



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 19th April 2018.

MINUTES

Present:

Chantal Foo (VC)
Alasdair Cameron
Andrew Kivell
Darren Ellis
Emma Winfield
Jeanette Kirby
Roger Miller

Apologies: Anna Leslie
 Rebecca Standish

Also In attendance: Tessa Wright – NDP Administrator
 Cllr Jane Ives (arrived 20.30)
 1 member of the Press
 1 Parish Councillor

1. Welcome and Introduction

The meeting started at 19:35. The Chair welcomed everyone to the meeting and introduced Tessa Wright as the new NDP Administrator.

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 22nd March 2018 and the Exempt Session dated 22nd March 2018

CF proposed that the minutes be approved, this was seconded by AC. RM proposed that the exempt minutes be approved subject to a typo being corrected in item 6 and this was seconded by JK. 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.

JK asked the SG to note that the deadline for the Bramshott Bugle press release is 22nd April and RM stated that any press releases for the Liphook Community Magazine must be submitted by 27th April.

AC read aloud his letter of resignation which stated that he has been a member of the SG since June 2016 but believes that recent lack of support from some of the Parish Councillors is hindering the progress of the SG and as such he is not prepared to sacrifice time and effort while these issues remain. EW thanked AC for all his hard work. It was noted that other members of the SG echo AC's views and frustrations. CF raised that following correspondence with AC and Cllr Ives, that AC was to stay for part of the meeting to present and hand over his works.

It is noted CF prior to meeting had emailed all SG members to confirm that Dominic Taplin had stepped down from the SG due to work commitments.

CF commented that Cllr Ives is working closely with Parish Councillors to ensure that the needs and expectations of the SG are met and understood in order for the NDP to progress.

5. Update from extraordinary Parish Council meeting

CF confirmed that 7 new members have been approved to join the various WPs. CF stated the queries raised by Parish Councillors at the meeting for the SGs interest, including demographics, having an accessible evidence base, checking audit guidelines etc. A discussion ensued as to whether the demographics of the working party members should be monitored, however it was agreed that the skill sets of the individuals applying was more important than the demographic of the WP, and that the WPs would aim to engage and gather information from a wide range of demographics through various methods. EW commented that the publication of the Feria Interim Report may encourage more parishioners to apply to be on a WP.

CF confirmed that the Parish Council fully supported and approved the recommended increase of the number of SG members from 10 to 12 and it was noted that Raine Ryland has been appointed as a new member of the SG.

- **New SG email address to be set up – action AK**

It was noted that the Feria Interim Report has been approved by the PC. CF commented that she had address the query at the Parish meeting to confirm that the majority of the SG's evidence base had been uploaded to the NPD website apart from hard copies and hand

written documentation, agreed by the SG. Now the new admin has commenced, we can start uploading all hard copies and hand written documentation to the website and check that all incoming and gathered evidence has been recorded for the Design Forum. It was agreed that the hard copy evidence base supporting the report should be scanned so that it can be published when necessary.

- **Action TW**

AK suggested that the SG investigate the official audit guidelines so that the SG documents can be published in accordance with this policy. CF will check audit guidelines with Richard Eastham.

- **Action CF**

It was noted that the recent EHDC and SDNP meeting minutes have not been published to the website but that it would be prudent to seek permission from the respective organisations before doing so.

- **Action CF**

Following up on Councillor comments, there was a discussion as to whether the NDP website should publish the individual email addresses of the SG members, however it was decided that all enquiries should be forwarded to Admin to distribute. JK proposed and CF seconded that the contact form will therefore be amended to say that any individual can be contacted via the Admin email address. All SG voted in favour 7/7.

The tick box for the Working Party interest needs to be checked to ensure people don't have to tick it to send an email. NDP SG members needs to be updated on the website and a photograph of Raine Ryland is required for the website.

- **Actions AK**

6. Working Parties Terms of Reference Template for individual Working Parties

a. Access and Movement

AC read through the Access and Movement ToR and it was agreed that the title needs to be amended to say A&M and not A&C.

AC suggested that the "Bus Service" be removed from the A&M WP and placed in either Public Services or Community. A discussion ensued as to why the Bus Service should be removed but the Railway service remain under A&M. AC explained that the NDP will have a limited impact on changes to rail services but there is a need to ensure people can get to and from the Railway Station. AC believes however that the NDP could have some impact on bus services as it is a community issue. It was agreed that the rail service should stay under A&M and further discussion is required to decide where the bus service should be placed.

