



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON TUESDAY 5th FEBRUARY 2013

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

IN ATTENDANCE: Mrs. H. Knight (Civic & Support Services Manager)
Mrs. R. Hambleton (Committee Clerk)

The meeting opened at 6.35pm

76. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. There were apologies from Cllr. A. Cunard.

77. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Pecuniary and/or non-Pecuniary 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 a non-Pecuniary interest and the nature of the interest
- c) Whether it is also a Pecuniary interest
- d) If it is a Pecuniary interest, whether they will be exercising their right to speak under Question Time.

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 take no 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 Pecuniary and non-Pecuniary. These forms to 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 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.

78. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 27th NOVEMBER 2012

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 27th November as an accurate record of the proceedings and the presiding Chairman signed them.

79. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

80.1 27th November 2012 - Min. 71 - Consideration of proposal by Cllr Brooks for implementation of database of electors and residents to form a 'panel' of consultees to allow feedback of their views on various consultations/issues of concern via their home PC's - referred from P & R meeting held on the 15th October 2012

The Committee Clerk reported following the last meeting, a draft leaflet had been produced in order that data could be collected from members of the public for the Town Council's Wavelength Panel. Having looked into how survey panels are run by W.S.C.C. and A.D.C. the Committee Clerk felt that further, thorough investigation needed to take place prior to the collection of any data. Both W.S.C.C. and A.D.C. ensured panel members' anonymity by not holding the data themselves, which was something that needed to be considered. Initial investigations indicated that in order for a survey to be valid, a random selection of people was required. There were concerns over the holding of this type of confidential information and that a suitable software may be required. It was noted that following the last meeting the item had been referred back to P & R on the 11th February.

There was much discussion about the benefit of having a Wavelength Panel and the value of setting one up. The Chairman reported that a number of members of the public had come forward on the Neighbourhood Plan Facebook Page wishing to sign up for this suggested panel. The process of random selection and hard to reach groups was also discussed including. In the absence of Cllr. Brooks, for this discussion, it was felt that further investigation was required and it was suggested that S.A.L.C. be approached for their opinion and advice on Council's setting up this sort of survey. This was AGREED.

81. NEIGHBOURHOOD PLAN STEERING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES (TO FOLLOW) OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON 22nd JANUARY 2013, INCLUDING:-

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports of the Minutes held on the 22nd January 2013.

81.1 To note work undertaken to date by the Focus Groups

The Committee Clerk reported that there was not any further update on the Focus Groups to report, except that Cllr. Davis was currently collating the data from the display she had arranged at the Greener Bognor Network Film Night.

The Chairman suggested staging a Valentine's Day themed community engagement day in London Road, on Thursday 14th February between 11am and 3pm, to find out what people 'love' about Bognor Regis. Members felt that this was a good idea and it was AGREED to proceed with arrangements. Various ways of encouraging public interest were suggested. It was RESOLVED to APPROVE expenditure required for staging the event, final costs would be ratified at the next meeting. The Committee Clerk would investigate whether any permissions are required and make arrangements for the gazebo and other resources. It was further AGREED to invite all Councillors and Steering Group Members to get involved and join in the day's event.

81.2 To consider arrangements, estimate of expenditure and programme for the Neighbourhood Community Planning Workshop beginning on the 26th February 2013

The Committee discussed in detail the Committee Clerk's report on the Neighbourhood Plan Community Workshop, attached to File copy of Minutes. The Committee Clerk explained that it had unfortunately been necessary to cancel the Public Meeting and Launch, scheduled for Tuesday 26th February due to the clash with the Regeneration Sub-Committee Meeting when St Modwens proposals were due to be discussed. It was noted that invitations had been issued, with the draft programme, prior to this clash being realised and a revised programme would be issued next week. Having discussed options with the Prince's Foundation it had been suggested that the Friday exhibition and drop in session should be extended. It was noted that the venue would need to be reconsidered.

As the launch could not now take place and there would not be an opportunity for the public to raise issues prior to the workshop, the Prince's Foundation had advised that the information gathered from previous consultations with the public would be used to invoke discussion at the Workshop. A presentation will need to be given to the stakeholders about the information gathered and the issues raised. A further presentation would also need to be done outlining the timetable for the Neighbourhood Plan so that stakeholders can see where they fit into the process. The Prince's Foundation had recommended that when promoting the public session to the public that it should be made clear that this is the start of a long process and there will be plenty of opportunity for them to get involved.

