

Shoreham Beach Neighbourhood Plan Area and Forum Designation

Report by the Director of Economy

1.0 Summary

- 1.1 A number of residents and businesses on Shoreham Beach intend to produce on behalf of the local community a Neighbourhood Plan in order to address issues facing the area. In line with the Neighbourhood Planning (General) Regulations 2012, the group submitted to Adur District Council an application for the designation of the Area to be covered by the Neighbourhood Plan as well as for the designation of the Neighbourhood Forum. This application (which includes a map of the area and the Forum constitution) is appended (Appendices 2 to 5). In line with the Regulations, this application was published on Adur District Council's web sites for a 6 week period from the 20th August 2014 to 1st October 2014. The application was also advertised on Shoreham Beach via a newsletter and the use of community notice boards. A total of 27 representations were received by the District Council during this period which are summarised, together with a response, in Appendix 6 to this report.
- 1.2 There were a number of 'unsure' responses and comments submitted querying the representativeness of the Forum (which are addressed in this report). There were also two respondents who queried the inclusion of the Adur recreation ground in the Area (also addressed in this report). Overall, a significant majority of respondents support the designation of the Area and the Forum for the Shoreham Beach Neighbourhood Plan and it is therefore recommended that the designation of the Area and Forum be approved.

2.0 Background

- 2.1 The production of Neighbourhood Plans is a new power introduced by the Localism Act 2011 which enables local communities to plan how their areas will change and develop in the future.
- 2.2 The procedures for producing a Neighbourhood Plan are set out in the Neighbourhood Planning (General) Regulations 2012, which came into force on 6th April 2012.
- 2.3 The first step in the process, for non parished areas, is for the submission to the Local Planning Authority of an application for the designation of the area to be covered by the Neighbourhood Plan and for the designation of the forum (which produces the Plan). For the area designation, the following must be submitted to the local planning:

- (a) A map which identifies the area to be covered by the Neighbourhood Plan;
- (b) A statement explaining why the area concerned is appropriate to be designated as a neighbourhood area; and
- (c) A statement that the organisation or body making the area application is the relevant body for the purposes of section 61G of the Town and Country Planning Act 1990 (as amended).

For the forum designation, the following must be submitted to the local planning:

- (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 1990 Act.

2.4 In line with the Regulations, an application which included all the above information was submitted to the District Council as appended. The application was publicised between the 20th August 2014 to 1st October 2014 in the following ways:

- The application was placed on the District Council's website and representations invited via a questionnaire.
- The application was advertised via the community notice boards on Shoreham Beach.

3.0 Response

3.1 A total of 27 representations were received on the application which is detailed in Appendix 6 to this report. The majority of respondents are in support of the Shoreham Beach Neighbourhood Area and the Forum and the responses to the questionnaire are summarised below:

Area Application

Is the Area a Distinct Neighbourhood?

26 respondents stated yes and 1 was unsure

Is the Boundary of the Proposed Area Appropriate?

24 respondents stated yes, 1 was unsure and 1 stated no. Two comments were made querying the inclusion of the Adur Recreation ground within the neighbourhood area and that it was not easily recognised as part of Shoreham Beach.

Proposed Council response

The neighbourhood area boundary is that of Marine Ward which includes the Recreation Ground and is easily defined. The ward forms a logical area for the neighbourhood plan to cover. Whilst the neighbourhood plan may include the

recreation ground within its area, it is not necessarily the case that the ground would need to be covered by any specific policy in the plan. The ground is owned by Adur District Council and is included with the countryside and strategic gap policies in the 1996 Adur Local Plan and the countryside and local green gap policies in the Proposed Submission draft of the new Adur Local Plan. These policies aim to protect these areas and limit development to that which is appropriate. The neighbourhood plan will need to take account of these policies.

Neighbourhood Forum

Is the Forum Representative of People who Live in the Area?

21 respondents stated yes, 4 were unsure and 2 stated no.

Is the Forum Representative of People who Work in the Area?

16 respondents stated yes, 10 were unsure and 1 stated no.

Is the Forum Representative of Different Geographical Parts of the Area?

20 respondents stated yes, 6 were unsure and 1 stated no

Is the Forum Representative of Different Sections of the Community?

16 respondents stated yes, 10 were unsure and 1 stated no.

A number of responses and comments were submitted as being unsure as to the representativeness of the Forum.

One respondent was against the Neighbourhood Forum considering it to be undemocratic and unrepresentative and was critical of the constitution's decision making process. The respondent stated that the proposed constitution only allows for 3, out of 12 meetings, to be open to all forum members and a quorum of 5 committee members cannot represent the large population of Shoreham beach.

Proposed Council Response

With regard to the representativeness of the Forum, Section.61F(5)(b) of the Town & Country Planning Act 1990 is relevant. The Act requires forum membership to be open to individuals who live in the neighbourhood area; individuals who work there and Council members whose area falls within the neighbourhood area. Whilst specific names and addresses of the Forum members were not provided on the Council's web site for privacy/data protection reasons, compliance with section S.61F(5)(b) is demonstrated at section 3 of the Shoreham Beach Neighbourhood Forum's Constitution (part of the Forum application) which states that its membership is open to the above.

