



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 16 JANUARY 2017

**Present:** Councillors Paul Bicknell; Bill Evans; Susan Francis (Chairman); Nikki Hamilton-Street; Norma Harris; Mike Hill-Smith; Mike Jones; David Marsh; John Oldfield; Roger Phelon; Peter Thompson.

**In Attendance:** Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; County Councillor Deborah Urquhart; 36 members of the public; a representative from the Littlehampton Gazette.

#### Action

**16/165**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Lee Hamilton-Street (work commitments), Councillor Steven Mountain (personal business), District Councillor Andy Cooper, and District Councillor Dudley Wensley.

The Chairman noted that, due to the public interest in various of the matters to be considered at the present meeting, the agenda would be dealt with in the order of items 2, 3, 8, 7, 10, 11, 4, 5, 6, 9, 12 and thereafter in sequence.

**16/166**

#### **ARUN'S PLANNING CHALLENGES**

The Chairman welcomed Lindsay Frost, planning consultant, to the meeting. It was noted that Mr Frost had given a presentation on ADC's planning challenges to ADALC on 21 December 2016; this presentation was felt to be of wider interest to the general public and was to be repeated here.

*[The slides from the presentation are attached as an Appendix to these Minutes.]*

**16/167**

#### **DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**

Councillor Bicknell noted that, in view of his holding office as an Arun District Councillor as well as a Parish Councillor, he would leave the meeting whilst agenda item 10 (Minute 16/170) was being discussed.

The Chairman declared a non-pecuniary interest in agenda item 22 by virtue of her holding office as Chairman for the time being of the Angmering Community Land Trust, and noted that she would abstain from any vote taken in respect of matters to be dealt with under that agenda item.

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart advised that the WSCC budget for the year commencing 1 April 2017 had now been completed. This would involve a council tax increase of 1.95% and in addition the 2% for social care permitted by central Government, making a total increase of 3.95%.

County Councillor Urquhart noted that in terms of school funding, West Sussex received the fifth lowest funding settlement in the country. Even to achieve the national average for funding would require an extra £45 million. Schools in the county were struggling to pay their staff. However, a new funding formula due to come in next year should alleviate matters to some extent.

County Councillor Urquhart noted that consultation on expansion of St Wilfrid's Catholic Primary School was in progress. This expansion, if it went ahead, would involve introduction of mobile classrooms at the school.

County Councillor Urquhart noted that the formal consultation for the Traffic Management Scheme, required under the Highways Act, would be carried out shortly.

Councillor Bicknell asked whether the proposed St Wilfrid's expansion was to be funded out of Section 106 receipts.

County Councillor Urquhart confirmed that this was not the case – the funding was coming in part from borrowing. It should be noted that this was an entirely separate project from the proposed expansion of East Preston Junior School.

Mr Gibbs asked when the village could expect to have the secular primary school long-promised on the Bramley Green site in Rowan Way.

County Councillor Urquhart noted that St Margaret's C of E Primary School had capacity to deal with new entries from the area. The plan was to ring-fence monies coming through for a new school, but WSCC was not yet in receipt of funds. In addition, the lack of need for a new school was amply demonstrated by the DfE's rejection of the Schoolsworks free school application.

*The Chairman adjourned the meeting for public consultation.*

**PUBLIC CONSULTATION**

The members of the public present had no questions.

*The meeting reconvened.*

**JUDICIAL REVIEW**

*Councillor Bicknell left the meeting while this item was being discussed.*

The Clerk gave a brief update on discussions with the Parish Council's solicitors and Counsel. It was noted that the pre-action letter (required under the pre-action protocol applicable to this type of legal action) was expected to be sent during the course of the week commencing 16 January 2017. ADC would then have a certain amount of time to respond, and the content of that response would determine the next steps to be taken by the Parish Council.

Mr Gibbs expressed concern that a judicial review would not have the effect of reversing the decisions made by ADC.

The Clerk noted that the Court had a variety of powers available to it in

the event that it found in favour of the Parish Council, and those included orders quashing the decision and requiring it to be reconsidered.

