



# BOGNOR REGIS TOWN COUNCIL

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## MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON TUESDAY 8<sup>th</sup> JULY 2014

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

**IN ATTENDANCE:** Mrs. S. Green (Project & Street Scene Support Officer)

*The meeting opened at 6.30 pm*

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

Apologies had been received from Cllrs. Mrs. S. Daniells and R. Nash and Mrs. H. Knight.

### **21. 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.

### **22. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON TUESDAY 2<sup>nd</sup> JUNE 2014 AND THE EXTRAORDINARY MEETING HELD ON 17<sup>th</sup> JUNE 2014**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 2<sup>nd</sup> June 2014 and the Extraordinary Meeting held on 17<sup>th</sup> June 2014 as an accurate record of the proceedings and the presiding Chairman signed them.

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

There were no members of the public present.

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

There were no matters arising.

25. **UPDATE ON PROGRESS OF WORK ON THE BUILT HERITAGE BY THE APPOINTED CONSULTANTS INTEGRATED URBANISM**

The PSSSO provided a brief verbal report on the progress:

The team from IU visited Bognor Regis on the 22<sup>nd</sup> June and commenced with a detailed tour of the town gathering information and taking photographs. On Monday 23<sup>rd</sup> June an open/drop in day was held at the Town Hall and IU met with major stakeholders throughout the day at pre-arranged times. They also did a tour of the town centre with the Town Centre Manager and engaged with members of the public. On the morning of Tuesday 24<sup>th</sup> June, IU attended a Neighbourhood Plan Steering Group Meeting and showed members an example of how they aimed to produce their document. They also invited the Steering Group to accompany them on a walkabout to get a feel for what was being produced and for their input. In the afternoon they visited the museum and continued with the drop in at the Salvation Army Hub.

On Friday 4<sup>th</sup> July an all-day drop in was held at the Methodist Church. The session ran from 10.30am – 6.30 pm. There was an estimated turnout of 50+. Members of the public were asked for their comments and views. Following the meeting the team have started to map the outcomes and will meet and liaise with the Policy Writer and a local historian. A draft of the report will be presented to the Neighbourhood Plan Committee and Steering Group pre final submission at the end of the month.

26. **UPDATE ON THE PROGRESS OF WORK ON BOGNOR TODAY BY THE APPOINTED CONSULTANT ANGELA KOCH**

The PSSSO provided a brief verbal report on the progress:

The consultant has gathered a lot of information from her previous associations with Bognor Regis and is in the process of drawing all the information together. She has attended a meeting with the Resort Director, at Butlins who has been helpful in providing relevant statistics for her report, which will be submitted by the end of July 2014.

27. **REVIEW OF PLANNING APPLICATIONS APPROVED SINCE APRIL 2013 – MIN 13. FROM MEETING 2<sup>ND</sup> JUNE 2013 REFERS**

The PSSSO provided details of housing planning applications that had been approved since April 2013 within the four wards of Bognor Regis. It was felt that this would be of interest to all members of the Committee so the item was deferred to the next meeting. In the interim period the PSSSO will extract all the relevant information into a spreadsheet that can be added to on a weekly basis to keep a running total.

28. **NEIGHBOURHOOD PLAN STEERING GROUP – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON THE 24<sup>TH</sup> JUNE 2014**

The Committee **RESOLVED** to **APPROVE** the Resolutions, Recommendations and Reports of the Minutes of the meeting held on the 24<sup>th</sup> June 2014.

29. **RATIFICATION OF EXPENDITURE OF £1,210.50 FOR PAYMENT OF ADVANCED FEE TO INTEGRATED URBANISM 20<sup>TH</sup> JUNE 2014**

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

30. **RATIFICATION OF EXPENDITURE OF £144.00 FOR VENUE HIRE FOR NEIGHBOURHOOD PLAN OPEN DAY AT THE METHODIST CHURCH ON FRIDAY 4<sup>TH</sup> JULY 2014**

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

**31. ITEMS FOR FUTURE CONSIDERATION**

A member asked if anything more could be done to help with regards to the Royal British Legion Club building, which was discussed previously, Min 15.1 of the notes 2<sup>nd</sup> June 2014 refer. As the building is no longer in use it is unclear whether it would meet the criteria of the Community Right to Bid. Other suggestions regarding the building were put forward but it was felt that these should be directed to the Policy and Resources Committee.

**32. TO NOTE DATE OF NEXT MEETING - 18<sup>th</sup> AUGUST 2014**

Noted.

**33. CORRESPONDENCE**

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

*The meeting closed at 7.00 pm*

**APPENDIX 1**

**NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE**  
**8<sup>th</sup> JULY 2014**

1. Noel James - Historic Towns Forum - Summer Newsletter
2. Carl Durlston – The Waterfront Conference Company – CIL implementation – Advice, case studies and updates
3. Eldon Gallagher – CLG Committee – Oral Evidence Sessions
4. Martyn White – Conservation Officer, Policy Planning - Arun District Council – update of Conservation Areas Management Plan Consultation
5. Donna Moles - Neighbourhood Development Plan Officer – Angmering Parish Council, East Preston Parish Council and Rustington Parish Council Reg 16 Publicising a Plan Proposal – consultation 2<sup>nd</sup> July 2014 – 13<sup>th</sup> August 2014
6. Donna Moles - Neighbourhood Development Plan Officer – Felpham PC and Barnham & Eastergate PC – Referendum Results
7. Planning Responses Arun District Council – Application BR/149/14/OUT – Planning App Belmont Lodge
8. Daniel Carman – Local Land Charges – Arun District council – Nomination of Asset of community Value – Belmont Lodge