



ADUR & WORTHING
COUNCILS

Joint Strategic Committee
13 July 2021
Agenda Item 15

Key Decision: No

Ward(s) Affected: Marine

Shoreham Beach Neighbourhood Forum Application for Redesignation

Report by the Director for the Economy

Executive Summary

1. Purpose

- 1.1. A report was taken to the Joint Strategic Committee on 7th July 2020 with regards to an application from the Shoreham Beach Neighbourhood Forum which sought redesignation of the Forum, in order that it might progress a Neighbourhood Plan. The item was deferred in order that further information be brought to a future meeting. This report addresses the additional information. The original application is attached again for reference, at Appendix 1.
- 1.2. It should be noted that if designation is made, no other body or organisation may be designated for this neighbourhood area until that designation expires or is withdrawn.

2. Recommendations

- 2.1. That the Committee designates the Shoreham Beach Neighbourhood Forum for the purposes of preparing a Neighbourhood Plan.

3. Context

- 3.1 The Shoreham Beach Neighbourhood Forum (SBNF) was designated 20th November 2014. The five year life of this Forum expired in November 2019, and in February 2020 the Forum submitted an application seeking redesignation. In line with the Localism Act, the Council undertook the required consultation. The report taken to the Joint Strategic Committee on 7th July 2020 set out the information submitted, the consultation process undertaken and the responses received, in detail. (Please follow link to view this report:[Joint Strategic Committee 7 July 2020 Agenda Item 16 Key Decision: No Ward\(s\) Affected: Marine Ward: Shoreham Beach Neighbourhood](#))
- 3.2 The Forum has also provided a note addressing concerns raised, which may be found at Appendix 2.
- 3.2 The Neighbourhood Planning (General) Regulations 2012 (as amended) require that an application seeking designation of a Forum must contain the following:
- (a) The name of the proposed neighbourhood forum;
 - (b) A copy of the written constitution of the proposed neighbourhood forum;
 - (c) The name of the neighbourhood area to which the application relates and a map which identifies the area;
 - (d) The contact details of at least one member of the proposed neighbourhood forum to be made public under regulations 9 and 10; and
 - (e) A statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the Town and Country Planning Act 1990 Act. (This section relates to the need for a membership of a minimum of 21 people, who live, work, or are elected members (County or District) for that area).
- 3.3 Section 61F (7) also states that in determining whether to designate a body as a neighbourhood forum, a local authority must have regard to the desirability of designating a body which has secured (or taken reasonable steps to secure) that it meets the requirements set out in paragraph 3.2 above (regarding members who live, work, or are elected members in that local area); and whose membership is drawn from different places in the area concerned and from different sections of the community.

4 Issues for consideration

- 4.1 As set out in the 7th July Report, the Forum's application set out details of 21 members as required by section 61F of the Town and Country Planning Act 1990. This Act requires that these 21 members must live, work, or be elected members within that neighbourhood area. (The Forum had a total of 540 members at that point).

- 4.2 At the JSC meeting of July 2020, Members requested that additional information be submitted to confirm that these 21 people had been contacted and agreed to support the redesignation request. The SBNF subsequently submitted additional information to Council officers to confirm that these 21 had either been contacted face-to-face specifically to put their names forward, or have played a key role in the Forum's activities and as such were aware of the redesignation process (and are not simply a repetition of the original 21 names submitted to support the original application for designation). Additional information has been submitted to the Council to indicate the date individuals have joined, their position/ role in the neighbourhood plan process; main interests and involvement; and address and contact details.
- 4.3 As referred to in the previous report, information regarding the geographical distribution of those members in the Forum area was provided previously. The Forum has also confirmed that a map showing the indicative location of the larger membership is available on their website:
<https://www.shorehambeachforum.com/members>
- 4.4 The Forum has also stressed that it seeks to engage and involve all 500 members, not just those 21 required for the redesignation process.
- 4.5 Regarding how representative the Forum is of the area, membership records indicate that that, of those who disclosed their age, distribution is as follows:
18-24 1%, 25-34 4%, 35-44 11%, 45-54 13%, 55-64 12%, 65+ 17%.
Whilst this might not be fully representative of the age profile of residents of Shoreham Beach, it does generally reflect those residents that may have more time to be engaged in neighbourhood planning.
- 4.6 The Forum's community events (Have Your Say Days) are also intended to reach out to the community as a whole. (The Forum had intended to hold a further event in 2020, but was unable to do so due to COVID restrictions).
- 4.7 The Forum has also informed the Council of the following matters to address concerns regarding governance issues:
- The minutes of outstanding meetings have been published on the Forum's website
 - An AGM will be held two months after redesignation.
 - The Forum has resumed meetings with the Shoreham Beach Residents Association.

