**Chidham Hambrook Nutbourne East**

**Neighbourhood Plan Steering Group**

**10th May 2021 via Zoom Videoconferencing**

**MINUTES**

**Present:** Stephen Johnson, Keith Dimon, Andy Collins, Jane Towers, Andrew Kerry-Beddell, Sue Bramwell-Smith, Andrew Sargent, Philip MacDougall (Chair), Bruce Garrett, Rachel Perri, Peter Bolton.

**Apologies:** None

**Honorary Secretary**: Lisa Wilcock.

*Meeting commenced at 1931hrs*

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| 189/21 | **Apologies**None. |  |
| 190/21 | **Declarations of Interest**None. |  |
| 191/21 | **Approval of minutes of the meeting held on 12th April 2021**Approved.  |  |
| 192/21 | **Matters not on the Agenda that the Chair considers need to be added at short notice.**Chair to send out information on recently received developer questionnaire on HCH New D which came forward in the call for sites. Action PMacD. | PMacD |
| 193/21 | **Grant Funding**Document sent in advance of the meeting. No further comments were made. |  |
| 194/21 | **Feedback from APM**Noted that there was low attendance and work is being carried out to make sure the advertisement of the next meeting is more widespread. A query was raised over Zoom meetings and how attendance can be documented as Zoom names do not always match the person being viewed. A Zoom protocol could be considered by the Parish Council.  |  |
| 195/21 | **Water Treatment Capacity**An update on water treatment capacity was given. Noted that further meetings will CDC and the County Council are due to take place and a further update will be given at later meetings. Noted that capacity runs out in 2023.  |  |
| 196/21 | **Site constraints paper**The paper was worked on by a working party Noted that this document was in answer to queries raised by y Toby Ayling of CDC and has now been passed to him. The group asked for Toby Ayling’s feedback on the document. **Action** JT to ask Toby Ayling for his feedback.  | JT |
| 197/21 | **Policy Document Progress**Carried to next meeting as work is still required on this document. |  |
| 198/21 | **Interim Housing document**Carried to next meeting as work is still required on this document.  |  |
| 199/21 | **Timeline**An outline draft timeline was sent in advance of the meeting. The group discussed the time line and it was **agreed** that AC would send the Chair an order of NP milestones so that the document could be updated. Noted that Troy Planning could be asked to contribute and comment on the policies document on behalf of the group. Noted that another suggestion was to publish pages 1 – 31 of the Policy Document before the any other document? It was **agreed** that Chair would update the document and put in some dates and the group would come back to him to adjust the dates accordingly. Carried to next meeting. Action PMacD to update timeline and resend to the group. | PMacD |
| 200/21 | **Reconvening our meetings as a group in Village Hall**Noted that the Chair is in the process of carrying out a risk assessment on St Wilfrid’s as a possible venue for future Parish Council meetings. As the NPSG is not obliged to meet in person the expectation is to carry on meeting via Zoom for the time being.  |  |
| 201/21 | **AOB**i) A member of public has asked to join the NP group. It was proposed and it was **agreed** that the member of public should be invited along to the next meeting to join the group. **Action** Chair to approach the member of public.ii) Noted that it is usual practice for a consultant to provide a quotation of work for the purposes of the next grant application. Clerk is to contact Troy for their quote for the next grant application. **Action Clerk to contact Troy Planning.**  | PMacDClerk |
| 202/21 | **Date of next meeting 7 June 2021 via Zoom.**  |  |

*Meeting closed 21:14hrs*