PORTLAND TOWN COUNCIL

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5th October 2016

Dear Councillor / Management Group Member

You are hereby summoned to attend a **MEETING** of the **NEIGHBOURHOOD PLAN MANAGEMENT COMMITTEE**, to be held in the **PETER TRIM HALL, ST. GEORGE'S CENTRE**, **REFORNE, PORTLAND** on **WEDNESDAY, 12**TH **OCTOBER 2016** 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 Meetings held on 29th June 2016 and 7th September 2016 (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 and Project Budget to receive a report from Mr Matthews and consider any necessary actions (see attached)
- 7. **Progressing Plan Policies** to discuss the theme areas and evidence collection, plus receive an update report (see attached)
- 8. 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."
- 9. Date of Next Meeting

The Management Committee's next meeting is scheduled to be on Wednesday, 9th November 2016 at Peter Trim Hall, St. George's Centre, Reforne at 7pm.

PLAN UPDATE AND PROJECT BUDGET

Request by PCP for Expenditure Reimbursement

Recent policy guidance has indicated the importance of transparency in progressing a Neighbourhood Plan. As you know we have tried to ensure that the meetings of the Management Group are fully in the public domain, are advertised and where an opportunity for the public to ask questions is included. This is particularly important on Portland where there is a high degree of sensitivity over land use.

In addition wherever relevant and possible the progress of the Neighbourhood Plan is reported at other Town Council meetings and budget approval is sought from full Council. The recent policy update work and the draft wording ahead of considering growth options coupled with securing funding support from the DCLG was felt an important stage in progress and additional public information was felt necessary. The following was undertaken:-

- A public information session was held and hard copies of various evidence reports were printed.
- Resource packs were lodged with Tophill Library for public access.
- A four page article was compiled which eventually featured in both July and August Free Portland News.
- The Portland Plan website was improved and updated.

As the Town Council were in the process of moving during this time the PCP decided to fund the above from funding secured to develop Community Economic Development. The PCP is therefore seeking the support of the Town Council for an appropriate level of reimbursement to allow this project stream to be progressed.

Costs

The following costs are scheduled:-

Printing of 50 copies of Evidence Reports - £321 Website Update and Licence - £320.80 Free Portland News – 4 page insertion - £114 **Total - £755.80**

Technical Studies

As reported at the last meeting in addition to the core support which is meeting Paul Weston's costs we have also obtained technical support to progress a Strategic Environment Assessment. The first part of this a scoping report has been prepared and submitted to the Environment Agency, Historic England and Natural England and it is envisaged that we will receive their responses by the end of September. This will allow a further report to be scheduled outlining possible impacts as we develop consultation resources for the Autumn consultation phase.

A meeting was held in Honiton with Paul, myself and Nick from AEComm and it was agreed that a further request for technical support using the Heritage and Character option to produce a Settlement study would be appropriate. This would allow an independent review of the sustainable development growth options available to again inform decisions by the

Town Council on consultation content. At the present time a submission has been prepared for Locality and we are just agreeing the final wording.

As set out in the policy update (Agenda Item 7) it is considered that securing a timely study would be an important component at this stage. The Management Group may wish to consider a contingency position of identifying further budget allocation for a request to Town Council for support.

Plan Progress and Context

Given the above can be achieved the Plan is in line to be finalised for a referendum for the middle of next year. The Planning authority are reviewing the Local Plan with a view to finalise this for 2019. It is considered important that we continue with our own Plan even though there are aspects which may overlap because it remains the most secure way of influencing the Local Plan review and also any potential developments which may occur in between. This is particularly important because if a Combined Authority is formed the planning area covered would be much wider and therefore Portland's unique characteristics could be given less consideration.

Andy Matthews 31st August 2016 [Edited]

Second Draft Policy Set - Update Summary, 30 August 2016

Introduction

The grid below sets out the current known position of the relevant policy evidence collection. This has been slightly delayed because of some personal commitments but the aim is to finish the collection of this evidence by the 30th September 2016 in order to stay on track with a report which sets out development options being consulted on during the autumn period. Key elements to achieve this are:-

- We are able to extract relevant information from the variety of growth corridor studies referred to in the schedule.
- We are able to secure a settlement character study which will help with the Town Council's decisions over sustainable growth options. The Council may need to consider alternative funding options if timely technical support cannot be secured via Locality.