*Councillor Bicknell rejoined the meeting.*

**16/171**

**FUTURE DEVELOPMENT PROPOSALS**

The Chairman referred to the detailed report prepared by the Clerk on the position of the Angmering Neighbourhood Plan, circulated before the meeting, and noted that the Parish Council was being asked to decide whether to set up a Masterplan Working Party in accordance with the report's recommendations.

The Clerk noted that the purpose of this Working Party was to ensure as far as possible that the right matters were considered, to challenge what ADC understood by "strategic" development.

The Clerk noted that one of the many areas of concern in ADC's approach was the lack of consideration of "employment". It was imperative that the Parish put its own vision together. No other parish in Arun was currently doing this. It was emphasised that the Working Party needed to act quickly.

Following brief discussion, matters proceeded to a vote, as follows:

On a proposal by Councillor Thompson, seconded by Councillor Oldfield: That a Masterplan Working Party be set up in accordance with the Clerk's recommendations – unanimously **AGREED**.

**Clerk**

On a proposal by Councillor Bicknell, seconded by Councillor Nikki Hamilton-Street: That an invitation be extended to the community as a whole for volunteers to join the Working Party, as required – unanimously **AGREED**.

**Clerk**

Paragraph 33 in the report, which asked the Parish Council to confirm that the intention was to produce a document that could be adapted to provide a revision to the Neighbourhood Plan when this was provided for within the emerging Neighbourhood Planning legislation, was noted.

**16/172**

**APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 DECEMBER 2016**

The minutes of the Parish Council Meeting held on 12 December 2016 were **AGREED** as a correct record and signed by the Chairman.

**16/173**

**THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**

The Clerk referred to the updated action list previously circulated to members of the Council.

The Clerk reported on the following additional matters:

**Proposed Traffic Management Scheme:** the Parish Council wished to be a part of the formal consultation exercise shortly to be undertaken by WSCC.

**Telephone Box in The Square:** BT had confirmed that this was due to be repaired shortly.

**Angmering CLT:** work on this, and its initial project, continued apace. Sources of funding for community housing projects were currently being investigated.

**Community Speedwatch:** Councillor Marsh had kindly agreed to help out with the co-ordination of the scheme, to assist the Deputy Clerk.

**16/174**

**CHAIRMAN'S REPORT**

The Chairman referred to her report, circulated prior to the meeting, and reproduced below:

"Happy New Year to one and all, although it does seem some time ago now.

**"Fire Services Christmas Carol Service**

I was very pleased to be invited to attend the Fire Services Christmas Carol Service on 14<sup>th</sup> December. It was an excellent service and song excellent singing from the very large choir!

**"Christmas Day Lunch**

I am pleased to report that the Christmas Day Lunch went well again this year, although lunch was late due to the oven taking longer than predicted. However, we reversed the order of the day and held the Robin Derby first. Despite the delay everyone had a good time and went away with the Christmas box and food for at least another day. Thank you to everyone who so kindly donated this year, as always the contributions are always very much appreciated.

**"ADALC**

I attended the ADALC meeting on 21<sup>st</sup> December. The constitution was accepted by the members with the agreement that amendments can be made as needed. It is in fact just an amended copy of the Horsham Constitution. A presentation was given on planning but as we have the speaker with us at the Parish Council meeting I will not bother to report what you will only be told by a professional!

**"The Parish Council Volunteers Library**

The Volunteers Library welcomed the start of the Writer's Club on Wednesday 4<sup>th</sup> January. An excellent turn out of nine people with more wanting to join. A Short Story competition is about to be launched with a first and second prize, so watch this space.

"My usual call of use it or lose. Although the library is well used at time we do need to increase the footfall and the number of books taken out, especially on a Wednesday evening!

"This year is going to be a busy year so be prepared."

**16/175**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

District Councillors Cooper and Wensley had presented their apologies for the meeting.

**16/176**

**MEETINGS TIMETABLE 2017/2018**

The Chairman noted that the Parish Council was being asked to consider and agree the meetings timetable for the coming administrative year.

The Clerk noted that it had come to his attention that the Resilience Sub-Committee's meeting dates required amendment – a revised schedule would be circulated in due course.

This point having been noted, the schedule was **AGREED**.

