



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON MONDAY 15th APRIL 2013

PRESENT: Cllr. Mrs. S. Daniells (Chairman), Cllrs. Ms. K. Davis, T. Gardiner and Mrs. J. Warr

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

The meeting opened at 6.30pm

89. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. There were apologies from Cllrs. P. Wells and A. Cunard.

90. 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.

91. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 5th FEBRUARY 2013

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 5th February as an accurate record of the proceedings and the presiding Chairman signed them.

92. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public present.

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

93.1 17th September 2012 - Min. 45 - Consideration of options for purchase of a large map

The Committee Clerk reported there was an error in the Minutes. The quotation for the map was reported as being £200 + Vat but should have been £210 + VAT. This was noted.

93.2 27th November 2012 - Min. 69.1 - Ratification of expenses to date including:- Cost of facilitating three Steering Group meetings - £115 for venue and refreshments

The Committee Clerk reported there was an error in the Minutes. The cost of one of the venues was actually £5 less than reported. So the overall cost should read £110 not £115 as stated. This was noted.

94. NEIGHBOURHOOD PLAN STEERING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETINGS HELD ON 19th FEBRUARY AND 26th MARCH 2013 INCLUDING:-

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports of the Minutes held on the 19th February and the 26th March 2013.

94.1 To receive report from the Princes Foundation

Members discussed the report that had been provided by the Princes Foundation, circulated. They had advised that work needed to begin on drafting the Neighbourhood Plan and mapping the various groups members were involved with.

94.2 To note the work undertaken by the Focus Groups

The Committee Clerk reported that there was no further update on the Focus Groups to report. However, following the recent successful evidence gathering event by the local Cubs and their willingness to assist further, they along with the Scouts have volunteered to carry out Placechecks on behalf of the Focus Groups. A brief overview of what a Placecheck involved was explained to the Committee and it was **AGREED** that members of the public who had volunteered to assist with the Neighbourhood Plan could also be encouraged participate.

94.3 Consideration of possible next steps for the Steering Group

The Neighbourhood Plan Committee and Steering Group Chairman had met recently with officers regarding the next steps. It was felt that along with the Placecheck, one of the first jobs was to begin working on the Assets of Community Value and to start linking the documents and projects undertaken so far. A brief discussion took place regarding what sort of things should be included as Assets. Work also needed to begin drafting the Plan from the Prince's Foundation report.

A request had been received from the West Sussex Local Access Forum regarding the inclusion of Public Right of Ways in the Neighbourhood Plan. This was passed on to the Greenspace and Leisure Facilities Focus Group.

A member raised concerns over the recent suspension of the Star 1 bus service and the possibility that the new Sainsbury bus could be encouraging people out of town. This would be referred to Highways and Transport Focus Group.

A member had recently had the opportunity to talk with the Conservation Officer at A.D.C. and he had expressed his willingness to talk to the group. It was proposed that it may be worthwhile inviting other A.D.C. officers from areas that link into the Neighbourhood Plan to attend Steering Group meetings or provide a report or update. The Committee Clerk would investigate.

It was further reported that following the workshop and drop in days, a response had been received from Sime Darby, which was circulated. St Modwen had attended the drop in day and spoken with the Committee Clerk regarding a possible meeting with the Steering Group prior to them submitting a Planning Application. It was noted that any such meeting would be to discuss design matters and not usage.

94.4 Recommendations for Steering Group Membership

It has been recommended by the Princes Foundation, that Kez Bridger from Bognor CAN and Jean Coles from Brighter Bognor be invited to join the Steering Group to represent their organisations. Both have been approached unfortunately at the moment Kez Bridger has had to decline due to other commitments, however, Jean Coles has accepted and members were asked to approve the recommendations. The Committee **RESOLVED** to **APPROVE** the nominations.

95. RATIFICATION OF VALENTINES DAY EVENT AND NEIGHBOURHOOD PLAN EXPENDITURE:

95.1 Expenditure relating to the Valentine's Day Event £20.96 (exc. VAT)

The Committee **RESOLVED** to **RATIFY** this expenditure.