Section 61F(7)(a)(ii) of the Act requires membership of a forum to be drawn from different places in the neighbourhood area and from different sections of the community in that area. A map showing the distribution of Forum members was included as part of the application and this shows that whilst there is a distribution throughout the area, the majority east of Ferry Road. However, it is understood

(from the submitted response form the Chair of the Shoreham Beach Residents Association) that the Forum is undertaking community engagement work to reach all areas geographically and to reach different sections of the community via mailshots to every household on the Beach, regular updates in Beach News, dedicated web pages on the Shoreham Beach Residents Association website and regular public meetings.

In response to the comment made that the Forum is undemocratic, Section 61F Town and Country Planning Act 1990, in particular sub section (5) in relation to neighbourhood planning is relevant. S61F(5)(c) in relation to neighbourhood forums only requires membership of a minimum of 21 individuals. A constitution is required, but there is no statutory guidance or requirements on the terms of a constitution. In relation to the quorum, it is useful to note that (in comparison), Adur District Council 's Constitution provides that 8 Members are needed for Full Council to be quorate and that is for decisions affecting the whole of Adur. As such, a quorum of 5 at the Forum committee is not unreasonable for this far smaller neighbourhood area. At the AGM officers and Committee members are elected so this is a democratic process.

The neighbourhood forum will be open to everyone listed in S61F5(b) (individuals who live in the neighbourhood area; individuals who work there and elected Members) to ensure it is representative. The Committee can co-opt up to 5 additional members to ensure maximum feasible representativeness of those living and working in the area. Two events will be held each year for Forum members to have their say.

- 3.2 Overall, a significant majority of respondents support the designation of the Area and the Forum for the Shoreham Beach Neighbourhood Plan and it is therefore recommended that the designation of the Area and Forum be approved.

4.0 Legal

- 4.1 The Localism Act 2011 amended the Town and Country Planning Act 1990 (as amended) (TCPA) to provide for the establishment of neighbourhood forums and neighbourhood areas.
- 4.2 A Local Planning Authority may designate an organisation as a neighbourhood forum if the authority are satisfied that conditions are met as set out in Section 61F(5) TCPA, namely: its purpose is to promote or improve the social, economic and environmental well-being of the neighbourhood area; its membership is open to the residents and workers of that area and Council Members for that area, is comprised of a minimum of 21 individuals and it has a written constitution.
- 4.3 A Local Planning Authority must in its determination have regard to the desirability of designating an organisation which has secured (or taken reasonable steps to secure) that its membership includes at least one individual who is a resident, who is a worker, who is a Council Member; whose membership is drawn from different places in the area and from different sections of the community in that area.
- 4.4 Section 61F(7)(d) TCPA provides that reasons must be given to an organisation that has applied to be designated as a neighbourhood forum where the authority refuse.

- 4.5 The neighbourhood area does not consist of any part of an area of a parish council, nor does it overlap with another neighbourhood area, meeting the requirements in Section 61G TCPA.
- 4.6 Section 61G(9) TCPA provides that if the authority refuse the application for a neighbourhood area, they must give reasons to the applicant.
- 4.7 The Neighbourhood Planning (General) Regulations 2012 set out the procedures to follow in relation to applications for neighbourhood forums and neighbourhood areas, these have been adhered to.

5.0 Financial implications

- 5.1 There are costs in producing a Neighbourhood Plan to be borne by both the Shoreham Beach Forum and by the District Council. However, Communities and Local Government Dept (CLG) is providing some funding support which the Forum has obtained and once the designation of the Area and Forum for the Shoreham Beach neighbourhood plan is approved then a request for funding will be made by Adur District Council. CLG is currently providing £5,000 following an area designation and £25,000 on successful completion of the Neighbourhood Plan examination. The £5,000 is to recognise officer time supporting and advising the community in taking forward a neighbourhood plan. The £25,000 is to cover costs for the examination and any other further steps that may be needed for the neighbourhood plan to come into legal force, including the referendum. It is not possible to predict in advance whether the £5k and £25k will be adequate to fund staff time.

6.0 Recommendation

- 6.1 It is recommended that the designation of the Shoreham Beach Neighbourhood Plan Area and Forum be approved.**

Local Government Act 1972 Background Papers:

Contact Officer:

Colette Blackett
Planning Policy Manager
Portland House - Worthing
01273 263242
Colette.blackett@adur-worthing.gov.uk

APPENDIX 1 Schedule of Other Matters

1.0 Council Priority

1.1 A range of priorities could be addressed through the neighbourhood plan including regeneration, public realm improvements and health. The process also helps to:

- Extend the range of services delivered through partnership with other agencies including both the voluntary and third sector.
- Listen and engage with our communities.

2.0 Specific Action Plans

2.1 Working with the Shoreham Beach Forum on a Neighbourhood Plan to help address a number of spatial issues in line with the 1996 Adur Local Plan and the new draft Local Plan.

3.0 Sustainability Issues

3.1 At this stage of the Plan, matter considered and no issues identified

4.0 Equality Issues

4.1 The Forum Constitution addresses equality.

5.0 Community Safety Issues (Section 17)

5.1 At this stage of the Plan, matter considered and no issues identified

6.0 Human Rights Issues

6.1 At this stage of the Plan, matter considered and no issues identified

7.0 Reputation

7.1 The support and advice provided by this Council to the Forum in producing the neighbourhood plan will serve to enhance the former's reputation..

