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| **MINUTES** | | | |
| **Date:** | **Tuesday 16th August 2016** | **Time:** | **7.45pm** |
| **Place:** | **Burghfield village hall meeting room** | | |

1. **Members Present**

Erle Minhinnick, Emma Bell, Royce Longton, Glyn Townsend and Tim Ansell

1. **To receive members’ apologies for absence**

Mike Wood, Ian Morrin & John Cornwell

1. **Minutes of the last meeting**
   1. Matters arising - none
   2. Minutes of the last meeting of the Steering Committee held on 19th July approved to represent a true and fair view of what went on.
2. **Secretarial Role**
   1. Marcin Wilk has resigned from this due to job change but still will be able to attend the meetings. Erle Minhinnick will take the minutes temporarily but no one volunteered to take over the role. Appointment therefore deferred until the next meeting.
3. **Workshop**
   1. A draft NDP Vision for Burghfield was agreed; to be circulated to all NDP Steering Group EB
   2. Responses from May Fayre general public to be analysed, grouped into sub-groups and a Statement summarising each is to be drafted and circulated to all NDP Steering Group. EB
   3. Agreed that NDP should have a presence at the Beer Festival and the final version of i) and ii) to be publicised there with set questions to be agreed at a subsequent meeting for general public to answer.
   4. Royce Longton circulated has letter to Ivan Wise about Sulhamstead Parish Council’s positive response to including Sulhamstead Parish in the NDP. Await Ivan Wise’ response as to how they intend to move forward with this. Agreed that Burghfield NDP work is not to be delayed by this as the Burghfield Parish Council agreement would be required first and the Steering Group way of working would not change if Sulhamstead were included so effort would not be wasted.
4. **Date & venue of the next meeting – 30th of August, same time, same place.**