

Minutes of a Meeting of the **PLANNING AND CONSULTATION COMMITTEE** hosted on the Zoom platform on **MONDAY 5<sup>th</sup> OCTOBER 2020** at **6.30 p.m.**

Chair: -

Councillor C Finch

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor T Foster

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Councillor Moreton

Swanage Town Council

Councillor Trite

Swanage Town Council

Mr I Carter

Licensing Officer, Dorset Council

Miss N Clark

Administration and Communications Manager

Mrs E Evans

Management Support Officer

There were no members of the public present at the meeting.

### **Public Participation Time**

There were no matters raised.

#### **1) Apologies**

An apology for her inability to attend the Meeting was received from Councillor Harris.

#### **2) Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

### **Licensing**

#### **3) Presentation from Mr Ian Carter, Licensing Officer, Dorset Council (DC) – followed by an opportunity for the Committee to undertake a 'Q & A' session with Mr Carter**

Further to Minute No. 5 a) of the Planning and Consultation Committee Meeting held on 7<sup>th</sup> September 2020, the Chair welcomed Mr Ian Carter, Licensing Officer, Dorset Council to the meeting. Mr Carter then gave a presentation on the licensing application process and procedures, and provided guidance on the four licensing objectives, which would help inform the Committee's discussions in the future when considering licensing applications, which were:-

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

It was explained that there were two tiers of licensing control:-

- **Licensing** – consultation was undertaken with statutory consultees, including Dorset Police, and the local Environmental Health Team. There was a short timescale of 28 days (20 working days) from receipt of a licensing application during which the responsible authorities and any other person

could make representations about the application if they felt that the applicant's proposals did not adequately promote the licensing objectives. If any valid objections to the proposals were received then a mediation meeting would need to be called, no later than 10 working days before the end of the consultation period, between the applicant, objector and the Licensing Authority (LA).

Although the Town Council was not a statutory consultee notification of applications for the parish of Swanage were received from the LA. The LA therefore encouraged early engagement with DC if the Town Council had any concerns regarding any application. It was pointed out that the Town Council would have local knowledge and be aware of any known issues which could potentially be exacerbated by any licensing proposals.

- **Temporary Event Notices (TEN)** – these were generally used by community premises which had organised a temporary event and wanted to serve or sell alcohol, provide late night refreshment, or host regulated entertainment. For the purpose of a TEN, a temporary event was defined as a relatively small-scale event attracting fewer than 500 people and lasting no more than 168 hours. However, they were also used by licensed premises to temporarily extend existing licences. Consultation on TENs was undertaken with statutory consultees. However, notices of these were sent to the Town Council for information purposes only.

The presentation was followed by an opportunity for Members to undertake a 'Q & A' session with Mr Carter during which a question was raised regarding the process to be followed if concerns were held about any existing licences. It was explained that there was a range of standard conditions included in licences and that if any problems being experienced locally could be linked to one or more of the licensing objectives, e.g. noise, disturbance or anti-social behaviour, then it may be possible to submit a request for the licence to be reviewed. However, the Town Council was advised to contact the DC Licensing Team to discuss any such concerns.

Mr Carter also provided details of the local Safety Advisory Group (SAG), which provided an informal process offering event organisers advice and guidance regarding event planning, and the new application process for DC's street café (sitting out) Licences.

A discussion was then held regarding Remembrance Sunday on 8<sup>th</sup> November 2020. Although no steer from government had been received as yet, it was anticipated that acts of Remembrance would be allowed to continue. It was recommended that the Town Council liaised with Mr Carter and the SAG if the Council wished to go ahead with its event this year, and suggestions were made that, if so, consideration could be given to recording/live streaming the event, that any wreath laying could take place in the morning before the event, and that large numbers of people should be discouraged from attending the War Memorial and advised to watch proceedings from their own homes.

Thanks and appreciation were extended to Mr Carter for attending the meeting, for the informative presentation, and for taking the time to answer Members' questions.

Further information regarding licensing could be found on Dorset Council's website: <https://www.dorsetcouncil.gov.uk/business-consumers-licences/business-consumers-and-licences.aspx?folderIds=5535,10363,49606>

Mr Carter left the Meeting at 7.10 p.m.

