

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL ON 6<sup>th</sup> NOVEMBER 2018.**

**MINUTES OF THE MEETING OF THE  
NEIGHBOURHOOD PLAN COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL FELPHAM  
MONDAY 15<sup>th</sup> OCTOBER 2018.**

**PRESENT: Councillors:** G Matthews, G Grundy, Mrs G Moss, D Smart & Miss A Barker.

*It was unanimously agreed that Councillor Miss A Barker chair this meeting, only, in the absence of the Chairman and Vice-Chairman of this Committee.*

**NP 59. APOLOGIES FOR ABSENCE:**

**Councillors:** Mrs R Kissell, Mrs J Wild and P English.

**Lay-Members:** Colin Holliday and Glenn Powell.

**NP Advisor:** Maureen Chaffe.

**NP 60. ABSENT WITHOUT APOLOGIES:**

There were no absences without apology.

**NP 61. DECLARATIONS OF INTEREST:**

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

**NP 62. QUESTION TIME:**

There were no members of the public in attendance, therefore no questions or issues were raised.

**NP 63. CORRESPONDENCE/ANNOUNCEMENTS:**

- (i) Donna Moles (ADC) – confirming receipt of the Parish Council's NP time-table and various questions. The Clerk advised that in response to one of the queries raised he had advised ADC that the Parish Council were not looking at any further development sites as part their NP Review.
- (ii) Arun District Council – Call for Sites Gypsy & Travelling Show people – the Parish Council have been asked to consider if they know or have any land which could be put forward as potential land for the above people. **It was RESOLVED that it be proposed to Main Council that the Parish Council did not know of any land which could be put forward as potential land for gypsy's or travelling show people.**

There was no other correspondence or announcements to report.

**NP 64. MINUTES OF THE MEETING HELD ON 17<sup>th</sup> SEPTEMBER 2018:**

These were approved as a true and accurate record of the meeting and had been ratified by Main Council at its meeting on 2<sup>nd</sup> October 2018.

**NP 65. MATTERS ARISING:**

There were no other matters arising that had not been already reported, and minuted, at the Main Council meeting of 2<sup>nd</sup> October 2018.

**NP 66. NEIGHBOURHOOD PLAN – REVIEW OF PLAN:**

The timetable below had been approved by Main Council at its meeting held on 2<sup>nd</sup> October 2018, and as such would now be the date milestones that would be worked towards:

**19<sup>th</sup> November 2018** – the reviewed and revised Neighbourhood Plan and Design Guide to be presented to this Committee for approval.

**4<sup>th</sup> December 2018** – the two documents to be presented to Main Council for approval and adoption.

**January 2019** – two public consultations on the documents to be held – one at the Felpham Community Hall and the other at the Felpham Village Memorial Hall (subject to availability).

**Mid - February 2019 (approximate)** – Regulation 14 order to be placed with ADC (can take up to 6 weeks).

**April 2019 (approximate)** – Regulation 16 order to trigger consultation by ADC on the Council's Neighbourhood Plan (statutory 6 week time frame).

**June 2019 (approximate)** – examination of the Council's Neighbourhood Plan by external examiner.

**September 2019 (approximate)** – possible referendum (dependent on whether examiner and/or ADC think that the amendments are such that a referendum is required).

The Clerk advised that the reviewed and revised NP and Design Guide were on course to be submitted to this Committee at its next Meeting on 19<sup>th</sup> November 2018. Copies of both documents would be with all Councillors three weeks prior to that meeting, for reading, and for making any comments/amendments to the Clerk one week prior to the meeting date (i.e. Monday 12<sup>th</sup> November). Councillors were respectfully to adhere to this timetable so that the documents could be agreed prior to them going to Main Council.

**It was RESOLVED that any comments and/or amendments on the reviewed Neighbourhood Plan and Design Guide be placed with the Clerk by Monday 12<sup>th</sup> November 2018.**

**NP 67. NEIGHBOURHOOD PLAN DESIGN GUIDE - UPDATE:**

**Lead Persons: Richard Wickens & Maureen Chaffe.**

See above at **Minute NP 66.**

**NP 68. ARUN LOCAL PLAN UPDATE:**

There was nothing new to update the meeting on.

**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 and adopted.

**NP 70. BUDGET SETTING FOR FINANCIAL YEAR 2018/19 (FIRST DRAFT):**

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, and advised at the meeting what had currently been spent, under these headings, during this financial year (April – September 2018).

The meeting was requested to give some thought and initial figures for the Committee's budget for financial year 2019/20, so that these could go forward to the next meeting for further discussion.

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

- (i) Agree the Committees final budgetary requirements on 19th November 2018.
- (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 2019 meeting, so that this and the precept figure, could be confirmed with Arun District Council by the end of January 2019.

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

**Cost Centre 208 – Neighbourhood Plan:**

**Cost Codes:**

- 4300 Neighbourhood Plan Consultancy £1000
- 4301 Neighbourhood Plan Publicity £750
- 4302 Neighbourhood Plan Design Guide £4000
- 4303 Community Action Plan – Projects £3000
- Neighbourhood Plan – Printing Costs (see below) £4000 (monies from Earmarked Reserves (EMR)).

The Clerk sought approval for the Committee to include new cost codes for financial year 2019/20, these being one for Grants Received (Income Code) and one for Neighbourhood Plan Printing Costs (expenditure).

**After discussion the following was agreed:**

- that an income code be set up for ant Grants received for Neighbourhood Planning.
- that a code and budget be set up for NP Printing Costs (of which there was not one currently).
- that the first draft figures be agreed as per the attached spreadsheet.

**NP 71. AGENDA ITEMS FOR NEXT JWAAC & JWAAC H&T MEETINGS (31<sup>st</sup> October):**

There were no other new items proposed.

**NP 72. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):**

There were no matters of urgent public importance.

**NP 73. DATE OF NEXT MEETING:**

19<sup>th</sup> November 2018 at 7.00 pm.

**The meeting closed at 8.13 p.m**

Approved.....

Date .....