

MINUTES OF FUNTINGTON PARISH COUNCIL NEIGHBOURHOOD PLAN(Virtual) MEETING 23 February 2021

PRESENT: Sheena King (SK)Chair
Pat Young (PY)
Kate Du Port (KDP)

Jane Mottershead (JM)
Jean Simmonds (JM)
Richard Littler (RL)

AGENDA ITEM	NOTES/COMMENTS	ACTION
1. Apologies		<ul style="list-style-type: none"> • None
2. Absent - no apology	Suzanne Courtney-Bulbeck (SC)	
3. Neighbourhood Plan Background Information	<p>Presentation by JM: Outlining the process and how we can operate this process.</p> <ul style="list-style-type: none"> • What is the process: <ul style="list-style-type: none"> ○ Starting the NP process is a Parish Council decision. It has been agreed by the Council (and will be formally minuted at the next meeting), that the NP process can now start. ○ FPC needs to formally apply to both CDC and SDNP. Each of the 4 villages has areas within both CDC and SDNP, CDC does though have a larger overall geographical area. This application process takes 4-6 weeks. ○ Governing body will be delegated to either SDNP or CDC, this will be decided between them. No matter which body is the lead, both will be copied in on all correspondence and involved in the whole process. ○ Only once the application has been submitted can we apply for a grant. ○ 2 grant options: <ul style="list-style-type: none"> ➤ £9,000 ➤ 18,000 if land is allocated for housing. ○ Funding is allocated in April and must be spent by December. It can only be reapplied for the following April. • Housing need: <ul style="list-style-type: none"> ○ Although Funtington does not have a housing need, there are areas of land that can be developed, these sites need to be identified. This would involve asking the planner to do a scoping exercise. ○ NP must be kept positive and is not a wish list, it must promote housing development where it is appropriate in order to have influence over development. ○ SDNP/CDC may have conflicting views over the settlement boundaries. 	<ul style="list-style-type: none"> • Send out names of Planning Consultants to all members of the Parish Council

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	<ul style="list-style-type: none"> ○ The NP must be In line with the National Planning Policy Framework and SDNP’s adopted policies. Both SDNP and CDC will be consulted at every key stage. The consultation process continues throughout the NP process. ○ The National Planning Policy Framework does not apply to areas within the SDNP. ● Parishioner involvement <ul style="list-style-type: none"> ○ Discussion over the concerns over how we are going to get and maintain parishioner involvement/how to encourage people to give up their time. ○ This must be approached in a manageable way, using the NP topics set out below as ‘bite size’ components. ○ Small teams of volunteers, with a designated leader to contribute a small part of the large document. ○ It is proposed that a newsletter is sent out, detailing the NP process and asking for interest. ○ The recruitment PR is critical. The newsletter must detail; expectations, time commitment, topics etc. whilst explaining that this is an organic process, which will evolve with time and work put in. ○ Discussion over the required attributes of contributors, and the assistance that will be given to help volunteers understand the process. ● NP Topics <ul style="list-style-type: none"> ○ Set the scene ○ History ○ Biodiversity and importance of specific areas ○ Identifying vistas and views ○ Set out the views of the parishioners ○ Conservation areas ○ Future growth ○ Housing need ○ employment need ○ Identified housing sites ○ Parish statistics ○ Conclusion including the policy list ● Planning Consultants <ul style="list-style-type: none"> ○ Companies with specialist knowledge who help PCs to write NPs. 	<ul style="list-style-type: none"> ● Draft copy for newsletter / Village Mag / Notice Boards

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	<ul style="list-style-type: none"> ➤ First step is to choose a Consultant, who FPC may/may not ask to give a presentation to all those interested - which JM says the PC will be required to pay for. ➤ Concern over the cost involved in the 'pitching' process. The majority of Councillors would like the Consultants to pitch to the Council before a decision is made. JM stated that this is not an option and that a decision was to be made on research alone. ○ It was agreed that JM would circulate the names of the Planning Consultants she has spoken to so far to allow all Councillors to do their own research ○ The consultants will provide a template and will electronically compile the document. ○ The Planning Consultants would attempt to carry out the works to completion within 12 months. ○ Consultants will: <ul style="list-style-type: none"> ➤ not write the NP, but they do write the policies and assist with the writing and construction of the whole document using templates and timelines; and ➤ advise on the specialist companies required for the NP (ecologists, civil engineers etc.) which will assist the budgeting of the NP. 	<ul style="list-style-type: none"> • JM to circulate Consultant details
<p>4. Neighbourhood Plan Next Steps</p>	<p>Outlining the process and how we can operate this process.</p> <ul style="list-style-type: none"> • JM to prepare the forms for submission after the next Full Council meeting. • JM to circulate names of Planning Consultants • NP to be on agenda for Full Council Meeting (03 March 2021) • Contact neighbouring parishes. • Confirm a follow up NP meeting, with the intention of moving the NP forward and discussing the wording needed for the recruitment of volunteers. 	<ul style="list-style-type: none"> • Prepare submission forms. • Put on Agenda for next Full Council Meeting.
<p>5. Date of next meeting</p>	<ul style="list-style-type: none"> • TBC 	
<p>Meeting Closed</p>	<p>Meeting closed at 7:15 pm</p>	<p>None</p>

Signed..... Chairman

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