



MINUTES OF 11th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 18.30 ON 7 SEPTEMBER 2016 AT THE WHITE HOUSE

Present

Boyd McCleary (BMcC), Alasdair Pepper (AP), Veronica Parker (VP), Debbie Rhodes (DR), Nicholas Branch (NB), Colin Brooks (CB)

Apologies

David Hawes (DHa), Dave Hutley (DHu), Peter Egerton-Warburton (PE)

No	Points Noted/Agreed	Action With	Timeline
1.	Minutes of the meeting of the Steering Committee on 17.8.16 approved. To be circulated to all members and observers, and put into Dropbox.	BMcC DHu	27/9/16 28/9/16
2.	Appointing Consultants: BMcC reported that he had passed the proposed contract with Planet to the Chair of the Parish Council, with a recommendation from the Steering Committee that they approve and sign it. VP reported that the Parish Council had, at its meeting on 6 th September 2016, approved and signed the contract.		
3.	Status of Steering Committee: DR circulated the following guidance from the Department for Communities and Local Government regarding the role of the Parish Council in neighbourhood planning: “In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning. Where a parish or town council chooses to produce a neighbourhood plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan or Order. The relationship between any group and the formal functions of the town or parish council should be transparent to the wider public. A parish or town council may choose to establish an advisory committee or sub-committee under section <u>102(4) of the Local Government Act 1972</u> and appoint local people (who need not be parish councillors) to those bodies. Members of such committees or sub-committees would have voting		

	<p>rights under section 13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989. The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public.”</p> <p>We noted that the status of the Steering Committee appeared to be consistent with this guidance.</p>		
4.	<p>Neighbourhood Plan Issues/Policy Options: We noted that BMcC had prepared a draft note, based on our discussion at the meeting on 17 August, and had shared this with the consultants.</p>		
5.	<p>SHLAA Sites: BMcC reported that he had, as agreed, sent a non-committal reply to Project 26 (one of the developers applying for SHLAA status.</p> <p>NB reported that EHDC had advised him that three SHLAA sites had been formally approved and one further site was in the pipeline.</p>		
6.	<p>Budget for Steering Committee: NB reported that he not yet been able to prepare a draft indicative budget for the work of the Steering Committee. We agreed that he should take into account the terms of the contract with the consultants and their estimate of travel costs.</p>	NB	15/10/16
7.	<p>Meeting with the Consultants: BMcC introduced Liz Bourne (LB) and Becky Hopkinson (BH) of Planet to the Steering Committee and reported that he, VP and CB had shown them round the parish beforehand.</p> <p>LB and BH then introduced themselves and thanked the Steering Committee for having shared with them the Post-It notes from the public meeting on 27 October 2015 and the draft note on Issues and Policy Options. LB said that she was very impressed by the latter. The note very helpfully identified the main questions, which would need to be covered in the Neighbourhood Plan. She then went over the questions carefully, identifying a relatively small number which might be deleted or amended and pointing out where we had missed something.</p> <p>LB advised and we agreed that the next steps should be:</p> <ul style="list-style-type: none"> • to finalise the Questionnaire and issue this • to hold a further public meeting, to agree the Vision and Objectives • to look at the SHLAA sites <p>LB and BH agreed to provide examples of questionnaires and Vision Statements from other parishes. We agreed that BMcC would produce a revised version of the Issues and Policy Options note, taking into account the comments from the consultants.</p>	BMcC	27/9/16
8.	<p>Next meeting of the Steering Committee: 7:00pm on Wednesday 28/9/16 at AP’s home.</p>	All	

BMcC 04/10/16