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| **Minutes of the NDP Steering Committee** | | | |
| **Date:** | **Tuesday 10th April 2018** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** | | |

**Open forum (4 members of the public in attendance)**

* A member of the public asked whether they could be allowed to comment at the end of the meeting or ideally at the end of each topic.  
  EM responded that the Steering Committee followed Parish Council guidelines which said that accepting interventions outside the Open Forum section was at the discretion of the chairman and could depend on the time available and amount of work to do. He noted that members of the public were perfectly welcome to join the committee if they wanted a greater opportunity to contribute. He noted that two Parishioners had contributed a draft wording for the Vision Statement following an intervention at the previous meeting.
* A member of the public requested that comments from the public be minuted and that minutes were posted in public in advance of the next meeting (marked as draft if necessary).  
  EM advised that the principle was that minutes must be approved before being made public. He agreed to confirm this protocol with the Parish Council Chairman
* A member requested more information on the people on the committee and that their roles be made available on the web-site. Do they need to attend on a regular basis?   
  OM noted that the web-site included an invitation to join the committee. DK suggested that “roles”, and limits on numbers of committee members be made an item for discussion at a future meeting.

1. **Attendance**

Duncan Godding (DG), Olivier Marsden (OM), Royce Longton (RL), Erle Minhinnick (EM, Chair), Mike Wood (MW), Robert Elliot (RE), Liz Slocombe (LS), Dan Kellaway (DK)

Apologies for Absence : -Peter Plant, Martyn Henderson

1. **Minutes of the last meeting**
   * 1. Minutes of the meeting held on 13/03/2018 were approved
     2. Matters arising : None
2. **Report from the Chairman (EM)**

EM reported that Olivier was standing down as secretary. He expressed his gratitude for all the work done by Olivier and proposed a vote of thanks which was heartily supported. He requested a volunteer to take on the role. Mike Wood put his name forward. EM proposed that MW be accepted as Secretary of the Steering Group, seconded by RL, passed unanimously. EM noted that the PC Clerk has volunteered to provide guidance on the secretarial role.

**ACTION 180401**: MW to contact Cally regarding the guidance offered on the secretarial role by next meeting.

Quiz evening participation. EM reported that the Steering Committee had entered a team into the Bowls Club Quiz as a profile-raising activity and we hadn’t come last.

1. **Event diary update (EM)**

May Fayre 13th May. Further discussion on plans for the May Fayre was deferred until the anticipated arrival of Ian Morrin, who was to lead on this item. In practice Ian was delayed beyond the end of the meeting.

1. **Social media & web page update (DG)**

DG noted that we needed some high quality (i.e. high resolution) photographs of Burghfield to enhance the web-site. It was suggested that David Gregory would be a good source. A link could be added to the web-site to allow visitors to upload photographs. Two Parishioners in attendance, Claire and Roger Tilson, as members of Burghfield Camera Club, offered to take some photographs (once the weather improved).

1. **Project plan update (LS)**

LS presented her draft Project Plan. The overall timeframe is 18 months including the statutory consultation periods.

Activities on the plan that could be started immediately were highlighted in Red font. The plan was updated to show which Steering Committee member was responsible for each activity.

The first priority is to produce information to go on posters for the May Fayre. It was noted that it had been agreed at the previous meeting that the May Fayre would be used to explain the process and approach rather than trying to gather information from the public this year.

The plan assumes a paper questionnaire distributed to each house plus an online response facility. Talks would be arranged for local groups (including, but not limited to: WI, Café B, Friendly Firs, Scouts/Guides).

The aim was to collect the information by the end of October 2018 for analysis.

EM requested that the plan was updated to show the following:

* 1. A unique identifier for each row
  2. Rows for ongoing costs such as the web-site and meeting room bookings (it was suggested these be shown as dependencies)
  3. Version Control for the plan (date to be added to filename)

In addition RL requested an activity to engage with land owners be added

It was suggested that a database of who owns what land around the parish should be considered.

**Draft Communications Plan (RE)**

The draft Communications Plan was presented by RE.

The next step will be to add content to the context.

**ACTION 180402**: Liz and Robert to update the Project Plan and Communications Plan to bring them into alignment.

There was general agreement from the committee with the approach and tone of the message in the draft communications plan.

1. **Finance (EM)**

We now have the Parish Council form required to request the £150 cost of an Environment plan from the Thames Valley Environment Records Centre.

**ACTION 180403**: LS to supply budget plan reference by 11th April.

**ACTION 180404**: RL to present request to the Parish Council on 12th April.

A parishioner, Alison May, offered to send the list of 15 TVERC sites to Claire Tilson, as locations for the photographs for the web-site.

1. **Methodology statement update (EM)**

Vision statement questionnaire: The Parish Council will not send out their questionnaire until September; but has offered to distribute the NDP questionnaire with (or as part of) the next Parish Council newsletter.

The Parish Council wants to see evidence that the vision statement has been derived from the consultations held to date e.g. April 2017’s meeting at the CSA. Lesson Learned: we need a repository/archival process for formal documents.

**ACTION 180405**: DG to propose a process method to the next committee meeting.

Other actions to progress the vision statement:

**ACTION 180406**: LS/RL to visit the West Berkshire Council offices to liaise on the Housing Needs Assessment.

It was agreed that each committee member present would take responsibility for drafting up to 12 questions on one of the key topics in the NDP scope (see draft project plan for allocation).

**ACTION 180407**: All committee members present: send set of 10-12 questions to EM by 30/04/2018.

LS suggested using questions used by other NDP groups and tailoring them to Burghfield. RE suggested that there was no need to focus on the detailed wording of each question as we would want the questionnaire to have a common style. RE has access at work to experts on questionnaire design and offered to use them to review our proposals.

DG offered to take the lead with the Parish Council over applying for grants but noted that formally any such requests may need to come through the Chair.

Environmental sub-group (RL/DK) to take responsibility for preparing the Complementary Chapter.

1. **Matters for future discussion (EM)**

Committee roles

Whether we need to find out who owns what land within the Parish.

1. **Date & venue of the next meeting (EM)**

We had received a request to move our meetings to the 3rd Tuesday of the month (partly to ease pressure on the car park). This was agreed; therefore the next meeting will be:

**Tuesday 15h May 8pm at Burghfield Parish Hall meeting room.**

**ACTION 180408**: DG to update the web-site with the new dates.

**ACTION 180409**: MW to ensure that the hall is booked.