8.0 Consultations

8.1 The designation of the Neighbourhood Plan Area and Forum has been advertised in line with the Neighbourhood Planning Regulations 2012 and Section 61F Town and Country Planning Act 1990 .

9.0 Risk Assessment

9.1 Matter considered and no issues identified

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified

11.0 Procurement Strategy

11.1 Matter considered and no issues identified

12.0 Partnership Working

12.1 The Council is providing support and advice to the Shoreham Beach Forum in producing the Neighbourhood Plan (although the Forum has appointed a planning consultant to assist them) and will play a key role at certain stages of the Plan.

APPENDIX 2

Neighbourhood Planning (General) Regulations 2012 S8 and Section 61 Town and Country Planning Act 1990 S5

APPLICATION FOR DESIGNATION BY SHOREHAM BEACH NEIGHBOURHOOD FORUM

1. The legal requirements

Neighbourhood Planning (General) Regulations 2012 S8

Name of proposed Neighbourhood Forum

Shoreham Beach Neighbourhood Forum

Written Constitution of the proposed Neighbourhood Forum

The attached Constitution was approved and adopted at the Inaugural General Meeting of Shoreham Beach Neighbourhood Forum at the Shoreham Beach Primary School on Tuesday July 15th.

Name of the Neighbourhood Area

Shoreham Beach – map attached

Contact details of at least 1 member to be made public:

Dawn Clenton-Sparey

01273 242613

shorehambeachforum@gmail.com

Section 61 Town and Country Planning Act 1990 S5

The adopted Shoreham Beach Neighbourhood Forum Constitution meets the requirements of S5 (a), (b), and (d). The membership requirements of S5 (c) are met by the current membership of the Forum – see attached list. With regard to S 5 (e), no other conditions have been prescribed by the Local Planning Authority

2. The reasons for this application

The proposed Shoreham Beach Neighbourhood Plan Area (the Marine Ward) is a well-defined, mainly residential neighbourhood comprising some 2300 properties, bounded in the main by the River Adur to the north, the English Channel to the south and the mouth of Shoreham Harbour to the east. In recent years Shoreham Beach has come under increasing development pressure, which has resulted in the demolition of older bungalows and the redevelopment of the plots at higher density. The growing demand for more housing in the coastal towns of Sussex will ensure that pressures for ongoing small scale redevelopment at Shoreham Beach will continue and may well increase. This is a piecemeal and cumulative process which residents want to influence to ensure that whilst some growth and change occurs, the unique character of the area is conserved.

Other issues which the residents want to address include the provision of community facilities for children, young people and the elderly; transport and traffic – provision for pedestrians, cyclists, cars and public transport; leisure provision, including the potential increase in visitors to the sea shore when the Ferry Road Facelift is implemented and the related need to conserve

the natural environment; heritage conservation – including the future of Shoreham Fort; and the development of local businesses and employment.

All these issues were raised in the run-up to and during the Inaugural General Meeting of the Shoreham Beach Neighbourhood Forum on July 15th. This meeting was attended by 90 residents and established an initial Forum membership of 75. This demonstrated the potential for fully engaging the Shoreham Beach community in the development of a Neighbourhood Plan. The current membership includes residents from different parts of the area and will be built up through our ongoing community engagement programme to ensure that it is fully representative of all groups in the community.

The new Forum is fully supported by the two independent councillors for the Marine Ward (Cllrs. Liza McKinney and Ben Stride) and the long-established Shoreham Beach Residents' Association which has 750 paid-up members, a web-site and publishes and delivers Beach News to every household on the Beach, three times a year. SBRA marks its 60th anniversary next year.

The Inaugural General Meeting adopted the Constitution and elected the Management Committee, in accordance with the provisions of the Constitution. The first meeting of the Shoreham Beach Management Committee on July 22nd agreed to submit this application and established the leadership of a series of Working Groups.

Thus the developmental work over the past four months has established the need for a Neighbourhood Plan and the capacity to undertake its preparation.

Dawn Clenton-Sparey
Chair
Shoreham Beach Neighbourhood Forum
July 31st 2014

APPENDIX 3

SHOREHAM BEACH NEIGHBOURHOOD FORUM CONSTITUTION

1. Name of Organisation

Shoreham Beach Neighbourhood Forum

2. Aims

The Forum aims to promote or improve the social, economic and environmental wellbeing and conditions in the Shoreham Beach area as shown on the attached plan (the area), particularly through the preparation and implementation of a Neighbourhood Plan.

3. Membership

3.1 The membership of the Forum is open to:

- individuals who live in the area
- individuals who work in the area
- individuals who are elected members of Adur District Council and/or West Sussex County Council whose ward or division includes the area

3.2 The Forum must have a minimum membership of 21 individuals, each of whom either

- lives in the area
- works in the area
- is an elected member of the Adur District Council and/or West Sussex County Council whose ward or division includes the area

3.3 The Forum will strive to have a minimum of one member from each of the three categories in 3.2 above.

3.4 The Forum will be as representative as possible of the people who live and work in the area. Thus membership will be drawn from different places in the area and from different sections of the community.

