



BRAMSHOTT & LIPHOOK NEIGHBOURHOOD DEVELOPMENT PLAN

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An exempt meeting of the NDP Steering Group took place at 7.30pm in the Canada Room, Liphook Millennium Centre, Midhurst Road, Liphook on Tuesday 14th August 2018.

MINUTES

Present:

Chantal Foo (VC)
Darren Ellis
Andrew Kivell
Anna Leslie
Jeanette Kirby
Jackie Poole

Apologies:

John Raeyen
Raine Ryland
Rebecca Standish
Roger Miller

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 and introduced Cllr Jackie Poole as the newest member and second Parish Council representative of the Steering Group.

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 asked TW to source Jackie Poole's DOI from the Parish Council website and save it to the NDP Dropbox.

Action - TW

3. Approval of the Minutes from the meeting dated 17th July 2018

Noted that 3 of the 6 Steering Group members present, had not been able to attend the last meeting, and a further 1 is a new member. However, the meeting minutes had been forwarded to all members in advance with no negative comments received.

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

DE who was not present at the last meeting asked for further information relating to a point in agenda item 6 where it was stated that the Government had changed its timeline for releasing housing numbers. It was explained that this information was relayed by RS and it was noted that further clarification is needed from RS as to when the information should be available. It was noted that the LAA's are due out at the end of October, beginning of November. A discussion ensued as to whether the NDP would be allowed to see the draft East Hants Local Plan before it becomes public, or in particular sections that relate to housing numbers and potential allocation areas. It was agreed that it may be prudent to request a meeting with East Hants to discuss this information formally. CF will liaise with RS for further information.

Action – CF & RS

5. Parish Council Meeting update – Steering Group (SG) and Working Party (WP) members

CF reported that all recommended WP members and SG members had been approved by the Parish Council at the last Parish Council meeting. It was noted that the WP members had been allocated their WP based on their preferences and skills noted at interview stage. There are still no members in the Housing WP due to the applicants who showed an interest in this area were either developers or members of a local housing action group.

There are still 2 members to be allocated, to be discussed in the exempt session.

6. Working Parties progress update from each WP lead.

It was noted that RM had sent comprehensive minutes from his first official H&D WP meeting. RM and the WP have used the Design Statement for reference. CF reminded that any information taken from the Design Statement is to include the relevant evidence base that formed the Design Statement, when it comes to H&D it is a more subjective topic than other working parties, and opinions still need to be gathered. JK commented that the PC are discussing the uniformity and enhancement of street furniture at present and CF suggested that any information or evidence base forming the decisions made be sent to the H&D WP.

AK commented that he was happy to become lead for the A&M WP in the interest of getting the work underway. He will contact the WP members to arrange an initial meeting.

It was noted that AL is in the process of arranging the first S&R meeting, however due to it being the summer holidays it is difficult to pin down a date at the moment.

AL commented that Mary Braitch has been allocated to both S&R and H&D. At interview Mary had said she would like to be in either/or WP. AL would like her to remain on S&R and will contact Mary to ask if she will consider sitting on the H&D WP too. **Action - AL**

7. SG and WP Recruitment

It was noted that the Housing and Employment WP's both need more members.

CF reported that the Liaison Working Party had raised concerns that the majority of the WP members were of a similar demographic and they wondered if the SG were doing enough to encourage members of different demographics and from the outlying areas of the Parish. It was agreed that posters will be printed and placed on the PC noticeboards in Conford, Passfield and Bramshott. TW will arrange printing and seek permission from the PC. In addition to seek to place posters in the LMC and the Haskell Centre. **Action - TW**

AL offered to post again on Liphook Mums and Talkback to try and generate some more WP interest. This was agreed by all as a good idea. AL to take screenshots of the posts for file.

It was suggested that A3 posters be placed outside some of the SG members houses. Possibly outside RM's house due to the amount of cars and footfall that go past. Once the schools are open for term time the SG can ask if posters can be put outside the gates also.

AK commented that when the SG has exhausted all avenues of recruitment, the focus should be on ensuring that all demographics are consulted with regards the policies and gathering of evidence base for representable data. The WPs do not necessarily need to have covered all demographics as members, as long as the evidence base can show that data has been gathered from all the different demographics in the community. The NDP mission statement as quoted in the ToR is to "Listen to the Community" so it is more important to move forward with the WPs and gather evidence that all demographics of the community has been consulted with rather than to continue recruitment for an indefinite period of time.

It was suggested that older Bohunt students currently working towards their Gold Duke of Edinburgh award could be enlisted to volunteer on a WP. This would give the student DofE points but also the WP the much needed insight from younger members of the community. AL will contact David Andrews who coordinates the DofE. **Action - AL**

8. Dropbox Issues

It had been brought to the SG's attention by the PC's Deputy Executive Officer that Dropbox may not be exclusively secure to the NDP as the LMC officers are able to view files. This may be because of how it was originally set up to allow the previous administrator to carry out their work for both the Parish Council and the NDP from the same PC.

AK suggested that the LMC may need to disable their link to the NDP Dropbox account. TW will contact the LMC and PC to see if this can be done. If not AK and CF agreed to look into it further. **Action – TW.**

9. Presentation Powerpoint.

CF ran through the amended copy of the presentation which is intended to be a generic powerpoint presentation for use at future events. It was noted that photos are needed from Jackie Poole and John Raeyen. The photo on slide 6 needs moving. Slide 8 needs to state that the Design Forum resulted in the Feria Interim Report that was published in 2018 with the 7 clear policy themes. Slide 10 needs amending to show “example policy” and a crib sheet of all the policies and aims needs to be created **Action - TW**

10. Press Releases

It was noted that the suggested press releases for each WP had not yet been devised. AL and AK suggested that it is best to wait until each individual WP has something to report. H&D has now had its first meeting so they may wish to write a press release detailing what they are currently exploring at their meetings and points of research. AK will ask RM if he is happy to do this. **Action – AK**

Gabrielle Pike suggested a press release in September detailing the working parties and their members. TW to check if the WP members are happy to be named. **Action - TW**

TW was asked to check if the Atkins Report press release had been published in the Messenger and Petersfield Post. **Action – TW**

11. Communications

CF reported that at the PC meeting, Cllr Croucher had suggested that it would be useful to have a page on the NDP website which details each Working Party and their members, as this could encourage more members of the community to engage if they knew which fellow members of the community are currently involved in the NDP. It was agreed that TW and AW will look into setting this up and TW will seek permission from the WP members for their names to be added to the site. **Action AK and TW**

AL had prepared a press release ready for publication in the U3A magazine. The SG suggested that AL make a small amendment to highlight the words “we need more volunteers” and then the text can be sent to U3A. **Action – AL**

12. Next meeting and next steps

The next meeting is due to be held on 11th September at 7.30pm. TW was asked to arrange the next few meetings after that date. RS needs to be contacted to confirm she can attend Tuesday meetings and suggested dates to be checked with the LMC. **Action - TW**

13. AOB

There were no AOB items to discuss and the meeting finished at 8.45pm.

14. Exempt Session