

**LIPHOOK PARISH PLAN STEERING GROUP**  
**NOTES ON MEETING HELD IN MILLENNIUM CENTRE**  
**ON 4 NOVEMBER 2010 AT 1930 HOURS**

Present:                 Volunteers 20                 See attached

Arrived later:         Philip Jordan  
                               Eve Hope

1.	<p><b><u>Introduction</u></b></p> <p>Cllr Tough welcomed everybody to the meeting and outlined the aim of the evening: to form a Steering Group, independent of the Parish Council, to develop a Parish Plan with the aid of and on behalf of the community. He then introduced and handed over the meeting to Simon Cooper who, in his role as facilitator, would manage proceedings.</p>									
2.	<p><b><u>Insight into Parish Plans</u></b></p> <p>Following on from last Thursday's Parish Plan meeting Simon gave a brief power-point presentation on the organisation required to formulate such plans. This included:</p> <ul style="list-style-type: none"> <li>(a) Highlighting plans produced by other communities – notably Milland and Buriton – adding that these communities, 750 to 800 strong, were much smaller than Bramshott and Liphook.</li> <li>(b) Earlier research conducted within the Parish. This included plans produced in the eighties and the recent 2008 Parish Survey, a copy of which was produced at the meeting. In addition, an elderly gentleman recalled an excellent Parish Plan produced in the seventies, a copy of which should be in the Parish archives.</li> <li>(c) Offers of help and support through the Rural Community Council.</li> <li>(d) Emphasizing the guiding principles when conducting research: Who, What, Where, Why and When.</li> <li>(e) Pointing out that there was normally a 'nine step process' which should be used as a guide only.</li> <li>(f) Focussing on the aim: Setting up a Steering Group.</li> <li>(g) Outlining a possible organisational structure comprising Working Groups to conduct research into specific functional areas or issues that in turn reports to a co-ordinating Steering Group.</li> <li>(h) Trying to sort out some of the confusion around how we should organise ourselves. Who should run the Working Groups and, from them, who should form the Steering Group.</li> </ul>									
3.	<p><b><u>Initial thoughts on Working Groups</u></b></p> <p>Following a general discussion it was agreed that a bottom up approach should be taken by first identifying all functional bodies, interest groups or, issues that need to be either consulted or addressed. Through the use of a flip chart Simon wrote down a list of categories thrown up in no particular order during discussion:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Youth</td> <td>Law and Order</td> </tr> <tr> <td>Elderly</td> <td>Religion/Faith</td> </tr> <tr> <td>Business/Shops</td> <td>Disability</td> </tr> <tr> <td>Environment</td> <td>Hamlets</td> </tr> </table>	Youth	Law and Order	Elderly	Religion/Faith	Business/Shops	Disability	Environment	Hamlets	
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	<p>Education Leisure and Sport Transport Communication – Tels/Broadband etc Residents Associations Emergency Services Tourism</p>	<p>Planning and Development Employment/Unemployment Medical Local Authority Amenities – Village Hall, Library Countryside/Farming</p>																											
4.	<p><b><u>Designated Working Groups</u></b></p> <p>From this list it was quickly concluded that so many categories might make the organisation unmanageable. By general consensus it was agreed that this list should be condensed into about a dozen groups. As the reiterative process of regrouping took place Simon called for volunteers to organise and manage each of them. A series of compromises were reached in drawing up the categories within each group. At the same time volunteers offered to assume responsibility for categories within each Working Group and agreeing to liaise with all relevant, interested or associated clubs, bodies or sub groups. A list of the Working Groups and the respective volunteer group leader was as follows:</p> <table border="0"> <thead> <tr> <th><b>Working Group</b></th> <th><b>Leader</b></th> </tr> </thead> <tbody> <tr> <td>Elderly/Infirm/Medical</td> <td>Robin Young</td> </tr> <tr> <td>Business/Retail/Employment</td> <td>Lee Stewart</td> </tr> <tr> <td>Transport/Traffic/Parking</td> <td>John Tough</td> </tr> <tr> <td>Education/Youth/Under 5s</td> <td>Rebecca Marshall</td> </tr> <tr> <td>Church/Faith/Social Issues/ Unemployed</td> <td>Karen Jackson</td> </tr> <tr> <td>Environment/Amenities/Countryside/ Farming</td> <td>Phil Jordan</td> </tr> <tr> <td>Emergency Service/Crime/Law &amp; Order</td> <td>Trevor Maroney</td> </tr> <tr> <td>Hamlets</td> <td>Sarah Frankland</td> </tr> <tr> <td>Leisure/Sport/Arts &amp; Craft/Events</td> <td>Jackie Poole</td> </tr> <tr> <td>Liphook Residents Associations/ Groups</td> <td>To be nominated</td> </tr> <tr> <td>Media/Public Relations</td> <td>Simon Cooper</td> </tr> <tr> <td>Government/Planning/Housing</td> <td>To be nominated</td> </tr> </tbody> </table> <p>Although there was agreement on the Working Groups it was generally accepted that further consolidation or category changes/additions within and between groups may have to take place.</p>		<b>Working Group</b>	<b>Leader</b>	Elderly/Infirm/Medical	Robin Young	Business/Retail/Employment	Lee Stewart	Transport/Traffic/Parking	John Tough	Education/Youth/Under 5s	Rebecca Marshall	Church/Faith/Social Issues/ Unemployed	Karen Jackson	Environment/Amenities/Countryside/ Farming	Phil Jordan	Emergency Service/Crime/Law & Order	Trevor Maroney	Hamlets	Sarah Frankland	Leisure/Sport/Arts & Craft/Events	Jackie Poole	Liphook Residents Associations/ Groups	To be nominated	Media/Public Relations	Simon Cooper	Government/Planning/Housing	To be nominated	
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5.	<p><b><u>Proposed Steering Committee</u></b></p> <p>Simon then proposed that the Working Group leaders form the Steering Committee. Whilst Sarah was happy to lead on Hamlets she expressed reservations on being involved on the Steering Group. There being no other reservations it was agreed that this organisational structure be adopted.</p> <p>He then pointed out that constitutionally the Steering Group had to have a Chairman, Treasurer and Secretary and asked for volunteers. The following stepped forward:</p>																												