5. Engagement and Communication

- 5.1 The Regulations require that consultation on an application to designate a Forum is carried out. This was undertaken in March 2020 (the consultation period was extended due to the pandemic). It is not considered that any further consultation on the application for redesignation is required.

- 5.2 If the Forum is redesignated, it will be important that it ensures the emerging neighbourhood plan is an accurate reflection of current community aspirations regarding its aims and content. This may require further community engagement.

6 Financial Implications

- 6.1 There are no direct financial implications arising from the redesignation itself. Adur District Council has in the past provided a small grant to the Shoreham Beach Neighbourhood Forum funded from within existing resources (£2,000). Whilst Local Authorities have a duty to 'advise and assist' in the preparation of neighbourhood plans, there is no statutory requirement for a Local Planning authority to provide funding to support the progression of a Neighbourhood Plan. However, the Council can apply for funding from the Ministry of Housing, Communities and Local Government (MHCLG) at certain stages of neighbourhood plan development (including designation) to support the additional workload (of the Council) arising from the development of the neighbourhood plan with regards to its statutory requirements.

7. Legal Implications

- 7.1 Statutory requirements regarding the designation of neighbourhood forums are set out in Section 61F of the 1990 Town and Country Planning Act. The Council may designate an organisation if it is satisfied that it meets the criteria set out in paragraph 3.2 of this report. The Neighbourhood Planning (General) Regulations 2012 set out further details of the neighbourhood forum designation process.

Background Papers

- Report to Adur Planning Committee 6th July 2020.
- Application for the Redesignation of Shoreham Beach Neighbourhood Forum for a Further Five years - Shoreham Beach Neighbourhood Forum
- Support for Neighbourhood Plans - Adur & Worthing Councils. (Note on website) <https://www.adur-worthing.gov.uk/media/Media.135178.smx.pdf>

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Sustainability & Risk Assessment

1. Economic

- Neighbourhood Plans provide an opportunity to address economic development via the planning system, as appropriate to the local area.

2. Social

2.1 Social Value

- Neighbourhood Plans give communities an opportunity to address issues in their local area, via the planning system.

2.2 Equality Issues

- The Forum constitution addresses equalities issues.

2.3 Community Safety Issues (Section 17)

- No issues identified.

2.4 Human Rights Issues

No issues identified

3. Environmental

- Those bodies making neighbourhood plans must consider the impact their plan will have on the environment. A neighbourhood plan should be screened to ascertain whether Strategic Environmental Assessment is required.

4. Governance

- The Council has a statutory duty to advise and support neighbourhood forums in producing neighbourhood plans.
- The Shoreham Beach Neighbourhood Forum has its own constitution to address governance matters.

Application for the re-designation of Shoreham Beach Neighbourhood Forum for a Further Five Years

Contact person:

Councillor David Collins, Chair of Shoreham Beach Neighbourhood Forum

1. INTRODUCTION

On the 20th November 2014 Adur District Council approved the Shoreham Beach Neighbourhood Area (Marine Ward) and designated the Shoreham Beach Neighbourhood Forum as the 'qualifying body' (under the statutory Neighbourhood Plan Regulations 2012), with the authority and responsibility for the preparation of the Shoreham Beach Neighbourhood Plan.

This application is for the redesignation of the Neighbourhood Forum in accordance with the Neighbourhood Planning Regulations 2018. The application is submitted for two reasons:

- to enable the Forum to complete the production of a community-led, statutory Shoreham Beach Neighbourhood Plan (NP) by the end of 2020, and
- to enable the Forum to promote the implementation of NP Policies and Projects and support community engagement in neighbourhood planning and development issues as they arise, in co-operation with other neighbourhood stakeholder organisations.

