

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
Portland
DT5 1BT

Tel: 01305 821638

E-mail: office@portlandtowncouncil.gov.uk

1st February 2017

Dear Councillor / Management Group Member

You are hereby summoned to attend a **MEETING** of the **NEIGHBOURHOOD PLAN MANAGEMENT COMMITTEE**, to be held at **EASTON METHODIST CHURCH HALL, EASTON, PORTLAND** on **WEDNESDAY, 8TH FEBRUARY 2017** 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** – to receive
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 7th December 2016** – to agree and sign (attached)
4. **Matters Arising from the Minutes** – to consider
5. **Notes of the Workshop Meeting, 11th January 2017** – to receive (see attached)
6. **Project Budget** – to receive the budget figures for 2017/18 as amended by Council (see attached)
7. **Open Forum** – to receive questions and comments from the public regarding the Neighbourhood Plan
8. **Plan Update** – to receive reports and consider any necessary actions (see attached)
9. **Local Plan Review and Consultation** – to receive reports (see attached)
10. **Heritage and Character Study** – to receive a progress report
11. **Format of Next Meeting** – to decide whether it should be a workshop and, if so, to consider its content
12. **Exclusion of Press and Public** (discretionary)
“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.”

13. Date of Next Meeting

The next meeting is scheduled to be on Wednesday, 8th March 2017 at Easton Methodist Church Hall, Easton (venue not finalised), starting at 7.00pm.

**NOTES OF THE NEIGHBOURHOOD PLAN WORKSHOP MEETING,
11TH JANUARY 2017**

In attendance: Cllrs Jim Draper (Chair), Jo Atwell, Sue Cocking, Chris Gover, Sandra Reynolds and Rod Wild, together with Andy Matthews (Working Group), Cllr Paul Kimber, Penny Grigg, Robert Link, Jan Willey, Jo Butcher, Paul Butcher, E Clegg and Ian [?]

Notes

The group were introduced to the Neighbourhood Plan work and given copies of the Free Portland News article that summarised the history, high level aims and objectives of the Plan. The Chair gave an update on the current position of the Local Plan and review consultation, plus the need for the Neighbourhood Plan to look proactively at growth, particularly housing in a way that was acceptable locally.

Reference was then made to the key issues papers produced for Housing, Employment Land and Green Spaces.

The group discussed housing and it was agreed in regard to the Local Plan Review:-

- The strategic allocation assigned to Weston Road should not be supported as it would close the green gap and potentially open up the area south of Haylands as a development site.
- The allocation south of Southwell was recognised and reflected thinking around a tidying up of the development boundary. However there was concern to ensure adequate green space was retained. There were also issues around protected mineral rights.
- The allocation east of Avalanche Road was discussed and it was that the design of any building should ensure there would be little or no impact on the landscape and open space views.

Following further explanation about the need to demonstrate a robust supply it was agreed that the following would appear to offer alternate options:-

- Land in proximity to Easton, in particular east of France Quarry and at the end of Moorfield Rd.
- Castletown and the area north of East Weares Road could offer an increased strategic level allocation rather than just rely on the Hardy Block alone.

The potential from the redundant school sites was discussed and the County Living and Learning consultation. It was felt that any proposals coming forward should also count towards the overall supply need.

The group noted some of the inconsistencies in the SHLAAR 2015 allocations and would look to also correct some of these.

Action – to complete a site proforma for the sites indicated above.

Employment Land

There was a discussion about the mixed messages around employment land supply. It was agreed that the re-use of mines could offer an employment opportunity. If there was to be a rationalisation of supply it was felt that Inmosthay could offer this first. However the idea of realigning these to a more modern offer should also be considered. If further rationalisation was needed the areas close to Easton could be considered.

It was agreed that there needed to be discussions with Portland Port about the Port area.

Green Spaces

The Dorset Wildlife Trust (DWT) schedule on the current status of the Quarry Nature Park and Dorset Environmental Records Centre green corridor study were displayed. It was noted that the top end of Avalanche Road had already been subject to a planning application and was being cleared.

