

Terms of Reference

Swanage Neighbourhood Plan Steering Group

Introduction/Background

The Neighbourhood Plan Steering Group is a sub-committee of Swanage Town Council's Planning and Consultation Committee and is referred to below as the "Steering Group".

Swanage Town Council (STC) is aiming to produce a Neighbourhood Plan that ensures the growth of our town is both sustainable and achieved within a townscape and environment that protects and enhances the special characteristics of the town as recognised by the Swanage community and which, in turn, attract the visitors who power the town's seaside economy.

1. Purpose and Objective

To ensure the production of a Draft Neighbourhood Plan, which defines the planning priorities identified by the community, taking into account all representations made during the plan making process and having regard to all relevant existing plans and evidence.

2. Constitutional Arrangements

- 2.1** The Steering Group is a Sub-Committee of Swanage Town Council's Planning and Consultation Committee. As such its governance arrangements must be in accordance with the Town Council's Standing Orders.
- 2.2** STC is the qualifying body for the purposes of preparing and financing the Plan. Quarterly reports will be made to the full Council to ensure effective progress, and the Town Council's Planning and Consultation Committee will receive copies of the Steering Group minutes to consider any matters arising.

2.3 The Steering Group has full delegated authority to manage the preparation of the Plan as set out in the objectives, and within agreed budgets, up to and including the publication of the Draft Neighbourhood Plan for public consultation. STC will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.

2.4 The Steering Group will approve the minutes of its meetings for accuracy.

2.5 The Steering Group must seek approval from its parent committee for any changes to these Terms of Reference.

3. The Steering Group will meet regularly to:

3.1 Determine the overall scope and objectives of the plan based on public feedback;

3.2 Commission and monitor a project plan and report to Swanage Town Council on progress against key objectives;

3.3 Ensure that there is a continued review of the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;

3.4 Make recommendations to the Town Council on resourcing the Plan, via the Planning and Consultation Committee;

3.5 Ensure that the wider community is involved in the Plan process;

3.6 Ensure that necessary evidence is gathered to inform each of the themes within the scope of the plan;

3.7 Ensure that all available options are identified and assessed in respect of each theme and reflected in the draft Plan for wider consultation and review;

3.8 Ensure minutes, reports and documents relating to the plan are made publicly accessible;

3.9 Agree a timescale for completion.

4. Task Teams

The Steering Group will oversee the setting up of Task Teams, which will feed evidence back to the Steering Group to support preparation of the Plan. A member of the Steering Group will chair the Task Teams. The initial theme groups are:

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

5. Membership

5.1 Membership of the Neighbourhood Plan Steering Group is as follows:

- a) Six Councillor Members of Swanage Town Council's Planning and Consultation Committee, nominated by the Planning and Consultation Committee.
- b) Up to six other members residing in the Parish of Swanage (the Steering Group having delegated authority to co-opt accordingly, dependent on skills and experience).

5.2 The Chair and Vice-Chair will be elected by the Steering Group.

5.3 Representatives of O'Neill Homer, Planning Consultants can attend any meeting of the Steering Group, and Theme Groups, as advisors.

6. Meetings

The Steering Group will meet regularly. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, in accordance with legislation each Councillor Member shall have one vote, and votes can only be made in person. The quorum is three voting members, although a minimum of five voting members shall be present at Steering Group meetings when a proposal is considered to recommend changes to these Terms of Reference. A simple majority will be required to support any motion. The Chair shall have one casting vote.

Town Council administrative staff will take minutes and organise meetings of the Steering Group and reporting to STC.

