



Bramshott & Liphook Neighbourhood Development Plan Steering Group

A MEETING OF THE BRAMSHOTT & LIPHOOK NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP WAS HELD AT THE LIPHOOK MILLENNIUM CENTRE

Tuesday 14th November 2023 AT 7.30 PM

MINUTES

PRESENT:

Louise Bevan (LB) – Chair
Cllr Jeanette Kirby (JK)
Barbara Jacobsen (BJ)
Andrew Thornhill (AT)

Parish Councillors:
Cllr Eddie Trotter

Also in attendance:
Natasha Hoare (Administrator)
Andy Earwaker
1 member of the public.

1. CHAIR WELCOME & INTRODUCTION

LB opened meeting at 19.34. Introductions from Steering Group to Andy Earwaker, who intends to join the Steering Group (to be co-opted in coming weeks) and is attending meeting today as a member of the public.

2. APOLOGIES FOR ABSENCE

Steering Group members Cllr Peter Curnow-Ford, David Sawyer, Raine Ryland, Chantal Foo, Dennis Smith.

3. DECLARATIONS OF INTEREST

SG members are reminded of their responsibility to declare any financial interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

No declarations.

4. MINUTES OF THE LAST MEETING



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LB proposes to approve minutes from 12th September 2023. Seconded by JK.
Approved to upload to NDP website.

5. MATTERS ARISING

No matters arising.

6. NDP ADMINISTRATION

To update on actions from last Steering Group meeting:

- **LB/NH:** Completion and listing of updated FAQ page to address key issues of NDP – **this is now uploaded to the NDP website.**
- **BJ:** Complete analysis of NDP marketing reach. **Completed and reporting later in meeting.**
- **AT:** Work with Parish Council to determine use of road-test Ajax House assessment. **Completed – Parish Council would not use in this case and the development is going ahead.** Unfortunate, as had the plan been in place this development might have taken a better form.
- **NH:** To compile feedback from residents, groups, statutory bodies and developers after Reg14 deadline. **Completed – three documents have been formed:** a compilation of ALL written comments from all sources, a compilation of online feedback which includes 'agree/disagree' % for each policy, and a slide deck report for policy findings.
- **LB:** To look into further funding from Locality. **Update - Locality has agreed BLNDP can apply for more this year,** up to about £3000. This is necessary as since Reg 14 feedback from EHDC and SDNP regarding size of doc, and residents feedback, we feel we need to do more promotion work and work on the document itself. SG need to agree a plan for the budget to put together the application. The name in which the grant is received still needs to be changed administratively. **SG to action.**

To capture SG email / dropbox access issues:

- **NH:** Clarified the NDP has two separate aspects of online storage:
 - **NDP website and all Steering Group/admin email addresses:** organised by local web designers FutureSys, they have emailed to say storage is almost full, NDP to pay additional £15+VAT now (till renewal in February) for extra storage. Difficult to reduce storage ourselves as both website and emails are important for archives.
 - **NDP Dropbox:** we are on a free plan of only 2gb so this needs to only contain current working documents. Everything else has been backed up to NDP laptop and hard drive and removed from Dropbox.

7. REGULATION 14 – FORMAL NDP DRAFT CONSULTATION (closed 22nd Sept)



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LB presented 'SG Slides and Reg14 Feedback Slide Deck' (see Appendix). Discussion:

Feedback from Developers Meeting - 19th September APPENDIX SLIDES 3 + 4:

- AT: Disagree with developer comment about households not wanting trees in their garden. If residents want to pull them up then they can, but there are plenty of successful examples where councils have done this.
- AT: Modern architecture example is the Berg Estate – agree it isn't made clear enough in the character chapter and it does need to be emphasised.
- JK: If we do that, we should do it for all examples in the Parish.
- AT: Their argument is it has already been given specification, others haven't.
- JK: Hollycombe Close and South Road have too.
- AT: Then agree they should too, three isn't too many. **For planning consultant to action (NH).**
- JK: East Hants have mentioned that there will be big changes in that area of their policy in the emerging plan. Something to be aware of.
- LB: Developer commented that the NDP doesn't make it clear enough that there will be development in B&L. This is fair, East Hants and SDNP have said changes are needed too, and to remove references to their old plans. **For planning consultant to action (NH).**
- Full notes from the Developers Meeting to be uploaded to website.

