

**SWANAGE TOWN COUNCIL**

Dr M.K. Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

29<sup>th</sup> January 2025

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, 3<sup>rd</sup> FEBRUARY 2025** at **2.15 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 2.15 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

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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. 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 19<sup>th</sup> August 2024 (Copy enclosed)
4. Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 19<sup>th</sup> August 2024
5. Dorset Coast Forum - consideration of arrangements for informal community engagement (Copy of Project Brief enclosed)
6. O'Neill Homer Planning Consultants – review of updated action plan and to consider timetable and next steps (Copy of updated Project Plan enclosed)

7. To further consider arrangements for recruitment process to fill current vacant positions (Copy Terms of Reference enclosed)
8. Task Teams
  - a) Development Task Team – update and to confirm date of next meeting
  - b) Environment Task Team – update and to confirm date of next meeting (Copies of Task Team Project Briefs enclosed)
9. Items of information and matters for forthcoming agendas
10. Date of next meeting – to be confirmed

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For further information please visit:

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

Draft Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 19<sup>th</sup> AUGUST 2024** at **4.30 p.m.**

**Present:** Councillor Bonfield – Chair

Councillor Foster  
Councillor Monkhouse  
Councillor Moreton  
Councillor Tomes  
Councillor Vile

Mr A Lerner  
Mr G Richardson  
Mrs J Sutcliffe  
Mr A Thompson

**Also in attendance:** Councillor J Lejeune  
Miss N Clark - Planning and Community Engagement Manager  
Mrs K Delahay

One member of the public attended the meeting remotely.

**Public Participation Time**

There were no matters raised.

Prior to opening the meeting Councillor Bonfield welcomed Councillors Monkhouse, Tomes and Vile as new Members of the Swanage Neighbourhood Plan Steering Group.

**1) Election of Chairman 2024/25**

It was proposed by Councillor Foster, seconded by Councillor Moreton and  
RESOLVED UNANIMOUSLY:-

That Councillor Bonfield be elected Chairman of  
the Swanage Neighbourhood Plan Sub-committee  
for 2024/25.

**2) Election of Vice Chairman 2024/25**

It was proposed by Councillor Bonfield, seconded by Councillor Monkhouse and  
RESOLVED UNANIMOUSLY:-

That Councillor Foster be elected Vice Chairman of  
the Swanage Neighbourhood Plan Sub-committee  
for 2024/25.

**3) Membership/recruitment**

**i) To confirm membership of the Swanage Neighbourhood Plan Steering Group and its Task Teams for 2024/25**

Further to Minute No. 7) of the Planning and Consultation Committee Meeting held on 3<sup>rd</sup> June 2024, and in accordance with the Terms of Reference for the SNP Steering Group (Points 5.1 to 5.3), it was confirmed that Councillors Bonfield, Foster,

Monkhouse, Moreton, Tomes and Vile had been appointed as Councillor Members to the Steering Group for 2024/25, and that Mr A Larnar, Mr G Richardson, Mrs J Sutcliffe, and Mr A Thompson had also been appointed as Members to the Group for 2024/25.

Consideration was then given to Task Team membership for the coming year. Following a brief discussion these were agreed as follows:-

**Development Task Team (DTT)**

Councillor Foster (Lead Member)  
Councillor Tomes  
Councillor Vile  
Mrs K Delahay  
Mr A Larnar  
Mr G Richardson  
Mr A Thompson

**Environment Task Team (ETT)**

Councillor Monkhouse (Lead Member)  
Councillor Bonfield  
Councillor Moreton  
Mrs J Sutcliffe

**ii) To consider arrangements for recruitment process to fill current vacant positions**

A discussion was held regarding the skills required to become a proactive member of the Task Teams, particularly now that the NP process was progressing.

It was noted that membership of the ETT had reduced for the coming year, and a question was raised as to whether it would be prudent to invite a representative of the Planet Purbeck Group to become a member of this team.

Following the discussion, it was agreed that recruitment requirements would be best discussed individually by each of the Task Teams at their next meetings, and a report/recommendation from these meetings would be brought back to the next SNP Group meeting for further consideration.

**4) Apologies**

There were no apologies given for inability to attend the Meeting.

