

Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD
PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on
WEDNESDAY, 25th OCTOBER 2023 at 6.00 p.m.

Present: Councillor Harris – Chair

Councillor Bonfield
Councillor Foster
Councillor Moreton
Councillor Whitwam

Mr A Larner
Mr G Richardson
Mrs J Sutcliffe

Also in attendance: Miss N Clark - Planning and Community Engagement Manager

One member of the public attended the meeting remotely.

Public Participation Time

There were no matters raised.

1) Election of Chair 2023/24

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

That Councillor Harris be elected Chair of the
Swanage Neighbourhood Plan Sub-committee for
2023/24.

2) Election of Vice Chair 2023/24

It was proposed by Councillor Harris, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:-

That Councillor Foster be elected Vice Chair of the
Swanage Neighbourhood Plan Sub-committee for
2023/24.

**3) Membership – to confirm membership of the Swanage Neighbourhood Plan
(SNP) Steering Group and its Task Teams for 2023/24**

Further to Minute No. 6) of the Planning and Consultation Committee Meeting held
on 7th August 2023, and in accordance with the Terms of Reference for the SNP
Steering Group (Points 5.1 to 5.3), it was confirmed that Councillors Bonfield, Foster,
Harris, Moreton, Rogers and Whitwam had been appointed as Councillor Members to
the Steering Group for 2023/24, and that Mrs K Gallagher, Mr A Larner, Mr G
Richardson, Mrs J Sutcliffe, and Mr A Thompson had also been appointed as Members
to the Group for 2023/24.

4) Apologies

An apology for his inability to attend the Meeting was received from Mr A
Thompson. Councillor Rogers attended the meeting remotely (until 6.30 p.m.).

5) 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 declared that he had become a Trustee of the Swanage Community Land Trust.

There were no further declarations to record on this occasion.

6) To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 17th April 2023

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

7) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 17th April 2023

There were no matters raised.

8) To review O'Neill Homer Planning Consultants' Policy Review Report, Scenario Session Action Plan, and Project Plan, and agree next steps

Further to Minute No. 5) of the SNP Steering Group Meeting held on 17th April 2023, it was reported that the Scenario Session had been held with the planning consultants on 12th June 2023, and the Development and Environment Task Teams had continued to meet since that time to work on the actions arising from the Session. Consideration was given to the actions, and progress made to date, compared with the timeline of the Project Plan. It was noted that, due to unforeseen circumstances, progress had been slower than anticipated over the summer months.

A discussion ensued and comments were made that the Project Plan had not been updated by the planning consultant since 29th March 2023. Attention was drawn to an earlier request for future copies of the updated Project Plan to be compared with earlier versions of the Plan, and that any changes made to the timeline/project should be highlighted. A progress report would therefore be sent to the planning consultant, along with dates of upcoming ETT, DTT and SNP meetings, and a request for an updated Plan to be provided for the next Steering Group meeting in light of the work that had now been completed by the Task Teams. A question was raised as to whether the actions listed in the Plan could be made more detailed.

Further to discussions held at recent Task Team meetings (updates provided under agenda items 9 a) and b) below), it was agreed that the Steering Group needed to be in a position to undertake initial public consultation, on at least the potential development sites, during January/February 2024. It was noted that the Town and Parish Council elections would be taking place on 2nd May 2024, and that public consultation would be inadvisable during the pre-election period, which would run from 11th March 2024 until the day of the close of polling day on 2nd May, hence the importance of updating the Plan's timeline.

In the interests of clarity, a request was made for confirmation to be sought from the planning consultants as to what work/tasks would be undertaken by them prior to public consultation, and what work/tasks they would expect the Group to complete. A further request was made for the consultants' future invoices to be more detailed regarding the work which had been undertaken, and which parts of the process had been completed/were being worked on, which would demonstrate more clearly how the budget for the project was being spent.

