



# BOGNOR REGIS TOWN COUNCIL

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## MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON TUESDAY 18<sup>th</sup> AUGUST 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*

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

There were no apologies. In the absence of the Chairman, the Vice Chairman took the Chair.

### **38. 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.

### **39. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON TUESDAY 8<sup>th</sup> JULY 2014 AND THE EXTRAORDINARY MEETING HELD ON TUESDAY 29<sup>th</sup> JULY 2014**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 8<sup>th</sup> July 2014 and the Extraordinary Meeting held on 29<sup>th</sup> July 2014 as an accurate record of the proceedings and the presiding Chairman signed them.

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

There were no members of the public present.

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

There were no matters arising.

### **42. REVIEW OF PLANNING APPLICATIONS APPROVED SINCE APRIL 2013- DEFERRED FROM NEIGHBOURHOOD PLAN MEETING 8<sup>th</sup> JULY 2014 Min.27 REFERS**

A spreadsheet was circulated which gave a detailed breakdown of all approved applications for dwelling units since April 2013. These figures will contribute to the total housing number allocated to Bognor Regis and to date totals 54 units. The PSSSO will update the spreadsheet weekly and will issue a report to the Committee on a regular basis.

**43. NEIGHBOURHOOD PLAN STEERING GROUP – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON THE 29<sup>th</sup> JULY 2014**

The Committee **RESOLVED** to **APPROVE** the Resolutions, Recommendations and Reports of the Minutes of the meeting held on the 29<sup>th</sup> July 2014.  
(Appended to these Minutes as **Appendix 1**)

**44. RATIFICATION OF EXPENDITURE OF £5,649.00 FOR PAYMENT TO INTEGRATED URBANISM FOR DRAFT REPORT AND PRESENTATION TO NEIGHBOURHOOD PLAN COMMITTEE AND STEERING GROUP 29<sup>th</sup> JULY 2014**

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

**45. ITEMS FOR FUTURE CONSIDERATION**

The Committee was asked to consider the possibility that it may be necessary to review the Timeline slightly depending on the date of the Reg.14 submission. This however would not ultimately affect the date of Referendum which will be delayed due to the May 2015 elections. The Committee **NOTED** this and asked the PSSSO to keep them updated following the next Steering Group Meeting on the 27<sup>th</sup> August 2014.

**46. TO NOTE DATE OF NEXT MEETING - 29<sup>th</sup> SEPTEMBER 2014**

Noted.

**NB.** The date of the next meeting is **30<sup>th</sup> September 2014** not 29<sup>th</sup> as Noted.

**47. CORRESPONDENCE**

The Committee noted receipt of the correspondence as detailed.  
(Appended to these Minutes as **Appendix 2**)

*The meeting closed at 6.50 pm*

## **APPENDIX 1**

### **NOTES AND RECOMMENDATIONS** **BOGNOR REGIS TOWN COUNCIL**

#### **NEIGHBOURHOOD PLAN - STEERING GROUP** **TUESDAY 29<sup>th</sup> JULY 2014**

**PRESENT:** BRTC Cllrs: Mrs. S. Daniells (Chairman), P. Dillon, Mrs. J Warr (during item 4)  
M. Warden (Representative Aldwick PC), Glen Powell (Representative Felpham PC) Mrs. J. Barnes (Bognor Regis Local History Society)

**IN ATTENDANCE:** Sheila Green (Project & Street Scene Support Officer)  
Heather Knight (Civic & Support Services Manager)  
Liz Beth (Planning Aid Officer)  
Dave Barton (Greener Bognor Network)  
Graham Crouch (Bognor Cycle Forum)  
Geoff Farrell (Sustrans)

**The Meeting opened at 5.31 pm**

***It was noted that the meeting was non-quorate and that any decisions would need to be made as recommendations to the Neighbourhood Plan Committee***

#### **1. Apologies for Absence**

Apologies had been received from Cllrs. T Gardiner and R. Nash and Tessa Burrington and Rev. A Wadsworth

#### **2. Approval of the Notes of the Meeting held on Thursday 24<sup>th</sup> June 2014 and any Matters Arising that are not agenda items**

As the meeting was not quorate the notes would be formally approved at the next meeting but in the meantime they were recommended to the Neighbourhood Plan Committee.

#### **3. To welcome Geoffrey Farrell, Graham Crouch and Dave Barton**

The Chairman welcomed the guests to the meeting who had been invited to assist with the work on better connections.

#### **4. Better connections and spaces across the town centre and its hinterland, minimising impact on the environment - with particular focus on cycling routes**

*The Chairman invited Liz Beth the Planning Aid Officer to facilitate this agenda item.*

Members were split into two groups. One group looked at cycle routes and the other pedestrian routes. Using street maps of the four wards the groups were asked to highlight any area relating to their particular subject by identifying possible problems, conflicts or suggestions, some of which are detailed below:

#### **Cycle Routes:**

The group marked out existing cycle routes, potential routes, journey attractors and areas with no cycle facilities. There were comments that the routes to Chichester and Littlehampton are poor and a general lack of cycle parking.

**Pedestrian Routes:**

The group marked out areas that would benefit from pedestrian crossings, enhanced street lighting for safety and potential shared space areas. They also identified areas that are dangerous and areas that could be traffic free zones.

The work undertaken by the groups will be collated and summarised and the findings implemented into the final policy work being undertaken for the Neighbourhood Plan.

During this item Cllr Daniells left the meeting. The Vice Chairman thanked the attendees for their contribution.

**5. Date of next meeting**

Wednesday 27<sup>th</sup> August 2014 at 10.30am

***Meeting closed at 6.50pm***

**APPENDIX 2**

**NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE**  
**18<sup>th</sup> AUGUST 2014**

1. Donna Moles - Neighbourhood Development Plan Officer – Bersted Neighbourhood Plan successfully passed examination
2. Donna Moles - Neighbourhood Development Plan Officer – Pagham Neighbourhood Plan withdrawn
3. Donna Moles - Neighbourhood Development Plan Officer – Angmering Neighbourhood Plan withdrawn
4. Donna Moles - Neighbourhood Development Plan Officer – Felpham Neighbourhood Plan and Barnham and Eastergate Neighbourhood Plan resolved at Full Council meeting 16<sup>th</sup> July 2014
5. Commonplace – email – How’s your community engagement going?
6. CPRE Sussex Countryside Trust – show us your brownfield sites
7. Historic Towns Forum – August Newsletter
8. Christine Bardwell – Head of Local Land Charges – ADC – Nomination of Community Value ACV39 – Alexandra theatre/ Regis Centre, Belmont Street, Bognor Regis.
9. Donna Moles - Neighbourhood Development Plan Officer – Decision Statement for Littlehampton Neighbourhood Development Plan
10. Donna Moles - Neighbourhood Development Plan Officer – Yapton Neighbourhood Development Plan successfully passed examination