The green network proforma that had been partially completed was also displayed. The Quarry Nature Park including aspirational areas was generally accepted. The following areas should be considered further: Independent, Silklake, Yeolands Pit.

Further discussions with DWT and the Planning authorities needed and the information in the Heritage and Landscape study incorporated.

Council Budget, 2017/18

	Budget 2015/16	Expend. 2015/16	Budget 2016/17	Expend. to 31.12.16	Projected 2016/17	Budget 2017/18
EXPENDITURE						
Salaries	23,824	30,333	29,844	22,365	29,900	30,500
Advertising	280	219	280	149	210	286
Audit	1,070	1,377	1,300	652	1,300	1,326
Bank Charges	-	0	0	167	190	70
Civic Expenditure	1,000	956	1,000	579	1,000	1,020
Computer Equipment	300	0	300	236	300	306
Computer Software	360	39	360	21	100	367
IT Support	200	175	250	0	50	255
Contingency	12,803	0	0	0	0	5,000
Council Offices	-	0	17,200	21,790	25,340	12,000
Elections	6,000	4,210	6,000	4,209	4,210	4,000
Furniture & Equipment	612	895	612	315	420	624
Hire of Halls	840	1,108	840	752	1,100	857
Honorarium	100	100	100	100	100	100
Insurance	1,300	1,309	1,500	1,250	1,250	1,530
Legal Fees	-	1,896	0	668	670	0
Mayoral Allowance	700	700	1,000	1,000	1,000	1,000
Miscellaneous	0	0	0	0	0	0
Postage	790	945	790	488	640	500
Publications	0	5	20	79	80	20
Stationery	710	719	850	442	570	700
Subscriptions	1,440	1,471	1,600	1,602	1,600	1,632
Telephone / Internet	300	598	500	454	600	510
Training / Conferences	1,000	389	1,000	285	600	800
Travelling & Subsistence	100	89	100	133	190	102
Sub-Total	53,729	47,533	65,446	57,736	71,420	63,505
Cheyne Weares	5,000	4,608	4,800	236	240	0
Gifts and Donations	50	70	100	50	70	102
Grants	2,645	2,232	1,750	1,915	1,915	1,000
Landscape Maintenance	0	52	5,000	1,152	2,000	6,000
Lottery-Funded Events	0	0	0	803	1,000	500
Lottery-Funded Facilities	0	0	0	0	0	1,000
Neighbourhood Plan	6,600	3,678	18,000	3,805	12,000	3,000
Office Move	-	163	3,800	4,106	4,300	800
Projects	144	1,375	4,150	400	3,150	5,000
Town Crier	50	35	50	35	35	50
Website	1,200	2,651	1,200	90	1,450	1,224
Sub-Total	15,689	14,864	38,850	12,592	26,160	18,676
TOTAL	69,418	62,397	104,296	70,328	97,580	82,181
INCOME						
Precept	50,723	50,222	63,679	63,679	63,679	76,132
Discount Grant	3,390	4,051	2,007	2,007	2,007	549
Compensation	-	0	-	50,000	50,000	0
Council Offices Rent Fair	1,375	2,000	1,750	1,000	1,000	1,000
Hire of Halls Refund	840	0	840	1,350	1,350	0
Interest	220	238	220	191	200	0
Lottery Fund Grant: Events	-	0	-	5,800	5,800	500
Lottery Fund Grant: Facilities	-	-	-	-	-	1,000
Neighbourhood Plan Grant	3,600	700	15,000	3,375	9,000	0
Sale of Council Furniture	-	0	-	1,909	2,000	0
Other	0	81	0	231	230	0
TOTAL	60,148	57,292	83,496	129,542	135,266	82,181
SURPLUS / DEFICIT (-) FOR YEAR	-9,270	-5,105	-20,800	59,214	37,686	0
RESERVES RELEASED						
Cheyne Weares	5,000		4,800	236	3,000	0
Council Offices	-		4,000	4,000	4,000	0
Grants - Fair	1,270		0	0	0	0
Landscape Maintenance	0		5,000	1,152	2,000	0
Legal Fees	-		4,000	668	670	0
Neighbourhood Plan	3,000		3,000	415	3,000	0
TOTAL	9,270		20,800	6,471	12,670	0
Net Total after Reserve Release	0		0	65,685	50,356	0

PLAN UPDATE

(This paper also refers to aspects of Agenda Items 6, 9 and 10.)

