



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 Thursday 3rd May 2018.

REVISED MINUTES

Revised after meeting held on 15th May 2018

Present:

Chantal Foo (VC)
Anna Leslie
Darren Ellis
Emma Winfield
Jeanette Kirby
Rebecca Standish
Roger Miller

Apologies: Andrew Kivell
 Raine Ryland

Also In attendance: Tessa Wright – NDP Administrator
 1 Parish Councillor
 1 member of the Press

1. Welcome and Introduction

The meeting started at 19:30. 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 19th April 2018

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

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

It was noted that EW had not yet made the suggested amendments to the Community TOR but that she would do so ASAP.

It was noted that DE had produced the ToR's for Public Services and Employment using the agreed Aim statement from the Interim Feria Report. CF had also made some amendments as suggested at the meeting on 19th April 2018.

5. Update from Feria on next steps.

CF had emailed Richard Eastham of Feria Urbanism to ask for clarification on a number of points for the next steps forward.

Richard confirmed that NDP's are all different and the Interim Report is not a formal part of the neighbourhood planning process as laid down by the regulations, but a report prepared by the consultants as part of the agreed methodology. The purpose of this Interim Report was to draw together the main ideas, concepts and messages to date and set out a structure for the plan itself and a base for the next phases of the plan's preparation. There is no need for the evidence base to be appended to the Interim Report. Evidence can come in many different forms such as surveys, questionnaires, photographs, historic research, public consultation etc.. The gathered evidence base does however need to be registered and kept in order ready for inclusion at the end of the process. Richard also confirmed that Feria are not holding any hard copies of evidence that would need to be saved by the NDP.

Richard commented that the Parish Council would have to advise on data protection requirements, and how to address when uploading and saving incoming information for the evidence base. The SG discussed that with regards to Position Statements it was noted that those that were submitted at the time of the Design Forum are allowed to be uploaded onto the website as it was stated at the time to those providing them that they would be made available for public viewing. Any documents or comments that have arrived since that time should not be made public until consent has been given by the person whose contact details are on them. It was noted that anybody who did not give express consent at the time of submission must have all their personal details redacted from any issued evidence. It was noted that it needs to be very clear on the website that any comments left will be published in the public domain.

It was agreed that TW would obtain a copy of the Parish Council's Data Protection Policy so that the NDP can be certain that they are following the same procedures. **Action - TW.**

It was noted that the EHDC meeting notes from 6th February 2018 can now be published online, EHDC confirmed consent. **Action - TW.**

CF stated that Richard Eastham had suggested that the Steering Group keep momentum going and start the working parties ASAP. It was noted that the Parish Council need to formalise their agreement for the next stages with Feria and that Cllr Ives and the Executive Officer are working on this. **Action – CF to forward Feria’s email to SG.**

6. Working Parties

a. Revised WP Application Forms.

EW showed the SG the amended form. It was agreed that the amended version was much more user friendly. It was also agreed that the following amendments should be made.

- Specify "local and national" when detailing any groups or organisations they are involved in.
- Remove the box asking for Shares to be detailed. The rest of the information requested in "Pecuniary Interests will be comprehensive enough.
- Amend the word "Chairman's" to "Chair's" in the signature box.
- Discussion ensued regarding the "Civil Partner" section which seemed a little confusing, however this wording was lifted from an official document and therefore it was agreed it should remain.
- The Conflicts of Interest policy is to be issued with the form.

It was noted that having the amended form available on the website as PDF only may be prohibitive to people that do not have a printer and therefore the website should specify that forms can be collected from the Parish Office and the Millennium Centre.

b. Revised Terms of Reference Template for individual WP

DE confirmed that he had prepared the templates for Employment and Public Services.

Employment - DE confirmed that the aim for Employment has remained the same as that on the Interim Report and that he has taken the proposed policies from there too. RS thanked DE for completing this on her behalf and confirmed she will look over it to ensure she is happy with it.

Housing – JK and DE have added the proposed policies which are slightly different from those in the Interim Report. The SG agreed that the changes were well thought out.

Public Services – It was noted that the aim and proposed policies were the same as on the Interim Report. The SG agreed this TOR.

Heritage and Design – RM stated that he has removed the action points as previously suggested. It was noted that the format needed amending to be inline with the other ToR's.

It was agreed that the wording of "proposed policies" should be adopted on all the ToR's Discussion ensued as to how the ToR's were not particularly user friendly and should be amended to be clearer and easier to read and all 7 to be inline with each other with their format and general WP membership policies. The headings should be highlighted.

Action – TW to adjust WP ToRs so that they all have the same format.

Anna Leslie joined the meeting at 20.11

c. Next steps forward

Raine Ryland has expressed an interest in the Public Services WP and it was unanimously agreed that she should head this up. Vote 7 out of 7 in favour.

DE questioned whether the Access and Movement WP should be kept on hold until the Atkins report was issued. RS confirmed that the report was being chased and that HCC were under pressure to release it ASAP.

