

**MINUTES OF THE MEETING OF THE
NEIGHBOURHOOD PLAN COMMITTEE
HELD AT THE ST. MARY'S CENTRE, FELPHAM
MONDAY 16th JANUARY 2017.**

PRESENT: Councillors: Ms H Flynn, G Matthews, Mrs E Taylor, Mrs G Moss,
Mrs J Wild & D Smart.

NP Advisor Maureen Chaffe.

NP103. APOLOGIES FOR ABSENCE:

Councillors: P English, D Edwards & Mrs B Piedot had sent their apologies.

Lay Member Tony Turley had sent his apologies as had Glen Powell.

NP104. ABSENT WITHOUT APOLOGIES:

There were no absences without apology.

NP105. DECLARATIONS OF INTEREST:

There were no declarations of interest at this point of the meeting.

NP106. QUESTION TIME:

There were no members of the public in attendance and therefore no questions raised.

NP107. CORRESPONDENCE:

There had been no correspondence received.

NP108. MINUTES OF THE MEETING HELD ON 14th NOVEMBER 2016:

These minutes were agreed as a true and accurate record, and had been ratified and approved by Main Council at its December 2016 meeting.

NP109. MATTERS ARISING:

There were no matters arising that had not already been discussed by Main Council at their meeting of 1st December 2016.

NP110. NEIGHBOURHOOD PLAN DESIGN GUIDE - UPDATE:

Lead Persons: Richard Wickens & Maureen Chaffe.

The Clerk advised that the guide had now been formally submitted to ADC (the Assistant Director Planning) for their consideration.

NP111. ARUN LOCAL PLAN UPDATE:

The Clerk, along with the Chairman of this Committee, had attended that last information session at ADC on the Local Plan Update (29th November 2016). The notes taken from this meeting had been distributed to all Councillors. A full version of these are attached to these minutes as Appendix A.

Councillor Ms H Flynn declared a personal interest in this item as her partner was the Chairman of ADC's Local Plan Committee.

The next Local Plan update meeting is due to be held on Wednesday 25th January 2017 at which the Clerk and Chairman of the Committee will again be attending.

The Clerk also reported on the Arun District Association of Local Councils (ADALC) meeting that had been held on the 21st December 2016, where a presentation had been made by SALC on Arun's Planning Challenges. Copies of the power point presentation made had been circulated to Councillors prior to this meeting.

The Chairman requested that discussion be held on the issue of the golf course. She had discussed this with the Clerk so that a fall back scenario could be put in place in order to protect, in the future, the designated green and open spaces within the Felpham Neighbourhood Plan, should ADC decide to allocate further housing for Felpham. It was proposed that should the golf course become available, and whilst the Council would not actively advocate any development itself, it would support the site being developed should ADC identify it as a site for future housing. This support would show this Council's willingness to accommodate some housing towards ADC achieving their required OAN figures and could be seen as Felpham's contribution in achieving this not Arun's.

It was reported by the Neighbourhood Plan advisor that she had discovered that the golf course had just been included on ADC's HELAA list as non-developable and it was therefore agreed that the proposal above was now not necessary.

NP112. COMMUNITY ACTION PLAN:

Current Lead Persons: Richard Wickens & Maureen Chaffe.

The Clerk had sent a copy of the latest version of this, by e-mail, to all Councillors. Hard copies were circulated at the meeting so that Councillors could prioritise the tasks therein, and identify those that were feasible to pursue/deliver in the short, medium and long term.

It was agreed that in the first instance the meeting would just look at the short term list with the medium term items to be discussed at the next meeting of the Committee. The amended list thus far, that was agreed through discussion, is attached to these minutes as Appendix B.

NP113. COMMUNITY RESILIENCE PLAN:

Lead Persons: Gloria Moss & Dave Smart.

Information given to the meeting:

- (a) Felpham Emergency Resilience Sign Off Training – two training sessions are due to be held on the 24th & 31st January 2017 – each session being approximately 90 minutes.
- (b) A Press Release had been sent out in November 2016 with a plea for volunteers to join the Felpham Emergency Resilience Group (FERG).

- (c) Application Forms have been produced for interested persons to sign up as volunteers if an emergency were to occur in Felpham.
- (d) FERG Team update paper for Felpham Parish Council – dated January 2017. Copies of this were given to Councillors at the meeting.

Councillor Mrs G Moss gave the following report:

We have circulated an updated report for year ending 2016 – referred to at (d) above.

