

Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD
PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on
MONDAY 2nd JUNE 2025 at 2.15 p.m.

Present: Councillor Foster – Chair

Councillor Bonfield
Councillor Vile

Mrs J Owens
Mrs J Sutcliffe

Also in attendance: Dr M Ayres – Town Clerk
Miss N Clark – Planning and Community Engagement Manager
Mrs K Delahay
Mrs E Evans – Democratic Services Officer
Ms T Powell– Dorset Coast Forum

One member of the public attended the meeting remotely.

Public Participation Time

There were no matters raised.

1) Election of Chairman 2025/26

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

That Councillor Foster be elected Chairman of
the Swanage Neighbourhood Plan Sub-committee
for 2025/26.

2) Election of Vice Chairman 2025/26

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

That Councillor Vile be elected Vice Chairman of
the Swanage Neighbourhood Plan Sub-committee
for 2025/26.

3) Membership/recruitment

**i) To confirm membership of the Swanage Neighbourhood Plan Steering Group
for 2025/26**

Subject to final approval at the Planning and Consultation Committee Meeting being held later today, and in accordance with the Terms of Reference for the SNP Steering Group (Points 5.1 to 5.3), it was confirmed that Councillors Bonfield, Dorrington, Foster, Monkhouse, Tomes, and Vile would continue/be appointed as Councillor Members of the Steering Group for 2025/26. It was also confirmed that Mr L Luke, Mrs J Owens, Mr A Lerner, Mrs J Sutcliffe, and Mr G Richardson would continue as community Members of the Group for 2025/26.

It was reported that Mr A Thompson had decided to step down from the Group, resulting in a vacancy. A discussion followed regarding the recruitment of a new

member with relevant skills and experience to support the work of the Group, and it was suggested that an advert regarding this vacancy be included in the Talk of the Town Hall newsletter, and published on the Town Council's website.

4) Apologies

Apologies for their inability to attend the meeting were received from Councillor Tomes, Mr L Luke, and Mr G Richardson.

5) 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 to record on this occasion.

6) To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 7th May 2025

It was proposed that these were a true record by Councillor Bonfield, seconded by Councillor Vile and agreed.

7) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 7th May 2025

Updates were provided as follows:

Further to Minute No. 4) of the SNP Meeting held on 7th May 2025, it was reported that the Group continued to await a response from Dorset Council's School Admissions Team regarding the potential increase in demand for public services arising from future housing development, and whether such demand could be met.

Information regarding this question had been received from Swanage Medical Practice (SMP), and Wessex Water (WW). SMP had estimated that a potential increase of approximately 1,000 new patients may require additional GP sessions to meet the associated demand. WW had confirmed that the treatment plant was already operating at capacity and would require improvements, which were not currently planned until 2030. However, it was noted that the company actively monitored prospective developments to ensure the plant's capacity remained sufficient.

It was noted that the maps provided by ONH, covering townscape, greenspace, and recreation areas, would be reviewed in greater detail before being released for the upcoming informal public engagement. It was also confirmed that the accompanying text submitted by a group member would be checked to ensure consistency with the maps.

8) ONeill Homer (ONH) Planning Consultants

a) Update

It was reported that, following the passing of Councillor Bill Trite in early May, a by-election would be forthcoming, for a Swanage Town Councillor, and for a Dorset Councillor for Swanage. A discussion followed regarding the importance of maintaining impartiality during the pre-election period (purdah) and the potential impact that this might have on the planned public engagement.

Members emphasised the need to allow sufficient time for meaningful public engagement, rather than compressing the timeline. It was therefore agreed that public engagement would be postponed until August/September. A provisional launch date of the week commencing 4th August was suggested, allowing for a six-week consultation period extending into September.

To keep the public informed about progress and the reasons for the revised timeline, it was proposed that updates be shared via the Council's website and Facebook page.

b) Review of Project Plan

It was noted that the Project Plan/timeline had been discussed under Minute No. 8 a).

9) Dorset Coast Forum – update on informal community engagement

Further to Minute No. 5) of the SNP Steering Group Meeting held on 7th May 2025, the Dorset Coast Forum (DCF) representative provided an update on the proposed informal community engagement. It was reported that DCF had continued to develop the survey following an online meeting with the Town Clerk, and the Planning and Community Engagement Manager, as well as a review of the draft survey by Mr Neil Homer, ONH Planning Consultants.

A discussion took place regarding the practicalities of hosting community engagement events. The DCF representative noted that the materials being developed could be used independently of DCF, should members of the group wish to organise their own events. The importance of engaging with local businesses was highlighted, and it was suggested that paper copies of the survey could be hand-delivered to business owners by Group Members, then collected two weeks later. It was anticipated that this approach would add a more personal element to the consultation process.

Members also discussed key areas of the Neighbourhood Plan, including the town centre and the area known as the 'Heart of Swanage' around Commercial Road and Kings Road East. It was agreed that the public should be encouraged to share their views on what they would like to see, potentially through an 'ideas board' format, with the option to upload images. However, it would also be important to clarify where the Town Council/Local Planning Authority holds responsibility, and where some aspirations may fall outside their remit, or be undeliverable through a NP.

It was further noted that including definitions of certain term, such as 'Townscape', would help ensure clarity for respondents. Suggestions were also made to work more closely with local businesses through a dedicated workshop, and to engage with the Swanage Chamber of Trade as part of the process. An update would be provided at a future meeting.

10) Items of information and matters for forthcoming agendas

a) Harrow House – revised planning application

It was reported that the date for a meeting with the developers had been circulated.

b) ONH Design Coding Options

ONH had been in contact the Planning and Community Engagement Manager with some options for Design Coding assistance, following the unsuccessful application for technical support from Locality. This matter would be considered at a future Group Meeting.

11) Date of next meeting

The next meeting would be held on Monday 7th July 2025 at 2.15 p.m.

The Meeting was closed at 3.20 p.m.
