



North
Mundham
Neighbourhood
Plan

Neighbourhood Development Plan Steering Group

Minutes of the meeting of the North Mundham Neighbourhood Development Plan Steering Group held on 3rd March 2020 in the small hall at North Mundham Village Centre which commenced at 18.00

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: Louise Chater (Parish Clerk).

28.2020 PUBLIC QUESTION TIME

None.

29.2020 APOLOGIES AND REASON FOR ABSENCE

Mrs Sally Rodwell - holiday

Ms Hannah Jenkins - work commitment

On a proposal by Cllr. Russell, it was RESOLVED to accept the reasons for apologies offered.

30.2020 CODE OF CONDUCT

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

31.2020 MINUTES

On a proposal by Cllr. Russell, it was RESOLVED to agree and sign the minutes of the meeting held on 4th February 2020; this was duly completed.

32.2020 MATTERS ARISING FROM THE MINUTES

None.

33.2020 PROJECT PLAN REVIEW

The Chairman stated that the project plan was reviewed after the meeting with AIRS, however, the announcement of the delay in preparing the Local Plan will affect the preparation of the neighbourhood plan. It was noted that the Chairman, Cllr, Russell and the Clerk were due to meet the Chichester District Council Principal Planning Officer on 16th March 2020.

18.13 Cllr. Stephens arrived.

34.2020 WORKING GROUPS - update from lead member

1. Housing (TR) including site assessment update. Cllr. Russell has fed in additional data to the planning consultant and the draft working party report has been sent to the other members of the working party members for comments.
2. Natural Environment (KS) Katie report that her final draft would be ready for circulation for comments next week.
"Swot" analysis for natural environment and the draft policy was distributed for members of the working party to make comments on these documents urgently.
 - a) What wording should the report include *Climate Change/Climate emergency/climate challenge*. The District Council have declared a climate emergency therefore the parish is bound to consider this matter and incorporate it into its plan, however, the neighbourhood plans policies in general are aspirational but do not specify how issues will be addressed.
 - b) Views - Ms. Stuart requested confirmation on who was cataloguing the views. Dave Waldren agreed to collate and coordinate the information.
 - c) It was agreed to include a policy on light pollution.

- d) It was agreed to set a hedgerow and tree planting standards for new developments
 - e) Consideration may need to be given to producing a separate report on flooding and drainage.
 - f) Consideration may need to be given to producing a separate report on farming practices and the effect on the parish.
3. Community Services (SR/HJ) the chairman advised that he had seen a draft report which was progressing well.

It was agreed that the working groups would exchange their reports to ensure that they do not contradict each other.

On a proposal by the Chairman it was agreed that all three working party reports would be ready for approval by the steering group at the meeting on 7th April 2020; for immediate submission to AIRS after the meeting.

35.2020 PUBLICITY AND COMMUNITY ENGAGEMENT

- 1. Newsletter - Update 2019 going forward 2020 all the newsletters had been delivered
- 2. Annual Meeting of Electors - 5th March 2020 - will recap the year completed and going forward. The Clerk to prepare the information boards for the refreshments area.

36.2020 FINANCE Budget and expenditure report

It was noted that as at 3rd March the project had incurred an expenditure of £13,943.52, which included the recent newsletter which was delivered to every household.

The clerk has carried out the initial end of year grant analysis however, due to the format of the invoices the clerk will need to clarify with AIRS the proportion of funding for the grant items; attendance to steering group meetings, completing and analysing the evidence and support with the drafting of pre-submission prior to the submission of the end of year report to Groundworks UK the grant awarding body. It appears that we will need to return £1,345.33 due to the reduce costs of the survey work. And potentially a further £1,994.00 as work to support the pre submission is still outstanding, unless AIRS submit an invoice prior to the end of the financial year.

No announcement has been made as yet on the provision of grants for the new financial year.

37.2020 ITEMS FOR REPORTING AND INCLUSION OF FUTURE AGENDAS

None.

38.2020 EXTERNAL MEETINGS

39.2020 EXTERNAL CORRESPONDENCE

None.

There being no further business the meeting was closed at 18.45

Signed: _____ Chairman North Mundham Neighbourhood
Development Plan Steering Group

Dated: _____