



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

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Dear Sir/Madam,

## **MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE**

I hereby give you Notice that a Meeting of the Neighbourhood Plan Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 6<sup>th</sup> JULY 2015**

All Members of the Neighbourhood Plan Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

**DATED this 30<sup>th</sup> JUNE 2015**

**CLERK TO THE COUNCIL**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Meeting
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest
4. To approve the minutes of the Meeting held on 11<sup>th</sup> February 2015
5. Adjournment for public question time
6. Matters Arising from the Minutes which are not separate Agenda Items
7. To consider Terms of Reference for the Neighbourhood Plan Committee
8. Clarification of Policy 8f of the Neighbourhood Submission Plan
9. Consideration of the Independent Examiners Report and the next stage
10. Items for future consideration
11. To note date of next meeting – 27<sup>th</sup> July 2015
12. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL**



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## MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

### HELD ON WEDNESDAY 11<sup>th</sup> FEBRUARY 2015

**PRESENT:** Cllrs. Mrs. S. Daniells (Chairman), A. Cunard, P. Dillon and R. Nash.

**IN ATTENDANCE:** Mrs. S. Green (Project & Street Scene Support Officer)  
Mrs. H. Knight (Civic & Support Services Manager)

*The meeting opened at 6.30 pm*

#### **78. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr. Mrs. J. Warr.

#### **79. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary 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 an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary interest

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. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should 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. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

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

#### **80. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 3<sup>rd</sup> NOVEMBER 2014 AND THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 18<sup>th</sup> DECEMBER 2014; INCLUDING RESOLUTIONS, RECOMMENDATIONS AND REPORTS OF THE STEERING GROUP MEETINGS HELD ON THE 14<sup>th</sup> NOVEMBER 2014 AND THE 28<sup>th</sup> NOVEMBER 2014**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 3<sup>rd</sup> November 2014, the Notes of the Non-quorate meeting on the 18<sup>th</sup> December 2014 and the resolutions, recommendations and reports of the Steering Group Meetings held on the 14<sup>th</sup> and 28<sup>th</sup> of November 2014. The Committee and Steering Group notes of the Meeting of the 18<sup>th</sup> December 2014 will form part of these Minutes and are appended.

**81. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no members of the public present.

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

There were no matters arising.

A member asked if The Pier could be added to the plan as a Community Asset, however, this is something that the Pier Trust are pursuing and considering.

**83. RATIFICATION OF EXPENDITURE OF £60.00 + VAT TO SIGNQUICK FOR CHANGES TO THE NEIGHBOURHOOD PLAN BANNER AND £214.00 + VAT TO SIGNQUICK FOR 4 NEIGHBOURHOOD PLAN CORREX SIGNS**

The Committee **RESOLVED** to **RATIFY** this expenditure.

**84. UPDATE ON PROGRESS OF NEIGHBOURHOOD PLAN FOLLOWING REGULATION 14 SIX WEEK CONSULTATION AND PREPARATION FOR REGULATION 15**

The PSSSO updated the Committee on the progress of the Neighbourhood Plan following the Regulation 14 six week consultation period. The received responses have been collated and actioned, with any necessary comments, changes, additions or amendments, made to the draft plan in consultation with the Planning Aid Officer and the Neighbourhood Plan Committee Chairman. The Consultation Statement is complete and the Planning Aid Officer is preparing the Basic Condition Statement. Both these documents will accompany the Draft Pre-submission document to Arun District Council (Reg.15). The request for a screening opinion has been re-submitted to ADC following a series of disagreements and misunderstandings regarding housing allocations and was accompanied by a State of the Parish Report. Locality has advised monitoring the progress of the screening process. ADC has advised that due to constraints Democratic Services, the department that organise the referendum, will be unable to facilitate our application until October. This has once again come about as a result of confusion with ADC over timescales.

