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| **Minutes of the NDP Steering Committee** |
| **Date:** | **Tuesday 15th May 2018** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

**Open forum (7 members of the public in attendance)**

* A member of the public asked how many members were on the committee and whether they attended regularly.
EM responded that this would be addressed under item 8.
* A member of the public had submitted an e-mail regarding the area in scope of the NDP just prior to the meeting..
This was deferred to discussion under item 10.
* A member of the public asked whether there was a maximum size to the committee?
EM responded that there was currently no problem with accommodating all those who wished to be on the committee.
1. **Attendance**

Erle Minhinnick (EM, Chair), Liz Slocombe (LS), Duncan Godding (DG), Dan Kellaway (DK), Olivier Marsden (OM), Royce Longton (RL), , Robert Elliot (RE), Martyn Henderson (MH), Ian Morrin (IM, item 5 onwards), Mike Wood (MW, Secretary)

Apologies for Absence: -Peter Plant, IM had advised he would arrive late.

1. **Minutes of the last meeting**
	* 1. Minutes of the meeting held on 10/05/2018 were approved
		2. Matters arising:

| **Ref.** | **On** | **Action** | **Update** | **Status** |
| --- | --- | --- | --- | --- |
| 180401 | MW | Contact Cally regarding guidance on secretarial role | Cally has provided guidance. F2F meeting to be arranged | Ongoing |
| 180402 | LS/RE | Update Project and Comms Plans to bring into alignment | Complete | Complete |
| 180403 | LS | Supply budget plan references | Complete | Complete |
| 180404 | RL | Present budget request to PC on 12th April | Budget in place | Complete |
| 180405 | DG | Propose Process Method for archiving | See item 9 | Complete |
| 180406 | LS/RL | Visit WBC to liaise on Housing Needs Assessment | See notes below | Complete |
| 180407 | All | Send draft questions to EM | Complete | Complete |
| 180408 | DG | Update website with new meeting dates | Complete | Complete |
| 180409 | MW | Book hall for new meeting dates | Complete | Complete |

RL distributed the attached information from WBC regarding the Housing Needs Assessment. The following clarifications were noted:

* SEA or HNA: this will be made clear by WBC
* Although the Local Plan is not due until 2020 it is still worth continuing with the production of the NDP as it will still have some weight even if it has not yet gone to referendum
* It is not possible to designate “large tracts of land” as Local Wildlife Sites (or Green Space)
1. **Report from the Chairman (EM)**

EM expressed his disappointment with the support from committee members on the stall at the May Fayre.

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

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

Scarecrow Trail: half-term week.

**ACTION 180501**: LS to arrange an NDP stand for the scarecrow trail.

Box Kart Bash: 24th June; RL has arranged for a stall at the Box Kart Bash.

**ACTION 180502**: DG to organise NDP stall.

Family Bike Ride: 17th June.

**ACTION 180503**: LS to arrange an NDP stand for the Family Bike Ride.

Mortimer Fun Day: it was agreed not to attend this as it is out of our area.

It was noted that the policy is to attend events to publicise the questionnaire.

1. **Communication Update (RE)**

There has been no update to the Communications Plan; the next task is to flesh out the details.

A series of boards were produced for the May Fayre; these are available for re-use at other events.

May Fayre review:

* It was agreed that we needed a rota of supporters for future events
* There was a lot more awareness of the NDP among the public than in the past
* We missed the opportunity to talk to some people as there weren’t enough committee members on the stand
* The questions on the boards were helpful to demonstrate progress and were sufficient to support awareness of the questionnaire and referendum.

**ACTION 180504**: RE to document the questions and comments left by members of the public and ensure that they are suitably archived.

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

Note that discussions related to the Project Plan as opposed to the Project Schedule that was considered at the last meeting. It was confirmed that the referendum requirement is for 50%+1 of the votes cast to be in favour (there is no turnout requirement).

LS outlined the planned content and approach to getting responses to the Consultation Questionnaire.

The approach to presentations to groups and consolidation of data was considered. There was consensus that we could distribute individual questionnaires and use powerpoint to help explain the questions but we should not try to record a group response (e.g. by show of hands).

RE advised that he had a list of approximately 40 local groups, including contact information.

**ACTION 180505**: RE to build the approach into the Communications Plan.

**ACTION 180506**: RE to prepare a presentation for use with groups.

**ACTION 180507**: LS to revise the Project Schedule in line with the latest thoughts.

There was consensus that we should use the Vision Questionnaire at impending events rather than a subset of the Consultation Questionnaire.

1. **Finance (DG)**

DG reported that he had attended the PC Finance Committee meeting.

The method for obtaining funding had been agreed.

Grant requests for NDP work should come from the PC (via the PC Clerk).

The Budget from last year was still valid

1. **Committee Roles (EM)**

The NDP committee has the following roles:

Chair: EM

Vice-Chair: RL

Secretary: MW

Communications: RE

Project Manager: LS

Treasurer: DG

Web-site Mgr: DG

Archivist: DG

EM proposed that non-attendance at three committee meetings in a row without good reason should result in the member being asked to stand down (commencing with the next meeting).

**ACTION 180508**: DG to propose an amendment to the ToRs to the PC

It was agreed that there was no need to try to set a limit on the committee size.

1. **Methodology Statement Update (EM)**

Do we need a register of land ownership with the Parish? It was noted that the process of landowners offering potential sites for consideration would cover this.

Repository/Archive of data: it was agreed that this would be managed through one person being responsible for uploading the data (DG) with one back-up (OM).

1. **Matters for future discussion (EM)**
2. Proposal from a member of the public asking the committee to consider revising the NDP area.
3. IM to present the status of current locations and planning proposals in and around the Parish (so committee members can have informed discussions with members of the public). It was noted that DG is on the PC Infrastructure Committee and that the NDP Steering Group do not respond to individual planning applications as a matter of policy.
4. Storage of presentation material.
5. **Date & venue of the next meeting (EM)**

**Tuesday 19h June 8pm at Burghfield Parish Hall meeting room.**

**ACTION 180509**: RE to arrange the next questionnaire meeting.