General Comments

As you are aware one reason we undertook an extensive Neighbourhood Plan covering a full range of issues was because we felt that the Local Plan process was not taking full account of the opportunities and risks set out in the National Planning Policy Framework. Another was to provide a process to support the likely enlarged role of the Town Council arising from unitary reorganisation and the localism agenda.

The Local Plan review consultation (Agenda Item 9) is now addressing a number of Neighbourhood Plan-related issues and has increased its focus on Portland. However an ongoing concern is the continuing vulnerability to new proposals added to the Local Plan before it is finalised.

Meanwhile Dorset County Council and the Clinical Commissioning Group have started their review of public estate landholding and mapping against future needs.

We have commissioned a Heritage and Character study (Item 10), which should have its first draft available around 20th February.

Our original timescale envisaged the draft Plan being completed in mid-2017. The local planning authority would then effectively determine subsequent timings, including a formal public consultation and referendum.

Resources

The Town Council has continued to offer support in 2017/18, allocating a budget of £3,000 (Item 6). Budget expenditure for this current year amounts to approximately £3,800, £425 of which is funded from reserves (total provision £3,000). Central government grant support has been partially taken up, leaving £5,625 available for 2017/18.

Related funding support from central government received by the Borough Council could assist with the identification of sites and capacity building for the development of a Land Trust. This is in tandem with our own direct support via the Community Economic Development Programme.

As a point of information we do have a current expenditure request in regard to the Plan website's ongoing maintenance and are looking at ways of funding this without full recourse to the Town Council's budget.

Co-ordination

Co-ordination of all these strands is becoming an issue and we would welcome the Management Group's views on whether we need to look at seeking specific funding proposals to ensure that we maximise the opportunity before us.

Andy Matthews

LOCAL PLAN REVIEW AND CONSULTATION

The basis to this consultation has now been approved by the Borough Council as the planning authority full details of agreed changes can be found in the appended paper.

Revised consultation information will be drafted and the process should commence in the next few weeks.

It is proposed to await the production of the revised consultation material before preparing a full response for the Town Council's consideration.

However, while several elements of the draft Neighbourhood Plan have been acknowledged, the danger remains that Local Plan will not be completed until 2019. This would leave us at a continuing risk to ad hoc proposals in the immediate future.

The following summarises those aspects which could impact on Portland and the Neighbourhood Plan.

General – Sustainable Development

The foreword to the National Planning Policy Framework simply defines “sustainable” as the means to ensuring better lives for ourselves doesn't entail worse lives for future generations. Although in practice a variety of elements are used in assessing sustainability it is worth having this definition in mind when guiding matters.

Section 4 – Level of Growth: Housing

We have recognised in our Neighbourhood Plan the opportunity to encourage growth focused on employment and businesses with options for managing the size, scale, design and location of any related additional housing needed.

Section 5 – Distribution of Development

Specific reference to the distribution of development on Portland and whether this refers to the settlement pattern rather than the Island totally or combinations of settlements e.g. Underhill, Weston/Easton.

Section 13 – Development on Portland

Clarity is needed on major sites at Hardy Complex, Osprey Quay and Bumpers Lane and more information on sites above thirty dwellings that have planning permission. To include a better discussion on all sites with existing planning permission and the opportunity for further development on brownfield sites.

Our plan encourages development on brownfield sites first. The recent workshop reiterated the potential for more relevant development on the Hardy block site and adjacent areas, similarly the opportunity for smaller scale development at Moorfield Road.

Option site P2 – North of Southwell (eastern edge of Avalanche Road) has been deleted as a strategic option, although there is no explanation of why this was done.

