

**MINUTES OF THE MEETING OF THE
NEIGHBOURHOOD PLAN COMMITTEE
HELD AT FELPHAM COMMUNITY HALL FELPHAM
MONDAY 24th OCTOBER 2017.**

PRESENT: Councillors: G Matthews, Mrs G Moss, P English, D Smart & Mrs J Wild.

As the Chairman and the Vice-Chairman had given their apologies, a Chairman needed to be nominated for this meeting.

Councillor P English nominated Councillor Mrs J Wild, this was seconded by Councillor G Matthews – all agreed.

NP 45. APOLOGIES FOR ABSENCE:

Councillors: Ms H Flynn & Mrs E Taylor.

NP Advisor: Maureen Chaffe.

Lay Member: Glen Powell.

NP 46. ABSENT WITHOUT APOLOGIES:

There were no absences without apology

NP 47. DECLARATIONS OF INTEREST:

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

NP 48. QUESTION TIME:

There were no members of the public in attendance.

NP 49. CORRESPONDENCE/ANNOUNCEMENTS:

(i) Felpham Conservation Society – NP Review – Glenn Powell of the FVCS had written to the Council as follows, *“Sadly once again the FVCS committee meeting clashes with this meeting so I must give apologies. With regard to the input from the Conservation Society I confirm we are carrying out a review of the Heritage assets*

Heritage assets are defined as 1)Listed Buildings 2)Buildings and Structures of Special interest 3)Local Green Spaces. In the first instance our review will concentrate on Buildings and Structures of Special Character buildings. We could look again at listed buildings but as you are aware this is a more complicated procedure. We could also look again at Local Green Spaces but our inclination is to leave these as they are as the criteria has changed and we prefer to be sure to keep everything on the current list.

We are also currently embarking on creating a best practice hub for flint walls and will create a policy that could be included in the Neighbourhood Plan. Part of our work on flint walls is to do an audit which may take a little time”.

It was decided that Maureen Chaffe be contacted regarding the Parish on line mapping system to determine locations.

There was no other correspondence or announcements to report.

NP 50. MINUTES OF THE MEETING HELD ON 18th SEPTEMBER 2017:

These were approved as a true and accurate record of the meeting, and had been ratified by Main Council at its meeting on 3rd October 2017.

NP 51. MATTERS ARISING:

Email from ADC with latest response will be attached to these minutes.

There were no other matters arising that had not been already reported, and minuted, at the Main Council meeting of 3rd October 2017.

NP 52. 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 53. ARUN LOCAL PLAN UPDATE:

The Clerk reported that the examination of the Local Plan, by the Planning Inspector, concluded on the 29th September 2017. It was understood that the outcome/decision of the Planning Inspector was due in Spring 2018.

NP 54. 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 55. COMMUNITY RESILIENCE PLAN:

Lead Persons: Gloria Moss & Dave Smart.

Councillor Mrs G Moss provided the following report:

An equipment presentation evening is planned for Monday 13th November which is being held at the Felpham Community Hall commencing at 7p, followed by an exercise on Wednesday 22nd November which will take place at Bognor Regis Fire Station.

All Councillors are encouraged to attend. So far 17 lay members of the Resilience Team have indicated that they are available and we are continuing to remind people to respond.

The equipment will be presented by senior personnel from West Sussex Fire and Rescue, representatives from other Emergency Services have also been invited.

It is intended to familiarise people with the equipment and also to provide a catch up overview of what we have achieved so far and what is planned in Emergency Management.

We have also decided to invite representatives from the Felpham and Middleton GP practises and are using the event as a Public Relations opportunity to inform as many people and organisations that we exist and what they can do to benefit or help the initiative.

NP 56. INITIAL DRAFT BUDGET SETTING FOR FINANCIAL YEAR 2018/19:

The Clerk had circulated, with the agendas for this meeting, a copy of the Figures and budget set for the previous two years, by cost centre and cost code, and what had currently been spent, under these headings, during this financial year (April – September 2017). The meeting was requested to begin giving some thought to the budgets it required for financial year 2018/19 and were advised of the timetable to work to for this. This was:

- (i) Agree the Committees budgetary requirements at this and the next Meeting of this Committee on 20th November 2017.
- (ii) The proposed budget would then go to the Finance & Administration Committee at its December meeting for approval.
- (iii) The overall budget of the Council to be agreed by Main Council at its January 2018 meeting, so that this and the precept figure, could be confirmed with Arun District Council by the end of January 2018.

The Cost Centre and codes for this Committee were currently as follows:

- 1) Cost Centre 208 – Neighbourhood Plan:
- 2) Cost Codes:
 - 4302 Neighbourhood Plan/Design Guide
 - 4303 Community Action Plan – Projects
 - 4304 Resilience Plan

This item was deferred to the next meeting pending clarification on the figures that had been provided.

NP 57. AGENDA ITEMS FOR NEXT JWAAC MEETING (1st November 2017):

There were no new items proposed.

NP 58. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):

There were no matters of urgent public importance.

NP 59. DATE OF NEXT MEETING:

20th November 2017 at 7.00 pm.

The meeting closed at 8:30 p.m

Approved.....

Date