



# 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 11<sup>th</sup> September 2018.

## MINUTES

### **Present:**

Chantal Foo (VC)  
Andrew Kivell  
Anna Leslie  
Jackie Poole  
Jeanette Kirby  
John Raeyen  
Raine Ryland  
Rebecca Standish  
Roger Miller

Apologies:                      Darren Ellis

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 John Raeyen to 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.

### **3. Approval of the Minutes from the meeting dated 14th August 2018**

AK proposed the minutes be approved and this was seconded by JK. AK proposed the exempt minutes be approved and this was seconded by AL. It was agreed the normal 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. Timeframe for NDP and Feria Urbanism**

a&b) It was noted that EHDC plan to have their Regulation 18 first draft of the Local Plan released in January 2019. The Regulation 19 revised Local Plan is scheduled for release in summer 2019 and to be submitted for examination in December 2019. EHDC have previously advised that the best time for the Bramshott and Liphook NDP to release our Regulation 14 draft for consultation would be after EHDC have released their first draft in January 2019. EHDC then suggested that the Regulation 16 draft should not be submitted until EHDC's final draft has been found to be sound in summer 2020.

A discussion ensued as to the benefits of moving forward to keep the momentum of the Working Parties or slowing down slightly to benefit from this extra time now available to prepare the NDP. It was decided that CF will contact Feria to ask advice on exactly how long each stage of the planning is expected to take. A more detailed timeline can then be worked out for the NDP to adhere to. **Action - CF**

Further discussion ensued. It was agreed that ideally, the first draft of the NDP should be ready for March/April 2019. The revised draft in late September 2019, which allows for a 4-6 month in-house policy review. This leaves a gap between September 2019 and January 2020 where changes in the Parish may mean that the plan needs amending prior to EHDC's plan being ratified so that it remains in line with it. RR questioned whether EHDC were likely to have their submission dates pushed back further due to Govt. housing figures not being released in a timely fashion. RS does not believe that this will happen but obviously no guarantees can be made. The downside of having the plan ready early would be that there would be a significant period of time between the consultation with the community and the referendum. This may mean that public participation is lessened. It is hoped that Feria will be able to provide advice on these matters.

Feria have had a letter of intent from the Parish Council but their contract to carry on with the NDP has not yet been finalised. Feria have expressed their interest to continue working with the NDP, which is hoped can continue while the administration catches up.

RS commented that she will keep EHDC updated with the NDP's plan. She also offered to try and arrange for Simon Jenkins to meet with the NDP but it was decided that it was best to wait for advice from Feria first.

JK commented that the draft NDP plan does carry weight with the planning authority pre-ratification so moving forward with the draft could be beneficial.

c) It was agreed that when each WP has a solid policy/set of policies, these should be emailed out to the Steering Group. The SG will comment back to the WP Lead and then the WP will present the policies at a SG meeting, either with the suggested amendments or

reasons why the policy has remained the same. It was agreed that the policies can be concise, as long as there is supplemental evidence to back them up. It was noted that a format and font should be agreed upon and CF agreed to check with Fera who will be tasked with collating and formatting the final presentation. **Action - CF**

## **6. Working Parties progress updates**

Community – JK reported that the first WP meeting had been held and tasks had been allocated. They are following the recommendations made at the Design Forum.

Employment – RS reported that as she has no members on the WP as yet she will instead update the SG with the new employment opportunities in Liphook. 3 major employers have now arrived the new business site in Liphook and the Parish is becoming more prominent as a result. This is incredibly positive.

Heritage and Design – RM reported that he is in the process of arranging the next WP meeting. He has created the base document and detail will be discussed at the next meeting.

Sports and Recreation – AL reported that a meeting had been held that day. The policies had been amended slightly from those suggested in the interim report. The sports strategy with Bohunt has been expanded to include other schools in the area. RR commented that there is a Governors meeting at Bohunt next week and she and AL should liaise to see how best to initiate discussion, and to obtain a copy of Bohunt's Travel Plan. The S&R WP will carry out an audit of all existing facilities and compare these with what has been suggested during the design forum. They will look at the outdoor trails already in place at QE Country Park and in Godalming. This will cross over with A&M and H&D and AK and RM could speak with Mary Braitch about this. AL made the decision not to speak with SDNP yet but sought advice as to who would be the best liaison in this area. RS and JK agreed to contact the SDNP when necessary. JK raised comments about liaising with SDNP regarding what development, what principles could be acceptable to land developers in this area.

AK expressed concern that as WPs are working at different speeds, there could be a need to contact various organisations such as Bohunt and SDNP on a regular basis. It was agreed that prior to any contact with a 3<sup>rd</sup> party, the WP lead will email the other WP leads to ensure there is no crossover.

AL asked whether the developers' contributions could be used for maintenance of existing assets, i.e. maintaining the existing play equipment on the recreation ground. AK asked why contributions not yet spent, what's the plan for how and when it can be spent, and the barriers for use of contributions not understood, including the extent of available CIL contributions. JK confirmed that developers contributions can only be used for capital projects. At present the money is ring fenced but there is a time limit on this and RS will find out exactly how much is in the budget and what the time limit is. JK commented that CIL contributions are in stages. **Action – RS**

JK reiterated that any suggested projects, such as a park refurbishment, should be put to the Parish Council as there is money available in the Open Spaces budget and comments from members of the Parish assist with determining where best to spend funding.