**85. TO CONSIDER RECOMMENDATION FROM PLANNING AID OFFICER RELATING TO THE ARUN DISTRICT LOCAL PLAN HOUSING ALLOCATION**

The Planning Aid Officer has reported that in her view, which is supported by Locality, that there are issues within the ADC Local Plan regarding policy H SP 1. The instruction of this policy that "All Neighbourhood Development Plans shall provide for the stated number of housing units with respect to their Parish and Town Council areas.", has led to confusion and delay with our application for a screening opinion request. The Planning Aid Officer has prepared a report for the Neighbourhood Plan Committee requesting they consider challenging this policy.

**86. RATIFICATION OF THE NEIGHBOURHOOD PLAN PRE-SUBMISSION REGULATION 15**

Following further advice and recommendations from the Planning Aid Officer, the Neighbourhood Plan was not submitted to Arun District Council for Regulation 15 on the 6<sup>th</sup> February 2015 as proposed. This decision was **NOTED**.

**87. CONSIDERATION OF CANDIDATES FOR INDEPENDENT EXAMINATION PROCESS**

Members were asked to consider three possible candidates for the Independent Examination and confidential background submissions from the candidates were considered. Following the discussions it was **RESOLVED** to seek to appoint Chris Collison. The PSSSO will inform ADC of the decision and ask that they instruct NPIERS accordingly.

**88. ITEMS FOR FUTURE CONSIDERATION**

Members discussed the need for the Steering Group to meet again. It was felt this was not needed immediately however, the PSSSO will issue Steering Group Members with an update of proceedings.

**89. TO NOTE THE DATE OF THE NEXT MEETING**

The next meeting is scheduled for 30<sup>th</sup> March 2015.

**90. CORRESPONDENCE**

- 90.1** Community Infrastructure Levy Workshop. The CIL Sub-Committee at Arun District Council have arranged for a workshop to be held on 5<sup>th</sup> March 2015. Each parish is allowed 2 representatives to attend. As impending elections may affect any potential Councillor attendance it was recommended and **AGREED** that Officers would attend the workshop and report.

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

*The meeting closed at 7.20pm*

**APPENDIX 1**

**NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE**  
**11<sup>th</sup> FEBRUARY 2015**

1. Jacqui Simes-Finance & Office Manager SSALC Limited-Affordable Rural Housing - New Guide for Parish Council and current concerns
2. Peter Edwards- Planning Progress- Neighbourhood Plan Consultancy
3. Donna Moles - Neighbourhood Development Plan Officer – Ferring Neighbourhood Plan Orders have been “made”
4. Donna Moles - Neighbourhood Development Plan Officer –Angmering Referendum Results
5. Donna Moles - Neighbourhood Development Plan Officer – community Infrastructure Levy workshop
6. Donna Moles - Neighbourhood Development Plan Officer – East Preston, Kingston and Rustinton Parish Councils all passed their referendum