	<p>Chairman Robin Young</p> <p>Treasurer Trevor Maroney</p> <p>Secretary Phil Jordan</p> <p>Phil Jordan offered to fill the post of Secretary until another suitable volunteer could be found. This was agreed.</p>	
6.	<p><b><u>Chairman assumes responsibility</u></b></p> <p>At this point Simon handed over the meeting to the new Chairman.</p> <p>Robin Young thanked Simon for driving the meeting along and making it as painless as possible. He pointed out his intention to actively involve the community in this project not just the volunteers present at this inaugural meeting. He encouraged Working Group leaders to consult widely during their research both within and across group boundaries. He added that he would do his best to guide the Liphook Parish Plan Steering Group along the agreed chosen path. He then asked if there were any further matters that we should consider.</p> <p>Cllr John Tough pointed out the requirement within the Community Led Planning Toolkit (Guidance Note) for accurate accounts to be kept both of expenditure – actual and notional – and committee members’ unpaid time. He added that the Millennium Centre’s facilities would be made available free for holding any meetings, but must be recorded as a notional cost. As an alternative venue Karen Jackson and her husband kindly offered their home as a venue for holding meetings.</p> <p>In addition, Cllr Tough said funding would be made available for the project from the Parish Council and from that the East Hampshire District Council (EHDC) offer a Community Planning Grant of £750. Other funds, at this stage unspecified, might also be available. He encouraged the committee to also seek donations from within the community to help defray costs. Eve Hope then volunteered to act as the Fundraiser on behalf of the Steering Group.</p> <p>It was proposed that a web site should be set up. Philip Jordan offered to speak to Alan Baker of Dark &amp; co who already hosted Liphook in Bloom and LiDBA. It was agreed that the Parish Council domain would not be used other than for cross reference.</p> <p>Simon Cooper undertook to place an article with the local press and the spring issue of the community magazine.</p> <p>The Chairman then asked for proposed dates for the next meeting in the Millennium Centre and suggested that it should be after Christmas. Thursday 13<sup>th</sup> January was considered a suitable date for all.</p>	
7.	<p><b><u>Next Meeting</u></b></p> <p>Thursday 13<sup>th</sup> January 2011 in the Millennium Centre, timings to be agreed.</p>	