

Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD
PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on
MONDAY 28th NOVEMBER 2022 at 2.30 p.m.

Present: Councillor Harris – Chair

Councillor Bonfield
Councillor T Foster
Councillor Moreton
Councillor Rogers
Councillor Whitwam

Mrs K Gallagher
Mr M Norris
Mr G Richardson

Also in attendance: Councillor J Bishop
Dr M Ayres – Town Clerk
Miss N Clark - Planning and Community Engagement Manager

Mr N Homer - O'Neill Homer Planning Consultants – via online link
(until 4.15 p.m.)
Ms E Carling - O'Neill Homer Planning Consultants – via online link
(from 2.35 p.m.)

There were no members of the public at the meeting.

Public Participation Time

There were no matters raised.

1) Apologies

There were no apologies to report for inability to attend the Meeting. Mr A Larner attended the meeting remotely (from 2.40 p.m. until 3.05 p.m.).

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 26th October 2022

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

4) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 26th October

There were no matters raised. However, it was noted that a review of the wording of the Steering Group's Terms of Reference would be considered under Agenda Item 6).

5) **O'Neill Homer Planning Consultants – to consider Policy Review Report and Project Plan**

Further to Minute No. 6) of the SNP Steering Group Meeting held on 26th October 2022, and the 'Vision Workshop' held at that meeting with representatives of O'Neill Homer, the planning consultant's Policy Review Report and Project Plan had been completed and had been circulated to/reviewed by Steering Group Members ahead of the meeting.

Mr Neil Homer provided a presentation and overview of the report and plan. The presentation also included 'question and answer' opportunities for attendees.

Consideration was then given to the notes and recommendations made in the report.

Mr A Larner left the Meeting at 3.05 p.m.

During a lengthy debate Steering Group Members discussed the key decisions to be made as set out in the report, and highlighted the following action points as requiring immediate attention:-

- **Point 2.3** – that an agreement should be sought with Dorset Council that the SNP takes on the responsibility for plan making in the town, not the Dorset Local Plan (DLP). It was acknowledged that there would still be a requirement for a Swanage Chapter in the DLP, but that this should ensure a joined-up approach between the two documents rather than set out detailed Swanage specific policies.

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

That the Town Council contacts Dorset Council's Lead Officer on the Swanage Chapter of the draft Dorset Local Plan to commence discussions regarding the responsibility of the Swanage Neighbourhood Plan in the planning process.

- **Point 3.5** – contribution to local housing supply – it was agreed that further consideration needed to be given to the longer-term future of the town and whether or not to match the draft DLP proposals for housing growth.
- **Point 6.1** – that a scenario planning session should be arranged. However, it was agreed that further information would be required before this could take place. Contact would therefore be made with Locality regarding an up to date Local Housing Needs Assessment, and a Strategic Environmental Assessment (it was noted that these services were free of charge), and with local stakeholders. Consideration would also be given to the commissioning of a Retail Needs Assessment.
- **Point 6.2** – that the four initial 'Theme Groups' be reduced to two 'Task Teams' who would consider and action the policy review recommendations in the schedules in Sections 4 and 5 of the report. This was considered to be a more manageable approach to delivering the recommended tasks than four groups. A joint orientation meeting would be held between the Task Teams and representatives of O'Neill Homer to explain the project brief for each Team once the scenario session had been undertaken.

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

That the initial Task Teams be reduced from four to two as follows:

- **Development Task Team** (incorporating Housing and Community Services, Town Centre and Economic Development)
- **Environment Task Team** (incorporating Environment, Heritage and Conservation)

Mr N Homer left the Meeting at 4.15 p.m.

A discussion was then held regarding membership of the Task Teams, and it was agreed that initially there would be five Steering Group Members on each Team as follows:

Development Task Team

Councillor Rogers (Lead Member)
Councillor Whitwam
Mr A Larner
Mr M Norris
Mr G Richardson

Environment Task Team

Councillor Moreton (Lead Member)
Councillor Bonfield
Councillor Foster
Councillor Harris
Mrs K Gallagher

The themes/topics to be discussed at Task Team meetings would be publicised via the Town Council's website and Facebook page accordingly, and it was noted that the planning consultants would liaise with the Team Leaders as their work progressed.

- **Section 7** – Group Members agreed that the Policy Review Report and Project Plan should be approved.

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

That the SNP Steering Group approves the Policy Review Report and Project Plan, as set out in the documents prepared by O'Neill Homer, Planning Consultants dated October 2022 and 7th November 2022 respectively.

It was reported that the planning consultants would advise the SNP Steering Group through its monthly meetings, and by liaison with officers.

6) Swanage Neighbourhood Plan Steering Group Terms of Reference – to consider suggested amendments

Further to Minute No. 3) of the Steering Group Meeting held on 26th October 2022 consideration was given to suggested minor amendments to the Group's Terms of Reference to make it clear that the Steering Group had a 'strategic' role in the creation of the draft SNP, and to reflect that there would now be two initial 'Task Teams' (instead of the four original 'Theme Groups').

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

TO RECOMMEND:

That the Planning and Consultation Committee adopts the amended SNP Steering Group Terms of Reference at its next meeting being held on 5th December 2022, as set out in the draft amended copy.

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

There were no matters raised.

8) **Date of next meeting**

It was agreed that the next Committee Meeting would be held on 23rd January 2023 at 2.30 p.m.

The Meeting was closed at 4.35 p.m.
