

## North Mundham Parish Council

Agenda for the meeting of North Mundham Parish Council Neighbourhood Plan Steering Group  
to be held on 5<sup>th</sup> February 2019

**Clerk to the Council: Louise Chater PSLCC**

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### **Meeting of the Neighbourhood Development Plan Steering Group**

I hereby give you notice that the meeting of North Mundham Parish Council Neighbourhood Development Plan Steering Group is to be held on 5<sup>th</sup> March 2019 in the small hall at North Mundham Village Centre at 18.00 and all members of the Steering Group are hereby summoned to attend.

L. Chater

L. Chater Clerk to the Council

Dated 26<sup>th</sup> February 2019

#### **15.19 PUBLIC QUESTION TIME**

#### **16.19 ELECTION OF VICE CHAIRMAN**

#### **17.19 APOLOGIES AND REASON FOR ABSENCE**

#### **18.19 CODE OF CONDUCT**

1. Receipt of Declaration of Interest of members of the Steering Group who are not members of the Parish Council
2. Declarations of Interest of items included on the Agenda
3. Dispensation Request

#### **19.19 CONSULTANT TO ASSIST WITH PRODUCTION OF PLAN**

1. To review three quotes provided and make recommendation to Parish Council on the Most Economically Advantageous Tender (MEAT). Which option best meets the requirements and delivers best value for money.
2. Is the consultant the Project Manager or is a member of the Steering Group the Project Co-ordinator?
3. Assign the main point of contact for the contractor

#### **20.19 RESOURCING THE STEERING GROUP AND WORKING PARTIES**

1. Steering Group -update on sourcing members with required skills
2. Working Parties - formation and lead members
  - 2.1 Built Environment
  - 2.2 Business
  - 2.3 Natural Environment
  - 2.4 Amenities
  - 2.5 Communications and stakeholder management

#### **21.19 FINANCE & GRANT APPLICATION**

1. Provisional budget and expenditure report
2. Grant funding

**22.19 ITEMS FOR REPORTING AND INCLUSION OF FUTURE AGENDAS**

**23.19 EXTERNAL MEETINGS**

**24.19 EXTERNAL CORRESPONDENCE**

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During this meeting, the public are allowed to film the *Committee* and officers only from the front of the public gallery, providing it does not disrupt the meeting.

If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has stopped speaking.

The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.