

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.

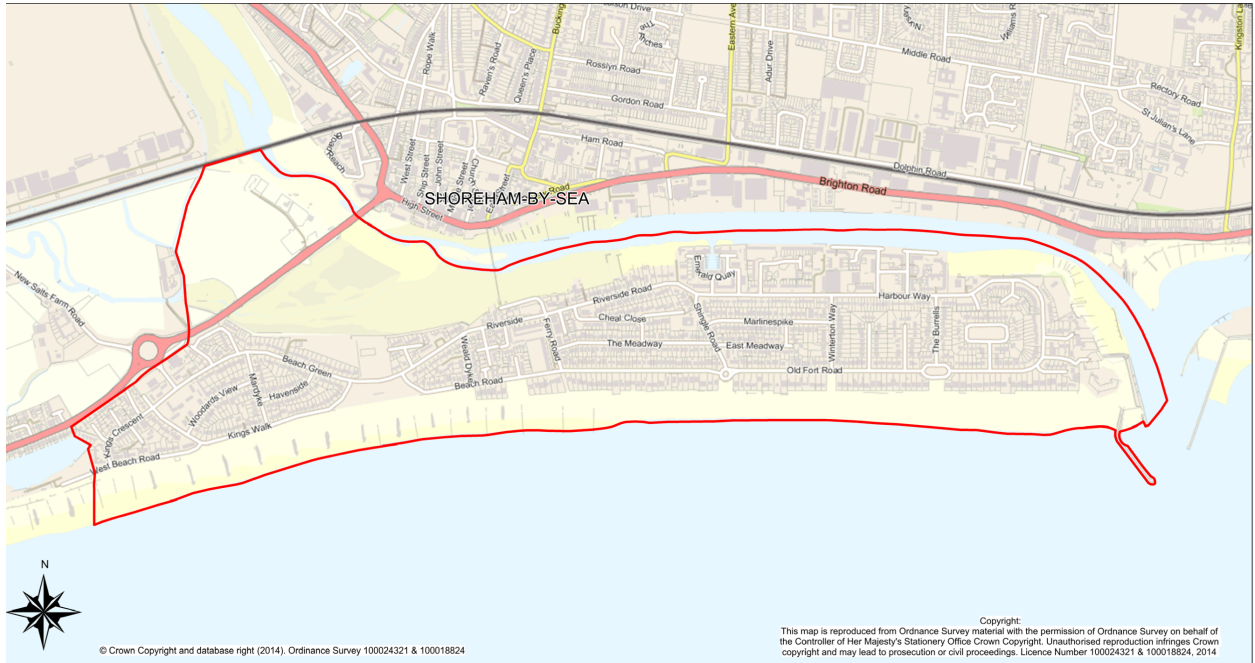
In parallel the emerging Draft Neighbourhood Plan has been the subject of several rounds of detailed consultations with Adur Council Planning Officers which have established an effective collaborative planning process.

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.

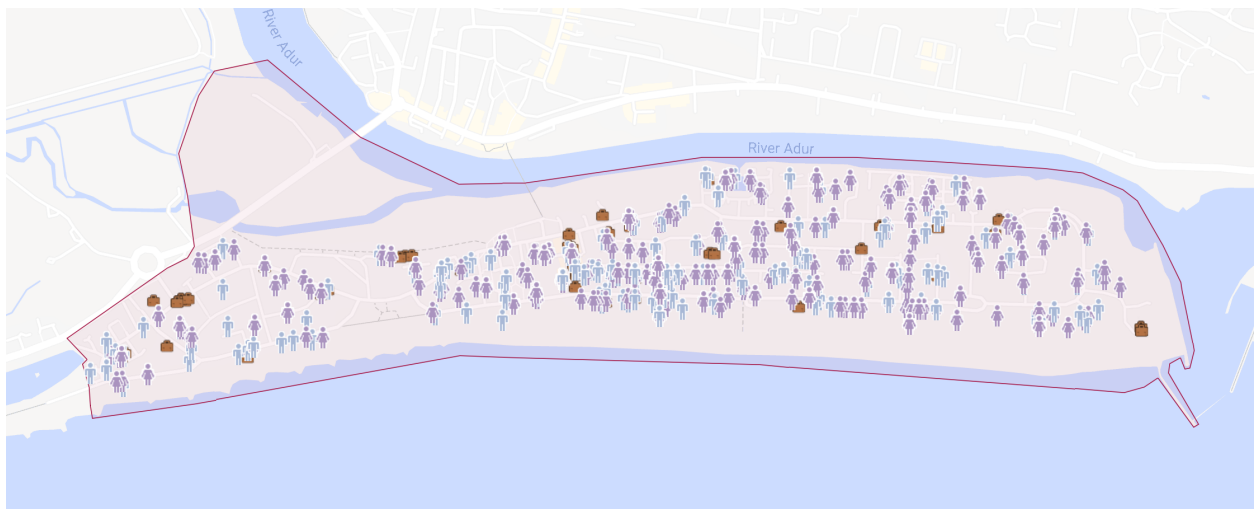
2. THE SHOREHAM BEACH NEIGHBOURHOOD AREA

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: _____

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