

BRAMSHOTT & LIPHOOK PARISH PLAN
MINUTES OF THE STEERING GROUP MEETING

Held in the Millennium Centre on 9th January 2013 at 1930 hours

Present: Robin Young (Chairman) Phil Jordan (Secretary) Trevor Maroney (Treasurer), Jackie Poole, Lee Stewart, John Tough & Peter Williamson.

Apologies: Simon Cooper, Sarah Frankland, Carole Holmes & Jeanette Kirby.

1.	<u>Minutes of the Previous Meetings.</u> The minutes of the 27 th November 2012 were approved and signed.	
2.	<p><u>Matter's arising.</u></p> <p>a. Item 2c. – Village Design Statement (VDS) Balance. The Treasurer confirmed that following the death of the VDS treasurer their accounts were passed to Adrian Bird, chairman of VDS. Adrian will have to close the accounts before either refunding the balance to the donors or transferring it to a similar organisation, such as the Parish Plan. It was, however, understood that the cash balance was being held in the Bramshott & Liphook Preservation Society accounts. The Treasurer spoke to David Barfield, their treasurer, who confirmed that he was holding £1,400 plus a small amount of interest on behalf of the VDS team. The Treasurer also spoke to EHDC to establish if they had given a grant to VDS and, if so, whether or not it was conditional on any balance being repaid. They agreed to check their records. During that conversation he was informed that EHDC would pay a further matching grant of £750 towards the publication of the Parish Plan. Assuming a favourable outcome and a similar grant from the Parish Council, it is possible that a further £2,900 might be available towards printing costs.</p> <p>b. Item 4 – Public Liability Insurance. The Treasurer confirmed that he was uncomfortable with the current insurance brokers as his Hotmail account had twice highlighted their emails as a potential fraud. The brokers had switched the policy away from Brit Insurance Ltd to another unknown company. He therefore did not renew the policy, but obtained a quotation of £167 from Access Insurance Brokers for an annual policy. As this was a firm he had dealt with before he obtained approval from the Chairman and took out a policy called Starter Connect with Ansvar Insurance, a business division of Ecclesiastical.</p> <p>c. Item 6d – Social Function 11th December 2012. The Treasurer thought the informal gathering for drinks round the fireside at the Deer's Hut was a great success, and thanked everyone for coming. He proposed doing the same again in February and April.</p> <p>d. Item 9 – Planning Appeal on 34 Station Road. In JK's absence, the Treasurer gave a brief report on appeal hearing which they had attended along with 3 parish councillors. The inspector's decision is awaited.</p>	Secretary
3.	<u>Minutes of the Sports Facilities Meetings.</u> The minutes of the 29 th November 2012 were approved and signed by the Treasurer, who chaired the meeting.	
4.	<u>Matter's arising.</u> There were no matters arising. JT joined the meeting.	

