

**ANNUAL PARISH MEETING**  
**LOCAL GOVERNMENT ACT 1972**

Minutes of the Annual Parish Meeting for North Mundham Parish held on 17<sup>th</sup> May 2016  
which commenced at 7pm

**PRESENT:** Cllrs. Denia Turnbull (Chairman), Tim Russell (Vice Chairman), Rob Callaway-Lewis, Annie Maclean, Frances Neave, Keith Phillips, Paul Chivers, Hugo Wall and Peter Stephens.

**In attendance:** Mrs Louise Chater (Clerk to North Mundham Parish Council), District Cllr. Paul Jarvis, County Councillor Simon Oakley and 31 registered electors.

The Chairman welcomed all those present and introduced the members of North Mundham Parish Council and the Clerk.

A01.16 Minutes of the last meeting - 10<sup>th</sup> March 2015

On a proposal by Mr Roland Higgins, it was agreed the minutes were an accurate record of the meeting and these were duly signed.

A02.16 Matters arising

None.

A03.16 Annual report from the Chairman of the Parish Council

During the period of May 2015-16 there have been significant changes. Canal Mead was now settled with full occupation. Developments on Stoney Meadow and land south of Stoney Meadow Lodge were now permitted but remain at the conditions stage. The Parish Council continues to object where sewage issues remain a concern and the Parish Council will be speaking at the District Council Planning Committee meeting on 20<sup>th</sup> July 2016. The application for 37 further static caravans at Lakeside compounds the existing sewage issues in School Lane.

A27 Improvements; the Parish Council has not yet received any official papers, however, the leaked papers suggest that the proposed routes would have a significant effect on the Parish. The Parish Council continues to work with MARRA on this matter.

There has been a significant increase in tree work within the Parish, some of the work has been undertaken without the relevant permits in place and these have been reported to enforcement.

As most of you will be aware there has been a significant issue with vandalism at the bus stop at the junction of Church Road with the B2166, and the Parish Council continues to review the situation. The post box in Saltham Lane has been repaired following the incident with a firework being placed in the post box.

The Queen's 90<sup>th</sup> birthday celebrations were very successful and a thank you was expressed to the residents who took part in the "Clean for the Queen"

The French Exchange trip was very successful. The community in France has requested that we become officially twinned and the Parish Council is investigating this.

Frances Neave, Chairman of North Mundham Village Hall Committee, reported that the Committee had been making improvements to the building. The outside has been repainted and the entrance has been changed. This has not only improved the visual aspect of the hall but has improved the access to the hall for disabled users and parents with pushchairs.

Audio visual equipment has been installed in both halls and the Council are working to provide WIFI.

The Parish Council has commissioned and received a condition report on the village hall and is developing a plan for the work required. There is also a rolling programme of improvements including refurbishing the ladies' toilets and the doors in the corridor, and renewing the parquet flooring in the main hall.

The Chairman thanked Frances and her team for their hard work.

The Clerk advised that the end of year finances had been completed and the internal audit had taken place and had raised no areas of concern. The Clerk reported that the Parish Council had been successful in gaining grants in the sum of £10,547.00 towards the work outlined in Frances' report and therefore the expenditure on the three projects by North Mundham Parish Council had been £2527.99.

The Council is currently working on grant applications to finance the cost of installing the permissive footpath from Canal Mead to the junction of Church Road and the B2166.

Cllr. Russell reported that the Parish Council had been consulted on 45 planning applications over the past year, a range of different developments from single dwellings to large scale developments, including conservation area applications and listed buildings work. The Parish Council does not decide a planning application. It can either make no comment, request further information, or object to an application. If the Council makes an objection, then the application has to go before the District Council Planning Committee, however, the Parish Council's objection will not necessarily change the planning committee's mind. The Council does not get consulted on Permitted Development to convert agricultural buildings into residential properties.

The Council has also raised a number of issues with the Enforcement Officers within the past year

#### Questions and Comments from the Floor

Q: The Council Tax demand had increased by 10% please can you explain this?

A: The Clerk responded that when preparing the figures, the Parish Council had worked out that the increase would be in the region of 2.5% therefore she would need to investigate why the Council Tax bill varied so significantly from the Parish Council's calculations.

**AGENDA**

Q: A resident raised concern with regard to the risk from large lorries and buses to pedestrians on the narrow pavement adjacent to the B2166 due to the over growth.

A: Cllr Russell responded that residents should report areas of concern to West Sussex County Council via the [www.lovestsussex.gov.uk](http://www.lovestsussex.gov.uk) website, as the more people who raised the issue the more likely it was to be dealt with.

**AGENDA**

Q: A resident expressed concern with regard to the speed of vehicles along the B2166.

A: The Chairman responded that the Parish Council had on several occasions requested that the County Council reduce the speed limit; however, unfortunately it did not meet the criteria for speed reduction.