Public Services – RR reported that 2 meetings had been held. After extensive discussion the WP have agreed that they can only make policies that ensure the existing services are not burdened by future development. They have determined that the Public Services WP is not a vehicle for solving problems but to address existing challenges, and contributions cannot cure the issues.

2 members of the WP are currently investigating the delay on the new surgery being built, although evidence suggests that the delay is due to NHS England not funding the project and therefore the local Councils have no control over this. JK confirmed that the foundations have been dug so the planning consent is extant. RM has knowledge of this project and will speak with RR separately. The WP will also explore inequalities of access to other healthcare providers such as Dentists and Pharmacists, also looking to determine if this is a personal problem or general problem. RS agreed to ask EHDC for their data on this. **Action – RS**

RR commented that the local schools have a different population projection to Hampshire County Council. RS agreed to speak with Floss Mitchell for clarification.

It was noted that water drainage was a difficult policy to discuss as land allocation and housing numbers have not yet been issued, and is controlled by Thames Water. It was agreed that this policy will cross over with the Housing WP but to stay as a general policy within Public Services. JK agreed that there is a strong link between Housing and Public Services requirements.

RR suggested that the Sustainability – clean air policy, be linked to A&M as suggestions such as electric charging points for cars would fall under this policy. The suggestion of new developments being “off grid” would link with Housing. Public Services will retain a general provision to say that all new development should consider sustainability. It was discussed that this policy would link with both Housing and A&M, including planting of trees etc.

RR suggested that the research into these policies would be better done as part of a WP with a wider scope than done in isolation under the Public Services WP. It was agreed that RR will email her suggested crossovers to the other WP leads for consideration. **Action – RR**

RR asked if any of the contributors to the Design Forum were contacted for feedback after the event. It was confirmed that they were not, therefore the Public Services WP will write to the relevant contributors. TW to provide letterhead. **Action – TW**

RR also commented that she would take over a liaison contact with the schools.

Access and Movement – AK confirmed that he has made contact with the members and guided them towards some further reading to help them consider the suggested policies, including reviewing the draft Atkins Report, and to understand what can and cannot be carried out within an NDP. The first meeting will be held in the next few weeks.

CF asked if EHDC are able to obtain Land Registry Title and Plan documents for free. CF's access incurs a charge per Title downloads, however she can provide screenshots for free should they be required. RS will check. **Action – RS**

RM commented that the interactive maps available on EHDC's website are very useful. It was suggested that a map with all the overlays be obtained and printed. **Action – CF & TW**

## **7. SG and WP recruitment update**

a) Posters around the Parish.

It was noted that WP recruitment posters had been put up in Passfield, Conford, Bramshott and Liphook. RR suggested that Bohunt be contacted to see if they will put a poster in their staffroom. **Action – TW**

CF will laminate posters to go outside SG members houses on the main roads. **Action – CF**

b) Social Media

AL has posted a recruitment message online. There have been no responses yet.

c) Others

There was nothing further to discuss.

## **8. NDP office access**

It was noted that a key safe for the NDP office had been purchased and will be put up in the next few days. **Action - TW**

## **9. Dropbox issues**

It was noted that the issue of Dropbox being shared with LMC staff had now been rectified. It was proposed by AL and unanimously agreed that after seeking advice from the Parish Council and Jane Ives, one annual membership of Business Dropbox will be purchased so that any information that falls under the GDPR can be safely stored. SG members will still be able to access the shared Dropbox. **Action – TW.**

## **10. Press releases**

It was suggested that as RM has made good progress with the H&D WP, he speak with AK regarding a press release. **Action – RM & AK**

AL suggested that a press release be prepared for some time in the near future explaining the scope that the NDP has and managing expectations for what it will not be possible for the NDP to influence.

It was agreed that a press release naming the WP members will be sent to Gabrielle for inclusion in next week's Herald. **Action - TW**

It was noted that the copy date for the next Community Magazine is 26<sup>th</sup> October 2018.

TW and AK to prepare a webpage for the Working Parties with the names of the members.

**Action – TW & AK**

**11. Communication**

As discussed above

**12. Next meeting and next steps**

The next meeting dates were agreed as follows at the LMC at 7:30pm;

9<sup>th</sup> October 2018

6<sup>th</sup> November 2018

4<sup>th</sup> December 2018

**13. A.O.B**

JK commented that there will be a bi-election on 1<sup>st</sup> November to elect two new Parish Councillors. A third Councillor will be co-opted. The Parish Clerk will return on 1<sup>st</sup> October. JK reiterated that any projects should be referred to the Parish Council for consideration. On this point AK commented that A&M had been discussing the possibility of uniformed signage and street furniture. H&D and S&R also have ideas that they will put forward. **Action, AK, RM & AL.**

JK reported that she had spoken with Tony Rudgard who has a wealth of knowledge on S&R. She will maintain contact and report back to AL.

CF reported that at present Clare Paye is unable to join a WP. Jane Ives may consider joining in spring 2019 but is unable to commit at present.

It was noted that Emma Winfield needs to reapply to be a WP member. AL will speak with EW regarding this.

The meeting ended at 21.15