

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ

27th August 2026

Dear Councillor

Swanage Neighbourhood Plan Steering Group

A meeting of the above Sub-Committee will be held at the **TOWN HALL, HIGH STREET, SWANAGE** on **THURSDAY, 3rd SEPTEMBER 2026** at **11.00 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

Dr M.K. Ayres

Town Clerk.

PLEASE NOTE: **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 11.00 A.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

To the Town Mayor, Deputy Mayor and Councillors Foster, Lejeune, Sutton, and Vile, and all members of the Neighbourhood Plan Steering Group

A G E N D A

1. Election of Chairman 2026/27
2. Election of Vice Chairman 2026/27
3. Membership - to confirm membership of the Swanage Neighbourhood Plan Steering Group for 2026/27 (Copy Terms of Reference enclosed)
4. Apologies
5. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with Section 9 and Appendix B of the Council's Code of Conduct)
6. To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 21st April 2026 (Copy enclosed)
7. Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 21st April 2026

8. Items of information and matters for forthcoming agendas
 9. Date of next meeting – to be agreed
 - * 10. ONH Planning for Good Planning Consultants – Draft Pre-submission Swanage Neighbourhood Plan: Regulation 14 Representations and Proposed Main Modifications
 - a) Review of Regulation 14 representations and proposed Main Modifications:
 - i) Statutory consultees and land interests – to consider report and recommendations for Main Modifications
 - ii) Local residents and organisations – to consider report and recommendations for Main Modifications (Briefing note enclosed)
 - b) Neighbourhood Plan submission timetable – to review and agree the timetable for submission of the Plan (Copy enclosed)
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- * Under Standing Order No. 1 c), it is envisaged that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public will be excluded from the Meeting during consideration of agenda item 10 (in order to prevent prejudice to the effective conduct of public affairs, particularly in respect of the free and frank provision and consideration of professional advice).

For further information please visit:

[How to create a Neighbourhood Plan: Your step by step roadmap guide - Locality Neighbourhood Planning](#)

Terms of Reference

Swanage Neighbourhood Plan Steering Group

Introduction/Background

The Neighbourhood Plan Steering Group is a sub-committee of Swanage Town Council's Planning and Consultation Committee and is referred to below as the "Steering Group".

Swanage Town Council (STC) is aiming to produce a Neighbourhood Plan that ensures the growth of our town is both sustainable and achieved within a townscape and environment that protects and enhances the special characteristics of the town as recognised by the Swanage community and which, in turn, attract the visitors who power the town's seaside economy.

1. Purpose and Objective

To ensure the production of a Draft Neighbourhood Plan, which defines the planning priorities identified by the community, taking into account all representations made during the plan making process and having regard to all relevant existing plans and evidence.

2. Constitutional Arrangements

- 2.1** The Steering Group is a Sub-Committee of Swanage Town Council's Planning and Consultation Committee. As such its governance arrangements must be in accordance with the Town Council's Standing Orders.
- 2.2** STC is the qualifying body for the purposes of preparing and financing the Plan. Quarterly reports will be made to the full Council to ensure effective progress, and the Town Council's Planning and Consultation Committee will receive copies of the Steering Group minutes to consider any matters arising.

2.3 The Steering Group has full delegated authority to manage the preparation of the Plan as set out in the objectives, and within agreed budgets, up to and including the publication of the Draft Neighbourhood Plan for public consultation. STC will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.

2.4 The Steering Group will approve the minutes of its meetings for accuracy.

2.5 The Steering Group must seek approval from its parent committee for any changes to these Terms of Reference.

3. The Steering Group will meet regularly to:

3.1 Determine the overall scope and objectives of the plan based on public feedback;

3.2 Commission and monitor a project plan and report to Swanage Town Council on progress against key objectives;

3.3 Ensure that there is a continued review of the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;

3.4 Make recommendations to the Town Council on resourcing the Plan, via the Planning and Consultation Committee;

3.5 Ensure that the wider community is involved in the Plan process;

3.6 Ensure that necessary evidence is gathered to inform each of the themes within the scope of the plan;

3.7 Ensure that all available options are identified and assessed in respect of each theme and reflected in the draft Plan for wider consultation and review;

