

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

29<sup>th</sup> October 2025

Dear Councillor

**Planning and Consultation Committee**

A meeting of the above Committee will be held at the **TOWN HALL, HIGH STREET, SWANAGE** on **MONDAY 3<sup>rd</sup> NOVEMBER 2025** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*Dr M K Ayres*

Town Clerk.

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**PLEASE NOTE:**      **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 7.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

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To the Town Mayor and Deputy Mayor,  
Councillor Foster and Councillors  
Burridge, Lejeune, Sutton, and Vile.  
Copies to all Councillors and Chief Officers.

**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)

**Planning**

3. Plans for consideration (Schedule enclosed)
4. Applications for tree works - opportunity to raise any matters of concern

**Consultation**

5. To note receipt of the following consultation documents, and to determine the Council's preferred method of response, if any:
  - a) Dorset Council
    - i) Draft Local Transport Plan 2026 to 2041 – update  
(Closing date for responses 31<sup>st</sup> October 2025)

- ii) Dorset Council Local Plan Options – update  
(Closing date for responses 31<sup>st</sup> October 2025)

For further information and to complete the online surveys please visit:

- [Dorset is changing - Dorset Council](#)
- [Local Transport Plan consultation - Dorset Council](#)
- [Dorset Council Local Plan consultation - Dorset Council](#)

- iii) The Dorset Design Code Public Consultation – to give further consideration to the public consultation  
(Closing date for responses 21<sup>st</sup> November 2025)

For further information and to complete the online survey please visit:

- [The Dorset Design Code - Dorset Council](#)
- [Dorset Design Code Survey - Dorset Council - Citizen Space](#)

#### Neighbourhood Planning

6. Swanage Neighbourhood Plan (SNP) Steering Group
  - a) Update from the Meeting of the SNP Steering Group held on 27<sup>th</sup> October 2025
  - b) To nominate Councillor Member to the Swanage Neighbourhood Plan (SNP) Steering Group 2025/26 (Copy Terms of Reference for the SNP Steering Group enclosed)
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 30<sup>th</sup> March to 30<sup>th</sup> September 2026, on closed part of Shore Road, Swanage, BH19 1LB
8. Date of next meeting – Monday 1<sup>st</sup> December 2025

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## **SWANAGE TOWN COUNCIL**

### **PLANS FOR CONSIDERATION ON MONDAY 3<sup>rd</sup> NOVEMBER 2025**

| <b><u>Delegated Applications</u></b>      |                                                   |                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                        | <a href="#">P/FUL/2025/06053</a>                  | <b>Flat 6, Stafford Court, Stafford Road, Swanage, BH19 2BQ</b><br>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. |
| 2.                                        | <a href="#">P/LBC/2025/06013</a><br><b>LISTED</b> | <b>Listed Building Consent</b><br><b>Purbeck House Hotel, 91 High Street, Swanage, BH19 2LZ</b><br>East terrace - repairs to stone balustrade and terrace.                                                                                                                                                                                                                                 |
| <b><u>Applications for Tree Works</u></b> |                                                   |                                                                                                                                                                                                                                                                                                                                                                                            |
|                                           | <a href="#">P/TRC/2025/06105</a>                  | <b>Swanage Conservation Area</b><br><b>2 Church Hill House, 114a High Street, Swanage, BH19 2NY</b><br>Prunus - Remove the tree completely.                                                                                                                                                                                                                                                |
|                                           | <a href="#">P/TRT/2025/06237</a>                  | <b>Tree Preservation Order</b><br><b>Playing Field, Bon Accord Road, Swanage, BH19 2DN</b><br>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.                                                                                                                                |

**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 \*.

# The Town Council is the owner of land included within, or directly affected by, applications marked #.

## **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.