



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON MONDAY 6th JULY 2015

PRESENT: Cllrs. Mrs. S. Daniells (Chairman), A. Cunard, P. Dillon, T. Gardiner, Mrs. J. Warr and P. Wells.

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

The meeting opened at 6.30 pm

1. **TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING.**

The Committee NOTED that Cllr. Mrs. S. Daniells had been elected Chairman and Cllr. P. Dillon elected Vice-Chairman of this Committee at the Annual Council Meeting on 18th May 2015.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. There were no apologies for absence.

3. **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.

4. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 11th FEBRUARY 2015

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11th February 2015 and these were then signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public present.

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

6.1 TO CONSIDER RECOMMENDATION FROM THE PLANNING AID OFFICER RELATING TO THE ARUN DISTRICT LOCAL PLAN HOUSING ALLOCATION - MIN. 85 REFERS

The Committee Clerk reported that the Planning Aid Officer had sent a follow up email to Arun District Council regarding the challenge submitted to the Local Plan Examiner regarding policy H SP 1 in the emerging Local Plan.

There were no other matters arising.

7. TO CONSIDER TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN COMMITTEE

Following consideration no changes were proposed and the Committee **RESOLVED** to **RECOMMEND** the Terms of Reference for the Neighbourhood Plan Committee to the Policy & Resources Committee.

8. CLARIFICATION OF POLICY 8f OF THE NEIGHBOURHOOD SUBMISSION PLAN

A Member had asked for clarification over the insertion of point i) to Policy 8f of the Submission Plan as follows:

- i) Residential development will be expected to be included in order to encourage use and occupation of the site at all times and contribute to the provision of new homes**

The Committee Clerk advised that this was included following the responses from the Regulation 14 Consultation. A meeting was held attended by the Planning Aid Officer, The Project & Street Scene Support Officer and the Chairman to address the responses and recommendations. The amendments were subsequently sent to Committee Members for approval.

The Committee Clerk clarified that liaison had taken place with the Planning Aid Officer who had advised that housing allocation cannot be ignored as the Plan has not identified any alternative sites. Not to allow any residential units would be in direct contradiction with the emerging Local Plans strategic policies. The Policy does promote other uses such as active ground floor space, onsite retention of publically open space, and that any plan submitted to convert existing ground floor flats to retail units would be supported.

During discussion it was felt that a meeting with the Planning Aid Officer would be beneficial and it was **RESOLVED** to hold an Extraordinary Committee Meeting as soon as possible.

9. CONSIDERATION OF THE INDEPENDENT EXAMINERS REPORT AND THE NEXT STAGE

It was **RESOLVED** to defer this item to a later meeting due to the decision at the previous item.

10. ITEMS FOR FUTURE CONSIDERATION

There were no items for consideration.

11. TO NOTE THE DATE OF THE NEXT MEETING

An Extraordinary Meeting will be arranged and the Planning Aid Officer will be invited to attend. The Committee Clerk will make the arrangements.

12. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated and the Committee Clerk drew attention to the CIL Meeting arranged for Thursday 9th July as requested by the Policy & Resources Committee which the Chairman of Policy & Resources, Neighbourhood Plan and Planning & Licensing Committees would attend to discuss the draft CIL charging structure with the ADC Principle Planning Officer, co-ordinating this.

The meeting closed at 7.35pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE

6th 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