



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 2nd SEPTEMBER 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. S. Green (Project & Street Scene Support Officer)
1 member of the public

The meeting opened at 6.36pm

28. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs. Nash and Dillon.

29. 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.

30. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 29th JULY 2013

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 29th July 2013 as an accurate record of the proceedings and the presiding Chairman signed them.

31. ADJOURNMENT FOR PUBLIC QUESTION TIME

A member of the public stated that he had emailed Cllr. Nash ahead of the meeting regarding Heritage Lottery Money relating to a scheme for apprenticeships, which he thought would be of interest. Cllr. Nash was not present but the individual was thanked as the information may be relevant to the Housing, Employment and Deprivation topic which Cllr. Nash is leading.

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

32.1 Min. 107, 24/6/13 - To note membership of the Steering Group including Co-opted Members

It was noted that Cllr. Cunard had confirmed his withdrawal from the Neighbourhood Plan Steering Group.

33 NEIGHBOURHOOD PLAN STEERING GROUP – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON THE 27th AUGUST 2013 INCLUDING: FEEDBACK FROM THE REVIEW MEETING WITH THE REPRESENTATIVE FROM BPUD AND UPDATE ON SUPPORT FROM DCLG

The feedback from the BPUD representative following research he had undertaken was that the Neighbourhood Plan was well advanced and was generally in good shape. The evidence that had been gathered was comprehensive and with the details that had been produced in the Princes Foundation Report, the Steering Group is definitely in a position to move forward and start to draft the document. He identified two problems:

1. 'Blank Sheet of Paper Syndrome' – the difficulty in knowing how to start to get something down on paper.
2. Project Manager – he advised that this was unnecessary as most of the work had been accomplished and it was probably more specific professional help that was need i.e. help with policy writing and pulling together the evidence.

The recommendation was that it would be a good idea to now identify which policies were to be adopted and the Steering Group had **AGREED** to **RECOMMEND** to the Committee that the five identified theme topics be individually looked at and that the policies already highlighted in the Princes Foundation report be constructed into draft policies. It was acknowledged that some professional help would be required and this would come from the DCLG. The DCLG had been in contact with the Project and Street Scene Support Officer (PSSSO) who confirmed that following discussions the application for help would now go to their Planning Aid Committee and an officer would be appointed to assist. The officer will liaise with the PSSSO shortly who will in turn then liaise with the various groups. A Member asked for clarification of what would happen to any unused funding should there be any left over at the end of the project. The PSSSO will investigate and report back. The Member also thought there was a danger of large areas of information/ statistics being overlooked or missed and proposed that a brainstorming session be held with the Civic Society. The Committee felt this to be unnecessary as the DCLG would help to consolidate the information from the Princes Foundation and cross reference issues where necessary. The process would automatically highlight any areas that needed further investigation or evidence gathering.

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports of the Notes held on the 27th August 2013 (Appended to these Minutes as **Appendix 1**).

34. RATIFICATION OF EXPENDITURE FOR STEERING GROUP MEETING OF THE 27th AUGUST 2013 - £30 (NO VAT PAYABLE) VENUE HIRE

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

35. TO NOTE THE CHANGE OF DATE FOR THE JANUARY 2014 MEETING

The committee was asked to **NOTE** that the Neighbourhood Plan Committee Meeting for the 6th January had now been moved to Tuesday 7th January 2014. The start time and other arrangements would remain the same.

36. ITEMS FOR FUTURE CONSIDERATION

There were no items for future consideration.

37. NOTE DATE OF NEXT MEETING – 14th OCTOBER 2013

Noted.

38. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed and **AGREED** that Cllr. S Daniells will attend the Arun District Council SHMA Stakeholder Event – Item 2 Refers (Appended to these Minutes as **Appendix 2**).

The Meeting closed at 7.45pm

APPENDIX 1

NOTES AND RECOMMENDATIONS BOGNOR REGIS TOWN COUNCIL

NEIGHBOURHOOD PLAN - STEERING GROUP TUESDAY 27th AUGUST 2013

PRESENT: BRTC Cllrs. Mrs. S. Daniells (also Chamber of Commerce) Ms. K. Davis, Mrs. J Warr,
Mrs. A. Rapnik (Chairman) (Representative from Bersted PC), Mrs. R. Warren (Hotham Park Heritage Trust), M. Warden (Representative Aldwick PC) Ms. T. Burrington (Greener Bognor Network) Revd. A Wadsworth, G. Powell (Representative Felpham PC)

IN ATTENDANCE: Heather Knight (Civic & Support Services Manager)
Sheila Green (Project & Street Scene Support Officer)
Donna Moles (ADC Neighbourhood Development Plan Officer)
Bob Phillips (BPUD)

The Meeting opened at 10.00am

1. Apologies for Absence

Apologies had been received from Cllrs. R Nash, T. Gardiner and P. Dillon and from Mr.G.Purser

2. Approval of the Notes of the Meeting held on Friday 16th July 2013 and any Matters Arising that are not agenda items

The Notes were approved.

