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| **MINUTES** |
| **Date:** | **Tuesday 21st February 2017** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield village hall meeting room** |

1. **Attendance**

Royce Longton, Erle Minhinnick, Olivier Marsden, Michael Wood, Duncan Godding

1. **Apologies for Absence**

Ian Morrin, Dave Godwin

1. **Minutes of the last meeting**
	1. Minutes of the last meeting of the Steering Committee held on 7th February.
	2. Matters arising from them:- Erle to request that the qualifier “working” be added to “days” for clarity in the ToR.
2. **Planning work and Resources**
	1. Progress on current work

- Neighbourhood area Designation application form submitted to WBerks council.

- Mendip Council training day write-up by Erle and Royce : on website.

* 1. Grant applications.

- Royce noted that filling in an Expression of Interest form for grant applications is complicated at present, because the document requires a number of projected houses for the area, which Wberks is not currently ready to give. Royce to continue investigating.

- Based on documentation, Royce believes grant total unlikely to exceed 9k£

- To do at next meeting : budget discussion in view of justifying a request for financial support from the PC. Erle to notify Cally that such a request will be made.

* 1. Upcoming work CSA public meeting 4th April 8PM.

- Venue is confirmed, Royce has booked, and got cost : 30£. Royce to arrange advertising on their website, and to ask the British Legion whether we could use their projection screen.

- Burghfield notice boards may be used, excluding those that are locked up.

- Erle to check with D. Godwin whether his poster design clashes with an upcoming BRA publicity campaign

- Erle to ask D. Gregory for an article to be placed in the Village Eye

- Discussion about the format of the meeting – workshop. It was concluded that everyone could be asked to think about the whole vision statement (VS), with discussions to be conducted in 4 groups, and finally a debriefing of each of the 4 VS paragraph discussions to led by a different group for each §.

- timetable : aim for 8-9.30PM, 20 minutes intro & presentation, 40 minutes discussion, 30 minutes debriefing + conclusion.

-equipment to be sourced : video-projector, flipcharts or large pads of paper, markers

* 1. May fayre

- Pitch is booked

- Aiming to have themed boards similarly to last year, and hope for feedback from visitors,

as well as an information panel, with main tasks to come. Olivier to prototype a poster for the information panel.

- Royce to ask Glynn if we could use the same tent as last year

**5. Date & venue of the next meeting: 3rd of March 8PM same place**

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