



**MINUTES OF 15th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.30 ON 23 NOVEMBER 2016 AT THE RHODES' HOUSE**

Present

Boyd McCleary (BMcC), Alasdair Pepper (AP), Debbie Rhodes (DR), Nicholas Branch (NB), Colin Brooks (CB), Dave Hutley (DHu), Liz Bourne (LB) of Plan-et Consultants

Apologies

David Hawes (DHa), Veronica Parker (VP)

No	Points Noted/Agreed	Action With	Timeline
1.	<p><b>Minutes</b> of the meeting of the Steering Committee on 7.11.16 amended and approved. To be circulated to all members and observers and placed on the Parish Council website.</p> <p>CB and DHu to liaise to ensure all Committee minutes and other essential papers are archived, in hard copy and Dropbox as appropriate.</p>	<p>BMcC</p> <p>CB/DHu</p>	<p>28/11/16</p> <p>10/12/16</p>
2.	<p><b>Consultants' Invoices:</b> BMcC noted that he had passed the consultants' invoice for October to the Parish Council for payment. There were no further invoices at this stage.</p>		
3.	<p><b>Neighbourhood Plan Questionnaire:</b></p> <ul style="list-style-type: none"> <li>• BMcC thanked NB for coordinating the efforts to chase responses to the questionnaire and those members of the Committee who had participated in the entering of data onto Survey Monkey.</li> <li>• BMcC noted that he had extended the deadline for responses to 22 November.</li> <li>• DHu reported that the final response rate for the questionnaire had been 58%. The questionnaire would now be closed down.</li> <li>• BMcC noted that he had been in touch with Jean Cornelius about input from St Mary's School Bentworth and that representatives of the school would be attending the Public Meeting on 15<sup>th</sup> December</li> <li>• We agreed that we should also reach out to St Mary's Church and encourage them to send a representative to the Public Meeting.</li> <li>• We agreed that, after the Public Meeting on 15 December, we would share the results of the</li> </ul>	NB	12/12/16

	questionnaire with parishioners via the Parish Council website		
4.	<p><b>Communications:</b> BMcC noted that he had sent a further update in the December issue of "The Villager", thanking parishioners for responding to the questionnaire and encouraging them to attend the Public Meeting on 15.12.16.</p> <p>We agreed to advertise the Public Meeting on 15.12.16 through John Stockdale's email circulation list and on the Parish Council website.</p>	BMcC	26/11/16
5.	<p><b>SHLAA Sites:</b> CB reported that he had passed to NB a consolidated set of comments on the EHDC Assessment of prospective sites. NB confirmed that he had sent these on to EHDC.</p> <p>BMcC noted that he had included a question about the implications of the EHDC Assessment in his list of questions to Planet.</p>		
6.	<p><b>Budget for Steering Committee:</b> NB confirmed his confidence that, following his contact with Planet about their costs, we would be able to remain within the £2,800 provided in the first tranche of grant from the Department of Communities and Local Government. He would prepare a draft budget for the remainder of the project, consulting Planet about their likely costs, and share this with the Committee.</p>	NB	15/12/16
7.	<p><b>Public Meeting:</b></p> <ul style="list-style-type: none"> <li>• BMcC reminded us that the Public Meeting in the Jubilee Hall on 15.12.16 would begin at 7:30pm, with doors open at 7:00pm. All members of the Committee who could should be there to help with the set-up from 6:00pm.</li> <li>• BMcC would be organizing drinks and DHu would be organizing mince pies</li> <li>• We agreed to put up maps/plans showing the Settlement Policy Boundary and the prospective SHLAA sites (plans have been sent to NB by EHDC).</li> <li>• BMcC said that he was meeting Simon Jenkins of EHDC on 30 November to discuss what he might say at the meeting</li> <li>• We confirmed that DHu should prepare a slide-show on the results of the questionnaire. He was in the process of obtaining a projector. He would run over this presentation at the next meeting of the Committee.</li> <li>• We confirmed that we would need flip-charts and A3 pads for the evening</li> <li>• We agreed the running order for the evening: <ul style="list-style-type: none"> <li>○ Introduction by the Chairman of the Parish Council</li> <li>○ Statement by Simon Jenkins (EHDC) on their responsibilities and the prospective SHLAA sites</li> <li>○ Comments from BMcC on the work of the</li> </ul> </li> </ul>	<p>All</p> <p>BMcC/DHu</p> <p>CB/DHu</p> <p>BMcC</p> <p>DHu</p> <p>CB</p>	<p>15/12/16</p> <p>15/12/16</p> <p>30/11/16</p> <p>12/12/16</p> <p>12/12/16</p> <p>12/12/16</p>

	<p>Steering Committee</p> <ul style="list-style-type: none"> <li>○ Presentation by DHu on the Questionnaire</li> <li>○ Comments by BMcC on next steps and inviting questions/comments from parishioners</li> <li>○ Q &amp; A</li> </ul>		
8.	<p><b>Questions to Consultants:</b> We noted the responses from Planet to the questions we had asked them about the repercussions of the choice of sites for future development and about the implications for affordable housing in the event that homes are built on more than one site.</p> <p>We concluded that we should put further questions to Simon Jenkins in advance of the Public Meeting.</p>	BMcC	30/11/16
9.	<p><b>Sewage from Glebe Close:</b> BMcC reported that he had responded as agreed to the parishioner, who had contacted him about the problems with sewage from Glebe Close. He had also circulated this correspondence to the Committee. We concluded that we should ensure that the criteria for development should include one requiring sewage treatment facilities to be sustainable.</p>		
10.	<p><b>Visit to Ropley:</b> A number of members of the Committee reported on their visits to the new development in Ropley. Among the issues to arise were parking, bins, poor integration of affordable housing and lack of variety in design.</p>		
11.	<p><b>Data Protection Act:</b> BMcC noted that he had circulated the basic principles of protecting personal data. We agreed that we would continue to bear these in mind.</p>		
12.	<p><b>Next Meeting:</b> We agreed that the next meeting of the Committee should be held at 7:00pm on Monday 12.12.16 at the White House. (PS Subsequently, it was agreed that an additional meeting would be held at 7:30pm on Thursday 8<sup>th</sup> December.)</p>	All	

BMcC 09/12/16