- 4) **To note receipt of the following premises licence application, and to determine the Council's response, if any:**
  - a) **Wessex Retail Limited, Spar Store, 139-141 High Street, Swanage, BH19 2ND – application to vary a premises licence under section 34 of the Licensing Act 2003**

It was reported that this was an existing licensed supermarket situated in the High Street in Swanage which had made an application to vary its premises licence to extend the licence by half an hour to permit the sale of alcohol to 11.00 p.m. each day, remove the conditions imposed regarding Christmas Day and Good Friday, and increase the opening hours of the business to match the proposed licence hours.

Consideration was given to the application under the four licensing objectives. During discussion concerns were raised regarding the location of the business, and the possible disruption and noise nuisance which could be experienced by local residents living in close proximity to it if the hours were extended, as a sizeable number of customers using the shop did so in motor vehicles. Comments were also made that the existing licence (to 10.30 p.m. with reduced hours on Christmas Day and Good Friday) was considered adequate, and attention was drawn to existing government guidelines and legislation surrounding the Covid-19 pandemic and that public houses, bars and restaurants currently had to close at 10.00 p.m.

**OBSERVATION:** No objection under the four licensing objectives. However, the Town Council would wish its concerns to be noted regarding the potential disruption and possible noise nuisance which could be experienced by residents living in close proximity to the business if its licensing/opening hours are extended.

## Planning

### 5) Plans for consideration

#### Delegated Applications

- 6/2020/0368     **Seabank Lodge, 4 Ulwell Road, Swanage, BH19 1LH**  
Variation of condition 1 of planning permission 6/2019/0573 (Removal of condition 12 of planning permission 6/2019/0083 (Demolition of existing detached dwelling and replacement with three flats and associated parking with amended layout and design) to allow unrestricted occupation of the dwellings) to alter the existing layout affecting the east elevation and north elevation, install rooflight, reduce decking area, and install gull netting.  
Mr & Mrs Elsom  
**OBSERVATION:** No objection.
- 6/2020/0379     **2 Ballard Lee, Swanage, BH19 1QY**  
Single storey rear extension. Convert garage to form habitable accommodation. New staircase to existing loft area.  
Mrs Mirza  
**OBSERVATION:** No objection, subject to mitigation of any objections raised by neighbours regarding potential overlooking and loss of privacy (at the time of the meeting neighbour consultation was still open until 12<sup>th</sup> October 2020). The Committee would, however, wish to express its concern regarding potential conversion to a two-storey property and would recommend that any approved application should protect the character of the area, being in very close proximity to the Ballard Estate, namely: **Policy D: Design, Purbeck Local Plan/Swanage Local Plan Policy STCD – ‘193.** The Ballard Down area is characterised by historic bungalow development. The Townscape Character Assessment indicates that any two-storey development would undermine the established character of this area, and policy STCD (Swanage Townscape Character and Development) states that this area should continue to support single storey development only’.

- 6/2020/0386     **198 High Street, Swanage, BH19 2PQ**  
Variation of condition 2 of planning permission 6/2017/0439 (Demolish existing building and erect two semi-detached dwellings) to change the approved design including alterations to the roof ridge and positioning of windows and doors.  
Mr Paget  
**OBSERVATION:** No objection.
- 6/2020/0388     **1 Sunridge Close, Swanage, BH19 2BW**  
Modernisation of dwelling to include two bedrooms in the existing loft space with associated dormers, and alterations to create a new front gable and entrance porch.  
Mrs Perry & Mr Skinner  
**OBSERVATION:** No objection.
- \* 6/2020/0413    **12 Cauldon Avenue, Swanage, BH19 1PQ**  
Erect two storey rear extension. Erect first floor extension over existing integral garage.  
Mr Wylie  
**OBSERVATION:** No objection, it is felt that the proposals will enhance the property and are in keeping with the character of the area.

**For information only**

- 6/2020/0423     **Non material amendment**  
**23 Court Road, Swanage, BH19 1JB**  
Non material amendment to planning permission 6/2019/0579 (Form new off-road car hardstanding, replace rear conservatory with an extension, replace front porch, install roof lights and convert loft space) to change finish of rear extension from facing brick finish to coloured render.  
Mr & Mrs Turner

**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 \*.

6) **Applications for tree works - opportunity to raise any matters of concern**

There were no matters raised.

