

SWANAGE TOWN COUNCIL

Dr M.K. Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ

14th August 2024

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, 19th AUGUST 2024** at **4.30 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

Dr M.K. Ayres

Town Clerk.

PLEASE NOTE: **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 4.30 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

To the Town Mayor, Deputy Mayor and Councillors Bonfield, Monkhouse, Tomes and Vile, and all members of the Neighbourhood Plan Steering Group

A G E N D A

1. Election of Chairman 2024/25
2. Election of Vice Chairman 2024/25
3. Membership/recruitment
 - i) To confirm membership of the Swanage Neighbourhood Plan Steering Group and its Task Teams for 2024/25
 - ii) To consider arrangements for recruitment process to fulfil current vacant positions
(Copy Terms of Reference enclosed)
4. Apologies
5. 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)
6. To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 4th March 2024 (Copy enclosed)

7. Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 4th March 2024
8. O'Neill Homer Planning Consultants – review of action plan and to consider next steps
(Copies of Policy Review Report and Project Plan enclosed)
9. Consideration of arrangements for informal community engagement
(Draft presentation slide pack to follow)
10. Task Teams
 - a) Development Task Team - to confirm date of next meeting
 - b) Environment Task Team - to confirm date of next meeting
(Copies of Task Team Project Briefs enclosed)
11. Items of information and matters for forthcoming agendas
12. Date of next meeting – to be confirmed

For further information please visit:

[How to create a Neighbourhood Plan: Your step by step roadmap guide - Locality Neighbourhood Planning](#)
