

## **Neighbourhood Development Plan Steering Group**

Minutes of the meeting of the North Mundham Neighbourhood Development Plan Steering Group held on 2<sup>nd</sup> April 2019 in the small hall at North Mundham Village Centre at 18.00

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

**In attendance:** Louise Chater (Clerk) and two members of the public.

### **25.19 PUBLIC QUESTION TIME**

None.

### **26.19 APOLOGIES AND REASON FOR ABSENCE**

Cllr. Hugo Wall- Absent

Cllr. Denia Turnbull - Absent

Cllr. Peter Stephens (Vice Chairman) - Absent

### **27.19 CODE OF CONDUCT**

1. Receipt of Declaration of Interest of members of the Steering Group who are not members of the Parish Council - none.
2. Declarations of Interest of items included on the Agenda - none.
3. Dispensation Request -none.

### **28.19 MINUTES**

On a proposal by Cllr. Russell, it was RESOLVED to agree and sign the minutes of the meeting held on 5<sup>th</sup> March 2019; this was duly completed.

### **29.19 REVIEW OF ANNUAL MEETING OF ELECTORS MEETING HELD ON 19<sup>TH</sup> MARCH 2019**

It was considered a successful meeting and had increased the number of volunteers that had come forward to assist with the project. The questions that were asked and gave the steering group the opportunity to give further detailed information.

Concern was raised regarding the expectation of residents and the changes that the Parish Council can influence. The communication is going to have to repeat and highlight the limited powers that this document has as it has to comply with the Local Plan.

### **30.19 UPDATE FOLLOWING MEETING WITH REPRESENTATIVES OF ACTION IN RURAL SUSSEX (AIRS)**

It was a very useful meeting and has set out some of the practical steps that the Steering Group need to be taken.

With the assistance of AIRS the Call for Sites will be published through Chichester District Council, on the Parish Council website, Facebook Page and on the noticeboards.

The Open Day/Launch will take place on Saturday 8<sup>th</sup> June 2019 there is large amount of work to be carried out prior to the event. A number of exhibits will be set up around the main working parties and there will need to be at least one member of the steering group at each station. It was agreed to invites local businesses to have stands at the event. On a proposal by the Chairman, it was RESOLVED to form a working party to carry out the work required for this event consisting of John Ashley, Louise Chater, Tim Russell and Dave Waldren.

State of the Parish Report version one will be produced by AIRS which will form the first basis of evidence.

The Evidence and Visioning Workshop will take place provisional date is 12<sup>th</sup> or 19<sup>th</sup> June 2019. This event will be run by AIRS and will assist with highlighting the areas that need further work.

Evidence gathering will take place during June, July and August, including the survey, consideration needs to be given how the group gets the best response from the residents of the parish.

Village Gala on 13<sup>th</sup> July the clerk will book a stand to gather further information and evidence.

Analysis of the survey will commence during August.

In conjunction with AIRS the State of the Parish report will be updated once all this information has been gathered.

The broad timescale looks pretty robust however, there is a significant amount of work to be carried out. The plan will need to run in conjunction with The Local Plan, the aim for regulation 14 submission continues to be January 2020 at the current time.

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

1. Steering Group -update on sourcing members with required skills - deferred until after the open/launch day when it is hoped that further volunteers will come forward.
2. Working Parties - It has been decided to change the headings of the working parties as listed below. Although AIRS had expressed concern with regard to the broad nature of the working parties, however, there will be a number of sub groups which will generate all the information required. The lead member of the working party will either be a member of the Steering Group or provide a direct report to the Steering Group, therefore not all volunteers will be required to attend the Steering Group meetings.
  - 2.1 Housing and Economic Activity
  - 2.2 Community Infrastructure
  - 2.3 Natural Environment and Heritage

- 2.4 Communication and stakeholder management - John is working with a resident to produce a new website, dedicated emails addresses for the working party members and a logo and working on a detailed programme to raise the profile of the project.

**32.19 FINANCE & GRANT APPLICATION**

1. Budget and expenditure report - It was noted that AIRS has submitted their first invoice.
2. Grant funding - is now open and the Clerk in conjunction with AIRS will complete and submit the first grant application form.

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

None.

**34.19 EXTERNAL MEETINGS**

None.

**54.19 EXTERNAL CORRESPONDENCE**

None.

Meeting closed: 18.45

Signed: \_\_\_\_\_ Chairman of Neighbourhood Development Plan Steering  
Group

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