Since early 2015 the Forum's Management Committee and Working Groups have developed a community-based approach to neighbourhood planning which has included a Household Survey, online surveys and consultation with neighbourhood residents and stakeholders, together with trademark Have Your Say Days at key stages in the plan preparation process.

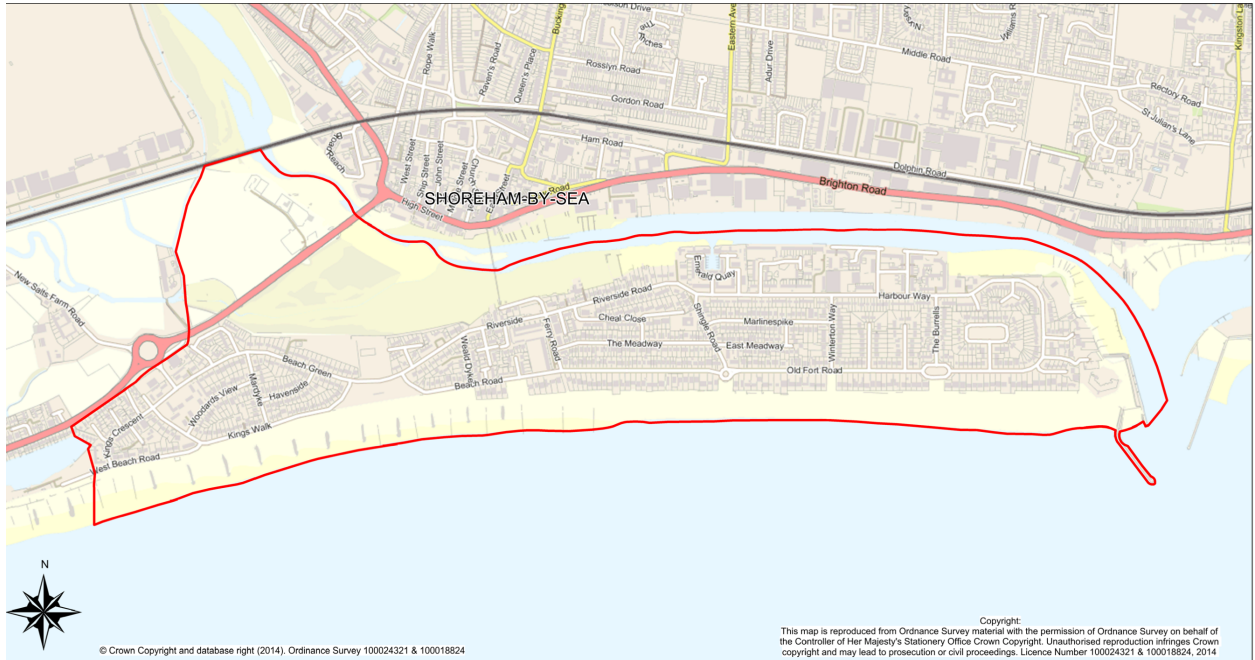
In parallel the emerging Draft Neighbourhood Plan has been the subject of several rounds of detailed consultations with Adur Council Planning Officers which have established an effective collaborative planning process.

The progress to date means that **following redesignation the Forum will be able to promptly progress towards the statutory Regulation 14 Consultation**, subject to the availability of the funds necessary for community engagement activity (document preparation, publicity and Have Your Say Day/s) and essential professional neighbourhood planning support.

The extension will also ensure there is a means to measure and monitor projects and goals set out in the Plan.