**Clerk**

**16/177**

**CLERK'S APPRAISAL**

Councillor Oldfield reported that he and the Chairman had carried out the Clerk's appraisal, and that the objectives set for the Clerk (following



consideration of the matter at the Parish Council's meeting in March 2016) had all been achieved to their satisfaction. Various other matters had been taken forward apace in addition to these, for which the Clerk was to be commended.

Councillors were reminded that the matter of salary increments for the staff (including the Clerk) in the employment of the Parish Council had been considered at the Parish Council meeting on 14 March 2016. It was noted that matters relating to staff contracts of employment were discussed *in camera* and Councillors' attention was drawn to Confidential Minute 15/231, in which two resolutions had been passed in relation to the method by which the Clerk's performance was to be appraised, and the impact this would have on his entitlement to any salary increment.

On a proposal by Councillor Oldfield, seconded by Councillor Marsh: That the criteria set out in the second resolution recorded at Confidential Minute 15/231 having been met to the satisfaction of the Parish Council, the salary increment envisaged in that resolution be awarded to the Clerk – unanimously **AGREED**.

Clerk

16/178

### 2017/2018 BUDGET & PRECEPT

The Chairman noted that this item had featured on the agenda for the two Parish Council meetings prior to the present meeting. Councillors had now had ample opportunity to consider the budget and precept proposals, and the Clerk's recommendations in that regard.

The Chairman reminded Councillors that the Clerk's recommendation was that an increase was warranted given the continuing uncertainties involved in the legal costs for the potential Judicial Review, the need to be able to fulfil the asset renewal programme already agreed, and to make progress with the new projects that might present themselves for the coming year.

The suggestion was that the current annual band D charge of £88.03 should be increased by £10, which would produce an extra £32,000 in budget. It needed to be noted that, averaged over the calendar year, this increase would add 83p per month to Band D Council Tax bills.

Councillor Nikki Hamilton-Street noted that there was a need to communicate the proposals to residents, so that the reasons for the increase were clearly stated.

The Clerk confirmed that this would be done in a forthcoming newsletter.

Matters then proceeded to a vote:

On a proposal by Councillor Marsh, seconded by Councillor Harris: That the Parish Council precept be increased in accordance with the Clerk's recommendations as set out in his report – unanimously **AGREED**.

Clerk

16/179

### COMMUNITY GRANT APPLICATIONS

Two applications for grant had been received since the previous meeting, copies of which had been circulated with the agenda for the present meeting.

- a) The first was for **Victim Support (Sussex Area)** in the sum of **£100** – the application was made on a parish council form which was supported by a set of national organisation accounts, 77 pages long. This had not been generally circulated, but had been made available from the Clerk's office.

On a proposal by Councillor Bicknell, seconded by Councillor Jones: That the grant be awarded in the sum requested – unanimously **AGREED**

Clerk

- b) The second was for **Home Start Arun** in the sum of **£789.30**. It was noted that the remaining grants budget was only £529 and that funds would need to be transferred from reserves in order to award the amount sought.

On a proposal by Councillor Thompson, seconded by Councillor Phelon: That £300 be transferred from reserves to cover this grant – unanimously **AGREED**.

Clerk

On a proposal by Councillor Nikki Hamilton-Street, seconded by Councillor Harris: That a grant in the sum of £790 be awarded – unanimously **AGREED**.

Clerk

The 2016/2017 budget for Community Grants was £3,300 (including the further sum of £300 voted above) and grants allocated to date amounted to £3,261, leaving a balance available of £39 from which to fund further grants.

16/180

**QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

- a) The ASRA Joint; Library; and St Nicholas' Working Parties, and  
b) JDAC; JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group

There were no questions.

16/181

**QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

An opportunity to ask questions resulting from the already circulated minutes of the meetings of the following Committees:-

- a) The Housing, Transport & Planning Committee meeting held on 13 December 2016 and 10 January 2017.  
b) CLEW – 2<sup>nd</sup> Weds 14/12

There were no questions.

16/182

**2016/2017 FINANCIAL REPORT**

The reports were noted.

