



MINUTES OF 13th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.00 ON 12 OCTOBER 2016 AT THE McCLEARYS' HOUSE

Present

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

Apologies

David Hawes (DHa), Jean Cornelius (JC)

No	Points Noted/Agreed	Action With	Timeline
1.	<p>Minutes of the meeting of the Steering Committee on 28.9.16 amended and approved. To be circulated to all members and observers, and put into Dropbox.</p> <p>BMcC noted that no minutes had been posted on the Parish Council website since the last meeting in June. We agreed that BMcC should write to DHa reminding him to ask the Clerk to the Parish Council to arrange for the posting of all minutes once finalized.</p>	<p>BMcC DHu</p> <p>BMcC</p>	<p>14/10/16 7/11/16</p> <p>7/11/16</p>
2.	<p>Consultants' Invoice: BMcC noted that the consultants, Planet, had presented their first invoice for £825.00. This appeared consistent with their fee proposal and the contract signed with them. On that basis, the Committee approved the invoice and asked BMcC to pass it to the Chairman of the Parish Council for endorsement and payment.</p>	<p>BMcC</p>	<p>14/10/16</p>
3.	<p>Neighbourhood Plan Questionnaire:</p> <ul style="list-style-type: none"> • BMcC thanked VP and DHu for the work they had done to prepare a draft of the proposed Questionnaire, based on the Issues/Policy Questions note. • We agreed a revised version of the Questionnaire and further agreed that we should stick with the timetable previously decided, ie for the Questionnaire to go out in late October with the November issue of "The Villager", with a return date of 15 November and a second Public Meeting on 15 December 2016. • We agreed that BMcC would share the revisions with DHu, who would finalise the Questionnaire,. • We noted that DHu had established that a copy of 	<p>BMcC DHu</p>	<p>13/10/16 14/10/16</p>

	<p>the Questionnaire could be made available online using Survey Monkey and agreed that this should be done.</p> <ul style="list-style-type: none"> We agreed to share the Questionnaire with the consultants before it issued, to give them a final opportunity to comment. We agreed to seek their advice on the issue of confidentiality and on the analysis of returns. We agreed on reflection not to issue a Housing Needs survey at this stage. If we thought it appropriate, we could advise parishioners at the Public Meeting on 15 December that they could complete such a Survey. We agreed that DHu would arrange for the printing of the Questionnaire, ensuring value for money by securing a number of quotes, and that BMcC would advise DHa of the costs for printing and distribution. We agreed to send out two copies of the Questionnaire to each household and one stamped addressed C5 envelope. DHu to take this forward and ensure the material was with the Editor of "The Villager" in time to go out with the November issue. We agreed that every effort must be made to secure as high as possible a return of the Questionnaire by a personal visit to each household. All members of the Committee (bar VP, who will be away) volunteered to help and we agreed also to seek extra support. BMcC to consult Jill Hurley about distribution districts for "The Villager". Chasing would be done in the period 7-15 November. We agreed that St Mary's School Bentworth and St Mary's church should be encouraged to provide written input and attend the Public Meeting. On the school, we should consult our liaison officer JC. For further discussion at next meeting. 	DHu	17/10/16
		DHu	17/10/16
		BMcC	20/10/16
		DHu	23/10/16
		BMcC	5/11/16
		All	7/11/16
4.	Communications: BMcC circulated a draft article to be placed in the November edition of "The Villager" and suggested that this be co-signed by himself and the Chairman of the Parish Council. We agreed the text and the principle. BMcC to clear final text with DHu and to send to the Editor of "The Villager".	BMcC	17/10/16
5.	SHLAA Sites: CB reported that he had received some input from Committee members on the EHDC Assessment of prospective sites. He would prepare a consolidated set of comments and pass this to NB, who would send this to EHDC.	CB NB	17/10/16 7/10/16
	We confirmed that BMcC should write to Planet asking them for the advice of their town and country planning expert on the implications of the EHDC Assessment. AP and CB would prepare a draft for consideration.	AP/CB	10/11/16

6.	Budget for Steering Committee: NB asked BMcC to provide him with contact details for Becky of Planet to allow him to find out the consultants' estimated travel costs.	BMcC NB	13/10/16 6/11/16
7.	Next meeting of the Steering Committee: 7:30pm on Monday 7/11/16 at NB's home, "Westview" at GU34 5NN.	All	

BMcC 13/10/16