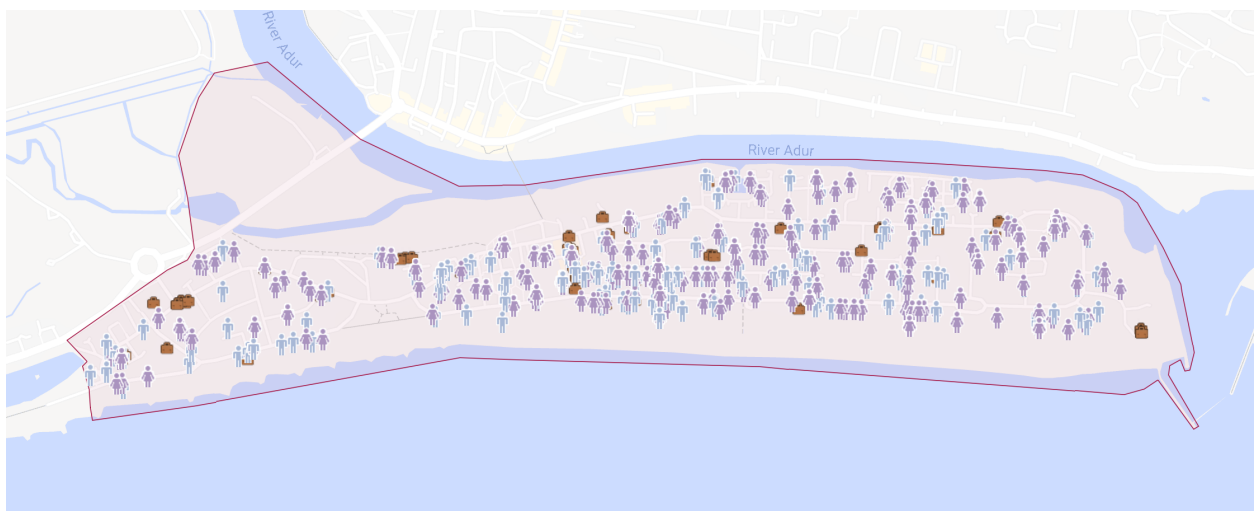
2. THE SHOREHAM BEACH NEIGHBOURHOOD AREA

Map 1 Shoreham Beach Neighbourhood Area designated in November 2014



(Marine Ward) Source: <https://www.adur-worthing.gov.uk/media/Media,126556.smx.pdf>

Map 2 Distribution of Forum Members 2019



3. FORUM CONSTITUTION

The Forum's Constitution was approved as part of the original designation process in November 2014.

<https://www.adur-worthing.gov.uk/media/Media,126557,smxx.pdf>

The Forum requests the re-approval of this constitution, with some minor amendments approved at the Forum AGM, March 2018 - see attached, as set out in an updated version at Appendix 1

<http://bit.ly/sbnf-constitution-2018>

4. FORUM MEMBERSHIP 2019

The Forum currently has 540 Resident Members, all of whom are on the Forum's GDPR-compliant database, administered by the Forum Secretary. Approximately 345 of these members have valid email addresses.

Appendix 2 provides the names and addresses of 21 of these members.

The Forum has succeeded in attracting a diverse group of members from across the designated Neighbourhood Plan Area as demonstrated in Map 2. These members represent a varied range of age groups and interests. Some joined near the beginning of the process, whilst others joined very recently.

See membership form, requirements and interactive map here:

<https://www.shorehambeachforum.com/members>.

The Forum also has 176 subscribers to the mailing list and 275 followers on Facebook:

<http://bit.ly/sbnf-facebook>.

More details on demographic representation is available here:

<http://bit.ly/sbnf-engagement-2017>

5. FORUM GOVERNANCE

Management Committee

The Committee has the overall responsibility for the production of the Neighbourhood Plan and has been elected at successive AGMs since 2014. At the March 2018 AGM Cllr David Collins was elected to succeed Dawn Clenton-Sparey who had resigned for family reasons after three years leading the Forum.

The 2019 AGM was delayed by several months in an ultimately frustrated effort to combine it with a 'Have Your Say Day' event. However, resource constraints affecting both the Forum and Adur Council slowed preparation, The AGM was thus scheduled for September but was postponed as a result of a complaint that not all members were adequately notified a full three weeks in advance of the date.

But, the Forum completed its 5 year life span in November 2019. In this context the current Committee decided to make this application and then proceed with an AGM in combination with the Regulation 14 Final Have Your Say Day early in 2020.

The members of the 2018/19 Committee are as follows:

| | |
|------------------------------|--------------------|
| Chair | Cllr David Collins |
| Vice-chair | Kevin Hall |
| Secretary | Mike Whelan |
| Treasurer | Jonathan Marshall |
| Community Engagement Officer | Tony Wallington |

All members will offer to continue to serve during 2020 to provide continuity with the aim of delivering the Regulation 16 Draft Plan to Adur Council in Autumn 2020.

