



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON TUESDAY 17th SEPTEMBER 2012

PRESENT: Cllr. Mrs. S. Daniells (Chairman), Cllrs: Mrs. E. Anderson, J. Brooks, A. Cunard, Ms. K. Davis, P. Dillon, T. Gardiner, and Mrs. J. Warr (to Min. 41)

IN ATTENDANCE: Heather Knight (Civic & Support Services Manager)
Ruth Hambleton (Committee Clerk)
Sheila Green (Project & Street Scene Support Officer)
Donna Moles (ADC Neighbourhood Development Officer) (Part of Meeting)
1 Member of the Public (Part of Meeting)
Representatives from AiRS, AMT & ADS (Part of Meeting)

The meeting opened at 5pm

34. PRESENTATIONS FROM CONSULTANTS REGARDING THE NEIGHBOURHOOD PLAN

The Committee noted presentations from Action in Rural Sussex (AiRS), Action for Market Towns (AMT) and ADS (Architectural Design Services), regarding the Neighbourhood Plan for Bognor Regis and the services on offer to assist with this process.

The Chairman adjourned the meeting at 7.07pm, to reset the room for the meeting. The meeting reconvened at 7.20pm.

35. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. There were apologies from Cllr. R. Nash.

36. 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 four Declarations of Interest made at this point in the Meeting.

Cllr. Brooks declared a Non-pecuniary Interest in ADS as a Member of the BIG Group, of which one of the presenters is also a Member

Cllr. Cunard declared a Non-pecuniary Interest in ADS as they have quoted for work for him

Cllr. Ms. Davis declared a Non-pecuniary Interest in ADS as a Member of the BIG Group, of which one of the presenters is a Member

Cllr. Ms. Davis declared a Non-pecuniary Interest in ADS the Greener Bognor Network, of which one of the presenters is a Member

Cllr. Mrs. Daniells declared a Non-pecuniary Interest in ADS as one of the presenters is known to her

37. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 17th JULY 2012

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 17th July 2012 as an accurate record of the proceedings and the presiding Chairman signed them.

38. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

39.1 17th July 2012 - Min. 25 - To consider draft application for the Designation of Neighbourhood Area to A.D.C.

The Committee Clerk reported that the application for Bognor Regis had recently been submitted. It was noted that a public consultation was now taking place on this, along with several other local Council's who had also applied.

40. TO RATIFY DECISION TAKEN TO INVESTIGATE THE OFFER OF FREE SUPPORT FROM THE PRINCES FOUNDATION AND UPDATE

The Chairman reported on the meeting that had taken place earlier in the day with a representative from the Princes Foundation. She explained that the DCLG had given funding to 4 organisations in order that they can support groups with the production of their Neighbourhood Plans. Donna Moles at A.D.C. had put B.R.T.C. forward for this support and she was thanked for this.

The Committee noted the email from the Princes Foundation detailing how they could help the Town Council progress with the Neighbourhood Plan. It was further noted this support would be for a limited time, probably just until the end of March. The Princes Foundation would work along with the Neighbourhood Steering Group to run a number of workshops involving the Community and business representatives. The outcome from these workshops would hopefully be a skeletal draft Neighbourhood Plan. Assistance would probably still be required from Consultants with Policy writing, testing of the data against the Local Plan etc. and the Sustainability Appraisal (if required). Any work undertaken by the Princes Foundation would be handed over to the preferred consultants.

There were discussions over this offer of support from the Princes Foundation and how the Consultants could best be used. The Committee also talked about community engagement and ways of getting the public on board as previous attempts had not been as successful as anticipated.

The Committee **RESOLVED** to **RATIFY** the decision taken to investigate the offer of free support from the Princes Foundation and **AGREED** to proceed with the proposal.

Cllr. Gardiner requested that his abstention be noted.

41. CONSIDERATION OF PRESENTATIONS MADE UNDER AGENDA ITEM 1 AND ANY FURTHER ACTION IF REQUIRED

The Committee discussed the presentations that had taken place earlier in the meeting. It was noted that all 3 consultants had stated that their services were flexible and preferred aspects of their proposals could be sought. This was important due to the offer of support from the Princes Foundation. It was therefore noted that a decision was not required immediately on whether to appoint a consultant.

There was some debate about the way forward with both the consultants and the Princes Foundation. The Neighbourhood Development Officer advised that if free advice is available this should be considered prior to using outside consultants and due regard must be taken on how such a decision may be perceived by the public. An important and difficult part of the Neighbourhood Plan is the policy writing and it was felt more sensible to consider consultant assistance with this and data interpretation at an appropriate stage.

The Committee **AGREED** not to consider the appointment of a consultant at the moment until work was progressing with the Princes Foundation.

42. TO CONSIDER SETTING UP OF A STEERING GROUP - REPORT ATTACHED, MIN. 24 REFERS, INCLUDING:-

42.1 Appointment of Members

The Committee noted the report from the Committee Clerk including a list of potential Steering Group Members that had been contacted. It was noted that a quorum of 3 Town Councillors would be required.

The Committee **AGREED** the co-option of the Steering Group Members including Councillor Membership of Cllrs: A. Cunard, Ms. Davis, Mrs. Daniells, P. Dillon and T. Gardiner.

