



# 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 TUESDAY 17<sup>th</sup> JULY 2012

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

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

*The meeting opened at 6.30pm*

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

The Chairman welcomed those present, including the Members of the Public. There were apologies from Cllrs. P. Dillon and R. Nash.

### **17. 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
- d) If it is a Pecuniary 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. 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.

**18. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 23<sup>rd</sup> MAY 2012**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 23<sup>rd</sup> May 2012 as an accurate record of the proceedings and the presiding Chairman signed them.

**19. ADJOURNMENT FOR PUBLIC QUESTION TIME**

The Chairman adjourned the meeting and invited the Members of the Public to address the Committee.

A Member of the Public made reference to the Draft Local Plan surgeries taking place around the District and public awareness of the consultation. It was noted that the Local Plan was produced by Arun District Council and that they were responsible for publicizing these events. The Town Council's Planning and Licensing Committee would consider the document at one of their meetings.

A Councillor questioned whether this meeting was an Open Meeting. The Chairman confirmed that this was the scheduled Committee meeting.

The Chairman thanked the Public for their comments and the meeting was reconvened.

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

There were no matters arising.

**21. VERBAL REPORT FROM THE COMMITTEE CHAIRMAN ON HER ATTENDANCE AT NEIGHBOURHOOD PLANNING CAMP, INCLUDING CONSULTATION METHODS**

The Chairman reported on a two day planning training event she had attended, which was held by Locality in conjunction with the Eden Project. She found it very interesting to hear how other Towns and Parishes were progressing with their Neighbourhood Plans and came away with some useful literature. She took part in several presentations and workshops, which covered various topics including consultations and alternative/creative methods of community engagement.

She spoke about the need to get the whole community on board by getting out to the hard to reach groups and finding methods to do this within budget constraints. Members need to be more proactive in getting out to the public and engaging them in the Neighbourhood Plan process.

**22. RATIFICATION OF THE FOLLOWING EXPENDITURE FOR MEETING HELD ON THE 18<sup>TH</sup> JUNE WITH THE PUBLIC AND THE SUBSEQUENT DROP IN DAYS**

**22.1 Advertising £400 + VAT**

The Committee **RESOLVED** to RATIFY the expenditure of £400 + VAT for advertising the meeting on the 18<sup>th</sup> June and the subsequent drop in days.

**22.2 Hire of venues £250.50**

It was noted that the hire of the venues did not include the hire of the Town Hall.

The Committee **RESOLVED** to RATIFY the expenditure of £250.50, for the hire of the venues for three of the Drop in days.

**23. COMMUNITY ENGAGEMENT INCLUDING:-**

**23.1 Report on first meeting with the public and recent drop in days, including Focus Group update. Also to note comments made**

The Committee noted the report and notes (Appended to File copy of Minutes) from the meeting on the 18<sup>th</sup> June as well as the feedback from the Drop in days.

The Head of Street Scene and Leisure Services reported that the sessions had not been particularly well attended but several ideas had been brought forward. There were several recurring themes, some of which can be addressed in the Neighbourhood Plan and a number which could not.

The Officers' Recommendation, that the first of the Focus group meetings would be set up to run in August, was AGREED. As these meetings would initially run as workshops, due to numbers of interested parties, it was noted that minutes would not be taken. The Chairman suggested that SWOT analysis could be used to help people think about their own area.

**23.2 Verbal Report from Head of Street Scene and Leisure Services on further Community engagement plans**

The Head of Street Scene and Leisure Services reported on the current plans for community engagement which includes a letter to groups asking them to pass an information leaflet onto their members and offering to visit groups to explain the Neighbourhood Plan. The leaflet contains a questionnaire, which is slightly different to the previous one and gives people an opportunity to sign up to join the Focus Groups. Going out to groups would help get to the hard to reach groups in the community.

There was some discussion about actively reaching community groups and also businesses as their input is needed. There may have to be a separate referendum for businesses so it is important that they are included. Stalls could be set up at events, but they need to be attractive enough to entice people.

**23.3 Ratification of Neighbourhood Plan Facebook Page**

The Chairman spoke about the Facebook page she had set up on behalf of the Committee to promote the Neighbourhood Plan. The Facebook page gives members of the public the opportunity to have their say and download photographs of the town.

