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| **MINUTES** |
| **Date:** | **Tuesday 10th October 2016** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield village hall meeting room** |

1. **Attendance**

Royce Longton, Olivier Marsden, Erle Minhinnick & Ian Morrin

1. **Apologies for Absence**

Hugh Dalgleish, Tim Ansell, Michael Wood, Glyn Townsend, David Godwin & Emma Bell

1. **Minutes of the last meeting**
	1. Minutes of the last meeting of the Steering Committee held on 27th September approved to represent a true and fair view of what went on.
	2. Matters arising:- Royce Longton has invited representatives from Bramley to give a presentation at the next meeting (25/10)

Erle noted that attendance was poor again, with a number of unexcused absences. The idea of switching to one longer meeting a month rather than the current two was discussed but no clear consensus was reached.

1. **Geographical extent of the NDP**

Based on email inputs and opinions at the meeting, it was decided to propose a NDP which would

* include the Kennet valley park area north of the M4
* include the houses and fields located between Reading road and Benham's gully (part of Sulhamstead Parish)
* include the built-up area between Hollybush lane and Omer's gully (part of Sulhamstead Parish)
* not include the Wokefield parish built-up area on the south-east side of Reading road
* include the part of AWE that is within Burghfield Parish
1. **Website**
	1. Olivier's proposal to look after the technical side of starting and maintaining a website was accepted. The cost of website hosting will be budgeted.
	2. The website will go live once a minimum amount of content is provided. A volunteer to write or source relevant content will be required.
2. **Date & venue of the next meeting – 25th of October, same time, same place.**