



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON TUESDAY 30th SEPTEMBER 2014

PRESENT: Cllrs. Mrs. S. Daniells (Chairman), P. Dillon, and Mrs. J. Warr.

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

The meeting opened at 6.35 pm

48. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Apologies had been received from Mrs. H. Knight.

The Chairman announced that unfortunately Cllr. Tony Gardiner had decided to resign from the Neighbourhood Plan Committee. A letter will be sent to Cllr. Gardiner thanking him for all his hard work and input to the development of the Neighbourhood Plan.

49. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary 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 an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable 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 neither take 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 Disclosable Pecuniary and Ordinary. These forms should 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 Disclosable 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.

50. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 18th AUGUST 2014

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 18th August 2014 as an accurate record of the proceedings and the presiding Chairman signed them.

51. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public present.

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

52.1 Min. 45 Refers 18/8/14 Items for future consideration.

The PSSSO updated Members that following the Steering Group meetings of 27th August and the 30th September 2014 and consultation with the Neighbourhood Planning Officer from Arun District Council, it was proposed that the 6 week consultation period (Reg.14) commence at the beginning of November 2014 and the Timeline will continue from that date.

53. NEIGHBOURHOOD PLAN STEERING GROUP – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON THE 27th AUGUST 2014 AND THE 23rd SEPTEMBER 2014

The Committee **RESOLVED** to **APPROVE** the Resolutions, Recommendations and Reports of the Notes of the meeting held on the 27th August 2014 and the 23rd September 2014. (Appended to these Minutes as **Appendix 1 and Appendix 2**)

54. RATIFICATION OF EXPENDITURE OF £1,210.50 FOR FINAL PAYMENT TO INTEGRATED URBANISM FOR FINAL REPORT AND PRINTED DOCUMENTS FOR THE CHARACTERISATION STUDY FOR BOGNOR REGIS

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

55. RATIFICATION OF EXPENDITURE OF £50.00 FOR HIRE OF SALVATION ARMY COMMUNITY HALL FOR DROP IN DAY 24TH JUNE 2014

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

56. UPDATE OF THE DRAFT NEIGHBOURHOOD PLAN INCLUDING THE CONSIDERATIONS FOR THE REGIS AND HOTHAMTON SITES FOLLOWING THE WITHDRAWAL OF ST MODWENS

The Committee would like a much tighter brief regarding the scope we have within the Neighbourhood Plan to ensure greater liaison with all interested parties regarding the Regis and Hothamton sites. There was also reference as to whether it is possible to have a say in how the public consultations are run by Arun District Council and the areas they are held in. They would also like to know if it is feasible at this stage to submit any plans of their own. It was **AGREED** that the PSSSO will seek advice and recommendations from the Planning Aid Officer and report back to the Committee.

57. TO APPROVE REG.14 6 WEEK PUBLIC CONSULTATION PERIOD FOR DRAFT NEIGHBOURHOOD PLAN

The Committee **APPROVED** the proposal to commence with the 6 week public consultation in early November 2014. However, there were some reservations as to whether the plan should be submitted to Arun District Council for a pre-examination check. It was **AGREED** that the PSSSO will seek advice from the Planning Aid Officer and liaise with Committee Members for their decision via email.

58. ITEMS FOR FUTURE CONSIDERATION.

The PSSSO advised that there was an opportunity to secure some more free support from Locality to assist with the consultation part of the Neighbourhood Plan. The Committee **AGREED** to take advantage of this opportunity and requested that the PSSSO to apply for this.

59. TO NOTE DATE OF NEXT MEETING – 3RD NOVEMBER 2014

Noted.

60. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed.
(Appended to these Minutes as **Appendix 3**)

The meeting closed at 7.05 pm

APPENDIX 1

NOTES AND RECOMMENDATIONS BOGNOR REGIS TOWN COUNCIL

NEIGHBOURHOOD PLAN - STEERING GROUP **TUESDAY 27th AUGUST 2014**

PRESENT: BRTC Cllrs: P. Dillon, Mrs. J Warr (during item 4)
Miss. T. Burrington (Greener Bognor Network)

IN ATTENDANCE: Sheila Green (Project & Street Scene Support Officer)
Heather Knight (Civic & Support Services Manager)
Angela Koch (Policy Writer)

The Meeting opened at 10.37 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. Mrs. S. Daniells, T Gardiner and R. Nash and Miss. T. Burrington, Mrs. J. Barnes and W. Jones.

In the absence of the Chairman, the Vice Chairman Cllr. P. Dillon took the Chair.

2. Approval of the Notes of the Meeting held on Thursday 29th July 2014 and any Matters Arising that are not agenda items

2.1. It was noted that there was an error in the notes of the 29th July 2014. Mr Graham Crouch was listed as being a member of the Bognor Regis Cycling Club but should have read Bognor Cycle Forum and Greener Bognor Network.