3.5 Membership will begin as soon as the membership form has been received.

3.6 A list of members will be kept by the Membership Secretary.

3.7 Ceasing to be a Member:

3.7.1 Members may resign at any time in writing to the Secretary

3.7.2 Offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

4. Equal opportunities

The Shoreham Beach Neighbourhood Forum will not discriminate on grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and Committee

The business of the Forum will be managed by a Committee.

5.1. The membership of the Committee will be as follows:

- Chair
- Vice Chair
- Secretary
- Membership Secretary
- Treasurer
- Working Group Leaders and Deputies

5.2 The officers of the Committee (Chair, Vice-chair, Secretary, Membership Secretary and Treasurer) will be elected at the Annual General Meeting of the Forum.

5.3 In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

5.4 Any Committee member not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign.

5.5 The officers' roles are as follows:

- Chair, who shall chair both general and Committee meetings
- Vice-Chair, who shall deputise for the Chair
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

5.6 The Committee has the power to co-opt up to 5 additional members to ensure maximum feasible representativeness of the people who live and/or work in the area.

5.7 Committee responsibilities:

5.7.1 The overall management of the business of the Forum

5.7.2 Agreeing and ensuring the implementation of the Communications and Community Engagement Strategy

5.7.3 Coordinating the work of the Working Groups (Working Groups are referred to in more detail at paragraph 7)

5.7.4 Drafting, agreeing and promoting the implementation of the Shoreham Beach Neighbourhood Plan 2014-2031

5.8 Committee meetings

5.8.1 The Committee will normally meet monthly, using a variety of venues across the area.

5.8.2 On three occasions each year the Committee Meeting will be open to all Forum Members

5.8.3 Agenda Papers and Minutes will be posted on the Shoreham Beach Residents Association website and will be available in printed format on request.

5.8.4 The quorum for the Committee will be 5 members

6. Meetings of the Forum

6.1 Annual General Meeting

6.1.1 An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

6.1.2 All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

6.1.3 Nominations of officers for the Committee may be made to the Secretary before the meeting, or at the meeting.

6.1.4 The quorum for the AGM will be 10 members,

6.1.5 At the AGM:

- The Committee will present a report of the work of the Shoreham Beach Neighbourhood Forum over the year.
- The Committee will present the accounts of the Shoreham Beach Neighbourhood Forum for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

6.2.1 The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

6.2.2 The meeting will take place within twenty-one days of the request.

6.2.3 All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda. Notice may be by telephone, email or post and these details will be posted on the Shoreham Beach Residents Association website.

6.2.4 The quorum for the Special General Meeting will be 10 members, whichever is the greater number.

6.3 Rules of Procedure for Committee Meetings, Annual General Meetings and Special General Meetings

6.3.1 All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

6.3.2 If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

6.4 General Meetings of the Forum: Have Your Say Events

6.4.1 These events are open to all Forum members and members of the public.

6.4.2 There will be a minimum of two Events in the year following the AGM..

6.4.3 The content and structure of these Events will vary according to priorities determined by the Committee. Generally the programme will enable the Forum to:

- showcase its activities, particularly the evolving Neighbourhood Plan
- recruit new members;
- enable Forum Working Groups to have discussions with wider groups of local people;
- facilitate Q&A sessions with the Local Planning Authority officers, councillors and developers with an interest in the area; and
- share experiences with voluntary and community sector organisations from elsewhere in the district and other towns and cities which are preparing and involved in implementing Neighbourhood Plans.

7. Working Groups

7.1 The Working Groups and their Leaders are established by the Committee.

7.2 A Working Group will comprise a minimum of 2 people from the Forum area.

7.3 Working Groups develop the working arrangements which suit them best and meet as required to investigate and discuss the issues assigned to them.

7.4 The leader or deputy leader reports to the Forum Committee normally once per month.

8. Partner Organisations

8.1 To further its aims, the Forum will work in partnership with relevant public, private and community/voluntary sector organisations.

8.2 In particular, the Forum will work closely with the Shoreham Beach Residents Association

8.3 The work of the Forum will complement, rather than duplicate, the work of other voluntary and community sector organisations in the area.

9. Finances

9.1 An account will be maintained on behalf of the Forum at a bank agreed by the Committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.

9.2 Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

9.3 All money raised by or on behalf of the Shoreham Beach Neighbourhood Forum is only to be used to further the aims of the group, as specified in item 2 of this Constitution.

10. Amendments to the Constitution

10.1 Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

10.2 Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

10.3 Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

11. Dissolution

11.1 If a meeting of the Management Committee, by simple majority, decides that it is necessary to close down the Forum it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

11.2 If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a community group or local charitable organization, in order to benefit the Shoreham Beach neighbourhood. The group/organisation to receive the donation will Be agreed at the meeting held to agree the dissolution.

