



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 9th November 2017.

MINUTES

Present:

Emma Winfield (Chair)
Chantal Foo
Jeanette Kirby
Andy Kivell
Roger Miller
Anna Leslie
Rebecca Standish

Nicki Sosin – NDP Administrator

Apologies – Dominic Taplin
Darren Ellis
Alasdair Cameron

1. Welcome and Introduction

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

None.

3. Approval of the Minutes from the meeting dated 17th October 2017

The minutes of the last meeting were approved.

Proposed by EW, seconded by AL.

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

No matters arising.

5. **Feedback on the Design Forum**

a. **Surveys**

AL ran through Design Forum feedback/survey forms. The primary promoter was posters. The Net Promoter score was 'very good'. From the information received people wanted to be informed rather than get involved, so it would be good to encourage more participation. Participants also felt they would like more information and guidance about the day and the purpose.

RM raised a suggestion received from an attendee that dots showing a (very general) area of where members of the Steering Group live would be beneficial.

Agreed: CF to mark up a Parish map to illustrate where Steering Group members reside.

b. **Costs vs Budget**

The Design Forum costs for catering day 1 and 2 had come in well under budget.

c. **Takeaways for future events**

It was suggested that more of an introduction to the event would be helpful for those attending. Also use of a microphone and more space around boards and exhibits.

It was also suggested that an FAQ's page be added to the website so that anyone with questions could be directed there.

A discussion took place regarding data protection and requesting consent from participants to email them with updates.

Agreed: AK to look at website functionality including a tick box giving permission for the respondent to be contacted.

6. **Press Release/Community Magazine**

The deadline for submitting for the Community Magazine has passed however something can be arranged for the next issue, preferably covering progress so far.

Agreed: AK will take over dealing with press releases. EW will check and approve prior to release.

7. **Design Forum Day 3 logistics**

a. **Location**

Day 3 would be held at the Millennium Hall as before. A discussion took place around whether it would be of benefit to have an evening session between 6-8pm.

EW requested JK and RS to contact EHDC and SDNPA regarding their position on NPPF policy as discussed at Day 2 Design Forum presentation.

It was discussed that the developers who attended, or who had made contact since the design forum, should be notified of the 'homework' and revision of their ideas as detailed in the Design Forum presentation. AL and DT to draft email with RE assistance.

EW requested that a member of the steering group encourage participation and liaise with residents of the hamlets.

Agreed: DE liaise with Passfield residents and businesses.

8.45pm RE joined the meeting by Skype.

EW suggested to RE Day 3 include an evening session for those who couldn't make a day time session. RE explained that day 3 is very different to days 1 and 2. Day 3 is more of a technical workshop. RE felt that day 3 would not have the same quantity of work to put up on the walls for the public to look at. In their experience a day's session had been very effective.

Agreed: Day 3 would be a daytime event (9:30am – 5:30pm)

EW then explained that the Atkins study has been delayed. It was suggested that once the results had been collated, the Steering Group could run an event in the evening.

JK will source notes from meeting she had with EHDC and HCC regarding Terms of Reference.

Agreed: EW to chase Terms of Reference for Atkins.

EW asked RE if Feria Urbanism could help draft a letter to go by email to SDNPA regarding their position on NPPF policy within their planning areas. RE agreed and confirmed that clarity is needed before being able to go forward.

Agreed: CF, RS and JK will liaise with RE to draft email to EHDC and SDNP.

EW and AL to look at sheets from day 1 and day 2 to see which key topics and themes are beginning to emerge from comments and feedback received so far.

Agreed: RM to log email enquiries and comments received via the website and forward to AL to assist with identifying themes and topics.

Agreed: NS to request Position Statements and presentations from day 1 and 2 from Feria Urbanism. Then to forward to AL to assist data analysis and AK to upload to the website.

- b. EW requested JK obtain catering costs for 30 people on day 3 of the Design Forum.

7. Comms Plan Update

CF circulated posters for day 3 for the Steering Group for discussion.

Agreed: Smaller black and white photo with larger text matching those of the banners would work well. CF to liaise with EHDC for printing.

8. Stakeholder List and invitations for Day 3 – Update

RM provided an update on the stakeholder list and who from the stakeholder list had attended the Design Forum based on analysis so far.

AK will develop wording to go on to the website and Facebook to encourage participants for day 3.

Agreed: RS to request pinboards from EHDC as before, for use on 28th November.

10. Workstreams

This item was postponed until a later meeting.

11. Working Parties

This item was postponed until a later meeting.

Next Meeting: 21st November 2017, Canada Room.

13. AOB

None

Meeting closed 9.40pm