Councillor Phelon asked how the Parish Council's investments in the CCLA Property Fund were performing

The Clerk noted that the fund value had dipped in the wake of the EU referendum, but on present information would, in capital terms, be back to where it had been prior to that were in another year or so. Returns on the Parish Council's investment in the fund continued at the level of 4.5%.

16/183

**TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

16/184

**DATE OF NEXT MEETING**

The next scheduled Meeting of the Parish Council was on Monday 13 February 2017, at 7.30pm in the Village Hall.

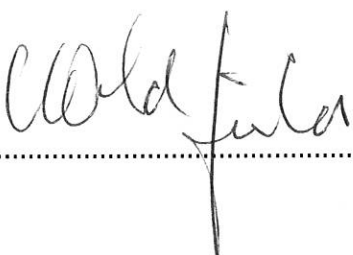
16/185

**CONFIDENTIAL MATTERS**

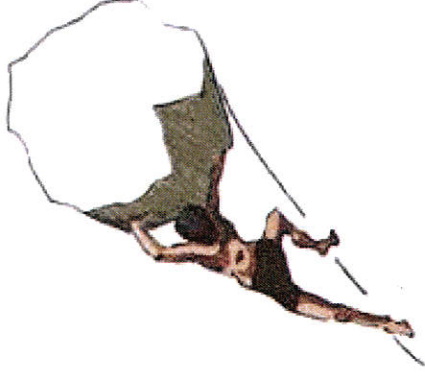
The Parish Council was asked to decide whether, in accordance with Standing Order 1(c), the public and press should be excluded from the meeting for the next agenda item because their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

This was unanimously **AGREED**.

**The meeting finished at 21:29.**

  
.....  
Chairman

Date.....13/2/17..... -



## **Arun's planning challenges**

Current issues affecting town and parish councils ,and their neighbourhood plans, arising from the emerging Arun Local Plan

Presentation to Arun District Association of Local Councils

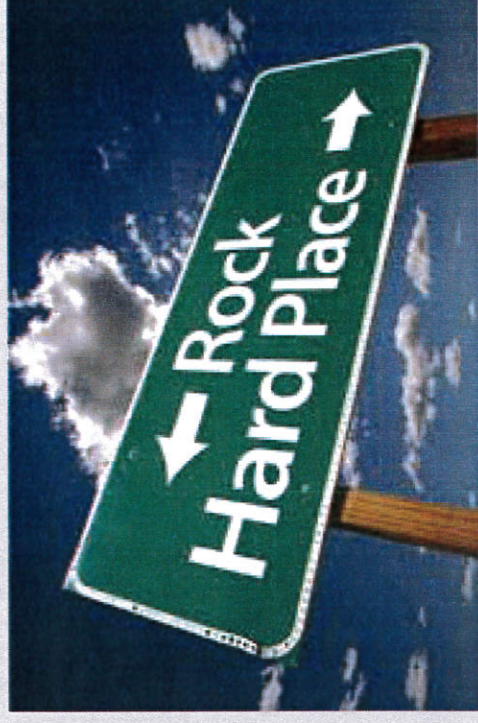
Rustington, West Sussex

Wednesday December 21 2016



## What are we going to cover today ?

- The UK's house building problem
- Challenges facing all local planning authorities
- Particular challenges in Arun District
- Where are we now?
- What happens next ?
- More changes at national level
- Some issues for the ADALC to consider



