PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

2nd December 2015   Tel: 01305 821638
E-mail: office@portlandtowncouncil.gov.uk

Dear Councillor / Management Group Member

You are hereby summoned to attend a **MEETING** of the **NEIGHBOURHOOD PLAN MANAGEMENT GROUP**, to be held in the **EASTON METHODIST CHURCH HALL, EASTON** on **WEDNESDAY, 9TH DECEMBER 2015** commencing at **7.00 pm,** when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

AGENDA

1. **Apologies for Absence**

2. **Declarations of Interest –** to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests

3. **Minutes of the Meeting held on 11th November 2015** (attached)

4. **Minute Update and Matters Arising from the Minutes**

5. **Designation of Group –** to consider advice from the Clerk that it be properly termed a Committee

6. **Membership of Management Group –** to review, in particular the status of the Chairman of the Working Group

7. **Open Forum –** to receive questions and comments from the public regarding the Neighbourhood Plan

8. **Plan Update –** to receive a report from the Working Group on the adoption of the Economic Vision action plan and its publication (see attached)

9. **Consultancy Work Plan –** to receive a report from Mr Weston (attached)

10. **Future Work and Workgroups** – to receive a written report (attached)

11. **Exclusion of Press and Public**
    "That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) … by reason of the confidential nature of the business to be transacted."

12. **Date of Next Meeting**
    The Management Group's next current scheduled meeting is on Wednesday, 13th January 2016

Economic Vision and Plan Development Work to March 2016

Three Main Strategies

1) Strategy 1 (Agenda Item 8) – To progress the Economic Vision and associated Action Plan sufficiently so that it provides the basis for development and funding, and underpins Portland's opportunities arising from a devolved approach to these themes. To support the Coastal Communities Team and Community Economic Development Frameworks. This work to be overseen by the Economic Vision Board.

2) Strategy 2 (Agenda Item 9) – To produce a Neighbourhood Plan Framework identifying policy areas and first draft policy statements which are built on evidence base work to date, emerging strategies and policies. This work to be led by Paul Weston using the proposed workplan.

3) Strategy 3 (Agenda Item 10) - To raise awareness, build capacity and carry out research with outreach by members of the Town Council and others to inform decisions around acceptance of the purpose and focus of the Neighbourhood Plan and progressing this. To provide an improved basis for members in progressing planning matters in future. To be led by the Management Group using output from Paul Weston and Andy Galpin's policy schedule.

Why?

- Although the Local Plan has been agreed there is still a risk of ad hoc and unplanned development applications outside of the current development boundaries.
- An improved basis for influencing the design and location of applications on sites already identified in the Local Plan.
- An improved opportunity to support the Economic Vision at the earliest stage by having a localised planning policy framework in place.
- To give greater confidence to members of the Town Council in dealing with planning matters and similarly the competence of the Council in the eyes of the resident population.

How?

1) Strategy 1 – Economic Vision Board: Using an agreed action plan developing the initiative framework around an agreed vision, themes, aims and objectives. Funded by Coastal Communities Team and other funding streams.

2) Strategy 2 – Paul Weston's Workplan Report: A draft Neighbourhood Planning Framework produced by Paul based on the current strategic context and local evidence base with regular liaison among the Working, Management and Vision Groups. This work is consistent with the project plan and work schedule. Budget – five consultant days as proposed.

3) Strategy 3 – Working Group: A series of workshops etc will be established for members and others using Andy Galpin's outline framework. This is informed by Paul's draft Framework and the Vision work as appropriate. Budget TBC by should be seen as part of a training programme for members.

Andy Matthews
[Edited]

Plan Update: Economic Vision, Action Plan and Executive Summary

A further workshop was held on the 23rd November when stakeholders were presented with the latest versions of the Vision document and Action Plan.   There was general agreement of the Vision document and in particular the strategic objectives shown. Headline targets may need a further review. It was recognised that the Action Plan was a working document which may change in terms of presentation and timelines. There was also a need to look at resourcing.

In order to meet the requirements of the funding received via Coop's UK the second part of the meeting looked at a number of areas where community-led action could stimulate economic opportunities. These were Tourism, Enterprise and Employability, Land Trust and Energy. Following these group sessions several amendments to the Action plan were proposed and action groups formed to progress each theme.

The above matters will be discussed and confirmed at the Economic Vision Group meeting on the 3rd December 2015. Following that an updated Vision document and Action Plan will be issued to the Neighbourhood Plan Management Group for information.

