



MINUTES OF 14th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.30 ON 7 NOVEMBER 2016 AT THE BRANCHES' HOUSE

Present

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

Apologies

David Hawes (DHa), Veronica Parker (VP)

| No | Points Noted/Agreed | Action With | Timeline |
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| 1. | <p>Minutes of the meeting of the Steering Committee on 12.10.16 amended and approved. To be circulated to all members and observers.</p> <p>BMcC noted he had arranged with DHa for Toby Stevens to put all outstanding minutes of Steering Committee meetings on the Parish Council website. He would ask Toby to post the minutes of the meeting on 12.10.16.</p> | <p>BMcC</p> <p>BMcC</p> | <p>12/11/16</p> <p>12/11/16</p> |
| 2. | <p>Consultants' Invoices: BMcC noted that first invoice presented by the consultants, Planet, had been duly passed to the Parish Council. The Parish Council had approved this at their meeting on 1.11.16 and the Clerk would be sending a cheque to Planet.</p> <p>BMcC note that Planet had now presented their second invoice, for the month of October. This was for £66.00 seemed reasonable. The Committee approved the invoice and agreed that it should be passed to the Parish Council for endorsement and payment.</p> | <p>BMcC</p> | <p>20/11/16</p> |
| 3. | <p>Neighbourhood Plan Questionnaire:</p> <ul style="list-style-type: none"> • BMcC thanked VP and DHu for the work they had done to finalise the questionnaire, in both hard copy and on Survey Monkey. The Committee endorsed these thanks. • We noted that we had been able to stick to the timetable agreed at the last meeting and that all parishioners had received copies of the questionnaire with their November of "The Villager". A suitable piece, with a copy of the questionnaire and a link to Survey Monkey had also gone onto the Parish Council website. | | |

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| | <ul style="list-style-type: none"> • BMcC recorded (as he had already advised members by email) that the consultants' advice was that the questionnaire should be completed anonymously. So we had asked only for post codes and not names and addresses. • We noted that some 100 questionnaires had been completed already and agreed that every effort must be made between 7 and 15 November to secure as high as possible a return by a personal visit to each household. BMcC would prepare a short leaflet for use by those doing the chasing. NB agreed to co-ordinate this exercise, including volunteers from the community. • BMcC noted that he had been in touch with Jean Cornelius about input from St Mary's School Bentworth. We should consider at the next meeting how to involve St Mary's Church. • We agreed that members of the Committee should all help with inputting data from the hard copies of the questionnaires onto Survey Monkey. NB to coordinate. • We agreed that BMcC should be given authority to extend the 15 November deadline for return of the questionnaire, if this was thought necessary. | <p>BMcC NB</p> <p>All</p> <p>NB</p> <p>BMcC</p> | <p>9/11/16 11/11/16</p> <p>23/11/16</p> <p>11/11/16</p> <p>13/11/16</p> |
| 4. | <p>Expenses Incurred by members of the Committee: We noted that DHu had submitted receipts for £260.94 for printing and envelopes related to the questionnaire. These had been endorsed by BMcC and passed to the Parish Council, who had endorsed and paid these at their meeting on 1.11.16.</p> <p>BMcC said that he had also incurred expenses of £187.50 for stamps for the questionnaires. The Committee approved this expenditure and agreed that the receipt should be passed to the Parish Council for payment.</p> | <p>BMcC</p> | <p>21/11/16</p> |
| 5. | <p>Communications: We noted that an update on the Neighbourhood Plan, co-signed by DHa and BMcC, had appeared in the November issue of "The Villager". This had explained the purpose of the questionnaire and encouraged parishioners to attend the Public Meeting on 15.12.16.</p> <p>BMcC reported that he had attended the Parish Council meeting on 1.11.16 and briefed the Parish Council on progress.</p> <p>We agreed to put a notice in "The Villager" about the Public Meeting on 15.12.16 and to advertise this also through John Stockdale's email circulation list.</p> | <p>BMcC</p> | <p>23/11/16</p> |
| 6. | <p>SHLAA Sites: CB reported that he had received input from Committee members on the EHDC Assessment of prospective sites. He had prepared a consolidated set of comments and passed this to NB, who would send this to EHDC.</p> | <p>NB</p> | <p>23/11/16</p> |

