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| **MINUTES** |
| **Date:** | **Tuesday 6th December 2016** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield village hall meeting room** |

1. **Attendance**

Royce Longton, Erle Minhinnick, Olivier Marsden, Michael Wood, Paul Lawrence (invited), Alison May (local resident)

1. **Apologies for Absence**

Ian Morrin

1. **Minutes of the last meeting**
	1. Minutes of the last meeting of the Steering Committee held on 8th November approved subject to the word “budgeted” being removed from item 7.
	2. Matters arising from them:- none.
2. **Guest**

Steering Group heard and answered points raised by Alison May:-

* 1. “BPC website links are broken” – not an NDP Steering Group matter; Alison to contact BPC Clerk.
	2. “Strong governance is necessary, things like risk analysis appear to be missing” – point noted.
	3. “RAFS ex-Chairman’s conflict with NDP Chairmanship” – answered by Erle who had severed all responsibilities with RAFS.
	4. “preparing an NDP is not the only option” – not an NDP Steering Group matter; its brief by BPC was to ***only*** prepare an NDP.
1. **Sulhamstead Parish Council Consideration of NDP**
	1. Sulhamstead PC, at their council meeting decided that they are not going ahead with a joint NDP
	2. Accordingly, the steering committee will propose plan B – BPC parish only.
2. **Bramley NDP**

Royce, Erle & Olivier met with Malcom Bell to see how their team went about preparing their NDP. Information of particular interest regarding costs and organisational details was obtained.

1. **Project Plan and Budget**
	1. Erle presented the draft plan and budget to the committee, pointing out that costs are very much ball park figures and he will attempt to flesh them out with Cally.
	2. Paul pointed out that communication needs to be better managed, and suggested the committee consider looking for professional project management help and at least ask David Gregory to come back on board eg. on marketing strategy - how are we going to recruit/attract more people on the team?
	3. Erle will put forward the plan & budget to the PC
	4. Royce will ask Mortimer again for their project plan
	5. Housing needs survey budget aspects : Royce to send the copy of questionnaire to Paul and Cally, and is asking questions of Arlene re. analysis eg will she do it FOC?
2. **Work Priorities & Structural Change**

To solve the resources issue, Erle proposed that he become treasurer, & Royce become Chairman but Paul suggested asking for a Treasurer & Project Manager and Editor of website & Facebook page.

1. **Website Progress**
	1. www.burghfieldndp.co.uk is approved
	2. Olivier to bring receipts to next meeting
2. **Grant Applications progress**
3. Royce suggests we should organise meeting with people from WBerks re. grants. For information, Mortimer’s grants : £3k, Bramley’s : £15k.
4. Royce & Erle will fill in document for grant application and have it checked by PC before sending to WBerks.
5. Paul suggested that grant information should be found on websites dedicated to official information for local councils
6. Erle suggested that we could ask the BRA for a donation

**11. Date & venue of the next meeting 10th of January 8PM same place**

Paul suggested a strong email be sent out asking for better attendance by the Steering Group. Advertising at café B, looking at events mentioned on burghfield.org, could also be considered.