

Draft Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD
PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on
WEDNESDAY 6th AUGUST 2025 at 4.00 p.m.

Present: Councillor Foster – Chair

Councillor Bonfield
Councillor Dorrington
Councillor Vile

Mrs J Owens
Mr G Richardson

Also in attendance: Councillor Sutton
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 (from 4.20 p.m.)
Mr C Squires – Project Delivery Officer

Two members of the public attended the meeting in person, and one member of the public attended remotely.

Public Participation Time

The following matters were raised during Public Participation:-

- **Agenda item 3)** – a query regarding the administration process for committee meetings.
- **Agenda item 8)** - a query regarding the exclusion of the public from meetings during consideration of items relating to the Green Seafront and Swanage Neighbourhood Plan surveys. In response, it was explained that, as the content of these surveys was still being finalised and not yet in the public domain, it would be inappropriate to share details prior to their launch in order to protect the integrity of the consultation process.
- The Chairman requested that any questions, including those raised at the meeting, be submitted in writing so that a full response could be provided.

1) Apologies

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

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).

Mr G Richardson wished it to be noted that he was a Trustee of the Swanage Community Land Trust.

There were no further declarations to record on this occasion.

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

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

That the Minutes of the Swanage Neighbourhood Plan
Sub-Committee held on 7th July 2025 be approved as
true record.

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

The following matters were raised:-

Minute No 7) Informal community engagement – to confirm proposals - it was anticipated that the AECOM Site Options and Assessment report would be received within the next two weeks.

A query was raised regarding the proposed workshop to be held with businesses in the town. It was noted that an update would be provided by the DCF representative under Agenda Item 8).

5) Dorset Local Plan – forthcoming consultation - update

Further to Minute No. 5) of the Swanage Neighbourhood Plan Sub-Committee meeting held on 7th July 2025, a reminder was given that the Dorset Local Plan Options consultation would be launched on 18th August 2025 and that an engagement event would be held in Swanage on 30th September 2025 at the Emmanuel Baptist Church hall.

It was noted that the Chair, Town Clerk, and Planning and Community Engagement Manager had attended the briefing event hosted by Dorset Council (DC) on the upcoming consultation on 14th July, and a brief update on this was provided.

6) ONeill Homer (ONH) Planning Consultants

a) Update

Further to Minute No. 6 a) of the of the SNP Sub-Committee meeting held on 7th July 2025, it was reported that Mr Neil Homer would be attending the next meeting in person. An update on work undertaken to date would be provided, and initial discussions regarding proposals for the draft plan and any potential ‘gaps’, following receipt of feedback from the informal community engagement, would be commenced. It was noted that the government had delayed the planned consultation on National Development Management Policies until later in the year. These proposals were linked to the final design of the new 30-month Local Plan system.

b) Review of Project Plan (dated 2nd June 2025)

It was noted that the project timeline would remain unchanged.

7) Items of information and matters for forthcoming agendas

There were no matters raised on this occasion.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Vile, seconded by Councillor Bonfield 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 item 8) in order to protect the integrity of the consultation process.

8) Informal community engagement -final review of engagement survey, webpage, and content, and confirmation of launch date

Further to Minute Nos. 5) and 7) of the SNP Sub-Committee meeting held on 7th July 2025, a discussion took place regarding the potential impact of the Dorset Local Plan consultation on the SNP survey. As previously noted, DC's consultation was expected to include potential development sites in Swanage, although details would not be available until the consultation was launched on 18th August.

Members highlighted the importance of providing clear information about the Neighbourhood Plan process and confirmed that the initial survey would represent the first step in public consultation. A draft plan would then be prepared following this informal engagement, informed by the survey results, with formal consultation on the draft plan to take place later in the year. After this consultation, the draft plan would be submitted to DC for legal and compliance checks, followed by a further period of formal consultation, before being reviewed by an independent examiner. Once any necessary amendments had been made, a local referendum would be held. If more than 50% of those voting supported the plan, DC would formally adopt it.

A discussion was then held regarding the fact that DC had felt unable to share information about the content of its consultation material prior to publication. It was therefore agreed that no sites for residential development would be included in the SNP survey, in order to avoid confusion arising from two organisations simultaneously seeking views from local residents on different site lists.

However, if the draft SNP were to allocate sites for housing, it was anticipated that these proposals would be informed by comments received through DC's consultation. The Steering Group may also undertake a further survey of local residents at that stage.

A full review of each survey question was then undertaken, and minor amendments were made where appropriate and agreed by Group Members.

It was noted that a schedule of dates for the community drop-in events would be circulated once finalised, and Group Members were encouraged to attend and assist wherever possible.

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

That delegated authority be granted to officers, in consultation with the Chair, Councillor Foster, to make any further minor amendments to the survey, if deemed necessary prior to its launch, in addition to those discussed at this meeting.

9) Date of next meeting

The next meeting was scheduled for Monday 22nd September 2025 at 2.15 p.m.

The Meeting was closed at 6.00 p.m.