



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 Fax: 01243 865744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON MONDAY 20th FEBRUARY 2012

PRESENT: Cllr. P. Dillon (Chairman), Cllrs: J. Brooks, A. Cunard, Mrs. S. Daniells,
Ms. K. Davis, T. Gardiner and P. Lee

IN ATTENDANCE: Sue Holmes (Head of Street Scene and Leisure Services)
Ruth Hambleton (Committee Clerk)
Lisa Palmer (A.D.C. Neighbourhood Plan Officer)

The meeting opened at 6.34pm

15. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. There were apologies from Cllrs. Mrs. E. Anderson, D. Edwards, R. Nash and Mrs. J. Warr.

16. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

Members and Officers should declare an interest by stating: -

- a) the item they have an interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial interest
- d) if it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

17. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 19th DECEMBER 2011

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 19th December 2011 as an accurate record of the proceedings and the presiding Chairman signed them.

18. TO ENDORSE THE RECOMMENDATIONS MADE TO THE FULL COUNCIL IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 26th JANUARY 2012

Members noted that the meeting scheduled to be held on the 26th January 2012 had not been quorate.

It was **RESOLVED** to endorse the Notes containing the recommendations made at the meeting that was not quorate held on the 26th January 2012. (Appended to these Minutes as **Appendix 2**).

18.1 Notes of the Meeting 26th January 2012 - Min. 7 - Consideration and Approval of Logo/Emblem

A Councillor questioned the need for a new logo as the Town Council has spent much time recently producing a logo and the Town Council also has its crest. The Head of Street Scene and Leisure Services explained that she was awaiting a response from the Regis School which had been approached recently inviting their students to design a logo for the Neighbourhood Plan. A crucial part of producing a Plan is community involvement. It is hoped that by asking the school to produce the logo they will also be willing to take part in the consultation process at a later stage. Getting young people involved will tick a box. The logo would only be used for the Neighbourhood Plan and would make it easily identifiable.

It was suggested that the Town Council crest also be used to highlight that the Neighbourhood Plan is backed by the Town Council.

19. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

20. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

There were no matters arising but during discussions the following points were raised:

A Councillor asked whether there were any completed Neighbourhood Plans in the District or County to give the Committee a better idea of what exactly needs to be included within the Plan. It was noted that there are no completed Neighbourhood Plans and Lisa Palmer explained that the Dawlish one is probably the most advanced, which can be viewed online. The difficulty is that the issues raised in each locality differ so no Plan will be the same. A.D.C. has produced a Toolkit (previously circulated to Councillors), which addresses some of the things that need to be included within a Neighbourhood Plan.

There was also some discussion about Sustainability Appraisals and whether all Neighbourhood Plans will be required to produce this. Lisa Palmer explained that confirmation had been received that these were not required for a Neighbourhood Plan but if the proposals within the Plan were likely to cause significant environmental effects then a Strategic Environmental Assessment will be required. A.D.C. is shortly appointing a Strategic Environmental Assessment Officer who will provide guidance for groups.

Discussion turned towards setting policies to protect specific areas in the Town, such as the seafront, green spaces and the seafront car park which had been saved with a petition many years ago. Lisa Palmer explained about the evidence required before policies can be set and looking at statistics for this evidence. She also reiterated that a Neighbourhood Plan will give some responsibility to Town Councils and their ability to make decisions.

21. DRAFT LEAFLET INTENDED FOR THE FIRST WAVE OF CONSULTATION INCLUDING:-

21.1 Consideration and approval of leaflet

The Head of Street Scene and Leisure Services reported that a leaflet (previously circulated) had been produced explaining the Neighbourhood Plan to members of the public. This included a short questionnaire on one side. The responses received from this will hopefully ensure that the Committee is aware of what the community wants for Bognor Regis. It may bring up issues that are already known or it may raise further issues not previously thought of. All this feedback will be used to help produce the main questionnaire which will be included in the B.R.T.C. Newsletter, going out in early May to every household in Bognor Regis.