Feedback from EHDC & SDNP Meeting - 23rd October APPENDIX SLIDES 5-8:

- LB: Possibility that BLNDP, EHDC and Alton will all be having consultations at the same time around the New Year: we need clear messaging about WHAT we are asking people for. EHDC did mention holding off on BLNDP's Regulation 16 until EHDC's Local Plan is out.
- BJ: So did they agree to our timeline or not?
- LB: They made no objections, just suggestions. They will be busy at the time we proposed but haven't said no. **Action to speak with Alison Eardley to confirm our timeline (LB).**
- LB: One question not answered by EHDC and SDNP is how the two districts are going to work together to ensure the right development for Liphook.



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- AT: I thought they were clear, in that they aren't considering Liphook as an entity, they are looking after their own districts. It won't stop them doing developments next to each other and they don't see it as a problem.
- JK: I got no sense that SDNP were considering strategic site in Liphook.
- AT: Agree. But it still doesn't recognise what Liphook specifically might need.
- LB: **Action needed on the Design Guide, to check the updates AECOM have made** based on SDNP feedback (AT).

Regulation 14 Consultation findings & recommendations (so far collated) APPENDIX SLIDES 10-38:

- Due to time constraints of meeting and more agenda items to discuss, LB suggested moving all individual policy discussions to a separate meeting over Zoom with Alison Eardley, then to confirm the changes to NDP at next SG meeting 12th December.
- JK: will be tight to get Parish Council approval of changes in time, but having read through the possible changes it is a lot of it is minor tweaks and misunderstandings which need re-writing. Do-able.
- LB: Meeting with Alison on 22nd November to go through feedback.
- AT: There need a tracked changes document for the NDP.
- LB: Yes, Alison will do tracked changes and this will be circulated to SG.

General feedback on Reg 14:

- AT: Should the pie charts used in the Powerpoint presentation take into account the visitors to the website too i.e. all people engaged with, and consider them neutral as they didn't agree or disagree. Otherwise the figures suggest very significant disagreement, which isn't really reflective as 900+ unique people visited and didn't give any feedback.
- Andy: Yes, the initial feeling from looking at that slide is very negative.
- LB: Agree, slides should take that into account. The specific policy agreements/disagreements is more helpful than agreement with NDP as a whole.
- JK: it's the people who want to complain/raise a query who tend to reply. That anyone takes the time to give positive feedback is a good thing.
- Andy: Agree, but the way it is presented gives first impression of negative.
- **Action for NH to replace pie charts to show overall engagement.**

8. REGULATION 16 (Formal consultation – managed by EHDC)

Timetable for Regulation 16: discussed in previous agenda item.

Consultation Statement:



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- LB: Alison has provided us with template for the Consultation Statement, NH is putting it together referencing the NDP archives from 2015 onwards.
- NH: It will be extensive since the BLNDP spans many years, will be questions and clarifications needed from the SG. **To continue with help from the SG.**

Format of NDP for Reg 16:

- LB: EHDC and SDNP both gave feedback to say the NDP was very long, lots of background and context setting. SG need to consider how we want to present the plan – shortening, producing shorter pamphlet version alongside. Having talked with Alison, we are mindful that this is what the Parish has seen, and it has captured the whole story. Not keen to change the main document before submission. Some NDP's employ someone to re-design it for them – what do we think?
- BJ: Some feedback said too long, others said it's a cut and paste. I would be more in support of getting it re-structured to be more readable.
- LB: One option is keeping the full document and producing pamphlet too. I am nervous about a big cut so close before submission.
- BJ: What about an executive summary? The policies all on one page?
- LB: Yes, we have some of these things already including policies compiled and the FAQs to address key questions.
- JK: We should think of it not as cutting, just as paraphrasing. That is an art in itself.
- Andy: But if you are going to rephrase it, you are going to have to cut bits out.
- Andy: Two issues here, EHDC/SDNP needing to be able to find their way through it quickly, and the residents being able to access it. Addressed in different ways.
- AT: It is a difficult issue – too much simplification loses meaning. EHDC and SDNP will be familiar with all the national policy etc., they will be looking for the 'meat'.
- LB: Overall agreement we don't have the time for full editing. **Action: some re-organisation can be made for EHDC/SDNP, and a smaller version can be made for residents. A document piece of work and a promotional piece of work (SG - Marketing WP).**

