

**MINUTES OF THE MEETING OF THE
NEIGHBOURHOOD PLAN COMMITTEE
HELD AT THE ST. MARY'S CENTRE, FELPHAM
MONDAY 20th FEBRUARY 2017.**

PRESENT: Councillors: Mrs E Taylor, Mrs G Moss, Mrs J Wild & D Smart.

Lay Members: Glen Powell and Colin Holliday.

NP Advisor Maureen Chaffe.

NP117. APOLOGIES FOR ABSENCE:

Councillors: P English, Ms H Flynn, G Matthews, D Edwards & Mrs B Piedot had sent their apologies.

NP118. ABSENT WITHOUT APOLOGIES:

There were no absences without apology.

NP119. DECLARATIONS OF INTEREST:

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

NP120. QUESTION TIME:

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

NP121. CORRESPONDENCE:

(a) Clymping Parish Council – a copy of a letter they had sent to Nick Gibb MP on the proposed changes to Neighbourhood Plan input to Housing Site choice (a copy of this had been sent to all Councillors prior to this meeting).

There had been no other correspondence received.

NP122. MINUTES OF THE MEETING HELD ON 16th JANUARY 2017:

These minutes were agreed as a true and accurate record, and had been ratified and approved by Main Council at its January 2017 meeting.

NP123. MATTERS ARISING:

There were no matters arising that had not already been discussed by Main Council at their meeting of 7th February 2017.

NP124. NEIGHBOURHOOD PLAN DESIGN GUIDE - UPDATE:

Lead Persons: Richard Wickens & Maureen Chaffe.

The Clerk advised that the guide had now been formally submitted to ADC's Director of Place for his consideration and comment. He has suggested that, in the first instance, that whilst a lot of the guide was clearly a design guide there are some parts which seem to be more akin to NP policies. He suggested that it might be a more constructive

approach if we looked to give some specific design guidelines to each of our estates (or character areas if we defined these).

NP124. 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 (25th January 2017).

The major outcome of this meeting was a letter written to the DCLG (Department for Communities & Local Government) from ADC (Arun District Council) seeking clarification and concern over housing numbers and the impact that these will have through the emerging (and final) Local Plan on Neighbourhood Plans in Arun. The letter read as follows:

Dear Mr Mountain

Neighbourhood Development Planning in Arun District Council

Arun District Council (ADC) is producing a Local Plan which is at Examination stage but has been suspended by the Inspector to allow further detailed work to address an increased objectively assessed need.

The District Council is about to publish modifications to the Local Plan and this will include a requirement for approximately 1,250 dwellings to be delivered at a non-strategic level. The Council's preference is very much that Neighbourhood Planning Groups identify this level of development to be brought forward and it is hoped that these groups will seek to formally modify existing Neighbourhood Plans (as we have 15 of them within the District).

As you can imagine, the thought of going through the whole plan production process again in such a short space of time, has many practical and financial implications for these groups.

We are requesting from you is an answer to those questions below:

1. We would be grateful for clarification on whether housing numbers can be changed as a 'modification' to an already made Plan. This would likely also need an amendment to the Built Up Area Boundaries. **Is a proposal to increase the housing numbers in a made NDP a modification 'not significant or substantial as to change the fundamental nature of the plan'?**
2. **Should a full review including consultation, examination and referendum be required, what is the grant funding allocated to the Parish and is the burden funding the same as before for the LPA because the process is the same?** Please confirm the figure for these.

We note that in the last Q&A in the letter to chief planning officers for new burdens info [Q10] How much can we claim where a neighbourhood plan is reviewed?

[A] A neighbourhood plan that is reviewed needs to follow the same process of examination and referendum. In such circumstances LPAs can claim £10,000 following the setting of a referendum date.

If the process is the same then the cost will be the same so why is the burden cost half? Please clarify?

3. Whilst we appreciate that Paragraphs 20 and 21 of the Government response to the recent neighbourhood planning consultation for the Neighbourhood Planning Bill sets out the Govt. position on page 8. We think that guidance is needed in the PPG so that parishes are clear that this is what the LPA is being guided by. **Will there be guidance in the PPG as to what constitutes a major or minor change and how?**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/577326/gov_draft_summary_of_consultation_responses_NP_provisions.pdf

4. The White paper in para. 1.43 proposes to amend planning policy so that neighbourhood planning groups can obtain a housing requirement figure from their local planning authority, to help avoid delays in getting a neighbourhood plan in place. **Can you clarify what this means and what the amendment entails?**

The government continues to assert their support for neighbourhood planning yet despite ADC having the most made NDPs in country, DCLG has so far been unavailable to attend any ADC meetings with all of its Parishes which they have been invited to over the last few years. We therefore hope that you are able to send us a comprehensive response to these issues so that we can report back to our Parishes with some certainty. We would also again invite you to attend the next meeting that Arun has with all of the Parish's arranged for 5 April 2017 at 11am. This meeting will be to discuss how a figure of 1,250 can be accommodated throughout the District and how Parishes can contribute to this.

Yours sincerely



Karl Roberts
Director of Place

Cc: Cllr Gill Brown, Cllr Ricky Bower, Cllr John Charles, Nick Gibb MP & Nick Herbert MP

The next Local Plan update meeting is due to be held on Wednesday 5th April 2017 at which the Clerk and Chairman of the Committee will be attending.

NP125. COMMUNITY ACTION PLAN:

Current Lead Persons: Richard Wickens & Maureen Chaffe.

The Clerk had sent a copy of the latest version of this, with the agenda for this meeting, to all Councillors.

