# North Mundham Neighbourhood Plan Logo which includes a tractor St Stephens Church, Pagham harbour and a bird flying

# North Mundham Neighbourhood Development Plan Steering Group

Minutes of the meeting of the North Mundham Neighbourhood Development Plan Steering Group Meeting held on 31st March 2021 which due to the Coronavirus restrictions took place online and commenced at 19.00.

**PRESENT:** Mr John Ashley (Chairman), Cllr. Peter Stephens (Vice Chairman), Cllr. Tim Russell, Cllr. Annie Maclean, Mrs Sally Rodwell and Mr Dave Waldren.

**In attendance:** Louise Chater (Parish Clerk).

## 39.21 PUBLIC QUESTION TIME

None.

## 40.21 APOLOGIES AND REASON FOR ABSENCE

On a proposal by the Chairman, it was RESOLVED to accept Ms Katie Stuart’s apology and reason for absence.

## 41.21 CODE OF CONDUCT

1. Declarations of Interest of items included on the Agenda – none.
2. Dispensation Request – none.

## 42.21 MINUTES

On a proposal by the Chairman, it was RESOLVED to review and agree the minutes of the meeting held on [3rd March 2021](https://northmundham.org/wp-content/uploads/2021/03/Neighbourhood-Steering-Group-Meeting-Minutes-3rd-March-2021.docx)

## 43.21 SCOPE OF PLAN

No further update.

## 44.21 STRATEGIC ENVIRONMENTAL ASSESSMENT

It was agreed that the Clerk follow up this up with AECOM.

## 45.21 WORKING GROUPS

31.21 (1) Housing – Cllr. Russell stated that he has commenced work reviewing the sites that have been submitted via the call for sites to support the work carried out by the planning consultant. It was noted that the District Council had reissued the [Housing Economic Land Availability Assessment](http://www.chichester.gov.uk/CHttpHandler.ashx?id=34055) (HELAA) and the [Housing and Economic Development Needs Assessment](http://www.chichester.gov.uk/CHttpHandler.ashx?id=34257). However, some of the sites in the HELAA are unattainable and concern was expressed in relation to some of the data and inconsistencies included in the HELAA. It was agreed to obtain a view from AIRS on should the HELAA be taken into consideration when reviewing the sites in the parish.

Consideration to be given to the scoring system, as at the current time the different factors have an equal weight, and to using traffic light system to highlight the different outcomes. However, there is some value to setting a score level that anything under the score set is undesirable and the score which above is desirable.

The HELAA does make the statement that it is a land availability assessment it does not necessarily mean that the site is necessarily developable.

Any further comments to be submitted to Cllr. Russell

31.21 (2) Natural Environment it was noted that Ms Katie Stuart was struggling with keeping the timetable due to her current work commitments. The Chairman has agreed a plan with her to ensure that the changes following the feedback from Airs have been completed.

It was agreed to contact Sussex Wildlife Trust to see if they are able to provide photos and information on the importance of the site and links with the parish. It was noted that the lakes have been designated as a wildlife sites, however, it is unclear how much weight that Chichester District Council has assigned to this status, the Chairman agreed to discuss this with the Sussex Wildlife Trust.

Cllr. Russell reported that the ditch surveying has been completed for the Flow project the final report is being finalised and the Manhood Wildlife and Heritage Group has confirmed that this report can be used to support the neighbourhood plan.

31.21(3) Community Services – Cllr. Maclean reported that a meeting of the community services working group is required, as yet no feedback has been received from the school. Prioritising the various projects and the costing for the projects is being carried out.

31.21 (4) Character Assessment Cllr. Stephens has not advanced his area of the project (southern area of the parish) and is concerned about the timetable set, however he would aim to complete his area by mid-April. It was noted that the Chairman has commenced work on the northern part of the parish.

David Waldren has agreed to collate the information to be submitted to AIRs by the end of April; however, the character assessment will sit as a separate document.

## 46.21 PLANNING GAIN

Covered in agenda item 31.21(3)

## 47.21 PUBLICITY AND COMMUNITY ENGAGEMENT

No further update.

## 48.21 PROJECT PLAN REVIEW

No further updated.

## 49.21 FINANCE REPORT

It was noted that Action in Rural Sussex had accepted the proposal to pay £1,230.00 (excluding VAT) 13.9% of remaining 50% of Action in Rural Sussex Neighbourhood Development Plan support services (26.1%) to be invoiced when plan is approved to go to Regulation 14.

The Clerk will prepare and submit the end of year report to the grant awarding body and prepare the grant application for the next financial year.

## 50.21 ITEMS FOR REPORTING AND INCLUSION OF FUTURE AGENDAS

The Clerk advised that as of 7th May 2021 the meetings will be back in the hall, the clerk requested confirmation from the members of the Steering Group, that they are content to attend the meeting or if not when they feel that they would be prepared to attend a meeting face to face; this information will assist the clerk when writing the risk assessment.

## 51.21 EXTERNAL MEETINGS

None.

## 52.21 EXTERNAL CORRESPONDENCE

None.

There being no further business the meeting closed at 20.16

Signed: Chairman North Mundham Neighbourhood Plan Steering Group

Dated: