

BRAMSHOTT & LIPHOOK PARISH PLAN

MINUTES OF THE STEERING GROUP MEETING

Held in the Liphook Millennium Hall on 13th January 2011, at 19.30 hours

Present: Robin Young (Chairman), Sarah Frankland, Eve Hope, Chris Jackson, Phil Jordan (Secretary), Trevor Maroney (Treasurer), Rebecca Marshall, Jackie Poole (Bramshott & Liphook Parish Council), Bob Hall, Lee Stewart, John Tough, Robert Nock.

Members of the Public

Guests Speakers: Linda Munday (EHDC), Jo Dixon (Community Action Hampshire) & Ann Harrison HCC.

1.	<u>Welcome & Introduction: Simon Cooper</u>	<p>Simon welcomed all to the meeting, particularly the guest speakers and members of the public. He observed that whilst this was a formal meeting of the Steering Group it was a public meeting; it is intended that all future meetings of the Steering Group would be open to the public in line with the philosophy that the “Parish Plan” process would be an open as possible.</p> <p>Simon explained that this was the second meeting of the Steering Group, the first being to establish a general idea and commitment to requirements. As required by good practise and governance it is necessary to formally establish the members of the Group and officers; this will be done this evening.</p> <p>Following a rousing introduction which included consideration of what a Parish Plan is (essentially a Business Plan or Strategy, produced in booklet or digital form, setting out the wishes of the community following consultation, of a vision over the next 5-10 years)</p>																												
2.	<u>Apologies for absence.</u>	Dawn Hoskins																												
3.	<u>Notes of the last Meeting</u>	Accepted																												
4.	<u>Formation of the Steering Group</u>	<p>There being no nominations for Chairman, other that Robin Young, he was elected (proposed Jackie Poole, seconded John Tough). Robin thanked the meeting and took the chair.</p> <p>The following were elected as officers to the Steering Group: - Secretary: Philip Jordan (proposed Lynn Williamson, seconded John Tough), and Treasurer: Trevor Maroney (proposed Eve Hope, seconded Robert Nock)</p> <p>Volunteers for the Working Party were invited and in addition to those pencilled in at the meeting of 4th November John Ilett was proposed, in his absence, by his wife Jenny Ilett.</p> <p>The list of Work Group leaders and members of the Steering group were as follows: -</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Simon Cooper</td> <td style="width: 70%;">Communications, Media, Public Relations</td> </tr> <tr> <td>Sarah Frankland</td> <td>Hamlets</td> </tr> <tr> <td>Bob Hall</td> <td>Elderly, Infirm, Medical</td> </tr> <tr> <td>Lee Stewart</td> <td>Business, Retail, Employment</td> </tr> <tr> <td>John Tough</td> <td>Transport, Traffic, Parking, Infrastructure</td> </tr> <tr> <td>Eve Hope</td> <td>Fund raising</td> </tr> <tr> <td>Rebecca Marshall</td> <td>Education, Youth, Under 5’s</td> </tr> <tr> <td>Karen/Chris Jackson</td> <td>Social Issues, Unemployment, Church</td> </tr> <tr> <td>Trevor Maroney</td> <td>Emergency services, Crime, Law & Order</td> </tr> <tr> <td>Philip Jordan</td> <td>Environment, Amenities, Countryside, Farming</td> </tr> <tr> <td>Jackie Poole</td> <td>Leisure, Sport, Arts & Craft, Events</td> </tr> <tr> <td>Dawn Hoskins</td> <td>) Liphook Resident Association, Groups)</td> </tr> <tr> <td>Robert Nock</td> <td>) Government Liaison) Subject to confirmation</td> </tr> <tr> <td>John Islet</td> <td>) Planning, Housing) for topic</td> </tr> </table> <p>Above proposed by Jane Jordan and seconded by Peter Williamson</p>	Simon Cooper	Communications, Media, Public Relations	Sarah Frankland	Hamlets	Bob Hall	Elderly, Infirm, Medical	Lee Stewart	Business, Retail, Employment	John Tough	Transport, Traffic, Parking, Infrastructure	Eve Hope	Fund raising	Rebecca Marshall	Education, Youth, Under 5’s	Karen/Chris Jackson	Social Issues, Unemployment, Church	Trevor Maroney	Emergency services, Crime, Law & Order	Philip Jordan	Environment, Amenities, Countryside, Farming	Jackie Poole	Leisure, Sport, Arts & Craft, Events	Dawn Hoskins) Liphook Resident Association, Groups)	Robert Nock) Government Liaison) Subject to confirmation	John Islet) Planning, Housing) for topic
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	<p>The Chairman thanked Councillor Jackie Poole for accepting the Parish Councils appointment as their representative.</p> <p>The Chairman thanks all the appointees and emphasised that all parishioners wishing to volunteer and work on Work Group would be very welcome. Tim Frankland offered to join the Environment etc Group with Phil Jordan.</p>	
5.	<p><u>Steering Group Constitution and Working Group Remits</u></p> <p>These had been circulated prior to the meeting (see attached, appendix 1) and were approved (proposed Simon Cooper, seconded Robert Nock).</p>	
6.	<p><u>Bank Accounts</u></p> <p>Trevor explained the banking arrangements established with HSBC. Bank signatories were two out of three (Chairman, Secretary and Treasurer)</p> <p>Procedures for expenditure claims and payment are set out in the Steering Committee Constitution.</p> <p>The current estimate of funds required over the next two years is some £5,000. Two grant applications have been approved, EHDC for £750, and the Parish Council for £750. An application has been made to Hampshire County Council for £1,500 on the “matched funding” basis.</p>	
7.	<p><u>Insurance</u></p> <p>The broker is CaSE Insurance and policy with Brit Insurance Ltd.</p> <p>It includes cover for low risk, such as ideas and fund raising events. Like employee liability we are covered for accidents whilst working on the Parish Plan. The policy covers up to 100 volunteers. To ensure protection volunteers are required to provide names and addresses, so would Work Group Leaders please obtain and provide Trevor with information for all volunteers involved with your area.</p>	
8.	<p><u>Communication Policy</u></p> <p>Simon Cooper outlined a policy (see appendix 2)</p> <p>It is intended to be simple and not onerous. It should establish confidence in our activities within the community by getting our messages across clearly so that we have a favourable public response. A key aspect is to minimise gossip and cost of communication.</p> <p>The who, what, when, why, how and by whom is set out in the policy.</p> <p>Would Steering Group members please let Simon know if they have any issues, concerns or comments.</p> <p>Simon referred to the website currently being prepared and thanked Dark and Co for their considerable help.</p> <p>Simon also introduced a suggestions book concept for anyone to record their suggestion/ideas so that it could be captured, sent to the relevant Work Group Leader and acted on.</p>	
9.	<p><u>Community Action (EHDC)</u></p> <p>Presentations given are available from Simon Cooper.</p> <p><u>Linda Munday</u>, Community Planning Co-ordinator in EHDC, and also a resident of Liphook gave a presentation based on “Your Vision for the Future”.</p> <p><u>Jo Dixon</u> of Community Action Hampshire (a registered charity) a senior officer and part of the Rural Community for Hampshire gave a presentation of “Working on supporting Parish Plans in Hampshire”.</p> <p><u>Ann Harrison</u> of Hampshire county Council Economic Development Office gave a presentation on “The Hampshire Market Town Project and “Support for towns in Parish Plan process”</p> <p>All three presentations emphasised the support available from their respective organisation to help communities on the Parish Plan journey. Currently there are 33 involved in EHDC, 224 in Hampshire and over 4000 nationally. We are encouraged to make use of the information and guidance on offer.</p>	