7. Conduct and Interests

The Steering Group will follow the Code of Conduct as adopted by Swanage Town Council. Whilst members as individuals may be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

SWANAGE NEIGHBOURHOOD PLAN

ADOPTED SWANAGE LOCAL PLAN POLICIES REVIEW: OCTOBER 2022

1. Introduction

1.1 A review session was held with members of the Swanage Neighbourhood Plan Steering Group (NPSG) on 26 October 2022. The purpose of the session was to assess the success or otherwise of the 10 policies of the adopted Swanage Local Plan (SLP) of June 2017 to guide the scope and nature of its full replacement by the new Swanage Neighbourhood Plan (SNP). The session also reflected on the changing national and strategic planning policy context since the adoption of the SLP, notably with revisions to the National Planning Policy Framework (NPPF) and the progress of the Purbeck Local Plan 2 (PLP2) and of the first Dorset Local Plan (DLP).

1.2 This report summarises the nature of the discussion held and makes recommendations for how the project should proceed. It includes an updated analysis of the SLP policies, noting any key modifications that are advised, as well as some further analysis of potential additional policy ideas. Finally it notes how the project may be structured to carry out the evidence and modification work.

2. Policy Context

2.1 There have been revisions to the NPPF since SLP was adopted. SLP was examined against the 2012 version and there have been some changes that are relevant to the review. The NPPF now makes clearer the distinction between strategic (i.e. district-wide Local Plan only) and non-strategic policy and provides a means by which neighbourhood plans can align their housing supply policies with an emerging Local Plan (through indicative housing targets – see §66). It also contains a mechanism by which some types of neighbourhood plan can retain their full weight even if the planning authority loses its housing land supply position (see §14). In most other respects, however, the latest NPPF (of 2021) continues to assert the same spatial policy objectives in respect of balancing growth with environmental constraints. If and how this changes with the wider review of the planning system – most recently framed within the Levelling Up & Infrastructure Bill – is still too early to tell.

2.2 The local planning authority, Dorset Council (DC), is bringing forward the first county-wide DLP but this project has stalled pending a resolution from Government on how planning authorities should plan for housing supply. The project, which will cover the plan period 2021 – 2038, had reached the consultation draft (Regulation 18) stage in early 2021, which included a section (13) on Swanage comprising four policy proposals:

- SWAN1: Town Centre – rolling forward policies STC, TCR and KCD of the SLP
- SWAN2: Northbrook Road East – rolling forward the one remaining unimplemented SLP allocation
- SWAN3: Land West of Prospect Allotments – proposing an additional allocation for 150 homes (which may include a care home facility)
- SWAN4: Townscape Character – rolling forward Policy STCD of the SLP

2.3 At the time this document was published, the Town Council (TC) has not proposed to replace the SLP with the SNP and so the DLP makes no mention if it in its Appendix 2, which sets housing requirements for neighbourhood plans or in its Appendix 1, which defines strategic (SWAN2 and SWAN3) and non-strategic (SWAN1 and SWAN4) policies. The working assumption for the project must now be an agreement between DC and the TC that SNP will take responsibility for planning for the town in the period to 2038 and not the DLP.

2.4 In the meantime, DC has continued to progress the PLP2, which is now at examination and will replace the Purbeck Local Plan 1 (PLP1) adopted in 2012 by rolling forward the plan end date to 2034. PLP2 will sit alongside the SLP (until it is replaced by the SNP) and contains some important development management policies that apply to Swanage, namely:

- E1 landscape (* strategic)
- E2 historic environment
- E6 coastal change management areas*
- E7/E9 habitat conservation/Poole Harbour*
- H2 housing land supply (originally setting Swanage a target of 150 homes based on the residual of the 200 homes allocated by the SLP, now 40 homes)*
- H8 small housing sites (of up to 30 homes adjoining the town boundary)*
- H9 housing mix (on schemes of > 20 homes, 5% self-build, 10% bungalows)*
- H11 affordable housing (20% - 40% - on schemes of 10 homes or more, 10% social rent:65% affordable rent:25% intermediate mix with a variance for brownfield sites)*
- H14 second homes (on all sites in the AONB)
- EE1 employment land supply (safeguarding the Prospect Business Park and Victoria Avenue Estate sites in Swanage)*
- EE4 tourism

