

**ARUN DISTRICT COUNCIL SELECT COMMITTEE
FORD ECO TOWN PROPOSALS**

NOTES FOR PARTICIPANTS

1. Introduction

- 1.1 These notes have been prepared to assist those individuals and organisations who have been selected to participate in, or who wish to observe, Arun District Council's Select Committee into proposals for Ford Eco-Town.

The Purpose of the Select Committee

- 1.2 Ford has been named as a potential site for an Eco-Town within Arun.

As there has been no discussion of the proposals in any public forum by the Government, the Council has decided to organise a public event in the form of a Select Committee. Eight Councillors have been appointed along with an Independent Planning Advisor to conduct an Examination in Public of the Ford Eco-Town proposals. The task they have been set is to ask of the proposers of the Eco-Town:

"Is development of an Eco-Town at Ford (comprising at least 5,000 homes and associated employment, social and community infrastructure) sustainable, viable and deliverable? What long term impacts might such a scheme have on the rest of the District?"

- 1.3 The Select Committee does not aim to be a hearing of all objections or representations. The timescale of the Government's consultation timetable means that the Committee has only a limited time available to scrutinise the proposals. The aim therefore is to provide for a discussion that will provide the Committee with a broad perspective of the Eco-Town proposals to enable it to provide an objective contribution to the Council's submission to Government.

Although it is held in public, interested parties do not have an automatic right to appear and speak. Participants are specifically invited for this purpose and are selected to ensure a broad mix of viewpoints to achieve an effective examination of matters selected for discussion within the time available.

- 1.4 It is the responsibility of the Select Committee to select matters that it considers ought to be examined and which it will then report upon to the Council.
- 1.5 The Select Committee Report, together with any other submission to the Council on the Eco-Town proposals will be taken into account when the Council decides what submission to make to Government on the Ford proposals.

2. Panel Members

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- 2.1 The Council has appointed Jim Redwood BSc, MSc, DipTP, MRTPI as an Independent Planning Advisor to the Select Committee. Mr. Redwood's details are attached as Appendix 'A'. He has had no previous involvement in the Ford Eco-Town proposals.
- 2.2 Select Committee Members have been carefully selected to ensure that they have no prejudicial interest in the Eco-Town proposals, either by virtue of the areas they represent, or the Council positions they hold. The Members of the Select Committee are:

Councillor G. Tyler (Chairman)	Rustington East	Conservative
Councillor T. Bence	Pevensey	Conservative
Councillor Mrs. M. Briggs	Barnham	Conservative
Councillor I. Buckland	River	Liberal Democrat
Councillor T. Chapman	East Preston	Conservative
Councillor Mrs. A. Smee	Bersted	Conservative
Councillor Dr. J. Walsh	Beach	Liberal Democrat
Councillor D. Wensley	Angmering	Conservative

- 2.3 The Select Committee Support Officer is Sue Bowley. Any correspondence for the attention of the Select Committee should be addressed to the Select Committee Support Officer at Arun District Council, Planning Department, Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF or by e-mail to sue.bowley@arun.gov.uk or ☎01903 737533.

3. Documentation

- 3.1 As far as is possible all documents relating to the Select Committee hearings will be made available on the Council's website www.arun.gov.uk/ecotown. Those that are only available in hard copy will be made available for inspection during the Select Committee process. The aim will be for all papers to be available as soon as possible before

the day on which the respective topic is being discussed. Participants who wish to make written submissions are invited to make them available to the Council as soon as possible. The Council will use its best endeavours to place any such papers on the Council's website before the relevant topic discussion.

Written Statements

- 3.2 While participants and non participants are welcome to make written submissions, the limited time available means that it will not be possible to scrutinise lengthy documents in great detail. It is therefore suggested that submissions should be no longer than 5 sides of A4. It would be helpful if an Executive Summary could be provided.
- 3.3 When preparing Written Statements, participants and non-participants should aim to structure the statements to relate to the topics under discussion on a topic-by-topic basis, i.e. a paper for each topic.
- 3.4 In the interests of fairness and the efficiency of the Select Committee, the Select Committee will not expect statements to be read verbatim. Where they are available beforehand the Select Committee will expect them to have been read, and otherwise they may be summarised for the Select Committee.

