



The Bramshott & Liphook Neighbourhood Development Plan Steering Group

A meeting of the NDP Steering Group took place at 7.30pm in the Canada Room, Liphook Millennium Centre, Midhurst Road, Liphook on Thursday 10th August 2017.

MINUTES

Present:

Emma Winfield (Chair)
Andy Kivell
Darren Ellis
Alasdair Cameron
Roger Miller
Jeanette Kirby
Dominic Taplin
Rebecca Standish
Chantal Foo
0 members of the press
0 members of the public

1. Welcome and Introduction

The Chair welcomed everyone to the meeting.

2. Declarations of Interests

Declaration of Interest made by Chantal Foo regarding item 10, Chair asked for all present to comment, no comments made against member being involved in the meeting.

3. Approve last meetings minutes

Spelling mistake of SDNP 'S' missing, and surname of Rachel from Feria, to be checked and updated in minutes by Emma Winfield.

Agreed – Minutes of last meeting on 27th July 2017 approved by all members, report to be issued to Parish Council at next meeting and uploaded to NDP website.

4. Budget & Spending

The Chair updated everyone on the budget. The Chair reminded that any spending of the budget needed Parish Council authority. Any spending is to be raised by Emma Winfield with the Parish Clerk for amounts up to £1,000. Above £1,000 to £2,000 requires the Parish Council's Chair and the Parish Clerk to agree the expenditure. Spending above £2,000 is to be agreed at the Finance and Policy Committee meetings. There is to be complete transparency in any spending.

Discussions on whether there is any foresight available to plan for potential future expenditures such as future community engagement events. To look at frameworks from other NDPs regarding their expenditures, and what they did to budget and control finances.

Andy Kivell commented that the budget needed to be forecasted with a working assumption to account for unknown quantities.

Agreed – by all the authorisation timeframes are important to ensure any required expenditures and costs are planned in advance.

Questions: What is the budget figure and contingency figure to draw down on in total, and remaining? Can FERIA provide a forecast of costing and spending to help the control of the budget going forward?

Chair commented that FERIA have billed up for all costs up to the Visioning Event.

Agreed – Clarification required from Parish Council Clerk on funding available and amount remaining to assist with forecasting expenditure. Emma Winfield is also to enquire with Parish Council on spend so far and remaining budget.

Question: Can a Chair from a completed NDP attend to discuss finance methods? I.e. Liss?

Agreed – Rebecca Standish to action as she has contact with [REDACTED], the Deputy Chair of Alton NDP who is also on the Alton Town Council, to ask for advice and information on Alton's NDP's itemised spending and enquire if they will attend the meeting on 15/09/2017 to discuss and present financial information. To also see if there are itemised spending and budget information available for Petersfield's NDP and on Alton's NDP's website.

Questions: What funding sources available separate to the money set aside by the Parish Council for the NDP? What are the budget cycles that influence funding sources and their timeframes for asking for increase in funding if necessary?

Rebecca Standish commented that she has spoken with EHDC regarding additional funding but any additional funding needs discussion and inclusion in EHDC's budget cycles, which are subject to funding pools. Possible additional funding is possible due to uniqueness of BLNDP being split over 2 planning authorities.

Agreed – Rebecca Standish to contact EHDC and SDNP on relevant budget cycles, and obtain where possible firm commitments on any additional funding available and requirements to obtain any additional funding.

5. Dates for the Design Forum

Chair discussed initial view of timings for the two-day Design Forum to be 09:30am to 8:30pm, scheduled into blocks with 09:30am to 4:00pm for presentations, 6:00pm to 8:00pm to show results on the walls with general public invited. The third day of the Design Forum is to show the results from the previous 2 days with a slideshow at 19:30pm, open to the public.

Discussions regarding the logistics of the Design Forum, recording key findings, themes and concepts which will set out the further works to be looked into for the third day of the Design Forum.

Agreed - Two-day Design Forum to take place 1st & 2nd November, the third day of the Design Forum is to take place on Tuesday 28th November, subject to Feria's availability.

Agreed – to discuss detail and logistics of Design Forum with Feria in further detail to gain a better understanding and of timings.

Question: Are the public present during the daytime at the two-day event? Who are the presentations being made to, the public, other presenters and the Steering Group (SG)? How are the public to participate? What is the Steering Group's role at this event? Is it free for all members of the public to attend at all times or only at particular times of the Design Forum?

Question: Site visits were raised as an option by Feria, when will these take place during the Design Forum?

Agreed – Feria to answer queries on Design Forum at next meeting. Emma Winfield to follow up.

