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| **`Minutes of the NDP Steering Committee** | | | |
| **Date:** | **Tuesday 21st August 2018** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** | | |

**Open forum (no members of the public in attendance)**

1. **Attendance**

Erle Minhinnick (EM, Chair), Royce Longton (RL), Liz Slocombe (LS), Ian Morrin (IM)

Apologies for Absence: - Mike Wood, Martyn Henderson, Robert Elliott & Olivier Marsden

1. **Minutes of the last meeting**
   * 1. Minutes of the meeting held on 24/07/2018 were not approved because it stated that Action 180601 was Complete which is not the case.
     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 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 | Complete |
| 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 |
| 180701 | EM | 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. | No response | Ongoing |
| 180702 | RE | Formalise the visit schedule within the Communications Plan. |  | Ongoing |
| 180703 | LS | To issue progress report to BPC. |  | Ongoing |
| 180704 | LS | Ask Laila Bassett for suggestions who could conduct the HNA and a likely cost. | Received a “how to do it yourself” link from West Berks. | Complete |
| 180705 | RE | To draft an e-mail response to those who asked to be kept informed. |  | Ongoing |
| 180706 | DG | To advise details for storing archived data. |  | Ongoing |

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

EM reported that there were changes to the NPPF; these will be fully understood and discussed at the next meeting. An appeal to the Theale Lakes development is to be heard. After much discussion it was agreed that RL or RE (Comms Mgr) would represent NDP and put forward the draft Vision Statement. IM to send them the brief. As an aside, the purpose of the Vision Statement and when it is finalised are to be discussed at the next meeting.

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

Since last meeting:

Cunning Man 27th July

Fox & Hounds 18th August

Café B 7th August

Responses to the Vision Statement are positive + there is an emphasis on infrastructure & village wildlife

Planned:

Outside Post Office 25th September 9am onwards

Agreed not to attend Burghfest because it was inappropriate - visited by too many people from outside Burghfield and it was over many days.

Future:

RAF estate – IM has good contact

Blands Court Coffee Morning

1. **Communication Update (RE)**

Nothing to report

1. **Project plan update**

Nature Reserve Sub-group is to contact landowners.

Questionnaire Sub-group : final review is 40% done; need to make these meetings more frequent.

**ACTION 180801**: Questionnaire – MW is to agree with BPC a way of working with the Council to align NDP & Village Questionnaires.

1. **Finance (DG)**

Nothing to report.

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

Nothing to report.

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

Changes to the NPPF

Vision Statement

* what is its purpose?
* when/how will it become the finalised version?

Questionnaire - alignment with BPC Village - progress

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

**Full Committee: Tuesday 18th August 8pm at Burghfield Parish Hall meeting room.**

Chair EM & Vice-Chair RL offered their apologies for this meeting :

**ACTION 180802:** MW to contact BPC Clerk to verify how the Chair of the meeting is decided.