- I1 infrastructure (combination of CIL and S106)*
- I3 green infrastructure*
- I7 community facilities

2.5 The PLP2 examination has not yet been completed and DC has consulted on Main Modifications. They include:

- adding to Policy V1 (spatial strategy) the Swanage allocation of 40 homes of Policy H2 and the small sites provisions of Policy H8
- caveating Policy H8 to disapply it in areas with neighbourhood plans that have allocated small sites
- allowing neighbourhood plans to define a different housing mix to that in policies H9 and H11
- encouraging neighbourhood plans to set out local design policy (in E12)
- excluding new homes intended for commercial letting but restricting such lettings to that use in Policy H14
- allowing for tourism activities and accommodation outside the town boundary in Policy EE4
- allowing neighbourhood plans to set bespoke car parking standards in Policy I2
- requiring alignment of neighbourhood plan green infrastructure and local green space policies with the Purbeck Green Infrastructure Strategy

2.6 It is expected the examination will end in early 2023 and the PLP2 adopted soon after. In which case, the timing of making the SNP will mean that PLP2 will form the basis of the 'development plan' against which the SNP will be judged for being 'in general conformity' as part of meeting the 'basic conditions' tests. However, despite the current delay, the DLP is likely to be adopted early in the lifetime of the SNP. It is therefore important that the SNP looks towards both PLP2 and DLP in framing its policies.

3. Change in the Neighbourhood Area

3.1 The town has seen the build out of two of the three housing schemes allocated in PLP1 to deliver approx. 150 homes and some smaller infill and redevelopment schemes. The third of those schemes (at the former grammar school site) was approved in early 2022. However, the change encouraged by the SLP on the Kings Road West (TCR) and Kings Court Depot (KCD) sites and the Post Office Sorting Depot has not happened.

3.2 The town centre has seen a turnover in units and some loss to non-town centre uses but has survived the challenges of the last few years relatively well. The main food store – the Co-op – upgraded its premises in 2021 for a unit that is likely to continue to be 'over-trading'. It also plans to extend its Sandford store. The two main industrial estates continue to be well utilised.

3.3 The ambitions of connecting the town's station to the mainline at Wareham have not been implemented other than during the summer season. A community land trust (CLT) for the town has been established (with a potential land acquisition at the Kings Court Depot site); proposals have been made for a new sea defence project; ideas to create a multi-function centre at Days Park are ongoing; a project to rejuvenate the Mowlem Centre has begun; and proposals are being designed for a new community bus service.

3.4 In general terms those challenges the town faced five years ago – access to affordable housing, an aging population, a town centre very dependent on tourism, inadequate convenience food retail capacity/choice and peak seasonal traffic congestion among others – remain much the same. The new homes built, and to be built, have helped deliver market and affordable housing to meet local needs, but have not been of a scale or location to contribute to finding solutions to those challenges.

3.5 The short life span of the PLP2 and forthcoming DLP are forcing the TC to consider the longer term future of the town. As one of the largest towns in the county and a relatively sustainable location for growth, albeit one at the end of a peninsula, it should be expected that strategic policy will continue to want Swanage to contribute to local housing supply. The draft DLP has shown DC's hand in respect of its assessment of the greenfield and brownfield opportunities to accommodate that growth. The SNP need not come to the same answer, but if it does not, it will have to explain why not, and justify why and how a different answer should be planned for.

3.6 Although the session did not address the SLP vision specifically, its goals did frame the full discussion. It is noted that both PLP2 and the DLP shared the goal of the town continuing to serve its community and visitors and to accommodate change within its heritage and environmental capacity. Underlying the vision is the desire of the town to manage this goal in ways that will enable it to become more self-sufficient, a crucial feature of any peninsula settlement of any size. It is observed that planning policy in recent years has sought to tackle this challenge in tactical, single land-use (primarily housing), ways without thinking about the longer term and seeking to understand and define the full spatial and infrastructure limits of the town.

