

MINUTES OF MEETING HELD AT 19.00 ON 10 SEPTEMBER 2015 AT THE WHITE HOUSE TO DISCUSS BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP)

Present

Colin Brooks (CB), Nicholas Branch (NB), Boyd McCleary (BMcC), Debbie Rhodes (DR), David Hawes (DH)

Apologies

None

No	Points Noted/Agreed	Action With	Timeline
1.	Minutes of the meeting on 20 August approved. To be circulated to all members of the Interim Steering Group,	BMcC	By 14/9/15
2.	We noted that the Area Designation Application had been finalized and forwarded to the EHDC. The Parish Council needed to ensure that EHDC had arranged for the formal consultation to be initiated.	DH	By 18/9/15
3.	We noted that the flyer on the first public meeting had been circulated with the last edition of "The Villager". A further copy would be included with the next edition and the date of 27 th October for the meeting would be put into the Forward Diary.	NB	By 15/9/15
4.	We noted DH would also be arranging for the 27 th October date to be put into the Diary of Village Events on the Parish Council website	DH	By 18/9/15
5.	We noted that DH would be asking the Parish Council Clerk to open a ledger to cover items of expenditure incurred in connection with the BPNP (including the cost of refreshments for 27 th October).	DH	By 18/9/15
6.	BMcC reported that Toby Stevens had advised that it would be appropriate for Dropbox to be used for storing documents relevant to the preparation of the BPNP; but it was important to note that anyone who had access to the Dropbox account could alter documents, so it was important to keep a master copy.		
7.	BMcC to seek further guidance from Toby Stevens on how to access the dedicated email account for communication about the BPNP.	BMcC	By 18/9/15
8.	We agreed that the Chairman of the Parish Council and the members of the Interim Steering Group should seek an early meeting – ideally at 17:00 on 18 September - with Vicki Potts (EHDC) on the issues surrounding SHLAA sites. This meeting should also be used to seek guidance on the implications for the	NB in consultation with DH	By 15/9/15

	BPNP process of the Chancellor of the Exchequer's recent policy statement on the relaxation of development rules for villages.		
9.	<p>We noted that DH would be asking the Clerk of the Parish Council to prepare, for use at the first public meeting:</p> <ul style="list-style-type: none"> • poster-size versions of the maps of the parish (with the Settlement Policy Boundary and the Conservation Area Boundary marked) • photographic examples of recent small village housing developments and definitions of the key terms (SHLAA, Settlement Policy Boundary, Conservation Area Boundary, CP14, affordable housing, etc) provided by DR • flip-charts and six easels • Post-it notes in five different colours for use with flip charts • Six clip-boards and A4 sheets to allow people attending to provide their name and post code • A further sheet for DH to note the names of volunteers to assist with the BPNP process 	DH	By 25/9/15
10.	<p>We thought that the subject headings for the break-out session at the first public meeting might be on the following issues:</p> <ul style="list-style-type: none"> • Housing and development (x2?) • Parish facilities/amenities/activities • Traffic/transport/road safety/parking • Environment (to cover BOATs, fences, hedges, beautification, etc) • Business and commerce 		
11.	We agreed that DR should seek further information on the number of people on the Housing List.	DR	By 14/9/15
12.	We agreed that no further work needed to be done on the draft BPNP Charter until after the first public meeting.		
13.	Next meeting of the Interim Steering Group to be held on 18/9/15 at 17.00 in the White House.	All	

BMcC

15/10/15