

Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY 26<sup>th</sup> NOVEMBER 2025** at **4.30 p.m.**

**Present:** Councillor Foster – Chair

Councillor Bonfield  
Councillor Sutton  
Councillor Tomes  
Councillor Vile

Mrs J Owens  
Mr G Richardson  
Mrs J Sutcliffe

**Also in attendance:** Councillor Burridge  
Dr M Ayres – Town Clerk  
Miss N Clark – Planning and Community Engagement Manager  
Mrs E Evans – Democratic Services Officer  
Ms S Parker - Dorset Coast Forum (via online link)  
Ms T Powell – Dorset Coast Forum (via online link)

There were no members of the public at the meeting.

### **Public Participation Time**

There were no matters raised.

**1) Apologies**

Apologies for their inability to attend the meeting were received from Mr N Homer, and Mr A Larner.

**2) 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.

**3) To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 27<sup>th</sup> October 2025**

It was noted that the Minutes recorded Mr Homer as having attended the meeting remotely, however, he had in fact attended in person on this occasion.

Subject to this amendment being noted, the Minutes were proposed as a true record by Councillor Bonfield, seconded by Councillor Tomes, and agreed.

**4) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 27<sup>th</sup> October 2025**

The following matters were raised:

- **Steering Group Vacancy – Community Member** - it was noted that four Expressions of Interest had been received during the recent community engagement events, however, only two completed application forms had been submitted to officers for consideration by the Steering Group.
- **Locality/AECOM Site Options and Assessment Report** - following review of the draft report on 27<sup>th</sup> October, the Steering Group had submitted a list of required amendments to AECOM via the planning consultant. AECOM would resubmit the amended report to Locality for sign-off before it returned to the Group for final review, which was anticipated to be by mid-December.
- **Dorset Council (DC) Local Plan Options Consultation 2025 – Swanage Sites** - it was reported that Steering Group Members and the planning consultant had met with the developers of DC's potential residential development site LA/SWAN/002 and 007 Land north and west of Prospect Allotments on 26<sup>th</sup> November, to better understand their proposals. The meeting was considered informative and constructive, with further engagement planned, including with the Swanage Community Land Trust. Arrangements were now being made for a meeting with the developer of DC's option site LA/SWAN/016 Purbeck View School.

**5) Dorset Coast Forum (DCF) - feedback from informal community engagement**

Further to Minute No. 5) of the Swanage Neighbourhood Plan (SNP) Sub-Committee Meeting held on 27<sup>th</sup> October 2025, the DCF representatives provided early headline findings from the community engagement surveys. It was noted that survey responses had been received from 140 adults, and 121 children/young people. The full engagement report was expected within two weeks and would inform the draft Pre-submission SNP.

**6) ONeill Homer (ONH) Planning Consultants**

**a) Update**

It had been planned for Mr Homer to take the Steering Group through the first draft of the Pre-submission SNP and to consider any questions, comments, or identified 'gaps', with Group Members. However, in his absence, Members would be reviewing the document themselves (under agenda item 9) and would consider suggested amendments and/or omissions. The outcome of these discussions would then be fed back to Mr Homer for his advice and to enable updating of the document.

**b) Review of Project Plan SNP Project Plan**

Further to Minute No. 6 b) of the of the SNP Sub-Committee Meeting held on 27<sup>th</sup> October 2025, it was reported that planning consultant had updated the Project Plan to reflect the extended timelines for the community engagement surveys. The Project Plan was reported to remain on track at this time.

**7) Items of information and matters for forthcoming agendas**

There were no matters raised on this occasion.

**8) 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 Bonfield, seconded by Councillor Vile 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 9) (to preserve the integrity of the forthcoming public consultation process), and 10 (due to data protection considerations).

## **9) First draft of Pre-submission Swanage Neighbourhood Plan (SNP) – to review and consider next steps**

In light of the feedback received under Minute No. 5), Steering Group Members reviewed the first draft of the Pre-submission SNP. Discussion included:

- The Plan's proposed vision, objectives, and potential policies.
- The town's housing needs and potential housing sites, including dwelling types and tenure, commercial areas, and mixed-use development opportunities.
- The town's areas of special character, and important green spaces.
- Minor amendments to wording and typographical errors within the draft document.

As noted above, the full feedback report was expected shortly. Members agreed to continue reviewing and refining the draft Plan and to maintain ongoing liaison with ONH Planning Consultants for advice and support throughout this process. It was anticipated that the final draft of the Pre-submission Plan would be considered at the next Steering Group Meeting (subject to any necessary amendments), together with the next steps for progressing towards the Regulation 14 public consultation. This would include recommending the draft Plan for approval at a future Full Council Meeting.

## **10) Membership – to consider appointment of community member to the Swanage Neighbourhood Plan Steering Group**

Further to Minute No. 4), it was agreed that the application forms received should be anonymised by officers and then circulated to all Steering Group Members for their comments and indication of preferred candidate. Responses would be shared with all Group Members and officers. The preferred applicant would subsequently be invited to join the Steering Group. A meeting would also be arranged with Group Members to provide the application with an update on the current proposals for, and progress with, the draft SNP.

If the applicant accepted the position, they would be formally appointed at the next Steering Group Meeting.

The Meeting was closed at 6.20 p.m.

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