5.	<u>Chairman's Report.</u> The Chairman acknowledged the progress that was being made on the Plan and thanked the Treasurer for keeping it going.	
6.	<u>Treasurer's Report.</u> The Treasurer confirmed that after paying for the Peak Centre hall hire (£20) and the insurance policy there was £1,019 remaining in the fund. He confirmed that the accounts for the last 2 years had now been audited by Cllr Michael Croucher, and, at EHDC's request, copies had been sent to them for monitoring purposes. He also reminded everyone of an email he had sent out before the New Year requesting information on infrastructure for inclusion in appendices to the plan. Members' responses are noted in the relevant sections.	
7.	<u>To approve the Audited Annual Accounts.</u> The audited accounts for the 2 years ending 30 th November 2012 were presented for approval. Proposed: Peter Williamson; Seconded: Jackie Poole; Vote: Unanimous.	
8.	<u>Proposed date for AGM.</u> There was a brief discussion around the need for an AGM. It was pointed out that there was no provision for one in the Constitution. It was felt that we could either hold one before a monthly meeting or before the public presentation. Either way the public would need to be informed of the AGM well in advance. No formal decision was reached.	
9.	<u>To accept resignations.</u> The resignations of PJ as Secretary and TM as Treasurer were accepted.	
10.	<u>Elections.</u> The Chairman called for volunteers: a. Treasurer: John Tough volunteered to take over as Treasurer. Proposed: Peter Williamson; Seconded: Jackie Poole; Vote: Unanimous. b. Secretary: Trevor Maroney volunteered to take over as Secretary. Proposed: Peter Williamson; Seconded: Jackie Poole; Vote: Unanimous.	
11.	<u>Progress Reports.</u> a. Business. A draft Business section was circulated prior to the meeting. TM explained that LS and he had agreed to include a list of current rate paying businesses along with a summarised list of other local service providers, a list of empty business premises and another list containing employment opportunities. These would be included as appendices to an annex entitled Current Infrastructure and introduced under an earlier section with the same heading. The analysis, however, would be included under the Business section. Since LS already has the list of local businesses, obtained from EHDC, and earlier research, all that needed doing was adding the respective functions or services which each company provided. Since LS was heavily committed at work, TM asked for volunteers to assist LS with this further research, to produce a list of empty premises and on employment opportunities. The latter can easily be extracted as the list of businesses includes employees. As no one volunteered the request was thrown open to those unable to attend the meeting. Lee then asked for comments on the current draft:	All

<p>(1) PJ suggested that extracts from EHDC’s Joint Core Strategy (JCS) be included in the introduction, that all reference to LiDBA be deleted and that all car parking issues be incorporated under that heading. LS agreed to these changes.</p>	<p>LS</p>
<p>(2) LS submitted a copy of some changes, shown in red, which he had already made to the draft.</p>	<p>TM</p>
<p>(3) TM suggested inserting paragraph headings to bring this section in line with others. This was agreed.</p>	<p>TM</p>
<p>(4) It was agreed that the draft would be updated in line with these suggestions and represented at the next meeting or once the business research had been completed.</p>	<p>TM</p>
<p>b. Communications. PJ confirmed that he had collated all the information on broadband, telephones, etc., and would have this report completed by the next meeting.</p>	<p>PJ</p>
<p>c. Elderly, Disabled and Medical. TM, referring to his earlier email, explained the need for an appendix covering the current medical and care facilities provided. This should include surgeries, nursing homes, special needs for disabled, day centres, hospitals etc. The Chairman then asked for comments on his draft report, which had been circulated before the meeting. PJ felt the report needed to be restructured in line with the others. LS suggested that facilities ought to be provided for the elderly to have access, and training, on the internet in day centres. The Chairman agreed to restructure his report in line with the comments.</p>	<p>Chairman</p>
<p>d. Education. TM explained the JK was working on a report covering the junior schools and under 5’s. He would, in due course, write an educational section on Bohunt.</p>	<p>TM</p>
<p>e. Emergency Services. The draft section on Emergency Services was considered. PJ felt it was too long; TM, whilst partially agreeing, pointed out that his report contained 5 sections each on average 2 to 3 pages long, which appears consistent with other sections. TM agreed to redraft the report and resubmit it for editing at the next meeting.</p>	<p>TM</p>
<p>f. Environment. PJ agree to provide 2 or 3 pictures to liven up his section. With this addition his report was accepted as complete.</p>	<p>PJ</p>
<p>g. Hamlets. TM explained that he had started writing up SF’s report on the Hamlets with her historical section becoming a separate annex. He added that it would be ready for editing at the next meeting.</p>	<p>TM</p>
<p>h. History. PJ felt that the History section was too long. TM agreed, he would write a brief summary and include the current section as an annex.</p>	<p>TM</p>
<p>JT left the meeting to re-join St John’s Ambulance training session.</p>	
<p>i. Planning & Development. TM explained that he would have this section completed and ready for editing at the next meeting.</p>	<p>TM</p>
<p>j. Sports & Leisure. JP confirmed that she now had sufficient information to complete her report on Sports and Leisure, and that it would be ready for editing at the next meeting.</p>	<p>JP</p>
<p>k. Traffic & Transport. Before leaving JT circulated supplementary notes to his draft report asking for comments. Would all members please email their views to him? This will give him an opportunity to update his report</p>	