In addition the next stages will be approved. The current proposals are to provide an opportunity to comment online about the Strategic Objectives and produce an executive summary of the Vision document for distribution.

Andy Matthews
[Edited]

Portland Neighbourhood Plan - Winter Work Programme

November 2015	December 2015	January 2016	February 2016	March 2016
Familiarisation	*Reconciliation*	*Distillation*	*Formulation*	*Preparation*
✓ Briefing from Client • Revisit local evidence • Analyse survey responses • Examine recent strategy documents ✓ Prepare Plan development process	• Identify stakeholders • Synch aims and objectives • Develop common agenda	• Agree topics and themes • Agree aims and objectives • Prepare policy gists • Synch with Local Plan	• Draft first policies • Consult stakeholders • Identify evidence needs and working group agenda • Working groups	• Project planning • Workshops • Technical briefs/specs • Budget and funding app's • Consultation programme
Output: **Work Programme**	Output: **Aims and Objectives**	Output: **NP Framework**	Output: **1st Draft Policies**	Output: **Project Plan**
	Management Group 9th Dec	Steering Group date tbc	Management Group date tbc	Steering Group date tbc

Portland Neighbourhood Plan – Potential Working Groups

Potential Working Groups	Explanatory Notes
NATURAL & BUILT ENVIRONMENT (INC. CLIMATE CHANGE).	Could split into two working groups with focus on (1) character and (2) climate change.
PEOPLE & HOUSING	Focus on housing needs and types (including affordable housing, CLTs, self-build, housing for the elderly and other housing initiatives).
BUSINESS & EMPLOYMENT	Focus on employment needs and types then feed into development sites group.
ARTS, CULTURE & TOURISM	Focus on needs then feed into development sites group.
COMMUNITY & SOCIAL FACILITIES (INC. LEISURE & RECREATION)	Focus on needs then feed into development sites group.
ROADS & TRANSPORT	Focus is improving local accessibility in a sustainable way
DEVELOPMENT SITES	Identification and assessment of possible site options for housing, employment, culture, tourism and leisure.

Theme	Local Plan policy synopsis	Working group tasks	To achieve these ends...
NATURAL & BUILT ENVIRONMENT (INC. CLIMATE CHANGE). To maintain, protect and enhance the unique nature, heritage, important features, character and assets of the Neighbourhood Plan area. To alleviate the impact of climate change, develop sustainable technology opportunities and community led energy schemes.	There is general protection in the Local Plan to avoid harm to the World Heritage Site, Heritage Coast, Sites of Special Scientific Interest, Listed Buildings and Conservation Areas. (ENV1/2/4) There are also policies on protecting and enhancing landscape, local character and biodiversity (ENV2/3/4/10). However, the plan does not list all possible assets (particularly those valued at a more local level) nor does it clearly define what	Review of published information (Conservation Area Appraisals, Important Open Gaps etc.) to identify existing designations / character areas and features and consider what may be missing from a more local level. Plan a PlaceCheck style assessment involving a range of volunteers from the local community (groupings to cover the whole NP area) to focus on those areas not covered by existing designations.	Policies might... ➢ Map and identify key local assets that require protection – e.g. locally important buildings, important landscape features, wildlife areas, historically relevant sites, views etc. ➢ Identify a network of green spaces in the area that you consider important, and why (functions / use / environmental importance).

Theme	Local Plan policy synopsis	Working group tasks	To achieve these ends…
	constitutes part of the local green infrastructure network.

The Local Plan contains policies that deal with flood risk and coastal erosion (ENV5/7), and generally support renewable energy schemes provided any adverse impacts on residential amenity, biodiversity, the local landscape, townscape or areas of historical interest can be mitigaged. The latter does not deal with wind turbines as the new national guidance requires that areas suitable wind energy should be identified. The Local Plan also requires that development makes provision for bin stores, recycling facilities, drying areas, cycle parking, mobility scooter storage and private amenity / garden space and associated storage and composting facilities) appropriate to the uses proposed and character of the area (ENV12). | Use findings to map key features and review findings to identify / confirm

➢ Character areas and defining characteristics

➢ Important local buildings and architectural / streetscene features

➢ Important sites for their local historic value

➢ Important local green spaces, including tree groups and important wildlife areas / corridors

➢ Key views of landmarks / panoramic views.

The criteria for making the above decisions can be used to provide the basis for future reviews or re-assessment and the findings provide the basis for possible site design policies / standard requirements.

Detrimental features can be noted to establish possible enhancement projects.

