

**SWANAGE TOWN COUNCIL**

Dr M.K. Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

10<sup>th</sup> February 2023

Dear Councillor

Swanage Neighbourhood Plan Steering Group

A meeting of the above Sub-Committee will be held at the **TOWN HALL, HIGH STREET, SWANAGE** on **MONDAY, 20<sup>th</sup> FEBRUARY 2023** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*Dr M.K. Ayres*

Town Clerk.

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**PLEASE NOTE:**      **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 7.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

Although legal restrictions in relation to the Covid-19 pandemic have been lifted, Swanage Town Council will, in accordance with advice issued by Public Health Dorset, continue to take appropriate precautions to limit the risk of transmitting the disease and politely asks those planning to attend this meeting to do the following:

- At the earliest opportunity notify the Council of your intention to attend by e-mail [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk) or telephone 01929 423636, because capacity will continue to be carefully managed;
- stay at home if you feel unwell and/or have Covid symptoms;
- wear warm clothing to the meeting as doors and windows will be open for ventilation purposes;
- be mindful of others and respectful of their personal space.

The latest advice from Public Health Dorset can be found here: [News and updates - Public Health Dorset - Dorset Council](#)

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To the Town Mayor, Deputy Mayor and Councillors Bonfield, Harris, Rogers and Whitwam, and all members of the Neighbourhood Plan Steering Group

## AGENDA

1. Apologies
2. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with Section 9 and Appendix B of the Council's Code of Conduct)
3. To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 23<sup>rd</sup> January 2023 (Copy enclosed)
4. Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 23<sup>rd</sup> January 2023
5. O'Neill Homer Planning Consultants – Policy Review Report and Project Plan - update (Copies enclosed)
6. Task Teams
  - a) Development Task Team – update following meeting held on 3<sup>rd</sup> February 2023 (Copy of notes enclosed)
  - b) Environment Task Team - update
7. Locality Neighbourhood Planning
  - a) Grant Funding Application – update
  - b) Local Housing Needs Assessment – update
  - c) Strategic Environmental Assessment – update
  - d) Retail Needs Assessment – update

For further information please visit:

- [Neighbourhood Plans Roadmap – A Step-by-Step Guide](#)
- [Grant Funding - Locality Neighbourhood Planning](#)
- [How to undertake a Housing Needs Assessment \(HNA\) - Locality Neighbourhood Planning](#)
- [Understand if your plan requires a Strategic Environmental Assessment \(SEA\) - Locality Neighbourhood Planning](#)

8. Items of information and matters for forthcoming agendas
    - a) Reminder – Walkabout, and Task Team meetings to review Project Briefs – Wednesday 8<sup>th</sup> March 2023
  9. Date of next meeting – 20<sup>th</sup> March 2023 (time to be agreed)
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