Options P1 and P3 remain and the last workshop notes refer to issues around these. A conservation area for Southwell has been proposed and will be discussed in the Heritage and Character study.

Sections 15 and 16 – Affordable Housing and Self-Building

This was a major element of the Neighbourhood Plan, where we reiterated prioritising local need among the less affluent, elderly and young people. The review also mentions key worker needs.

Section 18 – Protection of Employment Sites

The consultation will include more detail about employment sites and future needs. As a major focus within our own plan in terms of employment growth on the Island this would be helpful in informing our own priorities.

Section 20 – Green Infrastructure

The proposal is to focus on the protection of wildlife corridors and options around sustainable transport access.

This is slightly contrary to the recent planning guidance around the importance of green corridors and is an area where the Neighbourhood Plan could give greater weight to these wider aspects including heritage and landscape value.

Section 21 – Design

The choice of modular housing may be an issue on Portland, where we already suffer the effects of extensive modular building. The Neighbourhood Plan would need to look at specific issues in more detail.

Section 22 – Coastal Change

The issues of coastal change will need to be carefully monitored. The impact of climate change and a reassessment of timelines are currently being considered and may be included in the revised guidance.

Andy Matthews

West Dorset and Weymouth & Portland Local Plan Review - Initial Issues and Options Consultation Document: Schedule of Agreed Changes

Introduction

- 1 The draft Initial Issues and Options Consultation Document (the draft consultation document) was considered by West Dorset's Overview and Scrutiny Committee on 22 November 2016 and by Weymouth and Portland's Policy Development Committee on 28 November 2016.
- 2 Matters raised at these meetings (and in subsequent discussions with members) together with changes suggested by officers were summarised in Appendix 2 to the reports to Weymouth and Portland's Management Committee on 13 December 2016 and West Dorset's Executive Committee on 15 December 2016. Additional matters were raised at the Executive Committee meeting.
- 3 This schedule sets out the changes agreed by both Weymouth and Portland's Management Committee and West Dorset's Executive Committee, ordered by the sections in the draft consultation document. Additional matters raised by the Executive, subsequent to the Management Committee meeting are marked with an asterisk (*).

General – Maps

- 4 All maps in the draft consultation document will be shown on Ordnance Survey bases.

General – Sustainable Development*

- 5 An additional question should be asked to seek views on whether more information should be included in the local plan to explain what is meant by the term 'sustainable development'.

Section 4 – Level of Growth: Housing*

- 6 Some commentary will be provided on how additional housing could deliver benefits, including meeting housing needs and supporting economic growth, in the introductory part of Section 4 (i.e. after paragraph 4.1).

Section 5 – Distribution of Development

- 7 In Section 5, Figure 5.1 on page 19 of the draft consultation document will be amended to indicate that Sutton Poyntz has a population of about 500, rather than about 300. The list of settlements in Figure 5.1 will be re-ordered to reflect this revised population estimate.
- 8 Paragraphs 5.39 to 5.44 and Question 5-viii of the draft consultation document will be re-drafted to seek views on:
 - Whether the second bullet point in Policy SUS2(i) of the local plan should be amended to clarify that the settlements on Portland, rather

than the whole of the Isle of Portland or the 'coastal town' of Portland, should be the focus for growth outside the main towns of Dorchester and Weymouth; and

- Whether the box after paragraph 3.3.26 of the local plan (Settlements with Defined Development Boundaries) should be amended to separately list all eight settlements on Portland, namely Castletown, Chiswell, Easton, Fortuneswell, Grove, Southwell, Wakeham and Weston.