6. Venue for the Design Forum

Darren Ellis and Jeanette Kirby updated on venue options. Options looked into various venues, main issues were explained such availability of parking, access issues, size and availability. Concluded that there is only one option that suits the Design Forum requirements, to use the Millennium Centre which is at the centre of Liphook with parking and access facilities to suit needs of majority of public.

Cost implications of using the Millennium Centre for two days were discussed.

Questions were raised on the size of the venue which is dictated by who are making the presentations, and the advertisement of the Design Forum which may bring a lot of people and large groups to attend who wish to listen to developers and the council and other interested parties of Liphook. Discussions regarding keeping the event in one space, with potential to divide the main hall for different activities if needed.

Agreed - Venue proposed is the Liphook Millennium Centre, Main Hall for the two day Design Forum and the third day Design Forum. Jeanette Kirby and Darren Ellis to book dates and request the group currently booked for the hall to swap rooms if possible. To also look

into obtaining presentation boards and flip charts from EHDC or Parish Council to use for the Design Forum.

Questions: Is there a restricted list for attendees, and how to organise to allow space for potentially more people than the venue can handle?

Agreed – Feria to answer queries, Emma Winfield to follow up in her email to Feria.

7. Update on Database

Roger Miller and Dominic Taplin provided update. They checked errors, removed duplicates, added in other local businesses, checked websites to ensure businesses on the list are still active, also looked at Vantage Magazine and Round & About and Parish Plan for further contacts to add to Database. Added in contacts provided from EHDC list.

Agreed - Database list to be updated with no individuals or sole traders due to data protection requirements. Roger Miller to make any amendments to the Database and forward final Database to Chair and NDP Administrator.

Question: Concerns on data protection requirements for the Database due to it being an aggregation of data.

Emma Winfield addressed concerns that the Database will have a further password protection requirement for access to the Database on the NDP's private Dropbox system. Only Emma Winfield and Nicki Sosin have access to add information to Dropbox.

Agreed – all members to confirm if their access to Dropbox is working and read only.

8. Communications Plan for the Design Forum

Alasdair Cameron and Andy Kivell provided update and explanation on Communications Plan. Hard copy of issued document handed out to all SG members.

Communications team concluded that a general B&LNDP Comms Plan is also required setting out the NDP's aim and mission statement and what is to be achieved.

Discussions on aim of NDP, the South Down National Park (SDNP), the train station being designated as a gateway to the SDNP. Discussed how the National Park is a positive for the NDP.

Agreed – SDNP and EHDC to meet the Steering Group.

Comms Team discussed target audience has been carried through from Feria's terms in the Visioning Event, and that the definition and addition of children into the target audience is required, as whilst they are indirectly targeted through their parents, children have their own insight and ideas. How to reach and get the message across to pre-schools, primary and secondary school children.

Emma Winfield updated that she had carried out a small NDP task with the local school and their teaching staff, and the initial information was insightful from a different perspective. Emma Winfield had already had preliminary discussions with the Federation of Liphook infants and Liphook Junior School and will discuss further how to engage with the children.

Agreed – Children to be combined with ‘students’ in target audience.

Andy Kivell explained the triangle of Communications. Questions raised on how to ensure that the target audiences have been reached as some target audiences are difficult to reach, and different routes to market required to reach the target audiences with maximum impact, i.e. physical and media. Who is to be called to ‘action’ for the Design Forum?

To use the Comms triangle as an ‘elevator pitch’ by the Steering Group for repeated messaging to get the main ideas of the NDP across and encourage locals to participate. To act as a ‘sound bite’ explaining the NDP’s power as an independent piece of legislation and use in the planning process for decisions made in the Parish, and that the NDP is for the future of its children and environment.

Emma Winfield commented that the Parish Plan was extremely useful and forms a foundation which the NDP is building on, encouraging those who contributed to the Parish Plan to also contribute to the NDP.

The Comms Plan needs to cover the full geography of the Parish, including any houses on outskirts, i.e. Ludshott Common, and potential stakeholders and neighbouring Parishes that are outside of the geographic boundary, such as Lynchmere, Grayshott, Hammer and Camelsdale.

Agreed – Add in the Neighbouring Parish Councils to invitations to NDP events, and to check that their policies fit with ones proposed by the B&L NDP.

Comms Team discussed the question of how does the Steering Group know that the Comms has been successful at capturing the demographic of the area? Discussions on options such as stakeholder maps, surveys on entrance/exit, floor walkers, continuing communications with those who have applied to present and/or attend. Need for contingency plan to target groups who have not applied to attend prior to the Design Forum, to allow for further targeted Comms to aim for a wide spread of the demographic of the local area at the event.

