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| **Minutes of the NDP Steering Committee** | | | |
| **Date:** | **Tuesday 19th June 2018** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** | | |

**Open forum (5 members of the public in attendance)**

* A member of the public asked why the Sulhamstead part of the settlement of Burghfield was excluded from the scope of the NDP. .  
  RL responded that Sulhamstead Parish Council had been invited to be part of the NDP but had decided against it (reasons did not have to be given). Members of the public resident in Sulhamstead Parish were recommended to make representations to their Parish Council (with sufficient support in attendance) if they wished this to change.
* The status of the Questionnaire currently in circulation was queried. It was clarified that this was the Vision Questionnaire. A digital version was now available and would be linked from the Burghfield Community web-site
* A member of the public asked whether IM was an ex-officio (non-voting) member of the NDP sub-committee (in his role as District Councillor)?   
  It was clarified that IM is a full member of the sub-committee as a Burghfield resident.

1. **Attendance**

Royce Longton (RL, Chair), Liz Slocombe (LS), Duncan Godding (DG), Dan Kellaway (DK), Olivier Marsden (OM, item 4 onwards), Martyn Henderson (MH), Ian Morrin (IM), Mike Wood (MW, Secretary), Paul Lawrence (PL, Parish Council Chair)

Apologies for Absence: - Erle Minhinnick, Robert Elliot (RE), Peter Plant, OM had advised he would arrive late.

1. **Minutes of the last meeting**
   * 1. Minutes of the meeting held on 15/05/2018 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 |
| 180501 | LS | Arrange NDP stand for scarecrow trail | Complete; unmanned information stand only | Complete |
| 180502 | DG | Arrange NDP stand for Box Kart Bash | Duncan and Martyn will be stewarding | Closed |
| 180503 | LS | Arrange NDP stand for Family Bike Ride | Arranged, 42 responses received (see below) | Complete |
| 180504 | RE | Document questions and comments from members of public at May Fayre and ensure they were archived | Deferred to next meeting | Ongoing |
| 180505 | RE | Build approach to local groups into Comms Plan | Deferred to next meeting | Ongoing |
| 180506 | RE | Prepare a presentation for use with groups | Deferred to next meeting | Ongoing |
| 180507 | LS | Revise Project Schedule in line with latest thoughts | Plan has been updated; to be sent to committee members | Ongoing |
| 180508 | DG | Propose amendment to NDP Group ToRs to ask anyone missing three consecutive meetings without good reason to be asked to stand down | After further discussion it was decided this wasn’t necessary. The Chair will write to anyone missing such meetings to ask whether they plan to continue | Closed |
| 180509 | RE | Arrange next questionnaire meeting | Completed by Erle | Complete |

LS outlined the questionnaire responses from the Scarecrow Trail stand: 42 received, almost all in favour. A common concern raised was for infrastructure to precede new housing. IM pointed out that this was only achievable for large builds.

LS has produced 200 colour versions of the Vision Questionnaire for use at events (with the word Parish added for clarification). It was agreed to ask any Parish Councillors at the Sports Day on 1st July whether they’d be prepared to hand out the questionnaires.

**ACTION 180601**: MH to collate the Vision Questionnaire responses.

**ACTION 180602:** IM to find out the storage requirements for data from WBDC.

It was noted that the questionnaires included a request to be kept informed through providing contact details.

1. **Report from the Chairman (RL)**

EM had reported on the Burghfield NDP experience so far to the Finchampstead NDP Group.

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

Box Kart Bash, 24th June and Parish Council Family Sports Day, 1st July ; it was agreed to try to man a stall from 2 to 5pm.

Future event: Burghfest

1. **Communication Update (RE)**

A meeting of the questionnaire sub-group had been held on 12th June; there was still a significant amount of work to finalise the questions.

**ACTION 180603**: MW to contact Cally to find out when the Communications Committee of the Parish Council is planning to issue their questionnaire (September?).

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

There has been no progress on contacting groups who may be interested in a presentation on the Consultation Questionnaire.

**ACTION 180604**: LS to arrange logistics for a pop-up stand in front of local shops.

**ACTION 180605**: MW to supply LS with a soft-copy of the Growing Burghfield logo.

LS advised that we had permission to use the Parish Council Logo and pictures from the Family Bike Ride. The Burghfield Santas have also agreed to provide a copy of their photos.

DK provided a report from the Wildlife Sub-Committee.

It was noted that the Consultation Questions need to be deliverable. Once drafted they will be subject to Parish Council approval. For instance, several members of the public have suggested that the Burghfield Common allotments could be moved (ideally to a more fertile location) and the area used for a village centre.

**ACTION 180606**: MW to write to Cally asking whether relocating the allotments to allow the space to be sold for the development of e.g. village centre shops and amenities, would be permissible under the deeds. N.B. for the avoidance of doubt, this is investigating whether it would be allowed, not proposing it.

1. **Finance (DG)**

DG reported that there were outstanding payments to LS and OM.

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

IM reported that he was awaiting a response from the builders involved in order to report back on the status of existing planning applications.

The written submission from a member of the public requesting a review of the area covered by the NDP would be responded to in writing in due course. IM advised that he had taken legal advice from the WBDC legal representatives regarding the points made in the letter and the results of this would be included in the written response.

1. **Matters for future discussion (RL)**
2. None noted.
3. **Date & venue of the next meeting (RL)**

**Tuesday 17h July 8pm at Burghfield Parish Hall meeting room.**

RL offered his apologies for that meeting.