42.2 To note date of meeting and venue

The Committee noted that the first Steering Group Meeting would take place at 6pm on Tuesday 25th September at Jeneses, Linden Road.

42.3 Agenda items

The Committee AGREED the agenda items raised in the Committee Clerk's report, including the addition of the item 'To make arrangements for first workshop with the Princes Foundation' instead of the item regarding the Focus Groups.

42.4 Terms of Reference

The Terms of Reference for the Steering Group, circulated, were AGREED.

43. TO AMEND COMMITTEE TERMS OF REFERENCE

The Committee noted the amended Terms of Reference, circulated. This was necessary due to the setting up of the Steering Group.

It was **RESOLVED** to **RECOMMEND** the amended Terms of Reference to the Policy and Resources Committee for APPROVAL.

44. RATIFICATION OF THE FOLLOWING EXPENDITURE DIGITALISING NEIGHBOURHOOD PLAN LOGO AND SUPPLY OF JPG/PDF FILE - £40 + VAT

The Committee **RESOLVED** to RATIFY the expenditure of £40 + VAT for digitalising the Neighbourhood Plan Logo designed by a student at the Regis School.

45. CONSIDERATION OF OPTIONS FOR PURCHASE OF A LARGE MAP - MIN. 25 REFERS

The Committee noted the requested quotes received for the purchase of a large aerial map.

Quote 1

£200 + VAT Magnetic Framed Image (laminated, mounted & framed in aluminium)
75cm x 90cm

Data captured - April 2007

Quote 2

£496 + VAT Laminated, magnetic board mounted and framed finish 1000mm X 1000mm

Data captured - 2005

The Committee **RESOLVED** to purchase the map under Quote 1 as the information on it would be the most recent.

46. ITEMS FOR FUTURE CONSIDERATION

There were none.

47. ITEMS FOR INCLUSION ON JWAAC AGENDA

There were none.

48. TO NOTE DATE OF NEXT MEETING - 22nd OCTOBER 2012

The date of the next Committee meeting was noted.

49. CORRESPONDENCE

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

The Meeting closed at 8.30pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
17th SEPTEMBER 2012

1. A.D.C. - Neighbourhood Development Plan Officer - Application form, map and guidance note to designate a Neighbourhood Area. Completed by Committee Clerk in liaison with Chairman
2. A.D.C. - Neighbourhood Development Plan Officer - Details of front runner support from the Design Council
3. A.D.C. - Neighbourhood Development Plan Officer - Application to designate a Neighbourhood Area. Application deadline of the 24th August 2012 and details of the publicity.
4. A.D.C. - Neighbourhood Development Plan Officer - Planning Advisory Service 'Guide for Ward Councillors.
5. Kirkwells - Neighbourhood Planning News August 2012
6. A.D.C. - Neighbourhood Development Plan Officer - Reminder to consult with relevant bodies that may be impacted by Neighbourhood Plan, including English Heritage who have a statutory role in the plan process. Also guide to aimed at planning for the environment at the neighbourhood area and a link to English Heritage website and how they can help. Copied to Committee
7. Yapton Neighbourhood Planning Group - Invitation to Community survey feedback day on 18th August 2012 at Yapton and Ford Village Hall. Emailed to all Councillors
8. Carbon Plan - Offer of support and services
9. A.D.C. - Neighbourhood Development Plan Officer - Correspondence regarding consulting with the Mobile Operators Association on developing draft plans and document that this action has been done. Copied to Committee
10. A.D.C. - Neighbourhood Development Plan Officer - Application to designate a Neighbourhood Area. Change to deadline date to 22nd August 2012
11. D.C.L.G. - Regarding progress of front runners and requesting to talk about the Town Council's progress. Emailed to Chairman
12. Planning Aid for London - Details of Convention on 22nd September 2012
13. A.D.C. - Neighbourhood Development Plan Officer - Details from DCLG of free support from various organisations whose contracts have been extended to help communities embarking on Neighbourhood Development Plans.
14. A.D.C. - Neighbourhood Development Plan Officer - Details of Employment Sites and Housing Allocations workshop on 3rd September 2012 at 5.30pm. Attended by Chairman and Committee Clerk
15. A.D.C. - Neighbourhood Development Plan Officer - Parish Profile from AiRS, commissioned by A.D.C. This does not include the 2011 census. An update which will include the 2011 information will be provided at the end of January.
16. A.D.C. - List and map of properties owned by them. Emailed to all Councillors
17. A.D.C. - Neighbourhood Development Plan Officer - Update on examination and referendum costs. On the 29th August the government announced that it had a 10 million fund available to help councils pay for the costs of supporting and advising groups taking forward neighbourhood plans and to pay towards examination and local referendums. A.D.C. will have to apply for funding per group. Neighbourhood Plan Groups will still need to budget for these until instructed otherwise by A.D.C. Copied to all Councillors

- 18.** W.S.C.C. - West Sussex Life 2012 report. Designed to provide a range of statistics and topics about West Sussex, see www.westsussex.gov.uk/westsussexlife. It will be a living document and updated as new data is released. Copied to all Councillors
- 19.** A.D.C. - Principle Planning Officer - Information on Housing Numbers for Bognor Regis