3.8 Ensure minutes, reports and documents relating to the plan are made publicly accessible;

3.9 Agree a timescale for completion.

4. Task Teams

The Steering Group will oversee the setting up of Task Teams, which will feed evidence back to the Steering Group to support preparation of the Plan. A member of the Steering Group will chair the Task Teams. The initial theme groups are:

- Development Task Team (incorporating Housing and Community Services, Town Centre and Economic Development)
- Environment Task Team (incorporating Environment, Heritage and Conservation)

5. Membership

5.1 Membership of the Neighbourhood Plan Steering Group is as follows:

- a) Six Councillor Members of Swanage Town Council's Planning and Consultation Committee, nominated by the Planning and Consultation Committee.
- b) Up to six other members residing in the Parish of Swanage (the Steering Group having delegated authority to co-opt accordingly, dependent on skills and experience).

5.2 The Chair and Vice-Chair will be elected by the Steering Group.

5.3 Representatives of O'Neill Homer, Planning Consultants can attend any meeting of the Steering Group, and Theme Groups, as advisors.

6. Meetings

The Steering Group will meet regularly. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, in accordance with legislation each Councillor Member shall have one vote, and votes can only be made in person. The quorum is three voting members, although a minimum of five voting members shall be present at Steering Group meetings when a proposal is considered to recommend changes to these Terms of Reference. A simple majority will be required to support any motion. The Chair shall have one casting vote.

Town Council administrative staff will take minutes and organise meetings of the Steering Group and reporting to STC.

7. Conduct and Interests

The Steering Group will follow the Code of Conduct as adopted by Swanage Town Council. Whilst members as individuals may be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

Draft Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD
PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on
TUESDAY 21st APRIL 2026 at 6.00 p.m.

Present: Councillor Bonfield – Chairman

Councillor Lejeune
Councillor Sutton (Until 7.10 p.m.)

Mr A Larner
Mrs J Owens
Mr G Richardson
Mrs J Sutcliffe

Also in attendance: Miss N Clark – Planning and Community Engagement Manager

One member of the public attended the meeting remotely.

Public Participation Time

There were no matters raised.

1) Election of Chairman

In the absence of the Committee Chairman, it was agreed that the Town Mayor, Councillor Bonfield, should assume the Chair for the meeting.

2) Apologies

Apologies for their inability to attend the meeting were received from Councillors Foster, Tomes, and Vile, and Mr B Taylor.

3) Declarations of Interest

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

There were no declarations on this occasion.

4) To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 21st January 2026

It was proposed that these were a true record by Mr G Richardson, seconded by Councillor Lejeune and agreed.

5) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 21st January 2026

7) ONeill Homer (ONH) Planning Consultants

- c) **To consider new webpage for the Swanage Neighbourhood Plan (SNP)** - further to Minute No. 8) a) i) of the Planning and Consultation Committee Meeting held on 2nd February 2026, and Minute No. 181 (a) of the Council Meeting held on 23rd February 2026, it was reported that approval had been given for the creation of a dedicated SNP website, and allocation of budget for this work.

10) Draft of Pre-submission Swanage Neighbourhood Plan (SNP) 2026-2043

- a) **To review the updated draft Plan, consider amendments, and recommend its approval for Regulation 14 public consultation at the Council Meeting on 23rd February 2026** - it was reported that, further to Minute No. 8) a) ii) of the Planning and Consultation Committee Meeting held on 2nd February 2026, and Minute No. 214 of the Council Meeting held on 23rd March 2026, the updated draft of the Pre-submission SNP had been authorised for Regulation 14 public consultation, subject to any final amendments being approved at a meeting of the SNP Steering Group, and additional budget provision had been agreed to cover outstanding professional fees, consultation support, and work required to progress the Plan to submission and examination.

6) ONH Planning Consultants

a) Update

Further to Minute No. 7 c) of the SNP Sub-Committee Meeting held on 21st January 2026, and Minute No. 5) above, ONH had advised that the new SNP website was expected to be completed by the end of April. Officers would be providing ONH with suitable photographs for inclusion on the website and to accompany the policies in the draft Plan.

