

**MINUTES OF MEETING HELD AT 19.00 ON 15 OCTOBER 2015 AT THE WHITE HOUSE TO DISCUSS BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP)**

Present

Colin Brooks (CB), Nicholas Branch (NB), Boyd McCleary (BMcC), Debbie Rhodes (DR), David Hawes (DH)

Apologies

None

<b>No</b>	<b>Points Noted/Agreed</b>	<b>Action With</b>	<b>Timeline</b>
1.	Minutes of the meeting on 19 September approved. To be circulated to all members of the Interim Steering Group,	BMcC	By 22/10/15
2.	We noted that the PC had received confirmation from the EHDC that formal consultation on the Area Designation Application had been initiated.		
3.	We noted that there had been extensive coverage through "The Villager" and on the PC website about the public meeting on 27 <sup>th</sup> October.		
4.	We noted that the PC Clerk had opened a ledger to cover items of expenditure incurred in connection with the BPNP and agreed on the importance of ensuring that all expenditure was properly approved and accounted for, with two signatures confirming expenditure.	All	
5.	We agreed that BMcC should ask Toby Stevens to arrange a teach-in for members of the Steering Group, once formally established, on the use of Dropbox and of the dedicated email feedback address	BMcC	By 22/10/15
6.	We agreed that there was no need at this stage for a meeting between the Chairman of the PC, members of the Interim Steering Group and Vicki Potts (EHDC) on the issues surrounding SHLAA sites and the implications of the Chancellor of the Exchequer's recent policy statement on the relaxation of development rules for villages. This should be postponed until after the public meeting and the establishment of the formal Steering Group		
7.	DR reported that the number of people on the Housing List was as follows: 6 with a local connection to Bentworth and 210 who would like to live in Bentworth, but had no local connection.		
8.	We noted that arrangements had been made/were in hand to have the necessary materials available for the public meeting on 27 <sup>th</sup> October: maps, flip-charts,		

	Post-it notes, clip-boards and sign-up sheets. We agreed that there was no need at this stage to have definitions of technical terms or photographic examples of recent small village housing developments.		
9.	<p>We agreed that the order of play for the public meeting on 27<sup>th</sup> October should be as follows:</p> <p>18:30 Members of the Interim Steering Group to arrive and help with set-up. All members of the PC also encouraged to be there.</p> <p>19:00 Doors open to the public. Clerk to the PC to be at the entrance to ensure names, post-codes and (if people want to provide it) email addresses of all attending are recorded.</p> <p>19:30 Meeting Starts:</p> <ul style="list-style-type: none"> <li>• Opening statement by DH (5 min)</li> <li>• Simon Jenkins, EHDC (15-20 mins)</li> <li>• BMcC for Interim Steering Group (5 mins) to include request for volunteers for Steering Group</li> <li>• Q and A (5-10 mins)</li> <li>• Break-out sessions (say 60 mins) with members of the PC and of the Interim Steering Group as facilitators as necessary</li> <li>• Wrap-up/thanks by DH, including next steps in communication (2 mins)</li> </ul>		
10.	We agreed that 150 copies of DH's statement and 30 copies of the final few pages of the Village Plan should be made available to attendees at the public meeting. Sign-in sheets (name and post-code and email address) should also be prepared.	DR	By 27/10/15
11.	We agreed that BMcC would circulate draft speaking notes for his statement to the public meeting.	BMcC	By 24/10/15
12.	We agreed that members of the Interim Steering Group would make photographs of the Post-it notes and would make verbatim records of these notes.	All	By 4/11/15
13.	Next meeting of the Interim Steering Group to be held on 19/11/15 at 19.00 in the White House.	All	

BMcC

19/11/15