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| **MINUTES** | | | |
| **Date:** | **Tuesday 9th January 2018** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** | | |

1. **Members Present**

Robert Elliott, Duncan Godding, David Gregory, Dan Kellaway, Olivier Marsden, Royce Longton, Erle Minhinnick, Ian Morrin., Mike Wood, Paul Lawrence

New member : Ros Mackinnon, (rossmackinnon@ymail.com)

Members of the public: Liz Slowcombe, Andrea Hales

**2. Apologies for Absence** : -

**3. Minutes of the last Meeting**

* 1. Matters arising :
* suggestion by Paul that future agendas be more consistent, with standardised agenda items, including “consultation process”, “media updates”, “events calendar”
* “matters for future discussion should be added to future agendas, allowing flexibility in topics to be discussed at meetings, as long as topics have been mentioned in agenda
  1. Minutes of the last meeting of the Steering Committee held on 12th December to be discussed at next meeting, after amendment mentioning members of the public present at the meeting.

1. **General public contribution :** none
2. **Nature Reserve subgroup progress**

RSPB (Royal Society for the Protection of Birds) has asked for a newsletter article, Dan and Royce have written a draft. Dan & Royce to meet Laila Bassett, discussion about how to approach land owners whose land might be worth protecting. Ian mentions GDPR (General Data Protection Regulation) : refer that back to parish council, to make sure we’re doing things properly.

1. **Grant application progress**

Erle has looked in to what information is required in order to fill in the Locality grant application form : main problem is housing allocation numbers, which won’t be provided by WBerks for some time to come.

Reminder from Paul that we cannot apply for a grant without 1/ knowing what specifically grant money is to be spent on, and 2/ having received at least 3 quotes for work

1. **Consultancy response**

After some discussion, general agreement that consultancy help can be requested regarding questionnaire and its treatment.

Discussion about how the questionnaire should be structured, with following conclusions :

* focus on the draft Vision Statement, and seek parish approval / suggestions regarding statement
* one “do you approve”-style question per paragraph in the statement
* avoid free-form questions, because of difficulties in analysis of responses
* start writing up the NDP’s consultation methodology, which will be required for final NDP documentation, and will facilitate consistency in analysis of this questionnaire and future consultations of the parish public, as well as answer questions like “why is a questionnaire the right way to validate the vision statement?”
* tie in with the upcoming parish questionnaire, and benefit from offline distribution and online questionnaire facility

Erle has asked two other consultancies whether they could provide assistance for NDP work, and received negative responses from both (both responses at the end of the minutes). Erle to ask Bell Cornwell for a quote covering a review of the draft Vision Statement, as well as proposal of some questions appropriate for the questionnaire. Deadline for quote: Friday 19th January, so quote can be submitted to parish council.

**Date & venue of the next meeting: - Tuesday 13th February 8pm at Burghfield Parish Hall meeting room**