Working Groups

The Working Groups comprise Forum members and are led by a member of the Management Committee. Inevitably the membership of these groups has fluctuated over the years. To date four Groups have contributed to the preparation of the emerging Regulation 14 Draft Plan

- Regeneration & Development (including facilities)
- Green & Blue Neighbourhood (sustainability)
- Transport & Movement
- Community engagement

The completion of the NP will be led by the Management Committee, drawing on the outputs from these groups, which is available on the Forum website at shorehambeachforum.com

Much of the remaining work will be undertaken by a Drafting Group led by the Forum Secretary and a Community Engagement Group led by the Community Engagement Officer, and both will need to be supported by professional neighbourhood planning expertise.

6. RESOURCES

The progress to date of the Neighbourhood Plan has been sustained by many thousands of hours of work by resident volunteers working as Committee members, contributing to Working Groups and participating in consultation events – all supported by inputs of professional neighbourhood planning expertise, much of which has been provided pro-bono.

Over the years the Forum Committee has been successful at securing the maximum available grant from the government [Supporting Communities in Neighbourhood Planning Programme](#), via Locality.

However, since March 2019 we have had no grant funding and have had to rely on volunteers supported by pro-bono professional neighbourhood planning consultancy inputs. This has caused considerable delays in finalising the Plan.

7. COMMUNITY ENGAGEMENT

A community-led neighbourhood planning process has been developed by the Neighbourhood Forum which has attracted ~500 members who live and or work in the area. Pioneering grassroots engagement work has made a major contribution to the evidence base of the emerging Neighbourhood Plan and has included:

- Household Survey and Urban Character Study
- A highly innovate website and social media presence which share ongoing Forum activities and enables online surveys and feedback on community engagement events
- Have Your Say Days
- Informal meetings with Shoreham Beach Stakeholder Groups
- Representing the Forum at relevant local events
- Articles in the local press and local radio interviews
- Working Groups of Forum Members
- Quarterly updates to all Shoreham Beach residents via Beach News magazine (distributed quarterly to every household)

8. THE DEVELOPMENT OF THE NEIGHBOURHOOD PLAN 2015 -2019

The development of the NP has been consistent with the key stages set out in the guidance provided by Locality, the government funded umbrella organization supporting communities preparing Neighbourhood Plans in England. Thus the plan preparation process work to date can be summarized as follows

2015 **Raising community awareness - Identifying issues, ideas and options**

Household Interview Survey and [Character Study](#)

Initial Working Group activity to identify the key themes and issues of the Plan

Establishing community engagement processes

Have Your Say Days 1 and 2

- Purpose and scope of a community-led Neighbourhood Plan
- Issues and options for development

[Community engagement factsheet](#)

2016 **Development of initial planning policies for each key theme**

<https://www.shorehambeachforum.com/policies-rev-1>

Website developed as core tool for community engagement for online surveys and feedback on draft policies

Development of Plan Vision and Objectives for key themes

Working Groups identify policy issues and options

Locality funded AECOM funded consultancy support to produce Beach Green Concept Pan

Have Your Say Day 3 Initial planning policies and AECOM Beach Green Concept Plan

2017 Development of initial policies into Draft Neighbourhood Plan

Working Groups prepared Draft Policies taking account of feedback from Have Your Say Day and online surveys

May: NP Draft Policies Version 1 – consultation with LPA

October: NP Draft Policies Version 2 – consultation with LPA

[Community engagement analysis](#)

December: Neighbourhood Plan Version 3 submitted to LPA

2018 Development of Draft Neighbourhood Plan

February: NP Version 3.2 prepared for AGM

March: New Committee elected at AGM

May: Comments received from LPA on Version 3

June - August: Working Groups refine policies for Version 4 in light of LPA comments

September progress review with LPA and application for supplementary Locality Grant

2019 Development of Draft Policies NP Version 4

Representatives continue to liaise with the Beach Green Cafe development

NP Drafting Group prepares Version 4 to incorporate Working Group revisions

June: NP Version 4 submitted to LPA

September: LPA Comments on Version 4 received

October: preliminary assessment of LPA comments

November: preparation of Redesignation Application

See the latest version of the plan here:

