



**MINUTES OF 26th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP)
STEERING COMMITTEE, HELD AT 19.45 ON 18 OCTOBER 2017 AT VERONICA PARKER'S HOUSE**

Present: Boyd McCleary (BMcC), Debbie Rhodes (DR), Alasdair Pepper (AP), Veronica Parker (VP), Nicholas Branch (NB), David Hawes (DHa), Dave Hutley (DHu), Peter Egerton-Warburton (PEW)

Apologies: Colin Brooks (CB)

No	Points Noted/Agreed	Action with	Timeline
1.	Minutes <ul style="list-style-type: none"> We approved the minutes of the meeting of the Steering Committee on 2.10.17. To be circulated to all members and observers and placed on the Parish Council website. 	BMcC	1/11/17
2.	Website <ul style="list-style-type: none"> We noted that BMcC and DHu had agreed what material needed to be put onto the website before the Public Meeting and agreed that DHu would ensure that this material was uploaded before end October. 	DHu	31/10/17
3.	Site Selection <ul style="list-style-type: none"> We noted that BMcC had fed our comments/questions on Navigus' Sustainability Assessment back to Planet and that Navigus had now produced a revised version, taking these into account. We agreed that this should be put on the website. BMcC reported that EHDC had now ruled out site BTW006, but site BTW006A was available. They had visited all six sites and revised the Pro Forma for each. We agreed that these should be placed on the website. BMcC reported that he had received further advice from Adam Harvey (EHDC) on SHLAA sites, housing density and Biodiversity Opportunity Areas. Biodiversity Action Plans and agreed that this should be passed to Navigus, so that they could take it into account in their Sustainability Assessment. We noted that Planet had provided guidance on the steer we should be giving parishioners on the various sites and agreed to set out options to parishioners at the Public Meeting. We agreed that BMcC would produce a first draft. We agreed that parishioners should be asked at the meeting to express their preferences in writing. We agreed to consider further how we could best do this. We discussed the draft letter to landowners of all SHLAA sites and agreed that BMcC would produce a further revised draft. 	DHu DHu BMcC BMcC BMcC	31/10/17 31/10/17 28/10/17 1/11/17 31/10/17
4.	Green Spaces <ul style="list-style-type: none"> BMcC reported that he had written to all three landowners and had had a preliminary response from one. 		

5.	Budget <ul style="list-style-type: none"> NB reported that he was working with the Clerk to the Parish Council about returning the £5,774 unspent portion of the grant from the Department of Communities and Local Government and submitting a new bid. 		
6.	Insurance <ul style="list-style-type: none"> We agreed to renew the insurance policy from Came & Co required renewal at a cost of £168.00 and agreed that BMcC should pass to the Clerk to the Parish Council for payment. 	BMcC	26/10/17
7.	Sub-committees on Narrative and Policies <ul style="list-style-type: none"> We noted that the Sub-committee on Policies had met and produced a good first draft. Work was also proceeding on the detailed policy on Green Spaces. We encouraged the Subcommittee on Statistical Narrative to meet soon. 	DR/VP CB	1/11/17
8.	Public Meeting <ul style="list-style-type: none"> BMcC reported that the date for the Public Meeting had been changed to 28th November (at 6:30 for 7:00pm) because of unavailability of the hall on 24th November. EHDC and Planet had confirmed they could attend. We agreed final amendments to the flyer to go out with the November issue of "The Villager" and agreed that this should be sent to the Editor. We noted that BMcC would send a similar notice to John Stockdale's email distribution. We agreed that DHu would arrange for a banner to be printed for display on the Village Green. We agreed that DHa would obtain display boards for maps, etc. We agreed to provide wine/soft drinks. We agreed to provide mince pies. We agreed that BMcC would produce a draft agenda. 	BMcC BMcc DHu VP PEW BMcC	19/10/17 1/11/17 1/11/17 25/11/17 28/11/17 1/11/17
9.	Next Meetings <ul style="list-style-type: none"> We agreed that the next two meetings would be at 7.45pm on 1st November (Alasdair Pepper's house) and 9th November (Nicky Branch's house). 	All	

BMcC 4/11/17