



Bramshott & Liphook Neighbourhood Development Plan Steering Group

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT
THE NEXT MEETING**

**A MEETING OF THE BRAMSHOTT & LIPHOOK NEIGHBOURHOOD
DEVELOPMENT PLAN STEERING GROUP WAS HELD AT THE LIPHOOK
MILLENNIUM CENTRE ON TUESDAY 8th NOVEMBER 2022 AT 7.30 PM**

MINUTES

PRESENT:

Louise Bevan (LB) – Chair
Chantal Foo (CF) – Vice Chair
Cllr Peter Curnow-Ford (PC-F)
Cllr Jeanette Kirby (JK)
Barbara Jacobsen (BJ)
David Sawyer (DSa)
Andrew Thornhill (AT) (part)

Members of the public were present.

1. CHAIR WELCOME & INTRODUCTION

LB – introduced the SG members to the public, and welcomed the two new members Barbara Jacobsen, and Cllr Peter Curnow-Ford. CF announced the meeting is being recorded both audibly and also being typed.

2. APOLOGIES FOR ABSENCE

Dennis Smith

3. DECLARATIONS OF INTEREST

None

4. MINUTES OF THE LAST MEETING

Minutes of the meeting held on 11th October 2022 were approved. Proposed JK, seconded DSa, all in favour.

5. MATTERS ARISING

Passfield event. Following comments raised in the recent Parish Council meeting, JK noted there was some confusion and comments raised by the public about the Passfield site, and that she was questioned whether the Aecom Site Options and Assessment report is accurate. JK confirmed she reviewed the Aecom report, and the site (LIP-024) was described as Land adjacent to Passfield Mill Business Park, which was the description put forward by the developer, but it is next to the car park which



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potentially isn't considered part of the business park. JK said she believe this has been amended in following documentation and is now called Land at Passfield.

The proposed uses put forward were proposed by the developers. Aecom's report correctly said as the site is within 400m of the SPA, residential development is not suitable. Aecom summarised that the site is 'potentially suitable for employment allocation', potentially being the key word, and that further work needed to be carried out to assess if this was a potential use.

The decision for the planning application for the car park was recorded in January 2022 and passed on to AECOM for their reference.

Apologies were made for the presentation given in summer 2022 as not being helpful, and that not all the SG had been made fully aware on what the presentation was going to be about. The masterplan that was put shown in the presentation was the developers' proposals, and not a proposal put forward by the NDP. It was shown for information.

It was clarified that no decisions have been made on that site or any other sites.

AT arrived – 19:45

Public comment – Thank you for the response to their email regarding the Passfield site.

LB commented on concerns raised in the last SG and Parish Council meetings and stated that the SG wanted to acknowledge there are concerns relating to the NDP, particularly some of the potential developments. One of the residents had raised that they felt not all views have been heard and LB reiterated that the SG really do want to hear the publics' views and for the public to have the trust in the SG. We aim to re-establish this through robust processes and add in more opportunities for wider public participation.

LB stated the SG has had a lot of emails, and she hopes those who have emailed have had at least a holding email, if not LB apologised and will be getting back to you.

LB would like to get more people involved in the SG, and welcomed Barbara and Peter. We would like more people to join the SG to help push it forward.

LB has changed the public participation into 2 parts, one at the start and one at the end of the meeting. Which she hopes to help address queries raised.

LB stated that the SG are developing their communication and marketing plan, using Barbara skills and expertise. Workshops are proposed in January with the SG and one or two representations of the various areas being present, to focus on areas in more detail. The aim is to make sure that the site assessments reflect the public's views. If you are interested, please let us know.



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When we've done that work, we are planning on having an 'open session' where the public will be able to view some of the site assessments work 30 minutes before the SG meeting commences.

LB clarified that the NDP should be an asset, to the community and that's what the SG wants to achieve.

LB opened up an opportunity for questions from the public.

Public Question

- Cllr Debbie Curnow-Ford – The previous Chairman was on a trajectory to get the NDP to public consultation in May 2022, what is your timeframe?
- LB – The aim is to focus on getting the works up to March sorted, and re-establish the progress. Then the SG will look at the next steps.
- JK commented that reviewing the timeline was item 12 on the agenda.