4. The SLP Policy Assessment

4.1 The following table sets out a summary assessment of the SLP policies. The assessment has benefited from not just the discussion at the session but also from the regular monitoring of planning application decisions by the TC.

New No.	SLP No.	POLICY TITLE	NOTES & RECOMMENDATIONS
SNP1	SS	Swanage Settlement	3 x allocations (200 homes at Northbrook Road E & W and Prospect Farm) + SANG + settlement boundary modification. Reference to Prospect Farm allotments affordable housing idea (but not in policy). Recommend a new sites assessment process, with a special focus on brownfield and infill site design coding and delivery mechanisms (a Neighbourhood Development Order (NDO) and/or the Swanage CLT?). Includes a full review of the TCR and KCD sites in respect of housing (see below). The outcome may not only find a better solution than the DLP site allocation proposal but may also enable the small sites provision of its Policy H8 to be disapplied on the edges of Swanage as well.
SNP2	SHM	Housing Mix	Defers to the SHMA. Recommend update evidence – apply for a Housing Needs Assessment (HNA) package via Locality to inform this policy on housing type/tenure and site-specific policies.
SNP5	STCD	Townscape Character	STCA + 2x AHTV + 4x ADLC but not the Conservation Area (which is to be reviewed). Noted DLP SWAN4 repeats. Noted that the Purbeck Society has a list of local heritage assets including in Swanage. Recommend simplifying design policy into a new policy using a design code, which may coincide the review of the Conservation Area. Use National Model Design Code structure, possibly using Locality package and/or Create Streets to code specific sites.
SNP4	STC	Town Centre	Boundary + primary/secondary shopping frontages + new food and non-food retail (2014 data) + TCR site. Noted PLP2 EE3 and DLP SWAN1 roll forward. Recommend commissioning an updated retail review (mix, types, floorspace etc) as PLP2 evidence is pre-Covid and out of date. Also need to update policy wording to reflect Class E and PDR (Class MA).

SNP3	TCR	Town Centre Redevelopment Site	Kings Road West/Station. New retail + health centre + town square + residential. Exceptional circumstance for alternative use mix subject to viability appraisal. Recommend a review of the policy delivery with a view to changing the mix etc and design coding, and consider using a parallel NDO to implement?
SNP3	KCD	Kings Court Depot Site	Former depot + business centre. Employment + residential + relocated retail. Recommend a review of the policy delivery with a view to changing the mix etc and design coding, and consider using a parallel NDO to implement?
-	ES	Employment Sites	Protection of Prospect Business Park and Victoria Avenue Industrial Estate. Recommend delete and default to PLP2 Policy EE1. Noted reference to PO Sorting Office but not in policy – consider either as part of new town centre and/or housing policies.
SNP6	SGL	Green Infrastructure	Defers to GI Strategy. Recommend the GI strategy is examined alongside biodiversity net gain and local nature recovery initiatives to consider updating the mapping and policy coverage.
SNP7	OSR	Open Space & Recreation	Safeguarded sites. Recommend a review of open spaces with a view to identifying those that qualify as Local Green Spaces (as per NPPF §102) with the others addressed by PLP2 Policy I4.
-	SA	Allotments	New provision – criteria not allocation. Recommend consider future replacement provision if Prospect Allotments are assessed for affordable housing scheme.

5. Potential Additional NP Policies

5.1 Some additional policy ideas were discussed, leading from those of the SLP and from changes to national policy and from the emergence of PLP2 and DLP. Those that directly relate to existing SLP policies have been referenced above. For example, there was some interest expressed at the session in the SNP adding policies on climate change related topics. This is becoming common policy territory for neighbourhood plans, which are quickly responding to the changing national policy landscape – the Environment Act 2021 will mean that biodiversity net gain and local nature recovery become legal obligations in November 2023, at least at the development management stage. More is emerging on how plan making should embrace these ideas but it is still early days; other neighbourhood plans that are further advanced are pointing to the possible options that the SNP could include.