Section 8 – Development at Weymouth (and Chickerell)

- 9 The proposals for Chickerell, set out in Section 8 of the draft consultation document will be moved into a separate section. The new separate section on Chickerell will provide more detailed commentary on proposals for the town, both from the adopted local plan and in the local plan review.
- 10 Options sites W1: West of Southill and W5: Adjacent Budmouth College, which are shown on the map in Figure 8.5 on page 48 and in the table at the top of Page 49 in Section 8 of the draft consultation document, will be discussed in the new separate section on Chickerell and will be given a 'C' or 'CH' prefix.
- 11 Consequential changes will be made to Section 8 to reflect the new separate section on Chickerell. The revised section will focus only on Weymouth, with the remaining options sites (W2: Wyke Oliver Farm, W3: West of Relief Road, Upwey, and W4: South of Wey Valley) re-numbered accordingly. The revised section will include references to the new separate section on Chickerell and Option Site W1: West of Southill.
- 12 In relation to Option Site W1: West of Southill, the new separate section on Chickerell will set out that in the event this option is taken forward, then it may be appropriate to phase its delivery to later in the plan period, given the significant level of housing growth already proposed at Chickerell in the adopted local plan.
- 13 In relation to Option Site W5: Adjacent Budmouth College, the new separate section on Chickerell will set out that this option should only be taken forward if sufficient space remains for additional secondary education provision and associated sporting facilities at Budmouth College.

Section 13 – Development on Portland

- 14 Some commentary will be added to Section 13 of the draft consultation document to provide greater clarity on the key sites that have already been granted planning permission for housing on Portland, in particular the Hardy Complex, sites on Osprey Quay and Bumpers Lane.
- 15 Maps of Portland in Section 13 will be amended to show all sites above 30 dwellings with planning permission.
- 16 The background paper relating to Portland, which will accompany the issues and options consultation, will include a more comprehensive

discussion of the planning permissions that are currently granted but not yet implemented.

- 17 Option Site P2: North of Southwell will be deleted from the draft consultation document. Consequential changes will be made to Section 13: Development on Portland to reflect this deletion.
- 18 An additional question will be included in Section 13 to seek views on whether there are any further brownfield sites, which may be suitable for housing development, within the existing built-up areas of the settlements on Portland.

Section 15 – Affordable Housing*

- 19 A further question will be added to Section 15 to seek views on what the priorities should be for the provision of different types of affordable housing including: social / affordable rent; shared equity; elderly persons' affordable housing (including extra care); key worker accommodation; and specialist accommodation (for example for disabled people).
- 20 Question 15-ii will be amended to also seek views on whether the focus for the provision of other types of affordable housing alongside starter homes, should be on meeting the needs of particular groups.

Section 16 – Self Build Housing

- 21 The scope of Section 16: Self-build Housing, will be widened to seek views on whether low impacts dwellings, as a form of self-build housing, could (or should) play more of a role in meeting housing needs.

Section 18 - Protection of Employment Sites

- 22 An additional question will be included in Section 18: Protection of Employment Sites of the draft consultation document seeking views on whether any existing employment sites should be added to the list of 'key employment sites' (in Figure 18.1 on page 107) and protected by Policy ECON2 of the local plan.

Section 20 - Green Infrastructure

- 23 The text in Figure 20.1 of Section 20: Green Infrastructure on page 115 of the draft consultation document will be amended to indicate that the primary function of green corridors is to create corridors for wildlife, including links between wildlife sites, whilst also recognising that such corridors could also contribute to the creation of sustainable travel networks.

Section 21 - Design

- 24 An additional question will be included in Section 21: Design of the draft consultation document seeking views on the role modular housing could play in meeting housing needs in the local plan area.

Section 22 - Coastal Change

- 25 Section 22 will include a reference to the background paper on coastal change that will be prepared to accompany the draft consultation document. The harbour areas described in paragraph 22.10 and Question 22-i of the draft consultation document (West Bay Harbour, Lyme Regis Harbour and Weymouth Town Centre) will be more clearly defined in the background paper on coastal change.

Sustainability Appraisal

- 26 Consequential changes will be made to the Sustainability Appraisal Report, which will accompany the issues and options consultation, to reflect this schedule of agreed changes.
- 27 Figure 2.2 of the Sustainability Appraisal Report, which explains the system used to classify the magnitude of any impacts associated with the options in the draft consultation document (or a simplified version of it), will be reproduced throughout the document.