

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ

21st November 2025

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 **WEDNESDAY, 26th NOVEMBER 2025** at **4.30 p.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 4.30 P.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. Apologies
2. 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)
3. To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 27th October 2025 (Copy to follow)
4. Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 27th October 2025
5. Dorset Coast Forum – feedback from informal community engagement (Verbal report)
6. ONeill Homer Planning Consultants
 - a) Update
 - b) Review of Project Plan (Copy enclosed)

7. Items of information and matters for forthcoming agendas
8. Date of next meeting – December 2025 – to be agreed
- * 9. First draft of Pre-submission Swanage Neighbourhood Plan – to review and consider next steps (Copy enclosed)
- * 10. Membership – to consider appointment of community member to the Swanage Neighbourhood Plan Steering Group

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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 9 (to preserve the integrity of the forthcoming public consultation process), and 10 (due to data protection considerations).

For further information please visit:

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

Swanage NP: Project Plan

21.11.25

Action	Who	N	D	J	F	M	A	Notes
205 Drafting: informal consultation period	DCF							completed
207 Drafting: NP document production	ONH							completed
208 Drafting: Site Assessment Report	AECOM							in progress
209 Drafting: informal consultation review	NPSG/ONH/DCF							completed
210 Drafting: evidence document review	ONH							in progress
211 Drafting: Liase with DC and promoters	NPSG/ONH							in progress
212 Drafting: NPSG review	NPSG/ONH/DCF	X						26.11.25 (ONH online)
213 Drafting: final document production	ONH							
214 Drafting: NPSG review	NPSG		X	?				8.12.25 (or 10.1.26 fall back)
215 Drafting: TC approval	TC		X	?				15.12.25 (or 19.1.26 fall back)
301 Pre-Sub: Reg 14 consultation prep	NPSG/DCF							
302 Pre-Sub: Reg 14 consultation period	-					?		5.1.26 - 16.2.26 (or to 2.3.26 fallback)
303 Pre-Sub: review reps	NPSG/ONH					?		
304 Pre-Sub: liaison with DC etc	NPSG					?		
305 Pre-Sub: NPSG review	NPSG/ONH				X	?		23.2.26 (or 9.3.26 fallback)
401 Sub Plan: Submission NP document	NPSG/ONH							
402 Sub Plan: Basic Conditions Statement	ONH							
403 Sub Plan: Consultation Statement	NPSG							
404 Sub Plan: updated evidence	NPSG							
405 Sub Plan: NPSG review	NPSG						X	13.4.26
406 Sub Plan: TC approval	TC						X	27.4.26
407 Sub Plan: Submission to DC	TC						X	TBC
501 SEA	AECOM/ONH							
502 HRA	AECOM							



Swanage Neighbourhood Plan Steering Group – Expression of Interest Form

Applicant Details

Name: _____

Address: _____

Email: _____

Phone number: _____

1. About You

Briefly describe your background, skills, and experience relevant to the role (e.g., community involvement, planning, environment, housing, business, project work, etc.):

2. Reasons for Joining

Why would you like to join the Steering Group and what do you hope to contribute?

3. Knowledge and Interests

Do you have experience or interest in any of the following areas? (Tick all that apply)

- ☐ Community engagement
- ☐ Housing and development
- ☐ Environment and sustainability

- ☐ Transport and access
 - ☐ Local economy and employment
 - ☐ Heritage and culture
 - ☐ Data analysis or research
 - ☐ Communications / social media
 - ☐ Other (please specify): _____
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4. Availability

Are you able to attend monthly meetings and support tasks between meetings?

☐ Yes ☐ No ☐ Maybe – please provide details: _____

5. Conflicts of Interest

Do you have any potential conflicts of interest (e.g., land ownership, development interests, business connections)?

☐ Yes ☐ No

If yes, please provide details: _____

6. Additional Information

Any other information to support your application:

7. Declaration

I confirm that the information provided is accurate and understand that this role involves volunteering to support the development of the Swanage Neighbourhood Plan.

Signature: _____ Date: _____