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| **MINUTES** | | | |
| **Date:** | **Tuesday 12th December 2017** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** | | |

1. **Members Present**

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

Guests: Liz Alexander

**2. Apologies for Absence** : Robert Elliott, Peter Plant

**3. Minutes of the last Meeting**

* 1. Matters arising : none
  2. Minutes of the last meeting of the Steering Committee held on 3rd November approved.

1. **Treasurer**

Erle explains that the group does not currently have a treasurer, that he is undertaking the role temporarily. Duncan accepts to take on the role of treasurer.

1. **Consultancy**

Liz Alexander presents more information on how and where Bell Cornwell could help in the preparation of an NDP document.

Main points made during the discussion:

* WBerks should be able to be more helpful regarding provisional numbers. Erle to ask Ian about obtaining more information from WBerks
* More public consultation should be undertaken, to ensure parishioners are behind the plan
* possibilities of conflict of interest re Bell Cornwell : John Cornwell is no longer a partner so no conflict of interest, and the firm would be happy to put that in writing.
* Royce to ask at next parish council about about sending out an NDP questionnaire to tie in with a Parish Council one
* Attention should be paid to reach out to all ages and all backgrounds in the community
* Steering group has to take account of tight deadlines for grant applications

1. **Nature reserve**

- Royce and Dan propose looking at all sites that merit protection on biodiversity grounds, and not just those that might form a nature reserve.

- Meeting with Reading branch of the RSPB, who were very supportive. An article will be prepared to publish to the RSPB newsletter

- Mention from Liz: at some point a methodology should be specified by which sites are selected for meriting protection

**Date & venue of the next meeting: - Tuesday 9th January 8pm at Burghfield Parish Hall meeting room**