5.2 The ideas that were briefly discussed were:

No.	TITLE	NOTES
-	Second homes	As PLP2 Policy H14 has addressed this. Recommend no need for a Swanage policy.
SNP8	Community facilities	Recommend using the list of facilities in SLP §232 to create a new policy to engage PLP2 Policy I7.
SNP8	Multi-function centre	Recommend reviewing ambitions of SLP §252 in the light of progress made since to decide if a site specific policy will help reduce planning risk for the proposal.
SNP8	Heritage centre/museum	Recommend reviewing ambitions of SLP §255 in the light of progress made since (related to the Mowlem Centre?) to decide if a site specific policy will help reduce planning risk for the proposal.
SNP9	Coastal/flood defence	Recommend this ambition (SLP §260) is considered as part of the new Swanage Seafront Masterplan project to decide if there is any value to add to PLP2 Policy E6.
SNP8	Cemetery extension	Recommend reviewing ambitions of SLP §273 in the light of progress made since to decide if a site specific policy will help reduce planning risk for the proposal.
SNP8	Health care provision	Recommend reviewing ambitions of SLP §276 in the light of progress made since to decide if a site specific policy will help reduce planning risk for the proposal.

5.3 Should the SNP make provision for development site allocations then it is expected DC will require a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) of the draft and final proposed policies. These are parallel processes for which technical support packages are offered (for free) via Locality.

5.4 More generally it is recommended that the SNP should include some new text explaining the successes of SLP, although its general structure and content may differ from the SLP. The provision of new consolidated Policy Maps will show how the policies are understood and applied.

6. Project Structure

6.1 A first recommendation is that the NPSG arranges a session to define and test a small number of plausible scenarios for the long term future of the town (as noted in relation to the vision in §3.6 above). This need not be a 'naval gazing exercise' but a practical review of where are the essential spatial and infrastructure limits to the town and how future brownfield and greenfield growth can be focused on correcting imbalances between the population and supporting infrastructure (transport, green, commercial, utilities etc). This facilitated session will need to be well prepared to achieve its intended output: a report shaping the direction for most if not all of the existing and additional policy work set out in section 5.

6.2 Once that is completed and agreed by the NPSG, it is recommended that it sets up two task teams to take forward the SLP modifications and, in doing so, to explore the potential new ideas further: a **Development Task Team** (DTT) and an **Environment Task Team** (ETT). The DTT would be an amalgamation of the 'Housing' and 'Town Centre' themed groups that have previously been envisaged by the TC; the ETT would be the 'Conservation' and 'Environment' groups. This is considered a more manageable approach to delivering the recommended tasks than four groups.

6.3 The division of tasks between the two teams can be decided when the scope of the SNP is agreed, although most tasks fall naturally into one or the other (but it is important to balance the work effort as equally as possible). If possible, all NPSG members should attend one or the other. An NPSG member should chair each team and should be responsible for reporting back progress to the NPSG. Specifically, each team will be given a project brief (an 'action plan') agreed by the NPSG that sets out what needs to be explored (e.g. planning application decisions, publicly available data sets) and analysed to produce a set of outline policy proposals (not drafted policies, they follow later in the process). Some SLP policy modifications are straightforward, and we will recommend them to NPSG in due course, leaving the teams to focus on the more challenging policies, new ideas, new evidence and analysis.

6.4 Either part way through those tasks, or towards their end, NPSG should decide to engage with the local community to test out emerging task team ideas, e.g. site allocations, design coding. It will be vital that the community is able to participate in expressing policy preferences and validating (or otherwise) emerging evidence before policy ideas are formulated too far. This will be for the NPSG to judge but formulating an early 'communications plan' is normally a very helpful first step in this regard.