There was a discussion about getting people interested in their own road/area, not necessarily looking at the whole town. We need to find out what the public would like to see, or not, at the end of their road. It needs to be emphasised that the Neighbourhood Plan is local and seeks to build a picture of what the town will look like in 20/30 years.

The Committee **RESOLVED** to RATIFY the Neighbourhood Plan Facebook page.

**24. CONSIDERATION OF COMMITTEE MEMBERSHIP**

The Chairman spoke about the need to set up a steering group to head up the Focus Groups and report to the Neighbourhood Plan Committee. Membership would consist of a few Committee Members, who are able to commit more to the production of the plan. Members of the public representing key areas of the town would be invited to become Members of the steering group.

It was **RESOLVED** to RECOMMEND that a Steering group be set up.

The Chairman recommended, with the approval of the Committee, that the order of business be changed and Agenda Item 10 be considered at the end of the meeting. The Committee AGREED to change the order of business.

**25. TO CONSIDER DRAFT APPLICATION FOR THE DESIGNATION OF NEIGHBOURHOOD AREA TO A.D.C.**

The Chairman reported that A.D.C. needed to be officially notified that the Town Council is producing a Neighbourhood Plan for the Town. There were no plans to extend the boundary of the town for the Plan, or to include parts of other parishes or to focus the plan on specific areas of the Town. The four wards of Bognor Regis were to be included. This was NOTED.

The Committee were advised that they could disregard the draft application copied to them, as offices had since received notification from A.D.C. that they were producing an application form for completion by the Town Council. The Head of Street Scene and Leisure Services detailed what needed to be included in the application. It was AGREED that officers would complete the application on behalf of the Committee at the necessary time.

There was a brief discussion about having maps available at meetings, and Google earth street view, to see areas of Bognor Regis which often get forgotten. It was noted that not all venues have wireless facilities available, including the Town Hall, and there were also licensing issues to be aware of. It was AGREED that Officers would investigate the options and costs of a large map, canvas or magnetic.

**26. FRONT RUNNER GRANTS - CONSIDERATION OF AGREEMENT FOR THE TRANSFER OF AWARDED GRANT BY A.D.C. MIN 33.1 REFERS**

The Committee noted the agreement from A.D.C. for the transfer of the £20,000 grant awarded to the Town Council to aid with the production of the Neighbourhood Plan, copied to them.

Several clauses were brought to the attention of the Committee including:

4.2 The Parish agrees that it will receive the money and will provide a written receipt for it no later than 21 days from the date of payment and will use it for no purpose other than the Authorised Purpose.

4.3 The Council (but without incurring any liability for the activities of the Parish) shall have the right to seek information whether written or oral or by way of attendance on site from the Parish or otherwise about the matter in which the Sum shall have been used and the Parish shall answer such requests within a reasonable time and in any event such information on the use of the Sum shall be provided as soon as practicable after it has been spent and in any event no later than two years after the date of payment.

4.4 Three months after signature of this Agreement the Parish shall submit to the Council its anticipated budget for Neighbourhood Development Plan production and a proposed programme of work which shall be subject to further reporting by the Parish to the Council under clause 4.3

4.5 The Parish will use reasonable best endeavours to substantially complete the Neighbourhood Development Plan within two years from the receipt of the Agreed Sum

4.6 The Parish agrees to reserve a sufficient sum of money to cover examination and referendum costs in the event that DCLG does not provide the Council with burden funding to provide for this

Councillors discussed the examination and referendum costs as well as options to keep the costs down such as postal voting and linking the referendum to local elections. It was noted that Town Council elections were not due for another 3 years, so that would not be an option.

The Committee **RESOLVED** to RECOMMEND the Agreement to Full Council for approval. Officers would begin work on the anticipated budget, for the next meeting.

**27. CONSIDERATION OF AMENDED TIME SCALE**

The changes to the Time Scale for the production of the Neighbourhood Plan were noted and **APPROVED** by the Committee.

**28. TO CONSIDER LIFE SPAN OF PLAN - TO 2028**

The Chairman reported that a date needed to be set for the lifespan of the Neighbourhood Plan. Although it was advisable to have the Neighbourhood Plan run the same length of time as the Local Plan, it was up to individual Town and Parishes how many years they wanted their Plans to run. A.D.C. emerging Local Plan was set to cover the period until 2028. There was some discussion about monitoring and regular reviews of the Plan.

