

MINUTES OF 4th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 20.00 ON 17 MARCH 2016 AT THE WHITE HOUSE

Present

Colin Brooks (CB), Boyd McCleary (BMcC), Debbie Rhodes (DR), Dave Hutley (DHu), Peter Egerton-Warburton (PEW), Alasdair Pepper (AP), Nicholas Branch (NB), David Hawes (DHa)

Apologies

Veronica Parker (VP)

No	Points Noted/Agreed	Action With	Timeline
1.	Minutes of the meeting of the Steering Committee on 24.2.16 approved. To be circulated to all members and observers, put into Dropbox and eventually posted on the Neighbourhood Plan section of the Parish Council website (but see item 3 below re communication).	BMcC DHu	By 20/3/16 Timing/procedure to be discussed at next meeting
2.	Membership of the Committee: DHa reported that the Parish Council, at its meeting on 1 March, had approved Alasdair Pepper (AP) to replace Jenny French on the Steering Committee. BMcC welcomed AP to the Committee.		
3.	Communication: We agreed that: <ul style="list-style-type: none"> All members of the Committee, plus observers and advisers, would advise DHu of any problems they had with Dropbox DHu would invite AP to join the Dropbox group Once Dropbox was up and running CB and DHu would set up suitable rules and appropriate folders for the use of Dropbox. One of the folders should be for all correspondence on the neighbourhoodplan@bentworthparishcouncil.org account. All items placed in "The Villager" about the Neighbourhood Plan should be put on the Parish Council website. We should aim to produce soon another update for parishioners for inclusion in "The Villager". Only articles approved by the Steering Committee could be placed in "The Villager" or on the Parish Council website. 	All DHu CB and DHu	
4.	Charter: DHa advised that the Parish Council had, at its meeting on 1 March, approved the Charter, subject to clarification that the parish included Burkham and only part of Thedden. We agreed that BMcC would produce a revised version of the Charter, with these amendments, which should be signed by DHa and the Clerk to the Parish Council.	BMcC	By 6/4/16
5.	Neighbourhood Plan: We reviewed the Neighbourhood		

	<p>Plan for Bentley, as amended by the Examiner, and also the Examiner's Report. We agreed:</p> <ul style="list-style-type: none"> • That these documents helped us to understand the proper scope required for our own Neighbourhood Plan. • That we should further review the Bentley Plan to identify information we needed to prepare our Plan • To look at the questions used by Bentley for their Questionnaire and agreed that DHu would signpost us to the appropriate link. • That we should not issue our Questionnaire until after we had consultants in place. • That our first Questionnaire should cover issues of principle and not canvass views about specific development sites. • That we should invite the representative from Bentley to one of next two meetings. 	<p>AP</p> <p>DHu</p> <p>BMcC</p>	<p>By 1/4/16</p> <p>By 1/4/16</p> <p>By 20/3/16</p>
6.	<p>Application for Funding for Consultants: We noted that NB was working closely with the Clerk to the Parish Council on the application for funding and that this application should apply for the first tranche of funds for the three months beginning 1 July 2016. We agreed that DHa should ask the Clerk to the Parish Council should make a copy of the application available to all Steering Committee members.</p>	<p>NB</p> <p>DHa</p>	
7.	<p>Appointing Consultants: We agreed that DR should circulate the draft brief for Consultants for consideration at our next meeting.</p>	<p>DR</p>	<p>By 1/4/16</p>
8.	<p>Status of Steering Committee and Insurance: We recalled the importance of the Committee being properly empowered by the Parish Council to make decisions and also of the Committee being covered by the Parish Council's liability insurance. We agreed that DHa would pursue this further with the Clerk to the Parish Council and, if necessary, with the insurer. We also agreed that DHa would provide AP with a copy of the current insurance document.</p>	<p>DHa</p> <p>DHa</p>	<p>By 1/4/16</p> <p>By 20/3/16</p>
9.	<p>Five Year Housing Supply: We noted that the issue of whether the EHDC had a five year housing supply could have a material impact on development plans for Bentworth and agreed that we should invite a representative of EHDC to attend one of our forthcoming meetings to provide further clarification on this point.</p>	<p>NB</p>	<p>By 1/4/16</p>
10.	<p>Contacts List: BMcC noted that he had re-circulated the contacts list for the Committee and would now amend it to include AP's details.</p>	<p>BMcC</p>	<p>By 20/3/16</p>
11.	<p>Next two meetings of the Steering Committee to be held on 6/4/16 and 27/4/16 at 8.00pm in the White House.</p>		

BMcC

7/4/16