Key

Where a whole section has been highlighted this indicates a draft supporting paper has already been produced.

An underlined individual policy reference indicates that a settlement study would have the most impact in assisting with the evidence base.

Natura	al Environment	Evidence Requirements:	Lead Rod Wild supported by Leo HL
EN1	Development proposals which seek to prevent coastal erosion or flooding and protect local property and businesses will be supported. Land that may be required for flood defence works will be safeguarded.	Supporting text to cover: Recent examples of flooding and cliff erosion Locations at risk Reference to development plans or strategies of partners Evidence Requirements: Recent reports and strategies Views of key partners Map showing verified 'at risk areas'	SEA Evidence re Climate Change. Response from EA re SEA Known position of West Weares Deterioration Priory Corner Recent objections by EA to planning application in Chiswell Map showing flood risk areas (being updated) Work done by Penn Castle re chalet proposals. Local demand for armour stone
EN2	Development proposals that promote: i. the responsible use of natural resources, ii. the re-use and recycling of resources, and iii. the production and consumption of renewable energy will be supported as long as they do not lead to significant loss or damage to any of the island's natural assets including landscape character, amenity, historic environment, ecology and wildlife corridors, archaeological or geological values of the coast, shoreline, beaches, adjacent coastal waters, and countryside.	Supporting text to cover: Types of development that are preferred and would be supported Examples of natural assets to conserved and locations Reference any incidents of damage or limits that need to be set Evidence Requirements: Recent reports and strategies Community consultation results	SEA evidence report to determine options Heritage and Character study to inform growth potential and choices
EN3	The following areas (listed below and identified on map B) are designated as being of 'Local Ecological Significance' and should be protected from the impact of	Supporting text to cover: <u>List of areas and short descriptions</u> Evidence Requirements:	Original was to use Env 3 Green Infrastructure Policy as baseline areas. Add with known green areas which

	development in the vicinity of these sites should demonstrate how the proposal will support opportunities for protecting and enhancing species, populations and linking habitats, providing mitigation and compensation measures where appropriate (in accordance with Local Plan Policy Env.2) List of sites	Criteria and identification of areas Maps and descriptions Statutory and non-statutory designations Endorsement by objective body such as Wildlife Trust	contain relevant requirements and can be demonstrated to add to network. Meeting with Leo and Rod held to discuss this. Paul however considered that we had to use LP policy Env 1 and 2 as baseline. Env 3 could be reviewed with a NP enhancement once settlement study indicated sustainable growth levels. Cross refer to work going on with CR1 and CR2 (Dave Symes) To be written up. Review appeal decision for recent planning applications in Verne Yeates
EN4	Development proposals for energy generating infrastructure using renewable or low carbon energy sources, including wind and tidal power, will be supported provided that there will be no unacceptable effects on the: i. visual impact in the immediate locality and the wider area ii. amenity of nearby dwellings iii. local landscape, countryside and shore iv. highway safety and traffic generation v. sites of local nature conservation and archaeological importance. Proposals for installations will need to include specific assessments related to these criteria. Proposals for wind farms and wind turbines will be supported, but only in areas identified on map A showing 'Wind Energy Search Areas'. Particular support will be given to community-based renewable and low carbon energy generation initiatives.	Supporting text to cover: Opportunities – wind, tidal etc Preferred locations Description of what is acceptable and what is not Definition of community-based initiative Evidence of community support Evidence Requirements: Recent technical reports/scoping studies Community consultation results Previous developments and proposals Any approaches from partners	Feasibility study still being progressed with Department responsibilities now transferred to DCLG. Awaiting further update. Similar sized scheme tidal which could operate off Bill has been approved for the Isle of Wight review this scheme. Review technical requirements for land proposals and indicate possible sites. Recent issues with community biomass scheme at Officers Field (review impact) Choices relevant to possible changes with exiting EU
EN5	Proposals that further the creation of a 'Quarries Nature Park' within the area shown on map C are supported provided: i. they are in keeping with the character and amenity of its surroundings; ii. the scale of the facility is related to the needs of the area; iii. there is safe and convenient access for potential	Supporting text to cover: Reasoning for boundary Description of aims and purpose of QNP Type of development envisaged Evidence Requirements: Any studies and reports? Community consultation results	Recent planning applications in Verne Yeates area. DWT background wording. LP existing proposals and mapping. Extent of Aspirational areas against other economic returns See EN3 above

