



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING**

### **HELD ON THURSDAY 13<sup>th</sup> FEBRUARY 2014**

#### **PRESENT:**

Cllr. Mrs. S. Daniells (Chairman), Cllrs. J. Brooks, A. Cunard, Ms. K. Davis (to Min.66), P. Dillon and T. Gardiner.

#### **IN ATTENDANCE:**

Mrs. H. Knight (Civic & Support Services Manager)  
Mrs. S. Green (Project & Street Scene Support Officer)

*The meeting opened at 6.30pm*

#### **52. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

Apologies had been received from Cllrs. Nash and Mrs. J. Warr.

#### **53. 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.

#### **54. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 14<sup>th</sup> OCTOBER 2013**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 14<sup>th</sup> October 2013 as an accurate record of the proceedings and the presiding Chairman signed them.

#### **55. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no members of the public present.

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

**56.1 Min 48 refers 14/10/13 – Update on Nominations for Assets of Community Value Register and consideration of additional premises for nomination for the Steering Group**

Further to the suggestion to generate a fact find to assist with any potential property the Steering Group was advised by the Planning Aid Officer that the Community Asset Register was not a vital component of the Neighbourhood Plan and would really need to form part of a Community Plan should that be produced. The Neighbourhood Plan should really concentrate on land use development issues and encourage other community groups or organisations to nominate any suitable buildings for the ACV Register and the Project & Street Scene Support Officer (PSSSO) confirmed that the Greener Bognor Network was already looking into this. A discussion followed as to what constituted a Community Asset and how groups could be encouraged to register them as the process could be challenging. Members **AGREED** that the Regis Centre was a particularly valuable asset that should be protected and would look at ways to ensure it was added to the register.

**57. TO NOTE OUTCOME OF POLICY & RESOURCES COMMITTEE OF THE 2<sup>nd</sup> DECEMBER 2013 RE FUTURE OF THE NEIGHBOURHOOD PLAN REFERRED FROM TOWN COUNCIL MEETING 11<sup>th</sup> NOVEMBER 2013**

The Policy & Resources Committee had voted to continue with the production of the Neighbourhood Plan for Bognor Regis and this decision was noted.

**58. REVIEW AND AMENDMENT OF TIMELINE**

The Committee was asked to consider a draft review of the timeline that had been provided by the PSSSO to judge if they were happy with the timescales and confident that the plan could be produced in time for a February 2015 referendum. This would mean that the plan would need to be ready for Regulation 14 consultation by 7<sup>th</sup> July 2014. The Committee felt that if progress continued at the current rate this was attainable. The PSSSO will liaise with the Planning Aid Officer on her return from holidays for further guidance. Subject to any amended advice the Committee **RESOLVED** to **APPROVE** adoption of the revised timeline.

**59. REVIEW OF BUDGET & ESTIMATED COSTS**

Members were provided with a breakdown of up to date costs and an estimated budget of future expenditure. It was noted that whilst ADC has pledged to cover the cost of any Neighbourhood Plan referendums pre April 2015, preparations for the Parliamentary, District and Parish elections on 7 May 2015 from mid-Jan to mid-June could delay Neighbourhood Plan Referendums during that period. This means that it would be prudent to continue to earmark funds to cover these costs. The cut-off date also applies to Independent Examiner Costs so funds have been earmarked for this potential expense. The Arun District Council Neighbourhood Development Plan Officer has said that she is fairly confident Government will continue to cover referendum costs after this date but she could not guarantee it. A member asked why officer hours had not been included in the breakdown. Officers' salaries or hours are not allocated to be paid from this budget so would not reflect an accurate breakdown, therefore they are not included. Members were reminded of the sensitivity of some of the budget details to potential contractors.

**60. NEIGHBOURHOOD PLAN STEERING GROUP – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON THE 15<sup>th</sup> OCTOBER 2013 AND THE 21<sup>st</sup> JANUARY 2014**

The Committee **RESOLVED** to **APPROVE** the Resolutions, Recommendations and Reports of the Minutes held on the 15<sup>th</sup> October 2013 and the 21<sup>st</sup> January 2014.

61. **RATIFICATION OF EXPENDITURE FOR STEERING GROUP MEETING OF THE 15<sup>th</sup> OCTOBER 2013 AND THE PLANNING AID WORKSHOP ON THE 29<sup>th</sup> OCTOBER 2013- £60.00 (NO VAT PAYABLE) VENUE HIRE**

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

62. **TO NOTE UPDATE FROM INDIVIDUAL WORKSHOPS HELD ON 2<sup>nd</sup> & 3<sup>rd</sup> DECEMBER 2013 WITH PLANNING AID OFFICER LIZ BETH**

The PSSSO advised that since the production of the report work had progressed on the action points and that the update was for information purposes. Members noted the update.

63. **CONSIDERATION OF PROPOSAL FROM A COUNCILLOR REGARDING PEDESTRIANISATION AND ONE WAY SCHEME IN LITTLE HIGH STREET AND WEST END SHOPPING CENTRE**

A Member proposed two areas he had identified that could perhaps be looked at and included within the Neighbourhood Plan. The first was an area within the Town Centre known as the Little High Street and it was proposed to look at making this a pedestrianised zone to create a mini version of the Brighton Lanes. Research had been undertaken a few years ago and had met with a favourable response from residents. The Member was asked to gather some up to date evidence for the project and it will be addressed further through the policy writing.

The second area, which is referred to as the West End shopping centre in Aldwick Road was considered to be a Highway issue and should be addressed through JWAAC with West Sussex County Council.

