

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 2nd FEBRUARY 2026** at 7.00 p.m.

Chairman: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor P Burridge

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

One member of the public attended the meeting in person, and one member of the public attended remotely.

Public Participation Time

There were no matters raised.

1) Election of Chairman

In the absence of the Committee Chairman, it was proposed by Councillor Vile, seconded by Councillor Burridge and RESOLVED UNANIMOUSLY:-

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, Sutton, and Tomes.

3) Declarations of Interest

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

Planning application No. P/HOU/2026/00368 60 Queens Road, Swanage, BH19 2EU – Councillor Vile declared an interest by reason of being the owner of a nearby property.

There were no other declarations on this occasion.

Planning

4) Plans for consideration

Delegated Applications

* P/ADV/2026/00133

Swanage Conservation Area

12 & 14 Station Road, Swanage, BH19 1AE

Display two fascia signs and one illuminated projection sign.

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

* P/FUL/2026/00134

Swanage Conservation Area

12 & 14 Station Road, Swanage, BH19 1AE

Alterations to shop front. Display two fascia signs and one illuminated projection sign.

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

* P/FUL/2026/00187

Swanage Conservation Area

12A Station Road, Swanage, BH19 1AE

Change of use, and conversion of first and second floor of 12-12A Station Road to form 1no. additional 2-bedroom flat. Demolition of the rear storage building, and erection of 1no. 2-bedroom maisonette.

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

Further to her declaration under Item No. 3) Councillor Vile remained in the room during consideration of the following item, and did not take part in any discussion, decision, or vote.

P/HOU/2026/00018

60 Queens Road, Swanage, BH19 2EU

Erect single storey rear extension, bin store, garden room, and landscaping. Remove chimney stack.

OBSERVATION: No objection.

P/HOU/2026/00368

Swanage Conservation Area

14 Manor Road, Swanage, BH19 2BJ

Erection of raised decking/balcony structure to rear of the property.

OBSERVATION: The Town Council has no objection to the proposed works which it feels will enhance the appearance of the property and its setting within the Swanage Conservation Area.

* P/HOU/2026/00428

87 D'Urberville Drive, Swanage, BH19 1QN

Demolish conservatory and porch, replace with new garden room extension. Erect porch and rear single storey kitchen extension.

OBSERVATION: No objection.

P/LBC/2026/00367
LISTED

Herston Conservation Area

Listed Building Consent

14 Bell Street, Swanage, BH19 2SA

Repair existing stone roof. Window and door changes to existing rear extension with replacement roof finish.

OBSERVATION: The Town Council has no objection to the proposal, subject to adherence to the Design and Conservation Officer's report and any recommendations.

P/VOC/2025/07383

Variation of Condition

102 Victoria Avenue, Swanage, BH19 1AS

Variation of condition 7 of approved planning application No. P/FUL/2022/05040 (Sever plot, erect four apartments, and parking. Form access.) to amend landscaping details.

OBSERVATION: The Town Council has no objection to the proposal.

For information only

P/NMA/2026/00209

Non-Material Amendment

Purbeck Heights, Priests Way, Swanage, BH19 2RS

Non material amendment to approved planning application No.

P/RES/2023/03476, to introduce a phasing plan to the list of plans at condition 1.

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 *.

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

Consideration was given to the following proposed tree works:-

P/TRC/2026/00141

Swanage Conservation Area

Spring Garden, Town Hall Lane, Swanage, BH19 1EX

T1 Sycamore - Prune side lateral growth on the south side growing over boundary with 68 High Street back to boundary/suitable pruning points.

T2 Sycamore - Prune side lateral growth on the south side growing over boundary with 68 High Street back to boundary/suitable pruning points.

OBSERVATION: No objection.

P/TRT/2026/00411

Wordsworth Court, Belle Vue Road, Swanage, BH19 2HR

T1 Holm Oak (*Quercus ilex*) - Re-pollard to previous points approximately 1.5-2.5m growth.