Skill sets: mapping, organising | ➢ Provide more detailed design guidance on local character
➢ Identify enhancement projects that might be funded through CIL.
➢ Identify areas suitable for wind energy development (and other forms of renewable energy)
➢ Provide design guidance that shows how to accommodate flood prevention, renewable energy and energy efficiency measures into buildings.
➢ Identify climate change mitigation projects that might be funded through CIL.
➢ Specify standards for bin stores / recycling facilities in new buildings. |

Theme	Local Plan policy synopsis	Working group tasks	To achieve these ends…
		data collection and analysis, landscape, building design, heritage, ecology, report writing.	
		Research suitable areas for renewable energy schemes (wind/solar) to see if sites can be identified – based on understanding of landscape and requirements of different technologies.	
		Skill sets: mapping, research, report writing.	
		Research permitted development rights for renewable energy technology on properties (solar/PV panels), improved glazing etc. Research good practice in sustainable drainage / renewable energy / energy efficient designs, focusing on schemes likely to be inkeeping with the character of the area.	
		Skill sets: research, building design, report writing	
		Research potential climate change adaptation projects using Natural England's Climate Change Adaptation Manual.	
		Skill sets: research, ecology, report writing	

Theme	Local Plan policy synopsis	Working group tasks	To achieve these ends…
		Research current standards on bin stores / recycling facilities and the extent to which these are appropriate in the local area. May be useful to consult with the Dorset Waste Partnership, local builders and occupants of recent housing developments. Skills sets: research, consultation, report writing	
PEOPLE & HOUSING To provide housing that the community needs, of high quality, accessible to services and affordable, in appropriate locations.	The plan allows housing development within the defined development boundaries (SUS1), and through 100% rural exception sites adjoining settlements (HOUS2) and the re-use of rural buildings either close to a settlement boundary or tied to a larger holding. The amount of affordable housing on normal sites on Portland is based at 25% with at least 70% of these as social / affordable rent (HOUS1). However, the exact type, size and mix should address the identified and prioritised housing needs of the area. Similarly open market homes should vary in type, size and affordability to meet likely needs (HOUS3).	Research the use of occupancy restrictions through other neighbourhood plans. Consider whether this would work here and what evidence might be needed to justify this. Skill sets: data research and report writing Research local need for housing and how the existing stock operates – this will comprise both the review of existing data (census and other socio-economic data), the affordable housing register, local survey of people in housing need, consultation with estate agents and housing providers. From this produce a housing needs report. Skill sets: data research, statistical analysis, survey design and report	

Theme	Local Plan policy synopsis	Working group tasks	To achieve these ends…
		writing	
		Review the WDWP Local Plan viability evidence for affordable housing and CIL contributions. Would a change in affordable housing mix (if suggested by the housing needs report) have an impact on viability?	
		Skill sets: data research, statistical analysis, development viability appraisal	
		Research different delivery mechanisms for housing, e.g. Community Land Trusts (CLTs), new Starter Home initiatives, co-housing, self-build. What has worked well, what lessons can be learnt?	
		Skill sets: data research and report writing.	
		Research Building Regulation requirements and national technical standards, to understand new standards and restrictions that apply. Speak to local developers about what guidance might be useful.	
		Skill sets: data research and report writing	
BUSINESS & EMPLOYMENT	The Local Plan allows	Research un-used training / skills	Policies might…

Theme	Local Plan policy synopsis	Working group tasks	To achieve these ends…
To facilitate the expansion of the local economy to extend the opportunity for established local businesses and the creation of new ones, ensuring that our economy is robust and with high quality jobs and skills.	employment development within or on the edge of a settlement, through intensification or extension of existing premises or as part of a farm diversion scheme, through the re-use or replacement of an existing building in the countryside or in a rural location where it is essential for that type of business (ECON1).	to identify possible businesses to attract to the area – this will comprise the review of existing data (census and other socio-economic data), consultation with local people (focusing on commuters / unemployed / underemployed). Undertake market research on the requirement of those businesses (see workspace/economic strategies).

Skill sets: data research, consultation planning / publicity and analysis, report writing

Research local need for employment units through existing businesses / entrepreneurs through business survey. Use findings to quantify the type and size of units for which there is likely to be demand.

