

# BRAMSHOTT & LIPHOOK PARISH PLAN

## MINUTES OF STEERING GROUP MEETING

**Held in the Millennium Centre on 28<sup>th</sup> October 2014 at 1930 hours**

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

Apologies: Robin Young.

Present: Frank & Marilyn Ogden

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> Members were reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item on the agenda. There were no disclosures.	
3.	<u>Minutes of Meetings.</u> The minutes of the 14 <sup>th</sup> October 2014 were approved and signed.	
4.	<p><u>Matter's Arising.</u> The following topics under Item 9j were discussed:</p> <p>a. Nursery Provision. JK confirmed that the study into nursery provision was ongoing.</p> <p>b. Allotments. The Chairman confirmed that the report by JP on allotments had now been included in the Sports and Recreation section with the recommendation added to Section 22.</p>	JK & JP
5.	<p><u>Chairman's Report.</u></p> <p>a. Herald Front Page Article. The Chairman expressed concern that the Parish Plan Exhibition article in the Herald had been hijacked by an article on Neighbourhood Plans (NP). As it likely that residents would ask questions about housing sites and NP at the exhibition he had, in his monthly report to the Parish Council on Monday 27<sup>th</sup> October, stated that the exhibition would not include information on either subject.</p> <p>b. Website. The number of hits on the website was currently running at over 325 per month.</p> <p>c. Drainage. Meeting with Thames Water in a brainstorming session has been arranged for 14<sup>th</sup> November for a limited number of invited technical representatives.</p> <p>d. Liz Panton. Nothing received from her other than she had told me she was putting the finishing touches to her comments.</p> <p><b>[After note: A written response received after the meeting was circulated to members.]</b></p> <p>e. Medical Centre. Updates from both practice managers were circulated prior to the meeting. Andrew Pope has suggested that we update Section 11.28 which will be done in due course. No likely funding from NHS England for the Centre on Bohunt Manor land.</p>	Chairman

	f. Social Care. He confirmed to JP that he had forwarded latest CAB figures for last year and handed her a hard copy.	JP
6.	<u>Treasurer's Report.</u> The Treasurer reported that there was £2,158.11 in the kitty, and then went on to explain the budget for the exhibition, which came to £1,580.84. He confirmed that the grant application to EHDC for £500 would be submitted shortly. The Chairman then explained that the Parish Council would also be subsidizing the exhibition to the tune of £500 worth of free hire, similar to the existing subsidy for Steering Group meetings. The budget was unanimously approved.	
7.	<p><u>Consolidated Recommendations V2.8.</u></p> <p>a. Need for an Action Plan. The Chairman began by clarifying earlier objections, in Item 8 of the Minute dated 16<sup>th</sup> September, to producing an Action Plan. He produced copies of Step 6 in the Community Led Planning Toolkit, the guide to Parish Planning. This clearly stated the need for an Action Plan. He therefore felt that each consolidated recommendation had to be changed into an action plan. He had originally formatted the table in Section 22 to conform to the model layout but stressed the need to go further by adding:</p> <ul style="list-style-type: none"> <li>(1) How it will be tackled.</li> <li>(2) Timescale.</li> <li>(3) Resource Implications, and</li> <li>(4) Monitoring responsibilities.</li> </ul> <p>In its introduction Step 6 of the Guide points out that creating an Action Plan is an onerous task. That is why the Chairman had included an Implementation Plan (now Vision) to show how some of recommendations could be delivered. SC pointed out that it was essential to have an action plan and that the Steering Group would face serious questioning from the public at the exhibition if it couldn't display one. MP suggested that the public views be used in this consultation process to narrow down the 83 recommendations to a more manageable level and then produce an action plan. This was agreed.</p> <p>b. Displaying Recommendations. JK suggested that we just use bullet point headings for each recommendation and give each visitor 10 coloured stickers (colour coding in age groups) to place against their preferred choices. The Chairman preferred more narrative with each bullet point; he felt that visitors would just read the headings and walk out. JK also proposed running a 'Graffiti Wall' using post-it stickers to encourage additional comments. This was agreed.</p>	<p>All</p> <p>JK</p>
8.	<u>Discuss Vision, Section 23 (V2.2).</u> A draft section entitled Vision was circulated prior to the meeting. The Chairman explained that he had incorporated changes requested by CO and JT in V2.2. He acknowledged receipt of JK's changes but refused to adopt any of them as, by removing suggested sites and examples of cost elsewhere, they would tear the heart out of the section and reduce it to just a duplicate of the recommendations. During a brief discussion the following points were made:	

