



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744 Fax: 01243 865744  
E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

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

**HELD ON MONDAY 23<sup>rd</sup> APRIL 2012**

**PRESENT:** Cllr. P. Dillon (Chairman), Cllrs: J. Brooks, A. Cunard, Mrs. S. Daniells,  
Ms. K. Davis, T. Gardiner, R. Nash (till Min 31.1) and Mrs. J. Warr

**IN ATTENDANCE:** Sue Holmes (Head of Street Scene and Leisure Services)  
Ruth Hambleton (Minutes Secretary)

*The meeting opened at 6.30pm*

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

The Chairman welcomed those present. There were apologies from Cllrs. Mrs. E. Anderson and J. Lawrence.

### **27. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of personal and/or prejudicial 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 personal interest and the nature of the interest
- c) whether it is also a prejudicial interest
- d) if it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. 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.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

### **28. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 20<sup>th</sup> FEBRUARY 2012**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 20<sup>th</sup> February 2012 as an accurate record of the proceedings and the presiding Chairman signed them.

**29. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

There were no matters arising.

**31. UPDATE ON THE FIRST WAVE CONSULTATION AND RESPONSE RECEIVED - INCLUDING:-**

The Head of Street Scene and Leisure Services updated the Committee on the results of the recent questionnaire. 60 responses had been received from the public and each comment that had been made had been split into one of 9 headings (appended to File Copy of Minutes). Feedback had been received from some Councillors that people were not interested in completing a questionnaire or struggled to understand the questions. As a result there did not seem to be much participation from the public and several comments had been made which were not relevant to the Plan.

A draft graph of each question and the response received was shown to Councillors (appended to File Copy of Minutes). It was interesting to see what the public liked best about Bognor Regis: the Seafront Area, the Parks & Greenspaces, Cultural Facilities and the Strategic Placement of the Town & Quality of Life. The consultation also showed that the public wanted to see improvements to Highways & Transport, the Strategic Placement of the Town & Quality of Life and Public Amenities. Comment was made about how the results from the questionnaire could be used and that a number of the remarks made could give the Committee an insight into the issues important to residents, in and around the Town.

**31.1 Consideration of next steps**

There was much discussion about the next step, including the need for consultants and community involvement. Copies of the Dawlish Neighbourhood Plan, which is the first Neighbourhood Plan to go before the Independent Examiner, were available.

Wavelength Polls, A.D.C. expired Local Plan and several commissioned surveys undertaken recently were talked about. A lot of information is available which could be used as evidence to set policies around the Town. It was felt that Consultants could help with all this.

A Member suggested that in order to give any consultants something to work from, as their first question will be what is the Plan trying to achieve, that all Councillors and officers be asked to put forward their visions for Bognor Regis over the next 20 years. Just 4 bullet points about how they would like to see the Town in the future. The public could then be consulted in due course to find out if they agree or disagree with the chosen statements. After some discussion this was AGREED, with a two week window for responses.

It was further suggested that in view of officers' existing workloads, a list of potential specialised consultants be drawn up to assist with this project. This was AGREED.

***Cllr. Nash left the meeting***

A Councillor recommended that all those present read their copy of the booklet from the CPRE 'How to shape where you live: a guide to Neighbourhood Planning' that had been circulated, as it seemed like an informative document. This was AGREED.

**31.2 Community involvement and further consultation**

There was much discussion about when it would be best to get the community involved in the Plan and when any Working Party Groups will be set up.

It was generally felt that this was not the right time to set up Working Parties. A one step at a time approach was needed as this would be a long project. By setting visions for the Town first, this would give the Plan something to strive for.

**32. TO APPROVE NEIGHBOURHOOD PLAN LOGO (MIN.18.1 REFERS)**

The Committee noted the logo which had been designed by a student at the Regis School. There was a brief discussion about the font of the text, which officers were asked to look into.

The logo for the Neighbourhood Plan was APPROVED.

**33. BUDGET CONSIDERATION. INCLUDING:-**

**33.1 Front runner Grant - £20,000**

The Head of Street Scene and Leisure Services reported on the £20,000 front runner grant which had been awarded to the Town Council for the production of the Plan. This would be added to the £20,000 budget already allocated for this project.

**34. ITEMS FOR FUTURE CONSIDERATION**

- Proposed Vision statements
- Consultants
- Setting up Focus Groups/Working Parties

**35. ITEMS FOR INCLUSION ON JWAAC AGENDA**

There were none.

**36. DATE OF NEXT MEETING**

It was AGREED that the preferred date for the next meeting was the 23<sup>rd</sup> May 2012. If the Council Chamber was not available then the 21<sup>st</sup> May was an option. The Minutes Secretary would notify all Councillors of the confirmed date.

**37. CORRESPONDENCE**

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

**37.1** The Head of Street Scene and Leisure Services reported on the correspondence received from the new Neighbourhood Plan Officer at A.D.C.

*The Meeting closed at 7.50pm*

**NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE**  
**23<sup>rd</sup> APRIL 2012**

1. A.D.C. - Neighbourhood Plan Officer - Reminder of Monitoring Workshop held on the 8<sup>th</sup> March 2012. Attended by Cllr. Dillon and the Head of Street Scene and Leisure Services
2. A.D.C. - Head of Planning, Policy and Conservation - Notification of press release from the Communities and Local Government concerning the Neighbourhood Development Plan grant aid, for which several parishes in the District have been successful, including Bognor Regis
3. A.D.C. - Neighbourhood Plan Officer - Confirmation of Front runner grants in the District, including Bognor Regis which will receive £20,000. Emailed to all Councillors
4. Greener Bognor Network - Email regarding involvement in the Neighbourhood Plan
5. SLCC - Invitation to Clerks to attend a branch meeting when Neighbourhood Plans will be discussed. Head of Street Scene and Leisure Services and the Minutes Secretary have confirmed attendance