4.0 Timetable

- 4.1 The Select Committee will start on Tuesday 27th May 2008. The order of business will follow the timetable detailed below.

27 May

(Arun District Council, Council Chamber)

- Context setting with promoters (Vision Group and Enterprise Hub)
- General discussion on what eco towns are
- Local Strategic Partnership position
- Impact on Arun and the South Coast

28 May

(Arun District Council, Council Chamber)

- Roads and Transportation

29 May

(Arun District Council, Council Chamber)

- Economy (including employment)

- Housing Needs and Housing Provision

30 May

(Arun District Council, Council Chamber)

- Any residual discussion on Housing
- Physical and community infrastructure
- Sustainable living
 - Energy
 - Waste

3 June

(Arun District Council, Council Chamber)

- Environment
 - Biodiversity
 - Flood risk and drainage
 - Landscape and Heritage

4 June

(Yapton and Ford Village Hall)

- Local input
- Existing land uses
- Delivery - Infrastructure Costs & Delivery Mechanisms

Morning sessions will normally commence at 9.30 am

Lunch will normally be taken between 12.30 - 1.30 pm

The aim will be for the afternoon session to be concluded by 4.30 pm

- 4.2 The Panel will make every effort to keep to the programme; however, last minute changes may be unavoidable.
- 4.3 The Council Chamber is fitted with a sound loop. If any special assistance or particular facilities are required, participants should contact the Select Committee Support Officer in advance to enable the appropriate arrangements to be made.

Refreshments

- 4.4 Participants are expected to make their own arrangements for refreshments / meals.

Communications

- 4.5 All mobile phones must be switched off while the discussions are in session. A payphone is available by Reception on the Ground Floor of the Civic Centre.

Attendance

- 4.6 On arrival at the Select Committee, participants are asked to sign the attendance register. Where an organisation has been invited to participate and is attending as a team of contributors, all members of the team should register.
- 4.7 Where participants are unable to attend a session to which they have been invited, they are asked to notify the Select Committee Support Officer as soon as possible beforehand.

Seating

- 4.8 There will be seating available for the spokesperson and a small number of colleagues. Participants will be provided with their own name plates.

Recording

- 4.9 No video, sound recording or photography is permitted during the Select Committee process. Verbatim notes of the proceedings will not be taken but a general outline will be presented in the Minutes which will be produced as soon as possible after 4th June 2008.

Public

- 4.10 All sessions will be open to the public to observe. Participants may attend, as observers, any session to which they have not been invited but they will not be able to take part in the discussion except by express invitation from the Chairman. Each session will commence with an opportunity for questions/statements to be put by members of the public. Those participants wishing to speak about a particular topic should formally register their wish to speak by **no later than 5.00 p.m. on the day before the particular topic day** with Sue Bowley, Select Committee Support Officer (☎ 01903 737533). A list of those wishing to speak will be prepared on a first come, first served basis up to the maximum allowed by the procedure.

