



Bramshott & Liphook Neighbourhood Development
Plan Steering Group
admin@bramshottandliphookndp.uk

Minutes of the NDP Meeting held remotely on Tuesday 15th December 2020, 7.30 pm

Present:

Chantal Foo (vice-chair) - Chairman
Louise Bevan
Cllr Jeanette Kirby (Parish Council)
Eliza Margrove

Also in attendance:

Cllr Eddie Trotter (Parish Council)
Cllr Don Jerrard (Parish Council)
Liza Smith (NDP administrator)

Apologies:

Raine Ryland
Cllr Sumi Olsen

1. Chairman's Announcements

The Chairman welcomed everyone and advised that the meeting was being audio and visually recorded for the purposes of the minutes.

2. Apologies for absence

CF confirmed that RR had sent her apologies.

3. Declarations of Interest

There were none declared.

JK raised that the most recent Conflicts of Interest policies are to be forwarded to all members.

Action: LS

4. Approval of normal minutes from meeting dated 17th November 2020 (Appendix 1)

The minutes of the meeting held on 17th November 2020 were proposed by JK and seconded by CF, with all in favour 4/4, subject to some minor amendments. Section 12 – change existing wording to “induction” and “matrix” to “matric” respectively. LS to send to Council.

Action: LS



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5. Matters Arising from the minutes not addressed in the agenda

EM asked for clarification as to the meaning of this part of the agenda. CF offered explanation. EM confirmed that she has submitted her biography for the website. LS to chase request for biography from SO. **Action: LS**

6. Approval of exempt minutes from meeting dated 17th November 2020

The minutes of the meeting held on 17th November 2020 were proposed by JK and seconded by CF, with all in favour 4/4, subject to some minor amendments to delete the phrase 'word for word', and clarify a statement.

7. Matters arising from exempt minutes not addressed in the agenda

None.

8. Public participation session

Cllr Trotter asked if any there had been any other enquiries from members of the public regarding membership of the SG. CF confirmed that there had not been any but that the Steering Group were preparing an advert and that there would be a discussion about this issue later in the meeting.

9. Locality technical package applications and AECOM assistance

a. Housing Needs Assessment technical package

CF confirmed that the House Needs Assessment package application has been accepted and in progress and that the new site that came forward, which is located in Bramshott, will be included as apart of this Site Options assessment, after it has been assessed by AECOM as an update to their Site Options and Assessment report.

EM raised some queries about the origins of the site. CF confirmed it was submitted direct to the administrator email account, which CF followed up to request the necessary details in order to forward it to AECOM for assessment.



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b. Draft Strategic Environmental Assessment (SEA) (Appendix 3)

i. To confirm if content with draft SEA to allow AECOM to proceed SEA to next stage

CF gave a summary of the draft SEA and the current stage of the process, and raised a couple of areas that needed updating following EHDC's update to their proposed large site allocations in their draft Local Plan.

EM stated that she had not had sufficient time to review the document. JK encouraged all Steering Groups members to read the document and explained that the role of the SG is to ensure that the evidence base is up to scratch.

In the meantime, JK proposed that the Steering Group approve the draft stage 1 document so that AECOM can proceed to the next stage of the process, issuing to the statutory consultee bodies consisting of Natural England, Historic England and the Environment Agency, for their initial comments. JK proposed this as an action, seconded by LB. 3 in favour, 1 abstained.

CF requested that group members feedback any further comments by 11th January 2021.

Action: All SG members to review SEA by 11th January 2021

c. Other technical packages for future assistance

CF gave an update on the other packages of assistance available.

10. Update on content of draft advert for new SG members

CF read out the draft advert. The Steering Group discussed the content and agreed that more detail of the role would be appropriate. All agreed to change the wording from "Steering group" to "valued volunteers" and "sites" to "Land and building use options" signposting to the NDP website for further information on the role, requirements and what an NDP does. LB agreed to review the advert (providing some appropriate images) and circulate by email to finalise the final advert. JK proposed the New Year as an appropriate time to advertise.

Action: LB

11. Evidence base - update of content

CF reported that Christine Hill (Working Party) had come across a number of further reports which CF had asked her to pull into one document for walking and cycling routes as part of the evidence base. EM said she is writing up the Site Matrix walking distances assessment and will forward when complete before the next meeting.

CF also mentioned a new technical package to assist with the development of policies however the Steering Group would need to specify which policy areas they need particular



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help on. A discussion was had on which main policy groups should be requested to be reviewed via the Evidence Base and Policy Development technical package. JK agreed that this would be a useful exercise.

It was discussed that the Community policies should be assessed as they are the most important policies for the NDP, followed by a second technical package for the Access and Movement policies, if Locality will allow more than one technical package, as they suggested during a consultation call.

12. Steering group meetings for 2021

It was agreed that the Steering Group meeting should be held on the 2nd Tuesday of each month. LS to circulate calendar dates.

Action: LS

13. Next meeting, and next steps

The date of the next meeting was confirmed as Tuesday 12th January 2021 at 7.30 pm.

The meeting closed at 20:57.