



# 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 23<sup>rd</sup> January 2018.

## MINUTES

### **Present:**

Chantal Foo (VC)  
Alasdair Cameron  
Anna Leslie  
Darren Ellis  
Emma Winfield  
Jeanette Kirby  
Roger Miller  
Nicki Sosin – NDP Administrator

Apologies – Rebecca Standish  
Dominic Taplin  
Andy Kivell – delayed late attendance at 21:07

1 invited guest – Roger Hargreaves of Liss NDP  
1 member of the Press  
3 members of the public  
4 Parish Councillors

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

The Chair welcomed everyone to the meeting.

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

Statement made: *'Members of the Steering Group are reminded of their responsibility to declare any pecuniary interest which they may have in any item of business on the agenda, no later than when that item is reached. Unless considered to be not relevant or of any significant nature, members may not participate in any discussion of, or vote on, any matter in which they may have a pecuniary interest in. Member must withdraw from the room when the meeting discusses and votes on the matter. This includes all interests set out in your Declaration of Interests form.'*

There were no Declarations of Interest.

**3. Approval of the Minutes from the meeting dated 9<sup>th</sup> January 2018**

The minutes of the last meeting were approved.

Proposed by CF, seconded by JK.

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

AC asked about Northcott Trust's request to speak at the last meeting. CF confirmed that the Steering Group had received a statement from them by email prior to the meeting, but that the Steering Group Meeting was not an appropriate occasion for members of the public to present.

**5. Roger Hargreaves of Liss NDP**

Roger Hargreaves spoke about Liss' experience of going through the processes of an NDP. Roger was a retired town planner and the Project Manager for the NDP. Roger is also the Chairman of Liss Parish Council. Liss is importantly wholly within the SDNP, but at the time of submission the SDNP's Local Plan was being drafted, therefore the NDP was to be compliant with the Joint Core Strategy and other EHDC policies and Supplementary Planning Documentation.

As Liss had already undertaken a Parish Plan and a Village Design Statement it was not necessary to cover some of the work that had already been undertaken. They did not employ a consultant as RH was an experienced town planner and provided the professional advice and drafted the NDP policies, and they also had volunteers who provided their graphic design skills.

Roger explained that the whole process had taken a total of 3 and a half years but only around 1 year to draft the actual plan. He spoke of the difficulties of keeping momentum going during times when the plan got bogged down with procedure.

Liss made use of working groups to do much of the work and didn't use the Steering Group as a committee. All updates were done by email and meetings tended to be fairly short. Their Steering Group meetings were closed sessions, ie. members of the public did not listen into these meetings. Communication and involvement with the community was on a regular basis with community events and discussions. They only needed to employ professional advice for one of the sites and this was paid for by the SDNPA.

The Settlement Boundary was very important to Liss. They were keen not to end up with 'infill' so tried to implement tighter boundaries around settlements. They also felt it was important to define green spaces around settlements.

Residents were keen to have a more compact village. Five sites were settled upon which had been narrowed down from an initial 19 for a total of 150 houses required. RH stressed it was very important to have a robust strategy and clear criteria and a need to show you have been systematic in your approach, and to record all evidence in a systematic way.

Liss had stalls with NDP literature outside shops, sent regular emails, and ran competitions in schools, amongst other community engagement events.

RH felt it was important to write up absolutely everything. RH later noted in a separate email that whilst Liss NDP only paid for limited planning help, they employed a clerk who carried out the admin work, to ensure good recordkeeping and arrange meetings and exhibitions. RH also commented that it was worth reading as many other NDPs as possible and also, where possible, make use of material that has already been produced for drafting an NDP.

During a Q & A session RM asked how Liss decided on sites. RH replied that they advertised for sites to be brought forward. A group set out the criteria for assessing the sites, then different groups went out in groups of approx. 3 to view these sites against the set criteria, which was then passed to the Steering Group to view. If there were any dissents these were recorded. RH stated that there were dissents as everyone has their own view and that is natural.

AC asked how the Steering Group fitted with the Parish Council. RH explained that ultimately the final decision rested with the Parish Council as the NDP could only recommend.

Liss had a total of 5 working groups which had increased from an early 3. Each working group was chaired by a member of the Steering Group.

EW asked what Liss would do differently if they could start again. RH said that the main thing would be to set up the Communication Group much sooner, as they realised the importance of having a clear communications strategy.

DE asked how the emerging SDNP plan might affect Liss' completed Plan. RH responded that they may have to amend their housing numbers. They did not over allocate, but do have a 10% buffer as advised by the Inspector. They decided against 'phasing' and already have a planning application in for 77 houses.

