

North Mundham Neighbourhood Plan Steering Group

Minutes of the meeting of North Mundham Neighbourhood Plan Steering Group held on 5th February 2019 in the small hall at North Mundham Village Centre which commenced at 7.35pm

PRESENT: Mr. John Ashley, Cllr. Tim Russell, Cllr. Peter Stephens, Cllr. Hugo Wall, Cllr. Denia Turnbull and Mrs Sally Rodwell

In attendance: Louise Chater (Clerk) and one member of the public.

01.19 ELECTION OF CHAIRMAN

ACTION

It was noted that due to work commitments Annie Maclean felt that she was unable to commit fully to the role of Chairman and therefore via Cllr. Tim Russell had offered her resignation, which was accepted by the members of the group. On a proposal by Cllr. Russell, it was RESOLVED to elect Mr John Ashley to the role of the Chairman, and the acceptance of office was duly completed.

02.19 PUBLIC QUESTION TIME

None.

03.19 APOLOGIES AND REASON FOR ABSENCE

Cllr. Maclean - absent

04.19 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 - none.
3. Dispensation Request - none.

05.19 DESIGNATION OF NEIGHBOURHOOD PLAN AREA

It was noted that the District Council had designated the parish boundary as the Neighbourhood Plan Area.

06.19 RESOURCING THE STEERING GROUP AND WORKING PARTIES

1. Steering Group - the working party has sufficient parish council members the group is lacking in resident/business members. It was agreed the working party needed members with experience with the following skills:
Communication/marketing/advertising.
Transport
Horticultural Development Area/Business
Environment
2. Working Parties - on a proposal by the Chairman it was agreed to form five working parties, however consideration needed to be given as to who would be the lead for each working party, and further working parties may need to be formed following the initial public meeting.
 - 2.1 Built environment
 - 2.2 Business

- 2.3 Natural Environment
 - 2.4 Amenities
 - 2.5 Communications and stakeholder management
3. Identify priorities - this would be assessed once the working parties had been formed and the lead member nominated.
 4. What do we know already and what do we need to find out? - this would be assessed by the working party members.

07.19 CONSULTANT TO ASSIST WITH PRODUCTION OF PLAN

1. Most Economically Advantageous Tender (MEAT). Which option best meets the requirements and delivers best value for money
On a proposal by the Chairman it was agreed that John Ashley would provide a data matrix summary to enable members of the steering group to assess the quotes from the three providers.

JA

On a proposal by the Chairman, it was RESOLVED to form a working party consisting of all members of the Steering Group. It was agreed that all members of the steering group would review the three quotes using the matrix, if they were unable to attend the meeting on Monday they would provide the Chairman with their completed matrix. It was agreed to hold a meeting on Monday 18th in the small hall at North Mundham Village Hall, consisting of those members of the working party that were available.

ALL

It was considered important to meet with all the quote providers; therefore it was agreed to request a meeting with representatives from Oneil Homer and Troy Design +. Having recently had a presentation from Action in Rural Sussex it was considered that it would be appropriate to contact their representative directly if there were any questions in relation to their quote. It was agreed to invite the consultant from Oneil Homer and Troy Design + to an interview on Friday 22nd February 9.30am and 10.30am respectively at in the small hall at North Mundham Village Hall.

08.19 PROJECT PLAN PROGRAMME

1. Is the consultant the Project Manager or is a member of the Steering Group the Project Co-ordinator? This would be decided once the quotes had been reviewed. It would also be important to decide who is the main point of contact for the consultant.
2. Frequency of Meetings - On a proposal by the Chairman, it was agreed that on the month of the parish council meeting a meeting of the Steering Group would be held at 6pm prior to the Planning Committee which it was noted commenced at 6.45pm

ALL

10.19 COMMUNICATION STRATEGY

It was noted that it is a statutory requirement to provide evidence of the communication throughout the process and therefore it is a very important that this area is managed successfully.

1. Identify communication lead - the Chairman reported that he had spoken to a resident who had significant experience in the marketing field, they had advised that they were not currently available but hoped to be able to assist with this project in the next few weeks.
2. Community
 - 2.1 Annual Meeting of Electors - It was noted that the Parish Council newsletter was due to published on 5th March ready for councillors and volunteers to distribute. Although an initial draft of an article had been prepared the Chairman agreed to review this and submit to the Clerk and the Chairman of the Parish Council at the earliest opportunity. It was agreed that the newsletter would be delivered to businesses as well as household addresses and Cllr. Russell agreed to provide the clerk with the necessary data to ensure that sufficient copies of the newsletter were printed. JA
 - 2.2 Initial Consultation Event - date to be set after employment of the consultant. TR
 - 2.3 North Mundham Gala 13th July 2019 - it was agreed to request a stall/stand at the Gala.
3. Stakeholders the communications representative will need to build a database to cover the following areas.
 - 3.1 Business - need to identify the community liaison officer for each business
 - 3.2 Community Groups
 - 3.3 Utilities
 - 3.4 Environment Agency
 - 3.5 Neighbouring Authorities

11.19 FINANCE & GRANT APPLICATION

It was noted that the steering group does not have any spending authority therefore any spending decisions will need to be presented to the Parish Council

1. Identify the responsible member - It was agreed that Cllr. Russell would liaise between the Parish Council and the Steering Group. TR/CLERK
2. Formation of budget - it was agreed that the Clerk and Cllr. Russell would produce a draft budget for consideration at the Parish Council Meeting on 5th March 2019.
3. Segregation of funding and process for payment - It was agreed that the Clerk would set up the budget report and payment schedule.
4. Parish Council funding available - it was noted that in its reserves the Parish Council had set aside £4250.00 for the neighbourhood plan and £3000.00 for clerk's salary uplift. In the agreed budget for 2019/2020 the Parish Council had set aside a further £4025.00
5. Grant funding - it was noted that the main source of grant funding is available from Locality. The Neighbourhood Plan Grant

funding is available in the sum of £9,000.00 and the additional technical support grant is available in the sum of £8,000.00

ti12.19 ITEMS FOR REPORTING AND INCLUSION OF FUTURE AGENDAS

None.

13.19 EXTERNAL MEETINGS

None.

14.19 EXTERNAL CORRESPONDENCE

None.

Meeting closed 20.36

Signed _____ Chairman of North Mundham Neighbourhood
Plan Steering Group

Dated _____