



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON TUESDAY 25<sup>th</sup> MARCH 2014**

**PRESENT:** Cllr. Mrs. S. Daniells (Chairman) P. Dillon and Mrs. J. Warr.

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

*The meeting opened at 6.34pm*

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

Apologies had been received from Cllrs. Brooks, Dillon, Gardiner and Nash

#### **73. 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.

#### **74. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 13<sup>th</sup> FEBRUARY 2014**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13<sup>th</sup> February 2014 as an accurate record of the proceedings and the presiding Chairman signed them.

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

There were no members of the public present.

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

**76.1 Min 58 refers 13/02/14 – Review and amendment of timeline**

Following a meeting with Liz Beth the Planning Aid Officer (PAO) the Project & Street Scene Support Officer (PSSSO) informed the Committee of some possible changes and additions as follows: The PSSSO and the PAO will commence policy drafting between April and June. Screening during May. Draft Plan 6 week Reg. 14 between during July August. Consultation statement and basic condition statement between July and August. This means the Neighbourhood Plan should be ready for submission at the end of September rather than the beginning. The PAO felt that as August is primarily a holiday month we should allow a little longer for Reg.14 to ensure we reach as many people as possible.

The Committee **NOTED** these amendments.

**76.2 Min 65 refers 13/02/14 – Consideration of proposal from Cllr to employ a project manager for the duration of the developing Neighbourhood Plan.**

The PSSSO confirmed that a policy writer had now been assigned via Locality to assist with drafting the plan. It was even better news to find that the policy writer would be Angela Koch who has previously worked with the Steering Group during her time with the Princes Foundation. Angela has also worked with ADC on producing the Seafront Strategy for Bognor Regis.

The Committee **NOTED** this and that there would therefore be no need to appoint a policy writer of Project Manager.

**77. NEIGHBOURHOOD PLAN STEERING GROUP – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON THE 18<sup>th</sup> FEBRUARY 2014 AND THE 13<sup>th</sup> MARCH 2014**

The Committee **RESOLVED** to **APPROVE** the Resolutions, Recommendations and Reports of the Minutes of the meetings held on the 18<sup>th</sup> February 2014 and the 13<sup>th</sup> March 2014.

**78. TO NOTE THE VACANCY ON THE NEIGHBOURHOOD PLAN COMMITTEE AND THAT THIS WILL BE CONSIDERED AT THE MAY ANNUAL MEETING WHEN THE COMMITTEES ARE APPOINTED.**

The Committee **NOTED** this item

**79. TO NOTE THE PRE-SUBMISSION PLANS OF NEIGHBOURING PARISHES INCLUDING: BERSTED – REG 14 6 WEEK CONSULTATION PERIOD 19<sup>th</sup> FEBRUARY TO 2<sup>nd</sup> APRIL 2014 CAN BE VIEWED AT [WWW.BERSTED-PC.GOV.UK](http://WWW.BERSTED-PC.GOV.UK) AND PAGHAM – REG 14 6 WEEK CONSULTATION PERIOD 27<sup>th</sup> FEBRUARY TO 10<sup>th</sup> APRIL CAN BE VIEWED AT [WWW.PAGHAMPARISHCOUNCIL.GOV.UK](http://WWW.PAGHAMPARISHCOUNCIL.GOV.UK)**

Copies of the pre-submission plans were distributed for review and possible comment. As the parishes border Bognor Regis it was thought that an in depth study of each plan would be a useful exercise to see if there were any policies that could have an impact or bearing on our own plan. Cllr. Dillon would look at Pagham and Cllr. Mrs. Warr Bersted and relay anything significant. It was also **NOTED** that details of the Felpham Neighbourhood Plan Reg. 14 had been distributed to the Committee at the time but due to the dates had not been reported on at any Committee.

**80. TO NOTE THE PUBLICATION OF THE 21<sup>ST</sup> FEBRUARY 2014 VERSION OF THE EMERGING ARUN DISTRICT COUNCIL LOCAL PLAN**

The Committee **NOTED** this item

**81 ITEMS FOR FUTURE CONSIDERATION**

The PSSSO reported that the PAO has advised that she felt the decision not to include development at the St. Modwens site within the housing allocation numbers should be challenged with Arun District Council. Considering a new planning proposal was to be submitted she felt this was a genuine reason to object.

**82. NOTE DATE OF NEXT MEETING –28<sup>th</sup> April 2014**

It was **NOTED** that the March Steering Group Meeting is scheduled for after the next Committee meeting. For reporting purposes it may be beneficial to change the next NP Committee date. Officers will look at re-scheduling and advise.

**83. CORRESPONDENCE**

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

*The Meeting closed at 7.27pm*

**APPENDIX 1**

**NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE**  
**25<sup>th</sup> MARCH 2014**

1. Andy Elder – Housing Strategy & Enabling Manager- Community Land Trust Information
2. Donna Moles - Neighbourhood Development Plan Officer - Arun District Council – Arundel Neighbourhood Plan Decision Statement
3. Donna Moles - Neighbourhood Development Plan Officer - Arun District Council – Arundel Neighbourhood Plan Information Statement
4. UpFront Neighbourhood Planning News – February 2014
5. Donna Moles - Neighbourhood Development Plan Officer - Arun District Council – Notes on Neighbourhood Planning Edition 9 -