7. Project Plan, Professional & Technical Support

7.1 We have prepared an outline project plan (see separate spreadsheet). It shows the activities across the stages of plan making through to submission. The stages thereafter – examination and referendum – are managed by Dorset Council. The project plan shows how we will deploy our support based on our experience on other similar projects. It also shows the dependency of some tasks on others to enable the NPSG to understand and plan for the consequences of slippage. The goal has been to show how the project may feasibly be completed by spring 2024.

7.2 We will advise the NPSG through its monthly meetings (normally online, though we need not attend every meeting) and by liaison between the key officers in the meantime. We will run the scenario session and then work with the DTT and ETT by running a joint orientation meeting (explaining the brief etc) and then liaising with their respective chairs as they progress – we are likely to need to attend at least one other DTT/ETT meeting before their work has ended. Once the Reg 14 stage has been reached it is most likely that the task teams will no longer be needed.

7.3 An application to Locality should be made immediately to request an HNA and an SEA/HRA package. The DTT should consider first how it wishes to approach design policy (in new Policy SMP5 above) before deciding if and how to deliver a design code. We will oversee the Locality contractor briefing and manage the quality and timing of their outputs on behalf of the NPSG as we normally do for clients.

8.4 The scope of project work assumes that DC officer time will be limited, and becoming more limited as its resources are focused on completing PLP2 and restarting the DLP. It will be vital that liaison is positive and timely so that the PLP2, DLP and SNP policies synchronise well. To this end, it will be helpful to discuss this report with them once approved by the NPSG; to invite an officer to attend occasional NPSG meetings; and to seek their informal views on the first draft SNP before the statutory Reg 14 version. It is also noted that the recommended scope of the SNP will require an SEA and a site assessment process to be operated. Neither are difficult but both take time to operate efficiently as per the regulations and guidance.

Swanage NP: Project Plan

05.03.24

Action	Who	OH Days		A	M	J	J	A	S	O	N	D	J	F	M	
		Budget	Actual													
2.02 Drafting: new/updated evidence (DTT/ETT) <i>Site Assessment Process (inc SEA)</i>	NPSG/OH NPSG/DC	10.0	8.0	0.5			0.5	0.5	0.5							
2.06 Drafting: NPSG reviews	NPSG/OH	0.5		0.5												
2.07 Drafting: informal consultation prep	NPSG	1.5	1.0			0.5										
2.08 Drafting: informal consultation period	NPSG/OH	-				x										
2.09 Drafting: informal consultation review	NPSG	-					x									
2.10 Drafting: NP document production	OH	2.0					2.0									
2.11 Drafting: NPSG reviews	NPSG	-					x									
2.12 Drafting: evidence document review	OH	1.0					1.0									
2.13 Drafting: informal consultation (2) prep	NPSG	1.0						1.0								
2.14 Drafting: informal consultation (2) period	NPSG/OH	-							x							
2.15 Drafting: informal consultation (2)review	NPSG	-								x						
2.16 Drafting: NP document production	ON	2.0								2.0						
2.17 Drafting: NPSG review	NPSG/OH	0.5									0.5					
2.18 Drafting: final document production	OH	1.5									1.5					
2.19 Drafting: NPSG review	NPSG	-														
2.20 Drafting: TC approval	TC	-											x			
3.01 Pre-Sub: Reg 14 consultation prep	NPSG/OH	-														
3.02 Pre-Sub: Reg 14 consultation period	-	-														
3.03 Pre-Sub: review reps	NPSG/OH	1.0												1.0		
3.04 Pre-Sub: liaison with DC/AONB	NPSG	-														
3.05 Pre-Sub: NPSG review	NPSG/OH	0.5												0.5		
4.01 Sub Plan: Submission NP document	NPSG/OH	2.0														2.0
4.02 Sub Plan: Basic Conditions Statement	OH	2.0														2.0
4.03 Sub Plan: Consultation Statement	NPSG	-														
4.05 Sub Plan: updated evidence	NPSG	-														
4.06 Sub Plan: NPSG review	NPSG	-														
4.07 Sub Plan: TC approval	TC	-														
4.08 Sub Plan: Submission to DC	TC	-														
		<u>36.5</u>	<u>20.0</u>	1.0	0.0	0.5	3.5	1.5	0.5	2.0	2.0	0.0	0.0	1.5	4.0	

