



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

[www.bramshottandliphook-pc.gov.uk](http://www.bramshottandliphook-pc.gov.uk)

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## PARISH COUNCIL MEETING

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL  
AT THE NEXT MEETING ON 24<sup>th</sup> APRIL 2017**

**A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL TOOK  
PLACE AT 7.30 PM IN THE PEAK CENTRE, MIDHURST ROAD,  
LIPHOOK ON MONDAY 27<sup>th</sup> FEBRUARY 2017**

### MINUTES

#### PRESENT:

Cllr Berry  
Cllr Croucher  
Cllr Easton  
Cllr Garnett  
Cllr Green  
Cllr Ives - Chairman  
Cllr Jerrard (part)  
Cllr Jourdan  
Cllr Kirby  
Cllr Poole  
Cllr Trotter  
Cllr Winfield

Mr P Stanley – Executive Officer

Sixteen members of the public, three District Councillors, and the press were in attendance.

#### 13/17 CHAIRMAN'S ANNOUNCEMENTS

The chairman reminded those present of the fire exits and mobile phones.

**14/17 APOLOGIES FOR ABSENCE**

All councillors present.

**15/17 DISCLOSURE OF INTERESTS**

No disclosable pecuniary interest were declared.

**16/17 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 30<sup>th</sup> January 2017.

Proposed Cllr Ives, Seconded Cllr Kirby, all in favour.

**17/17 MATTERS ARISING FROM THE MINUTES**

Cllr Ives said that she is arranging a meeting to discuss the Transport Feasibility Study. It was also noted that all councillors are trustees of the War Memorial Recreation Ground.

**18/17 PUBLIC PARTICIPATION SESSION**

Meeting Adjourned

**Public Questions – Not on the Agenda**

Mr Clarke, the co-ordinator of Speed Watch stated that there were eight volunteers carrying-out Speed Watch. It was felt there was a lack of support from the District and County Council. In May 2015 Cllr Cowper produced a report stating that traffic calming in the London Road would be considered. Speeding traffic through Liphook was still a major problem and traffic calming on roads could help. Mr Clarke was asked to provide the council with a copy of Cllr Cowper's report which would be taken-up with Cllr Mitchell.

Mr Fatcher stated that a car parking scheme was due to have public consultation in March 2017 and asked if the Parish Council had been involved in this. It was stated that there had been no involvement and that the matter will be taken-up with Cllr Mitchell.

Cllr Jerrard joined the meeting.

Mrs Benham, the Chair of the Liphook Square Residents Association introduced herself and the work of the group in protecting the fabric of the Square. She stated that her group was happy to help with the Neighbourhood Development Plan and questioned why the council had no street trading policy on the website. There was ongoing opposition to the location of a kebab van by the Square. She felt the council should seek a prohibition order for the area. Cllr Mouland stated that Mrs Benham's recent letter was being considered by EHDC and that the question of the kebab van had been looked at on several occasions. Cllr Ives asked that a copy of Mrs Benham's statement be passed to the council for consideration.

Mr Ellis asked who had erected the speed restriction camera in Headley Road. This was not the Parish Council and the matter will be investigated.

### **Public Questions – On the Agenda**

Cllr Glass asked that committee papers be provided to District councillors with the agenda in advance of the meeting. Cllr Ives stated that this will be considered.

Meeting reconvened.

### **19/17 REPORTS FROM DISTRICT COUNCILLORS**

Cllr Mouland ran through the report of the District Councillors. At its meeting on 23<sup>rd</sup> February 2017, EHDC received a deputation from the SDNPA, Whitehill Town Council, the Lasham Gliding Society and Colemore and Priors Dean Parish Meeting to take part in a further debate about proposals to increase flights at Farnborough. EHDC has resolved to reiterate its strong opposition to the proposals because of the potentially serious and adverse impact on residents and communities including Bramshott and Liphook.

It was also noted that EHDC had cut its precept by 2.6%. Concerning horses in Devils Lane, a multi-agency meeting had taken place between EHDC Animal welfare officers, the RSPCA and the Police. It is hoped that as a result of this meeting, the ownership and welfare of the horses will soon be resolved.

Cllr Glass stated that Developer Contributions were available and could be used to provide a replacement bridge at Radford Park. The council will contact Alisdair Tweddle to progress this matter.

### **20/17 MINUTES OF COMMITTEE MEETINGS**

#### **Planning Committee**

Adoption of the minutes from the meetings held on 13<sup>th</sup> February 2017.  
Proposed Cllr Easton, Seconded Cllr Berry, all in favour.

#### **Recreation Meeting**

Adoption of the minutes from the meeting held on 6<sup>th</sup> February 2017.  
Proposed Cllr Kirby, Seconded Cllr Trotter, all in favour.

### **21/17 TO RECEIVE THE MONTHLY REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE**

The Schedule of Accounts for December 2016 and January 2017 were noted (copy in minute book as attachment 1). The accounts have not yet been audited.