**5) 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.

**6) To approve as a correct record Minutes of the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 4<sup>th</sup> March 2024**

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

**7) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group (SNP) held on 4<sup>th</sup> March 2024**

There were no matters raised. However, updates were provided as follows:-

- **Draft Dorset Local Plan** – it was reported that officers were maintaining a 'watching brief' on the DLP. In July 2023 the government had consulted on proposals which would substantially change the way local plans would be prepared and set out a provisional timetable for the introduction of the reforms.

It was anticipated that the necessary regulations, policy and guidance would be in place by Autumn 2024.

- **Purbeck Local Plan (2018-2034)** – it was reported that this had finally been adopted on 18<sup>th</sup> July 2024. Attention was drawn to new Policy H14: Second Homes.
- **Former Harrow House International School redevelopment proposals** – it was reported that the outline planning application for this site had now been submitted to Dorset Council, for 93 dwellings, only 9.68% (9) of which were proposed as ‘starter homes’ (one-bed flats, with a price cap of £250k). It was noted that during previous public engagement undertaken by the developer the proposal had been for 30% (28) ‘affordable’ homes. It was agreed that this matter should be placed on the agenda of the next DTT meeting, to include a review of the sites list in light of this application, discussion regarding the proposed design of the development and its environmental credentials, and further contact with Swanage Medical Practice regarding potential large increase in resident numbers and demand on services.
- **Design Coding** – ONH Planning Consultants would be instructed to complete the application for free technical assistance regarding design coding from Locality.
- **Draft Housing Needs Assessment (HNA)** – it was reported that the DTT had reviewed the draft HNA in detail and amendments to the document were being made by the Locality/AECOM consultants. A copy of the amended document would be circulated to SNP Members in due course. Concerns were again raised that Swanage did not need more housing, and that it needed more affordable and social housing to meet local housing needs.
- **Strategic Environmental Assessment/Habitats Regulation Assessment** – it was reported that the next steps for these assessments were now ‘on hold’ pending preparation of the draft SNP. The Locality/AECOM consultants would be arranging a site visit to Swanage when appropriate to do so.
- For the benefit of new group members, the following matters would be discussed in greater detail in the next meetings of the Task Teams:-
  - **Dorset Council’s Review of Proposed Conservation Areas**
  - **Review of the Swanage Green Infrastructure Strategy**
  - **Townscape Character Areas/potential additional character areas map**
  - **Local green spaces/greenspace opportunities map**

#### 8) **ONEILL HOMER (ONH) PLANNING CONSULTANTS – REVIEW OF ACTION PLAN AND TO CONSIDER NEXT STEPS**

Further to Minute No. 5) of the SNP Steering Group Meeting held on 4<sup>th</sup> March 2024, a revised action plan had been received from the planning consultants dated 5<sup>th</sup> March 2024 and reviewed by Group Members accordingly.

A discussion ensued during which it was agreed that it would be prudent for the action plan to be updated again, now that the new Steering Group had been appointed, and once the Task Teams had met to discuss actions completed to date and next steps. The potential opportunity for communications activities/community engagement assistance was also noted, which would be discussed under Item 9) below.

A request was made for an invitation to be extended to Mrs Leah Coney, Planning Consultant to attend the next Steering Group meeting in person. Mrs Coney would be assisting the Group with completion/submission of its Locality grant funding application in due course.

A reminder was given regarding a previous request for a large-scale Ordnance Survey map showing conservation areas and potential for townscape character areas. This would be followed up prior to the next meeting.

**9) Consideration of arrangements for informal community engagement**

Further to Minute No. 6) of the SNP Steering Group Meeting held on 4<sup>th</sup> March 2024, consideration was again given to the possibility of holding a public engagement event regarding the SNP, and community update by way of an information drive. Concerns were again raised about the uncertainties surrounding the draft Dorset Local Plan, consulting on potential development sites when the future housing number for the town was presently unknown, the proposed significant reforms to the NPPF, and other changes to the planning system. Advice would be sought from the planning consultants in this respect.

