

Minutes of the Meeting of the **SWANAGE NEIGHBOURHOOD PLAN SUB-COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY 26th OCTOBER 2022** at **11.00 a.m.**

- In Attendance:**
- Councillor Harris – Chair
 - Councillor Bonfield – until 12.20 p.m.
 - Councillor Moreton
 - Councillor Rogers
 - Councillor Whitwam
- Mr M Norris – until 12.40 p.m.
Mr G Richardson
- Miss N Clark - Planning and Community Engagement Manager
- Other Attendees:**
- Mr J Dowty - ONeill Homer Planning Consultants
 - Mr N Homer - ONeill Homer Planning Consultants

There was one member of the local press at the meeting.

ONeill Homer Planning Consultants – Neighbourhood Plan ‘Vision Workshop’

Mr Neil Homer and Mr Jon Dowty, representatives of ONeill Homer Planning Consultants, introduced themselves to the meeting. A briefing note prepared by the consultants titled the ‘Swanage Neighbourhood Plan Project Scoping Session’ had been provided to Committee Members and attendees for information purposes and set out details of the session’s purpose, which would be to inform a report setting out a recommended initial policy scope for the Swanage Neighbourhood Plan, and would include an action plan and project timetable. These actions would in turn inform the preparation of the ‘Pre-Submission Plan’, and eventually the ‘Submission Plan’, which would be subject to an examination and referendum before being ‘made’.

The session assumed that the existing Swanage Local Plan formed the basis of the Swanage Neighbourhood Plan in terms of updating its policies and evidence base where necessary, with new policies to fill policy gaps and to remove a reliance on the adopted Purbeck Local Plan or emerging Dorset Local Plan.

The workshop agenda/discussions included:

- Review of Swanage Local Plan 2027 (SLP) Vision
- Review of SLP Policies
- Possible new policy ideas
- Project timetable

The discussions also included very informative ‘question and answer’ opportunities for attendees.

It was reported that throughout the process there would be informal and formal engagements, and the action plan would include recommendations regarding a community engagement strategy.

Public Participation Time

There were no matters raised.

1) Election of Chair 2022/23

It was proposed by Councillor Whitwam, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-

That Councillor Harris be elected Chair of the
Swanage Neighbourhood Plan Sub-committee for
2022/23.

2) Election of Vice Chair 2022/23

It was proposed by Councillor Harris, seconded by Councillor Rogers and
RESOLVED UNANIMOUSLY:-

That Councillor Foster be elected Vice Chair of the
Swanage Neighbourhood Plan Sub-committee for
2022/23.

3) To note Swanage Neighbourhood Plan (SNP) Steering Group Terms of Reference (ToR) as approved at the Planning and Consultation Committee Meeting held on 5th September 2022

Further to Minute No. 3 of the Planning and Consultation Committee Meeting held on 5th September 2022 it was noted that the Terms of Reference for the Swanage Neighbourhood Plan Steering Group had been approved/adopted at that meeting.

During the ensuing discussion a question was raised regarding the terminology of the ToR, as it was felt that this did not make it clear that the Steering Group had a 'strategic' role in the creation of the draft SNP. A request was therefore made for consideration to be given to amended wording. It was agreed that the ToR would be reviewed and that this matter would be brought back to a future Steering Group meeting for further consideration.

It was confirmed that the SNP Steering Group had been constituted as a Sub-committee of the Planning and Consultation Committee, and would have 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 Plan for public consultation. Mr Homer also confirmed that O'Neill Homer would be involved in the SNP process from start to end, and would work with the Group to create the plan policies.

During the discussion it was noted that the planning consultants recommended that the initial SNP 'Theme Groups' as set out in the ToR should be reduced from four to three, by combining the Environment and Heritage and Conservation Groups together.

4) Apologies

Apologies for their inability to attend the Meeting were received from Councillor Foster, Mrs K Gallagher and Mr A Larner.

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 consider next steps following the Vision Workshop with O'Neill Homer Planning Consultants**

Consideration was given to next steps following discussions held during the Neighbourhood Plan Vision Workshop with the planning consultants.

It was noted that the consultant's report and action plan was anticipated in early November 2022, and would include a 'brief' for the initial SNP 'Theme Groups' based on discussions held, and a recommended timeline for the SNP project. Any questions that the consultants had for the Steering Group would also be included.

Once the report and recommendations had been received the following actions would be undertaken:

- Steering Group Meeting to be held before the end of November 2022 to consider the consultant's report.
- Community engagement to be undertaken regarding recruitment of members to the 'Task Teams' as follows:
 - Housing and Community Services
 - Town Centre and Economic Development
 - Environment, Heritage and Conservation
- Briefing of the populated Task Teams anticipated to be undertaken mid-December 2022, facilitated by O'Neill Homer. Task Teams to then commence initial discussions/research.
- Following the Task Team briefing/discussions, the next meeting of the Steering Group to be held in early January 2023 (to review progress and update action plan), and then monthly thereafter.

Councillor Bonfield left the Meeting at 12.20 p.m.

Mr M Norris left the Meeting at 12.40 p.m.

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

There were no matters raised.

8) **Date of next meeting**

As agreed under Minute No. 6, the next Committee Meeting would be held before the end of November 2022, date and time to be advised in due course.

The Meeting was closed at 1.20 p.m.
