

MINUTES OF 8th MEETING OF THE BENTWORTH PARISH NEIGHBOURHOOD PLAN (BPNP) STEERING COMMITTEE, HELD AT 19.30 ON 20 JUNE 2016 AT SYCAMORE HOUSE

Present

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

Apologies

David Hawes (DHa)

No	Points Noted/Agreed	Action With	Timeline
1.	Minutes of the meeting of the Steering Committee on 11.05.16 approved. To be circulated to all members and observers, and put into Dropbox.	BMcC DHu	25/6/16 11/7/16
2.	Cancellation of Proposed Meeting: we noted that the meeting proposed for 1.6.16 had been cancelled because so many members of the Committee were unavailable.		
3.	Communication: <ul style="list-style-type: none"> • We agreed that DHu would have a word with Toby Stevens about how Neighbourhood Plan information might be better presented on the website. • We agreed that we should put another update on the work of the Steering Committee in "The Villager" for inclusion in the August issue. • We agreed to adopt the letterhead/logo proposed by DHu for the Benworth Neighbourhood Plan 	DHu BMcC	11/7/16 20/7/16
4.	Charter: We noted that the Charter, which had been formally approved by the Parish Council at its meeting on 3 May, had to be scanned and put on the Neighbourhood Plan section of the Parish Council website.	CB	11/7/16
5.	Application for Funding for Consultants: BMcC reported that the initial allocation of £2,800 had now been received by the Clerk to the Parish Council. NB was in touch with the Clerk to ensure that the grant conditions were met, notably with regard to record-keeping.	NB	
6.	Appointing Consultants: BMcC reported that he had issued the Project Brief to six consultants. All had responded, three in the affirmative, three in the negative. He had acknowledged all responses. We agreed that all three who had indicated their interest should be invited to interview and that these interviews should be conducted, on behalf of the Steering Committee, by BMcC, NB and DR. BMcC would now arrange these interviews in early July and report back with recommendations to the next meeting of the Committee.	BMcC	25/6/16
7.	Insurance: AP reported that, having satisfied himself that there appeared to be sufficient cover for legal fees, he had asked BMcC to write to the brokers, accepting their quote and returning the required Insurance Declaration. BMcC		

	<p>confirmed he had done so.</p> <p>We agreed to pass the brokers' invoice for £164.25 to the Chairman of the Parish Council for approval by the Parish Council and payment (having already allocated up to £3,000 for the work on the Neighbourhood Plan).</p>	BMcC	25/6/16
8.	<p>Neighbourhood Plan: NB noted that he had asked the parish of Westbourne for their questionnaire and would pass copies to VP and DHu.</p> <p>VP reported that the sub-committee comprising her and DHu had met to look at possible questions for a questionnaire for Bentworth. They had, however, found this difficult in the absence of a clear sense of what we wanted to find out. We agreed that it made sense to hold off actually drafting the questionnaire for Bentworth until after we have met with consultants</p> <p>AP reported that the sub-committee on factual information had not yet met, as he had been away; they would do so in the next week. We agreed that this sub-committee should:</p> <ul style="list-style-type: none"> • review the Neighbourhood Plan for Westbourne and establish the extent to which the required factual information was available for Bentworth • review the Action Hampshire Housing Needs standard questionnaire (see Item 9 below) to see how much of the information being sought was available from other sources • report back in writing in advance of the next meeting. <p>NB reported that he had received the EHDC's Traffic Light system for the evaluation of sites and had circulated this to all members of the Committee. We agreed that these would be very useful.</p> <p>We agreed that we should check with EHDC on progress concerning the approval of SHLAA sites.</p> <p>We agreed that we should consider holding another public meeting in advance of the distribution of the questionnaire. We should discuss this with the consultants, once appointed.</p>	<p>AP</p> <p>NB</p> <p>All</p>	<p>9/7/16</p> <p>10/7/16</p>
9.	<p>Housing Needs Survey: DR briefed us on the format and procedure for a Housing Needs Survey, which could be carried out by Action Hampshire (county-wide third party coordinators). This was done through an extensive standard questionnaire. We agreed that:</p> <ul style="list-style-type: none"> • It would be wrong to put too much of a burden on parishioners by asking them to complete two separate questionnaires 		

	<ul style="list-style-type: none"> • Some of the information requested in the Action Hampshire questionnaire was already available to us through other sources • It would be possible to incorporate many of the other questions in the questionnaire we proposed to issue to parishioners • We should therefore hold off requesting Action Hampshire to undertake a Housing Needs Survey • DR should circulate copies of the Action Hampshire standard questionnaire 	DR	25/6/16
10.	Maps/photos: We agreed that DHu would explore options and report back at the next meeting.	DHu	11/7/16
11.	Next meeting of the Steering Committee: <ul style="list-style-type: none"> • 7:30pm on Monday 11/7/16 at the White House 	All	

BMcC

11/7/16