



North
Mundham
Neighbourhood
Plan

Neighbourhood Development Plan Steering Group

Minutes of the meeting of the North Mundham Neighbourhood Development Plan Steering Group held on 2nd June 2020 on Microsoft Teams which commenced at 18.00

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

In attendance: Louise Chater (Parish Clerk).

40.2020 PUBLIC QUESTION TIME

None.

41.2020 APOLOGIES AND REASON FOR ABSENCE

Peter Stephens - work commitment

Dave Waldren - prior commitment

On a proposal by Cllr. Maclean, it was RESOLVED to accept the reasons for apology

42.2020 CODE OF CONDUCT

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

43.2020 MINUTES

On a proposal by Mrs Rodwell, it was RESOLVED to agree and sign the minutes of the meeting held on 3rd March 2020, this would be completed via DocuSign after the meeting.

44.2020 MATTERS ARISING FROM THE MINUTES

None.

45.2020 PROJECT PLAN REVIEW

Due to the delays in respect of Chichester District Council's Local Plan and the potential further delays due to the current pandemic this provides the steering group the opportunity to complete. The project plan remain in place until a further update is received from Chichester District Council.

46.2020 WORKING GROUPS - update from lead member

1. Housing (TR) including site assessment update. Version three of the report has been reviewed and there are two areas of concern at the present time.
 - a) There is a significant amount of work to ensure the report aligns with the Natural Environment report, as this will inform the housing assessment.
 - b) Further work needs to be carried out on the economic activity as it has a significant impact on the traffic travelling within and through the parish.

Feedback on the report from other members of the group

- 1.1 It was noted that the report refers to a Design Guide, however, a Design Guide carries less weight than policies. Therefore, it may be more appropriate to carry out a study to provide the supporting details for the policies surrounding this area.
- 1.2 The housing element will be scrutinised microscopically, and these documents will form the supporting documents for the neighbourhood plan. Therefore, it is vital that these reports do not have any loopholes that can be exploited by developers. It was agreed to instruct the Planning Consultant to review the report.

- 2 Natural Environment (KS) It was noted that further work was required on the following areas water, traffic and historic environment and a plan needs to be produced to show the biodiversity opportunity areas in the parish. It was agreed the Clerk would assist with the production of this plan.
Feedback on the report from other members of the group
 - 2.1 The report refers to DEFRA 25-year plan and the requirement to have overall positive effect and biodiversity net gain. Consideration needs to be given to how would the group assess any positive effects in the policy statement.
- 3 Community Services (SR/HJ) the report is now in its third version the only information outstanding is about the potential provision of a GP Surgery in the parish, however, due to the current situation Mrs Rodwell has not chased up the contact.
Feedback on the report from other members of the group.
 - 3.1 It was highlighted that the report states that there is only one broadband cabinet in the parish. However, there is a cabinet in South Mundham. Mrs Rodwell stated that OpenReach had advised that there is only the one by the school, therefore she will investigate this further.
 - 3.2 The report stated that there is limited cemetery space and the need to find a new site. It was agreed that Mrs. Rodwell would obtain information from the church if the space is likely to be required within the life of the plan. It was noted that a local landowner had mentioned that he may provide of offset land if he applies for planning permission in a different area of the parish.
 - 3.3 It was agreed to include a plan of the existing public rights of way and cycle routes in the report.
- 4 General Comments:
 - 4.1 The traffic has an impact on all three areas where is it best to coordinate the traffic issues? It was agreed that the traffic has a different impact on all three areas therefore the traffic impact would be included in all three reports but reflecting the different impact.
 - 4.2 It is important that the three reports do not conflict with each other, who is going to ensure that they do not conflict? It was agreed that the Steering Group would ensure that there is no obvious issues and request AIRS review the reports to ensure that there are no legislative conflicts.
 - 4.3 All the reports have a very different style will all the reports be amended to become a corporate style? It was agreed that this was not necessary as it showed that the reports had been carried out by different groups. However, if AIRS think this is required then this can be carried out at a later date.

The Chairman thanked all the members for the work carried out on the reports and it was agreed to work towards having the reports ready to be presented to the Parish Council by the end of July, prior to submission to AIRS. It was agreed to rearrange the steering group meeting to 14th July 2020 as this would alleviate the issue of time restriction as there would not be a parish council meeting immediately following the steering group meeting.

47.2020 PUBLICITY AND COMMUNITY ENGAGEMENT

Due to the current situation the public events that the steering group were planning to attend have been cancelled. It is unlikely that any public events will be able to take place until the Autumn.

48.2020 FINANCE

1. Budget and expenditure report

It was noted that to date the expenditure totalled £14,522.25

The budget provided by the Parish Council for the year ended 31st March 2021 including the following budget items;

Consultant Fees	£5000.00
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Consultants Travel Expenditure	£200.00
Communication	£300.00
Sundry Expenditure	£100.00
Salary Uplift	£2000.00
Total	£7600.00

2. Grant Application it was noted that the grant funding for the year ended 31st March 2021 was now open.

The Group can apply for a significant amount of technical support from AECOM in relation including; Housing Needs Assessment (HNA), Site Option and Assessment and Environmental Impact Assessment (EIA) and Evidence Base and Policy Development (EBPD), Strategic Environmental Assessment(SEA), Habitats (Regulations) assessment . It was noted that the District Council needed to provide confirmation that a SEA is required, and the Clerk has written to the officer requesting confirmation to enable the grant application process to move forward.

It was noted that in the previous financial year the group had applied for a grant in the sum of £9,000.00 during the year £5671.96 of the grant had been spent and £3328.04 had been returned to the awarding body at the end of the financial year. This funding will be taken into consideration when applying for the grant in the current financial year.

49.2020 ITEMS FOR REPORTING AND INCLUSION OF FUTURE AGENDAS

None.

50.2020 EXTERNAL MEETINGS

None.

51.2020 EXTERNAL CORRESPONDENCE

None.

There being no further business the meeting closed at 18.53

Signed: _____ Chairman North Mundham Development Plan Steering Group

Dated: _____