

PORTLAND TOWN COUNCIL

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1st July 2015

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Dear Councillor / Management Group Member

You are hereby summoned to attend a **MEETING** of the **NEIGHBOURHOOD PLAN MANAGEMENT GROUP**, to be held in the **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE**, on **WEDNESDAY, 8TH JULY 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 10th June 2015** (see attached)
4. **Minute Update and Matters Arising from the Minutes**
5. **Open Forum** – to receive questions and comments from the public regarding the Neighbourhood Plan
6. **Plan Update** – to receive a report from the Working Group on progress, including the appointment of a project manager (see attached)
7. **Plan Budget** – to consider the budget report first issued in March 2015 (attached)
8. **Economic Vision** – to note the development of this initiative (see Item 6 paper) and the content of the draft discussion paper (previously circulated)
9. **Membership of the Working Group** – to receive a report on the present situation, confirm documentation and consider future needs
10. **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.”
11. **Date of Next Meeting**
The Management Group’s next scheduled meetings are on Wednesdays, 12th August and 9th September 2015 – to be decided

PORTLAND TOWN COUNCIL

MINUTES OF THE NEIGHBOURHOOD PLAN MANAGEMENT GROUP MEETING HELD ON WEDNESDAY, 10TH JUNE 2015 AT 7.00 PM IN THE PETER TRIM HALL, ST.GEORGE'S CENTRE, REFORNE

PRESENT: Councillors Ms J. Atwell, G. Chadwick, Mrs S. Cocking, J. Draper (from 7.20 pm), C. Flack, C. Gover, Ms S. Lees, Mrs S. Reynolds, D. Thurston, Mrs S. West and R. Wild, together with Andy Matthews (Working Group) and Sandie Wilson (Portland Port)

IN ATTENDANCE: Ian Looker (Town Clerk), Jan Farnan (Weymouth & Portland Borough Council) and Paul Weston (consultant)

Cllr. Wild in the chair.

210 – ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

RESOLVED – that Cllr. Wild be Chairman of the Management Group. (For: 9 votes, Against: 0 votes, Abstentions: 1 vote)

RESOLVED – that Cllr. Chadwick be appointed Deputy Chairman of the Group. (9-0-0)

211 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. R. Hughes.

212 – DECLARATIONS OF INTEREST

Mr Matthews declared an interest as Chairman of the Working Group and a trustee of the MEMO project.

213 – MINUTES OF THE MEETING HELD ON 25TH MARCH 2015

The minutes of the meeting were formally agreed and signed as a correct record. (5-0-4)

214 – MINUTE UPDATE AND MATTERS ARISING

There were no matters arising.

215 – OPEN FORUM

There were no questions or comments raised.

216 – PROGRESSING A NEIGHBOURHOOD PLAN

Mr Weston noted that more than 1,200 councils were involved in producing neighbourhood plans and the stage had now been reached when some had been completed and approved by the residents.

He had helped the Working Group with producing its intelligence base, but the engagement with the community had not been as successful as hoped, perhaps because folk didn't often want to be pressurised to respond. Considering the

Island's special character it was important to produce a strategic policy plan for Portland alone. In spite of the setbacks to the Working Group Mr Weston still thought it was possible to produce a draft plan in nine months' time. New grant opportunities were available, close to being sufficient for what was needed.

Mr Matthews said more input was needed, in particular a business-led chairman for developing an economic vision. He agreed with Mr Weston that more professional assistance was needed.

217 – THE BOROUGH'S VIEW OF THE PLAN

Jan Farnan informed members on the progress of its own Local Plan. Public consultation had finished at the end of May and they were now waiting for the Inspector's report. A committee process would follow before the Local Plan could be finally adopted.

The Neighbourhood Plan will have the same legal status as the Local Plan. If the two policies conflict in a particular aspect this must be resolved in terms of the more recent plan and she gave examples.

Asked about the currency of the Island's Plan Mr Weston thought it might need to be reviewed in five years' time.

The discussion touched on heritage sites, preserving them and presenting them. Mr Weston advised members of the need for a sustainability appraisal plan and ensuring the policies accorded with the criteria. Technical grants could be sought from Locality. £8,000 might be available and could be claimed in instalments.

218 – PLAN UPDATE

Mr Matthews said the Working Group was focussing on producing an economic vision and there was also a need to update the Plan website. The Group was looking for support from the Town Council. The budget had been ratified and this had as yet made no allowance for additional grants.

