



North
Mundham
Neighbourhood
Plan

Neighbourhood Development Plan Steering Group

Minutes of the meeting of the North Mundham Neighbourhood Development Plan Steering Group held on 14th July 2020 which due the Coronavirus restrictions took place online and commenced at 18.30.

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

In attendance: Mrs Louise Chater (Parish Clerk)

59.2020 PUBLIC QUESTION TIME

None.

60.2020 APOLOGIES AND REASON FOR ABSENCE

Ms Hannah Jenkins - work commitment

61.2020 CODE OF CONDUCT

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

62.2020 MINUTES

1. On a proposal by the Chairman, it was RESOLVED to adopt and sign the minutes of the meeting held on 2nd June 2020
2. On a proposal by the Cllr. Chairman, it was RESOLVED to adopt and sign the minutes of the extra ordinary meeting held on 11th June 2020
3. It was noted that legal advice had been received regarding the signing of minutes via DocuSign. It was the legal view that wet signatures were required. Therefore, the Clerk would arrange for the Chairman to re-sign the minutes already signed via DocuSign and all future minutes would be signed observing social distancing requirements.

63.2020 MATTERS ARISING FROM THE MINUTES

None.

64.2020 PROJECT PLAN REVIEW

The consultant has provided an updated project plan which requires the delivery of the working group reports by the end of first week in August. The consultant will return the draft scope of plan by the end of August for approval by the steering group in the first two weeks of September.

65.2020 WORKING GROUPS - update from lead member

Airs have confirmed that they do not need to receive the final versions of the working party reports they will remain under review over the coming months as the plan progresses

1. Housing (TR) - Version 5 has been produced in the earlier versions of the report we were considering producing a separate design guide, however, following advice from Ms Stuart the report has been amended to reflect that the steering group will produce design policies. It was noted that the Clerk has requested the housing figures from Chichester District Council.

Cllr. Russell expressed concern with regard to the statement "Input from local stakeholder groups" particularly in relation to the economic development; it was agreed the Cllr. Russell would contact the West Sussex Growers Association.

Due to the expiration of the District Council Local Plan the neighbourhood plan steering group is now fighting a rear-guard action in relation to housing, following the publication of the District Council's Interim Housing Policy. From the 13 sites that were put forward during the call for sites process the steering group is aware of two applications that have been submitted, one is waiting to be validated and one the Parish Council has objected to, and there is a further site that is likely to be submitted next month, if the applications meet the District Council policy then they will be permitted to enable the District Council to meet their increased housing numbers. Unfortunately, this means that the Parish Council can only comment on the individual applications whereas during the neighbourhood plan and site allocation process the steering group would have been looking at the whole parish. It was noted that the Steering Group had held a call for sites presentation meeting today which four developers gave presentations on the sites they were putting forward as further meeting is due to be held tomorrow evening and one developer has advised that they would be grateful if they could give a presentation at a later date.

Concern was expressed that the number of planning applications being put forward to Chichester District Council would mean that the proposed allocation of 50 properties for the life of the plan would be significantly exceeded. It was noted that the District Council Interim Housing Policy included a statement "Sites should be of a scale and density appropriate to the adjoining settlement. Smaller scale sites, that provide for the gradual growth of settlements, are more likely to be suitable than sites that would significantly change the character of a place. Developments adjoining smaller settlements will be expected to be smaller in scale than those that might be suitable for the extension of Chichester or the Settlement Hubs, with their larger sizes and range of facilities. The Council may support higher density development in settlements with greater facilities and accessibility" and "the impact of development on the edge of settlements, or in areas identified as the locations for potential landscape gaps, individually or cumulatively does not result in the actual or perceived coalescence of settlements, as demonstrated through the submission of a Landscape and Visual Impact Assessment." Both these statements will assist with robust responses.

2. Natural Environment (KS) still a little way to go for the report, the key area outstanding is the production of maps, however, a sketch can be included, and a map can follow if needed. Unfortunately, the District Council Interim Housing Policy only refers to "Strategic Wildlife Corridors". It was requested that the map showing the area to safeguard the proposed biodiversity opportunity area be made available to the parish council and the steering group at the earliest opportunity due to the number of sites being put forward that may be in the area of the neighbourhood plan biodiversity opportunity area.

Concern was expressed with regard to some of the statements in Chichester District Council's landscape statements, in particular sites 11 and 2 are referred to in the Sussex Wildlife Trust Biodiversity Report, but are not referred to in the District Council's Landscape Statement, some of the sites have more value than assigned by Chichester District Council.

3. Community Services (SR/HJ)
The Chairman reported that due to work commitments Ms Jenkins had not been able to progress her section of the Community Infrastructure Report. It was noted that this section was due to cover cycling and pedestrian routes and issues, therefore, the Chairman has commenced work on this section and would forward his comments to Mrs Rodwell for her to incorporate in the report.

It was agreed to remove the names mentioned in the documents and to amend 3.16 to simply refer to a trust to support the youth group.

The Chairman thanked Mrs Rodwell for her work on this report.

66.2020 PUBLICITY AND COMMUNITY ENGAGEMENT

At the present time there were no clear opportunities for direct engagement, however, the Connect magazine is once again being published and a space has been reserved for the August publication and Mundham Monthly continues to be distributed via email The Chairman of the Parish Council and the Chairman of the Steering Group agreed to ensure that their articles support each other in relation to the Local Plan.

It was agreed the Chairman of the Parish Council and the Chairman of the Steering Group would jointly produce a newsletter, highlighting the issues surrounding the District Council Local Plan and the number of planning applications that are coming forward. This would be circulated to all households at the earliest opportunity.

67.2020 FINANCE Budget and expenditure report

The Clerk reported that there had been no significant expenditure since the last meeting.

In addition it was noted that the Clerk had submitted the screening option letter to Chichester District Council in relation to the need for an SEA and/or HRA, until confirmation was received that Chichester District Council required either of these procedures the Clerk could not progress the grant application form. It was agreed that the clerk would notify Ms Stuart when the decision had been received from Chichester District Council.

68.2020 REVIEW SCHEDULE OF MEETINGS AND START TIME

It was agreed to move the meetings away from the parish council meeting nights therefore it was AGREED to have an extra ordinary meeting on 28th July commencing at 6.30pm

Extra Ordinary meeting on 19th August commencing online at 6.30pm this meeting will be cancelled by the Chairman if not required and change the meeting from the 1st September to the 2nd September commencing online at 6.30pm. It was agreed to invite the District and Councillor to either the 19th August or the 2nd September meetings.

69.2020 ITEMS FOR REPORTING AND INCLUSION OF FUTURE AGENDAS

None.

70.2020 EXTERNAL MEETINGS

None.

71.2020 EXTERNAL CORRESPONDENCE

None.

There being no further business the meeting closed at 19.48.

Signed: _____ Chairman North Mundham Neighbourhood Plan Steering Group

Dated: _____