

**BRAMSHOTT & LIPHOOK PARISH PLAN**  
**MINUTES OF THE STEERING GROUP MEETING**

**Held in the Millennium Centre on 12<sup>th</sup> March 2013 at 1930 hours**

Present: Trevor Maroney (Secretary), John Tough (Treasurer), Jeanette Kirby, Jackie Poole, Lee Stewart & Antoinette Afrikan.

Apologies: Robin Young (Chairman), Simon Cooper, Sarah Frankland, Phil Jordan, Tony Rudgard & Peter Williamson.

In the Chairman's absence the Secretary took the chair. He began by welcoming Antoinette Afrikan (AA) to the meeting, thanked her for volunteering and invited her to participate in the discussions.

1.	<u>Minutes of the Previous Meetings.</u> The minutes of the 12 <sup>th</sup> February 2013 were approved and signed.	
2.	<p><u>Matter's arising.</u></p> <p>a. Item 2c. – Clubs &amp; Societies. JP said she was still working on producing the list.</p> <p>b. Item 2d – Publicity &amp; Website. The Secretary explained that having completed the Demographics he wanted to use this section as the centrepiece on the website. He had therefore circulated it to members asking for their comments and an immediate 'Yes/No' answer on early publication. Disappointingly, he received very little response and therefore took no action pending the outcome from this meeting.</p> <p>c. Item 6a – Introduction. LS reminded everyone that we had agreed at the last meeting to include the need for the Parish Plan to be approved by EHDC.</p> <p><i>[After Note: The following sentence has been added to the end of the Introduction Paragraph 2.17 Caveats:</i></p> <p><i>"It is therefore essential that our Parish Plan is approved by East Hampshire District Council (EHDC) before its recommendations can be adopted".]</i></p>	Secretary
3.	<u>Chairman's Report.</u> No report presented.	
4.	<u>Secretary's Report.</u> The Secretary presented a two page Progress Report supported by a 'Motivational' graph drawn in freehand. He explained that the writing phase was now 3 to 4 weeks behind schedule due to the distinct lack of comments and draft conclusions from members of the Steering Group; he felt like a lonely, long-distance runner. He went through the outstanding section under the headings of: Pending; First Review; Drafting Sections; Conclusions and Completed. He pointed out that the completed section had only been achieved because 2 or 3 members had kindly responded on occasions; he had had little or no response from members on the uncompleted - Demographics, Business and Youth Survey - sections nor had anyone volunteered to help complete the Business section. He felt that this lack of 'team effort and support' had a demotivating effect on morale which had slowed his output down quite considerably, as shown on the graph. Furthermore, he reminded everyone that, as he explained last October when he kick-started the project, (noted in the October Minutes), he only had a 6 month's, full-time window of opportunity to write the Plan	

	<p>which closes at the end of April 2013. His original work programme planned for all sections to be completed by now so that the Group could then focus, in March and April, on agreeing the Recommendations and writing the Plan. Whilst he felt that if everybody responded to his emails constructively it was feasible to complete sections by the end of April provided the outstanding, individual reports were completed on time.</p>	
5.	<p><u>Treasurer's Report.</u> The Treasurer confirmed that there was no change from the accounts presented at the last meeting other than a bill for expenses that he had just received from the Secretary.</p>	
6.	<p><u>Progress Reports.</u></p> <p>a. Introduction &amp; History. Completed.</p> <p>b. Demographics plus Annex B. Although circulated prior to the last meeting requesting comments very few had been received. An urgent email requesting just a Yes/No answer from everyone elicited little response. That said when put to the vote the draft was unanimously approved for publication.</p> <p>c. Infrastructure – Appendix to Annex C. Appendix C on Sports and Recreational Facilities was approved at the last meeting. However the Infrastructure section was on hold pending receipt of Appendices on: existing public transport (JT); list of business and employment opportunities (LS); empty business premises (Volunteer required) and existing clubs and societies (JP).</p> <p>d. Business. The Secretary explained that PW had not produced the list of empty business premises nor had anyone volunteered to help LS complete the list of local businesses and employment opportunities. LS was asked if he could resurrect his Working Group to undertake this work. He agreed to ask.</p> <p>e. Church &amp; Faiths. JT acknowledged overlooking this task. He would now contact the two volunteers who had agreed to write a report on Church &amp; Faiths.</p> <p>f. Communications. In PJ's absence the Secretary explained that he had not received any comments on PJ's original report (circulated straight after the last meeting) or the recent draft Communications section. He asked for views. The Treasurer felt that the broadband section did not highlight what was wrong with the current service; it just stated what action HCC was taking. The Secretary shared this view and using it as an example (for this and other sections) he then read out the comments and conclusions he had drawn from it:</p> <p>(1) Broadband.</p> <p>(a) The report is good as far as it goes – it requires more justification on what HCC are doing.</p> <p>(b) We need to canvas the views of the local IT consultants on the present speed, consistency and reliability of the current broadband service. He cited his experience: very slow and frequently drops out making it an extremely frustrating.</p> <p>(c) What could be delivered, how and when if it's not 'commercially' viable? Some villages are installing their own fibre optic cabling.</p>	<p>Secretary</p> <p>Treasurer, LS &amp; JP</p> <p>All</p> <p>Treasurer</p>