It was reported that the Town Council was in discussion with Dorset Coast Forum (DCF) regarding a possible communications plan for its Green Seafront and Shore Road Enhancement projects. During these discussions it was noted that DCF had recently assisted Weymouth Town Council with public engagement activities for its Neighbourhood Plan and would be willing to talk to the SNP Steering Group regarding its communications plan. Ways in which DCF would be able to support the Group included:-

- Development of a webpage with information, FAQ's, maps, details of how to get involved etc
- Facilitation of group discussions (in Weymouth DCF ran a session for each theme)
- Delivery of an online survey
- Use of an online ideas page (people would also be able to comment on other people's ideas)
- Drafting of the plan itself (not required)
- Sharing of details and updates on social media
- Creation of posters/banners/media
- Connect/form links with ONH Planning Consultants

A discussion ensued and the importance of a community information drive was reiterated. Group Members were in agreement that a formal brief and costing should be sought from DCF for such support services, for consideration at the next Steering Group meeting.

Following discussions, a request was made for the original draft SNP information slides pack to be circulated again to group members.

**10) Task Teams**

**a) Development Task Team (DTT) – to confirm date of next meeting**

It was agreed that the next DTT meeting would be held on 23<sup>rd</sup> September 2024 at 4.30 p.m. An update on actions completed to date would be prepared for the meeting.

**b) Environment Task Team (ETT) - to confirm date of next meeting**

It was agreed that the next ETT meeting would be held on 30<sup>th</sup> September 2024 at 4.30 p.m. An update on actions completed to date would be prepared for the meeting.

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

- a) **Swanage Town Council - Have your say: Survey on proposed Sports and Leisure Centre at Day's Park, Swanage** – details were provided about the Town Council's survey, the responses to which would be supporting a planning application to build a new Sports and Leisure Centre. This would replace the existing building in Day's Park. The Council welcomed views on this important community project. Closing date for responses 9<sup>th</sup> September 2024.

**12) Date of next meeting**

It was agreed that the next meeting would be held on 14<sup>th</sup> October 2024 at 2.00 p.m.

The Meeting was closed at 5.30 p.m.

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# Dorset Coast Forum brief for delivery of stakeholder and community engagement for the Swanage Neighbourhood Plan

Date: 08/10/2024

DCF Member: Niki Clark, Swanage Town Council

## Project Background

The Swanage Neighbourhood Plan (SNP) team have stated the following under 'What do we want to achieve?':

*'We are giving the local community the ability to produce a plan with real legal weight that shapes development in our local area and creates a vision for the town covering the priorities which are important to us.*

*Whether it's how we respond to climate change, choosing where new homes are built, where new community facilities are located, what new buildings look like if planning permission is granted, how we support our businesses and generate inward investment and promote tourism or ensure our community remains safe and healthy, we want residents to have a real say about the planning policies for the local area so that the community shapes its own future.'*

## Engagement Goals

- What is the Swanage Neighbourhood Plan?
- Introducing policy concepts & available sites for development.
- Understanding what we have and what is important to us.

## Policy Ideas/Themes

**SNP1 Swanage Settlement:** Assessing how sustainable development principles can be applied; and redraw of the settlement boundary.

**SNP2 Housing Mix:** Reviewing the right mix of dwelling types and sizes according to need.

**SNP3 Development Sites:** Seeking views on constraints and opportunities of potential development sites.

**SNP4 Town Centre:** Proposals to enhance the town centre and improve its vitality and viability.

**SNP5 Townscape Character:** Seeking comments on report findings identifying the value of undesignated heritage assets and areas of special character.

**SNP6 Open Space and Recreation:** Call for potential sites to be added to a current list of amenity spaces.



**SNP7 Local Green Spaces:** Seeking comments on designated local green spaces list and why those spaces are considered special.

**SNP8 Community Facilities:** Identifying what community facilities should be safeguarded and improved where needed and where possible.

