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| **MINUTES** |
| **Date:** | **Tuesday 13th June 2017** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Village Hall meeting room** |

1. **Members Present**

Erle Minhinnick, Royce Longton, Duncan Godding, Hugh Dalgleish, Ian Morrin, Robert Redgrave & Peter Plant

**Apologies** from Michael Wood & Olivier Marsden; We welcome new joiners: Robert Redgrave & Peter Plant. We will be pleased to invite Yvonne Redgrave to join us as from the next meeting.

1. **Minutes of the last meeting**
	1. Matters arising - none
	2. Minutes of the last meeting of the Steering Committee held on 18th April approved to represent a true and fair view of what went on.
2. **Ongoing work**
	1. Progress on current work

i) May Fayre stand

1) Lessons learned include the need for tee-shirts so we can identify ourselves and be stood adjacent to or part of the Parish Council stall.

2) Agreed that before we analyse and classify results we need to create the framework of the Plan so that we can then categorise all evidence in line with that. So next meeting it is proposed to workshop the topics of the Plan using Stratfield Mortimer’s NDP as a template.

ii) SEA/HRA screening – after the topics have been fleshed out in 2) above we are then in a stronger position to get West Berks decide upon this need.

iii) West Berks adoption of Housing Sit Allocations DPD – to be assessed.

* 1. Plan next work

i) Thanks to be sent to the scouts for the use of the tent for the May Fayre. EM

ii) Workshop as in a) 2) above

iii) Re: proposal of help from Liz Alexander – invite her to a later meeting to propose what she can contribute and how it could be financed once our framework is agreed.

1. **Date & venue of the next meeting:- Tuesday 11th July 8pm at Burghfield Village Hall meeting room**