SWANAGE NEIGHBOURHOOD PLAN

TASK TEAM ACTIONS

Development Task Team

Goal

To provide reports to the Project Steering Group on policy ideas to include in the Neighbourhood Plan relating to housing sites and mix, town centre and community facilities.

SNP1/SNP3: Potential Development Sites

- Request a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening opinion from Dorset Council (OH to assist)
- Consider a new 'call for sites' of landowners, agents and developers – note the [Dorset/Purbeck sites list](#) ('SHLAA') was last updated in 2021 so could be considered up to date as a starting point and not needing a new 'call'
- Identify, map and photograph all land that has been previously used but is now derelict, vacant or under-used or is currently in use but it is anticipated (or known from local knowledge) may be subject to redevelopment proposals over the next five years – check also the [Dorset Brownfield Land Register](#)
- Identify, map and photograph any greenfield sites on the edge of the town that might qualify for 'H8' support in principle (see p135 of the [PLP2 Main Modifications](#))
- Check the recent planning history and planning status of each site (using the [Dorset website](#) and relevant to review past proposals (approved but not implemented) and what policy constraints there might be on the land (e.g. protected employment land). The evidence bases for [PLP2](#) and the [emerging Dorset Local Plan](#) might be useful, including the most recent [Landscape & Heritage Study](#)
- Consider what other uses may be suited to the land assuming those constraints can be overcome (e.g. through new SNP policy) and briefly explain why, including consideration of the value of promoting a [Neighbourhood Development Order](#) to masterplan and de-risk one or more key development sites
- Consider if and how the [Community Infrastructure Levy](#) generated by new schemes in the town can be reinvested in infrastructure improvements using the Town Council 25% proportion
- Pull all this information and analysis together into a single report
- Consider if securing a [Locality Technical Support Package](#) (Design Coding and/or Site Options & Assessment) may be helpful in taking forward site-specific ideas and if so, make an application to Locality
- Consider using consultancy [Create Streets](#) (see Chesham NP/NDO example) to prepare the design code and site plans
- Brief the consultants and comment on their draft report(s)

- Receive and publish their final report(s)
- Assimilate the work with the parallel SEA and HRA workstreams
- Produce a site assessment report with proposals for site specific policies

SNP2: Housing Types & Tenures

- Consider if securing a Locality Technical Support Package (Housing Needs Assessment) may be helpful in taking forward this idea
- If so, make an application to Locality
- Brief the consultants and comment on their draft report
- Receive and publish their final report along with the team's policy ideas

SNP4: Town Centre

- Review the policies (EE3 and EE4) and proposals of the PLP2 chapter 5 included in pp188 – 195 of the [Main Modifications](#) to identify gaps and needs for revision, as well as the latest evidence for the Dorset Local Plan [here](#) and [here](#)
- Review national town centre related initiatives (especially post Covid) for relevant thinking, evidence and case studies like the [High Street Task Force](#)
- Identify, map and photograph all existing buildings in business, commercial and service (known as Class E in the [2020 Use Class Order](#)) uses in the town
- Note the type of ground floor uses and if upper floors are part of that use or are in a separate use (e.g. dwelling, office) and note vacancies
- Use local knowledge to record how the current use (or most recent use if vacant) has changed in recent years
- Make a simple table to record this information and to calculate the % of use types (e.g. shop, café, office etc) in each main frontage
- Use local knowledge to note how the mix in each frontage has changed over recent years and to what extent change has occurred since Covid
- Ascertain from Dorset's [planning application website](#) (or from the NP contact officer) how many buildings have changed use using the Prior Approval permitted development process rather than planning applications
- Summarise the above information for the town centre and other outlying commercial properties and make observations on the nature, scale and rate of change and how this has changed their overall success as economic as well as social 'hubs', relating the findings to those of past studies
- If possible, compare this information with other similar town centres (e.g. Wareham, Blandford) to consider how well it is performing relatively
- Consider appointing an independent expert consultancy (e.g. [People & Places, Town Centred, Heartflood](#)) to inform, review and supplement the team's findings
- Pull all this information and analysis together into a single report with policy ideas

