

**MINUTES OF MEETING HELD AT 09.00 ON 17 JULY AT THE WHITE HOUSE  
TO DISCUSS BENTWORTH NEIGHBOURHOOD PLAN**

Present

Colin Brooks (CB)

Nicholas Branch (NB)

Boyd McCleary (BMcC)

David Hawes (DH)

No.	Point Agreed	Action With	Timeline
1.	That it was essential that a Steering Group be set up to lead the process of drawing up a Bentworth Neighbourhood Plan (BNP). Initial membership to include CB, NB and BMcC, but with others to be invited to join, not least to achieve greater diversity/inclusivity. Terms of reference should be kept simple. Meetings should be held early evenings to allow attendance by anyone working.		
2.	CB to check whether Debbie Rhodes is interested in joining the Steering Group.	CB	Before 22/7/15
3.	DH to put the setting up of the Steering Group onto the agenda for the Parish Council meeting on 1 September. He should ask Vicky Potts (EHDC) if there is a template for the Parish Council resolution which would be required to set up the Steering Group and whether there was a template for the Terms of Reference for the Steering Group.	DH	
4.	That the wording provided by Simon Jenkins (EHDC) for the BNP Area Designation Application looked broadly OK, but that we needed to check with Vicky Potts (EHDC) that para. 3 was consistent with the decision of the Parish Council on 7 July.	DH	
5.	That it was essential to ensure the broadest possible public consultation for the BNP.		
6.	That we should aim for a meeting with the village in late September, at which Simon Jenkins would explain the Neighbourhood Plan process and everyone would be given the opportunity to indicate what issues they would like to be included. That a second public meeting would then be held to discuss a draft questionnaire, which would form a very important part of the evidence base for the BNP.		
7.	That a flyer (on distinct coloured paper) about the first public meeting be inserted in "The Villager"	CB, NB, BMcC,	Before 22/7/15

	issue which would go out around 25 August. All present should consider wording for this flyer and circulate this before the next meeting. DH to ask Vicky Potts whether there is a template for the wording of such a flyer, which should include an invitation to express interest in joining the Steering Group.	DH	
8.	That we should ask at the first public meeting for volunteers to distribute the questionnaire.		
9.	That DH should contact Simon Jenkins to secure his attendance at the first public meeting.	DH	ASAP
10.	That we should set up a dedicated email address to receive comments from members of the public about the BNP. The administrator of this email account should not be a member of the Steering Group, but all members of the Steering Group should have access to incoming correspondence. At a later stage we could consider whether it made sense to have a Facebook presence.	BMcC to contact Toby Stevens	ASAP
11.	That the next meeting of the preliminary group should be held on 22/7/15 at 19.00.	CB, NB, BMcC, DH	
12.	That Simon Perkins, who was one of the lead players in the preparation of the Ropley Neighbourhood Plan be invited to the 22/7/15 meeting to explain the process/experience in Ropley.	BMcC	In good time before 22/7/15
13.	That minutes of all meetings of this preliminary group and of the Steering Group be kept.	BMcC	

Boyd McCleary

18/7/15