

Minutes of a Meeting of the **SWANAGE COMMUNITY HOUSING STEERING GROUP** held via Zoom video conference platform on **THURSDAY 1<sup>st</sup> OCTOBER 2020** at **5.30 p.m.**

**In Attendance:** Mr R Sutcliffe - Chair  
Councillor T Foster  
Councillor A Harris  
Councillor D Monkhouse  
Mr J Sinclair-Taylor (from 5.40 p.m.)

Ms F Astin – Housing Advisor  
Dr M Ayres – Town Clerk  
Mrs E Evans – Management Support Officer

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

**1) Apologies & to note Resignations from the Steering Group**

Apologies for their inability to attend the Meeting were received from Councillor Bonfield. Dr T Morris' and Mr S Poultney's resignations from the steering group were acknowledged and noted.

**2) Declarations of Interest**

Mr Sutcliffe declared an interest by reason of being a trustee of the Swanage and Purbeck Development Trust.

There were no other declarations to record on this occasion.

**3) Matters arising from minutes of the Swanage Community Housing Steering Group, held on 2<sup>nd</sup> September 2020**

There were no matters raised.

**4) To consider the revised 'steering group aspirations' briefing paper dated 16<sup>th</sup> September 2020**

Further to Minute No. 5 of the Swanage Community Housing Steering Group meeting held on 2<sup>nd</sup> September 2020, consideration was given to the revised 'steering group aspirations' document in detail.

Mr J Sinclair-Taylor joined the meeting at 5.40 p.m.

A discussion ensued surrounding the procedure to apply for affordable homes, and the validation of eligibility. It was confirmed that applications would be received through the 'Homechoice Dorset' housing waiting list, which would ensure that basic income criteria was met.

Attention was drawn to the housing need for specific target groups, for example keyworkers, and it was noted that additional conditions to reflect needs specific to Swanage could be stipulated in a Local Lettings Plan. It was further noted that an LLP could be drafted prior to the formation of the CLT, if required.

A discussion ensued surrounding the specific mention of the quantity of homes listed in the aspirations document, which had been noted as 'up to six new homes', as it was felt this could limit the potential build site options available.

Further to the discussion, it was AGREED:-

That the Swanage Community Housing Steering Group adopts the revised 'steering group aspirations' with the exception of a change to point four: to read 'The first development should be relatively small in scale, and appropriate to the size of the site.

Mr J Sinclair-Taylor left the meeting at 5.55 p.m.

**5) To consider proposals for a virtual public meeting to promote the project and wider communications plan to include date of meeting, format and publicity**

Further to Minute No. 6 of the Swanage Community Housing Steering Group meeting held on 2<sup>nd</sup> September 2020, consideration was given to a briefing note prepared by Mr J Bishop.

A discussion ensued surrounding how best to engage with local residents to progress the project to the next stage. It was agreed that an online public meeting would be scheduled for Wednesday 18<sup>th</sup> November 2020 at 7.30 p.m. It was anticipated that an evening meeting would capture a wider audience of local residents.

The various options with regards to the virtual meeting platform to use was discussed, and the ease in which the public could state their intention to attend. To that end it was agreed to use Eventbrite to register for the event, and use Zoom to host the meeting. However if the number of attendees exceeded the capacity, Microsoft Teams would be used as an alternative platform.

A discussion ensued surrounding the presentation format and Ms F Astin agreed to provide an overview of community housing projects, and a member of the steering group would provide information regarding the progress of the project to date, and the proposed next steps, followed by a 'Q and A' session. It was also suggested that a representative from one of the CLT's that had been established in a neighbouring parish should be invited to give a short presentation. It was decided that the functional management of the public meeting would be discussed at the next meeting of the steering group.

A discussion was held surrounding the publicity to be given to the meeting and it was decided that the copy dates of the local press would need to be obtained together with liaising with local social media outlets and the local radio station.

An update would be provided at the next meeting.

**6) To consider the steps necessary to form a Swanage CLT**

Further to Minute No. 6 of the Swanage Community Housing Steering Group meeting held on 2<sup>nd</sup> September 2020, and in anticipation of potential additional members joining the group, it was AGREED:-

That this matter be deferred to the next steering group meeting for further consideration.

Ms F Astin agreed to update the draft timetable document to include dates to assist with future planning.

**7) Items of Information and Matters for Forthcoming Agendas**

**a) Draft Housing Needs Survey dated April 2016 and comments**

Attention was drawn to the results from the 2016 survey, in particular the percentage of respondents in favour of affordable homes in the area, which had been recorded as 89%.

**b) Wessex Community-led housing webinar series**

The information was noted and members would notify the Management Support Officer should they wish to attend.

## **EXCLUSION OF PRESS AND PUBLIC**

Proposed by Mr R Sutcliffe, seconded by Councillor Harris and AGREED: -

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 8 for reasons of legal and commercial confidentiality.

### **8) To consider the revised draft architect's brief and appendix**

Further to Minute No. 8 of the Swanage Community Housing Steering Group meeting held on 2<sup>nd</sup> September 2020, consideration was given to the revised draft architect's brief and appendix.

A brief discussion ensued surrounding the suitability of various sites however it was decided that any further substantive debate should be deferred until after the public meeting.

### **9) Date of next meeting**

The date of the next meeting had been scheduled for Wednesday 4<sup>th</sup> November at 3.30 p.m.

The meeting closed at 7.00 p.m.

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