



**Meeting of the Bramshott & Liphook Neighbourhood Development Plan
Steering Group**

7.30 pm on Tuesday 12th March 2022

Canada Room, Millennium Centre, Liphook

MINUTES

Present:

Kevin Wyeth (KW) - Chair
Cllr Jeanette Kirby (Parish Council) (JK)
Chantal Foo (Vice Chair) (CF)
Andrew Thornton (AT)

Also in attendance:

Cllr Don Jerrard (Parish Council)
Cllr Ed Trotter (Parish Council)
Alastair and Rick from South East Liphook Residence Group

Apologies:

Louise Bevan (LB)
Liza Smith (LS)
Raine Ryland (RR)
Alan Lindsell (AL)
Dennis Smith (DS)
David Saywer (DSaw)
Sarah Perryman (SP)

1. Chair Welcome & Introduction

The Chair welcomed everyone to the meeting and announced two new members of the team, David Saywer and Amelia Gabriel who were approved at the PC meeting 28th February. The Chair also announced that the new governance process was approved on the 29th February which has introduced the new agenda structure.

2. Apologies for Absence

Absences were noted due to work and holiday commitments. It was agreed as there was a quorum, the meeting could continue.

3. Disclosure of Interests

There were none declared.



4. Minutes of The Last Meeting (Appendix 1)

The minutes of the meeting held in February were approved subject to some amendments. These included the Chair Introduction and 8.2 wording (clarification put forward by CF). Proposed by KW and seconded by JK, with all in favour 4/4.

Action: LS to upload amended minutes to website and send to Council

5. Matters Arising

KW offered three items to be consider moving forward:-

a) **Housing Working Party**

Will be re-established to include work related to Affordable Housing, Safer Neighbourhoods and Infrastructure.

b) **Access and Movement**

Working Party will be re-established to include work related to future traffic management opportunities in the SQ

c) **Chair Terms of Reference**

For team review on DropBox.

6. Climate & Health Opportunities

a) To consider the terms of reference for the Climate and Health working party (**Appendix 2**).

KW had not had any feedback re. ToR's. It was decided to postpone approval until next meeting.

b) To receive an update in relation to progress and agree next steps.

Principals have been established, but not fully applied to current policies. A Framework to incorporate principles into proposed policies has been offered and would be tested at a proposed meeting with LB & KW on Friday 11th. The meeting requested an 7 pm meeting to enable more to attend.

7. Potential Site Allocations

a) To receive an update regarding potential site allocations and associated work to engage with developers/landowners. (**Appendix 3**)

KW presented a list of sites being considered by the NDP and sites currently managed by EHDC. Each site was reviewed. There were a few loose ends that need completing regarding details and plans. It was agreed that a meeting should be arranged with



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EHDC and SDNP as soon as possible to share the plan and discuss opportunities to manage all the sites.

- b) To establish a working party with terms of reference to establish future channels of communication with developers/landowners (**Appendix 4**)

KW and CF had reviewed ToRs and updated the DropBox version. Following clarification, the ToR was proposed by KW and seconded by CF, with all in favour 4/4.

- c) To consider including Chittley Farm and land at Headley Road in consideration for assessment.

It was discussed and agreed to include both during point a) discussion with clear indication that both are currently managed by EHDC, subject to discussions following EHDC/SDNP meeting.

8. Writing the Draft NDP

- (a) To receive an update on consultant feedback (**Appendix 5**)

KW provided some background re. BAFO process and feedback received. It was agreed that the Steering Group needed feedback from EHDC/SDNP before proceeding with the engagement of a consultant.

- (b) To consider the requirements for writing the final Plan

It was agreed that the Group needs assistance from a consultant, but final scope of the requirement needs reviewing after EHDC/SDNP meeting.

- (c) Image update from Haslemere Camera Club

KW provide an update and would invite the Club to present their NDP images when the time was right.

- (d) To agree next steps.

It was agreed that further discussions regarding the structure of the final NDP, allocation of work Team/Consultant and the EHDC /SDNP meeting were next steps.