	users; iv. any infrastructure is appropriately sited; and v. they adopt high levels of sustainability in design and construction.		
EN6	 The re-use of redundant mines and quarries for the following purposes: 1. Schemes which will benefit the local economy 2. Schemes that provide active recreation opportunities for local people 3. Tourism-related development appropriate in terms of scale and type will be welcomed and development proposals will be supported provided they will not have any unacceptable impact on: a. The nearby natural or built environment b. the transport network and parking conditions c. residential amenity 	Supporting text to cover: What mines and quarries? Relationship with policy NE5 What types of use/activities are preferred? Evidence Requirements: Map of mines and quarries Evidence of demand for specific activities Community consultation results	Number of sensitive developments possibly write up policy around types of use and general aims. Subtropolis (Kansas) used as an extreme example of how mining could be developed. Possible transport development opportunities. Consultation work for Stonehills. Ongoing issues re Southern Coastal Strip. Position of surface development (housing etc). SWOT grid on benefit of mining and locations. Demand for armour stone (climate change)
EN7	Development will be supported that maintains or enhances the character and setting of a heritage asset and enables the asset to be used in an appropriate manner. Development proposals that affect a building or structure on the Local Heritage List must demonstrate how they protect or enhance the said building or structure. Any renovations or alterations of buildings or structures identified on the Local Heritage List should be designed sensitively, and with careful regard to its historical and architectural interest and setting.	Supporting text to cover: Examples of local heritage assets and reasoning Reference to any schemes in the pipeline WPBC view on list of local assets Evidence Requirements: Map of local assets by type – any surveys/reports/feasibility studies Community consultation results	Review SEA report Analyse Portland archaeological inventory of sites and finds – Susan Palmer Public Sector estate review Settlement Study (tbc) Recent planning applications (listed buildings) Letter from Planning Authority re buildings of importance (not listed). Review Portland Lodge design issues
EN8	Development proposals to protect, conserve and/or enhance the historic jetties of Portland will be supported. The renovation or alteration of buildings or structures should be designed sensitively, and with careful regard to the jetty's historical interest and setting.	List of jetties Current state and potential Evidence Requirements: Views of owners	Current work occurring at Crabbers Wharf List of Jetties mostly on East Coast
EN9	In order to prevent coalescence of settlements, development that would prejudice the aim of maintaining the separation and distinct character of our settlement	Supporting text to cover: Character distinctions – settlement areas concerned with reasoning	Heritage and Character study Paul has a gap policy if needed.

