

BRAMSHOTT & LIPHOOK PARISH PLAN
MINUTES OF STEERING GROUP MEETING

Held in the Millennium Centre on 11th November 2014 at 1930 hours

Present: Trevor Maroney (Chairman), Jeanette Kirby, John Tough, Colin Osborne, Lee Stewart, Tony Rudgard & Jackie Poole (Secretary).

Apologies: Mukund Patel, Robin Young and Simon Cooper.

1.	<u>Introduction.</u> The Chairman welcomed everyone to the meeting, and pointed out the emergency exits and procedures in the event of a fire.	
2.	<u>Disclosure of Interests.</u> There were no disclosures.	
3.	<u>Minutes of Meetings.</u> The minutes of the 28 th October 2014 were approved and signed.	
4.	<u>Matter's Arising.</u> There were no matters arising.	
5.	<p><u>Chairman's Report.</u></p> <p>a. Education Section. The PA to the headmaster of Bohunt School had been in touch to arrange a meeting. It was agreed that with the imminent exhibition this would be postponed until December.</p> <p>b. Website. The number of hits on the website was currently running at over 350 per month.</p> <p>c. Draft Plans. Following discussions with LS on the use of colour in the 10 copies of the Parish Plan he had authorised that they all be printed in colour. The reasons for this were explained. He sought retrospective authority for this decision, which he made on the committee's behalf. His decision was unanimously approved.</p> <p>d. Distribution of Flyer. Of the 2,000 flyers collected that morning he had already distributed 500 along the Haslemere Road and adjacent streets and had earmarked delivery of a further 500. He handed the balance to CO and asked all members to liaise with CO on their preferred distribution areas.</p>	
6.	<u>Treasurer's Report.</u> The Treasurer stated that Liz Panton had confirmed an EHDC grant towards the exhibition of £500. He also confirmed the balances on the accounts.	
7.	<p><u>Exhibition.</u></p> <p>a. Display Boards. JK showed 2 examples of the triple display boards but expressed concern over the labelling on the central photographs. JT asked for a complete copy of the Plan in Word. He would then extract the pictures and add labels. The layout was unanimously agreed. The display sheets are to be printed by Blackwell Press in black and white, JT is arranging. JK added that there were 21 sheets. It was also agreed that each visitor would be given 12 stickers. There was disagreement over whether or not they would be given more; the Chairman did not want a repeat of the LIPS fiasco. It was also agreed that rectangular flaps would be placed over the 'dot' wish</p>	JT

	<p>box as they became full. Visitors could lift the flap to see how many had previously voted.</p> <p>b. Finalise Stand Allocations. After a brief discussion it was agreed that we would all ‘hover’ and cover all stands. Hovering would be done adjacent to the appropriate stands which each member felt comfortable with. CO would focus on Business, Communications and Environment. The Chairman would float between rooms and JP would slip off to manage reception when required.</p> <p>c. Distribution of Flyers and Posters. JT agreed to distribute posters to shops and add an enlarged one on the Millennium Centre external display board. As noted above in 5d, CO agreed to co-ordinate distribution of the flyers.</p> <p>d. LMC Advertising Board Poster. JT confirmed that the agreed poster would be on display this week.</p> <p>e. Update on all printing issues. LS showed a final coloured version of the Plan along with a front cover. He would include coloured separation dividers. The design was unanimously approved. He asked how many of the agreed separate, one page questionnaire and information sheet should be printed. It was agreed that the initial run should be 500 and 250 respectively and that he would print a further batch at the end of the first day if these proved insufficient.</p> <p>f. Questionnaire. CO circulated a draft one page questionnaire which was unanimously approved.</p> <p>g. Distribution of Posters. JT was left to decide where the posters should be displayed.</p> <p>h. Allocate Distribution of Flyers. CO to arrange. JP agreed to deliver to Canada Way and surrounding streets.</p> <p>i. Draft Visitors Register. It was agreed that each page of the register should be numbered 1 to 30 or 40 for ease of counting. It should contain the person’s name, address or street and their age bracket. They would then be handed a questionnaire and a strip of 12 coloured dots. Information sheets would be on hand should they wish to take one. JP to control.</p> <p>j. Managing Canada Room. Chairman would confirm which organisations would be in attendance and the layout of the Canada Room. LS asked for suitable signage.</p> <p>k. Analysing Results. JK agreed to analyse the results and test the displays for likely outcomes.</p> <p>l. Administrative Instruction (AI). The Chairman agreed to update the AI in line with the points agreed above.</p>	<p>All</p> <p>JT & CO</p> <p>JT</p> <p>LS</p> <p>All</p> <p>JT</p> <p>CO & JP</p> <p>JP</p> <p>Chairman & LS</p> <p>JK</p> <p>Chairman</p>
8.	<p><u>Any other business.</u></p> <p>a. There was a brief discussion on how the display boards should be grouped together: The following solutions were agreed:</p> <ul style="list-style-type: none"> • Business and Communications. • Transport, Elderly, Disabled and Medical. • Planning, Environment and Hamlets. 	

	<ul style="list-style-type: none"> • Risk Management and Infrastructure. • Sport, Recreation and Youth. • Graffiti Board and ‘What have we missed Board?’ <p>b. Slide Show. JT agreed to lay on a slide show on the main screen showing sites in Liphook.</p> <p>c. Insurance Cover. The Chairman confirmed that we were insured for running this event.</p> <p>d. Setting Up. It was agreed that we would try and set up the main hall the night before.</p> <p>e. Comments Book. Following a suggestion from LS it was agreed that a folder containing blank sheets would be held at reception for visitors to add any final comments before departing. JP to run.</p>	<p style="text-align: right;">JT</p> <p style="text-align: right;">All</p> <p style="text-align: right;">LS & JP</p>
9.	<p><u>Next Meeting.</u> The next meeting is on Tuesday 18th November at 7.30 pm.</p> <p>The meeting ended at 9.15 pm.</p>	

Signed:

Trevor Maroney
Chairman BLPP

Date:

Enclosures:

1. Agenda
2. Administrative Instructions V1.4