A request by Mr Matthews was accepted by the Chairman, seconded by Cllr. Chadwick and **RECOMMENDED** – that the Council adopt a project management approach funded from current and future finance. (12-0-0)

219 – BUDGET UPDATE

220 – MEMBERSHIP OF THE WORKING GROUP

There was no discussion under either item.

221 – CORRESPONDENCE RECEIVED

A letter had been received from a resident about a copse of trees and hedges on the Sweethill estate. She asked that it be preserved as it served as a natural habitat for migrating birds.

The Clerk was asked to pass copies of the letter to Mr Matthews of the Working Group and the County.

222 – CHAIRMANSHIP OF THE MANAGEMENT GROUP

With a particular intention in mind Cllr. Wild resigned as Chairman of the Group. It was proposed by Cllr. Chadwick and **RESOLVED** – that Cllr. Draper be appointed Chairman. (11-0-1)

223 – DATE OF NEXT MEETING

The next meeting is provisionally scheduled to take place on Wednesday, 8th July 2015 starting at 7.00 pm.

The meeting ended at 8.05 pm.

Signed: (Chair) Date:

Plan Update

Neighbourhood Plan Review

As reported to Council the Working Group have asked our external advisor Paul Weston to review the Neighbourhood Plan process to date and to make recommendations for the future of the program.

Our main concerns were

- The revised date that the completion of the Local Plan was now indicating which is Autumn 2015 when we were working on April 2015 and what could be achieved over the next few months whilst the Local Plan remained not confirmed.
- The uncertainty of how the new council to be established in May 2015 would view the development of a Neighbourhood Plan.
- Ensuring the work to date would be sufficient moving forward.

Paul has produced a detailed analysis acting as a 'critical friend' of which summary elements are contained below.

Work to Date

- Progress has been slower than I expected
- The Community Survey 2014 would benefit from further interpretation
- Some of the evidence gaps may still need 'filling'
- The adoption of the Local Plan's vision is not necessarily helpful
- The current set of draft vision and objectives is too complex
- The method used for the visioning(C3) consultation has not succeeded
- The lack of community feedback needs to be addressed
- The whole process going forward needs to be made simpler to understand and more community-friendly

Whilst accepting aspects of this analysis it was always felt that in order to move from the 'Visioning wording for Portland' contained in the Local Plan would require a consultation phase in itself before moving on to a more direct phase setting out options which the community could relate to more readily.

Future Work

Paul has summarised this as follows

The second part of my work was to consider the scope and substance of the Portland Neighbourhood Plan. I recommend that Portland needs a 'development plan approach'. In my opinion, the new Local Plan does not provide a sufficiently detailed planning framework to be confident that the Island will develop in the way that local people want and Portland deserves. A Neighbourhood Plan that merely contains a set of local development management policies will not suffice. I recommend that the Working Group sets a course to put in place a development plan and a co-ordinated development strategy for Portland. This is a substantial exercise but I think it is necessary and justified given the development pressures and planning issues that are fast looming.

Finally I have re-phased the timetable and included additional consultation periods. I feel these are very necessary so as to build understanding and a consensus on how the Island should develop to realise the community's aspirations. A Neighbourhood Plan for Portland that is fit for purpose is achievable in 12 months if the commitment is there and the resources are found.

Analysis Paul has assessed the work since adoption by the Town Council and that to be completed as follows

Portland NP – Progress February 2015		
stage	process	milestones
	1.1 Publicise intention	✓
	1.2 Consult LPA	✓
	1.3 Devolve task	✓
	1.4 Form NP group	November 2013
Getting Started	1.5 Communication proposal	✓
	1.6 Set plan area	✓
	1.7 Application to LPA	✓
	1.8 Designation	November 2013
	1.9 Delivery plan	✓
	1.10 Resource allocation	✓
	2.1 Strategic context	March 2014
	2.2 Community context	✓
	2.3 Local needs	✓
Identify Issues	2.4 Development potential	✓
	2.5 Future demands	
	2.6 Stakeholder views	
	2.7 NP Issues	✓
	2.8 Scope & content	
	3.1 Draft vision	January 2015
Vision & Objectives	3.2 Draft objectives	✓
	3.3 Sustainability	
	3.4 Consult	
	3.5 NP vision & objectives	
	4.1 Options	
Generate Options	4.2 Impacts	
	4.3 Sustainability	
	4.4 Options Appraisal	
Prepare	5.1 Policies	

