



# BRAMSHOTT & LIPHOOK NEIGHBOURHOOD DEVELOPMENT PLAN

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A meeting of the NDP Steering Group (SG) took place at 19:30pm in the Canada Room, Liphook Millennium Centre, Midhurst Road, Liphook on Tuesday 6th March 2018.

## MINUTES

### **Present:**

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

Apologies – Dominic Taplin  
Rebecca Standish

No members of the public attended this meeting.

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

The meeting started at 19:33. 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 Thursday 22nd February 2018**

AC requested confirmation on reason why the rooms for the Working Parties interviews had been discussed to be changed to be in the NDP office, reason confirmed due to the NDP office not incurring any fees compared to other rooms in the LMC.

The minutes of the last meeting were approved.

Proposed by RM, seconded by JK.

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

None.

**5. Update from meeting with SDNPA & EHDC (CF, DE, JK, RM)**

This meeting did not take place due to bad weather. It is to be rescheduled to take place in March. CF to liaise with Cllr Jane Ives regarding rescheduled meeting date.

**6. Working Parties**

AC provided update on progress of Working Parties. Requests for interviews and application forms have been issued, 5 completed application forms received to date and 1 negative response.

**a. Allocation of Steering Group members to Working Parties**

SG members were allocated to Working Parties following a discussion on each Working Party topic using the following principles:

- Personal preferences;
- Noting that the Housing Working Party required joint leadership as it was such a large piece of work;
- Avoidance of leading areas where members had a pecuniary interest;
- Vice Chair and Communications lead would not be allocated a Working Party lead as those roles were already time consuming.

SG members were allocated as follows:

|                     | Lead                          | Second support   |
|---------------------|-------------------------------|------------------|
| Access & Movement   | Alasdair Cameron              | Andy Kivell      |
| Housing             | Darren Ellis & Jeanette Kirby | -                |
| Sports & Recreation | Anna Leslie                   | Emma Winfield    |
| Community           | Emma Winfield                 | Anna Leslie      |
| Heritage and Design | Roger Miller                  | Dominic Taplin   |
| Public Services     | Dominic Taplin                | Rebecca Standish |
| Employment          | Rebecca Standish              | Roger Miller     |

|                    |                      |
|--------------------|----------------------|
| Chair              | Chantal Foo (acting) |
| Vice chair         | Chantal Foo          |
| Communication lead | Andy Kivell          |

#### **b. Interview dates, location, interviewers (AC)**

There was a discussion about where the interviews for members of the Working Party should take place. It was agreed that in order to keep costs to a minimum the NDP Office would be used for interviews and candidates would be met in the LMC foyer. If we require concurrent interviews to take place we would consider other options but at this stage it is not necessary.

Application forms have been sent to those members of the public who have expressed an interest in being on a Working Party. The deadline for receipt of completed applications has now passed (05/03/2018) and five applications received to date. A further two people previously applied to be on the SG and have been pre-approved to be on a Working Party.

Interviews will take place on 17/03/2018. AC to follow up with those individuals who have not yet returned their application forms. RM, JK and AC will interview (AL, AK and CF are unavailable that day). EW may be available in the afternoon. Two people will interview, one will meet and greet and the interviewer positions will be rotated throughout the day.

AC will produce the interview questions and will circulate to SG prior to the interviews taking place. He anticipates the interviews lasting approximately 15 minutes each. We will aim to have three interviews an hour.

EW added that we have also received two new applications from members of the public to be on the SG. A discussion followed concerning whether it would be advantageous to increase the numbers on the SG. It was agreed that this would be helpful but it is understood that this would need to be approved by the Parish Council as an amendment to the Terms of Reference for the SG. JW and EW to discuss increase of numbers of SG members with Cllr Jane Ives, if in agreement with the SG's recommendation the SG is to continue with the two SG applications interviews at the same time as seeking formal approval from the Parish Council to increase the SG member number. EW also to discuss with Cllr Jane Ives who should carry out the interviews as we currently do not have a permanent Chair.

#### **c. Working Parties Terms of Reference Template (EW)**

EW has produced a draft TOR which has been circulated to the SG for comment by 09/03/2018. She will then circulate a new version to be approved at the next meeting.

#### **d. Working Parties Terms of Reference specific to individual work streams**

It was agreed that the Steering Group leads of individual Working Parties would analyse the Interim Report and consider whether any further policies needed to be added or amended which were specific to their area. Any major changes to the Interim Report to be approved by Parish Council prior to major amendments being made to the report.

A discussion on the latest draft of the Interim Report followed. It was felt that the new format was better but that the report could be further improved by including a photograph of the Station Road shops and explicit recognition of the area as a successful business hub.

EW will report to the Parish Council that we recommended structural changes and minor amendments to the first draft of the Interim Report.

**7. Comms & email addresses update (AK)**

All SG members have been issued with an @[bramshottandliphookndp.uk](mailto:bramshottandliphookndp.uk) email address. AK advised that these should be used for all official communication regarding the NDP. Anything that SG members wished to comment on as a member of the public should come from their personal email address. This is to ensure clarity if SG members are acting as a member of the SG or a member of the public.

The new form for members of the public to subscribe to NDP updates will be ready to approve at the next SG meeting. AK to trial test the 'newsletter' functionality of MailChimp.

A press release will be issued in the next few weeks, themes to be decided at the next meeting following the Parish Council meeting.

**8. Next meeting, and next steps**

Next SG meeting will be Thursday 22nd March.

**9. A.O.B.**

EW informed the SG that Jessica Taplin had been appointed as a Councillor to the Parish Council.

EW is in the process of contacting a number of other local NDPs to request advice and discuss process of their NDPs. Rowlands Castle are at a similar stage to the Bramshott & Liphook NDP. It was agreed that it was very useful to have contacts with other NDPs, especially those which were facing similar issues to us.

EW informed the SG that the deadline for the administrator role has passed and a shortlisting of candidates is underway. We have received a good number of applicants and she is hopeful that interviews can take place before Easter. AC requested that the unsuccessful administrator applicants are asked if they wish to be on Working Parties.

The Parish Council AGM is on 25/03/2018. EW will draft a powerpoint presentation on the progress of the NDP and circulate for comment.

Discussed requirement for exempt session at next meeting in order to discuss the results of the Working Parties interviews.

AL left the meeting at 21:04pm. The meeting closed at 21:14pm.