



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 17th October 2017.

MINUTES

Present:

Emma Winfield (Chair)
Chantal Foo
Jeanette Kirby
Andy Kivell
Roger Miller
Anna Leslie
Dominic Taplin

Nicki Sosin – NDP Administrator

Apologies – Rebecca Standish
Darren Ellis
Alasdair Cameron

1. Welcome and Introduction

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

None.

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

The minutes of the last meeting were approved.

Proposed by EW, seconded by AL.

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

Agreed: RM will chase EHDC for the list of Landowners/Agents to add to the Stakeholder List.

EW has had approval from the Parish Office for the costs of catering the Design Forum.

5. Comms Plan

AK provided an update on the comms plan and workstream. Posters and banners are now up and people are beginning to comment on them. Extra posters are being added to locations around village and hamlets. The group discussed that public awareness of the NDP and Design Forum was increasing. RM reported that some posters have already been torn down.

Agreed: In anticipation of activities scheduled for the next two weeks, 400 more flyers will be ordered.

CF suggested signage directly outside of the Millennium Centre would be advisable for the days of the Design Forum.

Agreed: Signage to be produced and put up around the Design Forum on the two days of the Design Forum. Comms team to look into relocating Banners to near the Liphook Millennium Centre.

The Group discussed the survey forms designed for the Design Forum and the data, comments and feedback the form hopes to capture.

Agreed: The survey forms to be printed in time for the Design Forum.

Agreed: RM to ask Liphook talkback website (Dark Group) to place a link on Liphook website left hand side banner to link directly to NDP website. AL will place a post on this website a couple of days before the event which is just a statement with information regarding the event.

8pm *RE of Feria Urbanism joined the meeting by Skype.*

EW asked RE's view on the number responses received so far to present at the Design Forum was 'normal', 'good' or could be better. RE replied that this was an excellent response.

It was agreed that there was a need to identify any segments of the community who were not represented and then encourage them to participate.

The group discussed the logistics for the design forum, requirements and activities.

The groups discussed groups which had expressed an interest in presenting. The group looked at the list so far and which segments the groups addressed. RE suggested that the developers/landowners/agents who had asked to present, could present in a block one after the other or separated amongst the group. RE suggested the Steering Group think about what approach they want to take.

EW reported that both the Federation of Liphook Infant School and Liphook Junior CofE School and Bohunt School have requested they have early slots on the day they present.

EW asked RE who should be handling responses to the requests to present? RE confirmed that Feria will deal with this however it would be down to the Steering Group to chase those groups who had expressed an interest in presenting but had not submitted anything yet.

The group discussed how the main hall would be arranged to facilitate the day.

Agreed: Next meeting date with Feria would be 21st November was confirmed as the next meeting date. Feria confirmed they can make this date and will lead the group through the findings from the first two days.

RE explained that Day 3 would be more word based than plan based.

RE confirmed it would be useful to have both planning authorities, EHDC and SDNP presenting at the Design Forum.

8.35pm *RE left the meeting.*

A discussion took place around whether it is better to schedule all the landowners and agents in one block on day 1 of the Design Forum or whether they should be spaced throughout the morning.

Agreed: Better to space these presenters out so that there is no domination by one group. EW to notify Feria.

6. Stakeholder List and Invitations – Update

Several groups need to be chased to come forward namely healthcare providers, religion, food & drink, supermarkets, district councillors, local councillors and sports clubs.

Agreed: Steering Group members to establish contacts with stakeholders in the segments not yet represented. JK had a meeting with Liphook and Liss Surgery and the football club regarding presenting.

JK raised a concern that there did not appear to be very much representation from the hamlets.

EW suggested JK request to a representative from the Parish Plan to attend the Design Forum as this was a valuable plan which will form the foundation of the NDP.

7. Design Forum Logistics

JK provided an update on catering arrangements. The event manager of the Liphook Millennium Centre and JK have already spoken and are happy to coordinate arrangements between them.

DT is waiting to hear back from EHDC regarding budget and spend. EHDC is sharing costs of printing so there will not be an invoice.

8. Work streams

CF circulated the work streams spreadsheet with deadlines. Discussion took place around when Steering Group members were available over the days of the Design Forum and what task members could take on in the lead up to the event and on the days.

9. Next Meeting

1st and 2nd November – Design Forum day 1 and 2.

9th November – Steering Group Meeting

10. AOB

NS to send email logon details to CF to cover for holiday absence.

The meeting closed at 9.25pm