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| **`Minutes of the NDP Steering Committee** |
| **Date:** | **Tuesday 23rd October 2018** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

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

A member of the public asked whether Sulhamstead PC had been in contact with the group. EM advised that no communication had been received.

1. **Attendance**

Erle Minhinnick (EM, Chair), Royce Longton (RL), Liz Slocombe (LS), Ian Morrin (IM), Daniel Kellaway (DK), Duncan Godding (DG), Mike Wood (MW)

Apologies for Absence: - Robert Elliott & Olivier Marsden

1. **Minutes of the last meeting**
	* 1. Minutes of the meeting held on 21/08/2018 were approved.
		2. The updated minutes of the meeting held on 24/07/2018 were approved (with Action 180601 corrected to Ongoing.)
		3. Matters arising:

| **Ref.** | **On** | **Action** | **Update** | **Status** |
| --- | --- | --- | --- | --- |
| 180401 | MW | Contact Cally regarding guidance on secretarial role | No outstanding issues; everything adequately addressed by e-mail to date | Closed |
| 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 |
| 180601 | MH | Collate Vision Questionnaire responses | Results presented | Ongoing |
| 180602 | IM ->DG | Find out storage requirements for data from WBDC | A policy based on the new BPC policy is required. Action transferred to DG to circulate BPC policy for review | Ongoing |
| 180603 | MW | Ask Cally when Comms Committee of BPC is planning to issue their questionnaire | Overtaken by events; discussions to align questionnaires in progress | Closed |
| 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. | Distributed by household individually numbered (number can be used to respond on-line) | Complete |
| 180702 | RE | Formalise the visit schedule within the Communications Plan. | Ongoing | Ongoing |
| 180703 | LS | To issue progress report to BPC. | Report sent but believed not circulated within PC. LS to send again. | Ongoing |
| 180705 | RE | To draft an e-mail response to those who asked to be kept informed. | Ongoing | Ongoing |
| 180706 | DG | To advise details for storing archived data. | To be in-line with Policy covered under action 180602 | Closed, see action 180602 |
| 180801 | MW | To agree a way of working with BPC to align NDP and Village questionnaires | Overtaken by events: LS in discussion with Cally/ Paul regarding alignment | Closed |
| 180802 | MW | Contact BPC Clerk to establish how meeting should be chaired in absence of Chair/Vice-Chair | Preference is to defer meeting until one is available but those present can elect a temporary chair if meeting goes ahead. | Complete |

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

EM requested that the Secretary provide an updated list of attendance at the Committee Meetings.

**ACTION 181001**: MW to provide updated register of meeting attendance to Erle.

EM noted the need to manage the Housing Needs Assessment process

* BPC Clerk has provided guidance on the process
* Laila Bassett will be able to assist
* We will need to find the data required

**ACTION 181002**: LS to send list of data required to IM.

**ACTION 181003:** IM to establish which data he already has as a starter.

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

Handing out the Questionnaire was deferred to last weekend to avoid clashing with Burghfest. About ten responses received, all generally in favour of the proposed Vision.

No further events regarding the Vision Statement are planned pending the decision on when to release the Consultation Questionnaire.

Meetings were offered to various groups but only Blands Court accepted.

1. **Communication Update (LS)**

There was discussion over whether we needed to formally adopt the Vision Statement. The consensus was that this was not necessary until it was included in the proposed NDP.

IM noted that we may need to include better links to the proposed Village Hub.

The questionnaire sub-group has finalised the proposed set of questions. There has been some feedback from West Berkshire that will be addressed at the Questionnaire sub-group meeting concerning:

* Adding introductory text
* The basis for making a choice
* Opportunities to complete on-line
* Whether there are too many questions
* How we can test it prior to wider release

Questionnaire sub-group to meet 31st October to review WBDC comments.

**ACTION 181004**: MW to book room.

We need to avoid duplication with the BPC Questionnaire but haven’t seen that yet.

**ACTION 181005:** DK to attend next BPC Communications sub-group meeting to present the NDP Questionnaire.

The desirability of delivering a copy of the questionnaire to all electors was discussed. It was agreed that there were too many practical difficulties so it would just be distributed by household.

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

LS reported that no review of the current plan was necessary; the next major decision is when to release the Questionnaire.

The next BPC Newsletter deadline is 11th November.

**ACTION 181006**: EM to draft copy for inclusion in the newsletter.

1. **Finance (DG)**

Invoices due from OM are outstanding.

**ACTION 181007:** OM to submit invoices for web-hosting**.**

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

RL circulated information from Laila Bassett. In summary: there is no need to hold discussions with developers until after sites have been selected; all our areas of concern are already designated as Green Spaces.

Hedgehog Highways: RL had previously circulated information regarding hedgehog highways and whether we should include these in the NDP. We may already have a question covering this topic.

Potential extinguishment of bridleways: information had been supplied by WBDC. It was noted that this was outside our scope but agreed that we should publish the information for the benefit of the public.

Workshop on computerised mapping (using QGIS): to be held in Wantage on 19th February; RL/EM to attend.

Heritage: RL/DG to apply to the BPC Finance Committee for £200 to fund a presentation on Heritage Assets in the Parish.

**ACTION 181008:** RL/DG to apply to BPC Finance Committee for heritage presentation funding**.**

AWE exclusion zone: IM reported that AWE wanted to do a presentation to multiple local parishes regarding the new exclusion zone.

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

Grazeley development: what is the BPC view regarding this development? Should the NDP Group have an independent view given the impact on the housing allocation?

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

**Full Committee: Tuesday 20th November 8pm at Burghfield Parish Hall meeting room.**

**Questionnaire sub-group: Wednesday 31st October 8pm Burghfield Parish Hall meeting room**

MW offered his apologies for the latter meeting.