



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING

HELD ON TUESDAY 27th NOVEMBER 2012

PRESENT: Cllr. Mrs. S. Daniells (Chairman), Cllrs: P. Dillon and T. Gardiner

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

The meeting opened at 6.35pm

63. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. There were apologies from Cllrs. A. Cunard, Ms. K. Davis, R. Nash and Mrs. J. Warr.

64. 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

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.

65. TO APPROVE THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 22nd OCTOBER 2012

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 22nd October 2012 as an accurate record of the proceedings and the presiding Chairman signed them.

66. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

67.1 17th September 2012 - Min. 34 - Presentations from Consultants regarding the Neighbourhood Plan

The Committee Clerk reported that one of the Consultants had been in touch asking whether the Council was ready for an updated proposal from them. The Committee AGREED that a polite acknowledgement should be sent advising them that the Committee did not require this at this time.

68. NEIGHBOURHOOD PLAN STEERING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON 20th NOVEMBER 2012, INCLUDING:-

68.1 Min. 5 - St Modwen consultation, including promotion of the public events

The Committee Clerk reported that as the Town Council was considering issuing a press release related to the consultation, a decision had been taken that the Neighbourhood Plan Steering Group should not issue one too in order to avoid public confusion.

Members confirmed approval of this decision.

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports of the Minutes held on the 20th November 2012.

68.2 Review of the workshop held with the Prince's Foundation and feedback received from them

The Committee discussed the Workshop which had taken place on the 6th November 2012, at the Hub. Those that had been present had found parts of the day extremely useful especially the walkabout. Feedback received from the Prince's Foundation had been detailed in the Committee Clerk's Report (appended to File copy of Minutes), including actions from the Workshop. It was noted that a representative from the Prince's Foundation was due to meet with the Steering Group Chairman and Officers regarding the Engagement and Community Strategy. Unfortunately the Committee Chairman was unable to attend.

The Committee Clerk expressed her concerns over the mapping of policies and strategies that are in place in regard to Bognor Regis. It was AGREED that A.D.C. be approached to find out whether they can assist with this.

68.3 Working arrangements for the Focus Group Meetings

The Committee noted the working arrangements for the Focus Group Meetings had been set by the Steering Group, detailed in the Committee Clerk's Report (appended to File copy of Minutes). Several people had stepped forward to take responsibility for specific Groups. The Committee was pleased with this progression.

68.4 Working with Felpham Parish Council to produce a Neighbourhood Plan template

The Chairman discussed a recent meeting with the Felpham Neighbourhood Plan Chairman and Maureen Chaffe, regarding producing a template for Neighbourhood Plans. The Committee AGREED this suggestion in principle, depending on the costs involved.

69. RATIFICATION OF EXPENSES TO DATE INCLUDING:-

69.1 Cost of facilitating three Steering Group meetings - £115 for venue and refreshments

This was **RATIFIED**

69.2 Cost of Workshop with the Princes Foundation on the 6th November 2012 - £123 for catering and venue hire

This was **RATIFIED**

70. CONSIDERATION OF DRAFT BUDGET

The Committee noted the draft Budget (appended to File copy of Minutes). This was an initial budget and more work was required on it before it could be submitted to A.D.C. The draft budget showed that the estimated costs would take the Committee considerably over budget. There was a possibility that the Independent Examination and the Referendum costs would be reimbursed through Central Government which would bring down the budget down considerably.

71. CONSIDERATION OF PROPOSAL BY CLLR BROOKS FOR IMPLEMENTATION OF DATABASE OF ELECTORS AND RESIDENTS TO FORM A 'PANEL' OF CONSULTEES TO ALLOW FEEDBACK OF THEIR VIEWS ON VARIOUS CONSULTATIONS/ISSUES OF CONCERN VIA THEIR HOME PC'S - REFERRED FROM P & R MEETING HELD ON THE 15th OCTOBER 2012

The Committee noted an email received which detailed the costs of setting up a Wavelength Panel for the Town Council, which could possibly be used by the Neighbourhood Plan Committee. The Policy and Resources Committee had referred this to the Neighbourhood Plan Committee to find out whether it could be used in the production of the Plan.

Unfortunately Cllr. Brooks was not present but the Chairman and Committee Clerk explained the proposal to members. He had suggested that whilst the Neighbourhood Plan Steering Group is engaging with the community, it would be an ideal time to ask members of the public if they wished to sign up for the panel. He also anticipated that this would keep the overall cost low. The panel could be used to access a variety of issues, from events to consultation on the Neighbourhood Plan.

Members discussed the cost of setting up this panel and the budget that the Committee had been granted. It was noted that members of the public on the Neighbourhood Plan Facebook Page had expressed an interest in being included on the panel. A leaflet could be produced by officers and could be made available to collect the required information.

The Committee **AGREED** that a Wavelength Panel could be beneficial to the Neighbourhood Plan. It was felt that as the Neighbourhood Plan Committee did not have funding available to for this, that this item be referred back to the Policy and Resources Committee. It was **AGREED** that if the Neighbourhood Plan Committee were to use this panel as part of their consultation that a contribution could be made for the use of the facility. This would need to be **AGREED** in advance.

72. ITEMS FOR FUTURE CONSIDERATION

There were none.

73. ITEMS FOR INCLUSION ON JWAAC AGENDA

There were none.

74. TO NOTE DATE OF NEXT MEETING - 15th JANUARY 2013

The date of the next Committee meeting was noted.

75. CORRESPONDENCE

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

The Meeting closed at 7.30pm

NEIGHBOURHOOD PLAN COMMITTEE CORRESPONDENCE
27th NOVEMBER 2012

1. Kirkwells - Details of Neighbourhood Planning Services
2. A.D.C. - Neighbourhood Development Plan Officer - Details of maternity leave and cover
3. Eden Project Communities - Details of free planning camp in Bristol in February 2013
4. Prince's Foundation - Write up from the brainstorm held as part of the Workshop on the 6th November 2012