

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL ON 5th DECEMBER 2017.

**MINUTES OF THE MEETING OF THE
NEIGHBOURHOOD PLAN COMMITTEE
HELD AT FELPHAM COMMUNITY HALL FELPHAM
MONDAY 20th NOVEMBER 2017.**

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

The Clerk advised the meeting that the current Chairman of this Committee, Councillor Ms H Flynn reluctantly wished to step down from the position as she was now a County Councillor and had a partner who is now the ADC Cabinet Member for Planning. In this respect she felt that there could be too many conflicts of interest in the future. It was agreed that before the core business of this Committee was discussed that a Chairman be nominated/elected for the remainder of this municipal year.

Councillor Dave Smart nominated Councillor Mrs E Taylor, this was seconded by Councillor Graham Matthews. There were no other nominations received and therefore on an unanimous vote Councillor Mrs E Taylor was duly nominated as the Chairman of this Committee for the remainder of this municipal year.

NP 60. APOLOGIES FOR ABSENCE:

Councillors: Ms H Flynn & P English.

NP Advisor: Maureen Chaffe.

Lay Member: Glen Powell.

NP 61. ABSENT WITHOUT APOLOGIES:

There were no absences without apology

NP 62. DECLARATIONS OF INTEREST:

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

NP 63. QUESTION TIME:

There were no members of the public in attendance.

NP 64. CORRESPONDENCE/ANNOUNCEMENTS:

- (i) ADC – Review of Felpham’s Neighbourhood Plan – the Clerk advised that he had sent the draft timetable that the Parish Council had agreed for the review of its current Neighbourhood Plan, to ADC. Donna Moles had responded thanking the Parish Council for the timetable but had suggested that it was best that the Regulation 14 consultation should not be done before the Local Plan is adopted in spring of 2018. She advised that policies within our Neighbourhood Plan may become out of date, for example if they conflicted with policies in a Local Plan that is adopted after making of the Neighbourhood Plan. For this reason she has suggested that all the evidence based work could continue to develop during now and then and certainly the working draft sent to her for comment but that

the consultation be done after the adoption of the Local Plan. Her suggestion therefore is that the review process carry on from now with a proposed date for referendum (should it be necessary) being November 2018, which is three months later than the timetable proposed by the Parish Council.

- (ii) The Clerk advised that the Parish Council had applied for a grant from Locality UK – Neighbourhood Planning and Community Buildings Programme – for the review of its current Neighbourhood Plan. The amount applied for was £1,720.00 and confirmation has been received by the Council of the receipt of its application by Locality UK.

There was no other correspondence or announcements to report.

NP 65. MINUTES OF THE MEETING HELD ON 24th OCTOBER 2017:

These were approved as a true and accurate record of the meeting, and had been ratified by Main Council at its meeting on 7th November 2017.

NP 66. MATTERS ARISING:

There were no other matters arising that had not been already reported, and minuted, at the Main Council meeting of 7th November 2017.

NP 67. 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. It was assumed that this would be after the Local Plan for the Arun District had been approved and adopted.

NP 68. ARUN LOCAL PLAN UPDATE:

The decision on Arun District Council's Local Plan was currently due from the Planning Inspector in Spring of 2018.

NP 69. 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 70. COMMUNITY RESILIENCE PLAN:

Lead Persons: Gloria Moss & Dave Smart.

- (i) Councillor Mrs G Moss provided the following report:

“Resilience Report November

We are now in receipt of a considerable amount of equipment donated by West Sussex County Council.

A Successful Presentation event was held on Monday 13th November at the Felpham Community Hall. This was attended by the Deputy Chief Fire Officer Neil Stocker, Chris Scott and Martin Funnel WSFRS and Sussex Resilience Forum Community Resilience leads. In addition Debbie Kennard the elected

member with cabinet responsibility for WSFRS and Hilary Flynn in her capacity as County Council Member for Felpham.

Around 24 FERG volunteers attended and we used the session to review their training and those present were able to identify which sessions they still need to attend. Most people are keen to attend all of them for the first time or as refresher training.

On Wednesday 22nd we are holding a table top exercise at Bognor Fire Station.

We shall be meeting a communications expert in order to determine the type of base station required at the Community Hall. This will be to enable Radio Communications during any activation.

Sussex Ambulance Service Community partnership Team are providing support to enable us to purchase the Defibrillator and Cabinet for the Felpham Road PAD at the best possible price”.

- (ii) A request had been received from the Felpham Resilience Group for the Committee to consider paying for the purchase of two storage units for the storing of resilience equipment (the units to be placed in the Community Hall Store Room), to the sum of approximately £500 – 600. It was also requested to consider the purchase of a base radio system at an approximate cost of between £1000 – 1200. The Clerk advised that there was £2768.00 still left in the Resilience Plan budget of this Committee.

It was proposed by Councillor Mrs J Wild and seconded by Councillor G Matthews that sums of up to a maximum of £600 for storage units, and £1200.00 for a radio base unit be agreed. **On an unanimous vote of the proposal was agreed and that the monies for this be paid from the Committee’s Resilience Plan budget for this financial year.**

NP 71. 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 current financial year, by cost centre and cost code, what had currently been spent, under these headings, during this financial year (April – September 2017), and a proposed budget for the next financial year.

The meeting was requested to give some further thoughts, and confirm, the Committee’s budget for financial year 2018/19, so that these could go forward as a recommendation to the Council’s Finance & Administration Committee in December 2017.

The meeting was advised of the timetable to work to for this. This was:

- (i) Agree the Committees budgetary requirements 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 **£4,000.00**
- 4303 Community Action Plan – Projects **£3,000.00**
- 4304 Resilience Plan – **£ 2,500.00** (it was agreed that this budgetary item from April 2018 be a part of the Projects Committee budget, as it was felt that this initiative fitted better that Committee).

This item had been deferred from the last meeting of this Committee pending clarification on the figures that had been provided then.

NP 72. AGENDA ITEMS FOR NEXT JWAAC MEETING (6th March 2018):

There were no new items proposed.

NP 73. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):

There were no matters of urgent public importance.

NP 74. DATE OF NEXT MEETING:

18th December 2017 at 7.00 pm.

The meeting closed at 7.55 p.m

Approved.....

Date