

Draft Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 19th 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 3rd 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 4th 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 4th 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 18th 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 4th March 2024, a revised action plan had been received from the planning consultants dated 5th 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 4th 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 23rd 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 30th 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 9th September 2024.

12) Date of next meeting

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

The Meeting was closed at 5.30 p.m.
