



MINUTES OF 24th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.45 ON 20 SEPTEMBER 2017 AT SYCAMORE HOUSE

Present: Boyd McCleary (BMcC), Debbie Rhodes (DR), Alasdair Pepper (AP), Veronica Parker (VP), Colin Brooks (CB), Nicholas Branch (NB), Liz Bourne of Planet (LB)

Apologies: David Hawes (DHa), Dave Hutley (DHu)

| No | Points Noted/Agreed | Action With | Timeline |
|----|---|--|--|
| 1. | Minutes <ul style="list-style-type: none"> We approved the minutes of the meeting of the Steering Committee on 23.8.17. To be circulated to all members and observers and placed on the Parish Council website. | BMcC | 25/9/17 |
| 2. | Website <ul style="list-style-type: none"> We noted the importance of the information on the website being up to date and agreed that DHu should contact Toby Stevens about this as a matter of urgency | DHu | 18/10/17 |
| 3. | Site Selection <ul style="list-style-type: none"> BMcC noted that he had circulated legal advice from JMR Planning Law (facilitated through Planet) on the status of site BTW001. BMcC noted that EHDC were not able at this time to attend one of our Steering Committee meetings, but had agreed to see one of our members during the day. We agreed that BMcC should take up this offer. BMcC advised that Chris Boden of Navigus had provided a second draft sustainability assessment of the SHLAA sites BTW001-005, which he had circulated. BMcC noted that he and DR had revised the Steering Committee's draft Site Assessment, which he had circulated. We agreed that members of the Committee should urgently (and in advance of our next meeting) provide comments on the Navigus draft sustainability assessment and the draft Steering Committee Site Assessment. We agreed to write to the owners of all five sites asking them to confirm that their sites were still available. BMcC would circulate a draft letter prepared by AP, for urgent comments. Once we had an agreed version, we would run this past JMR Planning Law. | BMcC All BMcC All | 2/10/17 2/10/17 25/9/17 2/10/17 |
| 4. | Green Spaces <ul style="list-style-type: none"> BMcC noted that Planet had offered suggested amendments to the draft policy on Green Spaces, which he had sent to VP. LB said that Planet's suggested amendments were based on similar policy statements in other Neighbourhood Plans. She confirmed that she was the content with draft letter to those entities, which owned the spaces in question, to give them a chance to comment. We agreed that VP would review Planet's proposed changes and bring the draft policy to the sub-committee on policies (see 8 below). We agreed that VP would finalise the letters to landowners and send these to BMcC for issue. | VP VP | 2/10/17 2/10/17 |
| 5. | Budget <ul style="list-style-type: none"> NB said he had not yet had a chance to look in detail at the cash sheet of income and expenditure to 30th June 2017, which had been prepared by the Clerk to the Parish Council. He would do so before the next meeting. VP reported that the Clerk to the Parish Council had been in touch with her about the grant from the Department of Communities and Local Government. As we had not spent all we had received, we would have to return the unspent portion and bid for it again. We agreed that VP should ask the Clerk should do this. | NB VP | 2/10/17 2/10/17 |
| 6. | Invoice from Planet <ul style="list-style-type: none"> We endorsed the invoice from Planet for the sum of £684.00 (incl VAT) for work done by Navigus on Site Assessment and agreed to pass it to the Parish Council for approval and payment. | BMcC | 25/10/17 |