64. **ITEM FOR CONSIDERATION FROM MEETING 14<sup>th</sup> OCTOBER 2013 – MIN 49 REFERS: CLLR PROPOSAL TO PROTECT AREA OF GREENSPACE IN GLOUCESTER ROAD IDENTIFIED ON ADC/WPS CAR PARKING REVIEW**

A member proposed that an area in Gloucester Road that had been identified as a possibility for car parking on the ADC/WPS Car Parking review should be protected and included in the Neighbourhood Plan. This will be addressed further through the policy writing.

65. **CONSIDERATION OF PROPOSAL FROM CLLR TO EMPLOY A PROJECT MANAGER FOR THE DURATION OF THE DEVELOPING NEIGHBOURHOOD PLAN.**

The Chairman asked all members to confirm that they had been in receipt of and read an email sent from the Town Clerk reminding the Committee of the correct procedure that would need to be undertaken prior to any decision or discussion as per the Standing Orders.

A Member had requested that the Committee revisit the possibility of appointing a Project Manager and had provided a brief report ahead of the meeting. The Member advised there had been an error in the content as this was in hindsight intended to consider the appointment of a Policy Writer not a Project Manager.

A discussion took place as to the best way to proceed. Members were reminded by the Chairman that there was still the possibility of some free assistance from Locality for Policy Writing and the PSSSO was asked to follow this up with the Planning Aid Officer to get some confirmation if this would be forthcoming. If this was not the case then a brief would need to be issued and three companies would be invited to tender for the business. The Committee **RESOLVED** not to appoint a Policy Writer pending further information and liaison with the Planning Aid Officer. If it became apparent that policy writing or other consultant assistance is required immediately then matters would be progressed and an additional Committee Meeting convened. A Member felt that this course of action would be too long and slow, and was getting increasingly frustrated with the protocol and procedures. She therefore decided that perhaps it would be better to withdraw from the Committee.

The Chairman asked Cllr. Davis to confirm that her wish was to step down from the Neighbourhood Plan Committee and the Neighbourhood Plan Steering Group and this was confirmed. The Chairman thanked her for all her hard work and input to date and Cllr Davis then left the meeting.

**66. NEIGHBOURHOOD PLAN PLANNING CAMP SEMINARS IN ASSOCIATION WITH LOCALITY AND EDEN PROJECT AT YORK 23<sup>rd</sup> -25<sup>th</sup> MARCH 2014 OR OXFORD 3<sup>rd</sup> – 5<sup>th</sup> April 2014 TO CONFIRM ATTENDANCE AND APPROVE AND RATIFY COSTS**

A Neighbourhood Plan Planning Camp Seminar in association with Locality and the Eden Project is being held with two places available for any group involved with the development of a Neighbourhood Plan. As no members indicated they would attend either of the dates officers would be given the opportunity. The seminar is free of charge and the only expenditure would be travel costs.

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

**67. TO CONSIDER APPOINTMENT OF 2 NEW MEMBERS TO THE STEERING GROUP REPRESENTING THE BOGNOR COMMUNITY ORGANISERS AND THE BOGNOR REGIS LOCAL HISTORY SOCIETY AND REVIEW CURRENT MEMBERSHIP**

Two new member organisations have joined the Steering Group one being representatives of the Bognor Regis Local History Society the other the Bognor Community Organisers. Both will bring a fresh perspective to the group and the Committee **RESOLVED** to **RATIFY** these appointments. Members also reviewed the existing Steering Group membership list and it was felt that any non- Town Councillor member who had not attended a meeting for 3 or more consecutive meetings should be removed from the circulation list. Officers would notify those concerned.

**68. TO NOTE CHANGE OF DATE FOR SEPTEMBER 2014 MEETING**

Members noted the change of date to Monday 29<sup>th</sup> September 2014

**69. ITEMS FOR FUTURE CONSIDERATION**

Members would like to ensure the Regis Theatre Building is added to the Community Asset Register and if no community group is able to proceed with this then would like the Steering Group to action.

**70. NOTE DATE OF NEXT MEETING –25<sup>th</sup> March 2014**

Noted.

**71. CORRESPONDENCE**

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

*The Meeting closed at 8.00pm*

**APPENDIX 1**

**NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE**  
**13<sup>th</sup> FEBRUARY 2013**

1. Donna Moles - Neighbourhood Development Plan Officer - Arun District Council – Neighbourhood Area Designation Consultation 3<sup>rd</sup> October – 14<sup>th</sup> November 13 – Ford Parish Council
2. Donna Moles - Neighbourhood Development Plan Officer - Arun District Council – Details of Neighbourhood Planning Independent Examiner Referral Service (NPIERS)
3. Donna Moles - Neighbourhood Development Plan Officer - Arun District Council – Arundel town council and Littlehampton Town Council \_ Publicising a Plan Proposal consultation 5<sup>th</sup> December 2013 – 16<sup>th</sup> January 2014
4. DCLG - Neighbourhood Plan Planning Camps
5. Kirkwells -Neighbourhood Planning News Winter 2013/14 Newsletter
6. UpFront Planning News – January 2014
7. Donna Moles - Neighbourhood Development Plan Officer - Arun District Council – Examiner Procurement Process
8. SALC/AIRS West Sussex Planning Programme Wednesday 25<sup>th</sup> February 2014
9. Donna Moles - Neighbourhood Development Plan Officer - Arun District Council – Referendum Tranches