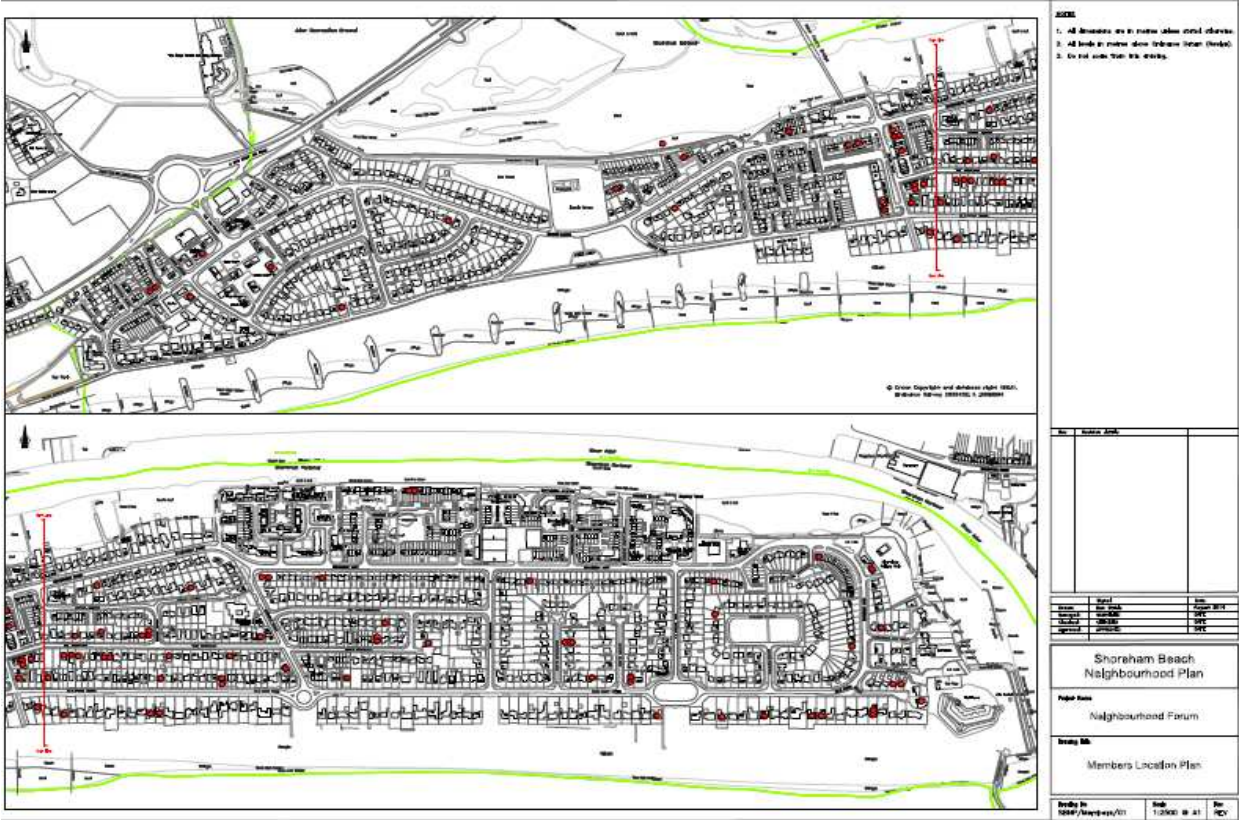
This constitution was agreed at the Inaugural General Meeting of the Shoreham Beach Neighbourhood Forum on2014.

Name and position in the Forum
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Signed
Name and position in the Forum.....

.....
Signed

APPENDIX 4



- NOTE**
1. All members are in rows along road (shown)
 2. All beds in rows are (shown) (shown)
 3. To see the full site plan, see page 10.

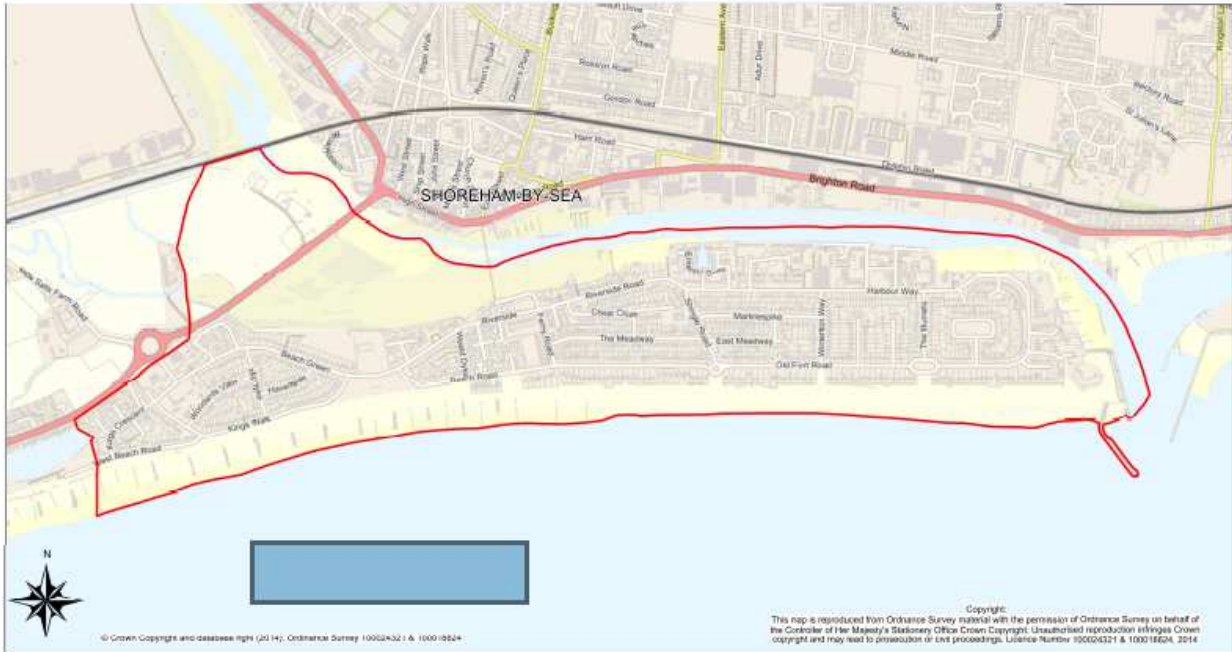
Scale	1:1000
North	True
Author	Shoreham Beach Neighbourhood Forum
Version	1.0
Date	2014/04/01

