



# 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 Tuesday 17<sup>th</sup> July 2018.

## MINUTES

### **Present:**

Chantal Foo (VC)  
Anna Leslie  
Raine Ryland  
Rebecca Standish  
Roger Miller

Apologies:                    Andrew Kivell  
                                      Darren Ellis  
                                      Jeanette Kirby

Also in attendance:        Tessa Wright – NDP Administrator  
                                      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.

CF took this opportunity to read a letter of resignation from Emma Winfield. The email stated that due to increasing commitments from the Parish Council, work and family meant that Emma needed to step down. She will however remain on two Working Parties, Sports & Recreation and Communities. The SG unanimously expressed thanks to Emma for all her hard work.

**3. Approval of the Minutes from the meeting dated 19<sup>th</sup> June 2018**

RM proposed the minutes be approved and this was seconded by AL. 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.**

There were no matters arising.

**5. Parish Council Meeting update – Working Party members**

JK was not present to give a full update.

It was noted that due to an admin error at the Parish Council, the Working Party members that had already been interviewed were not approved at the last meeting. It was agreed that TW would contact all applicants and apologise for the delay. CF requested that as many candidates as possible be interviewed prior to the next Parish Council meeting.

**6. Atkins Report update**

It was noted that the Atkins Report had now been released. RM commented that had the study been carried out over a longer period of time the results may have been different. One day did not seem long enough to get an accurate picture of traffic patterns in Liphook. RS agreed that a study over a longer period or staggered over different days or times may have been more beneficial. AL expressed concern that as a scientific evidence base the survey was too short to draw accurate conclusions.

It was interesting to note that the report showed that the majority of traffic gridlock is caused by local residents rather than people driving through Liphook to reach other destinations. A discussion ensued as to whether the same conclusion would be drawn had the survey taken place over a longer period.

RM commented that the relief roads suggested were the same as historical suggestions and he was surprised that there were no new ideas.

RR suggested a study of how pedestrians and cyclists move throughout the village as many of the issues appeared to be caused by the zebra crossing in the square. Instead of just thinking of relief roads it would be prudent to look into the possibility of relief footpaths and cycle paths to move footfall from the centre of the village during peak times. CF commented that this could tie in with an assessment of the pavements that need upgrading as so many of the pedestrian routes have very narrow and ultimately dangerous pavements.

RS agreed to revert to Hampshire County Council to see if they would consider increasing the study to cover a longer period. If this is not possible then perhaps RS can ask what they are prepared to offer in terms of collating more accurate information. RS will also ask what the Terms of Reference were for the Atkin's Report. **Action - RS**

It was noted that the Government has changed its timeline for releasing the housing numbers. RS will ask if it is possible for the SG to have access to the call for sites information. If not, then would EHDC be prepared to email those who responded to the call for sites request to ask if they would be able to contact the NDP directly. **Action – RS**

RR asked if it would be possible to obtain a traffic forecast and RS said that it is possible but that the forecast may be inaccurate.

CF thanked RS for providing the information, for answering the queries put forward by the SG and for raising the queries with the relevant bodies.

## **7. Update on events with NDP Stand**

- a. **Dylans Funday** – it was noted that AL/RM/JK/EW and AK manned the stand at the Funday. They managed to obtain a sheet full of names and one visitor to the stand filled in a WP application form on the day. CF asked if anyone had formally thanked Ben Govier. TW will check and if not send a note. **Action - TW**

## **8. Working Parties Progress**

It was noted that RS has spoken with a potential Employment Working Party candidate.

RM reported that the first official H&D meeting will take place on Monday. He has been sent the 2017 Review of the Design Statement by Adrian Bird which is a useful aide memoir. If Adrian is happy for RM to do so he would like to circulate the document to the other Working Party members. RM will check. **Action – RM**

RM also commented that he intends to use the Parish Plan Executive Summary. TW will email copies of the Parish Plan to SG members **Action – TW**

The SG were reminded that any conclusions drawn from the above documents should include the relevant original evidence bases that formed these original documents, to ensure a constant and complete evidence base, rather than needing to re-source the information at a later date.

CF commented that some areas of the Parish Plan could be developed into suggested planning policies as indicated by the Parish Plan Executive Summary.

## **9. Steering Group and Working Party Recruitment and future NDP events.**

It was noted that there were 5 WP applicants awaiting interview. It was agreed to aim to have them all interviewed prior to the Liaison Working Party meeting on 23<sup>rd</sup> July.

## **10. Presentation Powerpoint**

CF brought up a draft of a NDP powerpoint presentation and the SG went through slide by slide and gave comments as to how to improve the document. TW will make the suggested improvements. It was also suggested that a crib sheet be produced to go alongside the document. **Action – TW**

**11. Press Releases**

It was noted that Gabrielle Pike would need a press release announcing the resignation of Emma Winfield by 12pm on 18<sup>th</sup> July. TW agreed to prepare the draft and circulate in the morning for review prior to the deadline. **Action – TW**

RM reminded the SG that the copy date for the Community Magazine is 27<sup>th</sup> July. TW will see if anyone is able to prepare a press release regarding the Atkins Report. **Action - TW**

**12. Communications**

It was agreed that this agenda item will be passed to the next meeting.

**13. Next Meeting and Next Steps**

It was noted that the next meeting will take place on 14<sup>th</sup> August. Apologies were received from RM and RR. CF requested that any Working Party updates be sent to her prior to the meeting.

**14. A.O.B**

RM asked exactly what was expected from the Working Party reports. CF will speak to Richard Eastham to see if he has a suggested template or headings. It was thought that 3/4 pages on each policy, including the methodology, and what the policy is trying to achieve should be sufficient. Evidence will be separate and can be unlimited.

AL asked if Richard Eastham has now been engaged to carry on work with the NDP. CF confirmed that he has and will be involved again once first drafts are ready.

It was agreed that an NDP sign be put in the office window. **Action - TW**

It was noted that the LMC had requested an alternative way for SG members to access the office rather than having to borrow keys. It was agreed that the best way to combat this would be to have a key safe in the LMC that could be accessed by the SG. TW will speak to the PC to see if this is possible. **Action – TW**

It was noted that TW will be on annual leave from Monday 30<sup>th</sup> July for 2 weeks. CF hopes to be able to check emails regularly. RR offered to help if needed.

The meeting ended at 21.01