Recruitment

Currently we have registered a team of thirty three Felpham residents who have already received some training. This includes twelve WI members with additional expressions of interest being processed from other residents. Councillor Smart delivered the 20 minute FERG presentation to the Felpham Fillies WI followed by a short recruitment plea from myself with a very positive outcome.

There are also a supporting team of 20 people from outside the parish including the task force team from Aldingbourne and others from Bognor Regis. A dedicated recruitment page has been negotiated with Sarah subject to space for the February Felpham in Focus publication. We are planning to re-use the highly professional press release recently perfected by Elaine Smart.

Training

Two training sessions are being delivered by WSFRS on 24th and 31st January at Bognor Regis Fire Station. We will also learn of the arrangements for the receipt of SRT sponsored equipment resources later this month.

Councillor Smart has now adapted the FERG plan to create a hand book for volunteers which we are arranging to print and distribute along with lanyards and ID cards.

NP114. AGENDA ITEMS FOR NEXT JWAAC MEETING (15th MARCH 2017):

There were no new items proposed.

NP115. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):

There were no matters of urgent public importance.

NP116. DATE OF NEXT MEETING:

20th February 2017 at 6.45 pm.

The meeting closed at 8.15 p.m.

Approved.....

Date

APPENDIX A:

LOCAL PLAN UPDATE (as of 29th November 2016).

(Please note that the information and figures herein are only correct/accurate as of the date of the above meeting, and may well change over time).

ARUN LOCAL PLAN UPDATE FROM MEETING HELD AT ADC ON TUESDAY 29th NOVEMBER 2016.

1) HOUSING POSITION AS OF 31/3/16.

- Already a current shortfall (i.e. those houses required under OAN) of 1535 dwellings for the period 2011-16.
- Requirement for the next five years is 1471 per annum.
- Projected supply required from 2021 is 1160 per annum.

2) POTENTIAL ALLOCATIONS

- The current forecast is to deliver 10,650 dwellings in the period 2016-31.
- About 50% of these to be delivered in years 6-10.
- Current commitments and Parish allocations will deliver 6000 dwellings in years 2016-31.
- There is a forecasted shortfall at the end of the plan period (2031).

3) HELAA.

- The HELAA it has to be stressed is not part of any housing/dwelling allocation (i.e. Strategic Sites already identified and current Parish Allocations) but are purely identified potential sites.
- The current potential sites identified throughout the District are sites for 2195 dwellings – 437 of which are within existing Built Up Area Boundaries.
- These sites are colour coded dependent on potential. These are:
 - Commitment Sites – Green
 - Potential Strategic Sites – Grey
 - Deliverable – Blue
 - Developable – Amber/Brown
 - Not currently Deliverable – Red
- The current HELAA sites, along with ADC categorisation, identified in Felpham are as follows:

FP 1	Horse Field	Developable	(Outside of Felpham Parish)
36	Felpham Club	Already developed as an Indian Restaurant	
4	Admiralty Gardens	Developable	- 9 flats
108	Church Field	Not developable	
147	Land at Chaucer Way	Not developable	
FP 10	Open Space at Ridgeway	Not developable	
FP 13	54 Outerwyke Road	Not developable	
FP 14	Methodist Church	Not developable	
FP 19	Southern Water Compound	Not developable	
FP 2	Allotments East of A259	Not developable	
FP 3a	Car Park - Links Avenue	Not developable	
FP 3b	VRV Automobiles	Not developable	
FP 4	Felpham Village Hall & Scout Hall	Not developable	
FP 5	Tennis Courts / Blakes Road	Not developable	
FP 6	Car Park at Fox Inn	Not developable	
FP 7	Land at rear of 24/26 Limmer Lane	Not developable	
FP 8	Old Rectory Gardens	Not developable	
FP 17	Land to south of A259 (Worms Wood)	Not developable	

It needs to be noted that whilst this seems favourable to Felpham there are significant potential sites around the Parish – Yapton, Middleton etc that the Council will need to be very mindful of in terms of the potential impacts that these may have on the Parish should they go forward.

4) LOCAL PLAN GOING FORWARD

- ADC still have to be able to demonstrate over and above current OAN figures a 5 year supply at the time of the adoption of the Local Plan.
- Options to achieve this are twofold – one to increase Parish Allocations and the other to remove Parish Allocations and prepare a Development Plan Document.

5) OPTIONS PRE-ADOPTION

- Invite submissions from Parish Councils on those blue HELAA sites (deliverable) and other potential allocations within Parishes.

Richard Wickens – Clerk to the Council – 1st December 2016