



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON WEDNESDAY 11th 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 3rd NOVEMBER 2014 AND THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 18th DECEMBER 2014; INCLUDING RESOLUTIONS, RECOMMENDATIONS AND REPORTS OF THE STEERING GROUP MEETINGS HELD ON THE 14th NOVEMBER 2014 AND THE 28th NOVEMBER 2014

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 3rd November 2014, the Notes of the Non-quorate meeting on the 18th December 2014 and the resolutions, recommendations and reports of the Steering Group Meetings held on the 14th and 28th of November 2014. The Committee and Steering Group notes of the Meeting of the 18th 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 6th 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 30th 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 5th 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
11th 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