



# **BRAMSHOTT & LIPHOOK NEIGHBOURHOOD DEVELOPMENT PLAN**

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A meeting of the NDP Steering Group took place at 19.30pm in the Canada Room, Liphook Millennium Centre, Midhurst Road, Liphook on Tuesday 11<sup>th</sup> June 2019.

## **MINUTES**

### **Present:**

Chantal Foo (VC)  
Cllr Jeanette Kirby  
Andy Kivell  
Raine Ryland (arrived 19:39pm)  
Roger Miller  
Cllr Sumi Olson

### **Apologies:**

Darren Ellis  
John Raeyen  
Louise Bevan  
Rebecca Standish

### **Also in attendance:**

Jane Lackenby – NDP Administrator  
Andrew Pope (Working Party Member)  
Christine Hill (Working Party Member)  
Tony Rudgard (Working Party Member)  
Chris Meech (Working Party Member)  
Richard Curry (Working Party Member)  
Colin Osborne (Working Party Member)  
Philip Jordan (Working Party Member)

### **1. Welcome and Introductions**

CF welcomed everyone to the meeting. CF welcomed Jane Lackenby as the new NDP Administrator.

### **2. Declaration of Interests**

There were no declarations.

### **3. Approval of Minutes dated 14.05.19**

The normal minutes were proposed by JK and seconded by SO – minutes accepted.

JK raised that the wording in the exempt minutes ‘Parish Council responded off their own back to this Review’ should be amended to read ‘But Parish Councillors can respond off their own back to this Review.’

Subject to these changes, the exempt minutes were proposed by SO and seconded by RM – minutes accepted.

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

Action items from the previous normal and exempt meetings on 14.05.2019 were checked, and considered all to be completed apart from:

- a. ‘It was noted that Royal Mail charge £500 + VAT for a flier drop to 8000 properties. TW to check if they deliver to every address or only those that have other mail being delivered that day.’ To be carried forward. **Action - JL**
- b. Item 6b. Demographics – partially completed but further analysis required. Action ongoing. **Action - RR/AK/CF**
- c. Confirming that presentation at Parish Council AGM has been uploaded online. **Action - AK/JL**
- d. Item 11. New members – LB and SO to provide bio and photos to JL. **Action – LB/SO**

JK raised regarding a Dark Night Skies policy that RR commented has already been looked into by Public Services, RR to forward to JK.

#### **5. Update from Parish Council meeting with Hampshire County Council**

JK updated on the parish council meeting with Hampshire County Council (HCC) regarding traffic flow through Liphook and pedestrian access in the centre of the village. HCC were not aware of the Atkins report. They have been made aware of the report now and have been given all the findings from the Access and Movement working party. HCC looking at how pedestrians and school students move through village. HCC carried out their initial traffic analysis in the May half term when traffic flow was not affected by pedestrian school pupils. Therefore, they will be visiting again in September. The Parish Council has asked them to look at absolutely everything.

RR raised that students are coming to school by train not bus in the new term which will bring different flows of pedestrians. AK raised what benefits could be delivered as a result for everyone else using the centre. RR raised that the bigger picture is important to be understood for the safety of pedestrians, and obtaining the evidence to find where the issues are. SO raised concerns that one of the weakest formal crossings is by Haslemere Road/Pharmacy and with the new building works there are no protective methods in place. Previously edges of pavements lowered to allow for emergency vehicle access.

JK to request their Terms of Reference and a copy of notes from the meeting.

**Action - JK**

## 6. EHDC & SDNPA

### a. Screening option request update

CF provided an update that EHDC are very busy with their Local Plan and have not started the statutory consultation yet. It is almost certain however that an SEA will be required. Victoria Potts from EHDC has offered a meeting with a few of the Steering Group members. CF asked JL to coordinate a meeting.

**Action - JL**

### b. Site specific planning policies request update

CF talked through an email response from Chris Paterson at SDNPA. He confirmed that as there have been no site allocations made in the South Downs Local Plan, there is no requirement for the Liphook NDP to provide further detailed policies regarding any strategic site allocations. Essentially there will be no policy hook in the South Downs Local Plan from which the NDP group could hang a more detailed site allocation policy.

SDNPA have discussed this response with East Hampshire District Council and advised the NDP group to discuss this approach with East Hampshire District Council, as it will be more relevant to their Local Plan given there are proposed allocations in the East Hampshire Local Plan.

Chris Paterson also confirmed that the SDNPA would not object to the NDP group carrying out its own call for sites, as this is an important part of the Neighbourhood Plan process. SDNPA want to be kept informed of any sites submitted and they can assist in any assessment methodology the NDP might seek to apply. The vast majority of information contained within the SDNPA call for sites correspondence can be found in their Strategic Housing Land Availability Assessment on their webpage. This shows all sites submitted for assessment, the assessments and any conclusions.

CF will follow this up with EHDC.

**Action - CF**

## 7. Requirements for drafting of NDP

### a. Potential Call for Sites – guidance from EHDC and consultants

CF confirmed that the NDP will need to carry out our own call for sites to ensure that all opportunities are provided under the legislation. This is in addition to the sites that EHDC and SDNPA have already received and identified. It has to be made very clear that the NDP want new sites that have not already been put forward. It was discussed and clarified that the sites are not just land but property and buildings as well, for example change of use for an empty building.

The word 'property' was discussed to be better terminology to help explain what types of sites the NDP are looking for in their call for sites, and that it is any land use and any land size, including all small sites.