Public Question

- Q - Once the sites are on the proposals plans and shown in March, can they be removed from the plan? At the Passfield presentation, there was a traffic light grid on a slide in the August presentation that showed the Passfield mill all in red.
- JK – we are preparing a summary on each of the sites in the assessment procedure on their suitability, their pros and cons. This doesn't mean it is allocated, the site is on a list. LB clarified that the SG are not doing more work per say, but consolidating the previous work done to date into a more user friendly and easier to format to read.
- CF clarified that the SG have been asked from various sources about clarifying the results of individual sites, and that some submitters of sites hadn't read the matrix results nor the Aecom reports. Therefore, to make it as clear as possible for all, the information from the NDP's matrix assessment and Aecom's reports are being condensed into 1-2 page documents to make it easy to read and also display at the NDP's next event.
- CF clarified that the NDP has not allocated any sites at this stage and it is the SG's intention to set out the possible sites at the next public consultation event and to ask the public for comments. The SG will use this feedback to determine if there is a preferred site, or multiple sites, or no sites. The public have to support the NDP to achieve referendum, so the SG cannot make the decision on which sites to allocate without further public comments.

Public Question –

- Q - In some of the presentations put out in the summer, it was demonstrating that all the sites had been allocated.
- Q - Have the SG been to the Passfield site in Mill Lane?
- Q - The information given at Passfield stores, has the information that has been given at Passfield store been passed on? We've been led to believe that the information has not been passed on due to the changing of the chair.



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- AT, LB, JK and CF confirmed that they had all seen the site from the boundaries.
- AT stated that we have the recorded summaries from the events, we unfortunately do not have the audio recordings.

Public Question

- Q – You've had the feedback from the public and the legal views, and the landscaping consultations objections to the carpark. Are you aware of the constraints put on the car park, and that the owners have been served a notice of breach, such as the 5 year of planting of trees, to encourage planting to grow. We are hoping this is captured, because if the potential site does go forward there will be legally binding constraints.
- LB – important to capture the story of each site. This is the opportunity to make sure that the summaries are correct, and make sure everything has been captured. It might be that we meet with each site group and work this out individually. The aim is to bring everything together to consolidate it.

6. **NDP ADMINISTRATION**

LB commented that there is no administrator at the moment, and it is up to the SG on how they want to proceed with this matter.

JK commented it is difficult to do the administration together with taking part in the SG works and meetings, and that the previous administrator was on a short term contract that finished.

LB raised concerns that with the consultation in spring, the SG will likely need some help to move forward.

Action - JK + LB to discuss with Clerk, Peter, once he's back in office.

7. **POLICIES**

LB stated that there is an SG workshop on the 23rd November with the NDP consultant, Alison. With the aim to go through the current policies and site assessments to re-organise and further define the draft NDP.

8. **SITES**

AT + CF provided an update on the site assessment process.

AT referred to Louise's comments on this earlier in the meeting. In response to people's response to the matrix, it has been clear that we need a consolidated summary of the result, so that we can print them out for everyone to engage with and see the summary of the sites for themselves, including Aecom's assessments and the land and environmental constraints etc. It is also a summary of the time that has passed between when an indicative idea has been put forward by a developer, and how the developer's proposals have evolved to incorporate the SG comments and draft policies. The site assessments aim to judge the sites on the latest information put forward by the developers.

At present two of the major site summaries have been completed and these have been subjected to an internal SG review to assess and to make sure it is easy to understand.



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By the time of the next meeting we hope to have completed at least the 11 main sites. It has taken time to get the template right, however once this is correct, the rest should be far quicker to complete.

The summaries also include the community feedback from the summer presentations. And all of these summaries will go back to forming the plan.

LB gave an update on the environmental workshop held in September 2022 with a brief summary of the written feedback on the feedback forms.

- Green space and biodiversity – concerns about loss of biodiversity, and particularly wanting access to these areas from the town centre, wildlife corridors and wildlife friendly materials
- Housing design – Most people confirmed have insulation in own homes. Most people keen that new housing is as green as possible and built in a sustainable manner
- Neighbourhood design – people keen for cycling and walking and communal green spaces, and major blockers for people wanting to walk and cycle – time pressure, work pressure, incomplete walkways, not good enough public transport, speed monitoring, complex problem. This supports HCC new transport strategy to move towards a more walking and cycling approach.
- Community energy – suggestions of solar panels on schools or farmland, or library for the benefit of the community. Interested in the idea in Liphook + Bramshott on new housing developments. Going to follow up and see if the community energy ideas is possible to put into the policies.

9. COMMUNICATIONS & EVENTS

LB confirmed that the next public event should be in the Spring, provisionally in March 2022.

In preparation for the event LB demonstrated a timeline for the public to view (see appendix), to include:

- (i) policies work with the consultant – workshop for the SG – summaries, and how they have been developed, the consultation work done previously and resulted in the current policies
- (ii) sites – summaries on each of the sites and how they have been produced
- (iii) residential engagement - wider resident's groups in January
- (iv) marketing

Proposed dates are a day event on Saturday 25th and an evening event on Thursday 23rd to give as much opportunity as possible for the public to attend.

The SG hopes to demonstrate some of the information on NDP policies and proposed sites in advance of the event to help further define the final presentation. LB confirmed the dates at the top of the timetable are the formal SG meetings.



