



Bramshott & Liphook Neighbourhood Development  
Plan Steering Group  
[admin@bramshottandliphookndp.uk](mailto:admin@bramshottandliphookndp.uk)

**Minutes of the NDP Meeting held remotely on Tuesday 9<sup>th</sup> March 2021, 7.30 pm**

Present:

Chantal Foo (vice-chair) - Chairman  
Louise Bevan  
Cllr Jeanette Kirby (Parish Council)  
Cllr Sumi Olsen

Also in attendance:

Cllr Eddie Trotter (Parish Council)  
Cllr Don Jerrard (Parish Council)  
Liza Smith (NDP administrator)  
1 member of the public

Apologies:

Raine Ryland

**1. Welcome and Introduction**

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

**2. Apologies for absences**

CF confirmed that RR had sent her apologies.

**3. Declarations of Interests**

There were none declared.

**4. Approval of normal minutes from meeting dated 9<sup>th</sup> February 2021 (Appendix 1)**

The minutes of the meeting held on 8<sup>th</sup> February were proposed by CF and seconded by JK, with all in favour 4/4. LS to send to Council.

**Action: LS**

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

None.



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## 6. Public participation session

The member of the public asked if draft minutes could be uploaded to the website for public review prior to being ratified by the Steering Group. This would therefore help members of the public prepare questions for the Steering Group. JK confirmed that the Steering Group has different Terms of Reference to other Council committees and therefore was not required to publish these in the public domain. JK acknowledged his viewpoint and thanked him for his contribution.

## 7. Update on Locality & AECOM technical packages

### a. Evidence Base and Policies Development (EBPD)

Several members of the Steering Group have met with AECOM to discuss various policies and the ways in which AECOM can help. AECOM confirmed that the NDP can have 15 policies. AECOM will check the status of each and look at the evidence base and identify gaps, recommend improvements to the wording and provide an overall summary. AECOM are happy with the progress that NDP has made.

### b. Housing Needs Assessment (HNA)

CF confirmed that she had not received the assessment. Due tin late Feb early March. JK stated that these reports will be circulated to the Councillors for comments which will form part of the overall commentary that will go back to AECOM.

### c. Strategic Environmental Assessment (SEA)

AECOM are happy with the document and cannot be progressed into the results of the Housing Needs Assessment.

### d. Site Assessment Technical Package

CF is waiting for extra site which is expected in late Feb or early March.

### e. Other packages

CF confirmed that the locality like to keep the Steering Group updated and reminded the group that there is substantial grant money available for consultation and other reports. JK confirmed that now the NDP will progress these as soon as possible. CF state that all reports feed into the matrix. JK confirmed that the NDP is now gathering NDP and reassured Councillors that they would be fully informed of progress.



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**8. Update on Site Assessment Matrix**

CF stated that all the Matrix is a separate spreadsheet Group to review and the reports feed into it.

**9. Update on recruitment**

JK updated the meeting on the appointment of a new member of the Steering Group who have been interviewed by JK and CF (subject to Council approval). This new member has also volunteered to help. JK also stated that the advert has been placed in the Liphook Community Magazine although it is only ¼ page and not a full page spread as had originally hoped. The Bramshott Bugle will also be published imminently and it is hoped that this will generate further interest from potential volunteers.

**10. Next meeting, and next steps**

The date of the next meeting was confirmed as Tuesday 13<sup>th</sup> April 2021 at 7.30 pm also on Zoom. CF confirmed that they are waiting for reports from locality. The next step will be another public consultation on potential development sites and then Regulation 14.

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

The meeting closed at 19.58 pm