

Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on **FRIDAY, 8<sup>th</sup> DECEMBER 2023** at **11.00 a.m.**

**Present:** Councillor Harris – Chair

Councillor Bonfield  
Councillor Moreton  
Councillor Rogers  
Councillor Whitwam

Mr A Larner  
Mr G Richardson  
Mrs J Sutcliffe  
Mr A Thompson

**Also in attendance:** Miss N Clark - Planning and Community Engagement Manager  
Mrs K Delahay

One member of the public attended the meeting remotely.

**Public Participation Time**

There were no matters raised.

**1) Apologies**

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

**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 25<sup>th</sup> October 2023**

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

**4) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 25<sup>th</sup> October 2023**

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

A discussion was held regarding the importance of attending both the Task Team and Steering Group Meetings, particularly now that research was progressing/at a more advanced stage, and that the first round of public consultation on draft proposals would be held in the near future. It was agreed that contact would be made with those SNP Steering Group Members who had been unable to attend recent meetings to confirm that they would be able to attend meetings on a regular basis going forward.

5) **ONeill Homer Planning Consultants – update, revised Project Plan, and to consider next steps**

Further to Minute No. 8) of the SNP Steering Group Meeting held on 25<sup>th</sup> October 2023, it was reported that a progress report had been provided to the planning consultants and, in light of this, an updated policy schedule/action plan for next steps, and Project Plan, had been received from them for review by the Steering Group, copies of which had been provided to Group Members accordingly.

Consideration was given to the updated documents, and progress made to date compared with the revised timeline of the Project Plan. The amended timetable included the proposal for informal public engagement activity on the draft development opportunities map/plan, and open space proposals, in February 2024, consultation on the pre-submission plan in September/October 2024, and submission of the plan to Dorset Council in December 2024. A recommendation had been made for Group Members to view the public engagement approaches, online and face-to-face, of other Town Councils.

A question was raised about the time period for the SNP, and whether consideration should be given to a fifteen-year term, with reviews to be held every five years. However, concerns were raised regarding the delay in the Dorset Local Plan process, the lack of a definitive housing number for Swanage, and whether the SNP should align with the DLP/proceed at the same pace. Further concerns were raised regarding the upcoming election process, and whether undertaking the first round of public consultation on aspects of the draft SNP in February 2024 (the pre-election period would run from 11<sup>th</sup> March 2024) would be the right time/achievable. These concerns, along with the consultant's updated action plan, would be considered at the next Task Team meetings, with any comments and recommendations being brought back to the next meeting of the Steering Group. A request for the planning consultants to attend the next Group meeting was made.

Following the discussion, Councillor Steering Group Members wished to pass on their thanks and appreciation to the community members of the Group for all their hard work and contribution to the Task Teams/Steering Group over the past year.

6) **Task Teams**

a) **Development Task Team (DTT) – update following meeting held on 15<sup>th</sup> November 2023, and to confirm date of next Team meeting**

Further to Minute No. 9 b) of the SNP Steering Group Meeting held on 25<sup>th</sup> October 2023, a copy of the update from the DTT meeting held on 15<sup>th</sup> November was provided, this included:-

**Potential Housing Development Sites/Call for Sites** – the list of sites had been closely reviewed and updated. The updated list had been sent to the planning consultants, along with a request for one draft development opportunities map/plan to be prepared for public consultation (instead of the original three draft 'scenario' options).

The 'Call for Sites' had been launched, and would run until 19<sup>th</sup> January 2024. The list of sites/draft map would be updated if any expressions of interest were received from landowners/agents of land within the SNP Area (in applying for future development permission for sites that may be suitable to meet future demand for housing/affordable housing, employment, leisure, or community use).

**Housing Needs Assessment (HNA)/Housing Types and Tenures** – Members of the DTT met with AECOM consultants online on 27<sup>th</sup> November 2023 to discuss the HNA process, which was now underway. The consultants advised that the HNA report would be received within the next six weeks.

**Town Centre** – retail research had been undertaken by the Task Team, details of which would be circulated to all Steering Group Members. Recommendation to be made not to proceed with a new Retail Needs Assessment/Study, proposal instead to identify a potential new retail site and liaise with any interested parties. Lead Task Team Member for Town Centre confirmed as Mr A Thompson.

**Community Facilities** – dialogue to be held with Dorset Council’s education services, Swanage schools, The Purbeck School, and a follow-up meeting held with the Swanage Medical Practice, when potential housing numbers are known. Lead Task Team Member for Community Facilities still to be confirmed.

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

**i) Update following meeting held on 22<sup>nd</sup> November 2023, and to confirm date of next Team meeting**

Further to Minute No. 9 a) of the SNP Steering Group Meeting held on 25<sup>th</sup> October 2023, a copy of the update from the ETT meeting held on 22<sup>nd</sup> November was provided, this included:-

**Townscape Character Areas/Design Policy** – design code still to be considered, potentially using a Locality package and/or ‘Create Streets’ to code specific sites – advice to be sought from the planning consultants prior to the next Team meeting.

**Green Infrastructure (section/policy)** – a group of volunteers had been identified to assist in the review of the Swanage Green Infrastructure Strategy SPD, and a meeting had been arranged for 8<sup>th</sup> December to take this project forward. Large scale maps had been requested for the meeting (to include green spaces/water courses/footpaths).

**Local Green Spaces/Greenspace Opportunities Map** – review of potential new green spaces ongoing, and a large scale map was required to enable the group to create a clearer draft map highlighting the existing/new areas. A request would be submitted to the planning consultants for a new green spaces map to be created on their mapping system, in readiness for future public consultation, once the review had been completed.

**Habitats Regulation Assessment (HRA)/Strategic Environmental Assessment (SEA)** – the HRA had been put on hold until the draft SNP had been produced. The SEA draft report had now been received from the consultants (AECOM), and a copy of this had been sent to the planning consultants for their attention/review.

**ii) Review of draft Swanage Neighbourhood Plan Strategic Environmental Assessment Scoping Report**

As noted in Minute No. 6) b) i) above, a copy of the draft SNP SEA Scoping Report had now been received from AECOM. A copy of the report had been provided to the planning consultants, and Steering Group Members, for their information/review, and comments or observations, if any, following receipt of which, AECOM would finalise the report and consult on this with appropriate consultation bodies for a five-week period.

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

**a) Green Seafront – consideration of outcome of Public Consultation**

**8) Date of next meeting**

It was agreed that the next two meetings of the Steering Group would be held as follows:

- 5<sup>th</sup> February 2024, at the Town Hall, Swanage at 2.15 p.m.
- 4<sup>th</sup> March 2024, at the Town Hall, Swanage at 2.15 p.m.

It was noted that Mr A Larner would require online access to the meeting being held in February.

The Meeting was closed at 12.05 p.m.

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