Shoreham Beach Neighbourhood Plan	
Project Name	
Neighbourhood Forum	
Drawing No.	
Members Location Plan	
Drawn by	10001/10001/01
Scale	1:1000 @ A1
Rev	1/01

APPENDIX 5

Proposed Neighbourhood Area

Marino Ward
14th January 2014



APPENDIX 6

REPRESENTATIONS RECEIVED ON THE APPLICATION FOR A SHOREHAM BEACH NEIGHBOURHOOD AREA

Respondent	Is proposed area a distinct neighbourhood?	Is the boundary of the proposed area appropriate?	Further comments	ADC response
Rep 01 Resident of Kings Walk	Yes	Yes		
Rep 02 Resident	Yes	Yes	Suggests a number of improvements to the area which should be considered for inclusion in the neighbourhood area.	The suggestions can be considered by the forum as part of producing the neighbourhood plan.
Rep 03 Resident via email	Yes	Yes		
Rep 04 Resident	Yes	Yes		
Rep 05 Resident	Yes	Yes		
Rep 06 Resident	Yes	Yes		
Rep 07	Yes	Yes		
Rep 08 Resident	Yes	Yes		
Ref 09 Resident	Yes	Yes		

Rep 10 Resident	Yes	Yes	The area forms a neighbourhood which is readily recognised by local people.	Noted
Rep 11 Resident	Yes	Yes	Marine Ward is a self-contained area taking in the residential area known as Shoreham Beach, bounded by the River Adur to the north, The English Channel to the south and the Harbour Mouth to the east. It also takes in Adur Recreation Ground. As such, it has a clear identity in the eyes of local residents, stakeholders and business owners.	Noted
Rep 12 Adur Outdoor Activities Centre	Don't Know/Unsure	Don't Know/Unsure	Not aware that the Adur Recreation Ground forms part of the Marine Ward and have not been consulted on this.	Can confirm that the Adur Recreation Ground forms part of the Marine Ward. The application for the neighbourhood area and the forum constitutes the first stage of producing a neighbourhood plan. There will be opportunities for the Adur Outdoor Activities Centre to be involved in the production of the Plan.
Rep 13	Yes	Yes		

Business				
Rep 14 Resident	Yes	Yes	The area defined by the delineated map is unique as it is has been built off a shingle spit lying between the River Adur and the sea. Its environment is fragile and must be protected. Planning decisions for the development of the beach have not been to a unified policy and at times been misjudged. Not only does Shoreham Beach have a considerable history - over the past century or so but potentially it has an excellent future- if a well defined Planning policy is established now. A Neighbourhood Plan is essential.	Noted
Rep 15 Resident	Yes	Yes		
Rep 16 Resident	Yes	No	Not sure that the Adur Recreation Ground is a resource that is easily recognised as a part of Shoreham Beach. Would prefer to see the Beach as the area south of the A259 and east of Widewater lagoon.	The neighbourhood area boundary is that of Marine Ward which includes the Recreation Ground and is easily defined. The ward forms a logical area for the neighbourhood plan to cover (although it

				is not essential for the Recreation Ground to be covered by any specific policy in the plan).
Rep 17 Resident	Yes	Yes		
Rep 18 Resident	Yes	Yes		
Rep 19 Resident	Yes	Yes		
Rep 20 Resident	Yes	Yes		
Rep 21 Resident	Yes	Yes		
Rep 22 Resident	Yes	Yes	Shoreham Beach is a unique area because of nature of the buildings and the natural habitat.	Noted
Rep 23 Resident	Yes	Yes	Question whether the recreation ground area north of the A259 should be included.	The neighbourhood area boundary is that of Marine Ward which includes the Recreation Ground and is easily defined. The ward forms a logical area for the neighbourhood plan to cover (although it

				is not essential for the Recreation Ground to be covered by any specific policy in the plan).
Rep 24 Resident	Yes	Yes	Good to see local people committed to the place they live in.	Noted
Rep 25 Resident	Yes	Yes		
Rep 26 Resident	Yes	Yes	Those living in adjacent areas/wards should also be consulted on the proposals to be put forward.	As the neighbourhood plan progresses, the Forum will need to consider how and who to consult on its policies.
Rep 27 Resident	Yes	Don't Know/Unsure		

