



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

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

### 133.19 PUBLIC QUESTION TIME

None.

### 134.19 APOLOGIES AND REASON FOR ABSENCE

Mrs Sally Rodwell - prior commitment

Ms Hannah Jenkins - unwell

### 135.19 CODE OF CONDUCT

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

### 136.19 MINUTES

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

### 137.19 PROJECT PLAN REVIEW

Currently on course, however, this is likely to slip due to the delays at Chichester District Council. The Draft Scoping report is outstanding from AIRS, clarification is required on the proposed content of the Scope and the work that is required by the steering group.

### 138.19 STATE OF THE PARISH

This is an important document as it is a record of the parish as it stands and will be useful for the future, there are some minor final amendments to be made prior to printing in time for the consultation events.

### 139.19 PARISH-WIDE SURVEY

The summary of the results document is now completed, and a briefing document has been produced and both are ready for printing for the consultation event and to be uploaded to the website.

### 140.19 WORKING GROUPS - update from lead member

1. Housing (TR) - Cllr. Russell to chase up the consultant.
2. Natural Environment (KS) - the biodiversity data has been very useful however it is not specific to the parish as requested, therefore each record has to be checked.  
Cllr. Russell has commenced work on photographing the views.
3. Community Services (SR/HJ) -no report received.

### 141.19 PUBLICITY AND COMMUNITY ENGAGEMENT

The Chairman advised that no response has been received from AIRS in relation to the request for any information they wish to be included at the consultation events and any display space required.

1. Consultation Event 10<sup>th</sup> December 6.30pm - 8.30pm; Faustina has confirmed her attendance.

2. Consultation Event 14<sup>th</sup> December 10am - Midday; Claire has confirmed her attendance. The printed plans for the public events on 19<sup>th</sup> and 14<sup>th</sup> December were reviewed. the Clerk will arrange printing of the consultation response forms, four copies of the Parish Survey Report and 100 copies of the Parish Survey Summary when the final version of the State of the Parish Report has been finalised.

18.30 Cllr Stephens arrived.

**142.19 FINANCE**

Budget and expenditure report as at 31 October 2019 the project had spent £9203.56 which included the second instalment fee from Action in Rural Sussex. Plans for the exhibitions in December had been printed at the cost of £44.55, printing of four copies of the parish wide survey and four copies of the state of the parish report and 100 copies of the summary of the parish survey and 100 copies of the consultation comments sheets were due to be printed.

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

None.

**144.19 EXTERNAL MEETINGS**

None.

**145.19 EXTERNAL CORRESPONDENCE**

None.

Meeting closed 18.45

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

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