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| **MINUTES** | | | |
| **Date:** | **Friday 3rd November 2017** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** | | |

1. **Members Present**

Erle Minhinnick, Royce Longton, Olivier Marsden, Duncan Godding, Dan Kellaway, Ian Morrin, Robert Redgrave, Peter Plant

**2. Apologies for Absence** from Michael Wood

**3. Minutes of the last Meeting**

* 1. Matters arising : none
  2. Minutes of the last meeting of the Steering Committee held on 10th October approved.

1. **Meeting with West Berkshire planning (L Bassett)**

Meeting with Leila Bassett : she is very supportive of the parish preparing an NDP.

A lot of work is going on at the moment so that WBerks can justify the required 5 year land supply. Peter declares an interest in one of the sites, which belongs to his wife. Erle to check on this.

1. **Consultancy**

There is a general agreement in the group that we will require professional help.

A tender document needs to be prepared for general help.

Discussion on how to choose a consultant : how much “due diligence” do we have to be able to justify? Erle to send a work proposal to Liz Alexander.

1. **Work to be done**

- To submit to BPC, a current plan with updated dates and a mention of the consultancy work we’re hoping for; Royce will need it **before** Thursday 9th

- Nature reserve in the north of the parish: suggestion that a sub-group be set up to investigate properly. Dan & Royce start on that; try to work out a rough plan of what would need to be done

**Date & venue of the next meeting: - Tuesday 12th December 8pm at Burghfield Parish Hall meeting room**