



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

In attendance: Louise Chater (Parish Clerk).

105.19 PUBLIC QUESTION TIME

None.

106.19 APOLOGIES AND REASON FOR ABSENCE

Cllr. Peter Stephens - work commitment.

Ms Katie Stuart - work commitment.

Ms Hannah Jenkins - work commitment.

On a proposal by the Chairman, it was **RESOLVED** to accept the apologies and reason given.

107.19 CODE OF CONDUCT

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

108.19 MINUTES

On a proposal by Cllr. Annie Maclean, it was **RESOLVED** to adopt and sign the minutes of the meeting held on 3rd September 2019; this was duly completed.

109.19 PROJECT PLAN REVIEW

Following a teleconference between John Ashley and Faustina Bayo from Action in Rural Sussex several new items have been added and the timetable has been amended accordingly. It was noted that no additional work has been added that was outside the scope of the original quote.

The Scope of Plan work will commence when the State of the Parish report has been signed off by the Steering Group. It was noted that the project plan provides for the draft Scope of Plan to be approved by the steering group at the meeting in January. Two members of the steering group in conjunction with AIRS will be required to attend a review meeting with Chichester District Council. The approved scope will be submitted to Chichester District Council for consultation immediately after the meeting in January.

110.19 WORKING GROUPS - update from lead member

1. Housing (TR) The Clerk raised the issue that she is being contacted by some of the developers wishing to discuss their sites, the clerk requested that Cllr. Russell discuss this issue with the AIRS planning consultant to give the Clerk an agreed response.

2. Natural Environment (KS) - no further report was made.
3. Community Services (SR/HJ) - no further report was made.

111.19 STATE OF THE PARISH (DW)

Mr Dave Waldren stated that he had several issues outstanding including the settlement boundary, HDA and Flow project, however, he agreed that it would be ready to be returned to AIRS for completion by mid-October. It was noted that several new plans were required it was agreed that the Chairman would contact AIRS to request the production of these plans to ensure a consistent format.

AiRS have advised that their planning agent was working on the planning section and asked that all sections provided by the group included the source if using published data.

Concern was expressed with the regard to the use of North Mundham in the state of the parish report and it was agreed that "The Parish" should be defined and used after the introduction in the final draft of State of Parish report.

Mr Dave Waldren had prepared two versions, version one had all the statistics embedded in the document and version two had most of the statistic as appendices to the main document. It was agreed that version two was the preferred version.

AIRS will produce the final draft which will be submitted to Steering for review and approval in mid-November. Steering should aim to review and approve the report at the 3rd December meeting.

112.19 PARISH-WIDE SURVEY

The draft report has been prepared by AIRS, at the current time the contents of this report is confidential. All members of the steering group are required to submit their comments via Teams by 8th October 2019. It was noted that there was a good response, however, it was agreed that all distributors needed to advise the Chairman how many issues they were unable to deliver, to ensure that total number distributed is correct.

113.19 WEBSITE - status report including completeness, Hits & Subscribers (RS)

The website has only had 19 hits in the past month, which is down on the previous month. It was agreed that the website would be merged with the Parish Council website and a redirection message placed on the Neighbourhood Plan website.

114.19 PUBLICITY

1. Consultation Event 23rd November 10am-midday - based on new timings of survey results and State of Parish finalisation it was agreed to postpone this date and cancel the hall booking.
2. Consultation Event 10th December 7pm - 8.30pm - it was agreed to confirm the hall booking
3. Replacement Consultation Event 14th December 10am - Midday. - it was agreed to confirm the hall booking.

115.19 FINANCE & GRANT APPLICATION

Budget and expenditure report attached; however, it was noted that to date the project had spent £8710.31. Short term forecast expenditure will include the flyers advertising the two consultation events.

116.19 ITEMS FOR REPORTING AND INCLUSION OF FUTURE AGENDAS

None.

117.19 EXTERNAL MEETINGS

None.

118.19 EXTERNAL CORRESPONDENCE

None.

Meeting closed: 18.53

Signed: _____ Chairman North Mundham Neighbourhood
Development Plan Steering Group

Dated: _____