9. Policies & Evidence Based Documents

To receive an update on Policies and Evidence Based Documents provided by AECOM. To agree steps to review policies and evidence:-

- a) ToRs need to be written.
- b) KW presented a list of Policies that are being developed. KW to share with Team and arrange a meeting to discuss – time of Friday 11th at 7 pm in Studio was agreed
- c) JK suggested each WP lead develop policies.



- d) KW reported that from 20 potential working party members contacted by the administrator, only 1 has responded. There is a huge amount of work required to do and KW proposes that the local community be asked (specifically for help from people who have experience of writing policies)

10. COMMUNICATIONS

- a) To consider the terms of reference for Communications working party (**Appendix 6**)

AL and KW agreed current version. KW proposed, JK seconded. 4/4 Agreed.

- b) To receive an update on the Communications Strategy v 1.3 (**Appendix 7**)

This has been reviewed by the Parish Communication Group. KW is now on Communications Group. KW proposed, JK seconded, 4/4 agreed.

- c) To consider the use of videos and social media, including approval of the 'Meet the Team' video.

Team Feedback indicated that it is too long. KW agreed to reduce the length to under 5 minutes and will publish the day after the meeting. KW confirmed that the Liphook Community Magazine article has been published and that there was good feedback already.

- d) To discuss the public open day, originally planned for March

KW published a YouTube video to postpone this meeting. Decision to follow meeting with EHDC/SDNP.

11. DELIVERING THE NDP (THE PLAN)

- a) To consider the terms of reference for Delivering the Plan working party (**Appendix 8**)

Includes DS1 comments. This needs to be updated to reflect relevant local plans. KW proposed, CF seconded, 4/4 Agreed.

- b) To receive an update on the draft time schedule of the plan preparation and agree any revisions.

KW presented the latest plan. Feedback from consultants has extended the plan. The key change is that the original date for completion of the NDP was pushed back from September to October 2022. Plan now shows stages making it clear what stage the current process is in.

- c) To agree steps to review the Plan and Risk Register.

KW will ask DS1 to arrange a meeting to discuss.



12. Safer Neighbourhoods

To consider Safer Neighbourhoods document v. 1.0 (**Appendix 9**).

KW is talking with HCC Highways to contribute towards allocated site safety. It was agreed that the document should be shared with Highways before final acceptance to V1.

13. Working with Local Schools

- a) To receive an update on communications with local schools in the parish.

This topic will be included in the work of the Communications Working Party in future. RR has been in contact with Bohunt. KW been in contact with Liphook Infant and Junior school. Some progress is being made. DS would like to work with RR to move forward.

- b) To agree steps to review reviewing youth requirements. The group is waiting for an update from RR.

14. Terms of Reference for the Steering Group

The Steering Group considered if the ToR for the NDP steering group requires revision and approval from the Parish Council.

Action: KW asked to update a few key changes and present to Parish Council for consideration.

15. Public Participation Session

Public Questions

- (a) To invite members of the public to address the meeting about business on the agenda.
- i. South East Liphook Residence Group (250 members) complemented the Magazine Article. It was agreed that further good quality communications are needed. Happy that a delivery plan exists and needs wider publication. Looking forward to NDP Public Consultations. The group encouraged by the inclusion of Local Plan Sites to enable a conversation. The group would welcome discussions with NDP SC regarding their concerns.
 - ii. Speeding in Liphook was raised. It was stated that community-wide speeding was outside NDP Terms of Reference, but that NDP discussion with HCC Highways would be included in Safer Neighbourhoods document.
 - iii. Review of ToR - should there be a 'chair' of WP or a 'Lead'? KW explained that the original ToR asked for a Lead.
 - iv. Selection of new WP members should be streamlined. Interview by Chair firstly with SC approval. This would then be reported to the Parish Council.



- v. How will enforcement of NDP be managed? KW to update NDP ToRs to recommend a process.

(b) To invite members of the public to address the meeting with respect to the NDP not on the agenda.

16. Review of Tasks Allocated

Review of tasks and actions allocated.

17. Date of Next Meeting

All WP Notes to be with Liza by 1st April - Next SC Tuesday 12th April

Meeting closed at 21.30 pm