



# **BOGNOR REGIS TOWN COUNCIL**

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

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

**HELD ON THURSDAY 20<sup>th</sup> APRIL 2017**

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

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)

*The Meeting opened at 4.00pm*

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

Members **NOTED** the appointment of Cllr. Mrs S. Daniells as Chairman and Cllr. P. Dillon as Vice Chairman of the Neighbourhood Plan Committee. It was further **NOTED** that the Committee had not met since November 2015

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

The Chairman welcomed everyone to the Meeting. Apologies had been received from Cllrs. J. Cosgrove, due to family commitments, A. Cunard who was on annual leave and K. Batley, who was working.

**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.

4. **TO RECEIVE THE TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN COMMITTEE**

Members **NOTED** the Terms of Reference with the following amendments:

That the Terms of Reference for the Steering Group be removed as the Group has been disbanded following the adoption of the Neighbourhood Plan for Bognor Regis.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> NOVEMBER 2015**

The Minutes of the Meeting held on the 2<sup>nd</sup> November 2015 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

6. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no members of the public present and no written questions had been received.

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

There were no matters arising which were not separate agenda items.

8. **UPDATE ON ARUN DISTRICT COUNCIL LOCAL PLAN INCLUDING CONSIDERATION OF MODIFICATIONS AND RESPONSES FOR RECOMMENDATION TO THE PLANNING AND LICENSING COMMITTEE**

The Projects Officer report was **NOTED**.

A Member asked for a definitive answer on the situation regarding CIL monies and ADC's position. The Projects Officer will investigate and prepare a report.

Members reviewed sections of the amended Local Plan and highlighted the areas they wished to consider and make comment on. The Projects Officer will produce a report and liaise with the Chairman for approval prior to Recommendation to the Planning and Licensing Committee and subsequent submission to ADC.

Members **AGREED** to **RECOMMEND** to the Planning and Licensing Committee to submit the comments to ADC prior to the end of the consultation period.

Members considered an email requesting the Town Council's support of a letter to be sent by the Campaign to Protect Rural England Trust (Sussex branch) to ADC, requesting an extension of the consultation period of the Local Plan until the 31<sup>st</sup> July 2017 and for clarification on the existing Housing Land Supply. Whilst the Committee agreed that the numbers of modifications to the Local Plan are significant, they were mindful of the urgency for the Local Plan to be adopted and would prefer not to see any further delays. Members therefore **AGREED** to decline the request and for the Projects Officer to send a letter confirming this on their behalf.

**9. CONSIDERATION OF LETTER FROM ARUN DISTRICT COUNCIL REGARDING SMALL SCALE SITES AND RECOMMENDATION TO COUNCIL REGARDING UPDATE OF NEIGHBOURHOOD PLAN FOR BOGNOR REGIS**

Following a lengthy discussion Members **AGREED** to **RECOMMEND** to Council that there was no requirement for a review or update of the Neighbourhood Plan for Bognor Regis to be undertaken at this time.

Members were content for the District Council to produce a Site Allocation Plan for the area for the Local Plan Inspector to be informed. Members **AGREED** that the Projects Officer should write to the ADC Director of Place to notify him of their intention not to revisit the Bognor Regis Neighbourhood Plan and to include within the response a request that the Town Council still be included in any decisions or consultation affecting the designated area.

**10. TO RECEIVE A COPY OF A LETTER FROM KINGSTON PARISH COUNCIL TO GAVIN BARWELL MP, MINISTER OF STATE FOR HOUSING AND PLANNING AND TO CONSIDER SUPPORT FROM THE TOWN COUNCIL AND WILLINGNESS TO ATTEND A MEETING SHOULD THE OPPORTUNITY ARISE**

Members **AGREED** to support the letter and further **AGREED** that Cllr. Dillon would attend any forthcoming meetings as the representative for the Town Council.

**11. TO CONSIDER A POLICY AND PROCESS FOR TOWN COUNCIL COMMENT ON FUTURE DEVELOPMENT IN NEIGHBOURING PARISHES WHICH IMPACT LOCAL INFRASTRUCTURE**

Members were asked to consider some of the comments and concerns raised at a JWAAC Highways and Transport Sub-Group Meeting regarding the various strains on local infrastructure arising from development in neighbouring parishes as noted at the Council meeting held 6<sup>th</sup> March 2017 (Min. 182.3 refers). The Committee recognised the importance for the Town Council being able to comment on large scale development proposals to safeguard the impact they may have on the Town. Members proposed to refer this item to the Planning and Licensing Committee to consider any large scale site developments that may affect the area and to comment as a collective rather than formulate a specific policy. The Projects Officer will liaise with the Committee Clerk of the Planning and Licensing Committee to arrange this.

**12. CORRESPONDENCE**

The Committee **NOTED** receipt of the correspondence list previously circulated including an additional item from Bersted Parish Council.

***The Meeting closed at 5.45pm***