



# **BRAMSHOTT & LIPHOOK NEIGHBOURHOOD DEVELOPMENT PLAN**

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A meeting of the NDP Steering Group took place at 7.30pm in the Canada Room, Liphook Millennium Centre, Midhurst Road, Liphook on Tuesday 5<sup>th</sup> September 2017.

## **MINUTES**

### **Present:**

Emma Winfield (Chairman)  
Alasdair Cameron  
Darren Ellis  
Chantal Foo  
Jeanette Kirby  
Andy Kivell  
Roger Miller  
Rebecca Standish  
Dominic Taplin

Nicki Sosin – NDP Administrator

### **1. Welcome and Introduction**

The Chair welcomed everyone and introduced the Steering Group.

### **2. Declarations of Interest**

None

### **3. Approval of the Minutes from the meeting dated 10<sup>th</sup> August 2017**

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

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

RS reported that EHDC could provide a Gantt Plan. It was agreed that a representative from Alton would be invited to a future meeting, once planning for the Design Forum has progressed.

There was discussion regarding grants for NDPs and the time frame for spending possible grant funding.

**Agreed:** Clarification on the application, allocation and spending of grants.

RS confirmed that additional funding would be available from EHDC but specific projects requiring funding would need to be identified.

The Chair confirmed the Design Forum would comprise of a 2 day event on Wednesday 1<sup>st</sup> November 2017 and Thursday 2<sup>nd</sup> November 2017 and a third day on Tuesday 28<sup>th</sup> November 2017. Feria Urbanism has also confirmed these dates.

JK confirmed Chris Patterson of the SDNP would attend the Design Forum. RS confirmed Simon Jenkins of EHDC would also attend the Design Forum. They are also both happy to attend Steering Group meetings if sent a copy of the agenda.

A discussion took place about the possibility of adding an online calendar to the website to show important dates in the NDP process as well as 'rolling images'.

**Agreed:** Nicki Sosin to contact the website provider to see what is possible.

**Agreed:** AK to look at calendar software available on the web to see if there is anything suitable.

## 5. **Discuss logistics for the Design Forum with Feria**

*7:50pm Richard Eastham conference called into the meeting*

RE ran through the plans for the Design Forum. RE confirmed that the Feria Urbanism team would consist of up to 4 people. He confirmed at least a team of three, possibly four.

### **Day 1 - Morning**

The morning would consist of a series of 10 minute presentations by groups or individuals. Presentations are to be submitted to Feria the week before the design forum. Ideally looking for 10 slides of PowerPoint or 4 sides of A4. These 'position statements' will be printed out and displayed in the main hall throughout the two days. The statements will be the 'ingredients' for the work that will be undertaken. The Steering group needs to aim for a diverse range of views from across the Parish.

Presentations will be loaded onto a Feria laptop so them can be projected quickly one after the other.

The Feria team will help prepare a timetable of speakers for that first morning. If any group or individual wants a specific timeslot that first morning, they can ask. However, Feria encourage all those that speak to also patiently sit through other presentations as this type of information exchange is core to the success of the event.

### **Day 1 - Afternoon**

The afternoon will allow for groups to go out into the Parish to view sites that have been discussed.

Ideally those who present in the morning will be around in the afternoon to follow through the process. This would add value to the participants and the project as a whole. Participants will be able to learn from each other. From a practical point of view the ideal number would be between 40-60 participants but more or less could be accommodated. However, if numbers are too great it will result in it being difficult to hear from everyone in the time frame.

EW suggested the Steering group look at the Stakeholder List again to identify key groups who represent a wide variety of people that the Steering Group should encourage to participate in the Design Forum. It was discussed how the group could be segmented to match those identified in the comms plan.

**Agreed:** RM to segment the stakeholder list and DE to tier the segments for steering group review.

There was discussion on oversubscription for the design forum and not enough presentation slots. RE explained that any group or individual who does not get allotted a 'slot' can still submit a statement and this will be considered along with all the others. Andy also spoke of the importance of identifying on whose behalf people were presenting.

RM stressed the importance of having representation from the outlying hamlets such as Conford and Passfield.

By 4pm of day 1 there will be a series of annotated sketches and drawings demonstrating the views and comments of the day. The Steering Group can take views from people but also contribute as participants.

**Agreed:** Steering Group members to wear name badges at the Visioning Event to identify themselves at the design forum.

### **Day 1 – 'Open Session'**

Between 6pm and 8pm there will be an open studio for members of the public to have a look at the presentations, work from the site visits and the discussions so far. It will be a further opportunity for the public to get involved.

The work at this stage will necessarily be sketchy, rough, unfinished but hopefully interesting, challenging and thought-provoking.

Following the open session and further discussion with the public, FERIA Urbanism will draw-up a map of what has been achieved so far. They will aim to have the consolidated information ready for start of day 2 at 9.30am.

### **Day 2 - Morning**

9:30am - A slide show will recap to show a concept plan – effectively a ‘positive vision for the future’.

