

**MINUTES OF 5th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 20.00 ON 6 APRIL 2016 AT THE WHITE HOUSE**

Present

Colin Brooks (CB), Boyd McCleary (BMcC), Debbie Rhodes (DR), Dave Hutley (DHu), Alasdair Pepper (AP), Nicholas Branch (NB), David Hawes (DHa)

Apologies

Veronica Parker (VP), Peter Egerton-Warburton (PEW)

No	Points Noted/Agreed	Action With	Timeline
1.	<b>Minutes</b> of the meeting of the Steering Committee on 17.03.16 approved. To be circulated to all members and observers, and put into Dropbox.	BMcC DHu	9/4/16 27/4/16
2.	<b>Communication:</b> We agreed that: <ul style="list-style-type: none"> <li>• All material for the Parish Council website and The Villager had to be sent to the Clerk to the Parish Council before publication.</li> <li>• BMcC would send all minutes of the Steering Committee and the Interim Steering Group to the Clerk to the Parish Council, copied to DHa. These would then be sent to Toby Stevens for publication on the Neighbourhood Plan section of the Parish Council website</li> <li>• DHu would ask Toby Stevens to look at the Bentley website as a guide to how to organize/present material on the Neighbourhood Plan</li> <li>• We should aim to produce soon another update for parishioners for inclusion in "The Villager". BMcC to draft.</li> </ul>	All  BMcC  DHu  BMcC	27/4/16  27/4/16  25/4/16
3.	<b>Charter:</b> We asked DHa to ensure that he and the Clerk to the Parish Council sign the Charter, as approved by the Parish Council at its meeting on 1 March. A copy would then be put on the Neighbourhood Plan section of the Parish Council website.	DHa	27/4/16
4.	<b>Bentley Neighbourhood Plan:</b> We were briefed by John Fuller of the Bentley Steering Committee on Bentley's Neighbourhood Plan, which had been approved in February 2016 and was going to referendum on 5 May 2016. He advised us to: <ul style="list-style-type: none"> <li>• Work closely with EHDC</li> <li>• Note the areas which the Examiner had removed from the draft Bentley Plan because they were already in the EHDC Local Plan or were not directly related to land use</li> <li>• Focus first on the Vision for the Neighbourhood Plan; what character did we want for Bentworth and how did we want the parish to develop? We should then build the policies for the Neighbourhood Plan around the Vision.</li> </ul>		

	<ul style="list-style-type: none"> <li>Consider bringing in the Campaign to Protect Rural England (CPRE) to provide advice on preserving the character of the village</li> <li>Put information on the Steering Committee's work on the website as we went along.</li> </ul>		
5.	<p><b>Neighbourhood Plan:</b> We agreed:</p> <ul style="list-style-type: none"> <li>We should look at the final (approved) version of the Bentley Neighbourhood Plan and use this as a guide to the material, style and format required for our Neighbourhood Plan. BMcC to identify where this is to be found.</li> <li>That AP would review the final Bentley Plan to identify information we needed to prepare our Plan.</li> <li>DHu would look at the questions used by Bentley and other neighbouring parishes in their Questionnaires and offer preliminary thoughts on how we might frame possible questions for Bentworth.</li> <li>NP would contact the CPRE</li> </ul>	BMcC AP DHu NP	09/4/16 25/4/16 25/4/16 27/4/16
6.	<p><b>Application for Funding for Consultants:</b> We noted that NB had been working closely with the Clerk to the Parish Council on the application for funding and that this had now been submitted in order to meet the deadline. We now needed to await a response.</p>		
7.	<p><b>Appointing Consultants:</b> We noted that DR had re-circulated the draft brief for consultants and agreed to review this at our meeting on 11 May.</p>		
8.	<p><b>Status of Steering Committee and Insurance:</b> We agreed that AP would look at the Parish Council's insurance policy and advise us on how we should best ensure the Steering Committee was covered.</p>	AP	27/4/16
9.	<p><b>Five Year Housing Supply:</b> We noted that the current EHDC housing supply was six and a half years, but recognized that the situation was in constant flux and that we could still face a situation where supply went below five years.</p>		
10.	<p><b>Contacts List:</b> BMcC noted that he had not yet re-circulated the contacts list for the Committee, but would do so once he received AP's details.</p>	BMcC	25/4/16
11.	<p><b>Next two meetings</b> of the Steering Committee:</p> <ul style="list-style-type: none"> <li>7:30pm on 27/4/16 at the White House</li> <li>7:30pm on 11/5/16 at AP's house</li> </ul>	All	

BMcC

27/4/16