95.2 £60 (No VAT payable) venue hire for Steering Group meetings on the 19th February and 26th March 2013 as well as £52.07 catering costs (some items may include VAT)

The Committee **RESOLVED** to **RATIFY** this expenditure.

95.3 Community Workshop expenditure - £1033(no VAT payable) for venue hire and catering; £58.00 (exc VAT) for advertising (local papers and banner), drop-in exhibition venue £80 (no VAT payable); £19 for sundry items (some items may include VAT)

The Committee **RESOLVED** to **RATIFY** this expenditure.

96. RATIFICATION OF SETTING UP OF TWITTER ADDRESS @BognorRegisTC

The Committee noted that as well as a Facebook page, a Twitter account had been set up primarily for the Neighbourhood Plan, but it was noted that it would be possible to use this for other Town Council matters. This was **RATIFIED**.

97. TO RATIFY RESPONSE TO A QUESTIONNAIRE ON THE PREPARATION OF A.D.C.'S INFRASTRUCTURE DELIVERY PLAN AND COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE. RESPONSE REQUIRED BY 4th MARCH 2013

The Committee noted that the Committee Clerk had responded to the questionnaire, which had been copied to all Councillors. As no responses had been received and with the Neighbourhood Plan in its early stages the Committee Clerk had responded accordingly. This was **RATIFIED**.

98. ITEMS FOR FUTURE CONSIDERATION

There was a discussion regarding having speakers to attend Steering Group meetings to ensure all aspects of the Town are covered, such as the Arun Conservation Officers and the

Regeneration Team. It was noted that the NHS had expressed an interest in attending the Workshop but had not turned up. It was suggested that perhaps they could be approached by the Infrastructure and Community Provision Focus Group to discuss matters.

99. NOTE DATE OF NEXT MEETING - 21st MAY 2013

Noted.

100. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed.
(Appended to these Minutes as **Appendix 1**).

The Meeting closed at 7.20pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
15th APRIL 2013

1. Airs - Details of a SALC and Airs Neighbourhood Planning events on the 19th and 20th March 2013
2. Kirkwells - Neighbourhood Planning News February 2013
3. Inside Government - Examination of the Localism Act, one year on, Thursday 7th March 2013 in London
4. Airs - ebulletin March 2013, including details of Neighbourhood Planning events in East and West Sussex
5. Angela Koch - Link to DCLG - Notes on Neighbourhood Planning, Edition 4 - <https://www.gov.uk/government/publications/notes-on-neighbourhood-planning-edition-4>
6. Navigus Planning - Neighbourhood Plans now in place, what Town and Parish Councils need to know.
7. Donna Moles - Neighbourhood Development Plan Officer - DCLG announcement for 2013-2015 support programme for parish and town councils or forums producing Neighbourhood Plans. Grant payments of up to £7,000 per neighbourhood area as well as free advice and support can be applied for through this programme. Details can be found at www.mycommunityrights.org.uk
8. Donna Moles - Neighbourhood Development Plan Officer - Link to information on Assets of Community Value - Right to Bid <http://www.arun.gov.uk/main.cfm?type=ASSETSOFCOMMUNITYV>
9. Karl Roberts - Assistant Director of Planning and Economic Regeneration - Bognor Historic Character Assessment Report - May 2009
10. Donna Moles - Neighbourhood Development Plan Officer -Neighbourhood Plans do not require a Sustainability Appraisal (SA) but may require a Strategic Environmental Assessment (SEA)
11. S.S.A.L.C. - Link to SALC and Airs Neighbourhood Plan event presentations
12. Sime Darby London Ltd - Feedback to Neighbourhood Plan Workshop and Drop-in day - Copied to Committee and Steering Group
13. Donna Moles - Neighbourhood Development Plan Officer - £20,000 payment following award from DCLG
14. Kim Hitch - Prince's Foundation - Disc with photographs, maps and documents from the Community Workshop held on the 27th, 28th February and 1st March 2013