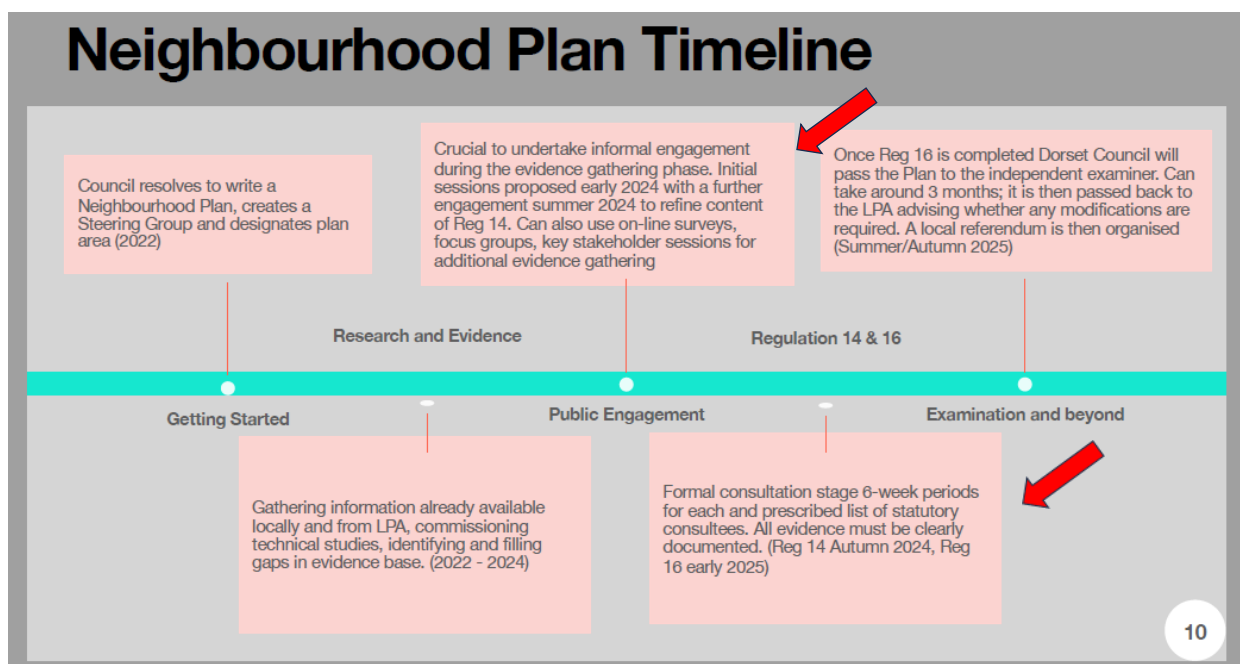
### Other considerations

Similar to a Neighbourhood Plan, the Swanage Local Plan sets out a vision for Swanage and provides the strategy for the delivery of development and supporting infrastructure within Swanage. However, it only covers the period to 2027 and with a new Dorset Plan being written, this needs to be replaced with a Neighbourhood Plan to cover the next 15 years.

Development opportunities at Swanage (emerging from Dorset Local Plan 2041) include:

- Land at Northbrook Road East (c90 homes).
- Land west of Swanage Allotments, (c150 homes) and Regeneration of town centre.

### Original Project Timeline





## Next Steps...

1. Collate responses to early engagement
2. Review and report back to the Steering Group on responses
3. Refine policy ideas and potential site allocations
4. Undertake a further informal engagement session in Summer 2024
5. Review and produce draft plan ready for formal engagement in autumn 2024.

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### DCF Proposal

STC have requested a proposal for DCF to lead on stakeholder and community engagement for the Neighbourhood Plan, including facilitation of workshops, drop-in events, online survey, promotion and linking with existing events and activities in Swanage.

The DCF team has a high level of skills and experience in facilitation. Acting as a neutral body, we bring together stakeholders with different wants/needs, to identify challenges and opportunities, common goals and agree next steps. The team has built trust with Swanage residents, businesses and organisations through engagement on current and past regeneration projects. This has enabled DCF to develop a strong contacts list, which will provide us with a 'head start' when reaching out to the community. DCF will aim to ensure engagement is wide ranging, making it accessible and enticing for people of all backgrounds to get involved. Ideas include:

- A separate young person's survey and/or social media polls that are quick to complete. Use of reels to attract younger audience.
- Use of accessible language and imagery – avoiding information that is too long or complex, ensuring that information is easily understood.
- Holding events at a range of days/times – including weekends and evening to capture people who are at work.
- Delivery of one or more events on-site so that people can see the area of focus, hear plans in detail and have them pointed out, allowing attendees to give feedback specific to that space.
- An evening online workshop that appeals to people who perhaps lack confidence at in-person events or who face access issues.
- Paper copies of the survey available at key location points.
- Use of art/crafts/heritage/quizzes and other activities that create a sense of fun to engage different audiences.
- In person workshops and drop-in events to be held in accessible venues.



