

**MINUTES OF MEETING HELD AT 19.00 ON 22 JULY AT THE WHITE HOUSE  
TO DISCUSS BENTWORTH NEIGHBOURHOOD PLAN**

Present

Colin Brooks (CB)

Nicholas Branch (NB)

Boyd McCleary (BMcC)

David Hawes (DH)

<b>No.</b>	<b>Point Agreed</b>	<b>Action With</b>	<b>Timeline</b>
1.	Minutes of the meeting on 17 July approved. To be circulated to all members of the Interim Steering Group.	BMcC	By 29/7/15
2.	Jenny Lewis and Debbie Rhodes to be co-opted onto the Interim Steering Group (with the decision on the final composition of the Steering Group to be determined by the Parish Council).		
3.	DH to chase Vicky Potts on the points noted at 3, 4 and 7 of the meeting on 17 July. If no response, to raise with Simon Jenkins.	DH	By 29/7/15
4.	First public meeting on Bentworth Neighbourhood Plan (BNP) to be held on 13 <sup>th</sup> or 14 <sup>th</sup> October. DH to invite Simon Jenkins (EHDC) to attend and make a presentation.	DH	By 29/7/15
5.	BMcC to revise draft flyer in light of comments made at the meeting and re-circulate. (Flyer has to be ready at latest by 24 August, and ideally one week earlier.)	BMcC	By 29/7/15
6.	All to reflect on briefing by Simon Perkins on Ropley's experience so far. In particular: <ul style="list-style-type: none"> <li>• Whether we should set up geographical groups</li> <li>• Whether meetings of our Steering Group should be open to the public</li> <li>• How large the Steering Group should be, what skills we could usefully add (eg IT) and how many volunteers we might need to assist</li> <li>• The frequency of Steering Group meetings and the balance between those and full parish open meetings</li> <li>• The communications strategy for the Steering Group, eg use of email website and (?) Facebook, to ensure maximum</li> </ul>	All	By 29/7/15

	<p>engagement by the community</p> <ul style="list-style-type: none"> <li>• Possible use of Survey Monkey to collate responses to Questionnaire and of Dropbox for sharing information</li> <li>• How to ensure anonymity in community responses, eg use of postcode</li> <li>• The timing of and process for bringing in a consultant</li> </ul>		
7.	BMcC to speak to Toby Stevens on his return from holiday about the setting up of a dedicated email account and on the use of the Parish Council website for communication about the BNP.	BMcC	By 20/8/15
8.	Next meeting of the Interim Steering Group to be held on 29/7/15 at 19.00 in the White House.		

Boyd McCleary

22/7/15