



# **BRAMSHOTT & LIPHOOK NEIGHBOURHOOD DEVELOPMENT PLAN**

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A meeting of the NDP Steering Group took place at 7.30pm in the Village Room, Liphook Millennium Centre, Midhurst Road, Liphook on Tuesday 8<sup>th</sup> January 2019.

## **MINUTES**

### **Present:**

Chantal Foo (VC)  
Andy Kivell  
Darren Ellis  
Jeanette Kirby  
John Raeyen  
Raine Ryland  
Roger Miller

Apologies: Jackie Poole  
Rebecca Standish

Also In attendance: Tessa Wright – NDP Administrator  
Gabrielle Pike - Press

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

The meeting started at 19:30. CF wished the attendees a Happy New Year.

### **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.'*

### **3. Approval of the Minutes from the meeting dated 4<sup>th</sup> December 2018**

JK proposed the minutes be approved and this was seconded by RM. The Exempt minutes were proposed by RR and seconded by AK. It was agreed that both sets of minutes can now

be circulated to the WP members and the normal minutes can be uploaded to the website.

**Action - TW**

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

There were no matters arising from the minutes.

#### **5. Public Engagement Event – February 2019**

- a) It was agreed that CF will amend the posters used for the Design Forum and make them relevant to the public event. It was agreed to have two different posters similar to before, one with a photograph and one with only text. CF referred to a map which showed the locations of the Design Forum posters and it was agreed that not as many posters were needed this time as feedback from the Design Forum stated despite there being posters all over the Parish, many attendees had not seen them. Social media, press releases, emails and word of mouth would be used to advertise also. It was agreed that fliers were not required.

A discussion ensued with regards the issue of flyposting and having posters removed and it was noted that permission must be sought from EHDC to put posters up in public areas, and from the Parish Council for posters on Parish boards. Banners will also be put up at access points to the village and it was agreed that care must be taken to ensure no lines of sight were blocked by either these, or posters. CF will see if it is possible to print something to attach to the banners which details event. **Action - CF**

TW will contact EHDC & Parish Council to obtain the necessary permissions. **Action – TW**

It was agreed that the location of all posters and banners erected would be documented and pictures would be taken as evidence of advertising the event.

- b) It was noted that CF/RR/JK/RM/DE would be available on 15<sup>th</sup>/16<sup>th</sup> February to attend the event. WP members will be contacted to see if they can also attend **Action -TW**

A discussion ensued as to whether the Canada Room might be a better location than the main hall due to size of the LMC and the presentations being presented on 'Z' freestanding boards. TW will check availability with the LMC. **Action – TW**

JK commented that the EHDC consultation was open for six weeks and queried whether there was a way for the NDP to make their draft presentations available to the public for comments for a longer consultation period than the two exhibition days. It was agreed that a web page will be set up so that draft policies can be available to view online and a comments email/feedback system will be set up. **Action - AK/TW**

It was agreed that presentations should all have a common look and feel. CF agreed to format presentations and will start with the H&D draft policy. It was agreed there should also be a generic display board stating what the NDP can and cannot influence. TW will book the loan of the display boards from EHDC and confirm the size so that the presentations can be prepared accordingly. **Action – CF/TW**

JK suggested that she and DE review the Housing policy prior to it being formatted.

It was noted that the cost of printing posters had been obtained from EHDC and TW had contacted RS to see if funding may be available. Once posters are printed they will be put up by TW/RR/DE. Banners will be erected by RM/AK.

It was noted that generic feedback forms need to be prepared. **Action – AK/TW**

It was noted that a Key Messages sheet for all the SG and WP members would be useful.

## **6. Press Release**

A second press release detailing the format of the event and also specifying that it is an informal drop-in event should be prepared and sent to The Herald no later than 5<sup>th</sup> February for publication on the 7<sup>th</sup>. **Action – TW/AK**

## **7. Communication**

It was agreed that TW should draft a Mailchimp mailshot to be sent to those who had previously registered an interest in the NDP. The first should be as per the press release that has already been sent to The Herald. The second will be closer to the event. 10<sup>th</sup> February was suggested as the date for the second mailshot. **Action – TW**

It was noted that there is a current Liphook Talkback thread discussing the SDNP Boundary. It was suggested that the exhibition details be posted on Talkback but that there should be no official NDP responses to any comments. Any post should stipulate that comments should be directed to the NDP website/admin email address.

It was noted that EHDC had been made aware of the event and that SDNPA should also be contacted. **Action – TW**

## **8. Next meeting and next steps**

The next scheduled meeting is 12<sup>th</sup> February at 7.30pm, however, it was thought that this was too close to the event so it was suggested a meeting be held on Tuesday 5<sup>th</sup> February. The meeting on the 12<sup>th</sup> will not be cancelled in case it is also needed. TW will check room availability for the 5<sup>th</sup> February at 7:30pm. **Action - TW**

## **9. A.O.B**

JK reported that the Parish Council F&A Committee had suggested it would be prudent for the NDP to apply for a grant. It was noted that the grant has be spent in the same financial year it is obtained so it would be good to have estimated costs prepared and ready to apply at the start of the next financial year.

It was noted that Ferials have still not been formally appointed and CF is trying to negotiate payment for five days of their time to be approved by the Parish Council. If this is approved it is hoped they will be available for one day of consultation prior to the exhibition.

Gabrielle Pike asked which exhibition day would be the best day to send a photographer and it was agreed that TW will let her know when it is known which day has the most volunteers to help.

**Action – TW**

The meeting ended at 8.40pm

## **10. Exempt Session**