- Explore delivery of event/activity that is targeted at people with disabilities e.g. including a BSL interpreter, use of with quiet spaces or breakout rooms.

All feedback, whether it be from the survey, workshops, emails or in person discussions will be recorded and form part of the final analysis report.

### Working with others to deliver engagement

Reaching out to everyone in Swanage is a big task! It will therefore require support from **STC, local Cllrs and volunteers**. DCF will create a toolkit of material that can be utilised by others who either deliver stand-alone engagement events or tag onto existing activities such as the Friday market or local pub quiz. The toolkits will include a banner, display material, paper survey, leaflet with QR code (for online information and online survey) and materials that help record in person discussion. As part of DCF's engagement plan, we will also provide images, links and messaging that can be used to promote the project on social media using local platforms.

DCF recommends that the SNP team considers hiring local community artists who will have ideas on engaging people and gaining feedback in a very different way. This can add real value to the DCF offer and can be led or supported by the DCF team. For example graphic recording captures discussions taking place at a workshop, through the use of doodles and imagery. This takes place live and very much enables people to visualise the flow of discussion as well as create a summary of the meeting in an accessible format. See [Graphic Recording – Imagistic by Emma Paxton](#).

Another example is an arts workshop, art competition and/or art and film exhibition, where people can input their thoughts, ideas and feelings for Swanage through the medium of art and film, rather than through writing. This is a very accessible way of engaging people, as they do not need to be a talented artist and can be supported through the process. It will also draw in a very audience to the traditional methods of engagement. The culmination of people's artwork, photos and film will provide an overview of the things people love about Swanage, their concerns and how they feel what 'future Swanage' would look like.

### DCF Deliverables

The deliverables set out below are based on initial discussions, with suggested dates.

Ref	Deliverable	Dates
1	Research and development of webpage, press release and engagement plan.	Nov to Dec 2024

Ref	Deliverable	Dates
2	Planning for engagement sessions, securing locations and development of on-line survey.	Dec 2024 to Jan 2025
3	Phase 1: Evidence gathering engagement, including drop-in events, workshops, online survey and promotion (6 weeks).	Feb to Mar 2025
4	Phase 1 Engagement analysis report.	Apr to May 2025
5	Phase 2: Formal engagement on draft plan, including drop-in events, online survey and promotion (6 weeks).	Sept to Oct 2025
6	Phase 1 Engagement analysis report.	Nov 2025

### **Dorset Coast Forum (DCF) background and experience**

Dorset Coast Forum is an independent strategic coastal partnership that brings together key stakeholders to work in partnership on a whole range of social, environmental and economic issues and opportunities that are relevant to the Dorset coast, its communities and its seas. Through working in partnership, DCF develops and shares ideas, information and expertise.

One of the key strengths of DCF is its independence and neutrality, enabling the forum to play an outside role when facilitating discussion between representatives, often with different sets of wants and needs. Through independent facilitation, DCF ensures a range of voices are heard and that next steps are agreed that create wider benefits beyond those first envisaged by individual organisations.

Through DCF's experience and expertise in facilitating partnership working and the development of ideas, DCF can play a key role in supporting its members including statutory and other organisations.

### **Contact details**

Name: Toni Powell

Address: Dorset Coast Forum, c/o Dorset Council, County Hall, Dorchester, DT1 1XJ

