



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 22nd February 2018.

MINUTES

Present:

Chantal Foo (VC)
Andrew Kivell
Darren Ellis
Dominic Taplin
Emma Winfield
Jeanette Kirby
Rebecca Standish (late arrival at 19:50)
Roger Miller

Apologies – Alasdair Cameron
Anna Leslie

2 members of the public

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 6th February 2018 and the Exempt Session dated 6th February 2018

The minutes both of these meetings were approved.

Proposed by AK seconded by DE.
To be published on the NDP web site

The PC to be requested to accept these minutes at the PC Meeting on 26th February 2018. To be actioned by EW.

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

No matters arising from minutes.

5. Discussions on next steps forward

CF had spoken to Richard Eastham [RE] [Feria Urbanism] and he will incorporate the SG's comments on the draft Interim Report into the revised Interim Report. This report will be forwarded in the near future.

Following CF discussion with RE, he is content with the Steering Group's proposed method forward and to progress with the next steps up to Stage 13. The Steering Group are of the opinion that a continuity of engagement with Feria Urbanism is beneficial to the creation of the NDP. To be put forward by the Steering Group to the Parish Council for the Parish Council to approve the next stage of appointment Feria Urbanism at the PC Meeting on Monday 26th February 2018.

Rebecca Standish arrived 19:50pm.

EW discussed that this whole process is to also work as an education piece for the community, raising the complexities of current planning policies. Comms workstream to upload briefing documents and background documents relevant to the NDP to the online library for public access.

EW to report on the progress of the NDP at the Parish Council meeting next Monday. The report will include the 'Next Steps', and progress update.

6. Discussion on EHDC Call for Sites

EHDC have published a request for sites.

RM tabled a standard EHDC Strategic Restraints/Analysis Matrix currently in use by EHDC. A similar method of assessment, Land Availability Assessment (LAA) not yet released by EHDC, will be used by EHDC in their decisions of land allocation for the emerging Local Plan currently under preparation. The criteria of the new Land Availability Assessment to be requested from EHDC for use by the Steering Group for our land availability assessment of the parish as a whole.

It was agreed that the Steering Group would not put forward sites to EHDC for their Call for Sites. Members of the Steering Group can identify sites as individuals, however any submission made will need to be declared as a potential conflict of interest by the individual

in their DOIs and made known to the Parish Council Chair and SG Chair. This agreement was voted on and passed unanimously by those present.

Following the Parish Council meeting, the Steering Group is to refer to EHDC's Call for Sites on the NDP web site to increase publicity for the community. **Agreed EW and AK to liaise following Parish Council meeting for online 'press release', to replicate the Parish Council's 'press release' if one is made.**

RM referred to the interactive maps on the EHDC web site. These maps identify all the conservation areas, to be considered as part of the NDP land availability assessment. Discussions that use of the maps could ease workstreams.

7. Discussion on 7 policy themes and initial policies

The seven policy themes are :-

- Access & Movement
- Community
- Sport & Recreation
- Housing
- Heritage & Design
- Public Services
- Employment

These policy themes were accepted by the Steering Group, but with agreement that the suggested policies within each of the themes, as set out by Fera Urbanism, could be adapted/added to as appropriate.

The Steering Group are now to consider allocation of a member to each policy theme, and to start setting up the parameters of the Working Groups, and the Terms of Reference. There is to be a standard ToR for all Working Groups, with further individual policy theme topic structures and further ToR to support each Working Group.

Standard ToR to be put forward to Parish Council for reference as soon as possible.

Steering Group to commence further developing these policy themes once the Working Groups are formed.

EW to draft the standard ToR with reference to examples from other NDPs, to be discussed at the next meeting.

A meeting is provisionally arranged for 2.00pm on 1st March 2018 between the SDNP and EHDC to discuss housing allocations on their respective areas within the Bramshott & Liphook Parish. Once date confirmed representatives from the Steering Group will be able to confirm their attendance.

It was noted that the SDNP have already allocated sites in their draft Local Plan; none of which are within the Bramshott & Liphook Parish.

Steering Group will educate the community on the assessment procedures and criteria. This likely be set out on the web site, Talkback and a press release.

8. Working Parties (AC)

a) Steering Group allocation to 7 policy themes

b) Update on invitation to interested Working Party volunteers

- *All 24 invitations to volunteers have been sent out.*
- *3 of the WP volunteers are also interested in being a member of the Steering Group*
- *One response to date declining*
- *Admin and AC are monitoring responses, independently.*
- *The LMC is reserved for 17th March for 2 interview rooms and one meet and greet room*
- *AC to compile interview roster and question/areas to be covered sheets for the interviewers.*

It was agreed at the meeting that the interviews will be undertaken in the NDP office which has two individual rooms, and has no usage fee, in order to save money. Interviewees have been asked their areas of interest in the application form. The Steering Group to be advised at the meeting on 22nd March 2018 of those proposed to be accepted as WG members, in order to put forward a recommended list to the Parish Council.

Steering Group members to advise on their availability for the interview date for 17th March 2018.

The size of each working Group will be dependent upon the subject matter, and how many volunteers are available. Discussed potential need for further calls for volunteering following first set of interviews.

The Steering Group representative[s] on each Working Group will govern the group following Terms of Reference Guidelines which have to be drafted for approval. The Terms of Reference will be drafted perhaps adapting a template used on other NDP's. See above.

All members to advise CF of their preferred Policy Themes so that the Working Group representatives can be finalised. Once all received the final arrangements will be tabled and voted on.

The results of the interviews of potential Working Group members to be discussed and voted on at an exempt session on 22nd March 2018.

Noted that the Steering Group will 'sign off' the conclusions reached by each Working Group, and put forward the results and recommendations to the Parish Council once each workstream has reached a natural result.

9. Press releases

The next press release will be issued on 27th February 2018, subject to result of Parish Council meeting.

10. Next meeting, and next steps

Next meeting to be Tuesday 6th March 2018 at 19:30 in the Canada Room LMC.

11. A.O.B.

The technical 'glitch' on the MailChimp data software to be remedied by AK & RM. In the meantime additional stakeholders are being added on both MailChimp and the original Excel schedule. Where stakeholders do not have an email address their postal address will be used for communication.

The creation of individual NDP email addresses for both the SG and WG members is to be progressed. Cllr Jane Ives to be contacted to arrange this facility. This arrangement will accord with the Freedom of Information procedures. CF to liaise with Cllr Jane Ives. AK to organise email addresses where able to set up via admin portal.

Discussions whether each Working Group member requires individual email address, CF to liaise with EW and Cllr Jane Ives on Data Protection requirements.

EW commented that the NDP made the front page of the Herald again, and Parish Council were supportive of the NDP work, raised at the last meeting. Admin has been saving any articles on the NDP for reference.

A NDP presentation by EW & AK will be given at the Parish Council AGM being held on 26th March 2018.