



# 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 Thursday 22<sup>nd</sup> March 2018.

## MINUTES

### **Present:**

Chantal Foo (VC)  
Alasdair Cameron  
Andrew Kivell  
Anna Leslie (arrival 20:11)  
Jeanette Kirby  
Rebecca Standish  
Roger Miller

Apologies – Darren Ellis  
Dominic Taplin  
Emma Winfield

No members of the public attended this meeting.

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

The meeting started at 19:35. 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 with regards to this meeting.

### **3. Approval of the Minutes from the meeting dated Tuesday 6<sup>th</sup> March 2018**

The minutes of the last meeting were approved.

Proposed by AK, seconded by RS.

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

None.

**5. Update from meeting dated 16<sup>th</sup> March 2018 with SDNPA & EHDC**

The SG have been requested by the Chair of the Parish Council to move this item to the exempt session, due to the meeting minutes awaiting approval from SDNPA and EHDC.

**6. Working Parties Terms of Reference Template**

EW had circulated the updated Working Parties (WP) Terms of Reference (ToR) prior to the meeting.

CF raised several queries regarding clarifying items within the ToR and recommendations for alterations to the ToR, which were discussed by the SG. These included that WP members have the right to attend SG meeting as observers not including exempt sessions unless by invitation, that a WP should have a minimum of 3 members appointed to it including the SG Lead, 3 members of the WP are to be present for official meetings including a member of the SG, if the Lead of the WP is unable to attend a SG meeting they are to nominate the other SG member (seconder) to attend, and no WP meeting can take place without a member of the SG being present.

The SG decided that WP do not need to take full minutes but are to record the outcomes and decisions made at meetings and reasons why these decisions were made along with reference to the relevant documents, to be issued to the SG.

The SG present all agreed that these variations are suitable and to be included in the ToR.

**Subject to the inclusion of these amendments into the WP ToR, the SG approved the WP ToR; proposed by AK, seconded by RM, and 6 positive responses from the 6 members present.**

**CF to pass the amendments to EW for inclusion in the WP ToR.**

**7. Press Release**

AK discussed the basis for the next press releases, due to the current various 'moving parts'.

The SG discussed what we wished to say and achieve in the next press releases. The important items are to:

- update the community on the progress made during the last few months, the information gathered, the next stages and timeframes;
- to reinvigorate and generate more interest in the NDP;

- provide the community with the information and evidence required to support the advice received from EHDC and SDNPA and the issues the B&L NDP has to mitigate;
- request more volunteers for the WP.

The SG discussed other 'routes to market', as RM raised concerns that not everyone reads the Herald nor Liphook Talk Back etc. AK commented that the highest interest received on the NDP website was for the Design Forum presentation video.

JK raised a potential to promote the NDP through use of the Parish Office for a public drop in centre.

SG discussed as a result of the recent information gathered that there is a need to educate the community on the restraints of the Parish and to set up an online education library.

RM raised query about obtaining confirmation from Feria regarding the definition of each topic theme. SG discussed that this is an action for each Lead of the WP to undertake to produce a summary in one sentence of the meaning of the theme, with reference to the Interim Report. Each **Lead is to produce the one sentence summary for potential use by AK in the press releases/articles by 09/04/2018.**

SG decided the next press release is to clarify the current stage of the NDP, the findings of the Interim Report and policy towers, and request for more volunteers for the WP. The second Press Release is to raise awareness on the situation with the SDNPA, and the different restrictions within the Parish due to legislation and protected areas. The third press release is to set out timeframes and future events.

**AK to prepare next press release, and articles for the Liphook Community Magazine, last date for submission 29/04/2018, and Bramshott Bugle, last date for submission in April, JK to confirm date and to amend article to suit Bugle.**

## **8. Discussion on purchase of laptop for admin role**

CF and JK raised requirement of a laptop for the administrator role. The laptop will allow the administrator to work flexibly from home, and for use in SG meetings that are not based in the NDP office so that personal laptops do not need to be used for the projector, nor for presentations to the public.

SG discussed that the NDP has a significant underspend to date and that a laptop with associated sundries, in particular those required for Health & Safety purposes, is required to assist the NDP through the next stages.

**The SG agreed the maximum spend is to be £1,000 for the laptop and associated sundries such as a case, separate screen, keyboard, printer and hard drive for backing up the laptop. The SG request that a quote is obtained for all items, and the administrator is asked which items it requires to carry out its role appropriately, and only items required are purchased, to reduce expenditure where possible.**

## **9. Next meeting, and next steps**

Next SG meeting will be Tuesday 17<sup>th</sup> April 2018.

**10. A.O.B**

No A.O.Bs for this meeting.

**11. Exempt Session:**

The meeting closed at 20:05. The exempt session took place. Separate minutes issued to Parish Council.