10.	<p><u>Draft Aims and Objectives and Getting started</u></p> <p>Robin handed_out a number of helpful papers concerned with the Parish Plan process and the Steering Group process</p> <p><u>Developing A Project Plan</u> from the “Community Led Planning Toolkit” provided by “ACRE-Action With Communities in Rural England” We hold three copies of this Toolkit with Robin, Trevor and Philip.</p> <p><u>Project Plan</u> showing key activities to June. It is proposed that Work Groups work towards a joint Open meeting of the Steering Group with the community in June at which key ideas and progress will be displayed and discussions held.</p> <p><u>Parish Survey 2008, Village Appraisal 1983</u></p> <p><u>Summary of comments</u> from 2008 Village Appraisal, 1988 Appraisal, 1980 Planning Questionnaire aggregated into the work Group topic areas. WORK GROUP LEADERS ARE ASKED TO REVIEW THIS LISTING AND IDENTIFY WHERE COMMENTS HAVE BEEN INCORRECTED ALLOCATED.</p> <p><u>Letter heading.</u> Digital version is available from Simon Cooper, Robin Young or Phil Jordan</p> <p>Examples of completed Parish Plans of other Parishes are available for perusal on the Parish Council web site. Some examples are also held by Robin Young and John Tough.</p> <p>Each Work Group Leaders gave a short presentation on their current thinking as to their topics scope and content.</p>	
11.	<p><u>Dates of the meeting:</u> -</p> <p>February Wednesday 16th, March Wednesday 16th, April no meeting, May Wednesday 25th (dry run for public event) and June a public event on either Saturday 4th or 11th.</p>	
12.	<p><u>Conclusion</u></p> <p>Robin Young concluded the meeting by thanking everyone for coming and contributing to a successful meeting. Work Groups are strongly encouraged to move forward on ideas and consultation.</p> <p>He also asked that Work Group Leaders let him or Phil Jordan know when they intended to hold meetings so they might attend and thereby help continuity across the Parish Plan process.</p> <p>The meeting ended at 21.45 hours.</p>	

Next Meeting is Wednesday 16th February at 7.30 in the Millennium Centre