EW asked RH how Liss kept up the momentum. RH replied that during the year that the plan was prepared there was a lot of interest. They held 3 public consultations but when there were long gaps people tended to lose interest. It was really important to 'manage the message' and constantly remind people why the NDP matters to them whilst managing their expectations.

AL asked if Liss had a good cross section of the community engaging in the plan. Roger replied that they tried to get different age groups involved however it was difficult to get young people interested.

AC asked if housing became the focus of the Liss plan. RH replied that housing had been the main reason they decided to do the plan and that the message went down well with residents that decisions regarding housing were being made in Liss, and not left to EHDC.

JK asked about other allocations such as employment. RH replied that Liss didn't allocate any sites for employment.

RH explained that due to his background in planning he drafted all of the policies. He was of the opinion that there are lots of retired planners who could be approached to provide this service.

The group thanked Roger for attending the meeting and he left at this point.

## **6. Update on EHDC Briefing dated 18th January 2018**

CF showed the presentation of the EHDC briefing, and CF & DE provided a summary of the meeting attended.

Importantly there is now a need to review Local Plans every 5 years, which also applies to NDPs. This does not affect SDNPA who will go ahead and submit their plan at the end of March under the previous legislation.

The Joint Core Strategy will become out of date in May 2019. A new housing methodology is being brought in to calculate housing for Districts and a new methodology to assess sites, called the Land Allocation Assessment. This means that all existing SHLAAS will be redundant and the LAA will be used to assess all sites for all land uses. This will result in a 'clean slate', as previous sites in the SHLAA are not brought referred to by EHDC in their new call for sites. The LAA is not only housing but any form of development such as employment, education or recreation. Importantly, not only can landowners and developers put forward land for development but also the NDP itself who would be able to request EHDC to approach the landowner directly.

There would be a need to build in a 5 year review cycle because housing numbers are likely to only go up, which would require NDPs to undergo gathering of new evidence and renewed inspection and referendum. But there may be scope to provide 'future policies' to mitigate the need for a full review of the NDP every 5 years, but instead a general compliance check with no material change to policies or plan allocations carried out between the Planning Authority and the Qualifying Body, the Parish Council, which does not require the NDP to be taken back to referendum.

A summary of the briefing will be issued separately.

CF will attend the meeting with EHDC on 6<sup>th</sup> February together with Jane Ives, Jeanette Kirby, Darren Ellis, and Roger Miller.

## **7. Atkins Report**

There has been no update on the Atkins Report.

RM raised a concern that the traffic survey was only conducted over one day and was therefore not representative. JI will speak to district councillors for any further news. This is likely to be towards the end of January.

**8. Update on Liaison with EHDC**

There was no update.

**9. Update on Liaison with SDNP**

JK provided an update to the group. She reported that South Downs National Park were concerned that the Steering Group have not formally decided whether to allocate housing within the Park.

Lucy Howard has confirmed that any allocation built in the Park would count towards SDNPA's housing allocation, not EHDC's allocations.

**10. Working Parties**

AC advised that 20 people have shown interest in joining a working party. He has sent an email acknowledging the interest.

EW suggested getting RE view on how to keep the interest of these volunteers whilst work is undertaken on themes.

DE suggested spending a whole Saturday working on the policy themes as a decision is needed for a recommendation to be made to the Parish Council, before proceeding further with the Working Groups.

EW suggested asking the working party volunteers to look at the policy themes listed in the briefing document and to let us know if there is any area of particular interest to them.

**Agreed:** AC to send out an email to working party volunteers with draft themes asking what topics people might be interested in.

**AK joined the meeting at 9.07pm**

**11. Press Releases**

AK reported that there was nothing particular to report to the press at present, however a press release will be made to the Herald stating a summary of the meeting for clarity that the NDP consider it to be 'business as usual'. A press release would be drafted by EW and AK after the next meeting on 06/02/18.

**12. Comms Plan**

There was no update.

**13. Website and Social Media**

RM reported that the Stakeholder List is now updated to be used on Mail Chimp however it still needs some fine tuning. AK and RM to carry on preparing Mail Chimp for use in the future.

**14. Next Meeting**

Next meeting to be 06/02/18.

Natasha Finn from EHDC will be attending but just sitting in as a member of the public.

**15. AOB**

RS has asked if some meetings could be held on a Thursday instead of Tuesdays.

EW suggested looking at potential extra members of the Steering Group.

**16. Exempt Session**

AOB until next meeting.

The meeting closed at 9.27pm