



**MINUTES OF 30th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP)
STEERING COMMITTEE, HELD AT 19.45 ON 21 NOVEMBER 2017 AT MULBERRY HOUSE**

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

Apologies: Veronica Parker (VP), Debbie Rhodes (DR)

No	Points Noted/Agreed	Action	Timeline
1.	Minutes <ul style="list-style-type: none"> We approved the minutes of the meeting of the Steering Committee on 13.11.17. To be circulated to all members and observers and placed on the Parish Council website. 	BMcC	23/11/17
2.	Website <ul style="list-style-type: none"> We noted that we had now received the last couple of documents (the revised Navigus Sustainability Assessment and the map of all six sites) and agreed that they would be uploaded ASAP. We agreed to add to the Key Documents section of the website the paper on Key stages of Neighbourhood Planning. 	DHu DHu	23/11/17 25/11/17
3.	Site Selection <ul style="list-style-type: none"> We noted that BMcC had sent the paper on Expression of Preferences to all landowners of SHLAA sites. BMcC reported that he had received only one response so far, from the owner of BTW001, who had asked to speak to BMcC before the Public Meeting. We agreed that BMcC should speak to the owner of BTW001 and to any other owners who requested this. He should base his comments on the papers prepared for the Public Meeting. 	BMcC	28/11/17
4.	Sub-committees on Policies <ul style="list-style-type: none"> We agreed minor amendments to the policies on Local Green Spaces, based on advice from Planet, and agreed that these would be incorporated into the paper on Draft Vision, Objectives, Policies and Aspirations. 	DR	22/11/17
5.	Public Meeting <ul style="list-style-type: none"> We agreed, with some amendments, the remarks for BMcC and DHa. We agreed the pack of material to be made available to parishioners for the meeting. This would include: the agenda, Note on Affordable Housing, Draft Vision, Objectives, Policies and Aspirations and Paper on expression of Preferences. DHu to have 150 copies of the pack printed. We agreed that BMcC would send the same pack out, with a reminder of the meeting, through John Stockdale's circulation list. We agreed the materials to be available on display boards on the evening: A2 versions of the Vision, Objectives, Objectives, Policies and Aspirations, the Map of Six Sites and the Navigus Sustainability Assessment; A3 versions of the 6 EHDC Pro Formas and of the Note on Affordable Housing 	DHu BMcC DHu	22/11/17 23/11/17 25/11/17

	<ul style="list-style-type: none"> We agreed to have a projector available on the evening, on which we could put up the Neighbourhood Plan logo and the Map. We agreed to have a box available on the evening for those parishioners who wanted to post their Expression of Preferences. We agreed that the Clerk to the Parish Council should take a note of the meeting. We agreed that CB would act as official photographer. 	DHu BMcC DHa	28/11/17
6.	<p>Budget</p> <ul style="list-style-type: none"> BMcC reported that we had been advised by the Clerk to the Parish Council that she had returned £5,201.60 to the Department for Communities and Local Government and would be making an application for this same amount to be returned to us ASAP. We noted that we would need to ensure that this was spent in the next financing period. 		
7.	<p>Invoice</p> <ul style="list-style-type: none"> We approved the invoice for £43.00 for the banner for the Village Green and agreed that this would be passed to the Clerk to the Parish Council for payment. 	BMcC	28/11/17
8.	<p>Next Meetings</p> <ul style="list-style-type: none"> We agreed to set a date for the next meeting once we had evaluated the response to the Expression of Preferences. 	BMcC	

BMcC 22/12/17