



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON WEDNESDAY 2<sup>nd</sup> NOVEMBER 2015**

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

**IN ATTENDANCE:** Mrs. S. Green (Committee Clerk)  
Mrs. H. Knight (Civic & Support Services Manager)  
1 Councillor in the Public Gallery  
3 members of the Steering Group & 3 members of public

*The meeting opened at 6.38 pm*

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

The Chairman thanked everyone for coming and welcomed the members of the Steering Group. There had been no apologies from the Committee but apologies had been received from members of the Steering Group.

#### **29. 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.

**30. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> SEPTEMBER 2015**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 16<sup>th</sup> September 2015 and these were then signed by the Chairman.

**31. ADJOURNMENT FOR PUBLIC QUESTION TIME**

A member of the public asked why there had not been more information about the referendum. The Committee Clerk responded through the Chair as follows:

The Neighbourhood Plan Committee had taken several steps to ensure that the Referendum was well publicised. There had been adverts in the Bognor Regis Observer, press releases, a banner erected in the precinct, several pop-up events, correx A-boards and posters in the town, a face book boost, details on the Town Council and the Arun District Council websites and a door to door leaflet drop.

Another member of public complained that the company who delivered the leaflets had missed a lot of houses and wanted to know what steps the Council would take to make sure this did not happen again.

The Chairman responded that the Council was aware of this and was very disappointed with the service and this had been feedback to the company concerned.

Another member of public asked for clarification as to how mention of residential homes for the Regis Centre site had been allowed to remain in the policy. The Committee Clerk responded through the Chair as follows:

The Regis Centre site had previously been identified by Arun District Council as a Strategic Housing Land Availability Assessment Site (SHLAA) and would therefore attract residential development. A Neighbourhood Development plan cannot oppose development and the Committee was advised by the Planning Aid Advisor, who was assisting with the policy writing, that any attempt to block housing on that site would result in the policy being thrown out at examination stage. Having a policy that acknowledges residential but also encourages retail and leisure uses, ensures that the site will have mixed use development and cannot be all residential.

A Member of the Committee acknowledged that there had been a lot of misinformation and inaccuracies on social media sites and pointed out that all Committee Councillors in Office at the time the final document was drawn up were aware of the wording of this policy and during preparation and the six week consultation no Members or public had raised any concerns other than the Chairman, who subsequently met with the consultant and other Members of the Committee to discuss the matter.

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

There were no Matters Arising.

**33. TO NOTE THE RESULT OF THE REFERENDUM AND TO RATIFY THE ASSOCIATED COSTS; FACEBOOK BOOST £20.00, JOHNSON PRESS - 2 FULL PAGE ADVERTS IN THE BOGNOR REGIS OBSERVER £800.00 +VAT, APPLERCARTE – DISTRIBUTION OF LEAFLETS £396.00 +VAT, TOP LEVEL DESIGNS – ARTWORK AND PRODUCTION OF LEAFLET £455.00, SIGNQUICK – REWORKING OF CORREX BOARDS AND BANNER £294.00+VAT**

The Committee Clerk advised that there was a further cost of £46.14 to be ratified for the refreshments for after the meeting.

The Neighbourhood Plan Committee **RESOLVED** to **RATIFY** the costs.

**34. CONSIDERATION OF THE WAY FORWARD FOR ANY FUTURE REVIEW OF THE NEIGHBOURHOOD PLAN FOR BOGNOR REGIS**

The Committee was asked to consider 3 options to consider the way forward for any future reviews as follows:

**Option 1.**

Recommend to Full Council that the Neighbourhood Plan Committee will disband and any future Neighbourhood Plan reviews or matters as suggested in options 2 & 3 will be dealt with by the Planning & Licensing Committee

**Option 2.**

Recommend to Full Council that the Neighbourhood Plan Committee reconvenes in 2½ years' time to look at whether a review of the plan is required which would normally be 3 -5 years from adoption

**Option 3.**

Recommend to Full Council that the Neighbourhood Plan Committee continues and meets on an ad-hoc basis to examine aspects of the emerging Local Plan for Arun District Council in case this affects the Neighbourhood Plan

Following discussion it was unanimously **AGREED** to choose option 3.

