



**MINUTES OF 25th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP)  
STEERING COMMITTEE, HELD AT 19.45 ON 2 OCTOBER 2017 AT PEPPERS' HOUSE**

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

Apologies: None

No	Points Noted/Agreed	Action with	Timeline
1.	<b>Minutes</b> <ul style="list-style-type: none"> <li>We approved the minutes of the meeting of the Steering Committee on 20.9.17. To be circulated to all members and observers and placed on the Parish Council website.</li> </ul>	BMcC	9/10/17
2.	<b>Website</b> <ul style="list-style-type: none"> <li>We stressed 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.</li> <li>We agreed that DHu and BMcC should update the content of the website, to include all data landowners and parishioners would want to see in advance of the public meeting.</li> </ul>	DHu DHu/BMcC	18/10/17 30/10/17
3.	<b>Site Selection</b> <ul style="list-style-type: none"> <li>BMcC noted that he had, as agreed, called on Vicki Potts of EHDC and had circulated an agreed record of that meeting.</li> <li>We discussed the second draft Sustainability Assessment provided by Chris Boden of Navigus and agreed a number of comments/questions, which BMcC would pass to Navigus.</li> <li>We agreed that BMcC should contact Planet with a view to securing further guidance on the steer we should be giving parishioners on the various sites.</li> <li>We discussed the draft letter to landowners of all five sites and agreed that BMcC would produce a revised draft.</li> <li>We agreed that the letter to landowners should refer to the website, which should carry up-to-date material on the Neighbourhood Plan.</li> </ul>	BMcC BMcC BMcC	5/10/17 18/10/17 18/10/17
4.	<b>Green Spaces</b> <ul style="list-style-type: none"> <li>We noted that VP had not yet had a chance to get back to Planet on the draft Green Spaces Policy. We agreed that this work would be taken forward by the sub-committee working on policies.</li> <li>We agreed that VP would finalise the letters to landowners and send these to BMcC for issue.</li> </ul>	VP VP	18/10/17 18/10/17
5.	<b>Budget</b> <ul style="list-style-type: none"> <li>We agreed that NB would work with the Clerk to the Parish Council about returning the unspent portion of the grant from the Department of Communities and Local Government and submitting a new bid.</li> </ul>	NB	18/10/17

6.	<b>Input from Porism Ltd</b> <ul style="list-style-type: none"> <li>We agreed that CB, as Chair of the sub-committee on policies should take forward the question of asking Porism to confirm that they could produce statistics related to the precise area covered by the Neighbourhood Plan.</li> <li>We noted that Planet had shared with us a list of the statistics that would be required for our Neighbourhood Plan, but that this required further work, which CB would take forward.</li> </ul>	CB	18/10/17
7.	<b>Sub-committees on Statistical Narrative and Policies</b> <ul style="list-style-type: none"> <li>We noted that Planet had provided a template and also a recent example of a Neighbourhood Plan (for Old Basing and Lychpit)</li> <li>We agreed that the two sub-committees would now take forward the work on drafting narrative and policies.</li> </ul>	CB/NB DR/VP	18/10/17 18/10/17
8.	<b>Public Meeting</b> <ul style="list-style-type: none"> <li>BMcC reported that Vicki Potts (EHDC) could not make the provisional date of 14<sup>th</sup> November for the public meeting and agreed a revised date of 24<sup>th</sup> November, with 27<sup>th</sup> November as fall-back.</li> <li>We agreed that DHa would check the availability of the Jubilee Hall.</li> <li>We agreed that BMcC would check on the availability of EHDC and Planet.</li> <li>We noted that the notice for “The Villager” would have to be submitted by 13 October.</li> <li>We noted that BMcC was preparing a notice for “The Villager” and that we should otherwise publicize the meeting, eg through John Stockdale’s email distribution and by signage on the Village Green. BMcC to circulate a copy of his draft, which should include a reference to the material on the website.</li> </ul>	DHa BMcC BMcc	10/10/17 10/10/17 10/10/17
9.	<b>Next Meetings</b> <ul style="list-style-type: none"> <li>We agreed that the next two meetings would be at 7.45pm on 18<sup>th</sup> October (at Veronica Parker’s House) and 9<sup>th</sup> November.</li> </ul>	All	

BMcC 26/10/17