



Bramshott & Liphook Neighbourhood Development
Plan Steering Group
admin@bramshottandliphookndp.uk

Minutes of the NDP Meeting held on Tuesday 20th October 2020

Present

Chantal Foo (vice-chair) - Chairman
Louise Bevan
Darren Ellis
Jeanette Kirby (Parish Council)
Eliza Margrove
Sumi Olsen (Parish Council – joined at 19:40)

Also in attendance

Eddie Trotter (Parish Council)
Don Jerrard (Parish Council – joined at 19:45)
Christine Hill (Working party – joined at 19:50)
1 member of the public

The minutes will be prepared by J Kirby from the recording of the meeting.

1. Chairman's Announcements

The Chairman welcomed everyone and advised that the meeting was being audio and visually recorded for the purposes of the minutes.

2. Declarations of Interest

There were none declared.

3. Approval of minutes from the meeting dated 15th September 2020

Query raised regarding clarification on the use of 'Chairman' and 'vice-chair' in the body of the minutes will be sought. CF agreed that apologies for absence should be in future minutes to match the format of previous meeting minutes. CF confirmed the reason for the excluded session is always on the agenda but will be added to these minutes.

The minutes of the meeting held on 20th September 2020 were proposed by DE, seconded by JK subject to the above amendments, all in agreement, 6/6.

4. Matters Arising from the minutes

There were no matters arising.

5. Recruitment of an administrator

It was confirmed that the parish council are currently advertising for a part time administrator for a minimum of 10 hours per week for a short term contract.



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6. Minutes of Previous Exempt Minutes

a. To consider whether exempt minutes from the following meetings can be posted on the NDP website as requested by full council

The parish council had requested that the NDP consider making public the minutes of the exempt meetings held on 11th February 2020, 10th March 2020, and 18th August 2020. The SG members had not had the opportunity to review these minutes. It was concluded that the exempt minutes will be reviewed by CF with any further comments received from SG members. The exempt minutes will be redacted as necessary, with an explanation provided for the parish council to consider. All in agreement.

7. Ministry of Housing, Communities & Local Government – White Paper: Planning for the Future 6 August 2020;

a. To approve submission of the updated White Paper response

It had been requested prior to the meeting that additional comments on sustainability were added to the response to include reference to Climate Change, and in particular question 16 required revision. All proposed additions have been incorporated into the current draft. It was confirmed that the parish council had been provided with a copy of the draft NDP response and had agreed the NDP could submit any revised response. It was noted that the Parish Council planning committee had agreed a draft response prepared for the council, which was very much in line with the NDP response. All proposed revisions were discussed and agreed.

Approval of the NDP response was proposed by JK, seconded by SO. EM abstained from voting due to not having been an SG member at the time the draft was prepared. All remaining SG members in agreement to submit the response, subject to a minor rewording of one sentence.

8. Membership of the NDP Steering Group

The SG currently has 7 members out of a possible 12. SG members agreed that the group should be actively seeking additional members. If a press release advertising for more volunteers was issued, this would be in consultation between the Executive Officer, Deputy Executive Officer and the vice-chair. The NDP notice board in the Midhurst Road car park could also be used but the size of wording would have to be large to be easily read. Although applicants with certain skill sets such as media would be useful, and it is desirable to have members from a range of demographics it was felt that this may deter some if this was specified. It was generally agreed that the SG need members who are enthusiastic, and have a desire to help the community as a whole.

It was also suggested that the community needs more regular information about what the NDP have been doing and what work is planned going forwards and better use could be made of the NDP website. The last event that brought attention to the public was the presentation and consultation on large development sites. The NDP update, which is provided monthly to the parish council, could be posted on the NDP website.



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It was agreed by all 6 SG members present that a formally appointed Chair was required, as the current Chair has been standing in due to being vice-chair at the time the previous Chair stood down. This is ideally to be a person with chairmanship and project management skills.

9. Next Meeting and next steps

The next meetings were agreed for Tuesday 17th November and 15th December 2020.

A member of the public suggested the SG have a public participation session in the meeting; that a debriefing is held with any member who resigns; and that a chairman may be sought from parishes further afield who have held successful NDPs.

CF responded to all these comments raised, to confirm that the NDP does not have to have a public participation session in their meetings and that not all NDPs hold monthly public meetings as it is not a legal requirement, that each SG member who resigns is spoken with personally and debriefed accordingly and there is no reason to make their personal reasons for resigning public knowledge unless the member wishes for them to be so or if there a CoI issue to clarify, and that whilst it would be useful to have someone who has run an NDP before, it is important that the Chairman has an interest in the enhancing the community of the parish.

10. Exempt Session: Exclusion of members of the public and press

The chairman read out the exclusion notice, proposed by CF, seconded by SO, there were 5 in favour, and 1 abstention. The reason for the exempt session was to approve the minutes of the exempt meeting held on 15th September 2020; to discuss housing numbers for the parish and to discuss site options and site assessment matrix.

The meeting closed at 20:40.