AC left the meeting at 20.02

e. Heritage and Design

RM presented the ToR and CF agreed that the aim statement put forward was appropriate. After some discussion it was unanimously agreed by the SG that the suggested action points should be removed from the ToR to allow for more freedom of suggestion within the WP.

b. Community

The ToR was not available to view on screen, however EW stated that she needed to check the purpose statement of the document. It was agreed that “covered market” should be removed as it is too specific. The term “economically vibrant” however should remain as that phrase is used in the Feria report. It was agreed that the term, “village centre” should be amended to “areas of the Parish” to ensure that Bramshott and both The Square and Station Road are included.

d. Housing

The aim statement was agreed. A discussion ensued as to whether policies H1-H5 should remain on the ToR. It was agreed that they should as they do need to be addressed. There was discussion as to whether the ToR documents should state that further liaison with the other WP’s would be necessary. The Housing ToR states that there should be an overlap with Heritage & Design. Discussed there will be overlap with Access & Movement and Public Services WPs. It was agreed that this comment should remain as there will be overlap with all WP’s at some point.

c. Sports & Recreation

CF presented the aim statement and the SG agreed that the aim statement is appropriate.

There are now currently 2 WP’s with no lead, and a couple requiring a second SG member. Access and Movement and Public Services need a Lead, Heritage & Design needs a second SG. It is hoped that the new SG member will Lead one. It was agreed that Access and Movement should be a priority.

- **Action CF to liaise with RR on preferred WP for discussion at next meeting**

It was agreed that the statements from the Feria Report should be used as the aim statements for these WP’s.

- **Action DE**

7. Working Parties Recruitment Process

CF raised concerns that the interview process for new WP members may be off-putting to potential volunteers and perhaps the process could be made more informal. Cllr Ives stated that the ToR does not state that formal interviews are required for WP members so the process could be made a little less onerous. Discussion took place regarding how best to gather a diverse range of volunteers for the WP, and to allow volunteers to be more transient to increase interest. Discussion on still requiring DOI from volunteers as it is important to know any potential conflicts.

Cllr Ives commented that Roger Hargreaves from Liss NDP had presented at Greatham Parish Council and commented that Liss' Parish Council had a lighter touch with their NDP and the SG rarely held meetings but conducted their works via email.

It was noted that the SG and WP ToR's would need to be amended and approved by Council as they currently state that SG members and WP members should fill in the same documentation. CF to action following receipt of revised WP application documents. It was proposed by AK and seconded by EW that EW will amend the DOI form to a shorter user friendly document and allow interviews to be a discussion rather than a formal interview.

- Actions CF and EW

AK and EW reiterated that the publication of the interim Feria Report and the up-coming press releases may generate more interest in the WP's. Cllr Ives suggested that the SG targets specific groups, for example, ask Liphook Football Club if anyone would like to volunteer for the S&R WP. EW suggested promoting the NDP and recruiting WP members via the SG having stalls at local events such as the Liphook Junior School May Fair. DE suggested that meetings for the WP's could be advertised asking people to come along and give their opinions without signing up to be a full WP member. This may generate more members, but if not, the WP could still gain valuable input from the Parishioners.

It was agreed by all SG members that once the new WP application form has been finalised it should be put online. AK questioned how the applications would be monitored and it was agreed that further discussion was needed as to how to manage the WP's, and appointing a new WP organiser.

8. Press Release

AK suggested and it was agreed by the SG that the next press releases should focus on the following;

1. Current status, structure of the NDP and timeframes
2. An update on the Interim Report and policy themes
3. The recruitment of both SG and WP members.

It was agreed that land allocation should not be mentioned at this time. Discussed that the press release should contain summary sentences on each Working Party, provided by Leads as part of the WP ToRs.

AK suggested and it was agreed by all SG members that the Interim Feria Report should be uploaded to the NDP website ASAP and promoted on social media.

- Action TW

CF stated that the minutes from the meeting with SDNPA have been sent to EHDC. Cllr Ives confirmed that a lack of comment can be taken as implicit agreement. Cllr Ives will check with Chris Patterson that the NDP have authorisation to publish the minutes as part of evidence base.

Discussed that EHDC have confirmed that they are happy for their minutes to be published subject to a couple of small changes. CF will check what these changes are and obtain

confirmation that the minutes from meetings with EHDC can be published as part of evidence base.

- **Action CF**

It was noted that submission to the press by Midday on Tuesday should ensure publication in the Herald. JK reiterated that drafts are needed for the Bramshott Bugle ASAP.

9. Next meeting and Next Steps

The next meeting will be held on Thursday 3rd May at 7.30pm. EW's apologies were noted, may be able to attend after 8:00pm.

10. A.O.B.

AK asked if there had been any news on the publication of the Atkins Report and expressed concerns that the information that is returned might not answer the specific questions the SG have. Cllr Ives volunteered to chase the report and AK requested that even if the report is not yet finalised, could the SG have the topic headings. RM expressed concern that the data gathered for the Atkins Report did not record traffic for a long enough period.

It was agreed that AK will organise the subscribe/unsubscribe on Mailchimp and set up a sign up link for updates, and a feedback link. It was agreed that the NDP Administrator will be responsible for the day to day work and checking emails. AK stated that it was imperative the SG ensure that they are GDPR compliant and he would check that the regulations were implemented.

- **Action AK**

EW suggested that now the SG membership has changed it may be prudent if the SG were aware what was on each others DOI's and it was agreed that an exempt session would take place after the next meeting to disclose this information.

It was agreed that DE and CF will attend the EHDC meeting on 16th May.

The meeting ended at 21.05