Balances held by the bank were as follows:

#### **December 2016**

##### **Cleared balances at the bank**

Business Account	1,000.00
30 Day Account	347,470.55
Total held by the council	348,470.55

Less un-presented cheque	637.68
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<b>Cashbook Balance</b>	<b>347,832.87</b>
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## **January 2017**

### **Cleared balances at the bank**

Business Account	1,001.00
30 Day Account	330,027.12
Total held by the council	331,028.12

Less un-presented cheque 1,333.10

**Cashbook Balance 329,695.02**

Proposed Cllr Croucher, Seconded Cllr Kirby, all in favour.  
Accounts for December 2016 and January 2017 were approved.

### **22/17 BUDGET MONITORING 2016/17**

Cllr Croucher introduced the budget monitoring for April 2016 to December 2017 (Q3) as Chair of Finance & Policy Committee. It was noted that the budget was likely to underspend at year end.

### **23/17 NEIGHBOURHOOD PLAN – TERMS OF REFERENCE**

Cllr Ives introduced the item and gave some background on the actions taken by the council. It had been identified that the chairman had not been appointed by resolution of the council and that terms of reference had not been agreed on how the NDP Steering Group should operate. As a result it was important that the council establishes the process on establishing the NDP and had proposed terms of reference for the Steering Group.

Cllr Ives also proposed that a Liaison Working Party was set up that forms a bridge between the Parish Council and the NDP Steering Group to ensure full, smooth and frank communication and a clear process of responsibility leading to a Neighbourhood Development Plan that can be fully endorsed by the Parish Council and more importantly when being voted on at a referendum will be endorsed by residents as it truly representative of people's views and desires for our community.

Cllr Ives apologised on behalf of the council for not getting the process right straight away. The council had a statutory obligation to ensure it corrected the errors once known to ensure a fair and transparent NDP process. Proposed terms of Reference for the Steering Group had been circulated with the agenda following them being circulated to councillors by email. Councillors had been given the opportunity to suggest amendments to the Terms of Reference and the documents being agreed had been fully consulted on with all Councillors. It was proposed that the Steering Group consisted of 10 individuals with 2 of that number being Parish Councillors, the rest being made up of volunteers from the community. There would also be Working Groups consisting of volunteers with particular expertise or interest in particular areas. Terms of reference for the Liaison Working Party for the NDP had also been attached to the agenda. An updated version of this with some modifications was tabled at the meeting.

Cllr Garnett stated that it was not the case that members of the public should attend meetings of the Steering Group and some items are confidential or sensitive. Cllr

Ives stated that some councils keep the meetings private and others are open. The Council had also decided at its meeting in January 2016 that the public should attend meetings.

Cllr Jerrard stated that the status of the group was an important factor. If the Steering Group is a working party, there is no requirement to allow the public to attend meetings. It could not have delegated powers to make decisions and would need to report back recommendations to the Council for approval.

There were further views expressed about the need to have transparency through the public right to attend Steering Group Meetings. It was suggested that to get around this issue, meetings of the Steering Group are open to the public but that there can be exempt sessions at their discretion on confidential or sensitive matters.

The terms of reference of the Liaison Working Party for the NDP were considered. Cllr Croucher thought that the makeup of the committee was too large. Cllr Jerrard suggested that the group could work with the number suggested as there was a lot of work to do but the number could then reduce or the whole working party abolished. Cllr Easton felt that a larger number was needed to cover for non-attendance. Cllr Garnett felt that three members was enough. Cllr Winfield suggested that 4 could be used with a casting vote to the chairman of the working party. 5 members was agreed with the Chair of any meeting having a casting vote should there be a split vote.

#### Proposals

To approve the terms of reference for the Neighbourhood Development Plan Steering Group as amended.

Proposed Cllr Ives, Seconded Cllr Berry, 11 in favour, Cllr Garnett abstained. Terms of reference for the Neighbourhood Development Plan Steering Group approved (copy in minute book as attachment 2).

To approve the terms of reference for the Liaison Working Party for the NDP as amended.

Proposed Cllr Ives, Seconded Cllr Easton, 11 in favour, Cllr Garnett abstained. Terms of Reference for the Liaison Working Party for the NDP approved (copy in minute book as attachment 3).

Membership of the Liaison Working Party for the NDP to be Cllr Ives, Cllr Jerrard, Cllr Kirby and Cllr Winfield. Once a Chair of the NDP was appointed they would also be on the Liaison Working Party.

Proposed Cllr Ives, Seconded Cllr Croucher, 11 in favour, Cllr Garnett against. Membership of the Liaison Working Party for the NDP approved.

## **24/17 NEIGHBOURHOOD PLAN - APPOINTMENTS**

It was proposed that the council delegate the authority to appoint consultants and staff for the NDP to the Finance and Policy Committee at its next meeting on 15<sup>th</sup> March 2017.

Proposed Cllr Ives, Seconded Cllr Croucher, all in favour.

**25/17 NEIGHBOURHOOD PLAN**

Cllr Ives stated that there was a NDP website in the process of being populated. This will have dates of future meetings which are the first and third Mondays each month.

**26/17 REPORTS FROM REPRESENTATIVE FROM OUTSIDE BODIES**

Cllr Poole had attended the last Community Forum which was mostly about Whitehill and Bordon which had attained Healthy New Town Status.

Cllr Jerrard had attended CTCG which had considered a number of items including the horses at Devils Lane and was pleased that a satisfactory solution had been found.

Meeting closed 8.50 pm

Chairman:

Date: