

Draft Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY 21st JANUARY 2026 at 4.30 p.m.**

Present: Councillor Foster – Chair

Councillor Bonfield (Until 5.30 p.m.)
Councillor Lejeune
Councillor Sutton
Councillor Tomes
Councillor Vile (Until 5.45 p.m.)

Mrs J Owens
Mr G Richardson
Mr B Taylor

Also in attendance: Dr M Ayres – Town Clerk

Miss N Clark – Planning and Community Engagement Manager
Mr N Homer – ONH Planning Consultants (Via online link – until 6.05 p.m.)

One member of the public attended the meeting remotely.

Public Participation Time

There were no matters raised.

1) Apologies

Apologies for their inability to attend the meeting were received from Mr A Larner, Mr L Luke, and Mrs J Sutcliffe.

2) Membership – to appoint community member to the Swanage Neighbourhood Plan (SNP) Steering Group

Further to Minute No. 10) of the SNP Steering Group Meeting held on 26th November 2025, it was reported that the successful candidate, Mr Bryan Taylor, had accepted the Steering Group's invitation to join as a community member. A meeting had been held with Mr Taylor and representatives of the Steering Group to provide him with an update and progress report on the draft Pre-submission SNP.

The Group welcomed Mr Taylor to the meeting and, in accordance with the Terms of Reference of the Steering Group, Membership - point 5.1 b), it was proposed by Councillor Bonfield, seconded by Councillor Vile and AGREED:-

That Mr Bryan Taylor be appointed to the Swanage Neighbourhood Plan Steering Group as a community member for 2025/26.

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).

No declarations were made on this occasion.

4) To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 26th November 2025

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

5) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 27th October 2025

There were no matters raised.

6) Dorset Coast Forum (DCF) – consideration of adult and youth feedback reports from community engagement

Further to Minute No. 5) of the Swanage Neighbourhood Plan (SNP) Sub-Committee Meeting held on 26th November 2025, the full engagement reports had now been received from Dorset Coast Forum and had been circulated to, and reviewed by, Steering Group Members and the planning consultant.

Group Members considered the adult and youth feedback contained within the reports, and the findings were noted. Members discussed how the insights should inform the ongoing development of the draft Pre-submission Neighbourhood Plan, which would be considered under Agenda Item No. 10 a).

It was commented that the youth engagement and feedback had been successful and had provided valuable input to the development of the draft Plan.

7) ONeill Homer (ONH) Planning Consultants

a) Update

Further to Minute Nos. 6 a) and 9) of the SNP Sub-Committee Meeting held on 26th November 2025, Mr Neil Homer provided a progress report on the updating and refining of the draft Plan, which would be considered in detail under agenda item 10 a).

Updates were also given regarding the associated work with the AECOM/Locality consultants on finalising the Site Options and Assessment, Strategic Environmental Assessment, and Habitats Regulations Assessment reports. As previously reported, technical assistance from Locality would cease at the end of March 2026, and an updated position on these reports would be provided in April.

It was noted that good progress had been made with engagement with the key land promoters of the Dorset Local Plan Options potential development sites. The meetings held to date had been informative and productive, and it was further noted that two of the developers had agreed to engage with the Swanage Community Land Trust regarding the provision of housing for social rent.

During discussion, concerns were raised regarding the fact that the Purbeck Local Plan would be superseded by the Dorset Local Plan once adopted. A question was asked as to whether site-specific policies could be included within the SNP to help deliver the type of housing that the town genuinely needed. Attention was also drawn to the new National Planning Policy Framework which was anticipated to be published in summer 2026.

b) Review of SNP Project Plan

Further to Minute No. 6 b) of the of the SNP Sub-Committee Meeting held on 26th November 2025, it was reported that the Project Plan was currently running about one month behind. Forthcoming milestones, and possible timelines, were discussed.

c) To consider new webpage for the Swanage Neighbourhood Plan (SNP)

Mr Neil Homer reported that the new National Planning Policy Framework would expect all plan-making processes, including Neighbourhood Plans, to be digitised in the future. An example of an existing NP website had been circulated to, and reviewed by, Steering Group Members ahead of the meeting.

Consideration was given to the possibility of the planning consultants creating a dedicated website for the SNP. Group Members agreed that this approach would be particularly helpful during the later stages of consultation as a way to increase engagement and interest. It would also ensure that all information and documents relating to the SNP process would be in one place, providing the community with ease of access. A link to this page could also be created via the Town Council's website. It was therefore agreed that a quote for this additional work should be obtained from the planning consultants, and that a recommendation be made for approval of this work at the next Council Meeting.

It was proposed by Councillor Bonfield, seconded by Mr G Richardson and AGREED:-

**TO RECOMMEND to the Planning and
Consultation Committee:**

That the creation of a Swanage Neighbourhood Plan website, and allocation of budget for this work, be approved at the Council Meeting to be held on 23rd February 2026.

8) Items of information and matters for forthcoming agendas

There were no matters raised on this occasion.

9) Date of next meeting

The date of the next Steering Group meeting would be arranged in due course and in consultation with Mr Homer.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Tomes, seconded by Councillor Sutton 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 10 a) and b) (to preserve the integrity of the forthcoming public consultation process).

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

Further to Minute No. 9) of the SNP Sub-Committee Meeting held on 26th November 2025, and in light of the community engagement feedback reports received under Minute No. 6), Mr Neil Homer took Group Members through the updated draft Pre-submission Swanage Neighbourhood Plan. Members reviewed the policies in order and approved amendments made so far.

During the review, queries and comments were raised, along with further suggested additions and amendments, which were discussed at length. Members agreed that some

work remained to finalise the content of the draft Plan. It was therefore suggested that a workshop of Group Members could be held to review the policies and the queries raised at the meeting in more depth. It was hoped that by doing so the Group would be able to recommend approval of the draft Plan for Regulation 14 consultation at the next Council Meeting in February, subject to any amendments made at the workshop. It was therefore agreed that the workshop would be held on 5th February.

Mr Homer confirmed that a revised copy of the draft Plan would be provided.

Councillor Bonfield left the meeting at 5.30 p.m.

Councillor Vile left the meeting at 5.45 p.m.

During the discussion, a request was made for a ‘Glossary’ to be included in the draft Plan, and a question raised as to whether a ‘Sustainability Checklist’ could be included, similar to the one used by Dorset Council’s planning team (to demonstrate how a development project would meet local, environmental, social, and economic sustainability standards).

It was noted that Mr Homer also recommended that the Group made contact with Dorset Council for an update on the Dorset Local Plan process.

Mr Neil Homer left the meeting at 6.05 p.m.

It was proposed by Councillor Tomes, seconded by Councillor Sutton and AGREED:-

**TO RECOMMEND to the Planning and
Consultation Committee:**

That the draft Pre-submission Swanage Neighbourhood Plan 2026-2043 be approved for Regulation 14 public consultation at the Council Meeting to be held on 23rd February 2026 (subject to amendments to be made at a workshop of SNP Steering Group Members).

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

Due to the time taken at the meeting to review the draft Plan under item 10 a) above, and the agreement to undertake a separate workshop to finalise this review, it was agreed that it would be prudent to also consider the proposed communications and engagement strategy for the Regulation 14 consultation at the workshop to be held on 5th February, to allow sufficient time for these discussions.

The Meeting was closed at 6.30 p.m.