It was noted that there was one person interested in joining the A&M WP and it will take approximately one month to have them approved by the Parish Council once they have filled in the necessary forms. RM will contact him and also ask him if he would also consider joining the Steering Group. **Action – RM.**

It was noted that CF has emailed all the newly appointed WP members. She suggested that the WP leads organise meetings fairly quickly to ensure these new members remain interested. There are three previously appointed WP members that need to be contacted and allocated to a WP. There are also two approved members who have not chosen a WP. CF requested to these two members that they read the Interim Report and advise if there is a particular WP that they are interested in. CF to chase these 2 WP volunteers. **Action – CF.**

It was noted that JK and EW are interviewing another potential WP member.

The SG were reminded that the NDP office can and should be used for WP meetings where possible.

7. Evidence Base

CF requested that all SG members send TW any hard or soft copies they have of evidence that relates to the Design Forum or any subsequent meetings to ensure records are up to date.

RM requested that each WP have their own NDP file for their documents on Dropbox, this was agreed. It was noted that any documents being uploaded that have contact details on may need to have personal information redacted if express consent has not been given by the person being detailed.

8. Press Release

It was noted that no press release has been submitted and that EW would discuss with AK. It was agreed that there should be two separate press releases. The first highlighting the release of the Interim Report and the second as a recruitment drive for the WP's.

It was noted that the deadline for the Bramshott Bugle has been missed but that RM may still be able to find a slot for a press release in the Liphook Community Magazine. EW will check with Cllr Ives whether the NDP is mentioned in her report. EW & AK will draft the first press release and a report for the Community magazine if RM can obtain a space.

Action – RM, EW & AK.

DE suggested that functionality be added to the website whereby once a person reads the Interim Report, a link pops up asking if they are interested in being involved. EW stated that adding functionality to the website was complicated. AL suggested an alternative of having a banner or ticker tape as part of the scrolling images on the website instead asking people to get involved and this was agreed. **Action - CF**

9. Events to promote NDP and recruit WP Volunteers

It was noted that stalls are available at the Liphook Junior School May Fair on 13th May at a cost of £15. DE confirmed that he is potentially available to man a stall. EW volunteered to contact AK and Cllr Ives to see if they would help on a stall. Other events are the Liphook Charity bike ride on 10th June, the Classic Car Show on the 17th June and the Bramshott open gardens on 9th and 10th June.

It was suggested that a stall at the May Fair would need to be engaging for children (with sweets or games) as attracting the children will bring the parents over. EW suggested that the parents were engaged with questions such as, "where would you like to live?" And "how did you travel here?" Which will open up discussion on A&M and Housing. Perhaps the children can advise on what facilities they would like in the village. DE commented that a targeted approach of engagement and recruitment would be needed to ensure the stall was worthwhile. **Action – EW to check if there are enough volunteers available this date.**

RM commented that the NDP would be allowed to set up a stall at Bohunt which is at the start of the Liphook Charity bike ride event. **Action – RM to confirm.**

RS commented that the Classic Car Show is a large event and will check if a stand could be set up. **Action - RS.**

It was agreed that a large waterproof version of the word cloud should be printed for any events, as well as large maps. CF clarified that EHDC can only print on waterproof paper up to A3 and that to have documents larger they would need to be sent off for printing. CF confirmed that she has an A3 laminator. It was agreed that Roadshow Packs should be created so that they are ready for all events such as these. **Action – TW**

DE suggested that the U3A be approached as they may have members who wish to join WP's or the SG. EW suggested that a presentation to the U3A be arranged in the first instance which may generate interest. Gabriella Pike commented that the U3A meet in the Millennium Centre on the second Monday of each month. Contact details should be available in the Community Magazine. DE will make contact. **Action - DE**

10. Meeting dates from June 2018 onwards.

It was agreed that from June 2018 meetings should be held monthly on a Tuesday, due to Working Parties likely having more regular meetings by this date and information to be issued by email. The dates to be checked with the Millennium Centre are 17th July, 14th August and 11th September. **Action – TW**

11. Next meeting, and next steps

The next meeting will be held on 15th May. DE asked for his apologies to be noted.

12. A.O.B

EW advised the SG that she has suggested to the Parish Council that her position as one of the two Councillors on the SG could be set up on a 6 months rotation basis allowing other Parish Councillors to put themselves forward to be part of the SG, so that hopefully more Cllrs will have been involved in the by the time the plan is finalised. The position would be subject to a vote by the Parish Council if more than one Councillor puts their name forward.

RS suggested that EW stay on as a SG member and the Councillors on rotation be an addition to the SG, however EW commented that this would mean changing the ToR of the SG with the PC. It was unanimously agreed that EW was a pivotal part of the SG and a positive influence in the meetings and that if she were to step down it would be a huge loss to the SG, however that if time commitments were as such that she felt she needed to resign then they would support her decision. It was decided that the next step would be to see if any of the Cllrs are interested in joining the SG.

RM reiterated the need to push HCC for the Atkins report and RS confirmed that everything that could be done is being done.

It was agreed that TW could request the PC Clerk for permission to purchase Norton Antivirus software for the laptop and office PC and that a stationery order of notepads, lever arch files and dividers could also be requested. **Action - TW**

The meeting ended at 21.10