The Committee **RESOLVED** that the Neighbourhood Plan for Bognor Regis would run until 2028, in conformity with A.D.C.'s Local Plan. It was further AGREED that the Plan would be monitored annually and reviewed every 5 years.

**29. ITEMS FOR FUTURE CONSIDERATION**

- 29.1** Cllr. Gardiner showed some photographs he had taken around the Town of areas that needed improvement and protection. These included aspects of the Aldwick Road, Steyne and Waterloo Square Conservation Zones, as well as the Queensway and the Royal Norfolk Hotel.
- 29.2** The Chairman invited a Member of the Public to speak regarding the former Rising Sun site in North Bersted which had not required planning permission to become a Tesco Express. The Member of the Public spoke about the responses she had received from A.D.C.'s Chief Executive and Nick Gibb MP. (copies of the letters were passed to the Chairman following the meeting which would be passed to the Planning and Licensing Committee).

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

There were none.

**31. TO NOTE DATE OF NEXT MEETING - 13<sup>th</sup> AUGUST 2012**

The date of the next Committee meeting was noted.

**32. CORRESPONDENCE**

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

**33. UPDATE ON EXTERNAL CONSULTANTS - MIN. 11 REFERS (CONFIDENTIAL TENDER DOCUMENTS ATTACHED)**

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 10 (contractual).

The Chairman thanked the members of the public for attending.

The Committee considered the Confidential Tender documents copied to them. A lengthy discussion took place about each Consultant and the time they were offering in relation to the cost given. With the work already undertaken, there were concerns about finding the right consultant who could both deliver what was required and who would work well with the Committee. It was noted that each bid was different as they had not been given a brief to work to. It was further noted that it was likely that there would be changes to each tender submitted due to the advances made by the Committee since the Tender had been put out.

After much discussion the Committee **RESOLVED** to invite the Consultants to meet with them and discuss their proposals. This would take place at the September meeting, after the Focus Groups had been set up. It was AGREED that a scoring system would be put in place so that each of the Consultants would be given an objective, equal and fair opportunity.

*The Meeting closed at 8.20pm*

**NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE**  
**17<sup>th</sup> JULY 2012**

1. A.D.C. - Neighbourhood Development Plan Officer - Communities and Local Government publication about strategies to support local shops in order to have parades to be proud of.
2. A.D.C. - Neighbourhood Development Plan Officer - Spreadsheet to complete by B.R.T.C. with anticipated stages of Neighbourhood Plan preparation. Contact details of 3 representatives from the group should be included and only these representatives may contact Donna Moles
3. A.D.C. - Neighbourhood Development Plan Officer - Neighbourhood Plan Preparation Training, 14<sup>th</sup> July 2012, Ferring, Essex
4. A.D.C. - Neighbourhood Development Plan Officer - Kirkwells' Neighbourhood Planning News for download
5. A.D.C. - Head of Planning Policy and Conservation, Strategic and Environmental Service – Notification that the draft Local Plan was approved by Full Council at A.D.C., for consultation. The Local Plan and strategic policies will remain the ones for Neighbourhood Plans to be in conformity. A.D.C. is amongst the first local authorities to delegate site allocations to Neighbourhood Development Plans.
6. A.D.C. - Neighbourhood Development Plan Officer - Notification that Strategic Housing Land Availability Assessment 2012 has been published and is available for viewing on the District Council's website. Two hard copies have also been received.  
<http://www.arun.gov.uk/main.cfm?type=BACKGROUNDSTUDIES#SHLAA>
7. A.D.C. - Neighbourhood Development Plan Officer - Email with details including: the Frontrunner Grant agreements which should be received by 13<sup>th</sup> July 2012; that an application needs to be sent to A.D.C. for designation of a neighbourhood area; Neighbour co-operation.
8. C.P.R.E. - Invitation to a Neighbourhood Plan Workshop at Barcombe Village Hall on 25<sup>th</sup> July 2012. Emailed to Committee Chairman
9. A.D.C. - Neighbourhood Development Plan Officer - Details of Workshops taking place at A.D.C. on the 30<sup>th</sup> July and 20<sup>th</sup> August 2012, copied to Committee Chairman.