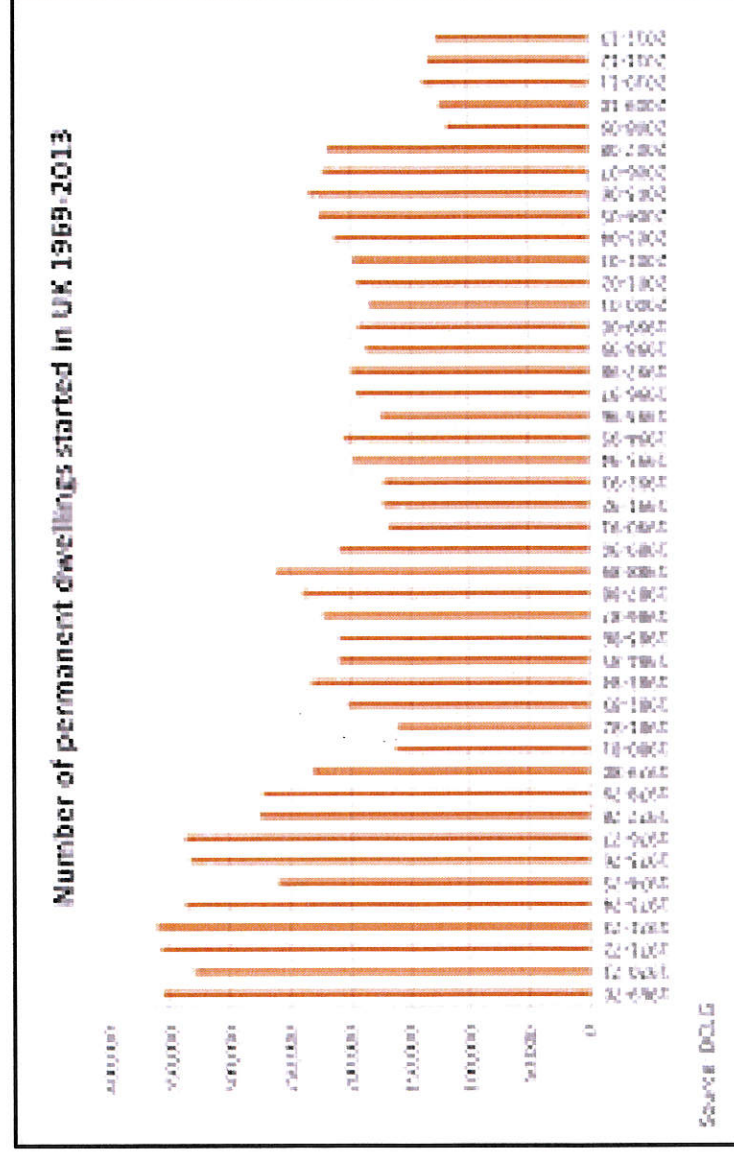


# The UK's house building problem

- The UK needs to build around **250,000-300,000 new houses each year** to keep up with national housing needs
- It has consistently **underperformed for many years** , resulting in escalating housing need and a host of problems :
  - house prices have risen far faster than inflation and are unaffordable for many people, particularly in the 20-40 age group
  - upward pressure on housing rents (also fed by housing benefits)
  - homelessness
  - regional imbalances and lack of labour mobility, which harms the economy
  - an ageing housing stock , sometimes in poor repair and not climate resilient
- Becoming a higher profile political issue , but still no coherent approach : a Government White Paper is expected soon



# House building starts in UK 1969-2013





## Factors affecting the house building rate

- Many different factors affect how much housing is built:
  - the planning system
  - performance of the national economy
  - housing finance : availability of mortgages, interest rates, housing benefits, role and capacity of social landlords
  - land banking by housebuilders
  - availability of skilled labour in the building industry
  - marginalisation of public sector building
  - ever-shifting political focus
  - lack of government infrastructure investment and land assembly to support large scale development (cp. Netherlands VINEX programme)



# The Government planning response since 2010

- Abolish regional planning and promote “localism”
- Encourage cross-boundary working through “duty to co-operate”
- Simplify national planning policy guidance : the NPPF (2012)
- Promote and reward higher levels of housebuilding , through planning policy and the New Homes Bonus
- Take some smaller scale development out of the system through extending scope of permitted development
- Link development and infrastructure through CIL
- Speeding up delivery of national infrastructure
- Pressure on LPAs to (a) speed up decision making on applications (b) get up to date local plans in place and (c) support neighbourhood plans





## Key text from the NPPF ( paragraph 47)

To boost significantly the supply of housing, local planning authorities should:

- use their evidence base to **ensure that their Local Plan meets the full, objectively assessed needs for market and affordable housing** in the housing market area, as far as is consistent with the policies set out in this Framework, including identifying key sites which are critical to the delivery of the housing strategy over the plan period;
- **identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their housing requirements with an additional buffer of 5%** (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land;
- **identify a supply of specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15;**
- for market and affordable housing, **illustrate the expected rate of housing delivery through a housing trajectory** for the plan period **and set out a housing implementation strategy** for the full range of housing describing how they will maintain delivery of a five-year supply of housing land to meet their housing target; and
- **set out their own approach to housing density** to reflect local circumstances.



