

MINUTES OF FUNTINGTON PARISH COUNCIL NEIGHBOURHOOD PLAN(Virtual) MEETING 24 March 2021

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

Jane Mottershead (JM)
Jean Simmonds (JM)

AGENDA ITEM	NOTES/COMMENTS	ACTION
1. Apologies for absence	Suzanne Courtney-Bulbeck (SC), Richard Littler (RL)	<ul style="list-style-type: none"> • None
2. Minutes of previous meeting – 23rd February 2021	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> • None
3. Current Status	<ul style="list-style-type: none"> • Application has now been sent to SDNP and CDC. SDNP helped with the preparation especially regarding the maps detailing the boundary. • Once the plan is accepted this will form the area being addressed by the NP, this has been proposed as the whole Parish. • It is expected to hear back within 6-8 weeks. 	<ul style="list-style-type: none"> • None
4. Public Consultation	<ul style="list-style-type: none"> • A series of articles to be written for publication in the Village Magazine: <ol style="list-style-type: none"> 1. Initial advertising of the NP (April edition) 2. Advertising first public consultation (May edition) • Poster has now been finalized and is to be displayed on all noticeboards. • Website to be updated with all necessary information, it was asked that website traffic be analysed to monitor the number of people visiting the relevant pages on the website. The Clerk confirmed that Google Analytic is available through the website provider and she would obtain reports. • Flyers – see 5 below. • JM stated that it is essential that all consultation be logged. Clerk confirmed she would compile a spreadsheet and asked that all Councillors forward on any dates and details of consultation carried out. 	<ul style="list-style-type: none"> • Display Posters • Update Website • Log all acts of consultation
5. Flyers	<ul style="list-style-type: none"> • Draft double sided A5 flier previously circulated. One change to the wording was received from JM. • Discussion on distribution options: <ul style="list-style-type: none"> ○ Dor-2-Dor – Previously used by the Parish Council. ○ Village Magazine – Proposed to print fliers and get a team of volunteers to add them to the magazine. • The importance of ensuring every resident was consulted was reiterated and it was therefore agreed to use Dor-2-Dor to distribute the flyer and that the Clerk’s email address be the contact. 	<ul style="list-style-type: none"> • Chase quote from Dor-2-Dor • Finalise Draft

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	<ul style="list-style-type: none"> • Discussion on layout and design, SK to amend. • A question was asked about funding before the grant is received (this can only be applied for once the Neighbourhood Plan area has been accepted). It was agreed that the leaflets will be funded by FPC reserves. 	
<p>6. Summary of communication with other Parish Councils</p>	<ul style="list-style-type: none"> • Discussion regarding choosing a planning consultant. It was asked whether this is a decision to be made by the Parish Council or by the steering group once formed. • It was stated that the planning consultant can assist the steering group by guiding them through the NP process. It was therefore agreed that the Parish Council would choose the Consultant. • Summary of conversations Councillors had had with various Parish Councils to obtain feedback on the Neighbourhood Planning process and the consultants used: <ul style="list-style-type: none"> ○ JS – Chidham & Hambrook and Tangmere ○ JM – Boxgrove, Dunham and Medstead & Fourmarks ○ SK – Westbourne and Southbourne ○ KDP – Wisborough Green and Lavant • It was unanimously agreed to use Oneill Homer, who can be invited to speak at the public meeting, at which point they will be starting as paid consultants. 	<ul style="list-style-type: none"> • Contact Oneill Homer to award contract
<p>7. Neighbourhood Plan next steps</p>	<ul style="list-style-type: none"> • Next step of public consultation: Discussion as to whether to wait and hold an ‘in person’ meeting or whether to organize a Zoom meeting sooner. • It was agreed that holding it by Zoom may actually make it more accessible to all at this stage. • It was agreed that a public meeting to be held by Zoom in May, inviting the planning consultant to give a presentation. Dates proposed for 19th/20th May depending on availability of planning Consultant – to be confirmed. • It was proposed to also ask Chris Patterson of SDNP to present at the public consultation. This was agreed. • Article to be included in village magazine, parish magazine, website noticeboard and flyers to advertise the public consultation. 	<ul style="list-style-type: none"> • Confirm date of public consultation • Ask Oniell Homer and Chris Patterson to attend • Advertise
<p>Meeting Closed</p>	<p>Meeting closed at 7:11 pm</p>	<p>None</p>

Signed..... Chairman

All reports are available in full on the website: <https://www.funtingtonpc.org>