Discussion of timelines and milestones, potential to issue initial Design Forum invitations in first week of September, with follow up article in the Herald on 9/10th October, and further invitations by 25th October for attendance to be made, allowing time for chasing up of invitations.

Rebecca Standish commented that [REDACTED] and [REDACTED] are Gantt diagram specialists and can provide assistance to the B&L NDP to guide timeframes.

Agreed – SG online calendar required to set out timeframes for works to be done, and Gantt diagram for a project plan.

Agreed - Another calendar on the website for the public to see event timeframes and click on events to see further information.

Agreed – Use of Parish logo without wording, only the circle element with B&L NDP under the logo to indicate the NDP, for general clarity that the B&L NDP is a Parish Council project.

Emma Winfield had drafted some initial poster ideas with photos of the local area, which were shown to the SG.

Agreed – ‘tell us about it’ as an initial tag line to encourage those who have concerns to make their concerns heard and welcome communications.

Discussed use of 10 prompts derived from the Visioning Event, and whether to continue to use the overall framework of the Visioning Event and continue the themes to continue consistency within the process.

Question: Is the structure and categories of the table themes at the Visioning Event recommended to be carried through the process or considered a draft collection of themes to instigate ideas?

Question: If Feria are running the Design Forum event do they have their own Comms and how is this integrated with proposed Comms to ensure the same message is continued?

Agreed – Emma Winfield to contact Feria to discuss Comms Plans and queries raised on the Design Forum, public invitations and templates for invites, participation requirements and their view on the Visioning Event themes.

Alasdair Cameron and Rebecca Standish also visited Richard Wells at EHDC. EHDC have offered services to assist with production and developing design for advertisement posters, postcards, flyers, leaflets, banners, and printing of advertisements up to A3 size. Laminating and waterproof paper will incur a small charge. Large format printing over A3 has to be sourced elsewhere. Discussed use of people in photographs used in promotional material for a more personal touch.

Discussed how to update NDP website to suit requirements with more visuals and change template. Potential offer from EHDC to include email sign up for the B&L NDP for those signing up to updates on the EHDC website. EHDC’s only concern is neutrality.

Agreed – If reference is made to EHDC on any publicity material, SDNP also to be referred to, includes use of logos. Both parishes to be copied into relevant communications for transparency. Not to use EHDC and SDNP logos on press/advertisement materials at this stage.

Agreed – Populate website to refresh first on the NDP and then further information on the Design Forum. To have information on Design Forum on website and also a paper copy at the Parish Council. Introduce colour and ‘rolling’ photographs on website to make it more attractive. Emma Winfield confirmed there is a link to NDP website on the Parish website, and if there is a banner on Parish website.

Agreed – Alasdair Cameron and Rebecca Standish to confirm that EHDC’s offer is free and what facilities will be provided, and quantities of printing of advertisement information that can be provided. To liaise with EHDC to start design process and to bring initial promotional material to the next meeting with ideas on themes, fonts, colours, graphic style and layouts. Richard Wells to be provided link to promotional material on Dropbox.

Agreed – All communications to invite public to Design Forum to be made on the same day, in the paper, website, Facebook, posters etc. for synergy.

Agreed – Comms Team to bring updated Comms Plan and ideas on messaging, timeframes and extent of Comms to next meeting and to issue prior to 2nd September to allow for logistics and communications with Fera on Comms Plan.

9. NDP Communications Policy and Plan

Discussed in item 8, see comments above.

10. Planning Application rear of London Road

Agreed – The B&L NDP is not in a position to make a comment on any planning applications.

11. Filing system in Dropbox

Deferred to next meeting.

12. IT requirements

Deferred to next meeting.

13. Photos for website

In part discussed under agenda item 8. Deferred to next meeting.

14. Mission Statement

Question: Does legislation detail the timeframe for an NDP? Discussion about being aware of EHDC and SDNP timelines for plans.

Agreed – Timeframe to be discussed with EHDC, SDNP and Fera.

Agreed – Mission Statement for B&L NDP - ‘Listening to the voice of the community in order to deliver a NDP which enhances the parish of Bramshott and Liphook for now and the future’.

15. Next meeting and next steps

Next meeting on Tuesday 5th September.

16. A.O.B.

Emma Winfield to address Liphook Herald's misreport of David Brocklebank as a member of the Steering Group, he is not. 10th member of the Steering Group not yet appointment.

The meeting closed at 9.34pm