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| **MINUTES** |
| **Date:** | **Tuesday 13th February 2018** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

**Open forum**

- two people describe their increasing worry about future development, and ask about how they could help NDP group

- a question on why the Chairman was active in Firlands campaign because he does not lives near the area

- short NDP intro by Erle for the first-time public attendance, additions by Ian on overall housing numbers, on WBerks context, and the “why” of proposed Grazeley development

1. **Attendance**

Duncan Godding, Olivier Marsden, Erle Minhinnick, Ian Morrin. Mike Wood, Peter Plant

Paul Lawrence

9 members of the public

 **Apologies for Absence** : - Royce Longton, Ross Mackinnon,

1. **Minutes of the last Meeting**
	1. Minutes of the 12/12/2017 meeting approved, minutes of 09/01/2018 meeting approved after noting that D. Gregory is not a member of the steering group.
	2. Matters arising :

suggestion by Paul that we consider a professional project manager and secretary

1. **Report from the chairman**

Dates for future meetings: in the past, have been agreed inside steering group, Erle is proposing from now on 2nd Tuesday of the month. General agreement. We have now received documentation from WBerks. They are large documents; we are to look through documents by next meeting, Erle and Royce to report on them at next meeting. Going forwards, Erle wants to be able to designate “readers” who would report back on specific documents at following meeting.

- description of the Three Mile Cross scenario from member of public, where the style of housing can be defined but not the number

1. **Event diary update**

May Fayre 13th may, Erle asked for volunteer to “manage” the stand; Ian volunteers.

1. **Social media & web update**

David happy to help on web content, but points out that “engagement” is very important. Erle asks committee members to submit articles / news items to committee for website updates.

Article on NDP procedure to be put on website, to describe why we need input from the public.

1. **Project plan update**

Nothing to report

1. **Finance**

Erle has submitted application for grant and for consultancy to BPC; it is going to BPC Finance Committee on Thursday. A process will be discussed for how to request funding from BPC in the future.

1. **Methodology update**

There will be liaison with BPC Communication sub-committee about getting Vision Statement questionnaire released with BPC questionnaire. Erle asked for ideas for future questionnaires. Mike : we shouldn’t go for too many questionnaires, risk of fatigue from the parish; Ian : we need to start focusing on more detailed points. Paul suggested asking Mortimer how they designed their questionnaires; Erle to ask Mortimer. Martin Henderson : public need to understand what they’re being asked. Events : Erle suggests drop-in centres as was done for RAFS; Paul says good idea; Ian says can’t be done without considering milestones. Paul: dedicate an NDP meeting to setting these up.

1. **Matters for future discussion**

**-** Mortimer information (questionnaires, methodology etc)

- Information on dates from Ian: more solid dates for WBerks plans, to feed in to project plan.

**Date & venue of the next meeting: - Tuesday 13th March 8pm at Burghfield Parish Hall meeting room**