The Committee discussed the timetable and venues for the 27th, 28th February and 1st March and the required attendance of Steering Group Members and Committee Members, whose presence throughout was considered vital to the success of the Workshop. Representatives from both the Committee and Steering Group would also need to be present for the public exhibition to show the work that had been undertaken over the three days.

The list of invitees was also noted. It was suggested that although the Town Mayor was invited to attend the whole session, in particular she be invited to the public drop in session and exhibition. This was AGREED. The estimated costs, detailed in the report, which included the venue, meals and refreshments for attendees and advertising were AGREED and it was noted that payment for minimum numbers attending may apply.

82. RATIFICATION OF EXPENDITURE OF £30 FOR THE VENUE HIRE FOR STEERING GROUP MEETING 22nd JANUARY 2013

This was **RATIFIED**.

83. TO NOTE ITEMS REFERRED TO THE NEIGHBOURHOOD PLAN COMMITTEE FOR CONSIDERATION AND POSSIBLE INCLUSION IN THE NEIGHBOURHOOD PLAN

The Committee noted that several items had been referred from other Committees for possible inclusion in the Neighbourhood Plan, detailed in the Committee Clerk's report, attached to File copy of Minutes.

83.1 9th July 2012 - Council - Min. 54 - Regeneration

It was noted that this item referred to the proposals to link the former airfield site to the Arun Leisure Centre and concerns that this would put a huge strain on traffic levels into the town. A north access road should also be considered from the business site.

The Committee discussed that although the area was not within the four wards of the Town, the road would have an impact on the Town. It was felt that the option for access from the

new relief road was preferred. Comment was made that the Steering Group needed to discuss this issue with Neighbouring Parishes to see how they felt about this matter and how they were dealing with it in their Neighbourhood Plans. It was AGREED that this item be referred to the Focus Group dealing with Highways and Transport.

83.2 6th August 2012 - Policy and Resources Committee - Min. 47 - Further consideration of annual review of 'Strategy & Priorities for 2011-2015' Document, including amendments/additions

Improving the Environment we live in

It had been suggested that Play Street Schemes could be incorporated with the Neighbourhood Plan, in place of the expense of expanding the Home Zone scheme. Comment was made that it was necessary to find out if this was something the general public wanted to see in place. It was AGREED to refer this item to the Focus Group dealing with Community and Infrastructure Provision.

An alcohol street drinking ban in central Bognor Regis had also been suggested for possible inclusion in the Neighbourhood Plan. There was a discussion about enforcement and needing the Police and Arun's support and authorisation on any such ban. Comment was made that there were currently discussion taking place with Sussex Police on the matter. It was AGREED to refer this to the Steering Group for consideration and discussion with the Police representatives on the group.

Regeneration

The pier was raised for possible listing as one of the Town's assets within the Neighbourhood Plan. The Chairman queried the list of community assets and when and who was producing it. The Committee Clerk would investigate. It was AGREED to list the Pier on the list of community assets.

83.3 6th August 2012 - Policy and Resources Committee - Min. 61 - Future development of the Town Council and ideas for potential projects for consideration

The identification of residential buildings with the potential to become retail outlets had been referred to the Neighbourhood Plan Committee. It was noted that the next item referred from the Planning and Licensing Committee in fact contradicted this suggestion. It was AGREED that this item would be referred to the Planning and Housing Focus Group to seek public opinion.

83.4 6th March 2012 - Planning and Licensing Committee - Min. 160.2 - Items for Inclusion on JWAAC Agenda

It had been suggested that plans needed to be made to address the empty shop premises in Bognor Regis. There was a discussion about the rents and business rates which cause problems for businesses, as well as the out of town shops. Local shops often struggle without public support. A campaign was suggested to encourage people to support their local shops. It was again suggested that public opinion needed to be sought on the matter. It was AGREED that this item would be referred to the Economy, Business and Tourism Focus Group for consideration.

83.5 21st August 2012 - Planning and Licensing Committee - Min. 60 - To consider letters received regarding change of use from pubs to supermarkets

There was a brief discussion about permitted development and why the option of an Article Four Direction had not been taken by A.D.C. Although more control over the change of use from a pub to a supermarket was preferred by those present, they felt that caution was required on this issue with many pubs struggling to survive. It was suggested that public opinion needed to be sought and it was AGREED to refer this matter to the Planning and Housing Focus Group.

