

MINUTES OF MEETING HELD AT 19.00 ON 29 JULY AT THE WHITE HOUSE TO DISCUSS BENTWORTH PARISH NEIGHBOURHOOD PLAN

Present

Colin Brooks (CB), Nicholas Branch (NB), Boyd McCleary (BMcC), Jenny Lewis (JL)

Apologies

David Hawes (DH)

No	Point Agreed	Action With	Timeline
1.	Minutes of the meeting on 22 July approved. To be circulated to all members of the Interim Steering Group.	BMcC	By 20/8/15
2.	Jenny Lewis not to be a member of the Interim Steering Group, but she and/or David Hawes to attend as many meetings of the group as possible. Debbie Rhodes to be co-opted onto the Interim Steering Group. (NB Decision on the final composition of the Steering Group to be determined by the Parish Council).	CB to invite Debbie Rhodes to join	By 20/8/15
3.	DH to finalise the Area Designation Application and forward it to the EHDC, taking account of the advice provided by Vicky Potts on the points noted at 3, 4 and 7 of the meeting on 17 July.	DH	By 20/8/15
4.	First public meeting on Bentworth Parish Neighbourhood Plan (BPNP) to be held on 13 th October. Simon Jenkins (EHDC) to attend and make a presentation. NB to finalise flyer about this meeting and arrange for copies to be printed on orange paper and circulated with the "Villager". (Flyer has to be ready at latest by 24 August, and ideally one week earlier.)	NB	By 20/8/15
5.	NB to book the Millennium Hall for the first public meeting on 13 October	NB	By 20/8/15
6.	Following provisional views on points arising from briefing by Simon Perkins on Ropley's experience so far: <ul style="list-style-type: none"> • We should not set up geographical groups, but should make every effort to ensure engagement with outlying areas • Meetings of the Steering Group should not be open to the public • We should encourage additional volunteers for the Steering Group should be, ideally to add further skills such as IT 	All	By 29/7/15

	<ul style="list-style-type: none"> Steering Group meetings might perhaps be held fortnightly in the first instance We should set up an email address for comments/questions from parishioners; this should be moderated to filter out eg abuse/inappropriate input We should open a Dropbox account to hold all documentation relevant to the preparation of the Neighbourhood Plan; this would be accessible to all members of the Steering Group and others as appropriate We should not, at this stage at least, open a dedicated Facebook page It was a good idea to use Survey Monkey to collate responses to the Questionnaire, but this could be set up at a later stage We should ask those commenting through email and returning the Questionnaire to use their post code to identify their location, while allowing anonymity to those who wished it 		
7.	DH to put the issue of the planning consultant onto the agenda for the 1 September Parish Council meeting.	DH	By 20/8/15
8.	JL to ask Parish Council to consider offering refreshments at the 13 October public meeting	JL	By 20/8/15
9.	BMcC to speak to Toby Stevens on his return from holiday about the setting up of a dedicated email account and on the use of the Parish Council website for communication about the BNP.	BMcC	By 20/8/15
10.	NB to seek guidance from Simon Jenkins (EHDC) about whether/how to elicit more SHLAA applications for the parish.	NB	By 20/8/15
11.	BMcC to find out what mapping material on the parish might be available from Ordnance Survey, for use eg at the public meeting	BMcC	By 20/8/15
12.	NB to ask EHDC for clear maps showing the Settlement Policy Boundary and the Conservation Area Boundary.	NB	By 20/8/15
13.	BMcC to re-circulate draft Neighbourhood Plan Charter for further discussion at next meeting of the Interim Steering Group.	BMcC	
14.	Next meeting of the Interim Steering Group to be held on 20/8/15 at 19.00 in the White House.		

Boyd McCleary

29/7/15