It was noted that ONH were now awaiting the final versions of the Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Reports from Locality/AECOM planning consultants.

b) Review of SNP Project Plan

Further to Minute No. 7 b) of the SNP Sub-Committee Meeting held on 21st January 2026, and in light of the recent work undertaken to update and refine content for the draft Plan, ONH had provided an updated draft of the Project Plan for consideration. Consultation milestones and indicative timelines for progression of the Plan would be discussed under Item No. 8) on the agenda, and any agreed amendments would be reported back to ONH for incorporation into the revised Project Plan.

7) Items of information and matters for forthcoming agendas

There were no matters raised on this occasion.

8) Date of next meeting

The date of the next Steering Group meeting would be arranged in due course, once the Regulation 14 consultation timeline had been agreed.

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 9 a) and b) (to preserve the integrity of the forthcoming public consultation process).

9) Draft of Pre-submission Swanage Neighbourhood Plan (SNP) 2026-2043

- a) **To review and approve the updated draft Plan for Regulation 14 public consultation**

Further to Minute No. 10 a) of the SNP Sub-Committee Meeting held on 21st January 2026, Minute No. 5) above, and the workshop held on 5th February 2026, Group Members considered the updated draft Pre-submission SNP. It was noted that the draft Plan now incorporated the additions and amendments agreed at the meetings held on 21st January and 5th February 2026.

During discussion, a query was raised in relation to potential housing numbers and the types and sizes of homes required within the town. Reference was made to the Housing Needs Assessment prepared for the Steering Group by Locality/AECOM. It was noted that the draft Plan now included reference to this evidence following clarification and advice received from planning policy officers at Dorset Council.

It was therefore AGREED UNANIMOUSLY:-

That the draft Pre-submission Swanage
Neighbourhood Plan 2026-2043 be approved for
Regulation 14 public consultation.

It was further noted that the completed draft Plan would be submitted to ONH Planning Consultants for final health checks prior to the launch of the SNP website and commencement of public consultation.

b) To agree the communications and engagement strategy for the Regulation 14 consultation

Further to Minute No. 10 b) of the SNP Steering Group Meeting held on 21st January 2026, and the workshop held on 5th February 2026, Group Members considered the arrangements for the Regulation 14 public consultation, which were agreed as follows:

- The consultation period would run for six weeks (it was hoped that this would commence on 18th May 2026 and close on 28th June 2026).
- Four in-person engagement events would be held at the following accessible venues (subject to confirmation of availability):
 - The Mowlem
 - All Saints Church
 - Emmanuel Baptist Church
 - Swanage Friday Market
 - It was also suggested that a weekend information stall could be considered in Shore Place, if required.
- An online consultation survey would be prepared to gather feedback on the draft Plan and proposed policies. Paper copies and large-print versions would also be made available on request.
- The consultation would be promoted via the SNP website, the Town Council's website, social media channels, and the local press.
- Swanage Library would also be approached to explore the possibility of hosting a public display in the library.

It was noted that the statutory consultee list had been obtained from Dorset Council and updated to include additional relevant organisations and local groups.

A discussion took place regarding consultation materials. It was agreed that these would include banners (which could be moved around the town), a large-scale town and coastline floor map, posters, and leaflets/flyers setting out key information, consultation details, and frequently asked questions.

A suggestion was made that the Group should approach Dorset Coast Forum to enquire about their availability to assist with producing the consultation materials.

It was further agreed that ONH be requested to provide separate policy maps for use at the engagement events, rather than the consolidated map currently included in the draft Plan.

It was also suggested that the potential community projects and public realm improvements listed in Appendix B of the draft Plan, which did not require planning policy to deliver, should be presented on a separate display board at consultation events to improve public awareness.

Councillor Sutton left the meeting at 7.10 p.m.

It was therefore agreed that officers would:

- Confirm venue availability and associated dates;
- Liaise with Dorset Coast Forum regarding the possibility of creating public engagement materials for the consultation events;
- Liaise with ONH Planning Consultants regarding finalisation of the draft Plan and website;
- Prepare a draft consultation survey, newsletter, and press release, and circulate these to Group Members for approval prior to launch of the consultation.

The Meeting was closed at 7.15 p.m.
