DRAFT

MINUTES OF 12th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 18.30 ON 28 SEPTEMBER 2016 AT THE PEPPERS' HOUSE

Present

Boyd McCleary (BMcC), Alasdair Pepper (AP), Veronica Parker (VP), Debbie Rhodes (DR), Nicholas Branch (NB), Colin Brooks (CB)

Apologies

David Hawes (DHa), Dave Hutley (DHu), Peter Egerton-Warburton (PE)

No	Points Noted/Agreed	Action With	Timeline
1.	**Minutes** of the meeting of the Steering Committee on 9.9.16 amended and approved. To be circulated to all members and observers, and put into Dropbox.	BMcC DHu	7/10/16 11/10/16
2.	**Neighbourhood Plan Issues/Policy Options**: BMcC noted that he had amended and re-circulated the note on Issues/Policy Options to take account of the advice from consultants at the previous meeting. We confirmed that this accurately reflected the consultants' advice and comments from the Committee. We agreed that: • the relevant Sub-Committee (VP and DH) should use the revised note as the basis for a Questionnaire and circulate a draft by 7th October • DR should in parallel prepare that part of the Questionnaire addressing housing needs • we should agree the draft Questionnaire and clear it with consultants by 15th October • we should have the Questionnaire to be sent to the printers by 20th October • we should send the Questionnaire out to parishioners with "The Villager" in late October, with responses to be returned by mid November • VP should alert the Editor of "The Villager" about our intentions with regard to the Questionnaire • two hard copies of the Questionnaire should go to each household, with an online version to be made available by a tool such as Survey Monkey • we should encourage parishioners to complete the	

	Questionnaire by visiting each household to collect the returns; we might need some volunteers to assist with this task • we should have a second public meeting on 13th or 15th December, depending on availability of the Millennium Hall (BMcC to check); wine and nibbles to be served	BMcC	11/10/16
3.	**Communications**: We agreed that we should place an article in the November edition of "The Villager" to advise parishioners of the opportunity to complete the Questionnaire and to attend the next public meeting. The text would need to be cleared with DH by 17 October.	BMcC	17/10/16
4.	**SHLAA Sites:** BMcC noted that NB had been advised by EHDC that there were now five sites which had been accorded SHLAA status. BMcC further noted that he had circulated the Red-Amber-Green Assessment prepared by EHDC of these five sites. Concern was expressed about inaccuracies in this Assessment. We agreed that we should send EHDC comments, with suggested corrections. We further agreed that CB would have a first stab at these corrections and would circulate his draft to NB and other members of the Committee. Once agreed, NB would send these to EHDC. We agreed that BMcC should write to Plan-et asking them for the advice of their town and country planning expert on the implications of the EHDC Assessment. AP and CB would prepare a draft for consideration. We agreed that we would in any case at a later stage want to do our own, more detailed assessment of the SHLAA sites, based on local knowledge and the issues arising from the Questionnaire. This might follow the model used by the parish of Westbourne.	CB AP/CB	10/10/16 10/10/16
5.	**Budget for Steering Committee**: We agreed that NB should contact Becky of Plan-et direct to find out the consultants' estimated travel costs.	NB	11/10/16
6.	**Next meeting** of the Steering Committee: 7:00pm on Wednesday 12/10/16 at BMcC's home.	NB	15/10/16

BMcC 4/10/16