



**MINUTES OF 29th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.45 ON 13 NOVEMBER 2017 AT DAVE HUTLEY'S HOUSE**

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

Apologies: Colin Brooks (CB)

No	Points Noted/Agreed	Action	Timeline
1.	<b>Minutes</b> <ul style="list-style-type: none"> <li>We approved the minutes of the meeting of the Steering Committee on 09.11.17. To be circulated to all members and observers and placed on the Parish Council website.</li> </ul>	BMcC	20/11/17
2.	<b>Website</b> <ul style="list-style-type: none"> <li>We noted that we were still waiting for the last couple of documents and agreed to ensure that they be obtained and uploaded ASAP.</li> </ul>	BMcC/DHu	20/11/17
3.	<b>Site Selection</b> <ul style="list-style-type: none"> <li>We agreed the paper on Site Assessment Factors, summarizing the positive and negative factors of the six sites and agreed DHu would now finalise this.</li> <li>We agreed the paper on Expression of Preferences and agreed that BMcC would now finalise this. It should be numbered.</li> <li>We agreed that BMcC would now send the paper on Expression of Preferences to all landowners of SHLAA sites.</li> <li>We discussed the draft paper on Affordable Housing and agreed that DR would shorten and finalise this.</li> </ul>	DHu BMcC BMcC DR	20/11/17 20/11/17 20/11/17 20/11/17
4.	<b>Sub-committees on Policies</b> <ul style="list-style-type: none"> <li>We agreed the draft paper on policies and agreed that DR would now finalise this, to include Vision, Objectives, Policies and Aspirations.</li> </ul>	DR	20/11/17
5.	<b>Public Meeting</b> <ul style="list-style-type: none"> <li>We agreed the agenda for the meeting.</li> <li>We reviewed the draft remarks for BMcC to make. BMcC to further refine the draft.</li> <li>We agreed that BMcC would send out a final reminder notice through John Stockdale's email distribution; to include the agenda and all the papers for the meeting.</li> <li>We agreed that BMcC would work with DHu to prepare a pack of papers in a standardised format for the meeting; to be printed and available to parishioners as they arrived.</li> <li>We agreed to discuss at our next meeting the material to be placed on the display boards in the hall.</li> </ul>	DR BMcC/DHu	22/11/17
6.	<b>Next Meetings</b> <ul style="list-style-type: none"> <li>We agreed that the next meeting would be at 7.45pm on 21st November at Peter Egerton-Warburton's house.</li> </ul>	All	

BMcC 22/11/17