



## 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 12<sup>th</sup> December 2023 AT 7.30 PM**

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

#### **PRESENT:**

Louise Bevan (LB) – Chair  
Cllr Jeanette Kirby (JK)  
Andy Earwaker (AE)  
Barbara Jacobsen (BJ)

Natasha Hoare (NH) - NDP Administrator  
Cllr Kim Kemp

#### **1. CHAIR WELCOME & INTRODUCTION**

LB opened meeting at 19.34.

#### **2. APOLOGIES FOR ABSENCE**

Andrew Thornhill (AT), Raine Ryland (RR), Chantal Foo (CF), Dennis Smith (DS),  
Peter Curnow-Ford (PCF), David Sawyer (DS)

#### **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 of interest.

#### **4. MINUTES OF THE LAST MEETING**

LB proposed approving the minutes of the meeting held on 14<sup>th</sup> November 2023.  
Seconded by JK. All in favour, to be uploaded to the NDP website.

#### **5. MATTERS ARISING**

NH – to discuss room bookings for Steering Group meetings in 2024.



## Bramshott & Liphook Neighbourhood Development Plan Steering Group

### 6. NDP ADMINISTRATION

- **Recap on actions from the last meeting:**
  - 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. - **COMPLETE**
  - LB to confirm timeline with Alison following update from EHDC about their own plan's timeline. – **spoken with EHDC about the format of Reg16 but not about their timeline – will do once SG are clear with our documents**
  - AT to check Design Code updates following feedback from SDNP. – **not had time, LB to action**
  - NH to re-design feedback slides to take into account full engagement, including those who viewed but didn't give a response. – **COMPLETE**
  - Marketing WP to decide – member SG OR paid designer to re-organise NDP submission doc for EHDC/SDNP examination, and possibly a smaller / easy read version made for communication with residents. – **IN PROGRESS**, quote received for a paid designer for referendum and re-organisation of NDP to be discussed later in mtg.
  - NH: Ask Clerk about paid promotions on social media. – **not done yet**
  - 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. – **in progress**
  - JK: to agree with PCF and Clerk implementation strategy for the NDP – possible new item on planning committee agenda – **LB & AT attended planning meeting on Monday. Clerk to put the item on agendas as needed.**
- **Locality Grant application:**

LB is putting together an application to Locality, to be agreed with Clerk, for funding in this financial year. Proposal to include:

  - Reg 16 Promotion**
    - New roll-up Banner - £120
    - 4 new tie-on Banners - £400
    - 4 print outs of NDP Submission doc - £200
    - Policy map prints - £200
    - Display printing - £50
  - Prep for Referendum**
    - NDP full document designed to specification - £900
    - 5-8 page NDP Brochure - £400
    - Leaflet design - £250
    - Total budget = £2520
- **Steering Group room bookings for 2024:** SG agree to continue booking meetings for second Tuesday of every month in 2024. No agenda setting meetings needed.

BJ: do we want to advertise the SG meetings in 2024 or not?  
AE: maybe people aren't coming at the moment because there isn't as much going on – those interested feel like they are up to date. At busier stages e.g. consultation people will come.  
KK: do people feel like it's coming to an end, and what will be will be? SG agree.



## Bramshott & Liphook Neighbourhood Development Plan Steering Group

### 7. **REGULATION 14 – FORMAL NDP DRAFT CONSULTATION (closed 22<sup>nd</sup> Sept)**

- All findings from Regulation 14 are now consolidated
- A slide deck report has been made to summarise feedback from all bodies and any changes based on this. Report to be uploaded to website.
- Alison is in the process of making changes on the final document.
- One significant change was wording agreed around First Homes based on EHDC feedback. Another was wording around 10-minute neighbourhood – focusing on connection in community. AT has been working with Alison on these. AE raised issue of whether people are working on different versions of submission doc – no, Alison is the only one making changes to the submission doc.

