



North  
Mundham  
Neighbourhood  
Plan

## Neighbourhood Development Plan Steering Group

Minutes of the meeting of North Mundham Neighbourhood Development Plan Steering Group held on 5<sup>th</sup> November 2019 in the small hall at North Mundham Village Centre 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)

### 119.19 PUBLIC QUESTION TIME

None.

### 120.19 APOLOGIES AND REASON FOR ABSENCE

None.

### 121.19 CODE OF CONDUCT

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

### 122.19 MINUTES

On a proposal by Cllr. Russell, it was RESOLVED to adopt and sign the minutes of the meeting held on 1<sup>st</sup> October 2019; this was duly completed.

### 123.19 PROJECT PLAN REVIEW

Currently on schedule as per the previous version

### 124.19 WORKING GROUPS - update from lead member

1. Housing (TR) - nothing further to report.
2. Natural Environment (KS) - continues
3. Community Services (SR/HJ) - nothing further to report.

### 125.19 STATE OF THE PARISH

When the information on the Mundham French Exchange Group has been included on a proposal by the Chairman, it was RESOLVED to accept and publish the state of the parish report and submit it to AIRS for review, in particular section 3 to ensure that it complies with the latest NPFF and request a plan to the same scale as the footpath plan a separate plan to show all the cycle paths/routes including the routes coming into and within the parish, however, it was agreed to request the footpath plan be updated to show the footpaths continuing outside of the boundary. It was agreed to request clarification on the difference between dwelling (540) and households (515) and the disparity between the numbers included in the report.

### 126.19 PARISH-WIDE SURVEY

Some concern was expressed regarding the ability to use some of the data generated due to the nature of the questions, some of the questions need to be rephrased to get better data in future. There is no data for continuous assessment, the survey is a snapshot of time, and the Parish Council needs to consider carrying out several interim surveys to ensure there is comparative data when the neighbourhood plan review is carried out.

It was agreed that member of the working party would provide feedback on thoughts on the type of questions and topics that were covered for future reference when carrying out the interim surveys.

It was noted that the response rate was 35.2% which Airs have advised that this is a good response rate, particularly as the survey was issued in August.

On a proposal by the Chairman it was agreed to submit the agreed final report to Airs as the work completed on the report has changed the report significantly from the draft report received from AIRS.

It was agreed to prepare a summary report which will be distributed with the next parish council newsletter in February, which Dave Waldren will produce. The full survey will be available online imminently

The Chairman thanked both Dave Waldren and Sally Rodwell for all their work on producing and editing the State of the Parish Report and the Parish Wide Survey report.

**127.19 WEBSITE**

The separate website has been closed down and is now included within the Parish Council website, no adverse comments have been received with regard to this.

**128.19 PUBLICITY**

On a proposal by the Chairman, it was RESOLVED to form a working party consisting of Dave Waldren, Tim Russell, Louise Chater and John Ashley to

1. Consultation Event 23<sup>rd</sup> November 10am-midday - cancelled
2. Consultation Event Tuesday 10<sup>th</sup> December 7pm - 8.30pm
3. Consultation Event Saturday 14<sup>th</sup> December 10am - 1pm

**129.19 FINANCE**

Budget and expenditure report. At the 30<sup>th</sup> September 2019 the project had spent £8717.33, which included the work carried out in relation to the parish wide survey. It was noted that the second instalment for fees from AIRS had been received in the sum of £4525.20.

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

None.

**131.19 EXTERNAL MEETINGS**

None.

**132.19 EXTERNAL CORRESPONDENCE**

None.

Meeting closed at 18.54

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

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