Draft Plan	5.2	Proposals	
	5.3	Implementation	
	5.4	Consultation document	
	6.1	Statutory consultees	
	6.2	Community	
	6.3	Stakeholders	
Consultation	6.4	Consultation	
& Submission	6.5	Amendments	
	6.6	Submission documents	
	6.7	Publicity	
	6.8	Submission	
	7.1	LPA check	
	7.2	Publicity	
	Independent	7.3	Examiner
	Examination	7.4	Examination
7.5		Report	
7.6		Revision	
8.1		Method	
Referendum	8.2	Referendum	
& Adoption	8.3	Adoption	
	8.4	Publish	

He has set out a recommended a basis for further analysis of the community consultation and the process of establishing a vision with associated aims and objectives. He also set outs a rationale for the need for the Plan to take a more development plan approach with examples from other areas.

Finally he sets outs an illustrative example of a more simple analysis Appendix A and a revised programme Appendix B

Why a development plan approach ?

This approach goes back to the original reason why a Neighbourhood Plan was pursued as it was felt that this was the only way that all proposed developments for the next 10-15 years could be considered alongside one another and therefore the impact on infrastructure and community facilities for instance could be quantified as well as design policies.

The National Planning Policy Framework is quite clear in establishing as part of its core principles that development should be genuinely plan-led, empowering local people to shape their surroundings, with succinct local and neighbourhood plans setting out a positive vision for the future of the area.

We know that there are a number of proposals and possible coming forward which are not covered within the Local Plan. Without the development of a Neighbourhood Plan the opportunity to draw together proposals could be lost and with a more relaxed view around 'permitted' developments potentially a continuation of the ad hoc nature of development which has created concern on the Island will continue.

The challenge now is to explain to the wider community why this is important.

Short Term March to May 2015

The programme now provides for the New Council to be formed in May to take forward the Vision and Objectives phase. Paul has retained a half a day to come and discuss the programme with the New Council.

The Working Group meanwhile will

- Produce an additional report on the Consultation phase which will cover further aspects of data collected
- Bring the website information up to date and redesign ready for the next stages
- Progress aspects of the Economic Review which will inform the programme plan
- Submit relevant evidence to the Local Plan Consultation arising from the work undertaken.

Budget

A separate report will cover budget items

Andy Matthews

Chair NP Working Group

19 March 2015

The Portland Agenda 2015 – An Illustrative Example

The Community Says:

Housing

- We need more affordable homes
- We need more age-appropriate dwellings
- We should resist the growth in second homes
- We do not want a lot more homes built – but recognise that some new development is necessary to help meet specific needs

Shopping and Shopping Centres

- We should resist loss or conversion of existing shops to other uses
- More shops would be welcomed
- We should retain and enhance our two ‘centres’
- We should protect and enhance the individual character of both centres
- We should encourage tourist-related development in and around the two centres

Traffic and Transport

- We should protect and improve the public transport services
- The transport network has to be improved
- Underhill should have a relief road
- Parking opportunities need increasing in the right places
- We should create more off-street parking
- We should enhance the cycle network

Leisure and Recreation

- We need to improve and extend the range of local leisure and recreation opportunities and facilities
- We need to improve our parks and open spaces
- We need better and more flexible community spaces
- We must create more opportunities for children and young people

Business

- We should protect our existing employment areas
- We should support local businesses
- We should allocate more land for business development
- We should encourage new business development
- We should enable the conversion redundant buildings for business purposes

The Environment

- Open areas should be protected
- We must protect our old buildings and heritage
- Wind and solar farm development is acceptable in the right places

The Neighbourhood Plan should aim to:

- Provide the housing that local people need
- Support the shopping centres and shopping function
- Accommodate the car in an unobtrusive manner
- Realise the leisure and recreation potential of the Island
- Strengthen the Island’s business function
- Welcome responsible and sustainable tourism development
- Whilst protecting the special and unique character of Portland’s natural and built environment

Appendix B

Portland Project Plan Revised (Mar 15)																																
	2013				2014												2015										2016					
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
Getting Started																																
Identify Issues										C2	C2																					
Vision & Objectives																																
Generate & Assess Options																																
Prepare Draft Plan																																
Consultation & Submission																																
Independent Examination																																
Referendum & Adoption																																

