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| **MINUTES** |
| **Date:** | **Tuesday 22nd August 2017** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

1. **Members Present**

Erle Minhinnick, Royce Longton, Duncan Godding, Ian Morrin, Robert Redgrave & Daniel Kellway

**2. Apologies for Absence** from Olivier Marsden & Michael Wood

**3. Minutes of the last Meeting**

* 1. Matters arising - none
	2. Minutes of the last meeting of the Steering Committee held on 8th August approved with the following errata:- Members Present was Peter Plant, not David Godwin.
1. **Planning Work**
	* 1. Robert presented the first draft Burghfield NDP sections assimilated from workshop discussions to date. He compared them against the Stratfield Mortimer NDP which was used as a template.
		2. Committee reviewed this, identifying some placeholders where items/topics may need to be added later.
		3. Committee understood that West Berks has created a Housing and Economic Land Availability Assessment (HELAA), superseding the SHLAA as a precursor to the Local Plan. It is not published/available but because of its existence, Committee reviewed and proposed revisions to the Principles of Residential Site Allocation section of the draft NDP. Ian will ask West Berks for the HELAA.
		4. As part of c), Committee agreed that to discourage development on the northern wetland area of Burghfield parish, contact would be made with Berks, Bucks & Oxon Wildlife Trust to understand how it could be set up as a nature reserve of some kind. Royce & Daniel to action.
		5. Committee agreed to contact AWE to understand the development “exclusion zone“ surrounding that site. Ian to action.
		6. NDP work has reached the stage where there is an initial draft NDP, albeit with the following omissions: -
* May Faye responses
* consultation evidence
* other reference documents (including Village Design Statement)
* items/topics in section b), d) & e)
* other topics identified subsequently by the Committee

In order to proceed further, Committee would take advice from Laila Basset (West Berks development liaison) and consultant Liz Alexander. The following are to take place: -

1. Robert to incorporate all of the proposed changes into the NDP by 15th September
2. Robert to issue it to Committee members
3. All Committee to review this and give feedback
4. Robert to update it with feedback to create an NDP version 1
5. Royce to proffer version 1 to Laila for her review and feedback and to give her recommended next steps.
6. Royce to contact Liz and invite her to our next meeting so she can: -

- present how she can contribute to our work

- cost her work

- identify and obtain grants towards that cost

 The topics upon which we need help & advice include: -

* how we can engage with the community to obtain consultation evidence
* how we could get the NDP wording level to “stand up in court”

**Date & venue of the next meeting: - Tuesday 10th October 8pm at Burghfield Parish Hall meeting room**