



MINUTES OF 16th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.30 ON 8 DECEMBER 2016 AT THE WHITE HOUSE

Present

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

Apologies

Nicholas Branch (NB) Veronica Parker (VP)

No	Points Noted/Agreed	Action With	Timeline
1.	Minutes of the meeting of the Steering Committee on 23.11.16 amended and approved. To be circulated to all members and observers and placed on the Parish Council website.	BMcC	14/12/16
2.	Dropbox: BMcC noted that he had created an archive of papers on Dropbox, which was available to all members of the Committee. He would keep this up to date as our work progressed.		
3.	Consultants' Invoices: BMcC noted that Plan-et had presented an invoice for November for £189.00. The Committee approved the invoice and agreed that it should be passed to the Parish Council for endorsement and payment.	BMcC	12/12/16
4.	Neighbourhood Plan Questionnaire: BMcC noted that he and NB had been in touch with St Mary's Church and encouraged them to send a representative to the Public Meeting on 15 th December.		
5.	Communications: BMcC noted that the article he had sent for placement in the December issue of "The Villager" had unfortunately not been carried in the magazine. But the November update had given notice of the 15 th December Public Meeting and reference had also been made to the meeting in the article about the November Parish Council meeting. Moreover, he had placed a notice of the meeting on the Parish Council website and Noticeboard and on the School Noticeboard. A message had also been circulated by John Stockdale. We agreed to make further efforts to publicise the meeting: <ul style="list-style-type: none"> • BMcC to ask John Stockdale to carry a further message, encouraging recipients to pass the word 	BMcC	12/12/16

	<p>on to their neighbours , thanking parishioners for responding to the questionnaire and encouraging them to attend the Public Meeting on 15.12.16.</p> <ul style="list-style-type: none"> • BMcC to ask Toby Stevens to highlight the Public Meeting in a banner headline on the Parish Council website • BMcC to ask the vicar to mention the meeting in church on Sunday 11th December • DHu to explore the possibility of a sign being printed and put up on the village green <p>We agreed to place a further update article in the January issue of “The Villager”, perhaps as a stand-alone sheet, as the absolute deadline for January was 15th December. This would allow us to cover the Public Meeting.</p>	<p>BMcC</p> <p>BMcC</p> <p>DHu</p> <p>BMcC</p>	<p>12/12/16</p> <p>12/12/16</p> <p>12/12/16</p> <p>16/12/16</p>
6.	<p>SHLAA Sites: BMcC reported that he had met Simon Jenkins (EHDC). Simon would, in his presentation at the Public Meeting on 15th December, indicate the additional sites which now had SHLAA status. Simon had thanked us for our input on the RAG Assessment, which had helped point up some of the inadequacies of the assessment. EHDC had now adopted a revised method for assessing SHLAA sites, so the earlier RAG Assessment was no longer relevant.</p>		
7.	<p>Budget for Steering Committee: We agreed to adjourn further discussion until NB’s return.</p>		
8.	<p>Public Meeting:</p> <ul style="list-style-type: none"> • BMcC confirmed that Simon Jenkins and one of his colleagues from EHDC would be attending the Public Meeting on 15th December: he would cover the relationship between the EHDC Local Plan and the Neighbourhood Plan, the extra SHLAA sites and what SHLAA status means and does not mean. We agreed that BMcC would contact Simon to check what his requirements were for his presentation. • We agreed that we would need boards on which to display maps/plans • We agreed that CB would bring a camera and take photos for the record • We agreed that BMcC should, in his remarks to the meeting, present a preliminary Vision, Objectives and Policies (VOP) (Plan-et had commented favourably on the existing draft) as the Committee’s understanding of the results of the questionnaire, pointing out areas of unclarity/inconsistency. He should stress that this was work in progress/not a done deal and invite parishioners to provide feedback. There would be further consultation as the draft was developed. We agreed that BMcC would share a draft of his remarks with the Committee. • We agreed that all members of the Committee would consider the draft VOP and let BMcC have drafting suggestions. We would aim to finalise the draft at our 	<p>BMcC</p> <p>DR</p> <p>CB</p> <p>BMcC</p> <p>All</p>	<p>12/12/16</p> <p>15/12/16</p> <p>15/12/16</p> <p>12/12/16</p> <p>12/12/16</p>

	meeting on 12 th December.		
9.	Frequently Asked Questions: BMcC noted that he had, in response to suggestions from members of the Committee, circulated a draft set of FAQs. He had received comments from Pan-et and Committee members and believed these were now ready, though they would need regular updating. We agreed that the FAQs should be placed on the website and made available for the Public Meeting.	BMcC	15/12/16
10.	Next Meeting: We agreed that the next meeting should be held at 7:00pm on Monday 12.12.16 at the Peppers' House.	All	

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