Notes and Assumptions:

- Assumes the NPSG will meet regularly to review outputs and monitor progress
- Key decisions will be taken by Town Council and this must be reflected in Project Plan and timetable
- The Project Plan will be reviewed and amended every six months
- Task Groups, with defined roles and targets will be set up as required
- There will be a need to recruit willing community volunteers to assist as members of task groups
- Avoids the August and December for formal consultation events/activities

Community Consultation Points:

- C1** -publicise intention, recruit helpers
- C2** - survey of local needs & demands
- C3** - consult on high level vision & objectives
- C4** – consult on scope and content of Plan
- C5** – consult on development options
- C6** - consult on draft plan
- C7** – Referendum 2016 NB. This is the responsibility of the local planning authority

Organising

Stage 1 Getting Started:								
No.	Process	Method		Pre-Sep13	Sep13	Oct13	Nov13	Dec13
1.1	Publicise intention	local media & website					✓	✓
		NP Website design					✓	✓
1.2	Consult Working Partners	discussion with LPA & PHA		✓	✓	✓		
		agree working arrangements			✓	✓	✓	
		Approve working arrangements	PTC				✓	
1.3	Devolve task	agree to form NP Group	PTC	✓				
		prepare terms of reference			✓	✓		
		approve terms of reference	PTC				✓	
1.4	Form NP group	identify group members				✓	✓	
		brief members						✓
		allocate responsibilities	NPWG					✓
		Identify training needs	NPWG					
1.5	Communication proposal	identify stakeholders & targets		✓				
		prepare communications strategy		✓				
		approve communications strategy	NPWG		✓			
1.6	Set plan area	Consider options	PTC	✓				
		approve NP boundary	PTC	✓				
1.7	Application to LPA	prepare application statement & map	TC	✓				
		submit application	TC	✓				
1.8	Designation	publicise application	WWDC	✓				
		review comments	WWDC	✓		✓		
		approve application	WWDC				✓	
1.9	Delivery plan	prepare project plan				✓		
		approve project plan	NPWG				✓	
		prepare community engagement strategy					✓	
		approve community engagement strategy	NPWG					✓
1.10	Budget/resources	identify resource requirements					✓	
		Make funding applications		✓				
		approve budget	PTC					✓

Survey & Analysis

Stage 2 Identifying the Issues:												
No.	Process	Method		Jan14	Feb14	Mar14	Apr14	May14	Jun14	Jul14	Aug14	Sep14
2.1	Strategic context	research/review strategy documents		✓	✓	✓						
		liaise with LPA		✓								
		prepare report				✓	✓					
2.2	Community context	research/review local situation/strategies		✓								
		prepare report				✓	✓					
2.3	Local needs	consult local bodies/organisations			✓							
		design community consultations						✓				
		carry out community consultations										
		analyse survey & prepare report										
2.4	Development potential	planning history & current land uses			✓							
		assess development potential & constraints							✓	✓		
2.5	Future demands	trends & forecasts										
		specialist studies <i>(if necessary)</i>										✓
		report & mapping										
2.6	Stakeholder views	consult landowners										
		consult statutory bodies and agencies										
		prepare report										
2.7	NP Issues	analyse surveys & consultations										
		prepare issues & opportunities report										
2.8	Scope & content	prepare & recommend scope & content										
		agree NP purpose & focus										

Stage 3 Vision & Objectives:												
No.	Process	Method		Nov14	Dec14	Jan15	Feb15	Mar15	Apr15	May15	Jun15	Jul15
3.1	Draft vision	visioning exercise		✓								
		prepare vision statement		✓								
		agree draft vision	PTC	✓								
3.2	Draft objectives	interpret vision & prepare draft objectives			✓							
		agree draft NP objectives	PTC		✓							
3.3	Sustainability	set objectives & criteria										
		agree sustainability framework										
2.8	Scope & content	prepare & recommend scope & content										
		agree NP purpose & focus	PTC									

3.4	Consult	publicise draft vision & objectives			✓								
		Consult on vision & objectives			✓	✓			C4				
		analyse and report on consultation											
3.5	NP vision & objectives	prepare vision & objectives report											
		approve vision & objectives	PTC										