9) Task Teams

a) **Environment Task Team (ETT) – update following meeting held on 18th October 2023**

A copy of the notes/actions from the ETT meeting held on 18th October was provided. Updates were given on the following matters:-

Townscape Character Areas – a review of the existing Swanage Local Plan (SLP) policy STCD Swanage Townscape Character and Development had been undertaken, and a draft plan and document describing/providing details of additional potential character areas had been created. These documents would be circulated to ETT members for review, comments, and discussion at the next Team meeting. Once the review had been completed, these documents would be submitted to the planning consultants so that a new draft map could be prepared showing conservation areas, and potential for townscape character areas.

Design Policy – research was ongoing regarding the potential approach to a design policy and delivery of a design code.

Green Infrastructure (section/policy) – following advice received from Dorset Council (DC) that the Swanage Green Infrastructure Strategy (SGIS) should be reviewed and become a ‘companion document’ to the SNP, a draft project brief for the review had been created and agreed, which included exploring possible opportunities for further ‘greening’ - footpaths, planting of additional trees, and green corridors. The list of reviewed/completed actions undertaken by Sustainable Swanage in relation to the SGIS had been provided at the meeting, and would be reviewed in greater detail by the ETT. It was noted that the Planet Purbeck Group would also be invited to assist with the review.

Once the review was complete, public consultation would need to be undertaken on the document, and a recommendation made to the Town Council to consider adopting it as a Town Council policy

Local Green Spaces/Greenspace Opportunities Map – a review of the SLP Policy OSR: Open Space and Recreation map, and a ‘call for greenspace’, had been undertaken. A list of existing/potential new local green spaces had been compiled, and details would be submitted to the planning consultants so that a new draft greenspace opportunities map could be created.

Habitats Regulation Assessment (HRA)/Strategic Environmental Assessment (SEA) – it was reported that Locality had agreed to provide technical assistance for a HRA (once the draft plan had been prepared), and SEA. Members of the ETT would be meeting Locality online regarding the SEA to discuss the process.

It was reported that the next ETT meeting had been scheduled for 22nd November 2023

b) **Development Task Team (DTT) – update following meeting held on 23rd October 2023**

A copy of the notes/actions from the DTT meeting held on 23rd October was provided. Updates were given on the following matters:-

Potential Housing Development Sites – a list of 21 sites had been identified, including potential number of dwellings, completed after consultation with Senior Planning Policy Officers at Dorset Council (DC), taking into account Coastal Change Management Area guidelines, Dorset/Purbeck sites list (SHLAA 2012), Dorset Brownfields Land Register, Purbeck Local Plan, the emerging Dorset Local Plan, and the SLP, as relevant. The list would be submitted to the planning

consultants so that a new draft development opportunities map could be created. It was reported that, after detailed analysis of the sites, the DTT recommended that the three draft 'scenario' options initially presented by the planning consultants was not tenable, and that the consultants should be asked to prepare one plan with the above sites to go forward to public consultation.

It had also been agreed that a 'Call for Sites' would be undertaken as soon as possible, and that this should be run for a period of six weeks.

Housing Needs Assessment (HNA)/Housing Types and Tenures – it was reported that Locality had agreed to provide technical assistance for an HNA. Members of the DTT would be meeting Locality online to discuss the HNA process.

Town Centre – discussions ongoing. Decision to be made regarding commissioning a Retail Needs Assessment/Study.

Community Facilities – discussions ongoing. It was noted that the Planning and Community Engagement Manager had met with representatives from the Swanage Health Centre's Executive Committee regarding the potential additional demand on services in relation to possible new housing/resident numbers, and further consultation with them would be taking place in due course. Dialogue with DC's education services, and Swanage schools/The Purbeck School, regarding implications for school places was planned.

It was reported that the next DTT meeting had been scheduled for 14th November 2023.

Following the updates, it was agreed that at the November and December meetings of the ETT and DTT it would be vitally important for the Teams to consider progress made and any outstanding tasks, in conjunction with a revised Project Plan, and confirm whether or not the outstanding tasks could be completed, and a plan for initial public consultation formulated, and the consultation effected, prior to the pre-election period.

10) Items of information and matters for forthcoming agendas

a) Green Seafront Public Consultation

11) Date of next meeting

It was agreed that the next meeting of the Steering Group would be held on Tuesday 28th November 2023 at 5.00 p.m.

The Meeting was closed at 7.15 p.m.