	areas as identified on map D will not be supported.	Map of areas Evidence Requirements: Settlement Character Study	
EN10	Proposals to improve the public realm in the following areas through the introduction of high quality pavements, signage, street furniture and/or public art installations will be supported: List of locations	Brief description of locations and reasons why improvements are needed Examples of good practice and standards Anything in the pipeline? Evidence Requirements: Results of community consultation Any reports on current townscape and public realm	Further work review. Heritage and Character study will assist Growth Corridor Heritage and Culture Study
Busin	ess and Employment		Lead AM – supported by Economic Vision Board
BE1	Development proposals that result in the loss of existing employment sites or premises will only be supported if they have been empty for over 18 months and during that time actively marketed at the current market rate without securing a viable alternative employment use.	Supporting text to cover: Need for local jobs and enterprise Relevance of existing local premises to economic strategy and new business development Evidence Requirements: Local economic strategy Business surveys	Employment/Training study
BE2	Proposals which lead to the improvement, modernisation or upgrading of current employment sites and premises will be welcomed and supported, subject to: i. there being no adverse impacts on the amenity of neighbours, visitor attractions and facilities and the character of the area; ii. it will not have an unacceptable adverse impact on the transport network and parking conditions; and iii. it will not have any other unacceptable environmental impact.	Relevance to economic strategy and new business development Examples of acceptable up-grading Evidence Requirements: Local economic strategy Business surveys Survey of business premises – need to improve and modernise	Heritage and Character Study Employment/Training Study Public Sector Asset review
BE3	 The development of small business hubs/centres is supported subject to: there being no adverse impacts on the amenity of neighbours, visitor attractions and facilities and the character of the area; it will not have an unacceptable adverse impact on the transport network and parking conditions; and it will not have any other unacceptable environmental impact. 	Role and value of business hub in context of economic strategy Type of hub that would be supported Need for space and clustering Value of existing buildings being converted Evidence Requirements: Local economic strategy	Employment/Training study Public sector asset holding review Heritage and Museum study SEA Report. Recent losses of workspaces

		Evidence of demand	
BE4	Development proposals to create new business premises suitable for businesses operating in the area's acknowledged growth industries will be supported within or adjacent to settlement areas except: i. where the development would result in significant adverse environmental or highway problems; ii. where general access would be limited; iii. where there would be a significant adverse impact on neighbours as a result of noise, light pollution, increased traffic levels, increased flood risk or inadequate provision of parking; or iv. where the development would result in the loss of dwelling-houses.	Supporting text to cover: What are the growth industries – how are they determined Evidence Requirements: Local economic strategy Evidence of recent demand by type Marketing strategy	As above Accommodation needs study Land Trust Development
	Development proposals for the use of part of a dwelling for office and/or light industrial uses, and for small scale free standing buildings within its curtilage, extensions to the dwelling or conversion of outbuildings for those uses provided that: i. other than minor ancillary support, servicing and maintenance, all work activities are carried out only by the occupants of the dwelling; and ii. no significant and adverse impact arises to nearby residents or other sensitive land uses from noise, fumes, odour or other nuisance associated with the work activity; and iii. any extension or free standing building shall be designed having regard to policies in this Plan and should not detract from the quality and character of the building to which they are subservient by reason of height, scale, massing, location or the facing materials used in their construction.	Supporting text to cover: Local economic strategy – relevance Examples of suitable home-working proposals Evidence Requirements: Growth in home working Evidence of demand Community consultation Issues/barriers	
BE6	A masterplan approach, based on a private, public and community sector partnership, to realise the economic and employment potential of the area designated on map E is supported.	Supporting text to cover: Outline brief including community objectives Partners involved Map of study area Evidence Requirements: Economic strategy recognising concept and value of approach Feasibility or scoping study Evidence of partnership development	Meeting of relevant stakeholders being conducted under work of Economic Board. Ongoing discussions re SAR site

BE7	Development proposals that increase relevant training and further education opportunities will be supported.	Supporting text to cover: Definition of "relevant" Needs and demands assessment Evidence Requirements: Community consultation Any relevant studies Recent proposals	A number of relevant LEP bids submitted under Growth Deal 3. IPACA Southwell site FE Area review for Dorset commencing in September
	Housing		Lead – Jim Draper – LPA conducting annual land review
HO1	Proposals for the development of small-scale housing schemes on brownfield land will be supported as long as they provide a minimum of 40% of affordable housing on the site.	Supporting text to cover: Definition of 'brownfield' (probably from NPPF) Relationship to settlement area policies Reason for 40% or whatever alternative % is agreed Evidence Requirements: Availability of brownfield sites Reasoning behind affordability % Definition of what affordable means Who would be eligible for affordable housing (may need a further policy)	Settlement study 2015 SHLAAR outcomes Current SHLAAR review NP policy changes which allows NP to re-organise Structured analysis of Housing need now required. Recent policy changes which link CIL contribution for 5 units or more to AONB area. Portland now 10 units of more. 6- 10 cash can be paid after development.
HO2	Proposals for new housing development brought forward to meet a demonstrable local market or affordability need and which seek to retain the dwellings as community assets in perpetuity (for example through Community Land Trusts) are supported.	Supporting text to cover: Problems of local housing market Local interest in CLT and why TC commitment to alternative housing provision Possible development areas – exception site Evidence Requirements: Progress on CLT Description of local need and lack of affordability	CED funding received to progress incorporation of PCP or Land Trust. Funding bid submitted to Locality for support. Housing need analysis update
HO3	Development proposals of five and more dwellings should demonstrate how they will: i. help meet a local housing need ii. include a majority of small dwellings (1 or 2 bedroom dwellings) iii. add to the variety of local house types and styles iv. respect the character and appearance of the locality v. be of high quality design and use locally appropriate materials and colours	Supporting text to cover: Local design context and principles Issues to be avoided e.g. on street parking Evidence Requirements: Examples of recent development good and not so good Community consultation Reference to settlement area	Recent design awards – Civic Society Review of planning applications where design elements are considered beneficial. Planning Aid resource. See HO2 re Portland's planning status Settlement study