SNP8: Community Facilities

- Review past and current ideas for upgraded/new facilities, as well as relevant Dorset/Purbeck [evidence](#) to identify opportunities for one or more facilities and their land requirements (e.g. size, access, location), including examining the potential for co-location
- Engage with relevant facility operators
- Pull all this information and analysis together into a single report with policy ideas

Team Number & Member Attributes

- Between 6 – 8 members able to meet via Zoom etc for an hour or so each month
- A professional interest or experience in development (but with no conflict of interest in the NP area)
- An interest or expertise in mapping and analysing geographical data
- A good knowledge of the neighbourhood area and its facilities and features
- Experience of the businesses and trading in the town
- An interest or expertise in research and analysis
- An interest or expertise in the English planning system

SWANAGE NEIGHBOURHOOD PLAN

TASK TEAM ACTIONS

Environment Task Team

Goal

To provide reports to the Project Steering Group on policy ideas to include in the Neighbourhood Plan relating to green infrastructure, climate change, walking and cycling and local heritage.

SNP5: Townscape Character

- Consider either securing a [Locality Design Coding Technical Support Package](#) or using consultancy [Create Streets](#) (see Chesham NP/NDO example) to prepare the design code and site plans
- Brief the consultants and comment on their draft report(s)
- Draw up a candidate list of buildings and structures of local architectural and historic interest on what might qualify and the information needed to support the case using the [Dorset Council guidance](#) and the [Dorset Historic Environment Record](#) data.
- Map and photograph each candidate and note of ownership if possible
- Finalise list by describing what it is about the building that is of local heritage value (and should therefore be taken into account in future planning proposals) and write to each owner (where known) to invite comments on the possibility of their building being identified in the SNP (explaining the implications and stressing this is not the same as 'listed building' status)
- Receive and publish the final Design Code report
- Review and finalise list in a single heritage asset report

SNP6: Green Infrastructure

- Review the [Swanage GI Strategy](#) to identify any need to update its mapping and data and opportunities for local nature recovery, using [Magic Map](#) for example and contacting the [Dorset Wildlife Trust](#)
- Relate the updated mapping and data to any other land that other DTT/ETT actions are identifying (e.g. brownfield, town centre) to identify if and how that land may contribute to improving green infrastructure
- Identify opportunities to increase street tree planting either on single or groups of streets or as part of wider public realm improvements
- Review the [Urban Green Factor](#) policy and guidance of the London Plan to decide if this approach is desired in the plan area and to what extent, if any, the factor needs to be modified to suit the area

- Pull all this information and analysis together into a single report with policy ideas

SNP7: Local Green Spaces

- Draw up a list of candidate spaces using the [Locality guide](#)
- Map and photograph each candidate and note ownership if possible
- Finalise list by describing what it is about each space that is special and write to each owner (where known) to invite comments on the possibility of their land being identified in the SNP
- Review and finalise list in a single report

Team Number & Member Attributes

- Between 6 – 8 members able to meet via Zoom etc for an hour or so each month
- A professional interest or experience in environmental issues (climate change etc)
- An interest or expertise in mapping and analysing geographical data
- A good knowledge of the neighbourhood area and its environmental features
- An interest or expertise in research and analysis
- An interest or expertise in the English planning system