



Bramshott & Liphook Neighbourhood Development Plan Steering Group

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Minutes of the NDP Meeting held on Tuesday 8th February 7.30 pm, Millennium Centre, Liphook

Present:

Kevin Wyeth (KW) - Chair
Louise Bevan (LB)
Cllr Jeanette Kirby (Parish Council) (JK)
Chantal Foo (Vice Chair) (CF)
Alan Lindsell (AL)
Andrew Thornton

Also in attendance:

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

Apologies:

Raine Ryland (RR)
Dennis Smith (DS)
Sarah Perryman (SP)

1. Welcome and Introduction

The Chairman welcomed everyone to the meeting and provided an overview of the governance elements that are driving the plan. KW presented two slides (attached to minutes) illustrating the relationship between NDP Governance, Parish Council and the Plan.

KW confirmed that in order to bid for funds or to publish key documents on the website it is important to have evidence base requirements. Specific work will be incorporated into the plan so that the Steering Group agendas and meetings will accurately reflect what the group is achieving and decisions made. Therefore, KW proposes that all future SG Agendas will have the title of 'update' and/or 'decision' against a specific agenda item. Agendas are time limited (process driven) and will be published in time for decisions to be made. The Chair will work with Peter Stanley to ensure compliance. KW aims to have SC Minutes out within a week of the meeting to ensure they are ready for the Council meeting.

KW stated that he will not be writing a separate NDP report for the Parish council but will use the Minutes and attend Parish council meeting to provide a verbal update to inform and communicate progress. This process will verify Steering Groups decisions by the Parish Council. Parish Council feedback may be provided to the steering group to enable changes to be added to the next SG meeting if required.

It was agreed that Fridays are the best day for Steering Group meetings as most Steering Group members are able to attend.



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KW stated that the most important topic on the Agenda is Communication with the local community which is reflected in the Communication Strategy (v. 1.3 of this document is currently being reviewed).

As the site allocations work is almost finished, the next few months will see the development of NDP Policies and the writing the draft NDP with at least two planned public presentations/engagement events.

The Plan is to assign a consultant in April to help the team write the Draft NDP. KW has quotes from two of the three contenders. KW will request a Best and Final Offer (BAFO) in February from all three companies for a Parish Council decision in April.

KW announced that initially the Steering Group had planned a NDP Public Open-Day for the end of March. This has now been moved to accommodate the revised decision-making process and resource availability. The NDP Communications Working party will plan and share dates for public events. Ideally KW would like three events in 2022 including an open day at the end of June to conclude the writing phase of the NDP and another by the end of September.

JK and CF both commented that public meetings require additional organisation and resource and may place additional pressure on the Steering Group.

The two slides discussed will be added as an attachment to the minutes.

2. Apologies for absences

Absences were noted.

3. Declarations of Interests

There were none declared.

4. Approval of normal minutes from meeting dated 9th January 2022

The minutes of the meeting held in January were approved subject to some cosmetic amendments put forward by CF. Proposed by KW and seconded by JK, with all in favour 5/5.

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

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

None.

6. Update on Delivering the NDP – Timeline

1. KW proposed that a 'Delivering the NDP' working party be created



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2. KW would like everyone on the SG to be involved with this group and held on a Friday before SC.
3. KW has created a draft risk register and the initial focus of this working group will be to look and manage the risks of delivering the NDP.
4. KW highlighted that current SC members are very busy and would explore asking for help from existing working party members and a possible recruitment drive.

Action: KW to contact former Working Party members and gauge interest in participation of the new working party

7. Site options assessment – Chantal Foo

CF gave an update: -

1. All sites in Red on the matrix were defined by AECOM have already allocated by EHDC, for example Chiltley Farm, which is a site of great interest to our community.
2. For completeness - we should include these EHDC Allocated Sites in our allocations with the label of "Allocated by EHDC".
3. KW is exploring options re. "EHDC Allocated sites".
4. KW is tasked to confirm interest from all proposed sites allocated, to contact architects/builders and landowners - most have been contacted and an update will be provided for the next meeting.

8. Update: Locality & AECOM Technical Packages. Evidence Base and Policies Development (EBPD)

1. KW proposed changing this Agenda item to "Policies Working Group" for future agendas.
2. Three SG members (CF, LB, JK) are currently looking at Draft Policies, but CF says they are all reviews but there was not a formal leader
3. It was proposed that LB and CF will be key points of contact
4. CF proposed a Working party meeting – LB will schedule this meeting to fit in the timeline. LB will look at AECOM report, add feedback in an ordered document.
5. LB needs time to review AECOM feedback and will present SG with an action plan and is mindful of April deadline.
6. KW proposed that all SG members concurrently review the AECOM report and feed back to LB.



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Action: All SG members to feedback comments to LB

9. Update: Green & Health Opportunities – Louise Bevan

The Working party has met for a second meeting and has produced a table with relevant area for policies regarding health and climate. These are broken down into multiple areas with an appropriate chapter structure: -

- Sustainable buildings – housing policies
- Sustainable transport- access and movement
- Biodiversity – sport and recreation
- Housing and recreation
- Community and low carbon economy

There are a total of 30 individual themes and areas which could influence policies. Some of these areas are vision statements and some are policy related.

10. Safer neighbourhoods – Kevin Wyeth

CF has reviewed the Safer Neighbourhoods document and felt that a few of the requirements contradicted each other. KW explained that the requirements are designed for a perfect world and compromise is needed in the “real world” design process.

Action: KW to update the document to introduce compromise.

11. Communications Strategy – Alan Lindsell

1. KW says that the strategy is an important document and a priority for the NDP is to engage with the local community
2. JK – commented on the meet the team video - KW will complete this and publish in February.
3. AL reported various Facebook topics that were addressing building plans for Liphook. AL added comments to re-assure the community that the NDP Plan is developing.
4. KW thanks AL for work in preparing content for the Liphook Community Magazine. KW would like AL to find out the deadline date for the next article.
5. AL asked SG members to review the letters page for the comments on the Facebook Liphook Community Board and post NDP comments on behalf of the group.



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12. Writing The NDP

This had been covered in the Chairman's Introduction

13. Images for NDP

Images of the area have started being taken by members of the Haslemere Camera Cub across a number of relevant themes including sports & recreation, heritage & design and access & movement. KW would ask if the Camera Club would like to present these pictures when they are ready.

14. Planning the March 2022 Open-Day

This topic will be managed by the Communications working party.

15. Public Participation Session: Inviting members of the public to discuss areas of specific interest.

Q. Cllr Jerrard asked about the process of liaising with the Parish Council and that feedback may be provided in the future. Additional meetings such as an extra-ordinary parish council meeting could be arranged if needed.

A. The NDP could have a slot at the Annual Parish Meeting (scheduled for 30th March) or alternatively at the Parish Council meeting on 28th March.

Action: KW to liaise with Town Clerk to arrange

16. Review of Task Allocation

- KW will restructure the SC Agenda to reflect Work streams and new process.
- Each Working Party has a list of actions to progress

17. Next meeting, and next steps

The date of the next meeting was confirmed as Tuesday 8th March at 7.30 pm and will take place in the Millennium Centre.

KW thanked the participants for their time and formally closed the meeting.

The meeting closed at 8. 51 pm