

Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on **MONDAY 17<sup>th</sup> APRIL 2023** at 7.00 p.m.

**Present:** Councillor Harris – Chair

Councillor Bonfield  
Councillor Foster  
Councillor Whitwam

Mr M Norris  
Mr G Richardson

**Also in attendance:** Miss N Clark - Planning and Community Engagement Manager  
Mrs L Haim – O'Neill Homer, Planning Consultants  
Mrs J Sutcliffe – The Purbeck Society

One member of the public attended the meeting remotely.

**Public Participation Time**

There were no matters raised.

**1) Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Moreton and Rogers, and Mr A Larnar.

**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 20<sup>th</sup> March 2023**

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

**4) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 20<sup>th</sup> March 2023**

There were no matters raised.

**5) O'Neill Homer Planning Consultants – Policy Review Report and Project Plan – update**

Further to Minute No. 5) of the SNP Steering Group Meeting held on 20<sup>th</sup> March 2023, the planning consultant provided an update on the Project Plan, which was on track, and was pleased to note that the Task Teams continued to meet regularly and were gathering evidence for the planned 'Scenario Session' which had been rescheduled from May to June 2023.

A discussion ensued and, further to questions raised regarding the timeline of the SNP project, an explanation was given regarding the Project Plan, which listed ‘milestones’ of the process through the project, split into months of the year, highlighted what parts of the process had been completed/were being worked on by the consultant, and how the budget for the project was being spent. A request was made for future copies of the updated Project Plan to be compared with earlier versions of the Plan, and that any changes made to the timeline/project should be highlighted in the interests of clarity.

Steering Group Members felt that it was vitally important that the work that the DTT and ETT was undertaking aligned with the ‘milestones’ in the Project Plan. The planning consultant confirmed that she would be attending future meetings of the DTT/ETT via online link to monitor progress/timescales more closely, and a list of meeting dates would be provided accordingly.

**6) Membership – to consider membership of the Swanage Neighbourhood Plan (SNP) Steering Group and its Task Teams**

Further to Minute No. 4) of the SNP Steering Group Meeting held on 20<sup>th</sup> March 2023, consideration was given to existing membership arrangements as set out in the Group’s Terms of Reference (points 5.1 to 5.3).

During the ensuing discussion the advantages of the smaller ‘Task Teams’, which met on a regular basis, were considered. Ultimately it was felt that if membership numbers of these teams were increased on a permanent basis then they could potentially become less manageable.

It was therefore agreed that membership arrangements should remain the same for the Steering Group (six Councillor Members of the Town Council’s Planning and Consultation Committee, and up to six other members residing in the Parish of Swanage), and that the Group would call upon the expertise of other groups/ individuals as and when required/appropriate to do so, to consider specific matters or issues.

It was noted that the Purbeck Society was currently assisting both Task Teams, and that the Sustainable Swanage Group would be invited to assist with the review of the Swanage Green Infrastructure Strategy (SGIS) in due course.

**7) Task Teams**

**a) Development Task Team (DTT) – date of next meeting – rescheduled for 20<sup>th</sup> April 2023**

Further to Minute No. 6 a) of the SNP Steering Group Meeting held on 20<sup>th</sup> March 2023, it was reported that the DTT meeting planned for 11<sup>th</sup> April had been rescheduled for 20<sup>th</sup> April 2023.

Updates were provided on the following matters:-

**Strategic Environmental Assessment, and Habitats Regulations Assessment –**

Dorset Council had confirmed that these would be required. The planning consultant offered assistance in completing the applications to Locality for the free technical support packages for these, which was agreed by Steering Group Members.

‘Call for Sites’ – at its next meeting the DTT would be discussing whether a ‘Call for Sites’ should be undertaken. The planning consultant confirmed that if this was to go ahead then this should be run for a period of three to four weeks.

**Development Opportunities Map** – it was reported that the planning consultant had prepared a draft development opportunities map and would bring this to the next meeting of the DTT for consideration.

**b) Environment Task Team (ETT) – update following meeting held on 3<sup>rd</sup> April 2023**

Further to Minute No. 6 b) of the Steering Group Meeting held on 20<sup>th</sup> March 2023, a copy of the notes/actions from the ETT meeting held on 3<sup>rd</sup> April was provided. Updates were given on the following matters:-

**Townscape Character Areas** – a draft plan showing potential townscape character areas had been presented at the meeting, Dorset Council’s Conservation Area Review report was now being reviewed, and a large scale OS map would be prepared showing conservation areas and potential for townscape character areas.

**Green Infrastructure** – a draft brief for Sustainable Swanage to review the SGIS was being considered.

**Local Green Spaces** – photographing and a listing of all green space would be undertaken prior to consideration about which should be protection. A ‘call for greenspace’ would also be undertaken to local residents/groups.

**Greenspace Opportunities Map** - it was reported that the planning consultant had prepared a draft greenspace map and would bring this to the next meeting of the ETT for consideration.

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

**a) Department for Levelling Up, Housing and Communities** - it was reported that a public consultation on the introduction of a use class for short-term lets and associated permitted development rights had been launched on 12<sup>th</sup> April 2023 and would run until 7<sup>th</sup> June 2023. It was noted that this consultation would be included on the agenda of a future Planning and Consultation Committee meeting.

**9) Date of next meeting**

Consideration was given to the date of the next meeting. During the discussion a question was raised as to whether monthly meetings of the Steering Group were required at the present time in view of the regular meetings being held by the Task Teams and the research and ongoing work generated by the teams.

It was explained that it was the Steering Group’s responsibility to monitor the work of the teams, and a suggestion was made that the next meeting should be held in early June to provide the teams with sufficient time to complete these tasks and report back their findings/recommendations to the Steering Group in readiness for the ‘Scenario Session’ (planned for June as set out in the Project Plan).

It was therefore agreed that the next meeting of the Steering Group would be held on Monday 12<sup>th</sup> June 2023 at 11.30 a.m., at which the teams’ outputs would be reviewed and the ‘Scenario Session’ would be held with the planning consultant.

The Meeting was closed at 7.50 p.m.

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