RM asked whether Feria have a pro forma for a call for sites. It was suggested also that we could use EHDC's wording for call for sites. RR asked whether there were any legal requirements.

A discussion around communication concluded that we would use newspapers, emails, possibly posters, website and could approach potential landowners who have previously made contact with the NDP, just to make them aware.

RR & JK raised importance of preserving retail space, and priorities for small units are important for the area.

Communications would need to include what we want from them, how to submit the information, the timeline and what should be included.

CF and JL to look at wording for call for sites and associated communications.

**Action CF/JL**

**b. Consultation Statement – log of engagement and consultation to date**

CF has asked JL to pull together the log of consultation and engagement to date. RR asked whether it should include consultation carried out by working parties and it was agreed that all WPs should submit a list of consultations to JL, which should include dates, who and number of participants.

**Action WP's**

**c. Discuss whether to include a section on reviewing progress, understanding 'impact' etc as part of the 5 year review requirement**

CF asked the Steering Group whether they consider a section on reviewing progress for the 5 year review stage in the NDP being of importance, and it was discussed what it could include. CF asked for a vote and 6/6 voted in favour. This will be revisited at a later stage.

**8. Communications – Community Engagement methods**

**a. Engagement of diversity of demographics**

RR raised that from her analysis we are carrying out best practice as much as possible so far, and whether we are engaging enough with 'hard to reach' groups, which appears to be the area potentially missing. This included working professionals etc. RR offered to take a display board to the train station to reach commuters for example, and be sited in areas on Saturday mornings etc. Sainsbury was also suggested as an engagement location. A later action will be for Sainsburys Head Office to be contacted to facilitate the use of a display in their foyer.

SO raised about planning jargon and how to assist the public be more aware of the context and terminology and legislation requirements. RR raised that the previous consultation event scripts were useful, and 3 key points are vital for next events.

CF raised that it is important to have specific questions resulting from the past consultations to use during next consultation stages. It was discussed that we should be obtaining more demographic information including age range brackets to show clearly that a good range of the profile of the Parish has been consulted/made aware.

JL to keep an action log of deferred actions for a later date.

**Action - JL**

Working Parties were asked to think about what areas of demographics they might be missing.

**Action – WP’s**

SO referred to the Hampshire Parent Carer Network (HPCN) as a good group to consult with for carers of children with special needs. The network can circulate surveys to their members.

Discussion took place regarding what questions should be asked and how and to which demographics. Comments raised on how information could be used to feed into HCC consultation. I.e. ramped access around Radford Park.

All WP’s to come up with a list of questions for consultation and RR will coordinate. SO will assist with dissemination to HPCN. Questions to be submitted to RR by 25<sup>th</sup> June.

**Action RR/SO/WP’s.**

**b. Further evidence base gathering required**

Discussion covered in 8a above.

**c. Website and social media education information**

AK suggested that further communications needs to focus on explaining again what the NDP can and cannot, answering frequently asked questions and myth busting. The Steering Group and all WPs are asked to consider what questions are they most asked and to feed these to JL. These can then be reviewed by the group and uploaded to the website and used for magazine updates. Questions to be submitted to JL by end of June.

**Action – WP’s/ JL/ SG**

RM to provide JL with the acronym list to put on website to help with understanding.

**Action - RM/JL**

**d. Scope for NDP info/ exhibition presentations in publicly accessible areas**

Discussion covered in 8a above.

**9. Additional technical assistance from Locality**

CF explained that this is still ongoing and will be carried forward.

**10. Working parties**

**a. Next steps**

Advice from Feria is to focus on the SEA at the moment and the call for sites.

Discussion was had by the WPs about whether we have a list of community needs. CF explained that it was not possible to be too prescriptive without a strong evidence base, including percentages of needs compared to their corresponding demographic base to allow for fair assessment.

WP members raised the issues that some information does not get back to them. CF said to raise any queries or concerns with their WP leader or with her.

Discussion was had around the provision of softplay in Liphook. It was explained that this would be a commercial enterprise and not for the NDP to find a solution, but could feed into a community need if there was enough evidence base to support. JK raised about small short term needs and small spaces. Discussion was had around particular needs that could be suggested as part of visions/desires at this stage, and potential features for multi-use buildings.

AK raised that we need to keep focussed on what the NDP has control over and not what falls to the Parish Council. It was discussed that it is not the job of the NDP to find the funding for uses, but to allocate suitable locations/property and write policies to support community needs, and that developers are the ones who can then take on the opportunity for developments.

RM raised that it would be of assistance for Feria to coordinate. CF raised that LB was looking at where overlaps are taking place and that health and wellbeing of the community is at the core of the NDP.

**11. Press releases**

There are no specific submissions at the moment. The FAQs as discussed above will lead on to press releases highlighting the benefits and to manage expectations.

**Action – JL/AK**

**12. Next meeting, and next steps**

The next meeting is on the 9<sup>th</sup> July 2019 in the Canada Room. RR gave apologies.

**13. A.O.B**

JK raised that EHDC have asked the Parish Council if they will consider using Radford Park as a SANG. This information is for awareness only as the Parish Council are dealing with it.

JK also confirmed that the Parish Council have the NDP Locality grant application in hand.

Colin Osbourne raised on behalf of A&M that it is important that HCC have clear ToRs and ownership, with timescales, deliverables before the study is carried out. **Action – JK**

The meeting finished at 21:28.