**Swanage NP: Project Plan**

17.01.25

Action	Who	OH Days															
		Budget	Actual	F	M	A	M	J	J	A	S	O	N	D			
2.01 Drafting: Policy Intent	NPSG/ONH	4.0		4.0													
2.02 Drafting: informal consultation period	NPSG/DCF	-															
2.03 Drafting: informal consultation review	DCF	-			X												
2.04 Drafting: NP document production	ONH	4.0		4.0													
2.05 Drafting: Site Assessment Report	ONH	2.0		2.0													
2.06 Drafting: NPSG reviews	NPSG	-				X	X										
2.07 Drafting: evidence document review	ONH	1.0					1.0										
2.08 Drafting: Liase with DC & review	NPSG	-															
2.09 Drafting: final document production	ONH	1.5						1.5									
2.10 Drafting: NPSG review	NPSG	-								X							
2.11 Drafting: TC approval	TC	-								X							
3.01 Pre-Sub: Reg 14 consultation prep	NPSG/ONH	-															
3.02 Pre-Sub: Reg 14 consultation period	-	-															
3.03 Pre-Sub: review reps	NPSG/ONH	1.0															
3.04 Pre-Sub: liaison with DC/AONB	NPSG	-															
3.05 Pre-Sub: NPSG review	NPSG/ONH	0.5															
4.01 Sub Plan: Submission NP document	NPSG/ONH	2.0															
4.02 Sub Plan: Basic Conditions Statement	ONH	2.0															
4.03 Sub Plan: Consultation Statement	NPSG	-															
4.05 Sub Plan: updated evidence	NPSG	-															
4.06 Sub Plan: NPSG review	NPSG	-															
4.07 Sub Plan: TC approval	TC	-															X
4.08 Sub Plan: Submission to DC	TC	-															X
SEA/HRA Support	ONH																
		<u>18.0</u>	<u>0.0</u>	<u>4.0</u>	<u>6.0</u>	<u>0.0</u>	<u>1.0</u>	<u>1.5</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>1.5</u>	<u>4.0</u>	<u>0.0</u>		

## **Terms of Reference**

### **Swanage Neighbourhood Plan Steering Group**

#### **Introduction/Background**

The Neighbourhood Plan Steering Group is a sub-committee of Swanage Town Council's Planning and Consultation Committee and is referred to below as the "Steering Group".

Swanage Town Council (STC) is aiming to produce a Neighbourhood Plan that ensures the growth of our town is both sustainable and achieved within a townscape and environment that protects and enhances the special characteristics of the town as recognised by the Swanage community and which, in turn, attract the visitors who power the town's seaside economy.

#### **1. Purpose and Objective**

To ensure the production of a Draft Neighbourhood Plan, which defines the planning priorities identified by the community, taking into account all representations made during the plan making process and having regard to all relevant existing plans and evidence.

#### **2. Constitutional Arrangements**

- 2.1** The Steering Group is a Sub-Committee of Swanage Town Council's Planning and Consultation Committee. As such its governance arrangements must be in accordance with the Town Council's Standing Orders.
- 2.2** STC is the qualifying body for the purposes of preparing and financing the Plan. Quarterly reports will be made to the full Council to ensure effective progress, and the Town Council's Planning and Consultation Committee will receive copies of the Steering Group minutes to consider any matters arising.

**2.3** The Steering Group has full delegated authority to manage the preparation of the Plan as set out in the objectives, and within agreed budgets, up to and including the publication of the Draft Neighbourhood Plan for public consultation. STC will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.

**2.4** The Steering Group will approve the minutes of its meetings for accuracy.

**2.5** The Steering Group must seek approval from its parent committee for any changes to these Terms of Reference.

### **3. The Steering Group will meet regularly to:**

**3.1** Determine the overall scope and objectives of the plan based on public feedback;

**3.2** Commission and monitor a project plan and report to Swanage Town Council on progress against key objectives;

**3.3** Ensure that there is a continued review of the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;

**3.4** Make recommendations to the Town Council on resourcing the Plan, via the Planning and Consultation Committee;

**3.5** Ensure that the wider community is involved in the Plan process;

**3.6** Ensure that necessary evidence is gathered to inform each of the themes within the scope of the plan;

**3.7** Ensure that all available options are identified and assessed in respect of each theme and reflected in the draft Plan for wider consultation and review;

**3.8** Ensure minutes, reports and documents relating to the plan are made publicly accessible;

**3.9** Agree a timescale for completion.

## **4. Task Teams**

The Steering Group will oversee the setting up of Task Teams, which will feed evidence back to the Steering Group to support preparation of the Plan. A member of the Steering Group will chair the Task Teams. The initial theme groups are:

- Development Task Team (incorporating Housing and Community Services, Town Centre and Economic Development)
- Environment Task Team (incorporating Environment, Heritage and Conservation)

## **5. Membership**

**5.1** Membership of the Neighbourhood Plan Steering Group is as follows:

- a) Six Councillor Members of Swanage Town Council's Planning and Consultation Committee, nominated by the Planning and Consultation Committee.
- b) Up to six other members residing in the Parish of Swanage (the Steering Group having delegated authority to co-opt accordingly, dependent on skills and experience).