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

- **Action Plan & Timeline**  
LB: Decision has been taken to delay submission for a month. It was clear we wouldn't have the submission doc ready in time for PC meeting on 19<sup>th</sup> December and this has taken pressure off making changes to length of doc based on feedback. Looking at Reg 16 to happen in Feb/March rather than Jan/Feb. This pushes referendum to June/July, we do not want it to be pushed further to August as summer holidays people are away.
- **Submission Document consolidation exercise**  
LB: Feedback from EHDC and SDNP was that document was very long and justifications were broad, sometimes reading like the evidence base. Decision has been taken to consolidate the document to remove superfluous text without changing the meaning.
- AE has taken on this task – only one person for consistency of approach. Hard copy - > given to NH to transcribe > given to Alison to have final say. Andy's proposals should be with Alison by the end of this week and the SG should have the final submission document by the end of next week. May still be some work to do on the front end – introduction, vision.
- **Design Guide update**  
Feedback from SDNP was sent to AECOM and changes were made (minor) but we still need to check. **LB to check final changes to Design Guide.** After this copies can be printed for planning committee.
- **Consultation Statement – for SG comment & input**  
The Steering Group has a draft consultation statement for submission, put together by NH by consolidating all the NDP archives from 2017. This is the story of the NDP and how residents have been consulted throughout the process. Alison's feedback was that it is good enough to go as it is, but input from the SG would be helpful to make sure it captures the story fully. **Action for all SG members to check the**



## Bramshott & Liphook Neighbourhood Development Plan Steering Group

**sections of consultation statement relevant to their membership – JK, CF and RR to focus on earlier years and LB, BJ and DS to focus on later years.**

- **NDP Promotions for Regulation 16**

There has been some uncertainty around whose responsibility advertisement at Reg 16 is. LB spoke to Jenny Wood at EHDC: EHDC will run the consultation via their website, send to all statutory bodies and those who agreed to be contacted at Reg 14, but will not actively promote it – it is up to BLNDP if they want to advertise. The EHDC form is for general comments, not policy specific, and the feedback won't be collated, only sent to the examiner.

Alison has advised that the Steering Group do some local promotion – another display in the LMC, banners around Parish. Press releases/attendance at Picnic on the Green too.

JK: we need to look at timings for community magazine to be in line for Reg 16/referendum.

### 9. IMPLEMENTING THE PLAN

- **Planning Application Assessment Tool**

LB and AT met with planning committee last night (JK and PCF also in attendance).

KK: Thinking about implementation of the plan – council members are keen to see the document itself and how we can work with it.

JK: Peter was concerned about referring to the NDP itself before it has been approved, but we can at least use the wording.

KK: Once it is more widely known that there is an NDP out there that will be helpful – local architects etc. will know to look at it as well as us. I was concerned about the questionnaire – if we are going to talk about design/material, this overlaps with building regulations. AT was saying we must ask about insulation, triple glazing etc., but is that tripping on the toes of building regs?

LB: It is giving more detail, increasing the standards.

AE: Supplementary, not contradictory. Building regs will be looking at the minimum standards, the guide takes it beyond that. Future-proofing the buildings and the environment. Developers should welcome the guidance – anything that points them in a direction which will favour them with the planning authority will save them time and money.

LB: The draft table on Excel is wordy so **ACTION NH and LB** to look at making it more presentable. Chapters in different tabs and adding show/hide to condense info.

LB: At the back of the NDP is non-policy actions, considered for use of CIL money or logged for the community. That is being brought together with the council's projects and will be organised by the chapters. To align with PC committees.

### 10. REVIEW AGAINST THE TIMELINE



## Bramshott & Liphook Neighbourhood Development Plan Steering Group

Delay by a month. Final submission by 15<sup>th</sup> January. Meet with PC at following meeting 29<sup>th</sup> January. Reg 16 to run Feb/March (6 weeks).

### 11. PUBLIC PARTICIPATION SESSION

#### Public Questions

KK: The Planning Committee are keen to use the plan and to understand what we are doing.

JK: It is always useful to have two Parish Councillors at SG meetings and this doesn't always happen, so it is helpful to have another councillor present this evening.

LB: It would be great to have another proofreader for the final submission version too.

KK: Happy to volunteer.

### 12. TASKS, ACTIONS & ITEMS FOR NEXT MEETING

- LB to check final changes made by AECOM to the Design Codes
- All Steering Group members to check Consultation Statement relevant to their years in the group
- LG to put through Locality application with Clerk
- NH and LB to look into presenting the draft planning application assessment tool in a more user-friendly way
- NH to finish transcribing AE's consolidation work on the full draft NDP and pass to Alison to review
- All Steering Group members to proof-read relevant sections of the NDP once Alison has made final changes and shared this

### 13. DATE OF NEXT MEETING

9<sup>th</sup> January 7.30

**LB closed the meeting at 20.32.**