The details within the questionnaire were debated including a couple of suggestions for possible changes to the wording. Overall Councillors felt that the leaflet explained the Neighbourhood Plan clearly and after a few minor alterations to the questions, the Committee **RESOLVED** to **APPROVE** the draft leaflet for circulation to members of the public. (Final draft of the questionnaire appended to these Minutes.)

21.2 Distribution

A Councillor suggested that the Annual Meeting of Electors could be used to raise awareness of the Neighbourhood Plan and encourage the public to complete the questionnaire. There was further discussion over the delivery of this leaflet and its promotion in the local press. The distribution of the main questionnaire was also raised and a suggestion was made about using a pre paid postage service.

Reference was made to the Polish community and how the Committee will target the hard to reach groups within the community. The Head of Street Scene and Leisure Services explained that she had contact with someone working with the Polish community and was hoping to get them on board. Work had also begun on looking at Community Engagement to show how the community will be involved in the process, including hard to reach groups, as well as businesses both in the Town Centre and on the outskirts of the Town. Evidence will have to be provided to show how this will be done.

After some discussion it was felt that Councillors should hand out the leaflets personally, which would allow an opportunity to explain the Neighbourhood Plan to members of the public. This was **AGREED** by the Committee. Councillors also volunteered to visit a number of premises in the Town and hand out the leaflets: local supermarkets, the library, Churches and sheltered housing. A list was compiled and Councillors stated at which premises they would distribute leaflets. This was **AGREED**. It was further **AGREED** that Councillors would be emailed a copy of the leaflet so that if they require more copies they are able to print them off themselves.

A Member made a further suggestion that boxes should be made up so that members of the public could return their completed questionnaires, rather than having to returning them by post. This would hopefully encourage more people to complete the questionnaires. It was **AGREED** that the Committee Clerk would investigate this and if viable the leaflet would be amended to refer to this.

With the Committee aiming for the main questionnaire to go out in May 2012 with the annual Newsletter, the deadline for this questionnaire needs to allow enough time for analysis and for feedback raised to be included within the questionnaire. It was **AGREED** that the

questionnaires should be returned by Sunday 25th March 2012. It was further **AGREED** that 1000-1500 copies will be printed off initially, with more as demand required.

(NOTE: It has since been decided that in order to raise awareness of the Neighbourhood Plan at the Annual Electors Meeting on the 2nd April 2012, the closing date for the questionnaire should be moved to noon on the 4th April 2012)

21.3 Analysis

A spread sheet would be produced in the office for the completed questionnaires. It was intended that the feedback from this would be used to develop the main questionnaire. Further analysis of any information received will take place at the next meeting.

22. ITEMS FOR FUTURE CONSIDERATION

- Production and distribution of main questionnaire
- Analysis of initial questionnaire
- Community Engagement

23. ITEMS FOR INCLUSION ON JWAAC AGENDA

There were none.

24. DATE OF NEXT MEETING

The Chairman thanked all those present for attending, as the previous meeting had not been quorate.

Comment was made that the next meeting should be arranged to allow adequate preparation time for the questionnaire to be included within the Newsletter, which will be going out in early May. With this in mind it was **AGREED** that the meeting would be scheduled for the 19th or 20th March 2012, subject to Council Chamber availability. The Committee Clerk would notify all Councillors of the confirmed date.

25. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed. - (Appended to these Minutes as **Appendix 1**)

The Head of Street Scene and Leisure Services reported on an additional item that had been received from the Neighbourhood Plan Officer. She handed over to Lisa Palmer to give details.

Lisa Palmer explained to the Committee that she was stepping down from her role shortly. She wished the Council well in producing the Plan for Bognor Regis and assured the Committee that A.D.C will still continue to support Neighbourhood Plans and the Parishes/Communities developing them. It is hoped that A.D.C. will advertise and appoint a replacement in due course. In the mean time the Head of Planning Policy and Conservation will be the main point of contact.