	<p>a. CO felt that the vision set up expectations that cannot be delivered, particularly in respect of a pool. The Chairman disagreed and explained the position with regard to an independent study by consultants into where the third pool for the North East Area of East Hampshire would be sited. This study had been authorised at Cllr. Ferris Cowper’s instigation and would look at Bramshott &amp; Liphook and Grayshott separately rather than just lumping their populations into Whitehill &amp; Bordon.</p> <p>b. JK was concerned that siting a pool in Liphook would draw in more traffic. The Chairman pointed out that businesses in Liphook were seeking more footfall, which the attraction of a pool would certainly achieve. It was certainly a strong wish of the business community for increased commercial activity.</p> <p>c. LS felt that it was not feasible from a business project perspective. The Chairman’s response was that Waverley Borough Council thought that of their existing swimming pool before they conducted a study; as the Vision shows they now have a thriving Leisure Centre in Godalming generating a surplus for the Borough Council.</p> <p>d. CO pointed out that the village was lagging behind in infrastructure, and that we should be careful what we wished for!</p> <p>e. In the circumstances the Chairman withdrew the section.</p> <p>f. MP was against this. He felt that the community needed some idea of what the future in 2028 would hold and the Vision section at least considered the feasibility of what it might be achievable.</p> <p>g. In answer to a question the Chairman explained the purpose of the drop-in-centre.</p> <p><b>[After note: It is now highly likely that a second exhibition will be required to present the final Action Plan to the public; the Vision was partially intended to reduce this risk.]</b></p>	All
9.	<p><u>Exhibition.</u></p> <p>a. Administrative Instruction (AI). The AI was circulated prior to the meeting. It was then amended to reflect the following agreed points:</p> <ul style="list-style-type: none"> <li>• All references to Vision and SHLAA sites displays to be removed.</li> <li>• Exhibition Questionnaire removed and replaced by the sticker system discussed in Item 7b above.</li> <li>• One page questionnaire of personal information on visitors added for demographic purposes which CO agreed to produce.</li> <li>• Catering to be provided by a contractor or volunteers. The offer that Bohunt School pupils should run the catering was withdrawn as they could not provide the service on the Friday. Chairman agreed to arrange.</li> <li>• JK and LS agreed to focus on display boards and maps and report back.</li> <li>• The Chairman and SC to design posters and flyers with, on LS’s suggestion, a list on the back page in black and white what the exhibition will and will not cover.</li> <li>• No paid casual labour to be employed on the days of the exhibition.</li> </ul>	<p>Chairman</p> <p>All</p> <p>CO</p> <p>Chairman</p> <p>JK &amp; LS</p> <p>Chairman &amp; SC</p>

	<ul style="list-style-type: none"> <li>• LS to provide an ‘A’ board on the pavement outside the LMC advertising the event.</li> <li>• Flyers to be delivered to every household where possible.</li> </ul> <p>b. Questionnaire. CO circulated a draft questionnaire prior to the meeting. After a brief discussion it was considered too lengthy and replaced by a sticker system and visitors demographic questionnaire noted above.</p> <p>c. Poster/Flyers. The Chairman and SC agreed to design a suitable poster.</p> <p>d. Printing Draft Plan. JK and LS to agree design of display boards and report back.</p> <p>e. Printing Parish Plan. LS to print 10 copies of the Plan using the current versions of each section.</p> <p>f. Printing Extracted Versions for each Stand. LS would also print the short extracts for each specific stand.</p>	<p>LS</p> <p>All</p> <p>CO</p> <p>SC</p> <p>JK &amp; LS</p> <p>LS</p> <p>LS</p>
10.	<p><u>Any other business.</u> Traffic and Transport (T&amp;T) Update. JT circulated his latest update of this section and insisted that it replace his previously approved section, also that the recommendations be amended to reflect the new version. Prior to the meeting the Chairman had explained to everyone via email that there was no time to amend the master copy, proof read, rearrange the formatting, recode the numbering system, and for the Group to approve the amendment before its inclusion. He recommended sticking with the previously approved version and updating T&amp;T after the exhibition for incorporation in the final version. He was concerned that everyone should be focussing on the exhibition; he certainly hadn’t got time to even read the latest version although he was aware that the formatting and numbering system was ‘all over the shop’ and that the revised T&amp;T section did not contain any recommendations as the other sections did. JT produced a revised Consolidated Recommendations section with his changes highlighted in yellow and insisted that it be used. Despite the Chairman’s strong objections it was agreed that the version produced by JT would be used for the exhibition. He was advised to send them to LS in pdf format.</p>	<p>Chairman &amp; JT</p>
11.	<p><u>Next Meeting.</u> The next meeting is on Tuesday 4<sup>th</sup> November at 7.30 pm. The meeting ended at 9.45 pm.</p>	

Signed:

Trevor Maroney  
Chairman BLPP

Date:

Enclosures:

1. Agenda
2. Consolidated Recommendations V2.8.
3. Vision, Section 23 V2.2.
4. Administrative Instructions V1.4
5. JT’s Revised Consolidated Recommendations