



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

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

**01.20 PUBLIC QUESTION TIME**

None.

**02.20 APOLOGIES AND REASON FOR ABSENCE**

Cllr. Peter Stephens - work commitment.

**03.20 CODE OF CONDUCT**

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

**04.20 MINUTES**

On a proposal by Cllr. Russell, it was RESOLVED to adopt and sign the minutes of the meeting held on 3<sup>rd</sup> December 2019; this was duly completed.

**05.20 PROJECT PLAN REVIEW**

1. Meeting with Airs 15<sup>th</sup> January 2020 to review the project plan and to obtain detailed guidance on the way forward.

1.1 To review and agree the agenda for meeting on 15<sup>th</sup> January 2020

It was agreed that the meeting would establish and update the project plan and the milestones for 2020; to obtain clarity with regard to the contribution from AIRS and what they are expecting the working parties to contribute to each area. It was the view of the group that State of the Parish Report, Community Feedback, the Vision formed the foundation of the scope of report and therefore clarification was required on the information required to enable AIRS to complete the Scoping report.

It was agreed to obtain clarification on the financial implications in relation to AIRS and grant applications as the deadline for regulation 14 and the completion on the plan will now run into 2021.

- 1.2 It was noted that Chichester District Council at its recent cabinet meeting on 3<sup>rd</sup> December 2019 had reviewed the consultation responses in relation to the Local Plan. The report contains the following statement "Hunston representation received to the local plan highlight a wide range of issues, consideration needs to be given to the appropriate level of development in this area, and the balance between proposed levels of development in Hunston and neighbouring parishes."

The cabinet meeting report also highlighted a significant number of areas that required further technical work to enable the District Council to complete the Local Plan review and a number of these may have an effect on the preparation of the neighbourhood plan including:

- The Housing and Economic Development Needs Assessment;

- Transport Assessment, the implications of the removal of the proposed Stockbridge Link Road, including further transport feasibility work on critical local plan mitigation works on the A27
- Water Quality Assessment, including the capacity of wastewater treatment works and understanding of the implications of nitrates in Chichester Harbour and elsewhere
- Strategic Flood Risk Assessment
- Plan Viability Assessment to consider the deliverability of development and test the implications of increased requirements for affordable housing and low carbon future homes standards;
- Housing and Economic Land Availability Assessment to include confirmation of the availability of suitable previously developed "brownfield" sites and the appropriate density of development;
- Wildlife corridors and landscape gaps.

The District Council also reviewed its timetable to review which amended its expected submission plan to Council to March 2020 and this affects the preparation on the neighbourhood plan and therefore the District Council has issued a new target the neighbourhood plan preparation for Regulation 16 date of March 2021,.

#### **06.20 STATE OF THE PARISH**

Has been uploaded to the parish council website matter closed.

#### **07.20 PARISH-WIDE SURVEY**

Has been uploaded to the parish council website matter closed.

#### **08.20 WORKING GROUPS Report to be completed by the end February 2020 - update from lead member**

1. Housing (TR) Cllr. Russell has produced a first draft, which sets out:
  - To identify a range of types and tenures of high-quality open market and affordable housing:
    - to catalogue all potential sites for development
    - to assess and categorise those sites according to defined criteria
    - to thereby optimise the construction of additional housing in North Mundham
2. Natural Environment (KS) continuing to assess the biodiversity report.
3. Community Services (SR/HJ) A working party meeting is due to take place to discuss the way forward and the contents of the report.

Katie Stuart asked for clarification on which working parties would cover the following issues:

1. Local Green Spaces designations will be covered by the community services working party; however, they will need to work closely with Katie Stuart.
2. Transport will also be covered by the Community Service working party, however, Traffic Issues are a constraint it is important that we don't raise the expectations of the residents that the neighbourhood plan will be able to address the issues of the traffic in the parish as the village is directly affected by developments outside of the parish. However, it is an important and prominent issue and will have a direct effect on all three working groups reports. Katie highlighted the report 'Roads in the South Downs' document which may include some useful information and case studies.

#### **09.20 PUBLICITY AND COMMUNITY ENGAGEMENT**

1. Consultation Event 10<sup>th</sup> December 6.30pm - 8.30pm although only a limited number of people attended. Those people who attended were very engaged and provided useful information.

2. Consultation Event 14<sup>th</sup> December 10am - Midday once again a limited number of people attended but provided useful feedback.
3. Newsletter will be issued in February which will be delivered to every household - it was agreed that John Ashley would produce a update 2019 and going forward 2020.
4. Annual Meeting of Electors - 5<sup>th</sup> March 2020 - John Ashley would give a presentation at this meeting.

**10.20 FINANCE** Budget and expenditure report

As at 31<sup>st</sup> December 2019 the project had spent £12,974.26. An invoice has been received from Brightword in the sum of £50.00 for the design and printing for the consultation events held on 10<sup>th</sup> and 14<sup>th</sup> December 2019.

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

None.

**12.20 EXTERNAL MEETINGS**

None.

**13.20 EXTERNAL CORRESPONDENCE**

None.

Meeting closed 18.52

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

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