



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON MONDAY 23rd MAY 2012

PRESENT: Cllr. Mrs. S. Daniells (Chairman), Cllrs: Ms. K. Davis, T. Gardiner and Mrs. J. Warr

IN ATTENDANCE: Sue Holmes (Head of Street Scene and Leisure Services)
Ruth Hambleton (Minutes Secretary)
Donna Moles (A.D.C. Neighbourhood Development Plan Officer)
1 Member of the Public (from Min. 12)

The meeting opened at 7.30pm

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING**

It was noted that Cllr. Mrs. S. Daniells was elected Chairman and Cllr. Mrs. J. Warr was elected Vice Chairman of this Committee at the Annual Town Council meeting on 14th May 2012.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present including Donna Moles, the new Neighbourhood Development Plan Officer at A.D.C. There were apologies from Cllrs. A. Cunard, P. Dillon and R. Nash.

3. **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.

4. TO REVIEW TERMS OF REFERENCE

The Committee **RESOLVED** to make no changes to the Terms of Reference (Appended to File copy of Minutes).

5. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 20th FEBRUARY 2012

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

6. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

7. INTRODUCTION FROM NEW NEIGHBOURHOOD DEVELOPMENT PLAN OFFICER AT A.D.C. - DONNA MOLES

The Chairman introduced Donna Moles to those present and thanked her for coming.

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

There were no matters arising.

9. TO CONSIDER LIST OF PROPOSED VISION STATEMENTS - MIN. 31.1 REFERS.

The Chairman reported on the visions received from fellow Councillors and Officers, after the previous meeting (Officers' Report appended to File copy of Minutes). Officers had cut the list down from twenty six to seven for Councillors to consider. The Committee needed to decide on four broad statements/straplines, which would paint a picture of Bognor Regis in the future. The public would be consulted on these at a later point.

There was a brief discussion about several of the visions, including what they say about Bognor Regis. It was **AGREED** that Officers would be asked to amalgamate the seven visions into the final four (Appended to these Minutes as **Appendix 1**)

10. TO CONSIDER THE WAY FORWARD FOR SETTING UP FOCUS GROUPS AND OR CONSULTATION MEETINGS

The Chairman discussed the Officers' report with those present, (appended to File Copy of Minutes). At the previous meeting it had been **AGREED** that Consultants were needed to assist with this project. Bids had been obtained from several Consultants which would be discussed later on in the meeting, under Confidential Business. Consultants would be able to assist with setting up Focus Groups and Consultation meetings and ensure that the most relevant information is collected at these events; it would also take pressure off Officers whose resources were stretched.

Following a question from a Member regarding getting Consultants on board who could work with Bognor Regis as a Town, not a Parish or Village, the Chairman recommended, with the

approval of the Committee, that the order of business be changed to deal with Agenda Item 13. The Committee **AGREED** to change the order of business and consider this item at this point in the meeting.

11. UPDATE ON CONSULTANTS AND QUOTES RECEIVED

It was **RESOLVED** that in view of the confidential business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (SO.29.1) Agenda item 13 (contractual)

The Committee discussed the four proposals received from the Consultants and the documents were circulated to those present. The Chairman reiterated some of the points made at the previous meeting about getting Consultants on board to help the project move forward. The various advantages and disadvantages of each was considered at length.

Donna Moles from A.D.C. expressed her concerns over hiring a Consultant at this early stage. She recommended that the Committee should seek Volunteers for the Focus Groups at this time by staging Open Days/Public Meetings within the four Wards. These meetings would also give people an opportunity to say what they think about things even if they do not wish to get involved. Consultants could be brought in later down the line when the more complex work needs to be done.

The Committee debated Donna Moles' comments at length. There was much concern from Councillors over the Town Council's limited resources to stage these meetings as well as process all information received. All interested parties needed to be invited and methods of publicity were discussed. There was also some discussion about how the information received from these meetings could be used and the evidence required to back it up.

Following the discussions that took place it was **RESOLVED** that Officers would organise a Public/Open Meeting for the 18th June 2012. It was noted that the Neighbourhood Plan Committee meeting would now be cancelled to facilitate this meeting. It was also **RESOLVED** that an advert would be taken out in the Bognor Regis Observer and all Councillors would be asked to publicize the event. Following this first meeting, four Open Days would be set up in a venue in each Ward, to raise awareness of the Neighbourhood Plan and hear the local resident's views. Volunteers would also be recruited at these meetings. It was further **RESOLVED** that a decision on a Consultant would be made at a later date.

12. ITEMS FOR FUTURE CONSIDERATION

There were none.

13. ITEMS FOR INCLUSION ON JWAAC AGENDA

There were none.

14. CORRESPONDENCE

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

15. TO NOTE DATE OF NEXT MEETING - 18th JUNE 2012

It was noted that this meeting would now be a Public/Open Meeting, following earlier discussions.

The Meeting closed at 8.40pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
23rd MAY 2012

1. A.D.C. - Neighbourhood Development Plan Officer - Details of the £20,000 Neighbourhood Development Plan Grant from the D.C.L.G. which will be subject to a Legal Agreement. Copied to Committee
2. A.D.C. - Neighbourhood Development Plan Officer - Monitoring and Evidence Workshop notes of the meeting held on the 8th March 2012
3. A.D.C. - Neighbourhood Development Plan Officer - Details of support from Planning Aid England
4. A.D.C. - Neighbourhood Development Plan Officer - List of possible future workshops
5. A.D.C. - Neighbourhood Development Plan Officer - Details of Royal Town Planning Institute Presidents Community Engagement and Neighbourhood Planning Event on the 14th June 2012. Committee Chairman will be attending.
6. A.D.C. - Neighbourhood Development Plan Officer - Link to Sticky World who have an innovative tool that offers visual tours of areas with a sticky note feature for people to comment on online
7. A.D.C. - Planning Aid England - How Planning Aid can help with Neighbourhood Planning
8. C.P.R.E and N.A.L.C. - Neighbourhood Planning advice for councils
9. A.D.C. - Neighbourhood Development Plan Officer - Link to Locality which is offering intensive support to a limited number of groups in 'frontrunner' areas. Applications required by 8th May 2012
10. Feria Urbanism - Neighbourhood Planning 5th Wave Front Runner
11. The Eden Project - Details of Planning Camp on the 22nd and 23rd June 2012, in Southampton. It was noted that the Committee Chairman had registered to attend and was awaiting confirmation.
12. A.D.C. - Neighbourhood Development Plan Officer - Details of consultation Workshop on the Local Plan, taking place on 15th June 2012 at the Civic Centre.

Neighbourhood Plan Visions

1. A safe, clean, attractive and thriving traditional seaside town, existing for the enjoyment of children, residents and visitors alike.
2. Regenerated to increase its' prosperity, and improve quality of life, whilst retaining its' unique identity and heritage by ensuring buildings and areas of special interest or historic relevance are not jeopardized by unnecessary or inappropriate development.
3. Protecting our beaches, natural assets, open spaces and gardens, ensuring they are maintained and regular use is encouraged for all sectors of the community to enjoy. Minimizing any adverse impacts on wildlife and the environment.
4. Promoting appropriate high quality, well designed sustainable build, in keeping with the local area, where growth is needed, and discouraging high density suburban sprawl.