Marketing: BJ presenting Marketing Analysis Appendix B

- BJ: Everything achieved has been on a budget of virtually zero for Reg 14. Some money would make a big difference going forward.
- NH: **Action to ask Clerk about social media advertising (NH).** Very low cost for very good outreach. Did have a look previously but was blocked from accessing page.
- LB: We can ask Locality for funding for future marketing. We just need a very clear plan about how we plan to use it. And we need to clarify how it works between us and EHDC (**Action LB**).
- Andy: You have done all you can, the evidence is there, if people aren't going to engage there is only so much you can do. What is important now is to convey what's



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going to happen if there ISN'T an NDP. A development with an NDP might look like X, a development without might look like Y. That is the bit that will sell it, not the detail of the plan itself.

- Agreement from SG.
- LB: We did work on that with the FAQs, to develop this further. A point was raised elsewhere that most parishes around us have an NDP, we are one of few that don't – that potentially leaves us vulnerable. **Action to work on conveying these key messages (SG - Marketing Working Party).**
- LB: Question from Peter Curnow-Ford before meeting: who pays for the NDP referendum?
- JK: East Hants do.

9. IMPLEMENTING THE PLAN

- LB: Difficult to discuss implementation with the Parish Council without Peter Curnow-Ford here who is chair of the PC Planning Committee. I discussed with someone from another area that has a sub-committee that feeds into the Town Planning Committee who said they completely ignore their own NDP. Our approach should perhaps be that the NDP policies assessment process is more integrated within the Planning Committee.
- JK: I requested at the last PC meeting for someone from PC to join us in a new Working Party – 'handing over the plan' or something along those lines. This would include training in how to use an NDP Assessment Tool.
- JK: Could we just have a regular item on the planning committee's agenda? Easier than finding a keen volunteer.
- AT: That sounds better than a sub-committee.
- JK: We used to have a regular item on the planning committee about local plans. If it's our own BL plan, that is more relevant.
- LB: So do we need a Working Party?
- AT & JK: No.
- LB: Is urgency needed?
- AT: The sooner the better.
- Andy: In my last Parish there was huge development pressure – we used the development plan as a draft to consider all applications coming through. There was an issue about legal legitimacy, but it was useful tool.
- AT: You can see evidence of that in the developer comments from Reg14. Bloor Homes – clear comments on things they don't feel they have been consulted on, because they know they will have to align with us.
- JK: The NDP is already being referred to in applications – proposal of 4 houses near the Anchor pub.
- LB: Urgent need to equip the planning committee with the tools to address properly.



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- **JK: Action to propose and agree new item on Planning Committee agenda with Peter and Jane. By the next steering group meeting (JK).**

10. REVIEW AGAINST THE TIMELINE

See Appendix A, slide 41. LB to discuss Regulation 16 timeline with Alison after EHDC's comments about their own timeline. Adhering to timeline is thought to be tight but achievable.

11. PUBLIC PARTICIPATION SESSION

MP: There is an SDNPA workshop for Hampshire Parishes on 6th December, about their local plan. Have you been notified?

JK: Yes, we will be attending.

12. TASKS, ACTIONS & ITEMS FOR NEXT MEETING

- LB to put together application for additional Locality funding.
- NH to add to action list for Alison Eardley (planning consultant) to make changes to NDP based on discussion from this meeting and further discussion on SG Zoom meeting.
- LB to confirm timeline with Alison following update from EHDC about their own plan's timeline.
- AT to check Design Code updates following feedback from SDNP.
- NH to re-design feedback slides to take into account full engagement, including those who viewed but didn't give a response.
- Marketing WP to review – member SG OR paid designer: Re-organisation of NDP to be made for EHDC/SDNP, and possibly a smaller version made for residents.
- NH: Ask Clerk about paid promotions on social media.
- SG Marketing WP: form plan to convey key messages: What an NDP can and can't do, what a development With and WITHOUT an NDP might look like.
- JK: to agree with PCF and Clerk implementation strategy for the NDP – possible new item on planning committee agenda.

13. DATE OF NEXT MEETING

12th December 7.30

Meeting ended 21.01.