



PRESENT: Cllr. Peter Stephens (Vice Chairman), Cllr. Tim Russell, Cllr. Annie Maclean, Mrs Sally Rodwell and Ms Hannah Jenkins

In attendance: Mrs Louise Chater (Parish Clerk)

14.2020 CHAIR FOR MEETING

Not required as the Vice Chairman was in attendance.

15.2020 PUBLIC QUESTION TIME

None.

16.2020 APOLOGIES AND REASON FOR ABSENCE

Mr John Ashley (Chairman) - holiday

Mr Dave Waldren - prior commitment

Ms Katie Stuart - Ill health

On a proposal by Cllr. Maclean, it was **RESOLVED** to accept the reason for apologies offered.

17.2020 CODE OF CONDUCT

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

18.2020 MINUTES

On a proposal by Cllr. Maclean it was **RESOLVED** to agree and sign the minutes of the meeting held on 7th January 2020; this was duly completed.

19.2020 MATTERS ARISING FROM THE MINUTES

None.

20.2020 PROJECT PLAN REVIEW

1. Update from meeting with Airs 15th January 2020 - Cllr. Russell reported that it was a useful meeting and has provided further information on the project plan and a review of the service to be provided by AIRS and the confirmed actions for the steering group.
2. Revised Project Plan has been circulated.

21.2020 VISION and OBJECTIVES STATEMENT

On a proposal by Cllr. Stephens, it was agreed to amend all references of 'carbon neutral' to 'climate positive'.

On a proposal by Cllr. Russell, it was agreed to amend 'Preserve and enhance distinct areas of character and designated green spaces' to read 'Preserve and enhance distinct areas of character and heritage, and designated green spaces'.

On a proposal by Sally Rodwell, it was agreed to add an additional objective 'Protect and enhance community services and assets'.

Following the above amendments on a proposal by Cllr. Russell, it was **RESOLVED** to agree and adopt the vision statement and objectives. It was agreed the Clerk would submit the amended document to Action in Rural Sussex to assist with production of the scoping report.

22.2020 WORKING GROUPS - update from lead member

1. Housing (TR) including site assessment update. Work has continued to this section; however, following the adoption of the Vision and Objectives Statement the objectives need to be aligned to the new wording statement. The site assessment work has commenced by the planning consultant and the additional information requested by the planning consultant has been provided. The site assessments have been passed on to AECOM for the Strategic Environmental Assessment process. Cllr Russell advised that during his investigations he had found that the area surrounding the lakes is a designated Local Wildlife Site and had passed this information to Katie Stuart.
2. Natural Environment (KS) it was noted that work had commenced on Camic Pond and the parish wide ditch survey which will assist with the production of the Natural Environment report.
3. Community Services (SR/HJ) - work continues and will shortly be ready to be circulated for comments.

23.2020 PUBLICITY AND COMMUNITY ENGAGEMENT

1. Newsletter update 2019 going forward 2020 had been prepared by the Chairman and this report will be circulated with Parish Council Newsletter. Volunteers to assist with delivery would be appreciated by the parish council.
2. Annual Meeting of Electors 5th March 2020. The parish council has agreed that the Chairman will give a presentation providing an update on the neighbourhood plan and this would be the main feature of the evening.

24.2020 FINANCE

To date the project had spent £13,344.25; clerk to ensure the grant funding has been spent in full and if necessary, provide a report to the grant awarding body or refund any unspent grant funds at the end of the financial year.

25.2020 ITEMS FOR REPORTING AND INCLUSION OF FUTURE AGENDAS

None.

26.2020 EXTERNAL MEETINGS

A meeting has been arranged with the District Council support officer on 16th March 2020; Chairman, Cllr. Russell and the clerk to attend.

27.2020 EXTERNAL CORRESPONDENCE

1. The Clerk reported an email received from one of the developers who has submitted a site, requesting the contact details of the planning consultants. On a proposal by Cllr. Russell, it was RESOLVED to reconfirm that the steering group and the planning consultant will not be having any discussions with developers until the site assessments have been completed.

Meeting closed 18.52

Signed: _____ Chairman of North Mundham
Neighbourhood Plan Steering Group

Dated: _____