# Challenges facing all local planning authorities

- Getting an up-to-date Local Plan in place in the face of :
  - increasing OAHN ( projections updated regularly by ONS)
  - showing "duty to co-operate " has been fulfilled
  - uncertainty over future infrastructure funding
  - ever changing Government policy on housing and planning
  - need to sustain 5 year housing supply
- Handling planning applications without an up-to-date Plan , and "planning by appeal"
- Reduced resources for planning departments
- Recruiting and retaining experienced staff





## Particular challenges facing Arun (1)

- Existing “saved” Local Plan dates from 2003 : now carries limited weight
- Replacement Local Plan Examination suspended in 2014 : more work required and **considerable pressure on to progress a new draft plan**
- OAHN increasing : now up from 845 dwellings p.a. to 919 p.a. – a moving target and may go even higher
- Persistent failure to provide a five year housing supply: currently 2.12 years supply
- Dependence on large sites means it is difficult to crank up housebuilding levels in the short term
- Many infrastructure and environmental constraints
- Adjacent LPAs not in position to ease pressure much
- Exposure to speculative planning applications
- On the plus side , one of the best LPA areas for progression of neighbourhood plans





## Particular issues facing Arun (2)

Arun shares many of the same difficult issues as other planning authorities in south-east England , but perhaps in a more acute form , because of :

- current reliance on an old and out-of-date Local Plan
- the difficulty of getting a new Local Plan in place against a shifting OAHN
- the difficulty of addressing the immediate problem of five year housing land supply
- the likelihood of yet more Government policy changes
- the need to take account of extensive neighbourhood plan coverage
- continuing pressures on council budgets





## Where are we now ?

- ADC have done a considerable amount of work since 2014 to establish an up-to-date evidence base for the new Local Plan
- Latest analysis shows five year housing land supply needs **immediate action** , in advance of examination and approval of the new Local Plan, in order to comply with NPPF requirements
- **This presents a very difficult job** in ensuring that any short term proposals for boosting housing land supply:
  - ❖ identify sites which are acceptable in planning terms
  - ❖ are not premature and prejudicial to the ongoing local plan process
  - ❖ are fair to landowners /developers who submitted sites for local plan
  - ❖ do not undermine the work done so far , and currently in progress on , neighbourhood plans
  - ❖ have appropriate engagement with town and parish councils , and with the local communities that may be affected by new development



# The reports to ADC Local Plan Sub-Committee

## on 6 December 2016

This was an important set of reports which covered :

- a progress report on development of the Local Plan evidence base
- **an updated 2016 housing land supply position , necessitating consideration of short term ways of boosting supply**
- 2016 update of the Housing and Economic Land Availability Assessment : a technical assessment of potential development sites put forward by landowners/developers to see if they are “ suitable , available and deliverable”





# The housing land supply position in Arun District

- Data collected and updated for 2016
- Housing supply assessed against updated OAHN figure of 919 dwellings per annum
- Updated OAHN figure adds to under supply in the 2011-16 period , which was 1535 dwellings over the five years
- Two methods for assessing 5 year supply : Sedgefield ( default method ) and Liverpool (stepped or deferred provision in current absence of necessary infrastructure to serve development )
- Arun supply is **2.12 years** on Sedgefield method , representing “persistent under delivery of housing” ( NPPF para. 47) , so **immediate action required to bolster housing supply**. This is a “policy off” figure which doesn’t reflect sites which may emerge through the new Local Plan



# Options to bolster short term housing supply set out in the report

**1(a)** invite planning applications on smaller HELAA sites (<300) identified as “deliverable” where sustainable and would not prejudice the new Local Plan and infrastructure delivery

**1(b)** invite planning applications on first phase of strategic sites (>300) if it does not prejudice wider implementation and necessary infrastructure

**2(a)** Review development allocations for towns and parishes using HELAA “deliverable” sites .If not provided in updated neighbourhood plans , ADC to produce a “Small Sites DPD”

**2(b)** Remove all town and parish allocations and instead ADC produces a “Small Sites DPD” based on higher OAHN requirements





