



# **BRAMSHOTT & LIPHOOK NEIGHBOURHOOD DEVELOPMENT PLAN**

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A meeting of the NDP Steering Group took place at 7.37pm in the Canada Room, Liphook Millennium Centre, Midhurst Road, Liphook on Tuesday 21<sup>st</sup> November 2017.

## **MINUTES**

### **Present:**

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

Apologies – Dominic Taplin  
Rebecca Standish  
Nicki Sosin – NDP Administrator

### **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 9<sup>th</sup> November 2017**

The minutes of the last meeting were approved.

Proposed by EW, seconded by AK.

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

Discussion about Day 3's ambition to discussing possible areas for housing. Concerns were raised by SG members. The SG discussed the need to educate the community regarding the legislation and planning policies documents relevant to SDNP and EHDC.

AK raised need for an independent view on the planning policies, and to trust Fera's process as the independent consultants.

**Agreed:** To direct queries from the public to the FAQ on the website that contains 'copy and paste' of the relevant policies. AK to set up a FAQ page on the website, not to go live at this stage until the information is in place.

**Agreed:** Position statements from SDNP and EHDC are required to provide clarity to the community.

**Agreed:** JK to chase SDNP regarding their response to the 'homework' queries raised regarding their position and interpretation of policy 116 of the NPPF, development in the SDNP and what constitutes major development.

**Agreed:** RS to chase EHDC regarding their response.

**Agreed:** DE not needed to visit Passfield as EW has a contact at Passfield Business Centre who has agreed to drum up interest in Passfield Business Centre and Passfield Social Club.

## 5. Press releases/community magazine

EW & RM confirmed submission of article to the Liphook Community magazine with photos, due for circulation around 10<sup>th</sup> December. EW confirmed that articles submitted to Liphook Herald, due out Thursday.

**Agreed:** AK to circulate magazine article. JK to amend for the Bramshott Bugle magazine.

## 6. Comms Plan - Update

AC confirmed that posters have been distributed to same locations as before by RM, JK & CF. EW commented that she is happy that they tie in with the design of the banners and provided a clearer branding.

**Agreed:** Banners to remain in place, and removed post 28<sup>th</sup> November.

**Agreed:** No flyers for the train station for this particular event.

EW confirmed that invites to Day 3 have been sent to all those who issued a position statement and attended, and those on the stakeholder list.

RM to forward comments received by email to AL.

**Agreed:** JK to chase Mad Hatters and Football Club, to confirm invites have been received.

## 7. Website

AK gave an update on the website, and that there are now changing photographs and the banners on the main page.

AK carried out presentation on enhancing the capabilities of the website to assist with increasing interest and reducing the SG's manual work in sending out information to the public, which will minimise risk regarding data protection, increase accuracy and amount of information and updates that can be issued. Raised concerns that at present all SG work is highly manual, including email updates, updating contact lists, Facebook etc. and issues with the current method not being scalable to larger numbers. Presentation looked at 'cloud' applications providing a service for basic cover for emails, contact lists, and allows for pushing out updates by email, blog and social media in one go due to plugins for the website, which is run by Wordpress.

Additional benefits are that these plugins provide a downloadable audit trail, a self-managed email list, and can report on demographics, and allows for the interested parties to interact and agreed, to join the mailing list, and unsubscribe if needed.

AK also presented another freemium 'cloud' application that has plugins to the website and can be used for online surveys that can be sent out by email and available on the website, and usable on tablets, phones, and PCs to maximise engagement.

Discussions regarding how to send out the same survey to those who don't use the internet.

**Agreed:** Consensus by SG present to look further into potential to use of additional website functionality. EW to confirm with Parish Council whether authorisation is required for plug ins. AK to carry out a deeper assessment.

**Agreed:** All SG agreed community engagement event presentations should be recorded where possible and uploaded to the website. EW to ask Feria to record all presentations.

## 8. Design Forum Day 3 logistics

Feria to arrive 9am. JK confirmed that the LMC will have temporary heaters for the event.

EW confirmed that both Bohunt and the Federation of Infants and Junior Schools will be participating. Discussion regarding how many students live in the neighbourhood area.