	<p>Should we be considering the feasibility of doing the same? If so how could it be done?</p> <p>(d) This subject is too technical to just seek residents' views.</p> <p>(2) DAB. This section is informative, but once again what is the present service like?</p> <p>(3) Mobile Signal. Shouldn't we be looking at the local reception? Is it a reliable signal? Will iPods and iPads work reliably on Wi-Fi? If not, how the service could be improved? LS felt that an improved mobile signal would ease the pressure on broadband.</p> <p>(4) Landline. Usage appears to be in decline other than for broadband and TV connections. What about recording systems? Answering machines appear to be in decline with line providers having central recording system. What about faxes, particularly for businesses?</p> <p>(5) Postal System. Are we getting the first class service that we are clearly paying for? The delivery service, particularly to businesses, does not reflect this.</p> <p>(6) Access to IT. With the growth in technology how can we help none technically minded residents of any age to have the right access, support and training? This is particularly important in paying bills where online users get discounts.</p> <p>The Secretary proposed to draft a letter and questionnaire to the local IT consultant to seek their views.</p> <p>g. Elderly, Disabled and Medical. Once again, despite the reminder at the last meeting, no comments have been received on this report. The Secretary asked everybody to let Robin have their comments and 5 conclusions so that he could update his report before passing it to the 'Writer.'</p> <p>h. Education. The Secretary and JK confirmed that work is progressing on producing a joint report on Education and the Under 5's.</p> <p>i. Emergency Services. Completed</p> <p>j. Environment. Completed</p> <p>k. Hamlets. The Secretary explained that Barbara Easton had kindly produced notes on the views of the residents in Hewshott and Hammer Vale which he had sent to SF to incorporate in her report. He had also been given contact details, by TR, of a person living in Bramshott Chase who was willing to write about their hamlet. He had also passed this information to SF and was waiting to hear from her. JT confirmed that he was drafting a piece on Griggs Green.</p> <p>l. Annex D: History of the Hamlets. This Annex will be updated from notes provided by Barbara Easton on the character and history of Hewshott and Hammer Vale. Similarly the Griggs Green perspective will also be added.</p> <p>m. Planning &amp; Development &amp; Annex E. Completed</p> <p>n. Sports &amp; Leisure. JP apologised, she had not finished her report on Sports and Leisure. She agreed to provide the Secretary with a copy of the work she had done so far by the end of next week. AA offered to help her.</p>	<p>Secretary</p> <p>All Secretary &amp; JK</p> <p>SF Treasurer</p> <p>Secretary &amp; Treasurer</p> <p>JP</p>
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	<p>o. Traffic &amp; Transport. JT confirmed that he had only received comments and suggestions from the Secretary on his supplementary notes to his draft report. He is still working on updating his report. The Secretary felt that it should be circulated to members so that they can add comments and conclusions before it is passed to him. If he could have an edited copy before the next meeting it would be most helpful.</p> <p>p. Youth Survey. This section was circulated to members in February; apart from one or two comments he had, once again, not received any conclusions. He asked all members to read it again and send him their comments and 5 conclusions. He anticipated that there would be as much public interest in this section and wanted to add it to the website as soon as possible.</p> <p>q. The Parish Plan Index. The updated Index and completed sections are ready for inclusion on the website.</p>	<p>Treasurer</p> <p>All</p>
7.	<p><u>Work Schedule.</u> The Secretary explained that his working schedule would be: Infrastructure; Property Market Survey; Economy and then Elderly, Disabled and Medical. If Transport and Sports and Leisure were completed within the next week he would draft these sections first.</p>	<p>Secretary</p>
8.	<p><u>Any Other Business.</u></p> <p>a. Neighbourhood Plan (Joint). The Secretary explained that JK, PJ, AA and he were on the Parish Council Working Group looking at the feasibility of producing a Neighbourhood Plan, adding that JK was leading. He also explained that Parishes and groups could come together to produce an Area Plan. In our case, perhaps with Liss and Greatham. He therefore felt that we should include a couple of paragraphs in the Parish Plan stating our views on having a Neighbourhood Plan. He suggested that JK might like to draft this section.</p> <p>b. Nominate a new ‘Writer.’ As previously raised in Item 4 above, since the work programme is falling behind schedule it would be advisable to nominate another person to continue writing the Plan after April. He did not want a decision now, but proposed to put this Item on the next agenda. In the meantime he suggested that everybody becomes more actively involved in completing their reports quickly, where appropriate, editing each section and drawing up comments and 5 conclusions when asked. To reinforce his argument he confirmed that he read and replied to every email he received, a point acknowledged by both JK and the Treasurer.</p> <p>c. Resignation. The Secretary confirmed that Peter Williamson had resigned from the Steering Group. This resignation was accepted by Secretary on behalf of the Chairman.</p> <p>d. Social Function. It was agreed that the next get together, round the fireside in the Deer’s Hut, will take place at 7 pm on Thursday 11<sup>th</sup> April 2013.</p>	<p>JK</p> <p>All</p> <p>Chairman</p> <p>All</p>
9.	<p><u>Next Meeting.</u> Date of the next meeting is Tuesday 9<sup>th</sup> April 2013 at 7.30 pm in the Millennium Centre.</p> <p>There being no other business the meeting ended at 9.30 pm.</p>	

Signed:

Chairman BLPP

Date:

Enclosures:

Supporting documents:

1. Agenda.
2. Secretary's Progress Report.
3. Draft sections on:
  - a. Youth Survey.
  - b. The Plan Index.

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