The Chairman thanked Lisa Palmer for her support over the recent months.

The Meeting closed at 7.40pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
20th FEBRUARY 2012

1. Action in Rural Sussex - Airs e-bulletin January 2012
2. Yapton Neighbourhood Plan Group - Invitation to attend a Neighbourhood Plan drop-in day on 9th February 2012. Emailed to Councillors
3. A.D.C. - Neighbourhood Plan Officer - Notification that the Sustainability Appraisal Workshop scheduled for the 22nd February 2012 has been cancelled. A.D.C is also employing a Strategic Environmental Assessment Officer who will be able to provide groups with advice on whether their proposals may be considered to have significant environmental effects.
4. A.D.C. - Neighbourhood Plan Officer - Invitation to attend a Monitoring Workshop on the 8th March 2012 at the Civic Centre, Littlehampton, from 7pm-9pm. Sue Holmes will attend.
5. A survey from a student at the University of Dundee on the Localism Act 2011. Emailed to all Councillors
6. A.D.C. - Neighbourhood Plan Officer - Detailed above under Min. 25

REPORT AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL **NEIGHBOURHOOD PLAN COMMITTEE**

THURSDAY 26th JANUARY 2012

PRESENT: Cllr. P. Dillon (Chairman) and Cllr. T. Gardiner

IN ATTENDANCE: Sue Holmes (Head of Street Scene and Leisure Services)
Ruth Hambleton (Committee Clerk)
Lisa Palmer (A.D.C. Neighbourhood Plan Officer) (From Min 6.)

The meeting opened at 6.35pm

As the Meeting was not quorate, those present made the following recommendations to the Council.

1. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and expressed his disappointed that so many Councillors had not made it to the meeting. There were apologies from Cllrs. Mrs. E. Anderson, J. Brooks, A. Cunard, Mrs. S. Daniells, P. Lee and Mrs. J. Warr.

2. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

Members and Officers should declare an interest by stating: -

- a) the item they have an interest in
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They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes.

Those present noted that there were no Declarations of Interest made at this point in the Meeting.

3. **TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 19th DECEMBER 2011**

As a quorum was not present, this item would be dealt with at the next meeting.

4. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

5. **MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

There were no matters arising.

6. **CONSIDERATION AND APPROVAL OF DRAFT TIME SCALE**

The Committee Clerk talked those present through the draft timescale, previously copied to Councillors. It was noted that this was subject to change as the plan develops. As the Town Council's Annual Newsletter would be going out to residents in May it was anticipated that the main Neighbourhood Plan questionnaire could be included within it, this would reach every household in Bognor Regis. With a number of Town Council's events taking place over the summer, this would be a good time to promote the Neighbourhood Plan and encourage residents to complete the questionnaire, the time scale has been drawn up with this in mind. The Autumn would see the Committee analysing the results from the questionnaire for inclusion in the draft Plan and adoption of the Plan hopefully by Summer 2013. In order to meet the deadline of the Newsletter it is important that momentum is not lost in the coming months with the preparation work.

The Chairman once again expressed his disappointment that so many Councillors were not present. The Committee should not delay setting its vision and objections. With this meeting now not quorate, no decisions could be made by those present.

Lisa Palmer arrived at 6.45pm and apologised for being late

The Head of Street Scene and Leisure Services explained how it is hoped that information can be obtained from the public to assist with the production of the questionnaire. A small leaflet could be given out to residents by Ward Councillors in the coming weeks, seeking their priorities for the area they live in and the Town as a whole. The leaflet could give a brief outline as to what a Neighbourhood Plan is with a few short questions on the other side. This feedback would aid in the preparation of the questions for the main questionnaire and hopefully give a clearer picture of what the residents see as priorities. She also talked about a business survey that is currently underway involving Town Centre businesses. The results from this will be useful for the Plan.