**5.2** The Chair and Vice-Chair will be elected by the Steering Group.

**5.3** Representatives of O'Neill Homer, Planning Consultants can attend any meeting of the Steering Group, and Theme Groups, as advisors.



## **6. Meetings**

The Steering Group will meet regularly. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, in accordance with legislation each Councillor Member shall have one vote, and votes can only be made in person. The quorum is three voting members, although a minimum of five voting members shall be present at Steering Group meetings when a proposal is considered to recommend changes to these Terms of Reference. A simple majority will be required to support any motion. The Chair shall have one casting vote.

Town Council administrative staff will take minutes and organise meetings of the Steering Group and reporting to STC.

## **7. Conduct and Interests**

The Steering Group will follow the Code of Conduct as adopted by Swanage Town Council. Whilst members as individuals may be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

## SWANAGE NEIGHBOURHOOD PLAN

### TASK TEAM ACTIONS

#### Development Task Team

##### Goal

To provide reports to the Project Steering Group on policy ideas to include in the Neighbourhood Plan relating to housing sites and mix, town centre and community facilities.

##### SNP1/SNP3: Potential Development Sites

- Request a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening opinion from Dorset Council (OH to assist)
- Consider a new 'call for sites' of landowners, agents and developers – note the [Dorset/Purbeck sites list](#) ('SHLAA') was last updated in 2021 so could be considered up to date as a starting point and not needing a new 'call'
- Identify, map and photograph all land that has been previously used but is now derelict, vacant or under-used or is currently in use but it is anticipated (or known from local knowledge) may be subject to redevelopment proposals over the next five years – check also the [Dorset Brownfield Land Register](#)
- Identify, map and photograph any greenfield sites on the edge of the town that might qualify for 'H8' support in principle (see p135 of the [PLP2 Main Modifications](#))
- Check the recent planning history and planning status of each site (using the [Dorset website](#) and relevant to review past proposals (approved but not implemented) and what policy constraints there might be on the land (e.g. protected employment land). The evidence bases for [PLP2](#) and the [emerging Dorset Local Plan](#) might be useful, including the most recent [Landscape & Heritage Study](#)
- Consider what other uses may be suited to the land assuming those constraints can be overcome (e.g. through new SNP policy) and briefly explain why, including consideration of the value of promoting a [Neighbourhood Development Order](#) to masterplan and de-risk one or more key development sites
- Consider if and how the [Community Infrastructure Levy](#) generated by new schemes in the town can be reinvested in infrastructure improvements using the Town Council 25% proportion
- Pull all this information and analysis together into a single report
- Consider if securing a [Locality Technical Support Package](#) (Design Coding and/or Site Options & Assessment) may be helpful in taking forward site-specific ideas and if so, make an application to Locality
- Consider using consultancy [Create Streets](#) (see Chesham NP/NDO example) to prepare the design code and site plans
- Brief the consultants and comment on their draft report(s)

- Receive and publish their final report(s)
- Assimilate the work with the parallel SEA and HRA workstreams
- Produce a site assessment report with proposals for site specific policies

#### SNP2: Housing Types & Tenures

- Consider if securing a Locality Technical Support Package (Housing Needs Assessment) may be helpful in taking forward this idea
- If so, make an application to Locality
- Brief the consultants and comment on their draft report
- Receive and publish their final report along with the team's policy ideas