83.6 Change of use on commercial planning application

The Committee Clerk reported that this item had been referred by ADC following a premises changing from retail to estate agency in the Town Centre. There was no policy in the Local Plan to prevent this from happening and they had felt that perhaps the Neighbourhood Plan could address this and set a policy over the number of certain types of commercial premises there are in the Town Centre.

The Committee discussed this proposal and the possible impact it could have on the Town Centre as a whole. It could lead to more empty shops and discourage businesses from coming to the Town. Discussion turned to the empty premises above the shops in London Road and the High Street. It was suggested that the Neighbourhood Plan could look at turning these empty premises into housing, to assist with the shortage of housing in the District and revitalize the Town Centre at the same time. It was AGREED that both these suggestions be referred to the Planning and Housing Focus Group for investigation.

A suggestion was made which came from one of Mary Portas pilot Towns. To encourage footfall in a Town where there had been several shop closures they had installed a 'post box', for internet deliveries. When making an online delivery, on checking out, an option could be selected of picking up from a static 'post box' located within the Town Centre.

- 83.7** The Committee AGREED that these were useful ideas to consider in principle. It was further AGREED that all the foregoing 'ideas' be highlighted at the upcoming Community Planning Workshop to seek opinion.

84. TO NOTE THE ADDITIONAL BUDGET OF £20,000 ALLOCATED FOR 2013/14, TO ASSIST WITH THE PRODUCTION OF THE NEIGHBOURHOOD PLAN

The Committee noted the additional £20,000 budget allocated to the production of the Neighbourhood Plan. The overall budget allocated to the Neighbourhood Plan, including the grant money allocated from the D.C.L.G, was £60,000. Although Members were concerned over the overall cost of the Plan it was noted that the final expenditure would depend on whether A.D.C. paid for the Independent Examination and Referendum. It was noted therefore, that the budget could ultimately be underspent.

85. ITEMS FOR FUTURE CONSIDERATION

There were none.

86. ITEMS FOR INCLUSION ON JWAAC AGENDA

There were none.

87. TO APPROVE CANCELLATION OF MEETING SCHEDULED 25th FEBRUARY 2013 AND NOTE DATE OF NEXT MEETING - 15th APRIL 2013

The Committee noted that it was necessary to cancel the meeting scheduled for the 25th February 2013, due to the workshop taking place that week. It was AGREED that the next meeting would take place on the 15th April, unless there were any urgent matters that needed to be discussed sooner.

88. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed. (Appended to these Minutes as **Appendix 2**).

The Meeting closed at 8.15pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
5th FEBRUARY 2013

1. Navigus Planning - Journal of Local Planning. Early Neighbourhood Plans and what they are doing: Information and insight for parish and town councils.
2. Prince's Foundation - SA/SEA advice that Neighbourhood Plans do not require Sustainability Appraisals but may require a Strategic Environmental Assessment.
3. Prince's Foundation - Link to details of Eden Project Neighbourhood Planning event in Bristol on the 3rd - 5th February 2013.
4. Prince's Foundation - Information from DCLG regarding money available to local authorities supporting Neighbourhood Plans.
5. Airs - Bulletin January 2013, including publication of the first Neighbourhood Plan in Sussex by Slaugham Parish Council Neighbourhood Plan Committee
6. A.D.C. - Neighbourhood Plan Officer - List of workshop topics that are currently being organised and a request for suggestions from groups. Also any issues which may be hindering progress or areas where further clarification is required.
7. Kirkwells - Neighbourhood Planning News January 2013
8. Adams Integra Housing and Planning Consultancy - Help with Neighbourhood Plans
9. A.D.C. - Neighbourhood Plan Officer - Update on Community Profiles. The re-release of Community Profiles with 2011 Census data has been delayed and is currently scheduled for February/early March subject to the release of data by ONS.
10. Prince's Foundation - Bognor Regis Neighbourhood Planning: Engagement and Dialogue Tools following meeting with Officers and Neighbourhood Plan Steering Group Chairman on the 28th November 2012. Hard copies circulated to Focus Group leaders.
11. S.L.C.C. - Neighbourhood Planning areas to keep a quarter of planning levy income. Government announcement that Communities that draw up Neighbourhood Plans will receive 25 per cent of the planning levy charged on new developments in their area. Copied to Committee. This was noted
12. S.L.C.C. - Community Infrastructure Levy (CIL) - Potential adverse impact upon some councils where there is no Neighbourhood Plan.
13. A.D.C. - Neighbourhood Plan Officer - Response to email requesting assistance with policies in the Local Plan which relate to Bognor Regis, following advice from the Prince's Foundation.