There was further discussion as to whether the Neighbourhood Plan Facebook page should continue and it was **AGREED** that there is no longer any need for this to continue so arrangements will be made to discontinue this site. Users would be informed by a post that the site would be discontinued over the coming months but would no longer be monitored.

The Neighbourhood Plan Committee **RESOLVED** to **RECOMMEND** to full Council that Option 3 should be adopted.

**35. CONSIDERATION OF PRODUCING A PROFESSIONAL FINAL PRINTED VERSION OF THE ADOPTED NEIGHBOURHOOD PLAN**

The Committee was asked to consider if they would like to produce a professional printed version of the Neighbourhood Plan. After some discussion it was decided that the original plan was satisfactory but it would be helpful to have some A3 copies available.

It was also acknowledged that keeping the production "in house" will make it easier should any information need updating in the future. The Committee Clerk will arrange for A3 copies to be printed and bound and copies will be left with Arun District Council, The Town Hall and the Library. Officers would do final proof checks for spelling or grammatical errors.

**36. TO NOTE FINAL BALANCES AND CONSIDER RECOMMENDATIONS FOR THE REMAINING BUDGET**

The Committee Clerk distributed a full breakdown of all expenditure. The opening balance was £60,000, which was made up of £20,000 front runner grant and £40,000 from allocated funds. The Neighbourhood Plan Committee had been very successful in securing additional free funding and advice from agencies such as the Princes Foundation and Locality which meant that the overall expenditure was £ 25,579.64. Members considered the option of retaining £20,000 in Earmarked Reserves for future use in the event of a review, which the Councils accountant had suggested may be prudent. However, it was felt more appropriate to return funds to general reserves in view of budget restraints.

The Neighbourhood Plan Committee **RESOLVED** to **RECOMMEND** to full Council that all remaining funds should be returned to Capital Reserves.

**37. CORRESPONDENCE**

The Committee Clerk highlighted an item that had been received requesting the Committee to take part in an online survey regarding the Neighbourhood Plan, this was declined.

The Committee **NOTED** the remaining correspondence list, attached as Appendix 1.

***The meeting closed at 7.25 pm.***

## **APPENDIX 1**

### **NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE** **2<sup>nd</sup> NOVEMBER 2015**

- 1.** Senior Planning Officer and Neighbourhood Development Plan Officer, Arun District Council – Climping Neighbourhood Plan successfully passed examination.
- 2.** Clerk and RFO, Pagham Parish Council – Neighbourhood Plan Regulation 14 Consultation amendments
- 3.** Senior Planning Officer and Neighbourhood Development Plan Officer Arun District Council – Reg.18 Publication of examiners report for the Aldingbourne Neighbourhood Plan
- 4.** Senior Planning Officer and Neighbourhood Development Plan Officer Arun District Council – Decision Statement for Climping Neighbourhood Plan
- 5.** Senior Planning Officer and Neighbourhood Development Plan Officer Arun District Council – Consultation 21<sup>st</sup> October – 2<sup>nd</sup> December 2015 Walberton Neighbourhood Plan
- 6.** Resident – email re lack of information at polling station and response from Officers
- 7.** Senior Planning Officer and Neighbourhood Development Plan Officer Arun District Council- Result of Neighbourhood Plan Referendum for Bognor Regis
- 8.** Senior Planning Officer and Neighbourhood Development Plan Officer Arun District Council- email congratulating Chairman and Committee on Neighbourhood Plan Referendum
- 9.** Resident – email re lack of information and response from Officers
- 10.** Resident – email further questions Officers to respond
- 11.** Volunteer Hatfield Peveral Neighbourhood Plan Development Group – email – request to complete survey monkey questionnaire