#### SNP4: Town Centre

- Review the policies (EE3 and EE4) and proposals of the PLP2 chapter 5 included in pp188 – 195 of the [Main Modifications](#) to identify gaps and needs for revision, as well as the latest evidence for the Dorset Local Plan [here](#) and [here](#)
- Review national town centre related initiatives (especially post Covid) for relevant thinking, evidence and case studies like the [High Street Task Force](#)
- Identify, map and photograph all existing buildings in business, commercial and service (known as Class E in the [2020 Use Class Order](#)) uses in the town
- Note the type of ground floor uses and if upper floors are part of that use or are in a separate use (e.g. dwelling, office) and note vacancies
- Use local knowledge to record how the current use (or most recent use if vacant) has changed in recent years
- Make a simple table to record this information and to calculate the % of use types (e.g. shop, café, office etc) in each main frontage
- Use local knowledge to note how the mix in each frontage has changed over recent years and to what extent change has occurred since Covid
- Ascertain from Dorset's [planning application website](#) (or from the NP contact officer) how many buildings have changed use using the Prior Approval permitted development process rather than planning applications
- Summarise the above information for the town centre and other outlying commercial properties and make observations on the nature, scale and rate of change and how this has changed their overall success as economic as well as social 'hubs', relating the findings to those of past studies
- If possible, compare this information with other similar town centres (e.g. Wareham, Blandford) to consider how well it is performing relatively
- Consider appointing an independent expert consultancy (e.g. [People & Places, Town Centred, Heartflood](#)) to inform, review and supplement the team's findings
- Pull all this information and analysis together into a single report with policy ideas

### SNP8: Community Facilities

- Review past and current ideas for upgraded/new facilities, as well as relevant Dorset/Purbeck [evidence](#) to identify opportunities for one or more facilities and their land requirements (e.g. size, access, location), including examining the potential for co-location
- Engage with relevant facility operators
- Pull all this information and analysis together into a single report with policy ideas

### Team Number & Member Attributes

- Between 6 – 8 members able to meet via Zoom etc for an hour or so each month
- A professional interest or experience in development (but with no conflict of interest in the NP area)
- An interest or expertise in mapping and analysing geographical data
- A good knowledge of the neighbourhood area and its facilities and features
- Experience of the businesses and trading in the town
- An interest or expertise in research and analysis
- An interest or expertise in the English planning system

## SWANAGE NEIGHBOURHOOD PLAN

### TASK TEAM ACTIONS

#### Environment Task Team

##### Goal

To provide reports to the Project Steering Group on policy ideas to include in the Neighbourhood Plan relating to green infrastructure, climate change, walking and cycling and local heritage.

##### SNP5: Townscape Character

- Consider either securing a [Locality Design Coding Technical Support Package](#) or using consultancy [Create Streets](#) (see Chesham NP/NDO example) to prepare the design code and site plans
- Brief the consultants and comment on their draft report(s)
- Draw up a candidate list of buildings and structures of local architectural and historic interest on what might qualify and the information needed to support the case using the [Dorset Council guidance](#) and the [Dorset Historic Environment Record](#) data.
- Map and photograph each candidate and note of ownership if possible
- Finalise list by describing what it is about the building that is of local heritage value (and should therefore be taken into account in future planning proposals) and write to each owner (where known) to invite comments on the possibility of their building being identified in the SNP (explaining the implications and stressing this is not the same as 'listed building' status)
- Receive and publish the final Design Code report
- Review and finalise list in a single heritage asset report

##### SNP6: Green Infrastructure

- Review the [Swanage GI Strategy](#) to identify any need to update its mapping and data and opportunities for local nature recovery, using [Magic Map](#) for example and contacting the [Dorset Wildlife Trust](#)
- Relate the updated mapping and data to any other land that other DTT/ETT actions are identifying (e.g. brownfield, town centre) to identify if and how that land may contribute to improving green infrastructure
- Identify opportunities to increase street tree planting either on single or groups of streets or as part of wider public realm improvements
- Review the [Urban Green Factor](#) policy and guidance of the London Plan to decide if this approach is desired in the plan area and to what extent, if any, the factor needs to be modified to suit the area

- Pull all this information and analysis together into a single report with policy ideas

#### SNP7: Local Green Spaces

- Draw up a list of candidate spaces using the [Locality guide](#)
- Map and photograph each candidate and note ownership if possible
- Finalise list by describing what it is about each space that is special and write to each owner (where known) to invite comments on the possibility of their land being identified in the SNP
- Review and finalise list in a single report

#### Team Number & Member Attributes

- Between 6 – 8 members able to meet via Zoom etc for an hour or so each month
- A professional interest or experience in environmental issues (climate change etc)
- An interest or expertise in mapping and analysing geographical data
- A good knowledge of the neighbourhood area and its environmental features
- An interest or expertise in research and analysis
- An interest or expertise in the English planning system