	<p>before submitting it for editing at the next meeting.</p> <p>l. Youth Survey. TM explained that this section would be written once he had completed re-drafting the others; he needed time to focus on this big topic. PJ asked if the work could be split and offered to assist. TM felt that once he had completed an initial draft he would welcome any and all assistance in evaluating the draft. PJ also felt that this section should be entitled and suggested: ‘Views of Our Youth.’</p> <p>m. Church & Faiths. Although not on the agenda, PJ asked why this section had been included. The Chairman explained that 2 volunteers had stepped forward to research this section; previously it had been Karen and Chris Jackson, but they had left the Parish. The Chairman would speak to JT on the matter before seeking a progress report.</p> <p>n. Clubs & Societies. TM asked JP to produce a list of current clubs and societies to form an appendix to the Plan. He would then organise another public meeting with their respective representatives, similar to the Sports Facilities meeting, to give them the opportunity to add to the Plan. The Chairman suggested using the Age Concern directory; TM referred her to the Community Magazine. JP agreed to let TM have this list before the next meeting.</p> <p>o. Publicity. TM referred to the article he drafted on the Sports Facilities meeting published in the Liphook Herald after Christmas saying that there had been no comments made either-way about it on Liphook Talkback. Since comments on that forum were generally negative he felt the public must have been in general agreement with the content. He pointed out that he had excluded any reference to the numbers that attended the meeting, which were lower than expected, only 18, but did highlight the eminent representatives. There was general agreement that the feedback from the meeting was extremely useful.</p> <p>p. Website. TM explained that he was focussing on writing the Plan and could not spare time to learn the software in order to modify the website. He would, however, keep the website up to date and would now add the Sports Facilities minutes.</p> <p>q. The Parish Plan Index. TM circulated an updated index, prior to the meeting, the layout of which included: Foreword, Acknowledgement, 22 Sections, References, Annexures and Appendices. The latter two contained his initial thoughts; the letters used were therefore likely to change. To monitor progress he had highlighted the completed sections in red adding that green would be used for those sections approved by the Steering Group. In which case the Introduction and Environment sections would now be shown in green once PJ had added some pictures.</p>	<p>All</p> <p>TM</p> <p>Chairman</p> <p>JP</p> <p>TM</p> <p>PJ</p>
12.	<p><u>Work Schedule.</u></p> <p>a. Demographics & Infrastructure. TM showed a draft section covering these topics. He had left blank spaces pending publication of the 2011 Census figures at parish level, due out at the end of January, and the Infrastructure appendices requested above. He had also included a section on the local economy.</p> <p>b. Team review of Elderly, Disabled & Medical. This was covered in Item 11c above.</p>	

13.	<p><u>Any Other Business.</u> There was no other business.</p> <p>a. <u>Social Function.</u> It was unanimously agreed that we hold another informal evening at the Deer's Hut on Thursday 7th February from 7 pm. TM agreed to organise it.</p>	TM
14.	<p><u>Next Meeting.</u> Date of the next meeting is Tuesday 12th February 2013 at 7.30 pm in the Millennium Centre.</p> <p>There being no other business the meeting ended at 9.45 pm.</p>	

Signed:

Chairman BLPP

Date:

Enclosures:

Supporting documents:

1. Agenda.
2. Notes with the Agenda.
3. Audited Accounts for the 2 Years Ending 30th November 2012.
4. Draft sections on:
 - a. Business & Employment.
 - b. Emergency Services.
 - c. Environment.
 - d. The Plan Index.
 - e. Elderly, Disabled & Medical.
5. Transport – Supplementary Notes.