

MINUTES OF MEETING HELD AT 19.00 ON 19 NOVEMBER 2015 AT THE WHITE HOUSE TO DISCUSS BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP)

Present

Colin Brooks (CB), Nicholas Branch (NB), Boyd McCleary (BMcC), Debbie Rhodes (DR), David Hawes (DH)

Apologies

None

No	Points Noted/Agreed	Action With	Timeline
1.	Minutes of the meeting on 15 October approved. To be circulated to all members of the Interim Steering Group.	BMcC	By 22/11/15
2.	We noted that the PC had received confirmation from the EHDC that formal consultation on the Area Designation Application had been completed and that the Application had been adopted by the EHDC.		
3.	We agreed that CB would act as “archivist” for the Interim Steering Group and that members of the Group should pass all papers that needed archiving to CB. These should include minutes of all Interim Steering Group meetings, all speeches, list of participants, photos and the flip chart verbatims from the public meeting on 27 th October.	All	By 30/11/15
4.	We agreed that BMcC should ask Toby Stevens to arrange a teach-in for members of the Steering Group, once formally established, on the use of Dropbox and of the dedicated email feedback address.	BMcC	By 30/11/15
5.	We agreed that the Parish Council should alert parishioners, through “The Villager” and John Stockdale’s email circulation list, to the existence of the Housing List and of the advisability of those wishing to be considered for local housing to add their names.	DH	By 22/10/15
6.	We noted that NB was heavily involved in the finalisation of the Alton Neighbourhood Plan and would not thus be able to devote as much time to the Bentworth Neighbourhood Plan as he would have liked; but that he remained available to attend meetings of the Steering Group and was happy to assist.		
7.	We noted the names of volunteers to serve on the Steering Committee, which had emerged from the public meeting on 27 th October and agreed to make the following recommendations to the Parish Council:		

	<ul style="list-style-type: none"> • CB, BMcC, DR, Veronica Parker, Jenny French and David Hutley to be members of the Steering Committee • NB and DH to attend meetings as observers • Peter Egerton-Warburton to act as an advisor on real estate matters • Jean Warburton be act as an advisor on school matters • Kathryn Courtier's offer to assist the committee in various tasks be gratefully accepted 		
8.	We agreed that BMcC would approach the various volunteers accordingly and advise the Parish Council before their meeting on 1 December.	BMcC	By 1/12/15
9.	<p>We agreed that a Briefing Pack should be prepared for incoming new members of the Steering Committee.</p> <ul style="list-style-type: none"> • BMcC to provide minutes of meetings of the Interim Steering Committee, verbatims from the flip charts at the public meeting, link to the 2008 Parish Plan • DR to provide relevant guidance from the EHDC, including Basic Conditions and Main Policies • DH to provide links to guidance on Neighbourhood Plans provided by Simon Jenkins, a copy of the Designation Order and plan, information on the existing SHLAA and the map showing the Settlement Policy Boundary • NB to provide extracts from his discussions with EHDC 	DR, DH, NB. All to be passed to BMcC	By 1/12/15
10.	We agreed that the verbatim notes from the flip charts and the speeches made by DH, Simon Jenkins and BMcC at the public meeting on 27 th October should be made available to parishioners ASAP through the Parish Council website. We left it to the new Steering Committee to distill the wisdom from these verbatims.	BMcC to pass to DH	By 22/11/15
11.	We agreed that it was important, based on the advice of Simon Jenkins (EHDC), to make early appointment of consultants to assist with the preparation of the BPNP. NB agreed to provide details of those consultants recommended by Simon Jenkins and those used by Bentley and Ropley.	NB	By 7/12/15
12.	We noted that there now appeared to be three potential additional SHLAA sites and agreed that the Parish Council should alert parishioners, through their website, "The Villager" and John Stockdale's email circulation list, to the intention of EHDC to invite proposals for SHLAA sites in January 2016.	DH	

13.	We agreed that the Steering Committee should review the existing Settlement Policy Boundary, with a view to rationalizing it.		
14.	We agreed that BMcC would re-circulate, before the first meeting of the Steering Committee, a draft Charter for the Committee's work, which we had discussed previously.	BMcC	By 22/11/15
15.	We agreed that BMcC would prepare a draft pro-forma for claiming of expenses.	BMcC	By 7/11/15
16.	Next meeting of the Interim Steering Group to be held on 8/12/15 at 19.00 in the White House.	All	

BMcC

14/1/16