader layout and design of the seafront, rather than agreed on a one-off basis.
- Potential negative impacts included cooking smells, litter, seagull attraction, congestion, and obstruction of pedestrian access for wheelchairs, prams, and mobility scooters.

The Licensing Team had responded, indicating that the applicant would be willing to consider relocating and enquired about possible alternative sites.

During the ensuing discussion, it was noted that there may be more suitable locations within the town, however, Committee Members agreed that it was the responsibility of Dorset Council, as the Highways Authority, to identify an appropriate alternative site for a new Street Trading Consent. A request would therefore be made to the Licensing Team for a proposal or recommendation for a potential alternative location for further consideration.

8) Date of next meeting

The next meeting had been scheduled for Monday 1st December 2025.

The meeting closed at 7.55 p.m.