REPRESENTATIONS RECEIVED ON THE APPLICATION FOR A SHOREHAM BEACH NEIGHBOURHOOD FORUM

Respondent	Is the forum representative of people who live in the area?	Is the forum representative of people who work in the area?	Is the forum representative of all the different geographical parts of the area?	Is the forum representative of different sections of the community in the area?	Further comments	ADC response
Rep 01 Resident	Yes	Yes	Yes	Yes		

Rep 02 Resident	Unsure	Yes	Don't Know/Unsure	Don't Know/Unsure	Suggests a number of improvements to the area which should be considered for inclusion in the neighbourhood area.	<p>The suggestions can be considered by the forum as part of producing the neighbourhood plan.</p> <p>The 'unsure' responses are noted. S.61F(5)(b) of the Town & Country Planning Act 1990 requires forum membership to be open to individuals who live in the neighbourhood area; individuals who work there and Council members whose area falls within the neighbourhood area. Whilst specific names and addresses of forum members were not provided on the Council's web site for privacy/data protection reasons, compliance with section S.61F(5)(b) is demonstrated at section 3 of the Shoreham Beach Neighbourhood Forum's Constitution which states that its</p>
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						membership is open to the above. Please also refer to the comments made by Ref 11(below) with respect to consultation efforts.
Rep 03 Resident via email	Yes	Yes	Yes	Yes		
Rep 04 Resident	Yes	Don't Know/Unsure	Yes	Don't Know/Unsure		The 'unsure' responses are noted. Please see response to representation 02 above and the comments made by Ref 11(below) with respect to consultation efforts. .
Rep 05 Resident	Yes	Yes	Yes	Yes		
Rep 06 Resident	Yes	Yes	Yes	Yes	Forum is supported as long as consultation reaches as many people as possible and a genuine mix of opinions is represented.	Noted
Rep 07 Resident	Unsure	Don't Know/Unsure	Yes	Don't Know/Unsure		The 'unsure' responses are noted.

						Please see response to representation 02 above and the comments made by Rep 11(below) with respect to consultation efforts. .
Rep 08 Resident	Yes	Yes	Yes	Yes	A good idea	Noted
Rep 09 Resident	Yes	Yes	Yes	Yes	Much needed.	Noted
Rep10 Resident	Yes	Don't Know/Unsure	Yes	Don't Know/Unsure	Forum has wide support from the Shoreham Beach community.	The 'unsure' responses are noted. Please see response to representation 02 above and the comments made by Rep 11(below) with respect to consultation efforts.
Rep 11 Resident	At the moment, the bulk of forum members live east of Ferry Road – I am a forum member and we are working to address this. For example, a public meeting	As above – all businesses in Ferry Road have been approached and work is underway to focus on West Beach, plus the many home workers in the	As above – community engagement work is underway to reach all areas, geographically.	As above – many stakeholders have been approached including Shoreham Port Authority, the Friends of Shoreham	As the chair of Shoreham Beach Residents' Association (due to mark its 60 th anniversary next year) I can confirm that SBRA supports the forum – although we are not leading it. It is	Noted

	is planned for the western end of the Beach. This focus at the eastern end of the Beach probably reflects the fact that the bulk of development has been at the eastern end in recent years (e.g. Sussex Wharf).	area. A working group will be set up to represent/include business views.		Fort, Shoreham Beach Primary School, the Church of the Good Shepherd, the Friends of Shoreham Beach (local nature reserve), community groups etc.	considered important that the initiative comes from the area as a whole. Community engagement work is underway to ensure this happens – e.g. a mailshot to every household on the Beach, regular updates in Beach News (SBRA's free magazine), dedicated web pages on the SBRA website, regular public meetings and updates.	
Rep 12 Adur Outdoor Activities Centre	Don't Know/Unsure	Don't Know/Unsure	Don't Know/Unsure	Don't Know/Unsure	As never been consulted on this, cannot comment.	The 'unsure' responses are noted. Please see response to representation 02 above and the comments made by Rep 11(also above) with respect to consultation efforts.
Rep 13 Business	Yes	Yes	Yes	Yes	The parking spaces on Ferry Road and indeed anywhere on Shoreham Beach need to be	The issue of car parking can be raised as part of producing the neighbourhood plan and can also be addressed by ADC

					protected in order for local businesses to continue to trade. Their loss would mean the demise of local trade, which in turn would not only affect the character of the area, but also its livelihood to some extent.	Parking Services and West Sussex County Council.
Rep 14 Resident	Yes	Don't Know/Unsure	Yes	Don't Know/Unsure	The proposed formation of a Neighbourhood Forum is required as a matter of urgency to establish a meaningful Neighbourhood Plan which will enable the planning process to protect the Environment and also prevent any further un-neighbourly development of the area	Noted.
Rep 15 Resident	Yes	Yes	Yes	Yes		
Rep 16	Yes	Yes	Don't	Don't	Only a minority of	The 'unsure'