7) **11 & 13 Bell Street, Swanage – consideration of request for financial contribution towards cost of house direction sign**

Consideration was given to a request received from a local resident for a financial contribution from the Town Council towards the cost of a ‘house direction’ sign. It was suggested that the sign should be installed at the entrance to the footpath which ran between Bell Street and Steer Road as problems had been experienced by persons, e.g. delivery drivers, when trying to locate Nos. 11 and 13 Bell Street which were situated along this footpath.

It was reported that the resident had contacted Dorset Council (DC) as having responsibility for street nameplates. However, DC had advised the resident that, in light of the Covid-19 pandemic and in view of its limited resources at the present time, the Council was prioritising highways safety defects and did not currently have a budget for any new nameplates. It was therefore suggested that the resident contacted the Town Council.

A quote had been obtained from DC for the supply/installation of a new sign, which had been estimated at £400. However, as the location of the proposed sign was in the Herston Conservation Area a site visit would be necessary, and it was likely that additional costs would be incurred as a special design for the sign and a planning application/approval may also be required.

A discussion ensued during which comments were made that these were old properties situated in a Conservation Area in one of the oldest parts of the town, and attention was drawn to the fact that people could specify delivery instructions when ordering items so that delivery drivers would find it easier to locate addresses. Members were in agreement that, in view of the complexities and potential costs surrounding this request, the Town Council was not in support of providing a financial contribution towards a new direction sign.

It was therefore proposed by Councillor Whitwam, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:-**

That the Town Council declines the request for a financial contribution towards the cost of a house direction sign in Bell Street.

Officers would advise the resident of the Council's decision accordingly.

### **Consultation**

#### **8) To note receipt of the following consultation documents, and to determine the Council's preferred method of response, if any:**

##### **a) Ministry of Housing, Communities & Local Government – Planning for the future White Paper August 2020 - Public Consultation**

Further to Minute Nos. 5 c) and d) of the Planning and Consultation Committee Meeting held on 7<sup>th</sup> September 2020, it was reported that an initial online workshop had been held on 22<sup>nd</sup> September 2020 to enable Town Councillors to further discuss the White Paper and 'Changes to the existing planning system' consultations. Prior to the workshop Dorset Council had provided the Town Council with a copy of its draft response to the 'Planning for the future' White Paper consultation (and its comments regarding the 'Changes to the current planning system' consultation), which would be considered at its Cabinet Meeting on 6<sup>th</sup> October 2020.

It was further reported that officers had contacted a local planning consultant who would be putting together comments on the White Paper which would focus on the aspects which he believed had the potential to affect the Town Council's interaction with the proposed new planning system. His report would follow in due course.

A brief discussion ensued during which a further workshop was arranged for 13<sup>th</sup> October 2020 to enable Councillors to consider the planning consultant's report and give further consideration to/formulate the Council's response to the consultation.

An invitation to the workshop would be sent to all Town Councillors to provide them with the opportunity to be involved in the formulation of the Council's response. A follow-up workshop would be arranged for 20<sup>th</sup> October 2020 to enable Councillors to finalise the Council's response, and an invitation to the workshop would be extended to the planning consultant to provide Councillors with the opportunity to undertake a 'Q and A' session with the consultant.

#### **9) Items of Information and Matters for Forthcoming Agendas**

##### **a) Ministry of Housing, Communities & Local Government - Changes to the current planning system – Consultation on changes to planning policy and regulations**

– further to Minute Nos. 5 c) and d) of the Planning and Consultation Committee Meeting held on 7<sup>th</sup> September 2020, discussions held at the workshop on 22<sup>nd</sup> September 2020, and Minute No. 8 a) above, in view of the short timescale for the receipt of responses to this consultation Members had provided officers with their comments for inclusion in the Council's response, copies of which had been collated and circulated to the Town Council prior to being submitted via the online survey portal before the consultation closing date of 1<sup>st</sup> October 2020.

**10) Date of next Meeting**

The date of the next meeting had been scheduled for Monday 2<sup>nd</sup> November 2020 at 6.30 p.m.

The meeting closed at 8.10 p.m.

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