	provision for off-street parking taking into consideration the type of development, the accessibility of the location, and the prevailing parking standards of Weymouth and Portland Borough Council. Development proposals that increase the number of public car parking areas will be supported provided that: i. there is no significant negative impact on habitats and biodiversity; ii. the loss of or damage to trees and hedgerows is minimised and if necessary mitigated; iii. visual impact is minimised; iv. nearby residential amenity is protected; and v. electric charging points are provided.	Need for more parking Need to minimise impact of parking areas What is unacceptable Evidence Requirements: Community consultation Parking survey data	
TR4	Development proposals that improve accessibility or improve links to or extend the network of footpaths, bridleways and cycle-routes will be supported.	Supporting text to cover: Map of current network Identifiable gaps Types of improvement needed Accessibility issues? Evidence Requirements: User surveys Strategic network – study and proposals	Possibly as above also work being discussed with Sustainable Transport Team SEA Report
Shopp	oing and Services		Lead – Sue Cocking
SS1	Development proposals, which would result in the loss of existing local shopping facilities through re-development or change of use will only be supported if: i. they include proposals for alternative local shopping provision nearby; or	Supporting text to cover: Value of local shops Need for local services, with reference to types Define what is meant by "reasonable	Discussion with SC about thinking through future needs and opportunities Links to green spaces to allow market type start ups Settlement Character Study.
	ii. the existing building or its site is to be used for the delivery of community services; or iii. it has been demonstrated that reasonable efforts have been made to secure their continued use for these purposes in accordance with policy BE1.	efforts" Evidence Requirements: Community consultation Anything recent on need for local service delivery	Public sector service review
SS2	delivery of community services; or iii. it has been demonstrated that reasonable efforts have been made to secure their continued use for	Evidence Requirements: Community consultation Anything recent on need for local	

	Easton Fortuneswell Others to be added Development proposals that add to the diversity of facilities and services and hence the vitality and viability of these centres will be supported.	Description of centres – historic and modern role/function Distinctions and character matters – from character study Local service needs Tourism/visitor roles Evidence Requirements: Recent trends and development Character/function study Traders survey Community consultation	
	Community Recreation		Lead Dave Symes
CR1	The following public open spaces, sports and recreational buildings and land (identified on map G) are very important to the local community and should be afforded protection in accordance with Local Plan Policy COM.5. List of sites and buildings	Supporting text to cover: List of recreation spaces Description of locations, their uses and value Community views Evidence Requirements: Open space assessments Open space standards comparison Recent surveys Community consultation User details Map of locations	List of recreation spaces -Description of locations, their uses and value Discussion with Dave about identifying areas and also links to Green Infrastructure Networks. Analysis work commenced. Also Public Sector Asset review and sites with large grounds and their links to GIN.
CR2	The areas listed below and identified on Map H are designated as Local Green Spaces and will be protected from development due to their particular local significance and community value: List areas designated as 'local green spaces' Proposals for development on this land that is not ancillary to the use of the land for recreational purposes will be resisted. Development proposals which lead to the loss of, damage to or adverse impact on these local green spaces will not be supported.	Supporting text to cover: Names and descriptions of areas NPPF Para. 77 matrix Community support Evidence Requirements: Sites and uses Owners views Community consultation	Names and descriptions of areas As above but also reviewing smaller spaces and the opportunity for connectivity. e.g Verne LNR-Hambro-Clovens Allotments-West Weares- Victoria Gardens-Merchants Incline
CR3	Proposals that provide additional community, social or recreation facilities for the direct benefit of young people	Supporting text to cover: Type of facilities needed	Type of facilities needed – are any being planned or in the pipeline at the

