

Minutes of a Meeting of the **SWANAGE COMMUNITY HOUSING STEERING GROUP** held via Zoom video conference platform on **FRIDAY 12<sup>th</sup> FEBRUARY 2021** at **3.30 p.m.**

**Present:** Mr R Sutcliffe – Chair

Mr J Bishop  
Councillor M Bonfield  
Councillor T Foster  
Councillor A Harris  
Councillor D Monkhouse  
Mr A Proctor  
Mr D Smith  
Mr M Suttle  
Mrs R Suttle

**In Attendance:** Ms F Astin – Housing Advisor  
Dr M Ayres – Town Clerk  
Mrs E Evans – Management Support Officer  
Councillor N Rogers

1) **Welcome, Introductions and Induction**

The chair, Mr R Sutcliffe, welcomed members to the meeting and introductions were provided from each attendee.

An induction was provided, by the Town Clerk, which included a brief overview of the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

It was noted that on occasion, in the interests of legal and commercial confidentiality, some agenda items would be discussed in ‘closed session’. Relevant paperwork would be marked accordingly and would need to be kept confidential amongst the members of the Steering Group. It was stated that these agenda items would be kept to a minimum, in the interests of transparency.

A further explanation was provided in relation to Declarations of Interest which included members’ responsibility to declare any conflict of interest at the appropriate stage of a meeting.

2) **To note the revised Terms of Reference as approved by Swanage Town Council, January 2021**

It was noted that the terms of reference had been amended at the Swanage Town Council meeting held on 25<sup>th</sup> January 2021 to enable the Steering Group to co-opt residents of Swanage who have the availability, enthusiasm, skills and/or insight to help deliver a community housing project.

3) **Co-option of new members**

Further to introductory meetings held on 26<sup>th</sup> January 2021, it was AGREED:

That Mr A Proctor, Mr D Smith, Mr M Suttle and Mrs R Suttle be co-opted to the Swanage Community Housing Steering Group with immediate effect.

4) **Apologies**

Apologies for his inability to attend the Meeting were received from Mr J Sinclair-Taylor.

It was stated that Mr Sinclair-Taylor would like to remain as a consultant to the group, however, would not attend meetings on a regular basis. Members agreed that written confirmation of Mr J Sinclair-Taylor's intention should be sought and presented to a future meeting.

Councillor Rogers requested permission to join the Steering Group. It was acknowledged that councillor membership of the SCHSG was a matter for full Council and, therefore, this request would be considered at the next Council Meeting.

5) **Declarations of Interest**

Mr Sutcliffe declared an interest by reason of being a trustee of the Swanage and Purbeck Development Trust.

There were no other declarations to record on this occasion.

6) **To approve the minutes of Swanage Community Housing Steering Group, held on 4<sup>th</sup> November 2020**

It was proposed by Councillor Monkhouse, seconded by Mr J Bishop, and RESOLVED:

That the Minutes of the Meeting of the Swanage Community Housing Steering Group held on 4<sup>th</sup> November 2020 be approved as a true record.

7) **Matters arising from the notes of the Swanage Community Housing Steering Group Public Meeting, held on 18<sup>th</sup> November 2020**

There were no matters raised.

8) **To consider the revised 'steering group aspirations' briefing paper dated 16<sup>th</sup> September 2020**

Further to Minute No. 4 of the meeting of the Swanage Community Housing Steering Group held on 1<sup>st</sup> October 2020, consideration was given to the revised 'steering group aspirations' document, to ensure all members agreed with the aims of the group.

A discussion ensued surrounding the size of the initial build project and property allocation. However, it was agreed that the document could be subject to change as the project progressed and would not be amended at the current time.

9) **To consider the next steps and delegation of tasks to the following sub-groups;**

**a) Form of Incorporation, b) Financial Structure, c) Review of architect's brief**

A discussion ensued surrounding the sub-group topics, which included suitable options for the most productive approach to research. Two routes were discussed in detail: three sub-groups researching simultaneously, alternatively all members investigating the topics sequentially.

Further to a lengthy discussion it was accepted that although the sub-group topics strongly related to each other, it would be beneficial to form three sub-groups to research the topics simultaneously and report their findings to the steering group, as an entirety, for consideration.

There followed a discussion regarding member allocation to each sub-group and decisions were made based on the specialised backgrounds of individuals, with the agreement that the Housing Advisor would participate in all three sub-group discussions.

Furthermore, it was proposed that brief Terms of Reference be provided for each sub-group and circulated to members, and an agreement to share email addresses was received from all members.

**10) Items of Information and Matters for Forthcoming Agendas**

**a) Government Funding – renewed community housing fund**

The receipt of information was noted.

**b) Dorset Council – Housing Advisor contract extension**

It was noted that Dorset Council had extended the contract for the Housing Advisor for a further two years, until 31<sup>st</sup> July 2023, and congratulations were offered to Ms F Astin.

**11) To consider allocation of sites as part of consultation on Draft Dorset Local Plan**

It was noted that elements of the Draft Dorset Local Plan could impact potential site selection for social housing, and consideration of the draft plan should form part of the discussions for the architect's brief sub-group.

Members were reminded that the deadline to submit a response to the Draft Dorset Local Plan was 15<sup>th</sup> March 2021.

**12) Date of next meeting**

The next meeting was scheduled for Monday 8<sup>th</sup> March at 3.30 p.m.

The meeting closed at 5.45 p.m.

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