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| **MINUTES** | | | |
| **Date:** | **Tuesday 8th November 2016** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield village hall meeting room** | | |

1. **Attendance**

Emma Bell, Royce Longton, Erle Minhinnick, Olivier Marsden

Sulhamstead PC representatives : Margaret Baxter, Ivan Wise and Teresa Sosna

1. **Apologies for Absence**

Mike Wood, Ian Morrin, John Cornwell & David Godwin

Resignations noted : Tim Ansell and Glynn Townsend

1. **Minutes of the last meeting**
   1. Minutes of the last meeting of the Steering Committee held on 25th October approved to represent a true and fair view of what went on, with the word **north** removed from section 6.
   2. Matters arising from them:- none.
2. **Bramley NDP Presentation**

The Bramley NDP group were unable to attend because they had an investigation meeting at the same time. They have been invited to attend a future meeting.

1. **Sulhamstead PC involvement in NDP**

Erle provided an overview of what the NDP steering group is tasked with doing, and explained why we are proposing that the NDP cover an area which includes part of Sulhamstead parish. A discussion ensued about

- what the Sulhamstead PC would be committing to, in particular financially

- whether the propsed area would be of interest to Sulhamstead PC

Based on the information provided, Sulhamstead PC will discuss at their next meeting, 26/11/16

Actions :

- Emma to send a succinct document explaining what an NDP is, to Sulhamstead representatives

- Erle to send steering group's terms of reference

- Sulhamstead representatives propose to attend NDP meeting on 6/12 to provide feedback.

1. **Website Progress**

Hosting is has been selected, Olivier is in the process of putting up a skeleton website. Content will be added to this website as soon as available. A domain name will be chosen at a later date.

Budget costs to be put forward.

1. **Grant Applications progress**

Information on this should be forthcoming from the Mortimer NDP team.

The organisation of a housing needs survey was discussed budgeted.

Undertaking such a survey early 2017 would allow to benefit from (free) help provided by CCBerkshire. This free service will expire in March 2017.

The provisional budget, based on numbers provided by CCBerks, is of £4100, comprising £2000 for printing, £1500 for delivery, £200 for freepost returns, £400 for freepost envelopes.

Delivery costs could be considerably reduced if the survey were included as an insert to a BPC Newsletter if one was due in January.

Royce is to propose this budget request at the 10/11 PC meeting.

1. **Vision Statement**

A comparison was made with Mortimer's vision statement.

1. **Date & venue of the next meeting – 22nd November, same time, same place.**