



BRAMSHOTT & LIPHOOK NEIGHBOURHOOD DEVELOPMENT PLAN

admin@bramshottandliphookndp.uk

A meeting of the NDP Steering Group took place at 7.30pm in the Canada Room, Liphook Millennium Centre, Midhurst Road, Liphook on Thursday 7th June 2018.

MINUTES

Present:

Chantal Foo (VC)
Andy Kivell
Darren Ellis
Jeanette Kirby
Raine Ryland
Rebecca Standish
Roger Miller

Apologies: Anna Leslie
 Emma Winfield

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

1. Welcome and Introduction

The meeting started at 19:30 and was Chaired by Andy Kivell due to CF sending apologies for the first few minutes of 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 meetings dated 15th May 2018

It was noted that the minutes dated 3rd May should be amended to reflect that the U3A meet on the 2nd Monday of each month. Not every other Monday. **Action-TW**

It was noted that the Liphook Charity Bike Ride had been incorrectly referred to as the LiBDA Bike Ride in the minutes from 15th May and this should be amended.

RM proposed that subject to the above amendments the minutes from 15th May be approved and this was seconded by RR. It was agreed the minutes could then be uploaded to the NDP website. **Action - TW**

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

AK reported that he had spoken with Alasdair Cameron in the hope that AC might consider joining a Working Party. AC said that when it is felt that his input was needed, the SG could feel free to approach him and he would assess the situation at that time.

5. Update from EHDC Local Plan event attended on 16.05.18

DE reported that the EHDC Local Plan event followed a very similar format to the NDP Design Events. Attendees from Town and Parish Councils and NDPs were divided into groups for brainstorming sessions to discuss many district wide interests including housing density, infrastructure, economy and green spaces. DE had noted with interest that Rowlands Castle were in the process of preparing their NDP and were anticipating having it finished prior to the publication of the Local Plan which is a different approach to how the Bramshott and Liphook NDP were advised to proceed. It was suggested that CF contact them to find out why they have chosen to do it this way. **Action – CF**

6. Working Parties Progress Updates

Housing – It was noted that the Housing WP are still waiting for the report from East Hants detailing the sites and required housing numbers. JK stated that the NDP can allocate land not allocated by EHDC, provided there is evidence to back up the reason for the suggestion.

Heritage and Design – RM commented that he was reluctant to send out the ToR to his WP members in case it had not been approved by the Parish Council. JK offered to investigate with the PC whether they needed further approval. CF later stated that she had been advised that PC approval was not required but would double check. **Action – CF**

Further discussion ensued as to whether the WP leads could in fact forge ahead with their WPs or if anything else needed to be clarified or authorised by the PC. RR commented that she had arranged to meet with her WP and it was suggested that she keep the meeting informal until clarification had been sought.

RR suggested that it might be prudent to list the larger organisations in Liphook and have a designated contact person, both on the side of the NDP and within the organisation. This would ensure that the same person/organisation was not contacted many times by different WPs and also that any relevant information given by third parties could be distributed to all

relevant WPs. It was agreed that TW will start a contact log. All WPs should contact TW if they would like to contact an organisation in Liphook and then it can be discussed at a meeting who the best person to the liaise with them would be. The urgency of their request should be stated at the time.

RS volunteered to be the contact person for EHDC.

RR asked for clarification on how relevant the previous Parish Plan was to the current NDP process and whether it could be utilised. It was agreed that the Parish Plan could be a useful document but that any conclusions or information taken from it must be backed up with evidence. The NDP is a new plan instructed by the Parish Council and therefore must have the evidence to back up any conclusions reached.

RR asked for clarification on how the WPs should report back to the NDP Steering Group. It was agreed that at present, verbal reporting at meetings is fine but that as things progress a more formal format can be decided upon.

CF joined the meeting at 19.51

RS reported the good news that 2 employers are moving into Liphook.

7. Future NDP events and SG & WP Recruitment

It was noted that the informal interview with a WP applicant needed to be arranged. JK and DE volunteered to meet with the applicant. **Action JK/DE**

DE reported that although there are no available meeting slots for the SG to speak to the U3A, they have invited the NDP to prepare an A4 sized presentation which could be published in their newsletter which has a circulation of approx. 600 members and issued every 3 months. It was agreed that AK and AL would prepare this. **Action AK/AL**

a. 9/10th June Bramshott Open Gardens

JK commented that her porch would fit 3/4 maps and the word cloud and that she could have leaflets for people to take and a WP sign-up sheet. CF agreed to help JK on Saturday.

b. 10th June Liphook Charity cycle ride

RM commented that he can set up the stall and the banners but due to his marshalling commitments he would not be able to man the stall. DE, RR and RS volunteered to do this. It was noted that the gazebo would no longer be required as the weather was due to be good.