Skill sets: consultation planning / publicity and analysis

Define extent of local (retail) centres in Fortuneswell and Easton (and others). | ➢ Be more explicit about the employment units that are needed e.g. size, type etc. and any training / business support facilities that may be needed.
➢ Introduce more flexible policies on existing industrial estates to help them improve and attract new businesses.
➢ Identify regeneration areas, e.g. Castletown.
➢ Define the extent of local centres. |
| ARTS, CULTURE & TOURISM

Encourage sustainable tourism which uses local services, facilities | The Local Plan includes policies on new or improved tourism attractions as well as tourist accommodation including caravan | Research eco-accreditation and criteria that could be used to evaluate the sustainability of tourism projects. Consider to | Policies might

➢ Add greater weight to allow exceptional proposals based |

Theme	Local Plan policy synopsis	Working group tasks	To achieve these ends…
and locally produced goods creating an accessible and attractive destination for visitors and local people. Exploiting the cultural heritage and natural potential of the island.	and camping sites (ECON 5-7). This focuses new development within development boundaries or through the re-use of rural buildings. Exceptions may be made for attractions and campsites, but these will need to demonstrate wider environmental benefits or enhancement or be of real community / economic benefit.	what extent elements are relevant to the Neighbourhood Plan area. Skill sets: data research and report writing Contact local tourism businesses to understand their future requirements and interest in more sustainable tourism. Skill sets: consultation planning / publicity and analysis	on eco-tourism (and specify what this means e.g. strong links to locally produced goods; marine and terrestrial conservation, non car based holidays etc.)
COMMUNITY & SOCIAL FACILITIES (INCL. LEISURE & RECREATION) To encourage the development of increased facilities including education, health, leisure, cultural and community services where these bring benefits. To have excellent leisure, cultural and sporting opportunities, which are accessible to all. To protect and develop key services and facilities in sustainable rural areas.	In general community facilities are supported within or adjoining an existing settlement, through the re-use of existing buildings or otherwise well located to the main catchment population (COM2/4/6). Town centre uses should be in the town centre unless they are small scale rural developments or community facilities (ECON4). The loss of local community buildings and public recreational / open space is resisted (COM3/5).	Community assets can include ➢ Community halls and meeting venues – including places of worship and youth centres ➢ Cultural facilities – such as arts centres, libraries and museums ➢ Daily facilities – local shops, cash machines, post offices, public houses. ➢ Education and training facilities – including pre-school and adult education ➢ Emergency services – fire and rescue, coastguard, police ambulance ➢ Healthcare/social service facilities such as doctors' surgeries and dental practices, pharmacies, day care centres and hospitals	Policies might… ➢ List / map key services and facilities that require protection ➢ Be more explicit about what new / improved key services and facilities (including outreach services) are needed and where, and whether these might be funded through CIL.

Theme	Local Plan policy synopsis	Working group tasks	To achieve these ends…
		➢ Sport and recreation facilities – indoor and outdoor sporting venues, open space of public value such as parks, cemeteries etc. Identify and map all existing community facilities (buildings and spaces) and identify service providers. Skill sets: mapping, research, report writing. Identify current standards in community facilities applied locally / nationally. Skill sets: research, report writing. Review existing levels of provision and identify any deficiencies. Skill sets: data research and report writing	
ROADS & TRANSPORT Provide a safe and efficient transport route network for all types of transport. Provide choices for greener travel options where practicable.	The Local Plan contains policies which seek to ensure that proposals which generate significant movement are located where the need to travel will be minimised. The plan also encourages the use of sustainable transport modes. Road safety is an important consideration particularly where dangerous conditions may arise from	Research opportunities to improve the co-ordination of outbound travel, e.g. car sharing, car clubs and park & ride. Skill sets: research, report writing. Research opportunities for maritime transport connections to and from Weymouth. Skill sets: research, report writing.	Policies might… Identify land and/or buildings for a community travel exchange. Identify land for a park & ride site that could serve major attractions and local centres on the island.

Theme	Local Plan policy synopsis	Working group tasks	To achieve these ends…
	proposed development, the local plan seeks to secure mitigation to reduce these impacts (COM7). The Local Plan encourages the use of community travel exchanges to maintain and improve levels of accessibility to services, public transport and transport initiatives such as car clubs and car sharing (COM8). The Local Plan is informed by the Local Transport Plan. This sets out the objectives, policies and targets for improving transport. Due to reductions in capital funding, the LTP identifies little in the way of major road improvements to 2026.	Research opportunities for transport interchanges and community travel exchanges. Skill sets: research, report writing. Investigate opportunities for the integration of mobile services e.g. mobile banking and libraries, the shared use of community buildings. Skill sets: research, report writing.	