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| **Minutes of the NDP Steering Committee** |
| **Date:** | **Tuesday 24th July 2018** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

**Open forum (1 member of the public in attendance)**

* A member of the public advised that he had attended a Sulhamstead PC meeting and that they were due to discuss what they wanted to do about an NDP on Thursday 26th July. .
After some debate it was agreed that the committee should wait for Sulhamstead PC to make contact if they wished.
1. **Attendance**

Erle Minhinnick (EM, Chair), Royce Longton (RL), Liz Slocombe (LS), Duncan Godding (DG), Dan Kellaway (DK), Martyn Henderson (MH), Robert Elliot (RE), Mike Wood (MW, Secretary)

Apologies for Absence: -Olivier Marsden, Ian Morrin

1. **Minutes of the last meeting**
	* 1. Minutes of the meeting held on 19/06/2018 were approved
		2. Matters arising:

| **Ref.** | **On** | **Action** | **Update** | **Status** |
| --- | --- | --- | --- | --- |
| 180401 | MW | Contact Cally regarding guidance on secretarial role | Issues addressed by e-mail to date | Ongoing |
| 180504 | RE | Document questions and comments from members of public at May Fayre and ensure they were archived | Complete, figures presented | Complete |
| 180505 | RE | Build approach to local groups into Comms Plan | Outstanding | Ongoing |
| 180506 | RE | Prepare a presentation for use with groups | Draft ready for circulation | Ongoing |
| 180507 | LS | Revise Project Schedule in line with latest thoughts | Complete, circulated during the month | Complete |
| 180601 | MH | Collate Vision Questionnaire responses | Results so far presented | Ongoing |
| 180602 | IM | Find out storage requirements for data from WBDC | Ongoing | Ongoing |
| 180603 | MW | Ask Cally when Comms Committee of BPC is planning to issue their questionnaire | Response awaited | Ongoing |
| 180604 | LS | Arrange logistics for pop-up stand in front of shops | Shops not keen but pubs are interested | Ongoing |
| 180605 | MW | Supply LS with soft copy of Growing Burghfield logo | Supplied | Complete |
| 180606 | MW | Write to Cally regarding permissibility of moving allotments/reusing space | Cally confirmed this would not be possible | Complete |

MW confirmed that he had responded in writing to the questions from the member of the public regarding a) the Burghfield NDP area in scope and b) the terms of reference of the committee. Copies had been circulated to committee members.

It was noted that it is desirable to keep discussions off Facebook (or other social media) until decisions had been finalised.

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

EM reported that, following discussions over attendance, Yvonne Redgrave, Dave Godwin and Hugh Dalgleish had left the committee (whilst continuing to support its aims).

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

Box Kart Bash and Family Bike Ride had been attended. We were unable to man a stand at the Parish Council Family Sports Day on 1st July.

Future event: Burghfest

1. **Communication Update (RE)**

LS reported that she had asked several people what was meant by “a village feel” and what people liked about Burghfield. Responses varied but common themes were:

* “a village green with ducks”
* A pub you can walk dogs to
* Some wanted shops in one location (particularly if driving with kids in the car); others liked the current distribution
* Burghfield was liked for the opportunities to walk around the village and talk to people

It was agreed that hosting a walk around the village may be a good way to foster engagement (it was noted that walking the boundaries was not feasible (primarily due to the M4 and AWE).

There was discussion about the extent to which contributions to the NDP from people outside the parish boundary should be considered. It was agreed that they should not be actively sought. The expectation is that the Consultation Questionnaire will be by household

**ACTION 180701**: EM to contact Cally to find out what controls the BPC would apply to ensure responses are from parish residents and to avoid multiple responses from individuals.

EM expressed his thanks to RE for turning the draft Consultation Questionnaire into a cohesive document. Twelve of the 69 proposed questions have been reviewed. Once complete the draft will be circulated to the full committee for review. A decision on the number of questionnaires versus individual size is yet to be taken.

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

The site allocations are expected to be released in September 2018.

LS presented the current project plan and accepted comments for update.

There was a consensus to use the current logo and strapline.

**ACTION 180702**: RE to formalise the visit schedule within the Communications Plan.

LS presented a draft poster inviting residents to an initial set of “come and talk to us” consultations on the following dates:

* Friday 27th July Cunning Man
* Monday 6th August Café B
* Saturday 18th August Fox and Hounds
* Date TBC Bland’s Court

It was agreed with a modified list of areas to be included and the additional of a link to the NDP group website.

It was agreed that the Questionnaire sub-group should review the timing of sending out the questionnaire with respect to the release of housing numbers data versus aligning with the Parish Council Questionnaire.

LS advised that she had drafted a progress report to the Burghfield Parish Council that confirmed that we were on-budget and on-plan. She may be invited to address the September BPC meeting.

**ACTION 180703**: LS to issue progress report to BPC.

Housing Needs Assessment (HNA): this needs to be done in accordance with a recognised methodology so we should ask Laila at WBDC for advice.

**ACTION 180704:** LS to ask Laila Bassett for suggestions who could conduct the HNA and a likely cost.

1. **Finance (DG)**

Nothing to report.

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

MH reported that we had received 89 hard-copy and 5 web-site responses to the Vision Questionnaire. With regards to the hard-copy responses 80 were in favour and 9 were either against or did not answer the question.

Lesson learned: the black and white questionnaires sent out with the Parish Newsletter had had a virtually nil response. We need to consider other methods for the Consultation Questionnaire.

**ACTION 180705**: RE to draft an e-mail response to those who asked to be kept informed.

**ACTION 180706**: DG to advise details for storing archived data.

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

None noted.

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

**Questionnaire Sub-Group: Tuesday 7th August 8pm at Burghfield Parish Hall meeting room.**

**Full Committee: Tuesday 21st August 8pm at Burghfield Parish Hall meeting room.**

MW offered his apologies for both meetings.