**Agreed:** EW to ask Bohunt for numbers of students that reside in the Parish.

Discussed need to prepare a better registration sheet for Day 3 to include a 'tick box' to ask participants if they would be interested in being on a mailing list and if they would like further information regarding volunteering for Working Groups. Discussed if registration sheet should include query regarding if participant is representing or a resident.

**Agreed:** AK & AL to prepare registration sheets with name, email and tick box.

Discussions regarding information received from feedback forms, and that they appeared to raise the key issues of the community. AL described the resulting 'word clouds'.

**Agreed:** AC, AK & AL to prepare similar feedback forms for Day 3

**a. Catering**

JK gave update that she had ordered 30 rounds of sandwiches, this should be suitable amount for 60 people. Confirmed that there are sausage rolls remaining from Days 1 & 2, and that she will obtain the additional lunch items as before. JK confirmed the LMC events manager is available and offered to help again. JK confirmed that there will be brownies.

**b. Budget & Spend**

EW confirmed the catering spend and hall hire costs have been authorised by the Parish.

JK raised that the Parish Clerk recommended that the SG appoints a Responsible Finance Officer (RFO) to allow the SG to have petty cash for expenses for small items required to run the NDP.

**Agreed:** SG agreed that petty cash would assist payback for small NDP related expenses.

**Agreed:** JK to action request for petty cash by Parish.

**Agreed:** CF to ask DT to be Responsible Finance Officer, chase DT for photo and biography for website, and for update on budget and spend to date as a benchmark for Day 3 and to provide as general update to Parish.

**c. Displays**

CF presented an outline of a board layout for the foyer and LMC with maps of Parish and general information to be on display for the community and participants to read. Discussions regarding using the boards to start a reference library and directing with an educated view to set out the expectations and aims of Day 3. Boards are to grab attention as a reference corner, and show there are topics other than housing that are important to the community. To include the 'word clouds'.

Potential to reference material from other NDPs. Potential to include information on the green infrastructure study by Bohunt, and the manufactured green spaces in the Parish.

**Agreed:** Include map of the neighbourhood area to provide background information for Day 3. Add in information from slideshows of Day 2 including the policies and homework.

**Agreed:** AL to turn rest of feedback into 'word clouds' as a snapshot of Days 1 & 2.

**Agreed:** CF to update boards and set out information as above, including the running order on the boards and agenda.

## **9. Stakeholder List & attendee list for Day 3**

RM provided an update on the stakeholder list, confirmed to date there are 26 attendees including SG. Concerns raised that not many community members are registered to date.

Discussions regarding developers presenting at Day 3, and that these are for the 'homework' queries to be answered only as 'clarity sessions', and to challenge developers to answer questions from the community in a public forum.

**Agreed:** AL to ask Feria regarding requirements for presentations on Day 3.

**Agreed:** RM to chase Beauty Pod and Deers Hut.

## **10. Workstreams**

CF provided update on workstreams, and updated on availability of SG.

Discussions regarding needing minimal 2 people at all times to discuss the NDP process to date with 'drop-ins', and guide them to interact with the tasks being carried out.

**Agreed:** CF to update workstreams to suit alterations to attendance and include public assistance roles.

## **11. Working Parties**

EW asked AC to be the leader for the Working Groups coordination, to commence recruiting and identifying skills.

Discussed including a tick box regarding Working Groups on the registration sheet.

**Agreed:** AC to liaise with Comms.

## **12. Next meeting, and next steps**

Richard from Feria available 12<sup>th</sup> December, but AK, AL and DE not available this date.

**Agreed:** Next Meeting: Tuesday 5<sup>th</sup> December 2017, Canada Room.

## **13. AOB**

EW provided a thank you message from Chair of the Parish Council, Jane Ives.

EW confirmed that any information agreed to be released to the public is to be through the website and by email only.

AK requested if a SG from a recently approved NDP could visit to discuss their lessons learnt, and highlights and lowlights of the process.

**Agreed:** JK agreed to contact Liss & Alton NDPs to provide a talk in the New Year.

AC raised ordering more business cards.

RM requested SG members to not reply all on emails, only include those who need to know due to number of emails being received. Raised query regarding what is the procedure after 28<sup>th</sup> November. EW confirmed she will forward document from Feria setting out the next stages. EW to ask Feria when their report will be ready post Day 3.

Meeting closed 9.40pm