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| **MINUTES** |
| **Date:** | **Tuesday 18th April 2017** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield village hall meeting room** |

1. **Members Present**

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

Apologies from D. Godwin & I. Morrin

1. **Minutes of the last meeting**
	1. Matters arising - none
	2. Minutes of the last meeting of the Steering Committee held on 17th March (corrected date) approved to represent a true and fair view of what went on.
2. **Ongoing work**
	1. Meeting with WBerks (L. Bassett) : discussion of the minutes of the meeting sent by Laila. In particular, regarding the housing requirement, WBerks can’t provide an allocation number until ~2019. The steering committee will recommend to BPC that we aim to complete the NDP upon reception of this housing allocation in 2019, and not before. Environmental assessment : the first requirement is to undergo / organise a screening, to determine whether the area will require an official assessment document. Royce to contact Laila about how to get a screening organised. Remarks from Laila about the project plan: Erle to take account of these remarks in an updated project plan.
	2. Public meeting at the CSA.
* attendance : around 30, of whom one interested in joining the committee. How to have better attendance in the future? Maybe more focused topics of discussion and have an official reception, taking details as people come in.
* analysis of filled-in questionnaires : to be done. Erle to ask Ian about questionnaires & who was interested in joining.
	1. May Fayre (7th of May) .
* Tent still needs to be organised, Erle to ask Ian about the scout tent, and inquire about hiring one
* Boards for people to write on. Agreed that they should show questions focussed on attracting responses which are useable as good data/evidence. Possibilities : what would you do with infrastructure levy $$? What does the “Burghfield village feel” mean to you? Homework for everyone : provide one plausible vision-statement-related question each to Erle , who will compile them
* Marker pens to be sourced, a few toys to keep kids busy (Michael to try and find building blocks, any other ideas would be welcome). Maps of parish boundary to be brought along.
* Everyone should keep in mind attempting to recruit for the steering committee
1. **Date & venue of the next meeting – 2nd of May, same time, same place.**