



MINUTES OF 9th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.30 ON 11 JULY 2016 AT THE WHITE HOUSE

Present

Boyd McCleary (BMcC), Dave Hutley (DHu), Alasdair Pepper (AP), Veronica Parker (VP), Debbie Rhodes (DR), Nicholas Branch (NB), Colin Brooks (CB)

Apologies

David Hawes (DHa)

No	Points Noted/Agreed	Action With	Timeline
1.	Minutes of the meeting of the Steering Committee on 20.6.16 approved. To be circulated to all members and observers, and put into Dropbox.	BMcC DHu	15/7/16 15/8/16
2.	Communication: <ul style="list-style-type: none"> We noted that DHu had been in touch with Toby Stevens about how Neighbourhood Plan information might be better presented on the website; Toby was currently on leave. We confirmed that we should put another update on the work of the Steering Committee in "The Villager" for inclusion in the August issue. We agreed that DHu would circulate the letterhead/logo for the Benworth Neighbourhood Plan, which we adopted on 20 June 	DHu BMcC DHu	11/7/16 20/7/16 15/8/16
3.	Charter: We welcomed the fact that the Charter had been scanned and that the Clerk had been asked to put it on the Neighbourhood Plan section of the Parish Council website.		
4.	Appointing Consultants: BMcC reported that the Selection Committee (BMcC, NB and DR) had interviewed the three consultants on 6 July. The Committee had agreed unanimously that Planet were the best suited to support us in the preparation of the Neighbourhood Plan and recommended that they be appointed accordingly. We agreed that Planet be appointed and asked BMcC to take this forward, notifying the three consultants of the outcome and agreeing next steps with Planet, including the	BMcC	25/7/16

	<p>signing of a contract.</p> <p>We agreed to invite Planet to a first meeting with the Steering Committee at 18.00 on 17 August (or 7 September). In advance of this we should send them copies of the Post-it notes gathered on the occasion of the Public Meeting on 27 October 2015. We should also ask that the Planning Consultant from Navigus (who support Planet on planning issues) attend this meeting, if possible.</p>	BMcC	25/7/16
5.	<p>Insurance: BMcC reported that he had passed the brokers' invoice for £164.25 to the Chairman of the Parish Council for approval by the Parish Council and payment. VP noted that the Parish Council had approved the payment at their meeting on 5 July. She would chase the Clerk to ensure that the cheque had issued.</p>	VP	13/7/16
6.	<p>Status of Steering Group: We agreed that we should check the Planning Practice Guidance from Department of Communities and Local Government on the issue of the status of the Steering Committee in relation to the Parish Council.</p>	DR	15/8/16
7.	<p>Neighbourhood Plan Factual Information: AP reported that he and DR had met to review the factual information required for the Neighbourhood Plan. Their conclusions had been</p> <p>(a) The draft Westbourne Neighbourhood Plan looked to be beyond what we need in terms of complexity and matters covered. It was for a significantly bigger parish than Bentworth (population of about 2,390) with a number of shops and businesses and, for example, it said that the parish has a strong feeling of a need for a car park. It was also questionable whether some of the policies and content of the draft report would get through the process.</p> <p>(b) It appeared that much of the required information for the Bentworth NP could be obtained from the EHDC Local Plan and the 2011 Census for Bentworth which were on the Hampshire County Council website: http://www.easthants.gov.uk/planning-policy/local-plan and www3.hants.gov.uk/2011_census_table_ks401ew.xls.</p> <p>(c) Any additional required information might be obtained from other sources or could be obtained via the questionnaire of the parish that we intended to carry out;</p> <p>(d) It would be best not to conduct a separate Housing Needs Survey, but rather to include suitable questions on housing needs in our own questionnaire;</p> <p>e) We did need to establish what further facts we needed. It would be best to seek further advice on this from the consultants.</p>		

	We agreed that it now made sense to await our first meeting with the consultants.		
8.	Neighbourhood Plan Issues: We agreed that, at our next meeting, in advance of our first meeting with consultants, we should have a preliminary discussion of the issues that might form elements in the Neighbourhood Plan. It would be helpful for all members to circulate their thoughts by email.	All	15/8/16
9.	SHLAA Sites: NB reported that he had asked EHDC about progress concerning the approval of SHLAA sites. He had not yet received a response.		
10.	Maps/photos: DHu presented a large-scale aerial photograph of the parish, which could be purchased by the Steering Committee for use by the Group and at future public meetings. The cost would be £25. We agreed that this would be useful and invited DHu to proceed with the present an invoice. We agreed that it would be worth asking EHDC for a map of the parish, with the Settlement Policy Boundary.	DHu NB	15/8/16 15/8/16
11.	Budget for Steering Committee: We agreed that we should adopt an indicative budget for the work of the Steering Committee. NB agreed to prepare a first draft.	NB	15/8/16
12.	Next meeting of the Steering Committee: <ul style="list-style-type: none"> 6:30pm on Monday 15/8/16 at the White House 	All	

BMcC

18/8/16