



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 15th May 2018.

MINUTES

Present:

Chantal Foo (VC)
Andy Kivell
Anna Leslie
Darren Ellis
Emma Winfield
Raine Ryland
Roger Miller

Apologies: Jeanette Kirby
 Rebecca Standish

Also in attendance: Tessa Wright – NDP Administrator
 1 member of the public

1. Welcome and Introduction

The meeting started at 19:32. The Chair welcomed everyone to the meeting. EW welcomed the member of the public as Trevor Maroney who was in charge of the previous parish plan.

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 3rd May 2018

DE proposed the minutes and this was seconded by EW. It was agreed the minutes can now be uploaded to the NDP website. **Action – TW**

RR arrived at 19.37

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

DE confirmed that he has made contact with the U3A and that their slots for guest speakers are now filled up for the year, however the Chairman has said he will get back in touch in due course. It was suggested that if there cannot be a presentation, then perhaps the SG can speak with members during a coffee break.

5. Working Parties (WP)

a. Revised WP application form for approval

It was noted that the changes suggested in the last meeting had been actioned and it was agreed that the form now looks clearer and that the information requested was all relevant. It was agreed that the form should be available online as a PDF and that hard copies should be available for collection from the LMC and the Parish Office. EW clarified that the amended form does not need to be approved by Council, CF confirmed that she will send it to Cllr Ives for information. A vote to adopt the form was proposed by EW and this was seconded by CF. The meeting unanimously agreed 7/7 that the form should be adopted. **Action CF**

It was confirmed that TW could now email the form along with the Conflicts of Interest form to the 2 interested parties suggested by RM. **Action TW**

b. Revised WP Terms of Reference template for individual WP (for approval)

It was noted that further amendments were required to ensure that all ToR's have their aim under section 1.2.1. There was a typo on Access and Movement which needed amending. RM proposed that subject to these changes being made the ToR's should be approved and this was seconded by DE. The SG voted in favour of this 7/7. **Action TW**

6. Future NDP events, advertising and SG and WP recruitment

It was noted that there are two interested parties who could potentially be accepted onto WP's. One came through a web enquiry and one was contacted directly by DE. It was agreed that TW should send them application forms.

AL confirmed that she will post on Liphook Talkback and Liphook Mum's to try and generate interest in the WPs. It was noted that any posts should specify what the 7 WPs are. EW stated that the Liphook Herald had published that the SG are looking for new WP members.

CF stated that Jeremy Salmon has now been approved as a WP member and he has interest in both Housing and Access and Movement. The SG agreed that his skill set meant he would

be most effectively placed in Access and Movement. The SG all voted in favour 7/7 that JS should be appointed to the Access and Movement WP.

It was noted that Christine Hill has also been approved as a WP member and her preference is A&M, followed by Sports and Recreation. The SG all voted in favour 7/7 that Christine should be invited to join the A&M WP.

It was agreed that AK would contact Alasdair Cameron to invite him to join the A&M WP. EW commented that if this WP was up and running first it would be a good incentive for the Atkins Report to be hurried along. **Action AK**

It was noted that A&M still needs a lead SG member but that AK would write the aim for the ToR. **Action AK**

It was noted that David Brocklebank has been appointed as a WP member but has not yet chosen which WP to sit on. The SG all agree that his expertise would be most beneficial to the Housing WP. **Action CF**

A discussion ensued as to how to structure the Housing WP discussions and it was agreed that the WP should wait until EHDC has issued the results of their Call for Sites and their report which should set out which sites EHDC believe to be the most suitable sites. EHDC's suggested land allocations can be questioned if the SG have their own evidence base to support their counter suggestions. It was noted that the NDP needs to be ready to go when the EHDC plan is ready. It was also noted that the Government will be releasing their method statement for housing numbers in late spring/early summer.

It was agreed that CF will follow up the three other candidates that have already been approved for WPs. **Action CF**

RM confirmed that a table for the SG will be available at the Liphook Charity bike ride on 10th June. CF commented that a vertical display would be required, as well as literature for the table. The stall should be manned between 8.30am and 1pm. AK offered to provide a gazebo and RM offered to create the vertical banner. It was noted that final arrangements for this can be discussed at the meeting on 7th June. DE is available to help on that day. The 10th June is also the date of Bramshott Open Gardens and JK will have a stall outside her house so that she can discuss the WPs with people who attend. She confirmed that whilst she can do this alone, any assistance from volunteers would be appreciated.