There will be an opportunity to critique, challenge and improve on work so far. The spatial diagram that the Feria team will have prepared overnight will be presented to the forum. It will suggest a range of possible interventions and present change in a positive way. Day 2’s aim is to finesse and refine the previous day’s work.

Ideally the participants from day 1 will attend day 2 but this will not necessarily be the case with all participants, so there will be a need to recap.

A discussion took place on the need to encourage people to attend both days. There is a need to be flexible but participants will get more out of the event if they can commit to all days.

### **Day 2 – Afternoon**

This would consist of revisiting some sites, but with a more focussed approach. By 4pm Feria will draw everything together.

7:30pm – a final presentation for participants and public to attend. Summarising the 2 days work and work in progress. A key target for this final presentation is to summarise all the areas of consensus and agreement but also point to the areas of remaining difference and where further research and investigation is required, all with a view to Day 3, towards the end of the month.

**Agreed:** Refreshments to be provided throughout the design forum and for those attending the presentation in the evening of day 2 of the event.

### **Day 3 – 28<sup>th</sup> November**

The four week gap between the two day design forum and day 3 to allow for additional work to be completed, that has arisen as a result of the first two days.

Day 3 would follow a similar format to day 2 with a recap and slide show. By the end of day 3 there should be strong content to proceed with the NDP.

Consideration needs to be given to how invitations and attendance can be addressed for the Day 3. It will be a more successful event if those that took part in Day 1 and 2 reconvene for Day 3. If the third day participants comprise mainly of those people who did not take part in the first two days, the whole process will lack the necessary continuity.

### **Build up to the two day design forum**

RE stressed the importance of direct invites followed up by telephone calls. There was a discussion about developers who had already contacted the administrator for further information on events. There was a need to provide the same information to all interested

parties. It was discussed that information will be made available online and land agents will be added to the stakeholder list.

**Agreed:** RM to add land agents to stakeholder list.

It was discussed banners and postcards are both useful but need to include “Please register your interest” so the group can monitor interest as well as gathering information for an RSVP.

**Agreed:** Steering group to produce a spreadsheet should be produced showing morning, afternoon and evening (open door) sessions for each day so that responses can be monitored.

DE then asked what the group needed to provide in terms of equipment. RE confirmed Feria would provide all equipment including flip charts, maps and pens. It would be useful if the council could provide refreshments, name badges for the Steering Group, signage for outside the venue and one or more large display boards. These may need to be hired in possibly from EHDC?

**Agreed:** RS will look at borrowing pin boards from EHDC for the Visioning Event.

*The telephone conversation with Feria ended 9:10pm.*

## **6. Update on the Communications Plan**

The Steering Group looked at work undertaken by the Communications Team. An initial idea of ‘clusters’ of posters with different subject headings were discussed.

**Agreed:** Comms Team to meet and incorporate comments and feedbacks made by RE and the steering group.

## **7. Update on Posters and Publicity**

Discussion on images from around the Parish for publicity material.

**Agreed:** EW to take more images of surrounding hamlets such as Conford and Passfield to be included.

**Agreed:** Comms Team to incorporate feedback from steering group on the wording on the posters and liaise with EHDC. Revised posters/postcards to be recirculated for comments and approval at the next Steering Group meeting.

Discussion about email from resident regarding traffic and the transport feasibility study. RS gave an update that the results of the transport study would be available at the end of October showing detailed information on traffic flows. It was suggested transport feasibility study and results could be included as one of the 10 minute ‘slots’ at the Design Forum.

**Agreed:** RS will consult with EHDC as this report was jointly funded by EHDC and HCC.

CF asked members to feedback on the spreadsheet she had produced covering where posters and flyers should be located. RS suggested posters should also be included in the press.

**Agreed:** Steering group to provide CF with feedback on the spreadsheet.

**8. Budget**

DT reported on the information kindly provided by Alton NDP, their spend in comparison to the Bramshott and Liphook NDP as well as their total spend. There was a discussion on current spend and money available for this current financial year. Feria Urbanism has agreed to provide projected costings for the next steps of the project.

**9. IT Requirements**

It was agreed that this item would be deferred until the next meeting.

**10. Filing System in Dropbox**

The arrangements for filing items in Dropbox was agreed. All Dropbox additions, amendments, etc would be via NDP administration.

**11. Photos for Website**

Chair asked the group for Biog photos for the website. Preferably in black and white these should be forwarded to the Administrator as soon as possible.

**12. Next Meeting and Next Steps**

Next meeting was currently scheduled for Tuesday 19<sup>th</sup> September. The Chair would look possible Thursday meeting dates following the next meeting which would be more suited to the group.

**13. Any Other Business**

RM asked whether we have the SHLAA list (Strategic Housing Land Availability Assessment) sites list. Chair confirmed that this map was on the notice board in the NDP office and that Feria also have a copy and they will bring this along to the Design Forum.

There being no further business the meeting closed at 9.44pm