<https://www.shorehambeachforum.com/plan-latest>

9. OUTLINE SEQUENCE OF TASKS FOR THE COMPLETION OF THE NEIGHBOURHOOD PLAN

2020 Sequence of events

- Redesignation application approved
- AGM Election of Management Committee
- Funding secured to complete the NP
- Regulation 14 Consultation Draft prepared and submitted to LPA for comments and SEA Screening
- Regulation 14 Consultation – 6 weeks including final Have Your Say Day
- Locality Health Check – free independent assessment of the Reg 14 Draft
- Preparation of Regulation 16 Submission Draft Plan to take account of Reg 14 Comments
- Submission of Regulation 16 for LPA Consultation (6weeks), Independent Examination, and
- Referendum

10. CONCLUSION

During the past 5 years the Forum has developed a community-led neighbourhood planning process which has been sustained by the efforts of volunteer residents, with limited professional support. This work has reached the stage where the task of preparing the Neighbourhood Plan can be completed within the next year. This effort and progress to date merits the redesignation necessary to complete the Neighbourhood Plan.

Signed: _____

Cllr David Collins
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For other enquiries or to contact Forum working group leaders, please visit
<https://shorehambeachforum.com/contact>

RESPONSE TO CONCERNS RAISED BY JSC MEMBERS

First circulated: July 2020

Updated: June 2021

1. Governance issues - clarified

The formal criteria for designation

- We have provided James Appleton with satisfactory additional information about the number and geographical distribution of the Forum members and pointed out where this information is [publicly available on our website](#)
- We acknowledge the governance problems we faced and have rectified them
 - the [minutes](#) of outstanding meetings have now been published on our website
 - there will be an AGM two months after re-designation

2. Community engagement - back on track

With stakeholder organisations

- resumed meetings with SBRA (now chaired by Kevin Boram)

With our members

- updated the website in aftermath of all the publicity in last July
- minutes of meetings published and ensured the [Draft Plan is easy to access](#)

But still operating within the ongoing limitations of COVID restrictions

- these restrictions had prevented us organising a planned HYSD and stakeholder meetings between our re-designation application last February and the July JSC meeting
- volunteers have been understandably pre-occupied with basic economic survival
- details were publicly communicated here:
<https://www.shorehambeachforum.com/post/government-changes-to-neighbourhood-planning-due-to-covid-19-and-associated-delays>

3. Progress to date in the preparation of the NP – clarification

We believe that progress has been underestimated because we were not in a position to complete and submit our responses to the detailed comments made by officers from all relevant ADC departments (co-ordinated by the ADC planning officers), which were received shortly before our designation expired last autumn.

- We are close to submitting our Regulation 14 Draft Plan and organising the 6 weeks consultation – the first statutory benchmark by which time the bulk of the work that the Forum has to do will be completed
- We then make our final amendments to the Plan, as necessary in response to feedback, and submit to ADC
- Then the ADC is responsible for (and fully funded by government for) the Regulation 16 Consultation, appointment of an independent examiner and (subject to examination outcome) a referendum which because of COVID restrictions cannot be held until May 2021 at the earliest.

See Locality Route Map overleaf

4. Work Programme and budget to completion

In consultation with Martin Randall, James Appleton and Moira Hayes we have developed a work programme which indicates a feasible timescale for the completion of the Forum's work up to the point of our Regulation 16 submission in April-May. This is set out overleaf.

We have an indicative budget of £3,500. After re-designation the Forum will be eligible for a final Locality grant of £1,000 and the Council will be eligible to claim £5,000 from the government

LOCALITY ROAD MAP GUIDE FOR NEIGHBOURHOOD PLANS



TARGET TIMETABLE TO COMPLETION OF SHOREHAM BEACH NEIGHBOURHOOD PLAN

| | |
|---|---|
| Within 12 months of re-designation | Confirmation of Funding |
| | Re-designation approved with indicative budget |
| | Complete incorporating planning officer comments |
| | Forum AGM - election of Committee Preparation of Regulation 14 Consultation Draft |
| | SEA undertaken by ADC |
| | Regulation 14 Consultation (6 weeks) - organized by the Forum |
| | Amendments to Regulation 14 – Forum Submits Regulation 16 Draft to ADC |
| | Regulation 16 Consultation (6 weeks) by ADC |
| | Independent Examination and Referendum |