



BRAMSHOTT & LIPHOOK NEIGHBOURHOOD DEVELOPMENT PLAN

admin@bramshottandliphookndp.uk

A meeting of the NDP Steering Group took place at 7.30pm in the Canada Room, Liphook Millennium Centre, Midhurst Road, Liphook on Tuesday 3rd October 2017.

MINUTES

Present:

Emma Winfield (Chair)
Alasdair Cameron
Chantal Foo
Jeanette Kirby
Andy Kivell
Roger Miller
Anna Leslie

Nicki Sosin – NDP Administrator
Cllr Jackie Poole
1 member of the public

Apologies – Rebecca Standish
Darren Ellis
Dominic Taplin

1. Welcome and Introduction

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

Chantal Foo declared a new interest relating to a planning application for signage for her business premises on London Road.

3. Approval of the Minutes from the meeting dated 19th September 2017

The minutes of the last meeting were approved by all members.

Proposed by EW, seconded by JK.

4. Matters arising from the minutes not addressed in the agenda.

EW has emailed RS regarding pin boards from EHDC and hoped to hear an update shortly.

EW had chased the Parish Office to complete the registration of interest for the grant application so it could be submitted as soon as possible.

5. Posters, Banners and Comms Plan

Members of the steering group have been putting up posters around the village and surrounding hamlets in accordance with the plans produced by CF. 6 Banners are due to go up next weekend in accordance with the maps.

Press Release is to be published Wednesday 4th October with the hope it will appear in the next editions of papers.

Agreed: Comms Team need to produce draft feedback/survey plan for the Design Forum. Draft to be prepared for the next meeting.

Agreed: EW to arrange meet with Old Thorns to discuss placing posters around the buildings.

6. Stakeholder List and Invitations

Stakeholders have been emailed about the design forum. The admin inbox had already received 4 enquiries which may lead to presentations.

Replies to the emailed invitation to the Design Forum have started to come in. Some businesses/individuals have expressed an interest in attending but not in presenting.

Agreed: Steering group will continue to encourage participation, if participants don't want to present, they can provide a 'position statement' which will detail their view of the future of the Parish.

It was discussed that the Steering Group should be advised by Feria on the best way to capture ideas on the evening of day 1 of the Design Forum (6pm-8pm). Participants should be encouraged to 'add to' rather than alter what had been produced during the day.

Agreed: EW will speak with Feria to get further clarity and on recording of participants throughout the design forum.

Agreed: Feria invited to attend/con call the next meeting so that he could participate in a run through of plans for the Design Forum event.

7. SDNP Update

JK attended an SDNPA Local Plan workshop. The plan will go out to consultation July 2018. The Steering Group was encouraged to read the consultation and be aware of the contents. The NDP would be an education exercise so the community were aware of relevant policies. Feria will already be aware of this.

8. Design Forum Catering

JK presented various options from local food suppliers. This is in addition to teas, coffees and biscuits supplied by the LMC. Those attending the event would expect some refreshment and food whilst participating. A balance had to be struck between value for money and appreciating people's time participating in the Design Forum.

AC confirmed the cost of wine and soft drinks which would be for the evening presentation at the end of the second day.

In total food and drink for the two day Design Forum would probably amount to approx. £800. This was a generous estimate based on the maximum number of people attending and the amount would be likely to be less.

Agreed: EW to seek approval from Parish for a budget of £800.00 for catering at the Design Forum.

9. Update on Youth Engagement

EW did a workshop with the school children last week. EW has a meeting arranged with Bohunt on 10th October.

EW plans to meet with management of the Peak Centre to discuss engaging with the older demographic of the Parish.

10. Workstreams

EW circulated organisational chart of the steering group. CF discussed the roles.

Agreed: EW include Parish and Feria liaison and circulate updated organisation chart to the Steering Group.

Concerns were raised over the volume of work that the Administrator needs to undertake. There is a peak in work load due to the Design Forum but the issue will be monitored closely.

CF presented a project plan spreadsheet with a breakdown of workstreams and tasks. The project plan detailed who is undertaking that task with deadlines included.

Agreed: CF to update project plan and circulate to the steering group.

Agreed: EW will get clarity from Feria regarding:

- the best way to transport participants of the Design Forum around the village for site visits:

- logistics for Day 3 of the Design Forum on 28th November.

11. Meeting Dates

Feria had confirmed one meeting date before the Design Forum is fine followed by another date before the third Design Forum day.

12. Next Meeting

Next meeting will be 17th October 2017 followed by the Design Forum on the 1st and 2nd of November followed by a Steering Group meeting on the 21st November.

13. Any Other Business

AK and NS will look at setting up the NDP Facebook page later this week and to discuss IT issues.

AC suggested the procedure for expenses should be looked at as the Steering Group is buying small value items leading up to the Design Forum and will need to be reimbursed. It was suggested that all receipts are passed to DT who is running the budget.

Agreed: EW to discuss with Parish Council.

AC will be on holiday until 26 October so will not be present for the next meeting.

The meeting finished at 9.18pm