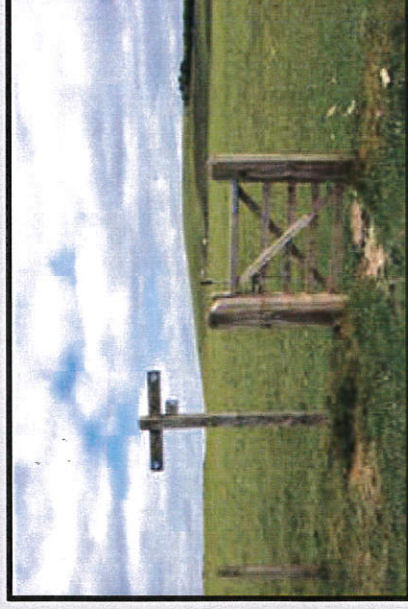
## **The Local Plan Sub-Committee's recommendations to full Council**

- Note the current five year land supply (2.12 years)
- Commence dialogue ASAP with towns and parishes on future development allocations in either updated neighbourhood plans or a "Small Sites DPD"
- Pursue Options 1(a) and 1(b) above and invite early planning applications on certain "deliverable" HELAA sites and phase 1 strategic sites
- Pursue Option 2(b) : remove town and parish allocations from the new Local Plan ( but not neighbourhood plans) and instead make allocations through a "Small Sites DPD" and/or updated neighbourhood plans
- Work with promoters to accelerate delivery of strategic sites



## What happens next ?

- Sub-Committee recommendations go to full Council in March 2017
- ADC continues dialogue with towns and parishes
- ADC officers continue technical work and make further reports to Local Plan Sub-Committee
- Towns and parishes need to consider implications of this new situation and consider how best to respond to it





## More changes coming at national level

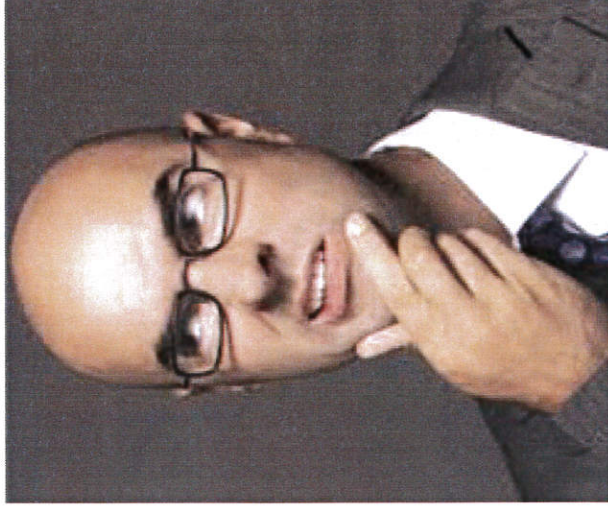
The local position will be further complicated by recent , and expected, changes to the planning system. These include:

- The Neighbourhood Planning Bill ( currently at report stage) which includes proposals to simplify the review and the updating of plans
- The Ministerial Statement of 12 December 2016 which says that the supply of housing in a “made” neighbourhood plan will not be “out of date” ( NPPF para 49) if :
  - the written ministerial statement is less than 2 years old or the neighbourhood plan has been part of the development plan for 2 years or less
  - the neighbourhood plan allocates sites for housing
  - the local planning authority can demonstrate a **three** year supply of housing
- The Housing and Planning White Paper ( expected imminently ) which is expected to include further measures to promote delivery of housing , together with local planning and CIL reform



## Some issues for the ALC to consider (1)

- What do ALC members want from the dialogue with Arun DC ?
- Would a formal ADSC/ ADALC concordat on the progression of the new Local Plan , and neighbourhood plans, be useful ?
- If so, what would it need to cover?
- Given the HELAA conclusions , which areas will need updated neighbourhood plans or be part of a “Small Sites DPD”?





## Some issues for ADALC to consider (2)



- What work would be involved for the town and parishes?
- What would be the timescale for the work ?
- Do towns and parishes have the resources to deliver ?
- How best to communicate the town and parishes' position to local communities ?