



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON MONDAY 2nd JUNE 2014

PRESENT: Cllrs. Mrs. S. Daniells, P. Dillon, T. Gardiner and Mrs. J. Warr.

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

The meeting opened at 6.30 pm

5. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. R. Nash

6. 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.

7. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON TUESDAY 28th APRIL 2014 AND THE EXTRAORDINARY MEETING HELD ON 27th MAY 2014

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 28th April 2014 and the Extraordinary Meeting held on 27th May 2014 as an accurate record of the proceedings and the presiding Chairman signed them.

8. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public present.

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

There were no matters arising

10. **TO CONSIDER THE TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN COMMITTEE AND THE NEIGHBOURHOOD PLAN STEERING GROUP INCLUDING UPDATES AND AMMENDMENTS IF REQUIRED.**

The Committee **RESOLVED** to approve the amendments as highlighted on the copy appended to these minutes as **Appendix 1**

11. **NEIGHBOURHOOD PLAN STEERING GROUP – CONSIDERATIONS OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP HELD ON THE 27TH MAY 2014 INCLUDING CONSIDERATION OF PROPOSAL BY THE NEIGHBOURHOOD PLAN STEERING GROUP TO APPOINT CONSULTANTS TO COMMISSION A PIECE OF WORK ON BOTH:**

- **ASSESSMENT OF BUILT HERITAGE AND**
- **PROFILE BOGNOR TODAY**

At the Steering Group Meeting on the 27th May 2014 the appointed policy writer for the draft Neighbourhood Plan proposed that a consultant be appointed to assist with the above two topics. This proposal was endorsed by the Planning Aid Officer. Bearing in mind the tight timeline and the amount of work required the Steering Group Agreed to Recommend this to the Committee.

Assessment of Built Heritage: a draft brief was drawn up and presented to the Committee for consideration. The brief ensures that any work commissioned fulfils the mandate and it is proposed that maximum of 5 consultants be invited to tender.

Following a brief discussion the Committee **RESOLVED** to approve the recommendation and brief; and 5 consultants will be invited to tender.

Profile of Bognor Today: Whilst preparing a brief for this item it became apparent that, Angela Koch has already worked on this area in detail with us during her time with the Princes Foundation and also in preparation for the work she is currently undergoing as the Policy Writer. She has already accumulated a wealth of information and is familiar with the area. The free time we have left through Locality is limited but we could commission extra time for her services which would enable her to complete this area quickly and cost effectively. It had been established that the Committee could proceed with this option without the need to seek tenders.

Following a brief discussion the Committee **RESOLVED** to approve this recommendation and Angela Koch will be invited to complete the work required for this topic.

It was also **NOTED** that due to the tight time limit it will be necessary to hold an Extraordinary Meeting of the Committee for the selection process.

12. **FEEDBACK ON RSPONSE FROM ARUN DISTRICT COUNCIL REGARDING CHALLENGE OF HOUSING ALLOCATION NUMBERS – MIN 90 REFERS**

The PSSSO had read an email that had been received from ADC in response to the query challenging the housing allocation numbers. It would appear that the stance has now changed and they will now allow the inclusion of units from the St Modwen site. This is in complete contrast to previous conversations.

13. **ITEMS FOR FUTURE CONSIDERATION**

The Committee would like to review the planning applications approved since 2013 to get some idea of the number of units that can be included within the allocation.

14. TO NOTE DATE OF NEXT MEETING –8th JULY 2014

Noted.

15. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed. (Appended to these Minutes as **Appendix 2**) but wanted to discuss item 5. British Legion Club – Email re Community Right to Bid.

A member of public had enquired about the possibility of a Community Right to Bid being made on the British Legion Club in Bognor Regis which is in the process of being sold. A response had been sent giving advice as to the procedure and criteria required however, it was thought that as the building was already in the process of being sold it would probably be too late to progress with a Community Right to Bid.

The Meeting closed at 7.10 pm

APPENDIX 1

Neighbourhood Plan Committee – Terms of Reference

1. To oversee the preparation of a Neighbourhood Plan for Bognor Regis, in an agreed time-scale and ensuring that all aspects of the plan as agreed by the Committee are properly addressed
2. To act as co-ordinator of appropriate Steering groups, set up as required to enable the progress and completion of the various sections of the Plan, as agreed by the Committee
3. To identify specific aspects to be considered for inclusion in the plan, including Planning, the Environment, Heritage, Leisure & Sport, Health, Business and Housing needs, and any other issue agreed by the Committee for inclusion
4. To commission specific areas of evidence and analysis as required
5. Determine the types of survey and information gathering to be used
6. To work with neighbouring authorities to ensure that the Neighbourhood Plan will take into account the relationship of the Town with those areas and in particular it's relationship to Arun District Council's Local Plan
7. Oversee the preparation of a sustainability assessment to support the neighbourhood Plan, if required
8. ~~To sign off the final draft Plan, prior to the local referendum~~
Change to:
To Recommend final Draft Plan to the Full Council to be signed off prior to referendum
9. To deal under delegated powers with issues relating to the production of a Neighbourhood Plan within the budget and policies approved by the full Council
10. To receive the Minutes of the Neighbourhood Plan Steering Group, discuss them and make recommendations to the Council following on from the endorsement of them
11. The Neighbourhood Plan committee has one Steering Group, details as follows:

NEIGHBOURHOOD PLAN STEERING GROUP

Introduction

The objective of the Steering Group will be to implement the preparation of the Neighbourhood Plan for Bognor Regis

Tasks

The Steering Group will:

- Make recommendations to the Neighbourhood Plan Committee and keep them fully informed of progress including presenting all Steering Group Minutes for endorsement by the Neighbourhood Plan Committee and adoption by the Town Council.
- Organise meetings in liaison with Town Council Officers
- Act as co-ordinator of Focus Groups meetings, made up of members of the public, to gather views and consult on ideas on the following topics as agreed by the Neighbourhood Plan Committee - ~~Regeneration, Planning/housing,~~

~~Infrastructure provision, Economy and Business, Roads and Transport, Greenspace and Leisure facilities, Seafront and Beaches (Tourism)~~

Change to

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

- Assess existing evidence about the needs and aspirations of the Town
- Ensure community engagement through promotion and publicity
- Liaise with relevant organisations to secure their input into the process
- Analyse the views, ideas, proposals received during the planning process and use them to prepare a draft plan.

Membership and Quorum

- Members appointed by the Neighbourhood Plan Committee, including a minimum of 3 Councillors
- The Steering Group shall be quorate when 3 Councillors are present

APPENDIX 2

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
2nd JUNE 2014

1. Communities & Local Government Select Committee Announcement – Oral Evidence Sessions Monday 9th June and Monday 16th June
2. Donna Moles - Neighbourhood Development Plan Officer – Barnham and Eastergate Parishes – Neighbourhood Development Plans 2013-2029 succesfully passed examination
3. Donna Moles - Neighbourhood Development Plan Officer – Bersted, Ferring Pagham and Yapton Parish Councils have submitted their Plan Proposals
4. Donna Moles - Neighbourhood Development Plan Officer – Felpham Parish Neighbourhood Development Plan 2013-2029 has successfully passed examination
5. British Legion Club – Email re Community Right to Bid
6. Donna Moles - Neighbourhood Development Plan Officer – Barnham and Eastergate and Felpham Decision Statements and referendum dates
7. Donna Moles - Neighbourhood Development Plan Officer – ADC update of Neighbourhood Development Plan