

Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on **MONDAY 23rd JANUARY 2023** at 2.30 p.m.

Present: Councillor Harris – Chair

Councillor Bonfield
Councillor Foster
Councillor Moreton
Councillor Whitwam

Mrs K Gallagher
Mr A Larner
Mr M Norris
Mr G Richardson

Also in attendance: Dr M Ayres – Town Clerk
Miss N Clark - Planning and Community Engagement Manager
Mr P Reese – Senior Planning Policy Officer, Dorset Council

Mr N Homer - O'Neill Homer Planning Consultants – via online link
Ms E Carling - O'Neill Homer Planning Consultants – via online link

There was one member of the public at the meeting.

Public Participation Time

There were no matters raised.

The Chair welcomed and introduced Mr Philip Reese, Senior Planning Policy Officer, Community Planning Team, Dorset Council to the Meeting. Further to Minute No. 5) of the Steering Group Meeting held on 28th November 2022, Mr Reese had welcomed the opportunity to attend the meeting to take part in discussions and answer any questions Sub-committee Members had regarding Neighbourhood Planning, Housing Needs/Strategic Environmental/Retail Assessments, and the responsibility of the Swanage Neighbourhood Plan in the planning process.

1) Apologies

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

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 28th November 2022

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

4) **Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 28th November 2022**

6) **Swanage Neighbourhood Plan Steering Group Terms of Reference – to consider suggested amendments**

Further to Minute No. 8 a) of the Planning and Consultation Committee Meeting held on 5th December 2022, it was reported that the amended Terms of Reference for the Steering Group had been adopted.

5) **ONEILL HOMER PLANNING CONSULTANTS – POLICY REVIEW REPORT AND PROJECT PLAN - update**

Further to Minute No. 5) of the SNP Steering Group Meeting held on 28th November 2022, Mr Neil Homer provided an update on the Policy Review Report and Project Plan, and progress made to date. The ensuing discussion provided attendees with ‘question and answer’ opportunities with Mr Homer and Mr Reese.

Updates were also given on the key action points highlighted in Minute No. 5):-

- **Point 2.3** – contact had been made with Dorset Council accordingly. It was noted that the new Lead Officer on the Swanage Chapter of the draft Dorset Local Plan was Sara Hardy, Senior Planning Policy Officer, Strategic Planning Team. As noted above, Mr Philip Reese, Senior Planning Policy Officer had also agreed to attend today’s meeting to answer any questions Steering Group Members had. Ms Hardy would be invited to a future Steering Group meeting.
- **Point 3.5** – contribution to local housing supply – this matter would be considered by the Development Task Team.
- **Point 6.1** – it was noted from the updated Project Plan that further information would be required before the scenario planning session could be held, and that this would also be shaped by recommendations from Task Team meetings, and updated information being sought from Dorset Council. It was therefore anticipated that this session would be undertaken within the next three months.
- **Point 6.2** – the project briefs for the two Task Teams, and the joint orientation meeting, would be presented/held under Agenda Item No. 6).

The planning consultants would continue to advise the SNP Steering Group through its monthly meetings, and by liaison with officers.

During the discussion Mr Reese also gave brief updates on the emerging Purbeck Local Plan, Dorset Council was still in the process of corresponding with the inspector to progress this plan, and also the revised timescale for the Dorset Local Plan, which would see the Plan’s anticipated adoption by spring 2026.

6) **Task Teams - to consider next steps**

Further to Minute No. 5) of the SNP Steering Group Meeting held on 28th November 2023 the planning consultants had put together a ‘project brief’ for each of the Task Teams, which included recommended actions for the Teams. Mr Homer gave a presentation on each of the briefs accordingly.

Attendees took the opportunity to ask questions during the presentation. The following 'goals' for the Teams were noted:-

- **Development Task Team (DTT) goal** – to provide reports to the Steering Group on policy ideas to include in the SNP relating to housing sites and mix, town centre and community facilities.
- **Environment Task Team (ETT) goal** - to provide reports to the Steering Group on policy ideas to include in the SNP relating to green infrastructure, climate change, walking and cycling and local heritage.

A copy of the project briefs would be circulated to Steering Group Members ahead of the first meetings of the Task Teams. It was noted that the DTT would be meeting on 3rd February 2023, and the ETT would be meeting on 13th February 2023 to commence discussions, and to review the briefs in conjunction with the Policy Review Report and Project Plan. The planning consultants would continue to liaise with the Task Team Leaders as their work progressed.

A date would also be agreed for the planning consultants to undertake a 'walkabout' around the town with Steering Group Members, which would be followed by a joint meeting with the DTT and ETT to review the project briefs/outcome of the walkabout.

7) **Locality Neighbourhood Planning**

a) **Grant Funding Application – to consider next steps**

Consideration was given to the possible submission of a basic grant funding application to Locality. During the discussion it was noted that any grant funds not spent by the end of the financial year (31st March 2023) would have to be returned to Locality, and a new application submitted for 2023/24. Funds could not be used retrospectively/claimed in arrears. Mr Homer therefore suggested that the Steering Group may wish to wait until after the Task Teams had met to make a decision on when to apply for funding as it would be clearer what work would need to be undertaken, and when, following any recommendations made by the Teams.

b) **Local Housing Needs Assessment (LHNA) – to consider next steps**

It was noted that the existing LHNA data for the town was somewhat out of date and the Steering Group would therefore liaise with Dorset Council regarding what updated information it may hold (if any) before submitting an application for a new assessment. The application form would be reviewed to find out what information would be required if this went ahead. The Development Task Team would be also discussing this matter at its first meeting.

c) **Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA)– to consider next steps**

It was explained that a SEA aimed to protect the environment at a high level, and ensured that the environment was considered during the preparation and adoption of plans, promoting sustainable development. However, not all neighbourhood plans would require a SEA to be carried out. The main purpose of the HRA was to prevent a plan or project from adversely affecting the integrity of European Sites, which were areas of exceptional importance for rare, endangered or vulnerable natural habitats or species.

It was agreed that the planning consultants would liaise with Dorset Council regarding a request for a screening opinion on the requirement of the plan to have a

SEA, and a HRA in view of the number of international nature designations within and close to the Swanage Neighbourhood Area. It was noted that Locality offered a technical support package to assist in the production of these documents. An update on these matters would be brought back to a future meeting.

d) Retail Needs Assessment – to consider next steps

It was noted that the existing retail needs data for the town was somewhat out of date, and had been undertaken prior to the Covid-19 pandemic. The Steering Group would therefore liaise with Dorset Council and the planning consultants regarding what updated information DC may hold (if any) before making a decision on the commissioning of a new assessment. This matter would also be considered by the Development Task Team.

A discussion was then held regarding the development of a draft communications plan which would set out e.g. key community engagement activities, and how this consultation/progress of the draft SNP would be publicised. Councillor Foster agreed to assist with the creation of this draft document, which would be brought back to a future meeting for further consideration.

8) Items of information and matters for forthcoming agendas

a) Traffic management (e.g. Shore Road) – highlighted as a potential matter for future consideration. It was noted that the SNP could only contain policies in respect of land use.

9) To consider dates for monthly meetings

Consideration was given to monthly meeting dates for the Steering Group for 2023. It was agreed that, subject to reviewing existing scheduled council meeting dates, Steering Group meetings would be held on the third Monday of the month, dates to be circulated in due course.

The next meeting would be held on 20th February 2023 at 7.00 p.m.

The Meeting was closed at 4.10 p.m.
