



# **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> December 2017.

## **MINUTES**

### **Present:**

Emma Winfield (Chair)  
Alasdair Cameron  
Anna Leslie  
Chantal Foo  
Roger Miller  
Nicki Sosin – NDP Administrator

Andy Kivell joined the meeting at 7.50pm

Apologies – Dominic Taplin  
Rebecca Standish  
Jeanette Kirby

### **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 21<sup>st</sup> November 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.**

The Atkins transport feasibility traffic study has commenced.

RE of Feria Urbanism was unable to attend the meeting this evening but will attend the next meeting in January.

## **5. Press releases**

A press release went out today to the local press providing a round up of Day 3 of the Design Forum. EW thanked AK for his input on this.

## **6. Comms Plan – Update**

AC confirmed that all the banners from the Design Forum Day had now been returned to the NDP office. All were in a reasonable condition.

Most of the posters have now been collected in and AC has emailed EHDC to thank them for their help with the artwork.

## **7. Website**

AK talked through work he has completed on the website to improve its ease of use. It was suggested that it would be useful to have a library of documents and resources available on the website.

AK has mocked up an enquiry form on the website. He explained that this can be tailored to show different headings/enquiries.

A discussion took place regarding the Stakeholder List, the formation of mailing list. It was suggested and agreed that any correspondence should encourage residents and businesses from the local Parish to go the website to receive updates.

**Agreed:** AK will update the website with notable dates in reverse order so that the next event is easy to identify.

AC will put together a list of those who expressed an interest in being in a working party.

Mailchimp is being progressed and should be available to use very soon.

## **8. Design Forum Day Update**

AL gave a report on the statistics from Day 3 of the Design Forum.

It was discussed that the group should have designated 'facilitators' to keep groups on target, 'parking' any ideas that veer off from the subject in order to keep the task on track.

AK spoke of the need to improve engagement with different groups who have not yet attended an event.

EW discussed the grant funding application. Following discussion with Ferial Urbanism on the matter, it will be postponed until the new financial year. Due to the complex nature of this NDP it is hoped that more than the £9000 grant funding could be applied for.

**9. Workstreams**

EW thanked CF for all the work she had undertaken.

**10. Working Parties**

It was agreed that Working Party recruits must be happy to be open to scrutiny and would need to complete a Declaration of Interest form. EW to revisit Terms of Reference regarding working party selection and discuss with the Parish Office for clarification. Around 20 people have come forward so far who are interested in joining a Working Party.

**11. Next Meeting**

It was agreed the next meeting would be Tuesday 9<sup>th</sup> January 2018 at 7.30pm.

**12. AOB**

EW notified the Steering Group that the Administrator would be standing down from her post once a replacement had been found. This was due to an increase in responsibility at the Parish Office and extra work as a result.

The meeting closed at 9.10pm