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. Review of Draft Consultation Statement

The PSSSOs gave a brief overview of the work that had been done so far on the Consultation Statement. The PW suggested some items for inclusion and work will continue on the drafting the document.

4. Review of Draft Neighbourhood Plan

The PW gave a comprehensive presentation of the work done so far and also a detailed report on the commissioned work "Bognor Today". Further work is required on the policy writing but the free time allocated by Locality is drawing to a close. Due to the tight timeline and the dwindling attendance of Steering Group Members, it was proposed that Angela Koch be contracted to continue with this work with the assistance of Officers to ensure the final draft plan is ready for Reg.14. The PSSSO will seek approval from the Neighbourhood Plan Committee to enable the work to continue.

5. Date of next meeting

Tuesday 23rd September 2014.

Details of the meeting will be sent out separately as it is intended that the meeting will incorporate a 1 day workshop to include members of the public and stakeholders for the final drafting of the Plan pre Reg. 14.

Meeting closed at 1.45pm

APPENDIX 2

NOTES AND RECOMMENDATIONS **BOGNOR REGIS TOWN COUNCIL**

NEIGHBOURHOOD PLAN - STEERING GROUP **TUESDAY 23RD SEPTEMBER 2014**

PRESENT: BRTC Cllrs: Mrs. S. Daniells (Chairman) J. Brooks (during item 3) T. Gardiner and Mrs. J Warr
Miss. T. Burrington (Greener Bognor Network), Mrs. J. Coles (Brighter Bognor), G. Powell (Felpham PC), Revd. A. Wadsworth, M. Warden (Aldwick PC), Mrs. R. Warren (Hotham Heritage Trust)

IN ATTENDANCE: Sheila Green (Project & Street Scene Support Officer)
Donna Moles (Neighbourhood Planning Officer Arun District Council)
Angela Koch (Policy Writer)

The Meeting opened at 10.33 am

1. Apologies for Absence

Apologies had been received from Cllr. R. Nash and Mrs. H. Knight.

2. Approval of the Notes of the Meeting held on Thursday 24th July 2014 and the Non-Quorate Meetings held on Tuesday 29th July 2014 and Tuesday 27th August 2014 and any Matters Arising that are not agenda items

All the notes were approved and there were no Matters Arising.

As the review of the draft plan would be a long session, it was AGREED to change the order of business and take Agenda Item 3 later.

3. Open Day event Wednesday 24th September 2014

An open day event has been arranged for Wednesday 24th September 2014 for the public to view and comment on the first draft of the Neighbourhood Plan. Members of the public will be able to view what has been done, put forward points of view or issue, provide input and be able to ask questions. The plan will be presented in a simple format for people to assess and they will be asked to place coloured stickers to indicate their opinions. A green sticker will indicate support, yellow to indicate they support some of it and red to indicate they do not support at all. This is a quick and simple way of gathering information and feedback. Due to other commitments the PSSSO will not be in attendance so asked the group to assist and support AK as much as possible.

4. Date of next meeting

It was agreed to have another meeting fairly quickly to assess the feedback from the open event and to make any changes to enable the process to proceed to Reg.14 as soon as possible. A meeting will be held on Tuesday 30th September at 10.30am in the Council Chamber.

5. Presentation of the draft Neighbourhood Plan for Bognor Regis including consideration of the Regis Centre and Hothamton sites

AK, the policy writer, presented a draft of the Neighbourhood Plan to the Steering Group for comment and amendment if necessary. Some of the areas looked at included: housing, employment, commuting, visitors, Butlins, hospitals, health, deprivation, entertainment, car parking and investment. The group discussed and considered all of these areas in detail. It was agreed that with St Modwens withdrawing their proposals for the Hothamton and Regis Centre sites, the Neighbourhood Plan has been given a great opportunity to ensure greater involvement in any future plans or proposals and a robust policy should be in place to reflect this.

Meeting closed at 2.20 pm

APPENDIX 3

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
30th SEPTEMBER 2014

1. Donna Moles - Neighbourhood Development Plan Officer – Ferring Neighbourhood Plan successfully passed examination
2. Donna Moles - Neighbourhood Development Plan Officer – Angmering Neighbourhood Plan Publicising Plan Proposal – Consultation 10th September – 22nd October 2014
3. Donna Moles - Neighbourhood Development Plan Officer – Rustington Neighbourhood Plan successfully passed examination
4. Donna Moles - Neighbourhood Development Plan Officer – Bersted and Yapton Neighbourhood Plans - Decision Statements published
5. Donna Moles - Neighbourhood Development Plan Officer – Pagham Parish Council Submitted to Arun District Council proposal to produce Neighbourhood Plan
6. Donna Moles - Neighbourhood Development Plan Officer – Community Rights a guide to writing planning policies for neighbourhood plans
7. Communities and Local Government Committee – Oral Evidence Session Wednesday 15th October