2.1 Meeting 16th July 2013 – Note 2.1 refers.

The DCLG had confirmed their support which offers free assistance and would be in contact again to make detailed arrangements on how to proceed.

2.2 Meeting 16th July 2013 – Note 3 Refers

Following the Press Release to the Bognor Observer there had been some interest and requests for Placechecks

3. Presentation by Gary Purser

Gary had sent his apologies so the presentation did not take place

4. Review of the Steering Group, discussion on way forward, consideration of the appointment of a Project Manager or other consultants including a presentation ad facilitated by a representative from Company A.

The Chairman introduced Bob Phillips from BPUD who had been asked by the Neighbourhood Plan Committee to undertake a review of the groups' present position and advance the way forward.

His conclusion was that the Neighbourhood Plan was well advanced and was generally in good shape. The evidence that had been gathered was comprehensive and with the details that had been produced in the Princes Foundation Report, the Steering Group is definitely in a position to move forward and start to draft the document. He identified two problems:

3. 'Blank Sheet Paper Syndrome' – the difficulty in knowing how to start to get something down on paper.
4. Project Manager - this was considered unnecessary as most of the work had been accomplished and it was probably professional help that was need i.e. help with policy writing and pulling together the evidence.

BP suggested that it would be a good idea to now identify which policies were to be adopted and a discussion took place around this.

The Steering Group AGREED that the policies had been identified within the Princes Foundation Report with the exception of Housing, Employment and Deprivation. The PF report had grouped the findings into 4 themes to focus on:

- 1- Seafront, Pier and Butlins
- 2 -Conserving and enhancing assets – including Hotham Park and other open space
- 3 -Better connections and spaces across the town centre and its hinterland, minimising impact on the environment
- 4- Focus on improving the town centre and station.

It was acknowledged that also included within the report were the policies linked to these themes and these would need to be extracted for the draft. To do this the group all agreed that each topic should be headed up by a Councillor with additional help from the Steering & Focus Groups. It was stressed that only members who would be fully committed to seeing through the project should do this. The focus group contact list would re-distributed for those who wished to enlist other help, however, it was felt that very small groups of 2to 3 people would work best. These groups will probably need an initial meeting followed by a specific meeting/workshop with the DCLG advisor. Additional specific support would be given by BRTC officers where necessary.

The theme topics were the AGREED and allocated as follows:

1. Seafront, Pier and Butlins – Cllr. Mrs J Warr
2. Conserving and enhancing assets – including Hotham Park and other open space – Cllr. Ms Davis assisted by Mrs. R Warren, Ms. T Burrington & Mr. M Warden
3. Better connections and spaces across the town centre and its hinterland, minimising impact on the environment –Cllr. T. Gardiner assisted by Mrs. A Rapnik
4. Focus on improving the town centre and station. Cllr. Mrs. S Daniells
5. The additional topic of Housing Employment and Deprivation would be covered by Cllr. R Nash assisted by Revd. A Wadsworth

It was also noted that the free support from the DCLG would also be available to the topic groups and the Project & Street Scene Support officer will liaise with the groups to arrange dates for workshops along with a summary of action points.

It was AGREED that Mr. Phillips would draw up a brief, that should be used by the Steering Group should they decide to appoint a consultant to assist with the policy writing stage. It was suggested that 20-30 policies may form the emerging Draft Neighbourhood Plan.

7. Date of next meeting

Tuesday 8th October 2013 –. Venue to be confirmed.

Meeting closed 12.15 am

APPENDIX 2

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE **2nd SEPTEMBER 2013**

1. Donna Moles – Neighbourhood Development Plan Officer A.D.C – New Government Online Resource
2. Sue Bowley – A.D.C. – Arun District Council SHMA (Strategic Housing Market Assessment) Stakeholder Event
3. Martin Thorpe - Inside Government – National Planning Policy Framework – the future of the National Planning system – conference 31st October 2013 Early Bird Discount