The Classic Car show takes place at the Deer's Hut on 17th June and it was agreed that it would be prudent to have a stall. It was noted that RR, AK, DE and RM could all potentially volunteer an hour of their time to man this.

EW commented that the Carnival Committee will be holding a funday at Liphook Church Centre on 7th July and that this may be a good opportunity to speak with local parents.

It was agreed that at these events there should be application and conflict of interest forms available, clipboards and contact sheets so that email addresses can be gathered. It was noted that a few bullet points of relevant conversation points might be helpful. The

roadshow packs should consist of a presentation including the word cloud, the policy themes, maps of the EHDC and SDNP borders and the scientific maps. EHDC should be contacted to ask if they can print waterproof maps. Two packs will be required for 10th June. **Action TW**

It was agreed that a new generic flier should be produced which should show the seven policy themes and ask the reader “what are you passionate about”. This flier should be both printable and web readable. RS should be contacted regarding the printing of the flier. A discussion ensued as to the best way to distribute the flier. Putting them in the bookbags at Liphook Infants and Juniors was thought a good idea but it was decided the catchment for Bohunt was too wide. They should be displayed in local pubs and cafes if possible.

Discussed that a contact list for each Working Party would be useful for the Lead’s to know current membership and contact details. A general list setting out all Working Parties and their membership would also be of assistance. **Action TW**

7. Press Releases

CF thanked EW and AK for submitting press releases to the Liphook Herald and Petersfield Post last week.

AK suggested that going forward there should be seven press releases, one for each policy theme and that these should be templated to include the policy aim, proposed policies, quote from the Lead, and released on a weekly basis. He will draft the first one which may be A&M. AK and CF will look at the best order for these to be released. DE suggested that housing go last as in seven weeks there will be more information available regarding EHDC’s Call for Sites. **Action CF/AK**

EW thanked RM for trying to ensure there was an NDP article in the Community Magazine. We are still waiting for confirmation that the submission has been accepted.

8. Communication

It was noted that AK has now updated the website and the header has been amended to “Key events and documents”. CF requested that the dropdown order be amended so that the interim report be at the top rather than the bottom. CF has created a banner which needs to be added. It was noted that AK has now fixed the issue which had prevented the website automatically updating Facebook. CF requested that the Facebook formatting be amended so that the graphics wasn’t so dominant in every post. **Action AK**

It was noted that EW has arranged to have the PC website amended so that it does not name her as Chair of the NDP.

RM suggested that we circulate a call for WP members using the contact list on Mailchimp. AK will show TW how to do this. **Action AK/TW**

It was noted that a photo of RR is required for the website. **Action RR/AK**

9. Next meeting and next steps

The next meeting will be held on Thursday 7th June.

It was noted that the four subsequent meetings, 19th June, 17th July, 14th August and 11th September have all been booked. The meetings from June will be held monthly on Tuesdays as it is anticipated that SG members will be busy with WP meetings. It was noted that DE, RR and AL need more WP members.

It was agreed that a clear document was needed showing who was on each WP and the contact details for each WP member. CF will forward this information to TW to collate.

Action CF/TW

RR asked for clarification as to whether she could now contact other organisations with regards to her WP and it was agreed that she can.

10. A.O.B

Trevor Maroney, who has recently read the Feria Interim report gave a few observations. He stated that prior to Bohunt becoming an Academy, the school sporting facilities were funded by EHDC. Now that this is not the case the school charge more for private hire of the facilities. He suggested that the school and EHDC be involved in any discussion regarding the facilities. He also suggested that more thought be given to the skatepark in Liphook.

Trevor Maroney also commented that in 2004 Adrian Bird put together a village design statement. There was previously funding for this given by EHDC and Hampshire County Council, of which £900 is unused. CF stated that Adrian Bird is part of a WP and therefore hopefully his prior knowledge of the design statement could be utilised. The SG however will not be able to authorise the spending of any of this money allocated to a past project.

CF stated that the requests of AntiVirus software and stationary were authorised by the Parish Council and have now been purchased.

CF suggested that RS be contacted to see if she can authorise that the payment of printing for flyers and maps can be paid for by EHDC. **Action CF/TW**

AK asked if there was resolution to the issue raised by a Parish Councillor that she had not had access to the SG minutes and CF confirmed that this issue had been resolved.

The meeting ended at 21.07.