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LB commented that in February, once the SG's has spent some time with the resident's groups, the aim is to do a small presentation of the site assessment summaries in advance of the main event. The aim is that the summaries are owned by the residents, with their words in there, as well as the outside factual information.

Marketing – hoping to have the policies and sites on the NDP website to give a wider view for the public to feedback. By March we should have some feedback from the residents.

We haven't worked out exactly what questions are to be asked at the event, perhaps this is what is discussed at some of the public workshops.

Questions to consider - what sites do we allocate, do we allocate anything, and what are the risks of not allocating? EHDC said we don't have a housing number at the moment, but when you get one it will be high. This what EHDC advised within the last 2 weeks when LB & JK met with them.

If we don't allocate then we are open to speculative development. There are risks both ways, there are also risks to allocating that EHDC could come along and allocate another site in addition to those allocated by the NDP. We are going to get housing, it is important to have a say and shape what happens, and the SG understand that this is tricky to balance.

The March event date is the focus, then over the next couple of months the SG will firm up the other dates in the timeline.

Also to add to the time line leading up to the March event (and LB to put on the agenda for next meeting) is the environment event work, and the issues with roads and HCC transport policy which is about reducing cars on the road to a degree or reduce reliance on the car. A lot of ideas about what could be done to the square to improve walking and cycling.

The transport planning officer from HCC has suggested application for CIL funding, and a new bid is open with deadline of end of January. This could give us an opportunity to do a feasibility study of the square and what has been done in other areas of the country that has focussed towards cycling and walking.

AT commented this piece of work only comes around because an NDP exists, if anyone is in doubt about the benefits of an NDP it is about creating opportunity for the parish. It's about having a scheme where funding could be used when available. But this needs robust plans in place in order to get action on the ground. Changes in the past have taken place to change finishing surfaces, this is a bit more than the previous works and more involved, looking at fundamental ways to improve access around the village. This also helps evolve a travel plan for the district. This is an interesting opportunity with the aim to have healthy streets and reduced carbon roads.



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10. MEETINGS WITH OUTSIDE BODIES

LB- LB & JK had a discussion with EHDC. The council is required to maintain a 5 year land supply and at present the plan is under the 5 year supply, which means our area is at risk. EHDC don't have enough housing area, they are looking for space.

They recommended that if considering site allocation think about some simple allocation within the settlement boundary. This is just their advice, and up to us. It is all up to us together to work it out.

CF commented that whilst EHDC may be recommending that small sites are allocated, in order to benefit the NDP a small site needs to give more benefits than just housing. Such as can it provide affordable or specialist homes, or something more than just standard housing.

11. PUBLIC PARTICIPATION SESSION

Public Question

- Cllr Debbie Curnow-Ford – Are you engaging with SDNP? Cllr declared an interest as a representative on the SDNP Local Plan, and working with Chris Patterson.
- LB – confirmed that the SG will be reengaging with SDNP shortly.
- JK raised that previously SDNP have advised that they have limited resources
- Cllr Debbie Curnow-Ford commented that SDNP said in a recent discussion, that if a local area hasn't started an NDP, don't start one, and to engage with SDNP instead. And if an NDP was not far along, for them to set out a set of priorities for the parish. She commented that this applies more to parishes wholly within the SDNP, and that this Parish is neither which is to our disadvantage. She asked the SG to consider what other NDPs look like that are also split parishes.
- PC-F added to Cllr D C-F's comments that the SDNP recommended to put together some key information in a 2-3 page document and submit to SDNP for their Local plan. He stated that this NDP does not need to do that as the NDP is much further down the process.

Public Question

- Cllr Jerrard – The SDNP are anxious to work with parishes. There are 183 parishes in the SDNP and quite a few are mixed council parishes with the SDNP, so a split between different authorities isn't unusual. Asked to make contact with SDNP again.

12. REVIEW AGAINST THE TIMELINE

PC-F – asked LB to add a version number on the timeline documents that she issues so it is clear which is the most recent.

LB confirmed she would do so, and also put on the website.

13. REVIEW OF TASKS & ACTIONS & ITEMS FOR NEXT MEETING

Action – LB + AT to address opportunity for CIL funding for assessments to improve the Square.

Action – BJ to assist with updating the marketing plan.

Action - AT + CF meeting on Saturday 12th Nov to continue the site assessment updates.



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AT – At the last SG, there was a question raised about the heritage information and why AECOM had been engaged to do the work again. AT confirmed that the work done previously has been forwarded to AECOM for their review and incorporation. It was reiterated that the aim is to seek for continuity as far as possible.

14. DATE OF NEXT MEETING

Next formal SG meeting on 13/12/2022

Meeting closed – 20:38.