

MINUTES OF 2nd MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 20.00 ON 4 FEBRUARY 2016 AT THE WHITE HOUSE

Present

Colin Brooks (CB), Nicholas Branch (NB), Boyd McCleary (BMcC), Debbie Rhodes (DR), Veronica Parker (VP), Dave Hutley (DHu)

Apologies

David Hawes (DHa)

No	Points Noted/Agreed	Action With	Timeline
1.	Minutes of the meeting of the Steering Committee on 13.01.16 approved. To be circulated to all members and observers and posted on the Neighbourhood Plan section of the Parish Council website.	BMcC DHu	By 5/1/16 By 11/2/16
2.	Membership of the Committee: BMcC noted that Jenny French had decided to resign from the Committee. The Committee noted that Alasdair Pepper (AP) had expressed an interest in becoming a member. It was agreed that BMcC would contact AP and confirm that there were no conflicts of interest. If not and he agreed to serve, the Committee would need to make an appropriate recommendation to the Parish Council. Hopefully, this could be done promptly.	BMcC	By 11/2/16
3.	Communication: We noted that an article on the Neighbourhood Plan had been placed in the February edition of "The Villager" by BMcC and agreed that: <ul style="list-style-type: none"> • CB would ensure that minutes of all Interim Steering Group meetings be placed on the Neighbourhood Plan section of the Parish Council website • All members of the Committee, plus observers and advisers, would attempt to respond to the invitation to join Dropbox; if members had difficulty with Dropbox, DHu would do a teach-in • CB and DHu would set up suitable rules and appropriate folders for the use of Dropbox. One of the folders should be for all correspondence on the neighbourhoodplan@bentworthparishcouncil.org account. All members of the Committee, plus observers and advisers, plus the Clerk to the Parish Council should have access • DHu would add to the Neighbourhood Plan section of the website the article in the February edition of "The Villager" • DHu would consider how we might liven up the Neighbourhood Plan section of the website, eg to include photos 	CB All CB, DHu DHu DHu	By 11/2/16 By 11/2/16 By 11/2/16 By 11/2/16 By 1/3/16
4.	Charter: We agreed on the wording of the draft Charter and agreed that this should be sent to the Parish Council for	BMcC	By 11/2/16

	their endorsement. Hopefully this could be done at the same time as the endorsement of a new member of the Committee (see point 2 above), so that the appropriate change to the Charter could be incorporated.		
5.	Neighbourhood Plan: We noted that Bentley Neighbourhood Plan appeared to offer a good template for Bentworth and that the “Bentley” Plan was helpful in framing some of the questions which we might ask our parishioners. We agreed that we should focus on producing a Neighbourhood Plan for Bentworth, with other items not in scope to be covered separately, perhaps framed as action points for the Parish Council.		
6.	We thought we were unlikely have to undertake a Housing Needs Survey . But we agreed that we should use “The Villager” to alert parishioners to the existence of the Housing List and of the advisability of those wishing to be considered for local housing to add their names. We agreed that DR would prepare a form of words, consulting EHDC as necessary.	DR	By 11/2/16
7.	Funding for Consultants: VP advised that the Parish Council , at its meeting on 2 February, voted “up to £3,000” to the Neighbourhood Plan. The Committee welcomed this and asked VP to speak to the Clerk to request that the Parish Council apply for the £7,000 available from Central Government. VP confirmed that the Steering Committee now had authority to proceed with the recruitment of consultants.	VP	11/2/16
8.	Appointing Consultants: BMcC reported on feedback from Bentley, Ropley and Four Marks/Medstead. It was agreed that: <ul style="list-style-type: none"> • We should prepare a written brief for the consultants, along the lines of that drafted by DR • DR and BMcC should complete this brief and bring it back to the Committee for approval • We should invite a minimum of three and a maximum of five consultants to bid • Those invited to bid should include RCOH and John Slater • DR would look at further possible candidates, eg from the Basingstoke area • We should give the consultants a period of three weeks in which to respond • Responding bidders should be interviewed by a panel of DR, BMcC and NB, who would then make recommendations to the full Committee • BMcC would invite representatives from Bentley and Four Marks/Medstead to brief the Committee on their experiences 	DR, BMcC	11/2/16
9.	Developers: we noted that one developer, Project 26, had approached the Chair of the Parish Council to advise of their intention to apply for a SHLAA site. We noted that the Chair had advised the developer to apply to EHDC, but had	BMcC	By 11/2/16

	also referred the developer to the Steering Committee. We agreed that BMcC would write to the developer noting that we had been informed by the Parish Council and that they had been directed to EHDC, which was the correct course of action.		
10.	SHLAA sites: We agreed that NB would ask EHDC about their intentions with regard to inviting further applications for SHLAA sites	NB	By 11/2/16
11.	Aerial Photography: BMcC reported that he had been approached by a local private drone operator, who had offered to provide aerial photography for the Neighbourhood Plan. It was agreed that this could be useful once we knew the locations of all available SHLAA sites. Care would need to be taken to ensure that all necessary permissions were obtained. BMcC to advise the operator accordingly and tell him we would get back to him in due course.	BMcC	By 11/2/16
12.	Contacts List: BMcC noted that he had circulated a contacts list for the Committee and asked that all fill in any blanks. He would then re-circulate the list.	BMcC	By 11/2/16
13.	Traffic: VP advised that a survey had been carried out regarding locals' views on the appropriate speed limit between Medstead and Bentworth. 30 out of 35 respondents had favoured putting a 40 mph limit in place. VP further noted that the Parish Council might request the police to conduct a traffic survey for the village, as none had been carried out for some time. We welcomed this and asked VP to report back accordingly to the Parish Council.	VP	By 3/3/16
14.	Next meeting of the Steering Committee to be held on 11/2/16 at 19.30 in the White House.	All	

BMcC

26/2/16