



**MINUTES OF 10th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 18.30 ON 17 AUGUST 2016 AT THE WHITE HOUSE**

Present

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

Apologies

David Hawes (DHa)

No	Points Noted/Agreed	Action With	Timeline
1.	<b>Minutes</b> of the meeting of the Steering Committee on 11.7.16 amended and approved. To be circulated to all members and observers, and put into Dropbox.	BMcC DHu	19/8/16 07/9/16
2.	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>We noted that DHu would contact Toby Stevens (now back from leave) about how Neighbourhood Plan information might be better presented on the website.</li> <li>BMcC reported that he had prepared another update on the work of the Steering Committee in "The Villager"; this would go into the September issue.</li> <li>We agreed that DHu would circulate the letterhead/logo for the Benworth Neighbourhood Plan, which we adopted on 20 June</li> </ul>	DHu          DHu	7/9/16          7/9/16
3.	<p><b>Appointing Consultants:</b> BMcC reported that he had notified the three consultants about our decision. Planet had confirmed that they were delighted to take on the work and had prepared a draft contract. Our first meeting with them would be held on 7 September. In the meantime, BMcC had sent them copies of the Post-it notes gathered on the occasion of the Public Meeting on 27 October 2015.</p> <p>We approved the terms of the proposed contract, agreed that it should be signed by the Parish Council rather than the Steering Committee and recommended that it be sent to the Parish Council for endorsement/signature at their meeting on 6 September. We agreed that BMcC would pass</p>	BMcC	31/8/16

	the contract, with this recommendation, to the Chair of the Parish Council.		
4.	<b>Insurance:</b> BMcC reported that the Parish Council had issued a cheque and that he had he had sent this off to the insurers. AP reported that he had now received a copy of the contract of insurance, which he passed to CB for archiving.	CB	7/9/16
5.	<b>Status of Steering Group:</b> We agreed that we should check the Planning Practice Guidance from Department of Communities and Local Government on the issue of the status of the Steering Committee in relation to the Parish Council.	DR	7/9/16
6.	<b>Neighbourhood Plan Issues/Policy Options:</b> We had a preliminary discussion of the issues/policy options that might form elements of the Neighbourhood Plan and agreed that BMcC would prepare a draft note based on this discussion, which we could share with the consultants.	BMcC	19/8/16
7.	<b>SHLAA Sites:</b> NB reported that EHDC had informed him that two applications had been received and were currently being processed.  BMcC reported that he had received an email from Project 26 (one of the developers applying for SHLAA status), asking for an estimate of timing for the selection/assessment of sites and offering to provide further information. We agreed that BMcC should send a non-committal reply	BMcC	7/9/16
8.	<b>Maps/photos:</b> We agreed that NB and DHu should consult further about the mapping information we required from EHDC.	NB/ DHu	7/9/16
9.	<b>Budget for Steering Committee:</b> 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 do so.	NB	7/9/16
10.	<b>Next meeting</b> of the Steering Committee: <ul style="list-style-type: none"> <li>6:30pm on Wednesday 7/9/16 at the White House with the consultants. VP, BMcC and CB would meet with the consultants at 5:30pm to show them round the parish beforehand.</li> </ul>	All	

BMcC

25/9/16