Lisa Palmer said it was important to make it clear so that residents understand what the leaflet is about as the responses received may not refer to planning. Issues such as anti social behaviour may be raised by residents and it is important that they are made aware that this may not be directly addressed in the Neighbourhood Plan. It is important to do a Communications strategy too, outlining how the Plan will be done and how residents will be engaged in the process.

Lisa also talked about Strategic Housing Land Availability Assessment and that the Neighbourhood Plan could identify available pockets of land for development, with permissions from the landowner. In response to a question about whether flats could be

prevented from being built on this identified land, Lisa said that was unlikely. A policy could be set to restrict the building of flats but this should be evidence based and could not be a flat no. All policies need to be evidence based.

In regard to the draft timescale Lisa mentioned the need to allow 6 weeks to make a bid to A.D.C. for agreement to do a Neighbourhood Plan for Bognor Regis, this would happen once the Localism Plan has been enacted and should not affect the works being undertaken. Another 6 weeks should be allocated for A.D.C. to consider the draft Plan.

After much discussion the Councillors present **AGREED** to **RECOMMEND** that in order for work to continue with the Plan a further Committee meeting should be held as soon as possible. Officers would prepare a leaflet for approval at the next meeting, following which Councillors would distribute the leaflet within their Wards. The draft timescale was **AGREED** in principle subject to the amendments referred to by Lisa Palmer (Appendix 2).

7. **CONSIDERATION AND APPROVAL OF LOGO/EMBLEM**

The Head of Street Scene and Leisure Services explained the importance of having an easily recognisable logo, examples had been copied to Councillors. There were two options to consider. As briefly discussed at the previous meeting the new Town Council logo could be adapted for this purpose or alternatively the local Regis School could be approached and invited to design a logo. At a later date the Committee could also involve them in the consultation.

Those present **AGREED** to **RECOMMEND** that the Regis School should be contacted to see if they would like to be involved.

8. **TO CONSIDER HEADINGS FOR INCLUSION IN THE NEIGHBOURHOOD PLAN**

Those present noted the suggested headings for inclusion in the Neighbourhood Plan, listed below.

- Regeneration
- Planning/housing
- Infrastructure provision
- Economy and Business
- Roads and Transport
- Greenspace and Leisure facilities
- Seafront and Beaches (Tourism)

No amendments were made to the headings.

9. **TO CONSIDER WAYS OF ENCOURAGING COMMUNITY ENGAGEMENT AND PARTICIPATION**

This had been discussed in detail earlier in the meeting. It was once again stressed that it is important to involve the community at all stages. It was felt that setting up Working Party Groups was not going to work in the long term. Having heard feedback from other Councils preparing Neighbourhood Plans, there was concern that public interest would waiver. The administration of the Working Parties would also be difficult. It was felt that the best way forward was to engage with the public in the community, at events, at their local clubs and groups. As the plan progresses certain members of the public, identified as having appropriate skills and enthusiasm, could be co-opted onto the Committee.

Those present **AGREED** to **RECOMMEND** that this was a preferred method of engagement.

10. ITEMS FOR FUTURE CONSIDERATION

There were none.

11. ITEMS FOR INCLUSION ON JWAAC AGENDA

There were none.

12. DATE OF NEXT MEETING

Those present **RECOMMENDED** that the next meeting should be on the 20th or 21st February, depending on Council Chamber availability.

13. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed. - (Appended to these Minutes as **Appendix 1**)

The Meeting closed at 8.15pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
26th JANUARY 2012

1. A.D.C. - Neighbourhood Plan Officer - 'Introduction to Neighbourhood Planning'. Copy of presentation given to the Neighbourhood Plan Committee on 19th December 2011. Emailed to all Councillors
2. A.D.C. - Neighbourhood Plan Officer - Notes and Presentation from the Evidence and Monitoring Workshop which took place on 12th January 2012
3. C.P.R.E. - Copy of guide 'How to shape where you live: A guide to Neighbourhood Planning'. We are requesting more copies of this for distribution to Committee Members. In the meantime you can download it at www.planninghelp.org.uk