## BOGNOR REGIS TOWN COUNCIL

### TERMS OF REFERENCE: NEIGHBOURHOOD PLAN COMMITTEE

Adopted by Council XX<sup>th</sup> September 2015

9 Members of the Authority

**Quorum = 3**

Function of Committee Column 1	Delegation of Functions Column 2
1. To oversee the preparation of a Neighbourhood Plan for Bognor Regis, in an agreed time-scale and ensuring that all aspects of the plan as agreed by the Committee are properly addressed	<ul style="list-style-type: none"> <li>• Committee strategic overview</li> <li>• Town Clerk for management</li> </ul>
2. To act as co-ordinator of appropriate Steering groups, set up as required to enable the progress and completion of the various sections of the Plan, as agreed by the Committee	<ul style="list-style-type: none"> <li>• Committee strategic overview</li> <li>• Town Clerk for management</li> </ul>
3. To identify specific aspects to be considered for inclusion in the plan, including Planning, the Environment, Heritage, Leisure & Sport, Health, Business and Housing needs, and any other issue agreed by the Committee for inclusion	<ul style="list-style-type: none"> <li>• Committee strategic overview</li> </ul>
4. To commission specific areas of evidence and analysis as required	<ul style="list-style-type: none"> <li>• Committee strategic overview</li> <li>• Town Clerk for management</li> </ul>
5. Determine the types of survey and information gathering to be used	<ul style="list-style-type: none"> <li>• Committee strategic overview</li> </ul>
6. To work with neighbouring authorities to ensure that the Neighbourhood Plan will take into account the relationship of the Town with those areas and in particular its relationship to Arun District Council's Local Plan	<ul style="list-style-type: none"> <li>• Committee strategic overview</li> <li>• Town Clerk for management</li> </ul>
7. Oversee the preparation of a sustainability assessment to support the neighbourhood Plan, if required	<ul style="list-style-type: none"> <li>• Committee strategic overview</li> <li>• Town Clerk for management</li> </ul>
8. To Recommend final Draft Plan to the Full Council to be signed off prior to referendum	<ul style="list-style-type: none"> <li>• Committee strategic overview</li> </ul>
9. To deal under delegated powers with issues relating to the production of a Neighbourhood Plan within the budget and policies approved by the full Council	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
10. To receive the Minutes of the Neighbourhood Plan Steering Group, discuss them and make recommendations to the Council following on from the endorsement of them	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

### TERMS OF REFERENCE: NEIGHBOURHOOD PLAN STEERING GROUP

#### **Introduction**

The objective of the Steering Group will be to implement the preparation of the Neighbourhood Plan for Bognor Regis.

#### **Membership and Quorum**

Members appointed by the Neighbourhood Plan Committee, including a minimum of 3 Councillors  
The Steering Group shall be quorate when 3 Councillors are present.

#### **Tasks**

The Steering Group will:

- Make recommendations to the Neighbourhood Plan Committee and keep them fully informed of progress including presenting all Steering Group Minutes for endorsement by the Neighbourhood Plan Committee and adoption by the Town Council.

## **AGENDA ITEM 7**

- Organise meetings in liaison with Town Council Officers
- Act as co-ordinator of Focus Groups meetings, made up of members of the public, to gather views and consult on ideas on the following topics as agreed by the Neighbourhood Plan Committee - Seafront, Pier and Butlins, Conserving and enhancing assets – including Hotham Park and other open space, Better connections and spaces across the town centre and its hinterland, minimising impact on the environment, Focus on improving the town centre and station, Housing, Employment and Deprivation.
- Assess existing evidence about the needs and aspirations of the Town
- Ensure community engagement through promotion and publicity
- Liaise with relevant organisations to secure their input into the process
- Analyse the views, ideas, proposals received during the planning process and use them to prepare a draft plan.

**BOGNOR REGIS TOWN COUNCIL**

**AGENDA ITEM 9**

**Committee: Neighbourhood Plan**

**FOR INFORMATION**

**Date: 30<sup>th</sup> June 2015**

**Report by: Project & Street Scene Support Officer**

**Subject: Consideration of the Independent Examiners Report**

Due to the size of this report a copy has been uploaded to Councillors tablets as a separate file. A copy is also available for viewing on the Bognor Regis Town Council Website

[http://www.bognorregis.gov.uk/BR-Town-Council/neighbourhood\\_plan-16104.aspx](http://www.bognorregis.gov.uk/BR-Town-Council/neighbourhood_plan-16104.aspx)

**NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE**  
**6<sup>th</sup> JULY 2015**

1. Christine Bardwel – Head of Local Land Charges, Planning and Economic Regeneration, Arun District Council - Nomination of Asset of Community Value Bognor Regis Pier
2. Christine Bardwel – Head of Local Land Charges, Planning and Economic Regeneration, Arun District Council - Decision of Nomination of Asset of Community Value Bognor Regis Pier
3. Christine Bardwel – Head of Local Land Charges, Planning and Economic Regeneration, Arun District Council - Nomination of Asset of Community Value Former British Legion Club
4. Campaign To Protect Rural England Update
5. Nicki Faulkner – Principle Planning Officer Arun District Council – Meeting re CIL PDCS Public Consultation