



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON MONDAY 14th OCTOBER 2013

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

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

39. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs. P. Dillon and Mrs. J. Warr.

40. 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.

41. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 2nd SEPTEMBER 2013

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 2nd September 2013 as an accurate record of the proceedings and the presiding Chairman signed them.

42. ADJOURNMENT FOR PUBLIC QUESTION TIME

A member of the public stated that he was hoping for an update from Cllr. Nash regarding a scheme involving apprenticeships and possible funding from Heritage Lottery Money to refurbish empty homes, details of which he has passed to Cllr. Nash. As Cllr Nash was not present the Chairman suggested that although the Committee thought the scheme worthwhile it would probably be better directed to Arun District Council as they have ownership of such properties.

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

43.1 Min 33 refers 2/9/2013 -Feedback from the review meeting with the representative from BPUD and Update on support from DCLG

The Project & Street Scene Support Officer (PSSSO) reported on a question raised regarding what happened to any unused funds from the Front Runner Grant as follows:

The Neighbourhood Plan was awarded a £20k Front Runner Grant. This money was a government grant paid to Bognor Regis Town Council via Arun District Council. As the money has already been paid over any remaining funds at the end of the project would go back into Bognor Regis Town Council Reserves, however it should be noted that it is very unlikely that any funds will be remaining as the estimated costs for consultants of £25k already exceeds the original amount. There was some further query relating to the suggestion by the Planning Aid Officer that officer time could be included in this, however, it was acknowledged that officer time had not previously been budgeted for as it was not deemed necessary. Clarification on this point will be sought from her and reported back.

44. FEEDBACK FROM THE INITIAL MEETING WITH THE PLANNING AID OFFICER LIZ BETH 7th OCTOBER 2013 AND HER PROPOSALS FOR MOVING FORWARD

The PSSSO and the Civic & Support Services Manager attended an initial meeting with the Planning Aid Officer and discussed at length with her what support she would provide and how we can progress the plan forward. A session was held working through the Princes Foundation Report to begin to identify some of the possible policies and how they can be developed and expanded on. She also suggested some areas for possible inclusion which will be taken up with the Steering Group at the workshop on the 29th October 2013.

45. FEEDBACK FROM MEETING WITH NEIGHBOURHOOD DEVELOPMENT PLAN REPRESENTATIVES 3rd OCTOBER 2013

The PSSSO reported on a meeting attended by Neighbourhood Plan Representatives for all the neighbouring parishes to meet and discuss issues relating to Neighbourhood Planning. Simon Meecham and Donna Moles officers from Arun District Council (ADC) were invited to facilitate to answer specific questions about the NP process and links to the ADC Local Plan. The questions were provided to them in advance and a copy of their responses was handed out to the Committee. The notes from the meeting are awaited and will be forwarded out when received.

46. FEEDBACK FROM ARUN DISTRICT COUNCIL SHMA STAKEHOLDER EVENT 19th SEPTEMBER 2013

Cllr. Daniells attended the meeting and reported that most of the information discussed centered around statistics and numerical evidence that wasn't particularly useful or relevant to our needs.

47. RATIFICATION OF EXPENDITURE FOR BPUD CONSULTANTS 2 DAY CONSULTANCY 27th 28th AUGUST 2013 - £1253.70 +VAT

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

48. UPDATE ON NOMINATIONS FOR ASSETS OF COMMUNITY VALUE REGISTER AND CONSIDERAION OF ADDITIONAL PREMISES FOR NOMINATION FOR THE STEERING GROUP.

The PSSSO reported that the application for the Picturedrome to be included on the Asset of Community Value Register had been withdrawn at this stage as it had been noted it was not minuted. A discussion followed about the process and the fact that there was some misunderstanding around the perception of what it actually means to place a building on the Asset Register. It was suggested it would be a good idea to generate a fact find to assist any potential property to ensure that it matches the criteria and standards.

49. ITEMS FOR FUTURE CONSIDERATION

A Cllr would like an area of green space in Gloucester Rd protected that has been referred to in the Arun District Council and WPS Car Parking review.

50. NOTE DATE OF NEXT MEETING – 25th NOVEMBER 2013

Noted.

51. CORRESPONDENCE

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

The Meeting closed at 7.36pm

APPENDIX 1

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE **14th OCTOBER 2013**

1. AirS (Action in Rural Sussex) 2013 Newsletter which includes details of forthcoming joint AirS and SALC Annual Conference and AGM
2. Martin Thorpe –Email – Inside Government – National Planning Policy Framework – The Future of the National Planning System – further details
3. Angela Koch – Imagineplaces – DIY Neighbourhood Planning Engagement Training at Westminster Hub 28th & 29th October 2013
4. Donna Moles - Neighbourhood Development Plan Officer - Arun District Council – Neighbourhood Area Designation Consultation 3rd October – 14th November 13 – Ford Parish Council