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| | We had previously agreed that BMcC should write to Planet asking them for the advice of their town and country planning expert on the implications of the EHDC Assessment. AP and CB to prepare a draft for consideration. | AP/CB | 10/11/16 |
| 7. | Budget for Steering Committee: NB reported that he had, been in touch with Planet about their costs. This had enabled him to prepare a draft budget. He was confident that we would be able to remain within the £2,800 provided in the first tranche of grant from the Department of Communities and Local Government. He would share this draft budget with the Committee. | NB | 22/11/16 |
| 8. | <p>Public Meeting:</p> <ul style="list-style-type: none"> • BMcC confirmed that he had booked the Jubilee Hall for the Public Meeting on 15.12.16. We agreed that the meeting should begin at 7:30pm, with doors open at 7:00pm • We agreed that all members of the Committee who could should be there to help with the set-up from 6:00pm. 100 chairs should be laid out in cinema fashion. • We agreed to provide drinks (1 case of red wine and 1 case of white wine, plus soft drinks); glasses also to be ordered from supplier • We agreed to provide mince pies • We agreed to put up maps/plans showing the Settlement Policy Boundary and the prospective SHLAA sites (this would need to be co-ordinated with EHDC) • We agreed that EHDC should attend the meeting; NB to confirm with Simon Jenkins • We agreed that we should prepare a slide-show on the results of the questionnaire. This would require a projector • We agreed that we would need flip-charts and A3 pads for the evening • We agreed to discuss the running order for the evening at our next meeting. This should include an introduction by DHa and a briefing by EHDC on their responsibilities and on the prospective SHLAA sites. • We agreed that Planet should probably be invited to attend the Public Meeting and the next meeting of the Steering Committee, but that we should not ask them to prepare a report at this stage. BMcC to sound them out. | <p>All</p> <p>BMcC</p> <p>DHu</p> <p>NB</p> <p>DHu</p> <p>CB</p> <p>All</p> <p>BMcC</p> | <p>15/12/16</p> <p>13/12/16</p> <p>13/12/16</p> <p>15/11/16</p> <p>13/12/16</p> <p>23/11/16</p> <p>23/11/16</p> <p>15/11/16</p> |
| 9. | <p>Questions to Consultants: We agreed to put a number of questions to Planet about the repercussions of the choice of sites for future development.</p> <p>We also agreed to ask about the implications for affordable housing in the event that homes are built on more than one site. DR to prepare draft.</p> | <p>BMcC with AP</p> <p>DR</p> | <p>18/11/16</p> <p>16/11/16</p> |
| 10. | Sewage from Glebe Close: BMcC reported that a parishioner had contacted him about the problems with | | |

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| | sewage from Glebe Close. We agreed that BMcC should circulate this correspondence. He should also respond to the parishioner, thanking him, but noting that this was not really the Committee's business. | BMcC | 16/11/16 |
| 11. | Visit to Ropley: It was suggested that the Committee might pay a visit to a site in Ropley, to see what sort of development might take place in Bentworth. This was agreed and DHu volunteered to arrange the visit before the Public Meeting. | DHu | 23/11/16 |
| 12. | Data Protection Act: AP advised that his reading of the Act was that it did not apply to us, so there was no need to register. But we should nevertheless adhere to the basic principles of protecting personal data. We agreed that AP should make a copy of these principles available. | AP | 16/11/16 |
| 13. | Next Meeting: We agreed that the next meeting of the Committee should be held at 7:30pm on Wednesday 23.11.16 at DR's home, Hayleydean House. | All | |

BMcC 26/11/16