

Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD  
PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on  
**MONDAY 20<sup>th</sup> FEBRUARY 2023** at 7.00 p.m.

**Present:** Councillor Harris – Chair

Councillor Bonfield  
Councillor Foster  
Councillor Moreton  
Councillor Rogers  
Councillor Whitwam

Mr A Larner  
Mr G Richardson

**Also in attendance:** Councillor Trite  
Dr M Ayres – Town Clerk  
Miss N Clark - Planning and Community Engagement Manager  
Mrs K Delahay – The Purbeck Society  
Mrs J Sutcliffe – The Purbeck Society

One member of the public attended the meeting remotely.

**Public Participation Time**

There were no matters raised.

The Chair welcomed and introduced Mrs Jessica Sutcliffe and Mrs Karen Delahay from The Purbeck Society to the meeting. A presentation was then given by Mrs Sutcliffe and Mrs Delahay on the Society's Local Listing Project, and the 'Swanage Local Survey of Non-designated Heritage Assets 2017-2021'. The Society's aims for the survey document was for it to be used by local authorities and communities as a template for similar surveys, and in local planning decisions and controls, and that any positive use of the report would be welcomed. It was hoped that the document would be officially adopted by Dorset Council, as Local Planning Authority, in the near future.

The presentation included 'Q & A' opportunities for attendees, and comments were made that the information collated by the Purbeck Society was an important contribution to the heritage, history and culture of the town, and could potentially be used to inform the Swanage Neighbourhood Plan (SNP), and to protect and enhance heritage assets within the town.

It was noted that the survey did not include the Swanage and Herston Conservation Areas, or listed buildings. However, it was reported that representatives of the Town Council, Dorset Council and The Purbeck Society had attended a recent walkabout to explore potential areas either to be designated as additional conservation areas, or extensions to the existing Swanage Conservation Area. The report on this review would be considered at future meetings of the SNP Steering Group and the Environment Task Team.

Attendees gave thanks and appreciation to the Purbeck Society, and also to Mrs Delahay and Mrs Sutcliffe for the informative presentation.

1) **Apologies**

Apologies for their inability to attend the Meeting were received from Mrs K Gallagher and Mr M Norris. Councillor Monkhouse 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).

There were no 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 23<sup>rd</sup> January 2023**

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

4) **Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 23<sup>rd</sup> January 2023**

6) **Task Teams – to consider next steps**

Further to discussions held at the last meeting, a request was made that, when it came to considering the SNP design guide and related documents, it would be important to take into account all constraints, not just design, relating to the built environment and natural environment (building plots and physical buildings), e.g. the environmental footprint, how much it would cost to run the buildings, and alternative energy sources. It was felt that there could be a 'crossover' at times between the two Task Teams when considering the content for these documents, and that these tasks would need to be itemised for each team.

A request was also made for an invitation to be extended to The Purbeck Society to attend future Task Team meetings. Following a discussion regarding membership, and the Group's Terms of Reference, it was agreed that consideration should be given to SNP Steering Group/Task Team membership at the next Steering Group meeting.

5) **ONeill Homer Planning Consultants – Policy Review Report and Project Plan - update**

Further to Minute No. 5) of the SNP Steering Group Meeting held on 23<sup>rd</sup> January 2023, it was reported that there were no further updates to give at the present time. It was noted that the planning consultant would be meeting with Group Members on 8<sup>th</sup> March 2023 to review progress made to date.

6) **Task Teams**

a) **Development Task Team (DTT) – update following meeting held on 3<sup>rd</sup> February 2023**

Further to Minute No. 6) of the Steering Group Meeting held on 23<sup>rd</sup> January 2023, an overview was given on initial discussions held at the DTT meeting on 3<sup>rd</sup> February. A copy of the Action Plan from the meeting had been circulated to Steering Group Members for information purposes. It was noted that the DTT had agreed that a practical vision for Swanage was required, beyond the initial statement of intent as a focus for both task groups and the plan as a whole. It was felt that this would best be done once the DTT had completed and/or updated the key metrics in the Action Plan, and its understanding of key planning policies.

It was reported that officers and DTT members were now undertaking information gathering ahead of the next DTT meeting which would be held on 28<sup>th</sup> February 2023.

**b) Environment Task Team (ETT) – update**

It was reported that it had not been possible to hold the inaugural meeting of the ETT on 13<sup>th</sup> February, and that this would now be held on 6<sup>th</sup> March 2023. An update would therefore be given at the next SNP Steering Group meeting.

A request was made for a copy of the map of local greenspaces (from the Swanage Local Plan document) to be circulated to ETT Members ahead of the meeting.

**7) Locality Neighbourhood Planning**

**a) Grant Funding Application – update**

Further to Minute No. 7 a) of the SNP Steering Group Meeting held on 23<sup>rd</sup> January 2023 there was no update to give at the present time.

**b) Local Housing Needs Assessment (LHNA) – update**

Further to Minute No. 7 b) of the SNP Steering Group Meeting held on 23<sup>rd</sup> January 2023, and further to discussions held at the DTT meeting, it was reported that officers were now in the process of liaising with Dorset Council regarding what updated information DC may hold prior to commencing the application process with Locality for a new assessment.

**c) Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) – update**

Further to Minute No. 7 c) of the SNP Steering Group Meeting held on 23<sup>rd</sup> January 2023, consideration was given to a draft letter of request to Dorset Council, which had been prepared by the planning consultant, for a screening opinion on the requirement of the SNP to have a SEA, and a HRA in view of the number of international nature designations within and close to the Swanage Neighbourhood Area.

During the discussion comments were made that, at the present time, it was not known that the SNP would deliver the number of homes as proposed in Policy SWAN3 of the draft DLP and, therefore, a minor amendment in the wording would seem prudent (from ‘intended’ to ‘anticipated’). Steering Group Members were in agreement with this change. The planning consultant would therefore be requested to amend the wording prior to submitting the letter to Dorset Council.

**d) Retail Needs Assessment – update**

Further to Minute No. 7 d) of the SNP Steering Group Meeting held on 23<sup>rd</sup> January 2023, and further to discussions held at the DTT meeting, it was reported that officers would be ascertaining next steps for commissioning a Retail Review in order to gauge up to date allocation of retail floorspace for Swanage.

Consideration would also be given to accessing Goad maps (a subscription-based online service) to facilitate assessment of retail change in the Town Centre over the last 3-5 years.

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

**a) Reminder – Walkabout, and Task Team meetings to review Project Briefs –**

**Wednesday 8<sup>th</sup> March 2023** - further to Minute No. 6) of the SNP Steering Group

Meeting held on 23<sup>rd</sup> January 2023, a reminder was given that the ‘walkabout’ around the town with the planning consultant and Steering Group Members had been arranged for 8<sup>th</sup> March 2023. This would be followed by a joint meeting with the DTT and ETT to review the project briefs, progress made to date, and outcome of the walkabout. An invitation to the walkabout was extended to the representatives of The Purbeck Society.

**9) Date of next meeting**

The next meeting would be held on 20<sup>th</sup> March 2023 at 7.00 p.m.

The Meeting was closed at 8.05 p.m.

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