Resident			Know/Unsure	Know/Unsure	Beach residents seem at present to be involved in the concept of the forum.	responses are noted. Please see response to representation 02 above and the comments made by Rep 11(also above) with respect to consultation efforts.
Rep 17 Resident	Yes	Yes	Yes	Yes	Hopefully the forum will provide a means for there to be a real steer, led by the local community, on what development might best suit the area. The findings of a recent planning appeal highlighted that the desire by developers to bulk and mass proposed development gave rise to dominant and intrusive features that were harmful and raised concerns regarding a sense of overlooking. A local plan may usefully provide a forum for local views together with	Noted.

					guidance for builders on the type of development that is suitable for the area.	
Rep 18 Resident	Yes	Yes	Yes	Yes		
Rep 19 Resident	Yes	Yes	Yes	Yes		
Rep 20 Resident	Yes	Yes	Yes	Yes		
Rep 21 Resident	Yes	Don't Know/Unsure	Don't Know/Unsure	Don't Know/Unsure	Without knowing much more detail about the Forum representatives it's hard to know about points 5,6 and 7.	The 'unsure' responses are noted. Please see response to representation 02 above and the comments made by Rep 11(also above) with respect to consultation efforts.
Rep 22 Resident	Yes	Yes	Yes	Yes	Need a Forum to represent the views of the Beach residents.	Noted.
Rep 23 Resident	Yes	Don't Know/Unsure	(left blank)	Yes		The 'unsure' responses are noted. Please see response to representation 02 above and the comments made by Rep 11(also above) with respect to consultation efforts.

Rep 24 Resident	Don't Know/Unsure	Don't Know/Unsure	Have been told (don't know) that this is an area that the representatives are working hard to achieve.	Don't Know/Unsure	Understand the Forum representatives are working hard to have a good representation – I am sure they will succeed.	The 'unsure' responses are noted. Please see response to representation 02 above and the comments made by Rep 11(also above) with respect to consultation efforts.
Rep 25 Resident	Yes	Don't Know/Unsure	Yes	Don't Know/Unsure		The 'unsure' responses are noted. Please see response to representation 02 above and the comments made by Rep 11(also above) with respect to consultation efforts.
Rep 26 Resident	No	No	No	No	The Forum is not representative of resident living in the North of the area (Emerald Quay, high density working population) and those living West of Ferry Road. The majority of Forum members are concentrated in the residences central to the peninsular	Please see response to representation 02 above and the comments made by Rep 11(also above) with respect to consultation efforts.

					(immediately around and to the east of Ferry Road) and on the extreme east end of the peninsular. Suggest: two consultation meetings, one at the Church of the Good Shepherd Hall to engage with western residents and one in Emerald Quay function rooms. Both with appropriate notice and advertising.	
Rep 27 Resident	No	Don't Know/Unsure	Don't Know/Unsure	No	Strongly against the Neighbourhood Forum as it is fundamentally undemocratic and unrepresentative. The proposed constitution only allows for 3, out of 12 meetings, to be open to all forum members and a quorum of 5 committee members cannot	Section 61F Town and Country Planning Act 1990, in particular sub section (5) in relation to neighbourhood planning is relevant. S61F(5)(c) in relation to neighbourhood forums only requires membership of 21 individuals. A constitution is required, but there is no statutory guidance

				<p>represent the populous of Shoreham beach which must be in the region of 5000. As a resident on Shoreham Beach I have not had an opportunity to vote for a representative on such a committee and as a busy working father with 2 young children and the proposed constitution will give me very little opportunity to "have my say " and very likely no opportunity to influence the development of the area I live in. The opportunity to vote on local issues should not be limited, in this day and age, to evening meetings, as this will exclude a large number of residents like myself, who</p>	<p>or requirements on the terms of a constitution. It would be difficult to find a meeting date and time to suit everyone given varied family, personal and work commitments. In relation to the quorum, it is useful to note that (in comparison) Adur District Council 's Constitution provides that 8 Members are needed for Full Council to be quorate and that is for decisions affecting the whole of Adur. As such, a quorum of 5 at the forum committee is not unreasonable for this far smaller neighbourhood area. At the AGM officers and Committee members are elected so this is a democratic process.</p> <p>The neighbourhood forum will be open to everyone listed in s61F5(b) (individuals who live in the</p>
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				<p>have young children or work shifts.</p> <p>The constitution as it stands does not guard against parochialism. The internet can allow referenda on all major decisions and I believe this is what a neighbourhood forum should do. Currently I can vote for a councillor to represent my views and there are planning laws to prevent inappropriate development. The Neighbourhood forum as it stands is not democratic or representative of the vast majority of local residents.</p>	<p>neighbourhood area; individuals who work there and elected Members) to ensure it is representative. The Committee can co-opt up to 5 additional members to ensure maximum feasible representativeness of those living and working in the area. Two events will be held each year for forum members to have their say.</p> <p>The Constitution has a process at clause 10 for amendments, so suggestions could be made to amend the Constitution to use the internet for voting and increase the number of open meetings.</p> <p>Legislation now allows neighbourhood plans to be produced as part of the wider local plan framework and these can provide more detailed policies for neighbourhood areas as long as these do not conflict</p>
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						with planning legislation, the local plan and national planning policy.
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