	are supported where it is demonstrated, through direct engagement with recognised local youth organisations, that there is a local need and young people have been consulted and involved in developing the proposal.	Reference to viability and sustainability (ownership and management) Evidence Requirements: Recent developments/proposals Young people's surveys – needs and demands	moment? Youth service review Mapping existing provision Links to Public Sector Land Holding Review which includes Youth Services and Elderly Day services. Review of Health Services by CCG. MoJ position?
CR4	The temporary use of buildings and open spaces for organised-events will be supported provided that the proposed temporary use: i. does not cause any significant adverse environmental problems; ii. would not have significant harmful impacts on the amenities of neighbouring residents; iii. would not have significant harmful impacts on the wider visitor experience; and iv. does not exceed one month, unless there is clear community and neighbour support for a longer period.	Supporting text to cover: The kind of temporary event that may be acceptable Any particular locations preferred? What is meant by "significant harm" Locations to be avoided – crossreference to environmental policies Evidence Requirements: Previous experiences Evidence of demand – enquiries Previous successful events Relationship to tourism and visitor strategy/policies	Any particular locations preferred? Locations to be avoided – cross- reference to environmental policies Events location review commissioned to be reported on shortly
Sust	ainable Tourism		Leads Jo Atwell and Alex Sarginson – links with Tourism Groups
ST1	Sustainable tourism development proposals and/or	Supporting text to cover:	Types of activities that are
	extensions to or expansion of existing tourism uses within the area(s) delineated on map J, particularly involving the re-use of redundant sites and buildings will be supported in principle. Development proposals will need to demonstrate their sustainability credentials and that the use proposed will not have an adverse impact on the character and landscape of the Island but rather will promote its unique characteristics.	Define sustainable tourism - making a low impact on the environment and local culture, while benefiting the local economy and helping to generate future employment for local people. Types of activities that are needed/wanted Areas, locations and map Need for a detailed study covering all aspects of sustainability and local benefits – include a list of criteria Relationship to large projects like Memo and Jurassica Evidence Requirements: Community consultation results	needed/wanted Areas, locations and reference to map Relationship to large projects like Memorand Jurassica Corridor study markets gaps and accommodation needs Following Tourism Groups active Weymouth Area Marine, Environment and Tourism Partnership (Town Council) EV Board – Tourism Group (action plane) EV Board – CED Development – links to CCF Bid Memo and Jurassica active in securing

			Study commissioned to look at gaps in tourism market and accommodation needs
ST2	Proposals that further the creation of a network of tourist trails will be supported provided: i. the construction and appearance of new paths, tracks or links are appropriate in scale and sensitive to the character of the locality; ii. they avoid sensitive ecological areas and habitats; and iii. they provide for improved accessibility for wheelchairs and those with impaired mobility. Signage and interpretation facilities should be in keeping with the established standards for local tourist trails; and, where appropriate, they further links to the strategic cycle network of the area.	Supporting text to cover: Example of Legacy Trail Preferred starts and finish points Description of network desired Accessibility standards Reference to LP policy COM.7 Evidence Requirements: Community consultation results Map of network(s)	Description of potential and network desired CCF Bid and also Transport and Movement study
ST3	Development proposals that enable the provision of new and additional marine berths and facilities at Osprey	Supporting text to cover: Benefits to tourism	Location map
	Quay, Castletown and Portland Port in the interests of increasing tourism will be supported.	Location map Evidence Requirements: Economic and/or tourist strategy	Portland Port development