



**MINUTES OF 31st MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.45 ON 20th DECEMBER 2017 AT DAVID HAWES' HOUSE**

Present: Boyd McCleary (BMcC), Alasdair Pepper (AP), Dave Hutley (DHu), David Hawes (DHa), Veronica Parker (VP), Debbie Rhodes (DR)

Apologies: Nicholas Branch (NB), Colin Brooks (CB)

No	Points Noted/Agreed	Action	Timeline
1.	<b>Minutes</b> <ul style="list-style-type: none"> <li>We approved the minutes of the meeting of the Steering Committee on 21.11.17. To be circulated to all members and observers and placed on the Parish Council website.</li> </ul>	BMcC	31/12/17
2.	<b>Website</b> <ul style="list-style-type: none"> <li>We noted that all the outstanding material had been uploaded onto the website in advance of the Public Meeting. Following the Public Meeting, we now needed to update the website.</li> </ul>	BMcC/DHu	15/01/18
3.	<b>Site Selection</b> <ul style="list-style-type: none"> <li>We noted that BMcC had spoken to the owner of BTW001 before the Public Meeting and had advised members of the Steering Committee of his position.</li> <li>We noted that, in the margins of and since the Public Meeting, the owner of BTW002 had been in touch with a member of the Committee and agreed that we should speak to him and to any other owners who approached us.</li> <li>We agreed that, in the light of comments from parishioners concerning the relative tightness of BTW002, we should invite the owner of this site to let us have his thoughts on car-parking, wheelie bins and sewage.</li> </ul>	BMcC	31/11/17
4.	<b>Public Meeting</b> <ul style="list-style-type: none"> <li>We welcomed the strong attendance by parishioners at the Public Meeting on 28<sup>th</sup> November. Some 120 persons had attended.</li> <li>We noted that there had been a positive response from parishioners to the material provided before and at the Public meeting.</li> <li>BMcC reported that he, with support from other members of the Committee, had prepared a draft note of the Questions raised and Answers given at the meeting. We agreed that BMcC should circulate this to all members of the Committee for approval. This should then be placed on the website, together with a copy of the remarks by BMcC and DHa.</li> </ul>	BMcC/DHu	31/11/17
5.	<b>Expressions of Preference Forms</b> <ul style="list-style-type: none"> <li>We noted that 145 Expressions of Preference forms had been issued on the evening and that a further 45 forms had been handed out subsequently to parishioners who had been unable to attend the meeting.</li> <li>We noted that 165 parishioners had returned their Expressions of Preference form by the deadline of 8<sup>th</sup> December. This was further welcome evidence of engagement by the community.</li> </ul>		



	<ul style="list-style-type: none"> <li>We agreed that the sub-committee on narrative should meet ASAP to take forward work on this part of the Neighbourhood Plan.</li> </ul>	CB	08/01/18
8.	<p><b>Green Spaces</b></p> <ul style="list-style-type: none"> <li>BMcC reported that, in the light of Henry Berens' objections, he had written to the lawyer representing Mr Berens stating our intention to withdraw a proposed policy to protect the Cricket Ground.</li> </ul>		
9.	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>BMcC reported that the Clerk to the Parish Council had advised that the money which she had returned to the Department for Communities and Local Government, and for which she was re-applying, had to be spent by July 2018.</li> <li>We noted that NB had been in touch with the Clerk about the timetable for the Neighbourhood Plan and believed that the bulk, if not all, of outstanding expenditure should fall by July 2018.</li> <li>We agreed that NB should draw up a proposed set of Milestones for the remainder of the Neighbourhood Plan period. The committee should discuss this at our next meeting.</li> </ul>	NB	08/01/18
10.	<p><b>Invoices</b></p> <ul style="list-style-type: none"> <li>We approved the invoices from Stand 4 for £31.25 for printing in connection with the Public Meeting and for £822.00 for Planet's services in November.</li> <li>We agreed that these invoices would be passed to the Clerk to the Parish Council for payment.</li> </ul>	BMcC	31/11/17
11.	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>We noted that BMcC had thanked parishioners for attending the Public Meeting through an email circulated by John Stockdale and through an article written for the January issue of "The Villager". These communications had corrected an error in respect of site BTW006a and had also invited further comments on the draft policies.</li> </ul>		
12.	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>We agreed to hold our next meeting at 7:45 on 10<sup>th</sup> January 2018 at Debbie Rhodes' House.</li> </ul>	All	

BMcC 11/01/18