

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL ON 3rd OCTOBER 2017.

**MINUTES OF THE MEETING OF THE
NEIGHBOURHOOD PLAN COMMITTEE
HELD AT FELPHAM COMMUNITY HALL FELPHAM
MONDAY 18th SEPTEMBER 2017.**

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

NP 31. APOLOGIES FOR ABSENCE:

Councillor P English.

NP Advisor: Maureen Chaffe had also sent her apologies.

Lay Member: Glen Powell

NP 32. ABSENT WITHOUT APOLOGIES:

Councillor Mrs J Wild was absent without apology.

There were no other absences without apology

NP 33. DECLARATIONS OF INTEREST:

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

NP 34. QUESTION TIME:

There were no members of the public in attendance.

NP 35. CORRESPONDENCE/ANNOUNCEMENTS:

There was no correspondence or announcements to report.

NP 36. MINUTES OF THE MEETING HELD ON 19th JUNE 2017:

These were approved as a true and accurate record of the meeting, and had been ratified by Main Council at its meeting on 4th July 2017.

NP 37. MATTERS ARISING:

There were no matters arising that had not been already reported, and minuted, at the Main Council meeting of 4th July 2017.

NP 38. NEIGHBOURHOOD PLAN DESIGN GUIDE - UPDATE:

Lead Persons: Richard Wickens & Maureen Chaffe.

The Clerk reported that the revised Design Guide had been sent to Arun District Council, for comment, and a response was awaited.

NP 39. ARUN LOCAL PLAN UPDATE:

The Clerk reported that the Council had received a paper setting out the initial proposal for considering the numbers to be allocated to those Parishes that have confirmed that they are seeking to prepare an updated Neighbourhood Plan. It was stressed that this was a starting point only, based on the information available at this moment in time, and produced in an attempt to demonstrate to the Planning Inspector that adequate progress is being made.

There is no simple way of identifying the number of homes that each Parish should be allocated and in this respect ADC have attempted to define three methods. These are:

Option 1 – housing numbers identified following the original method – in Felpham’s case a zero figure.

Option 2 – housing numbers identified based on perceived sustainability of the settlements – in Felpham’s case 25 dwellings.

Option 3 – percentage distribution based on deliverable HELAA sites – in Felpham’s case a zero figure.

Neighbourhood Plan – the Committee was requested to consider the date for the next meeting of the “working group” to review the Plan Document. The revised timetable for the review was distributed to those at the meeting. **It was agreed that the next meeting of the working group take place on either the 21st or 28th September from 1 p.m.**

NP 40. COMMUNITY ACTION PLAN:

Current Lead Persons: Richard Wickens & Maureen Chaffe.

Work on the Community Action Plan would be picked up again after the review of the Neighbourhood Plan had been carried out.

NP 41. COMMUNITY RESILIENCE PLAN:

Lead Persons: Gloria Moss & Dave Smart.

Councillor Mrs G Moss provided the following report:

- Next training sessions to be announced shortly.
- End of October proposed Training Refresher Course will encapsulate the formal handover of equipment from West Sussex Fire & Rescue Service. Familiarisation in the use of these items will be included in the group training – the venue to be the Felpham Community Hall. The presentation will be undertaken by the elected member for WSFRS or his or her representative.
- Early November there will be a table top exercise at either the Bognor Regis fire station or Felpham Community Hall – to be decided by the group.
- The radio communication equipment, purchased from the resilience budget, was used for the annual FOP event and proved to be a successful aid to communication thus confirming the benefit from the radios during any unplanned emergency. All other barrier equipment purchased was also sampled successfully.
- No further information has been provided by WSFRS regarding the proposed Preparing For Winter training that was due to be held at County Hall, North

Horsham this Saturday (23rd September 2017). We are aware that Chris Scott has been unwell and assume that this may have impacted on the planning of this event.

NP 42. AGENDA ITEMS FOR NEXT JWAAC MEETING (1st November 2017):

There were no new items proposed.

NP 43. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):

There were no matters of urgent public importance.

NP 44. DATE OF NEXT MEETING:

16th October 2017 at 7.00 pm.

The meeting closed at 7.27 p.m

Approved.....

Date