

Minutes of a Meeting of the **SWANAGE COMMUNITY HOUSING STEERING GROUP** held via Zoom video conference platform on **WEDNESDAY 4th NOVEMBER 2020** at **3.30 p.m.**

In Attendance: Mr R Sutcliffe – Chair
Mr J Bishop
Councillor M Bonfield (until 4.15 p.m.)
Councillor T Foster
Councillor A Harris
Councillor D Monkhouse

Ms F Astin – Housing Advisor
Dr M Ayres – Town Clerk
Mrs E Evans – Management Support Officer
Mr N Hardy – Representative from Worth CLT

There was one member of the local press present at the meeting.

1) **Apologies**

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

2) **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.

3) **Matters arising from minutes of the Swanage Community Housing Steering Group, held on 1st October 2020**

Further to Minute No. 6. it was noted that an update to the draft timetable document, to include dates to assist with future planning, needed completing. Ms F Astin confirmed she would undertake the task and report back to a future meeting.

4) **To consider the format and meeting management for a virtual public meeting to promote the project and wider communications plan**

Further to Minute No. 5 of the Swanage Community Housing Steering Group meeting held on 1st October 2020, a discussion was held surrounding the publicity of the public meeting scheduled to take place on 18th November 2020.

It was reported that the meeting had been advertised in the local press, a community newsletter, emailed to partners and advertised on the Town Council's social media page.

A local news company confirmed their ability to promote the meeting, via their social media page, and it was suggested that the chairman should provide a short statement to be used on their website. In addition it was proposed that the meeting could be publicised through local schools and political party forums to target a wide audience.

It was agreed that the public meeting needed to provide the attendees with clear information regarding the role of a CLT and the involvement required to move the project forward.

Councillor Bonfield agreed to present at the meeting and to explain the role of the Town Council, which was to remain primarily as landowners and that community engagement was essential to advance the project.

It was anticipated that a CLT would consist of around seven trustees, supported by a wider membership of interested individuals. A discussion ensued reflecting on the importance of

attracting a diverse range of members with a range of key skills to see the project through to fruition.

It was noted that Mr N Hardy from the Worth Matravers CLT had agreed to provide a presentation which would offer an honest interpretation of the process involved in the setting up of a successful CLT and the delivery of a local housing scheme.

Ms F Astin confirmed that she would address the attendees and provide a PowerPoint presentation showing completed CLT projects from around the country, followed by a video showcasing the Worth Matravers CLT project.

The agenda for the public meeting was discussed, and it was decided that Mr R Sutcliffe would open the meeting to provide introductions and to explain the meeting format, Councillor Bonfield would then speak, followed by a presentation by Ms F Astin then a talk by Mr N Hardy. Following the presentations there would be an opportunity for a “Q and A” session and Mr R Sutcliffe would close the meeting by explaining the next steps.

Further to discussion it was decided that any interested parties could state an “Expression of Interest” verbally at the end of the meeting, however, all attendees would be contacted by way of email after the meeting and consideration of applicants would be undertaken by the current steering group.

Councillor M Bonfield left the meeting at 4.15 p.m.

In relation to the functional management of the meeting it was proposed that Zoom be used as the video conferencing platform, and that a user guide would be circulated prior to the meeting to establish best practice when accessing online meetings.

It was decided that rather than using the platform’s chat function, or allowing participants to interject during presentations, the “Q and A” session would provide the opportunity for queries to be answered.

Further discussion and decisions, regarding the next steps in forming the CLT, would be referred to a future meeting, to be held after the public meeting on 18th November 2020.

5) To consider the next steps

Further to Minute No. 6 of the Swanage Community Housing Steering Group meeting held on 1st October 2020, it was noted that the draft timetable document would be updated to include dates to assist with planning, and this would be provided at a future meeting.

6) Items of Information and Matters for Forthcoming Agendas

a) Wessex Community-led housing webinar series

It was noted that the videos prepared by the Wessex Community-led Housing, to support the weekly webinars, would be available as a reference source.

7) Date of next meeting

The date of the next meeting had been scheduled for Thursday 12th November at 3.30 p.m. comprising of several members of the steering group to finalise details of the public meeting.

The meeting closed at 4.30 p.m.
