

Minutes of a Meeting of the **SWANAGE COMMUNITY HOUSING STEERING GROUP** held via Zoom video conference platform on **WEDNESDAY 2<sup>ND</sup> SEPTEMBER 2020** at **5.00 p.m.**

**In Attendance:** Mr R Sutcliffe - Chair  
Mr J Bishop  
Councillor T Foster  
Councillor A Harris  
Councillor D Monkhouse  
Dr T Morris  
Mr J Sinclair-Taylor

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

There were no members of the public present at the meeting.

1) **Election of Chair**

It was proposed by Mr Sinclair-Taylor, seconded by Mr Bishop, and AGREED:-  
That Mr Robin Sutcliffe be elected Chairman of the Swanage Community Housing Steering Group.

2) **Apologies & to note Mrs G Green's Resignation from the Steering Group**

There were no apologies to report for inability to attend the Meeting. Mrs G Green's resignation from the steering group was acknowledged and noted.

3) **Declarations of Interest**

Mr Sinclair-Taylor and Mr Sutcliffe declared an interest by reason of being trustees of the Swanage and Purbeck Development Trust.

There were no other declarations to record on this occasion.

4) **Consideration of Terms of Reference**

Consideration was given to a briefing note dated July 2020, prepared by the Town Clerk, which provided suggested terms of reference. A discussion ensued surrounding potential amendments. Attention was drawn to examples from other CLTs and members of the steering group were invited to e-mail the Town Clerk any extracts that they would like to see incorporated in the Swanage Terms of Reference.

Nevertheless, it was decided that the draft terms of reference would be adequate for the initial meetings of the steering group, and that any revisions could be discussed and approved at a future meeting. It was therefore AGREED :-

That the terms of reference as set out in the briefing note dated July 2020 be adopted for use by the Swanage Community Housing Steering Group.

5) **Consider the steps necessary to form a Swanage CLT and its preferred constitutional model**

Members of the steering group debated the various community-led housing models available, which included Community Land Trusts, charities, co-operatives and mutual housing, self/custom build and self-help housing. The benefits/disadvantages of these models were deliberated, which included whether the previously awarded grant would be available should an alternative model be

adopted. In light of this it was agreed that a CLT would continue to be the preferred option, but that this would be kept under review by the steering group.

The 'Landowner's Aspirations' document was reviewed, and the aims and objectives set out therein were deliberated in detail. These included the target groups for whom the houses would be designed for, their security of tenure, the level of rents and the design standard of the properties. Ms F Astin agreed to update the document, based on the discussions, and to circulate a revised version to members of the steering group prior to the next meeting.

The Town Clerk was asked to circulate the last Housing Needs survey to the members of the steering group, for information purposes.

**6) Consider proposals for a public meeting to promote the project and wider communications plan**

Attention was drawn to the need for the aspirations of the project to be shaped by local residents' perception of the current housing need in Swanage. A discussion was held surrounding appropriate methods to engage with local residents on this subject. Various ways in which to hold a public consultation were discussed and suggestions included using Google survey forms, which could be promoted via social media, or paper questionnaires.

It was decided that this would be discussed in depth at the next meeting, however, the need to engage with local residents to advance the project was acknowledged and fully supported. To that end it was agreed that a virtual public meeting should be held during November to seek public support for the provision of community housing in Swanage.

Dr T Morris left the meeting at 6.30 p.m.

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

Thanks given to Ms F Astin for providing the information and there were no matters raised.

Mr J Sinclair-Taylor left the meeting at 6.40 p.m.

**8) To consider the draft architect's brief**

A discussion was held surrounding the draft architect's brief. The steering group felt that further work was required to refine the document before it could be sent out to tender. Further consideration was deferred to a future meeting.

It was agreed that the document would be published in due course, once final amendments had been made.

Councillor Monkhouse left the meeting at 6.50 p.m.

**9) Date of next meeting**

The date of the next meeting would be scheduled towards the end of September/beginning of October, exact date to be confirmed. Members of the steering group were requested to e-mail the chairman with their suggested key objectives for the next meeting.

The meeting closed at 6.55 p.m.

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