It had been agreed, at the last meeting, that this meeting would look at the medium term list.

The amended list, that was agreed through discussion, is attached to these minutes as Appendix A.

NP126. COMMUNITY RESILIENCE PLAN:

Lead Persons: Gloria Moss & Dave Smart.

Information given to the meeting:

Following two successful training days in January with West Sussex Fire and Rescue to formally acknowledge the FERG, a presentation of equipment will take place in March. WSRSS are hoping to make an occasion of this event and Kevin Smith our local news reporter is keen to be present.

We will be holding some further training including a table top exercise during the next month to enable the team to sample an ongoing emergency scenario in Felpham. A situation will be announced and injects of information will be given describing the continuing situation at regular intervals. The FERG will need to apply their learning to support the best interests of the community.

At the end of the exercise we will facilitate a short debriefing session. This would be required following a real life situation to ensure the safety and wellbeing of all involved.

An everyday first aid session will also be scheduled in April.

Five additional people have come forward including the Cardiac Nurse for Felpham. The FERG Hand Book and Situation Report Pads have now been printed and will be given to volunteers as an aid memoir following training and as a procedure prompt should the FERG team be activated.

If all the new people remain our numbers will have exceeded 40 persons

NP127. AGENDA ITEMS FOR NEXT JWAAC MEETING (15th MARCH 2017):

There were no new items proposed.

NP128. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):

There were no matters of urgent public importance.

NP129. DATE OF NEXT MEETING:

20th March 2017 at 7.00 pm.

The meeting closed at 8.17 p.m.

Approved.....

Date

APPENDIX A:

SHORT TERM TASKS - year 1	ACTION TYPE	COST	TARGET
Update list of 'Buildings and Structures of Special Character'	Conservation Group		
Create an Education Forum to provide evidence and suggest actions. Introduce a scheme for the local business community to engage with schools. Involve local schools to produce an anti litter/dog fouling campaign.	Forum/group		
Create accessibility forum to survey Felpham facilities for disability access, and either produce a guide, or include in any local literature. Work with WSCC to create a joint Audit of Felpham footways and footpaths, crossings and junctions	Forum/group PC & WSCC		Suggested use of DisabledGo
Introduce parish led anti-crime measures in appropriate locations	PC		PC should monitor crime levels and anti crime measures in Felpham.
Create a public information programme re: dog waste issues and put up more signage. Install free-to-use dog mess bags.	PC/ADC		Suggested liaison with ADC Dog Warden(s)
Involve offenders on community service in projects	PC		PC needs to identify projects
Identify mitigating measures for control of risk for potential Flood events	PC & SRF		
Initiate a cycling information campaign and consultation including roads and seafront.	PC		
MEDIUM TERM TASKS - 1 to 3 years	ACTION TYPE	COST	TARGET
Commission a cohesive tourism strategy for Felpham to include signage for shops and tourist facilities	PC	approx £2000	
Support the installation of more playground equipment	PC & ADC		

Road mitigation project specifically attached to new Chichester University site	PC & WSCC		June 18
Completed and Ongoing Tasks as at 01/01/17			
Create an online businesses directory on the parish website	Web		DELETED
Put a local healthcare and well-being directory on the FPC website	Web	None	Done - linked to existing
Put a local Adult Education directory on the FPC website	Web	None	Done - linked to existing
Existing Arun water quality data through the summer months	Web	None	Done
Other specific information such as incidents of sewerage outfall	Web	None	Ongoing
Support 'Friends of' groups to keep a neighbourly eye on them and to ensure that all parties work together efficiently.	PC		Ongoing – "Friends" groups to be contacted.
Continue FPC tree replacement programme.	PC A&OS Comm.		Ongoing
Support and work with beach cleaning by voluntary community groups.	PC		Ongoing
Carry out a cycling consultation for the promenade	PC		Done
Progress playship project with Snook's Corner Group and ADC	PC Projects Comm		In progress
Plant and landscape when required	PC A&OS Comm		Ongoing
Create a community Emergency and Resilience Plan working towards prevention and cure.	PC NP/Projects		In progress
Carry out a public awareness campaign when new BRNRR section is open	PC		Done
Road Traffic Mitigation Projects for Felpham	PC & WSCC BMDC Comm		In Progress
Install extra prom lighting	PC		Done

Promote 3 in 1 card and similar measures	Web	None	Done links to WSCC
Create youth shelters in appropriate locations,	PC & ADC PCSO		
Create a Healthcare Forum with a monitoring function	Forum/group		
Progress the joint venture with developers	PC		
Install free Wi-Fi for the Prom and other appropriate locations	PC		Need to determine who this is for. Most hotels and restaurants have their own public access.
Explore possibility of applying for charter mark from Keep Britain tidy	Forum/group		Keep Britain Tidy has a number of campaigns which could be used to support a Parish wide improvement in litter and dog fouling.
Create a local business group to enable dialogue.	Forum/group		
Secure a Community S278 agreement or separately negotiated arrangements with WSCC achieving similar outcomes (relates to untidy/unsightly areas).	Conservation Group		
Introduce a community warden scheme	PC		
Create a Public information programme including recycling and no littering. Visible signs making clear what can be re-cycled where. Install recycling bins.	PC		Suggested liaison with ADC
Work with WSCC and others to create a 'layby' in Summerley Lane for football day parking. (Note - a TRO is required if uncontrolled overnight parking is to be avoided).	PC		

Introduce bus subsidies for local residents	PC		
Explore scope for provision of real time information at bus stops	PC		Could only happen as part of S106/CIL funding