5.0 Conduct of the Select Committee

- 5.1 The Select Committee event will take the form of a series of topic discussions. The Select Committee Chairman or the Independent Planning advisor will introduce each topic, highlighting the main issues to be explored. The Select Committee will expect the participants to have read any documents relevant to that session which have been made available beforehand. The reading out of prepared statements or the formal presentation of evidence already submitted will not normally be appropriate.
- 5.2 Sessions will commence with Public Question Time, which is an opportunity for those attending but not otherwise participating to ask questions or make statements on the topic under discussion. Questions and statements will be taken into account in the relevant discussion but there can be no commitment to specific answers being provided. Questioners should confirm their wish to address the Select Committee in this way as described in para 4.9 above.
- 5.3 Public Question Time is intended to take about 15 minutes, up to an absolute maximum of 30 minutes. Questioners will normally be expected to limit their contribution to 3 minutes. All of these provisions are subject to the discretion of the Chairman.
- 5.4 Normally at each session, the Select Committee Chairman or the Independent Planning Advisor will invite one of the participants to open the discussion. The Select Committee Chairman or the Independent Planning Advisor will invite other participants to respond, as they indicate their wish to do so. Participants wishing to speak should signal their desire to the Select Committee by standing their nameplate on end.
- 5.5 Participants will be asked to introduce themselves every time they speak
- 5.6 It is not expected that each participant will speak on each topic. It will be for each representative to decide whether they have anything constructive to add to the debate, bearing in mind the written material already deposited. Contributions to the debates should be kept concise and relevant to the matters under discussion. In order to facilitate a meaningful discussion the Select Committee will curtail any contributions that are excessively long or go into irrelevant matters or inappropriate detail. The Select Committee wish to avoid imposing a time limit for individual contributions but may have to do so if this proves necessary. Before leaving a topic, the Select Committee will check that everyone who wishes to make a relevant contribution has done so.

- 5.7 The informal nature of the sessions means that it should not be necessary for participants to have legal representation. There will be no formal cross-examination of participants, as is the case at public inquiries.
- 5.8 When the Chairman decides to bring the discussion on a topic to a close, the Select Committee will retire for an adjournment of 15 minutes or so, during which they will prepare a summary of the salient points arising from the discussion. They will then return to the main session, at which point there will be no further opportunity for further discussion by either the invited participants or members of the public. The Chairman will then advise those in attendance of the Select Committee's findings. These findings will be posted on the Council's website as soon as possible. They will also form the basis of the Select Committee's report to the Council.

Day 1

- 5.9 The first session will open with a presentation by the promoters of the Eco-Town on their proposals, and thereafter the session will follow the format outlined above.

Day 6

- 5.10 The closing session, on the afternoon of 4th June, at Yapton is designed to provide for local groups to contribute to the Select Committee's considerations. This discussion will therefore take the form of contributions from invited parties, subject to the overall time available for the discussion. This session aims to enable groups to provide statements and not necessarily to debate the contents of the statements.



Jim Redwood Planning provides high level planning advice and support to the public and private sectors, reflecting 32 years local government experience in planning and senior management.

Jim Redwood, the Principal, was most recently (2001-2008) Director of Environment and Housing at Crawley Borough Council, responsible for Planning, Environmental Services and Housing.

Key projects:

- Lead local authority role in major town centre redevelopment – (development partner Grosvenor, lead anchor John Lewis Partnership) – negotiating to development agreement stage
- LDF core strategy sound/adopted
- Major town extensions under negotiation - jointly with adjoining local authority - at Joint Action Area Plan stage
- Local Authority Housing Stock Transfer
- Strategic housing delivery

Previous positions:

- Borough Planning and Environmental Health Officer, Crawley BC
- Director of Planning, Lewes District Council
- Hon Planning Adviser, Sussex Downs Conservation Board
- Head of Development Control, Worthing Borough Council
- Assistant Director of Planning, Hove Borough Council

Experience:

- Strategic development policy and assessment
- Negotiating major developments and s106 agreements
- Major public enquiries
- Housing Strategy
- Strategic management
- Peer review

- Mentoring/coaching
- Town Centre redevelopment
- Rural/countryside planning
- Regeneration
- Climate change
- Heritage
- Affordable housing

Services provided include:

- Planning appraisal and advice
- Project/strategy support development and delivery
- Interim management
- Mentoring/coaching
- Peer review
- Complaint investigation, arbitration and mediation
- Inter-agency/authority partnership facilitation
- Member/Officer training
- Expert witness

Current/Recent clients/projects include:

Dacorum Borough Council – Waterhouse Square Town Centre Redevelopment, Hemel Hempstead - implementation management

Arun District Council – Independent Planning Adviser to Select Committee investigating Ford Eco-Town proposal

Holy Trinity Church Hove Parochial Church Council – Planning Consultant for mixed use Diocesan redevelopment scheme

Eastbourne Borough Council – interim planning consultancy

RDjW Architects Ltd – major mixed use development, Sunbury Cross