

**MINUTES OF MEETING HELD AT 19.00 ON 20 AUGUST 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)

Apologies

David Hawes (DH), Jenny Lewis (JL)

<b>No</b>	<b>Points Noted/Agreed</b>	<b>Action With</b>	<b>Timeline</b>
1.	Minutes of the meeting on 29 July approved. To be circulated to all members of the Interim Steering Group,	BMcC	By 14/9/15
2.	Debbie Rhodes co-opted onto the Interim Steering Group. To receive copies of all previous meetings.	BMcC	By 14/9/15
3.	We noted that the Area Designation Application had been finalized and forwarded to the EHDC.		
4.	We noted that first public meeting on Bentworth Parish Neighbourhood Plan (BPNP) now to be held on 27 <sup>th</sup> October. Booking of Millennium Hall has been made and Simon Jenkins (EHDC) has agreed to attend and make a presentation. NB has finalized and printed the flyer, which will be circulated with the next edition of "The Villager".	NB	By 24/8/15
5.	Date of 27 <sup>th</sup> October for the first public meeting to be put into the Forward Diary in "The Villager".	NB	By 24/8/15
6.	We noted that DH had agreed that refreshments should be made available for the first public meeting on 27 October and agreed that CB would procure drinks (incl soft drinks), nibbles and glasses and charge the Parish Council accordingly	CB	By 26/10/15
7.	We should seek advice from Toby Stephens on the use of Dropbox or suitable alternative for storing documents relevant to the preparation of the Neighbourhood Plan.	BMcC	By 14/9/15
8.	BMcC to circulate to all members of the Interim Steering Group Toby Stevens' advice on the setting up of a dedicated email account for communication about the BPNP.	BMcC	By 14/9/15
9.	We agreed that we should advise the Parish Council that they needed to seek further guidance from the EHDC, before the first public meeting, on the soliciting of SHLAA sites through a meeting with Vicky Potts, which members of the Interim Steering Group might also attend. This meeting should also be used to seek	DH, in consultation with NB	By 14/9/15

	guidance on the implications for the BPNP process of the Chancellor of the Exchequer's recent policy statement on the relaxation of development rules for villages.		
10.	We noted that NB had secured maps of the parish (with the Settlement Policy Boundary and the Conservation Area Boundary marked) and agreed that the Parish Council should arrange for the preparation of large, poster-size versions of these maps for display at the first public meeting. These should be shown to the Interim Steering Group for endorsement.	DH	By 14/9/15
11.	We agreed that DR should provide examples of recent small village housing developments for possible sharing at the first public meeting. She should also provide definitions of the key terms (SHLAA, Settlement Policy Boundary, Conservation Area Boundary, CP14, affordable housing, etc) and an indication of the number of people on the Housing List.	DR	By 14/9/15
12.	BMcC to re-circulate draft Neighbourhood Plan Charter for further discussion at next meeting of the Interim Steering Group and subsequent approval by Parish Council on 6 October.	BMcC	By 14/9/15
13.	Next meeting of the Interim Steering Group to be held on 14/9/15 at 19.00 in the White House.	All	

BMcC

13/9/15