**AGENDA**

Q: Concern was expressed with regard to the safety of the children crossing the road at the Walnut Tree roundabout, and it was requested consideration be given to installing children crossing signs.

CLERK

Q: Conifer Trees adjacent to Island Cottage are growing into the highway.

A: It was noted that the Parish Council had previously written to the landowner to request work to cut back these trees and this had been completed. The Council would write again.

#### A03.16 Neighbourhood Plan

Cllr. Stephens stated that there are some very important reasons why a Neighbourhood Plan should be prepared:

- Neighbourhood Plans are not just about building houses - the plan has to support the wider strategic plans
- The community creates the plan - it is completed by consultation
- The Plan needs to identify the characteristics of the Parish
- Once it has been adopted, the District Council are required to consider the plan when considering planning applications
- The Plan will describe the area that we live in and it will broaden out into the areas that need to be improved. For example, the plan can identify pedestrian links and specific paths that need improving
- It is an important document that covers many areas. Cllr. Stephens recommended residents take the time to look at Birdham's plan.
- The Plan is not about stopping growth - it is about shaping the future. Although the Parish has fulfilled its quota for new housing the District Council will have to review the figures within the Local Plan.
- The Plan would also include information on businesses residents would like to encourage within the area

Why do we need a Neighbourhood Plan?

There is a District Council Local Plan which will run until 2029. In it the Parish was allocated a quota of 25 houses. The District Council are required to allocate the housing that central government stipulates - the District Council has to provide. Canal Mead counted as part of the quota with a further 33 properties due to be built.

The Parish has fulfilled its allocated quota, however, the Local Plan is not a static document and it is always under review. The

Neighbourhood Plan can not conflict with the Local Plan. However, we can say how we want the houses to fit in to the Parish and we can set out the principles. For example, we could stipulate no houses over three stories high and suggest opportunities to develop business.

Essential Steps to produce a plan:

The Parish Council has applied for an area designation to Chichester District Council and it takes 6 weeks to consult on this.

The Parish will need to agree the scope of the plan and how this will be addressed. Residents will need to be involved with the process. The draft plan is then submitted to Chichester District Council for review.

The plan has to go through independent review, followed by a referendum, and if successful is adopted.

We need your participation. The Neighbourhood Plan requires substantial input from the residents of the parish or it will not work.

Q: At the end of the day what does it actually achieve?

A. It becomes part of the Local Plan, and it then has to be taken into consideration in the same way. It is a vision statement for the parish. The reality is that it is about development, however, all development affects the infrastructure - currently each development is looked at independently.

District Cllr. Paul Jarvis requested the Parish Council expand on the benefits, for example the Community Infrastructure Levy (CIL).

Cllr. Stephens responded that CIL is a levy put on developers, and if the Parish has a Neighbourhood Plan the percentage of CIL that the Parish can receive will be raised.

Q. What is the percentage required in the referendum?

A. It is a simple majority of the people who vote.

Q. How is the plan driven, how many people do you need to be involved?

A. The Parish Council will lead but it will not specify what is to go into the plan. There is currently a small Parish Council working group. There will then be a new working party formed and it needs to be representative of the community: local business, the schools, church and residents.

The Parish Council will be applying for a grant to assist with the cost of producing a Plan. The Plan needs to be in proportion to the size of

the parish and it may be worth developing a Village Design Statement in parallel.

The Chairman asked for a show of hands of those in favour of the Parish Council progressing a Neighbourhood Plan. A significant number of residents showed their hands. The Chairman asked if any residents objected to the Parish Council progressing a Neighbourhood Plan. No hands were raised.

A04.16 Questions from the Public

A resident stated "I feel privileged living in the village but wheelie bins are not part of that scene. Is there anything that can be done to ensure residents put their bins away?"

A resident stated that it is illegal to store a bin on the highway.

A resident stated that he has spoken to the PCSO and had submitted a request for Speed awareness signs on Vinnetrow Road. The PCSO had agreed to install a speed check in Vinnetrow Road but he had received no evidence that this had taken place.

Cllr. Russell explained that there were now very few PCSOs. There are very specific rules about where you can use a speed monitor and each location has to be risk assessed. Cllr Russell stated he would ask the PCSO if the area has been risk assessed. A resident volunteered to operate the equipment.

**AGENDA**

A resident raised the issue of the planning application for the Free School

Q. Is there an up to date report on the Free School?

A. The Chairman responded that there is a planning application to increase the number of pupils at the current location. It was noted that the building was operating on a private sewage system and therefore the increase in numbers would not affect the main sewage system. The planning application for the convent is before the District Council Planning Committee on 25<sup>th</sup> May 2016.

There were no further questions from the public. The Chairman thanked everyone for coming and participating fully in the meeting, and invited them to visit the exhibition in the small hall.

The meeting closed at 20.47pm

Signed: \_\_\_\_\_ Chairman North Mundham Parish Council

Dated: \_\_\_\_\_