OBSERVATION: No objection.

P/TRT/2026/00445

Harbour St Bride, Durlston Road, Swanage, BH19 2HZ

T001 Oak - Removal of the lowest two primary limbs and some minor pruning of secondary and tertiary branches to provide 2-3m clearance from the existing building. The outer crown will require a reduction of branch ends by approximately 3m to the height and its eastern, southern, and western sides (just above the old pruning points). The retained tree will be contained at a height of about 12m and radius of 4-5m. (See Report Reference WT 068-25 TWAP)

OBSERVATION: No objection.

6) Items of Information and Matters for Forthcoming Agendas

- a) Dorset Council (DC) Town and Parish Council Forums 2026** – further to Minute No. 6 a) of the Planning and Consultation Committee Meeting held on 5th January 2026, a reminder was given that the first DC update session for Town and Parish Councils would be held on 3rd February.

7) Date of next meeting

The next meeting had been scheduled for Monday 2nd March 2026.

Neighbourhood Planning

8) Swanage Neighbourhood Plan (SNP)

a) Matters arising from draft Minutes of the SNP Steering Group Meeting held on 21st January 2026, including consideration of two recommendations

Before the recommendations set out in the draft Minutes of the SNP Steering Group Meeting held on 21st January were considered, and further to Minute Nos. 7 a) and 10 a) of the draft Minutes, an update was provided on the planning consultant's progress in updating and refining the draft Pre-submission Plan. It was noted that a copy of the updated Plan had been received earlier in the day and would be circulated to Steering Group Members tomorrow in preparation for the Group's workshop scheduled for 5th February 2026.

- i) Swanage Neighbourhood Plan website – to recommend approval of creation of website and allocate budget at the Council Meeting on 23rd February 2026**

Further to Minute No. 7 c) of the draft Minutes of the SNP Steering Group Meeting held on 21st January 2026, and following advice received from the Steering Group's planning consultant, consideration was given to a recommendation to commission a dedicated website for the SNP. It was noted that the new National Planning Policy Framework would expect all plan-making processes, including Neighbourhood Plans, to be digitised in the future.

If approved, this work would be incorporated into the project plan of the planning consultants as part of their work on the SNP, and would ensure that all information and documentation relating to the SNP process would be available in one place. Members agreed that this would provide the community with ease of access.

The additional cost of this work would be £2,000 to:

- Acquire a domain name and build the site;
- upload the content (text and interactive maps) and modify it for Regulations 15 and 16, and the referendum;
- maintain the site for three years (including running usage reports).

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

TO RECOMMEND:

That the Town Council approves the creation of a dedicated Swanage Neighbourhood Plan website, and allocates a budget of up to £2,000 for this additional work by ONH Planning Consultants, at the Council Meeting on 23rd February 2026.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Vile, 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 8 a) ii) (to preserve the integrity of the forthcoming public consultation process).

ii) Draft Pre-submission Swanage Neighbourhood Plan 2026-2043 – to recommend its approval for Regulation 14 public consultation at the Council Meeting on 23rd February 2026 (subject to amendments to be made at a workshop of SNP Steering Group Members)

Further to Minute No. 10 a) of the draft Minutes of the SNP Steering Group Meeting held on 21st January 2026, consideration was given to the Steering Group's recommendation that the draft Pre-submission Plan be approved for Regulation 14 consultation, subject to the review and amendments to be made at a workshop of Group Members scheduled for 5th February 2026.

During the discussion, it was noted that some work remained to finalise the content of the draft Plan, hence the Group's decision to hold a workshop to review the policies and consider in more depth the queries raised at the meeting.

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

TO RECOMMEND:

That the Town Council approves the draft Pre-submission Swanage Neighbourhood Plan 2026-2043 for Regulation 14 public consultation at the Council Meeting on 23rd February 2026 (subject to

amendments made at a workshop of SNP Steering
Group Members on 5th February 2026).

The meeting closed at approximately 7.45 p.m.