Plan Making

Stage 4 Generate Options:														
No.	Process	Method		May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15	Jan16	Feb16	Mar16
4.1	Options	Generate development options												
		Consult on aims and options			C5	C5								
		Options Appraisal												
		Analyse and report back												
4.2	Impacts	Consider who/what will be affected and how												
4.3	Sustainability	set objectives & criteria												
		agree sustainability framework												
		Sustainability Appraisal												
Stage 5 Prepare Draft Plan:														
No.	Process	Method												
5.1	Policies	Draft NP Policy statements												
5.2	Proposals	Prepare NP Proposals map												
5.3	Implementation	Prepare implementation strategy												
5.4	Consultation document	Approve draft plan	PTC											
Stage 6 Consultation & Submission:														
No.	Process	Method												
6.1	Statutory consultees	Consult formally	TC									C6	C6	
6.2	Community	Apply communication strategy												
6.3	Stakeholders	Consult formally	TC											
6.4	Consultation	Prepare consultation statement												
6.5	Amendments	Consider comments & amend if necessary												
6.6	Submission documents	Approve submission documents	PTC											
6.7	Publicity	Publicise intention to submit	TC											
6.8	Submission	Prepare and submit required documents	TC											

Plan Budget Report, March 2015

Introduction

The Neighbourhood Plan Project is one which spans financial years and attracts external grants therefore in terms of budget reporting it is not always possible to fully align income and expenditure. The following therefore sets out the indicative positions for 2014/15 and 2015/16.

2014/15

The programme was planned to be funded by three main elements.

- A revenue provision by the Town Council of £3k
- A one of grant by the Borough Council of £2.5k once the visioning stages had been progressed
- The release of a Locality Grant of £2.7k to meet specific expenditure

As reported in the Progress agenda the Visioning phase has not yet been completed and as such the Borough have agreed to defer the £2.5k grant until 2015/16.

Against the remaining resource of £5.7k it is estimated that £6.3k will be now shown against 2014/15 and the excess of £0.6k will be carried into 2015/16. This is due to the timing of payments at the year end.

2015/16

The original budget plan for 2015/16 indicated a resource need of £6.6k. It was agreed during the Budget formulation that this would be split £3k from the Council and £3.6k from grants accessed by the Working Group.

Council at its meeting on 18th March 2015 agreed to fund the £3k from earmarked reserves. In addition the grant from WPBC £2.5k will be available once the visioning phase has been completed. This makes a total of £5.5k against the £6.6k projected. Obviously we will also have to allow for the excess brought forward from 2014/15.

Programme Development and additional Grant Resources

Paul Weston in his report indicated that he considered a development plan approach should be progressed but this may need substantially more paid time and effort.

The Department of Communities and Local Government have announced a series of grants to assist those areas with complex needs but who have a desire to make a substantial difference and who have progressed their plans to certain stages.

We have confirmed that we are entitled to access these grants. They are established to fund specific activities and as reported to council there still remains a need to cover activities from local funds.

The grants are of up to £8k in value which could cover (examples)

- Developing a website
- Training sessions for members of the steering group
- Help with putting together a project plan

- Help with developing the evidence base and analysing it to identify issues and aims for your plan
- Undertaking a housing survey
- Engaging a facilitator for community consultation or workshops
- Engaging a planning expert to help you draft policies
- Engaging a planning expert to help you to draft relevant policies
- Support for making site allocations
- Contribution to required specialist studies, such as housing needs assessments
- Support with undertaking the six week pre-submission consultation
- Support with collecting and analysing responses from the six week pre-submission (Regulation 14) consultation and deciding how to modify the neighbourhood plan.
- Help with understanding whether your plan is ready for examination (meeting the basic conditions and other legal requirements)
- Provide training in the legal requirements which will be tested at the examination stage
- Venue hire
- Publicity materials
- Printing

It is possible to apply for more than one grant (indicated up to 4 times) but normally these have to be expended over a six month period. It is important therefore you identify a package of activities with associated costs before applying.

In addition it may be possible to apply for grants of up to £6k for specialist areas of work. These could include

- Housing Advice and Assessment
- Heritage and Character Assessment
- Site Options and Assessment
- Strategic Environmental Assessment
- Environmental Impact Assessment
- Habitats Regulations Assessment
- Urban Design and Masterplanning
- Viability of Proposals
- Evidence base and policy review
- Facilitation support
- Plan health check prior to examination.

Again a number of these could be very relevant to developing our plan.

It is though important that if applying we have appropriate support to ensure any resources are used effectively.

Andy Matthews