It was noted that the objectives for the day would be to engage people into conversation about the NDP, to make sure they are aware of the NDP and of its objectives and to refer them to the Feria Interim report. Then finally to take their details and see if they had any interest in joining a WP. The aim is to share knowledge on the NDP and recruitment.

TW was asked to prepare sign-up sheets and distribute these, copies of the Feria suggested policies and application and Conflicts of Interest forms. RM volunteered to collect the printed maps and fliers from EHDC and distribute. CF volunteered to print and laminate some pages from the Roadshow Pack presentation for the displays.

c. 17th June Deers Hut Classic Car Show

It was noted that RM would contact the Deers Hut for permission to have a stall and if this was agreed to contact the Scouts to see if they would be agreeable to the NDP setting up a stall next to them. It was noted that the stall would need to be manned from 10am onwards. RR, DE and RM all volunteered. It was hoped that if permission was given for a stall the PC might allow the NDP to borrow a table. **Action – RM**

d. Road show packs

It was reiterated that EHDC had printed maps and flyers for the events and that they had also funded the printing. RS was thanked for arranging this.

It was noted that time permitting, CF and TW would go through the presentation and that CF could print pages on A3 and laminate to add to the Road Show packs.

8. Press Releases

It was noted that AK will prepare the first of the WP press releases shortly. He asked for each WP lead to have a soundbite or comment ready that he could include. **Action – all WP leads.**

RM reported that the press release submitted to the Liphook Community Magazine had been printed.

It was noted that following AL's post on Liphook Talkback, there had been a number of responses and a discussion by the SG followed to clarify the NDP policy on replying to social media. It was agreed that all posts by the NDP should say "if you have any comments please get in touch with the NDP via the website". No responses should be posted on Social Media.

Gabrielle Pike reported that she had included an update on the NDP in the Liphook Herald and she was thanked for this.

9. Communications

AK agreed to upload the banners and application forms to the website and will also publish a post to say that the NDP will be at the Liphook Charity Bike Ride. AK agreed to take a look at the images on the Facebook group to fix the large images.

It was noted that TW should familiarise herself with Mailchimp so that a press release can be sent via this format when ready. **Action – TW**

It was noted that AK and AL will prepare the U3A presentation as well as the email blast update for Mailchimp.

Gabrielle Pike suggested that thought be given to attending the Liphook Football Club summer tournament on 24th June. There will be many local parents there supporting their children. Another potential event would be the Dylan's Ice Cream 10-year anniversary party on Millennium Green on 24th June which will no doubt be attended by many parishioners. JK offered to ask if the NDP might be allowed a stall. **Action- JK**

10. Next meeting and next steps

The next meeting will be held on Tuesday 19th June. AK said that he may need to send apologies for this meeting.

11. A.O.B

It was noted that JK and DE would attend the SDNP workshop on 12th June. CF also expressed interest in attending but was unsure if she would be available. TW to confirm attendance. **Action – TW**

JK reported that she has discussed the NDP noticeboard with the LMC and it was hoped that when the LMC is refurbished in the near future, if the work comes in under budget, that the NDP would have exclusive use of one of the foyer boards for a year.

It was noted that the LMC had requested use of the NDP office for meetings associated with an incoming group. It was agreed that if the filing cabinet was lockable and the computer was password protected then this might be possible. TW agreed to check and report back.

Action – TW

RS reported that she hopes to see the draft of the Atkins report next Monday and will therefore, hopefully be able to report on this at the next meeting. It was noted that this should be an agenda item. **Action RS/CF**

RR asked whether there was anyone in the pipeline to lead the A&M WP as she believes she may have the capacity to lead this as well as Public Services as there are links with this WP. CF stated that there is a potential candidate but thanked RR and said she will update at the next meeting.

DE asked whether one of the originally appointed WP members could be contacted yet in relation to the Housing WP and CF said that she would like to have a further conversation with them first. **Action - CF**

The meeting ended at 20.50