



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

MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON MONDAY 22nd OCTOBER 2012

PRESENT: Cllr. Mrs. S. Daniells (Chairman), Cllrs: Mrs. E. Anderson, J. Brooks (from Min. 56.2), Ms. K. Davis, P. Dillon, T. Gardiner and R. Nash

IN ATTENDANCE: Heather Knight (Civic & Support Services Manager)
Ruth Hambleton (Committee Clerk)

The meeting opened at 6.30pm

50. PRESENTATIONS FROM CONSULTANTS REGARDING THE NEIGHBOURHOOD PLAN

It was noted that this item had appeared in the agenda in error and therefore should be disregarded.

51. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. There were apologies from Cllrs. A. Cunard and Mrs. J. Warr.

52. 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.

53. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 17th SEPTEMBER 2012

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

54. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

There were no matters arising.

56. NEIGHBOURHOOD PLAN STEERING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETINGS HELD ON 25th SEPTEMBER AND 16th OCTOBER 2012 INCLUDING:-

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports of the Minutes held on the 25th September and 16th October 2012.

56.1 Consideration of recommendation to approve Memorandum of Understanding with the Prince's Foundation

Members noted the Memorandum of Understanding recommended by the Steering Group for approval, copied to them, including the suggested amendment relating to who had been present at the original meeting with the Prince's Foundation.

It was **RESOLVED** to **APPROVE** the document for signing by the Town Clerk, with the amendment that the Chairman and Vice-Chairman of the Neighbourhood Plan Committee had also been present with officers at the meeting with the Prince's Foundation.

56.2 To note date and arrangements for first workshop with the Princes Foundation - 6th November 2012

The Committee noted the date for the first workshop with the Prince's Foundation, detailed in the Committee Clerk's report and workshop agenda. Members discussed the list of attendees that had been put forward by the Prince's Foundation, this included members from the Steering Group, Officers and Councillors from Town, District and County. Cllrs. Nash and Brooks asked to attend.

56.3 Approve workshop budget recommendations

The Committee noted the proposed budget for the workshop, detailed in the Committee Clerk's report. Members **RESOLVED** to **APPROVE** the expenditure of £50 for the venue and £5 a head for catering.

56.4 Amendments to Headings for inclusion in the Neighbourhood Plan

The Committee noted the amendments made to the Headings for the Neighbourhood Plan, detailed in the Committee Clerk's report. These were **APPROVED**.

57. CONSIDERATION OF DRAFT BUDGET

The Committee Clerk reported that unfortunately a draft budget was not available, but work was progressing on it. The expenditure to date was available and she detailed this.

58. CONSIDERATION OF AMENDED TIME LINE

From the amended time line, copied to them, Councillors noted the anticipated referendum date of May 2014 that the Neighbourhood Plan would now be working towards. The Committee Clerk reported that until work begins with the Prince's Foundation it was difficult to know how much work there would be left to do when their services cease. Several items on the time line had been omitted, for now, for this reason. Looking at the time line sent by Neighbourhood Plan Development Officer at A.D.C., copied to Councillors, preparations would need to begin in the October for a referendum in the May.

59. ITEMS FOR FUTURE CONSIDERATION

There were none. Cllr. Gardiner reported on the SALC meeting he had recently attended when there was some discussion about the pros and cons of doing a Neighbourhood Plan.

60. ITEMS FOR INCLUSION ON JWAAC AGENDA

60.1 It was proposed that the proposal to re-open the High Street should be put on hold until more is known about the St. Modwen development and what the plans are for the Esplanade.

61. TO NOTE DATE OF NEXT MEETING - 27th NOVEMBER 2012

The date of the next Committee meeting was noted.

62. CORRESPONDENCE

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

The Meeting closed at 7.17pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
22nd OCTOBER 2012

1. AirS - September 2012 newsletter, including National Save Village Halls Campaign
2. The Journal of Local Planning - Early experience from the Localism Act and what we can learn. Support and answers for parish and town councils.
3. Maureen Chaffe - Guidance for parish and town councils about mapping. Neighbourhood Plans are identifying the need for a lot of maps. Copied to Committee.
4. A.D.C. - Neighbourhood Development Plan Officer - Email regarding several matters including -; her role; communication with A.D.C.; Community Engagement; Working towards your plan; also a blank monthly progress report for completion. Completed by Committee Clerk.
5. A.D.C. - Neighbourhood Development Plan Officer - Neighbourhood Development Plan conformity check and referendum. Answer to questions raised regarding possible referendums in May 2013 and details of criteria used to check that a Neighbourhood Plan meets the basic conditions set by the Localism Act.
6. Kirkwells' Neighbourhood Planning News - September issue
7. C.P.R.E. - Neighbourhood Planning Workshop, on 1st November 2012 at Pulborough Village Hall
8. A.D.C. - Neighbourhood Development Plan Officer - Planning Bulletin from the DCLG
9. A.D.C. - Neighbourhood Development Plan Officer - Notification that Arundel Town Council has applied to A.D.C. and the South Downs National Park for designation of a Neighbourhood Area. The consultation will run from 3rd October - 14th November 2012.
10. A.D.C. - Neighbourhood Development Plan Officer - Update on meeting with the DCLG regarding examination and referendum timetables in relation to A.D.C.'s emerging Local Plan. Also a request for monthly progress report. Copied to Committee
11. BNP Paribas Real Estate - Letter sent on behalf of their client the Royal Mail Group Ltd., regarding the preparation of Neighbourhood Plans and the possible impact of development around its site. Also a request to be kept informed on progress.
12. A.D.C. - Neighbourhood Development Plan Officer - Details of her forthcoming maternity leave and cover.
13. Airs - October Newsletter with details about the AGM on the 7th November 2012.