



## Neighbourhood Development Plan Steering Group

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

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

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

### 69.19 ELECTION OF CHAIRMAN

Not required.

### 70.19 PUBLIC QUESTION TIME

None.

### 71.19 APOLOGIES AND REASON FOR ABSENCE

None.

### 72.19 CODE OF CONDUCT

1. Receipt of Declaration of Interest of members of the Steering Group who are not members of the Parish Council - register of interest form received from Ms Hannah Jenkins.
2. Declarations of Interest of items included on the Agenda - none.
3. Dispensation Request - none.

### 73.19 MINUTES

On a proposal by Cllr. Tim Russell, it was RESOLVED to adopt and sign the minutes of the meeting held on 21<sup>st</sup> May 2019; this was duly completed.

### 74.19 STATE OF THE PARISH

It was noted that the first draft of this report had been prepared by Action in Rural Sussex. All members to submit comments to the Chairman by 9<sup>th</sup> July. It was agreed that the Chairman would contact AIRS to submit any amendments and confirm the process and publication.

### 75.19 LAUNCH EVENT - 8<sup>th</sup> JUNE 2019

The Chairman reported that he was pleased with the number of visitors who attended and the length of time that people stayed and engaged with the volunteers and the information available. It was noted that the event was very busy for the first two hours, however, the numbers dropped off in the afternoon.

Work needs to be carried out to ensure that people who do not normally engage with the parish council and this type of event are reached. For future consultation events consideration to be given to two consecutive Saturday mornings for a shorter period of time.

### 76.19 PROJECT PLAN REVIEW

The plan has been reviewed the immediate actions are:

1. create and distribute the public survey
2. evidence base creation
3. collection and analysis of the public survey

There is the potential for the Local Plan to be delayed and it is important that the parish plan does not get ahead of the Local Plan.

#### **77.19 PARISH-WIDE SURVEY**

The Chairman reported that he had received some example documents from Airc and had spent time looking at a number of other surveys online. He advised that he is in the process of preparing the draft survey which would be circulated for comments to be submitted by 12<sup>th</sup> July 2019. It was agreed that AIRS review the questionnaire prior to printing.

A hard copy will be distributed to every household in the parish, there will also be the opportunity to complete it online, however, consideration needs to be given to ensure that there are no double entries. It was agreed that the questionnaire will be hand delivered by volunteers who will knock on doors to deliver and advise of collection a week later an envelope will be provided with every survey.

It was agreed that the Clerk request a quote from AIRS to cover the cost of supplying white 90gsm self-addressed envelopes for survey returns, enter the data and collating the survey data and write the Neighbourhood Development Plan survey results.

The deadline for the submission of surveys will be the 31<sup>st</sup> August 2019.

#### **78.19 WEBSITE**

The site is now live; however, it needs further work to get higher up the list when a google search is carried out, additional information has been submitted. It was noted that a small number of people have subscribed to receive updates.

#### **79.19 GALA DAY EXHIBIT AND VOLUNTEERS**

It was noted that Cllr. Tim Russell, Mr John Ashley, Mrs Louise Chater and Ms Katie Stuart will be manning the stand on 13<sup>th</sup> July.

Chichester College have confirmed that they are able to provide the display boards.

#### **80.19 HOUSING**

The call for sites deadline has now passed and the potential sites have been sent to the planning expert for analysis currently this information is confidential. Cllr. Russell to speak to the planning expert to discuss the process.

#### **81.19 PUBLICITY**

1. Banner it was agreed to produce the banner that lists the settlements; however, it was agreed to amend the order of the settlements to perhaps use sentence case for the web address to make it easier to read.
2. Further publicity plans - an e-newsletter will be published every month which will be sent to subscribers, links to this will be added to the parish council Facebook page, and articles will be included in Mundham Monthly and connect magazine.

#### **82.19 PROJECT PLAN**

1. Natural Environment Project Plan has been produced by Ms Katie Stuart, which will be shared via Teams. It was agreed that the Clerk purchase the data report from Sussex Biodiversity Records Centre. Ms Stuart is assessing the parish to divide up the parish to enable the survey work to be carried out by volunteers.
2. Community Services Project Plan to be commenced by the community services lead.
3. Housing Project Plan currently being worked on by Cllr. Tim Russell.

**83.19 VOLUNTEERS**

The group has enough volunteers therefore the matter is closed.

**84.19 APPOINTMENT OF COMMUNITY SERVICES LEAD**

Ms Hannah Jenkins and Mrs Sally Rodwell agreed to jointly lead on the community services and to produce an outline project plan.

**85.19 NATURAL ENVIRONMENT**

The Chairman reported that he had recently met with representatives of Sidlesham and Hunston neighbourhood plan working groups and Pagham Parish Council had expressed an interest in participating it was agreed that each parish would share any useful information gained on the natural environment.

It was also noted that contact should be made with Pagham as the boundary is a key biodiversity opportunity area. John Ashley will follow up with Pagham Parish Clerk.

**86.19 FINANCE & GRANT APPLICATION**

1. Budget and expenditure report - It was noted that to date £6293.07 has been spent on the preparation of the neighbourhood plan.
2. Grant funding - the clerk has requested that AIRS provide the necessary information to enable the grant application form to be completed to access funding up to 31 March 2020.

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

1. It was requested that a separate agenda item for housing, environment, and community services working groups be placed on the agenda.

**88.19 EXTERNAL MEETINGS**

None.

**29.19 EXTERNAL CORRESPONDENCE**

None

Meeting closed: 19.13

Signed: \_\_\_\_\_ Chairman North Mundham  
Neighbourhood Development Plan  
Steering Group

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