



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON MONDAY 24th JUNE 2013

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

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

The meeting opened at 6.35pm

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

The Committee **NOTED** that Cllr. Mrs. S. Daniells had been elected Chairman and Cllr. Mrs. J. Warr elected Vice-Chairman of this Committee at the Annual Council Meeting on 13th May 2013.

102. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

There were no apologies and the Chairman welcomed those present.

103. 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

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.

104. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 15th APRIL 2013

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 15th April as an accurate record of the proceedings and the presiding Chairman signed them.

105. ADJOURNMENT FOR PUBLIC QUESTION TIME

The meeting was adjourned from 6.45pm to 6.48pm to allow questions from the public.

A member of the public asked if there was any update on the St Modwen & Regeneration projects.

The Chairman advised that a parking study was being carried out by Arun District Council. A further meeting was thought to be scheduled in the next 3 weeks but realistically nothing would be likely to happen until at least September.

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

17th September 2012 - Min. 39.1 - To consider draft application for the Designation of Neighbourhood Area to A.D.C.

The Committee noted that the application for the Designation of Neighbourhood Area to A.D.C. had been formally accepted and the decision notice published on the A.D.C. website on the 10th December 2012.

107. TO NOTE MEMBERSHIP OF THE STEERING GROUP INCLUDING CO-OPTED NON-VOTING MEMBERS

It was **AGREED** that as Vice Chairman Cllr. Mrs. J. Warr should sit on the Steering Group and it was suggested that Cllr. A. Cunard may withdraw. Officers will seek confirmation from Cllr Cunard of his intention.

It was **NOTED** that the current Neighbourhood Plan Committee Members on the Steering Group are now: Cllrs, Mrs. S. Daniells, Ms. K. Davis, P. Dillon, T. Gardiner and Mrs. J. Warr.

It was also **NOTED** that the Co-opted Members (non-voting) are representatives of: Aldwick Parish Council, Bersted Parish Council, Felpham Parish Council, Brighter Bognor, Chamber of Commerce, Churches Together, Civic, Greener Bognor Network, Hotham Park Heritage Trust, Revd Wadsworth, Sussex Police, VAAC.

108. TO CONSIDER TERMS OF REFERENCE FOR THE COMMITTEE AND STEERING GROUP INCLUDING UPDATES AND AMMENDMENTS IF REQUIRED

No changes were proposed to the Terms of Reference for the above - **RESOLVED**. Appended to file copy of Minutes

109. NEIGHBOURHOOD PLAN STEERING GROUP – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETINGS HELD ON THE 30th APRIL AND 7th JUNE 2013 INCLUDING: RECOMMENDATION TO APPOINT CONSULTANTS.

109.1 The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports of the Minutes held on the 30th April and 7th June 2013.

109.2 A discussion took place as to whether to appoint a consultant to take the Neighbourhood Plan forward. Whilst it was generally accepted that professional help would be needed in the future, particularly regarding policy writing, it was felt that to bring in a consultant too soon would not be cost effective. It was reported that there is an option to apply for free help through the DCLG and other sources which should be considered. It was suggested that it may be worth considering scaling down the Plan and concentrating on specific areas – such as the Pier – so the Neighbourhood Plan did not just become a watered down version of the Local Plan although some members felt that there was a need to cover all areas. It was

acknowledged that housing was an important factor and should be included especially quality living accommodation in the town and the central Bognor area. It was also highlighted that the focus groups appeared to be struggling to pull together evidence required for the draft and needed more direction. The problem of finding enough time to follow projects through was a major issue for all Members and it was also suggested that the implementation of timelines would help speed things up.

It was proposed by the Committee to **RECOMMEND** that the Steering Group look at 2 Focus Group topics at a time and collectively collate evidence for the Plan. Timelines would be implemented to ensure projects were completed and Officers would dedicate more time for research and assistance. Enquires would also be made about securing free help through the DCLG and other sources. The appointment of consultants could be considered again in the autumn or when evidence for a draft plan had progressed further.

110. RATIFICATION OF EXPENDITURE FOR THE STEERING GROUP MEETINGS ON THE 30th APRIL AND 7th JUNE 2013 - £60.00 (NO VAT PAYABLE) VENUE HIRE.

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

111. TO NOTE NEIGHBOURHOOD PLAN STEERING GROUP REPRESENTATIVE ATTENDANCE AT SEAFRONT STRATEGY WORKSHOP AND ANY FEEDBACK

Members who attended the workshop reported that they found the workshop interesting. One common theme that seemed to be emerging was regeneration of the pier. The findings from the workshop would be collated by the organisers and fed back to attendees.

112. TO CONSIDER MAKING A RESPONSE TO ENGLISH HERITAGE QUESTIONNAIRE 'A COMMUNITY ACCESS TO HERITAGE INFORMATION' REQUIRED BY 28TH JUNE 2013

The Committee **AGREED** not to take part in this survey as it was not felt the questions were relevant at this early stage.

113. ITEMS FOR FUTURE CONSIDERATION

This item was covered in minute 109.

114. NOTE DATE OF NEXT MEETING – 29th JULY 2013

Noted.

115. CORRESPONDENCE

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

116. TO CONSIDER WHETHER OR NOT TO SEND A REPRESENTATIVE FROM THE NEIGHBOURHOOD PLAN COMMITTEE OR STEERING GROUP TO ATTEND PAGHAM'S NEIGHBOURHOOD PLAN STEERING GROUP PLANNING WORKSHOP ON THE 17th JULY 2013.

Members were asked if they would like to attend this workshop which is on a Wednesday from 6pm – 9pm at St Ninians Church, Pagham Road, Pagham. It was agreed that Cllrs. Mrs Daniells and Gardiner would attend and also Mrs. Green if places allowed.

The Meeting closed at 7.35pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
15th APRIL 2013

1. Airs - Details of 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. 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. 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. Assistant Director of Planning and Economic Regeneration - Bognor Historic Character Assessment Report - May 2009
10. Neighbourhood Development Plan Officer - Neighbourhood Plans do not require a Sustainability Appraisal (SA) but may require a Strategic Environmental Assessment (SEA)
11. SSALC - 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. Neighbourhood Development Plan Officer – Confirmation of £20,000 BACS payment following award from DCLG
14. Prince's Foundation - Disc with photographs, maps and documents from the Community Workshop held on the 27th, 28th February and 1st March 2013