

FINAL

**MINUTES OF 1<sup>st</sup> MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.00 ON 13 JANUARY 2016 AT THE WHITE HOUSE**

Present

Colin Brooks (CB), Nicholas Branch (NB), Boyd McCleary (BMcC), Debbie Rhodes (DR), Veronica Parker (VP), Jenny French (JF), Dave Hutley (DHu), Jean Cornelius (JC)

Apologies

David Hawes (DHa)

<b>No</b>	<b>Points Noted/Agreed</b>	<b>Action With</b>	<b>Timeline</b>
1.	Minutes of the meeting of the Interim Steering Group on 19.11.15 approved by the members of that group. To be circulated to all members of the Interim Steering Group.	BMcC	By 16/1/16
2.	BMcC briefed the Committee on what had happened since the Parish Council's decision on 7/7/15 that Bentworth should have a Neighbourhood Plan and on next steps. We agreed that minutes of all Interim Steering Group meetings and other background papers be sent to all members of the Steering Committee.	BMcC	By 25/1/16
3.	We agreed that CB would act as "archivist" for the Committee and that DHu would act as IT expert. DHu would set up a Dropbox, into which all material related to the Committee's work would be stored as PDFs. This should include minutes of all Interim Steering Group meetings, all speeches, list of participants, photos and the flip chart verbatims from the public meeting on 27/10/15 and the information provided by DR on relevant guidance from the EHDC, including Basic Conditions and Main Policies. CB and DHu would work together on this, setting up suitable rules and appropriate folders. All members of the Committee, plus observers and advisers, plus the Clerk to the Parish Council would have access.	CB, DHu	By 4/2/16
4.	We agreed that there should be a dedicated section on the Neighbourhood Plan on the Parish Council website. DHu should contact Toby Stevens to set this up and should ensure that all material from the 27/10/15 Public Meeting was posted there. (PS: this material is already on the website.)	DHu	By 4/2/16
5.	We agreed that DHu would work with Toby Stevens on the dedicated email feedback address for correspondence from parishioners on the Neighbourhood Plan. All such correspondence should receive at least an acknowledgement from the Committee and should be stored on Dropbox for permanent record.	DHu	By 4/2/16
6.	We agreed on the wording of the draft Charter, which had been circulated in advance, subject to the addition of the names of those serving on the Steering Committee and to spelling out that the consultants to be appointed were specialists in advising on Neighbourhood Plans.	BMcC to circulate revised text for approval	By 4/2/16

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7.	We agreed that it was critically important to make early appointment of specialist consultants to assist with the preparation of the BPNP. BMcC should contact the Parish Council to ask them to confirm ASAP that the money to pay for the consultants was available and for permission to proceed. He should also contact members of the Steering Committees from Bentley, Ropley and Four Marks/Medstead for advice on the consultants they had used.	BMcC	By 4/2/16
8.	We agreed that we should invite all three specialists consultants recommended by EHDC to pitch. We agreed that DR would prepare a draft brief.	DR	By 31/1/16
9.	We agreed that all members of the Committee should look at the Bentley Neighbourhood Plan, which was seen as a good model to follow. (A copy is on Bentley Parish Council website: <a href="http://www.bentleyparishcouncil.co.uk">http://www.bentleyparishcouncil.co.uk</a> )	All	By 4/2/16
10.	We noted that the key deliverable in our Neighbourhood Plan had to be “policies”. We agreed that other issues of interest to parishioners should be covered in a separate exercise (in part as follow-up to the 2008 Parish Plan), which might be frames as a list of action points for the Parish Council.		
11.	We agreed that parishioners should be alerted to the existence of the Housing List and of the advisability of those wishing to be considered for local housing to add their names. We agreed that DR would consult EHDC on how this might best be done.	DR	By 4/2/16
12.	We agreed that we should use “The Villager” to update parishioners regularly on progress on the Neighbourhood Plan and that a notice should go into the February issue, covering: the 27/10/15 Public Meeting, the setting up and composition of the Steering Committee, and the fact that EHDC intended to invite proposals for further SHLAA sites in early 2016.	BMcC	By 15/2/16
13.	We agreed that it was appropriate for the Parish Council to respond to any interest from developers, who should be directed to EHDC.	BMcC to speak to DH	By 31/1/16
14.	Next meeting of the Steering Committee to be held on 4/2/16 at 20.00 in the White House.	All	

BMcC

4/2/16