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| **MINUTES** |
| **Date:** | **Tuesday 10th October 2017** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

1. **Members Present**

Erle Minhinnick, Royce Longton, Olivier Marsden,

Also present : Liz Alexander (Bell & Cornwell) & Alison May

**2. Apologies for Absence** from Robert Elliot, Duncan Godding, Ian Morrin, Michael Wood

**3. Minutes of the last Meeting**

* 1. Matters arising
* Royce got in touch with BBOWT who were very supportive, interested in exploring possibility of setting up a wildlife/nature reserve
* Royce also contacted Laila Bassett (WBerks) about a meeting concerning responses to requests for development sites; will go with Erle
	1. Minutes of the last meeting of the Steering Committee held on 22nd August approved.
1. **Preliminary draft NDP document**

General feeling that it is still rather generic, we will have to spend time on documenting and describing Burghfield’s specificities. Liz agrees that even non land-use items can be used to set the scene, also mentions that describing how WBerks general policies should be mapped on to the parish is currently missing.

L. mentioned new Govt document on housing needs numbers. Govt has published a (proposal for a) standardised method for determining needs, suggesting that proportionality with existing population should be used to allocate between parishes (also mentions that the new methodology would reduce the housing numbers allocated p.a. to WBerks from ~650 down to <500)

1. **Consultancy**

L.iz described why the Bell and Cornwell consultancy is a good place to go for help. Help could involve legal issues, evidence base (WBerks has a lot of existing evidence), advice on how to choose/designate potential development sites and the associated technicalities. The consultancy has experience in drafting policies, in community consultations. Liz confirmed that the funding from “Locality” is the only real source of subsidies; a maximum of 9k over three years, but spending is time-sensitive (spending has to be committed or possibly even completed in first ½ of year). She mentioned that it looks like NDP could be done before the local plan, based on recent changes in govt policy.

Questions from group members :

- how to determine what our housing needs actually are? Reply : info from WBerks, from census, and possibility of having a housing needs survey done.

- about “starter homes”, is this an actual policy? Reply : no, but should keep an eye on it.

- experience in finished NDPs? Reply: Strafield Mortimer, Arborfield, Whitchurch.

- about potential conflicts of interest ? Reply: consultancy is fully aware of the possibilities, and is used to avoiding issues.

- are LVIAs relevant? Reply: not necessarily; they are very costly, and not compulsory for areas that are not AONB.

- Consultancy costs : generally on a daily rate, but it can be a pre-determined rate for large amounts of work. The consultancy availability is good, as a side note.

- which bits of the draft does Liz think would be most usefully consulted on? Reply: possibly site allocation issues, making sure the document is legally robust.

1. **Work to be done**

- find possible alternative consultancies

- meeting with Laila

- continue looking at where draft document can be tailored to Burghfield

**Date & venue of the next meeting: - Friday 3rd November 8pm at Burghfield Parish Hall meeting room**