|  |
| --- |
| **`Minutes of the NDP Steering Committee** |
| **Date:** | **Tuesday 20th November 2018** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Parish Hall meeting room** |

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

There were no members of the public in attendance.

1. **Attendance**

Erle Minhinnick (EM, Chair), Royce Longton (RL), Liz Slocombe (LS), Olivier Marsden (OM), Ian Morrin (IM), Duncan Godding (DG), Mike Wood (MW)

Apologies for Absence: - none

1. **Minutes of the last meeting**
	* 1. Minutes of the meeting held on 23/10/2018 were approved.
		2. Matters arising:

| **Ref.** | **On** | **Action** | **Update** | **Status** |
| --- | --- | --- | --- | --- |
| 180505 | RE | Build approach to local groups into Comms Plan | EM to request an update on progress on open RE actions | Ongoing |
| 180506 | RE | Prepare a presentation for use with groups | Draft ready for circulation | Ongoing |
| 180601 | MH | Collate Vision Questionnaire responses | EM to request an update on progress | Ongoing |
| 180602 | DG | Circulate BPC policy on storage requirements for data from WBDC for review | Policy requested; awaiting response | Ongoing |
| 180702 | RE | Formalise the visit schedule within the Communications Plan. | Ongoing | Ongoing |
| 180703 | LS | To re-issue progress report to BPC. | Sent and noted. PL requested brief updates; to be supplied on request | Complete |
| 180705 | RE | To draft an e-mail response to those who asked to be kept informed. | Ongoing | Ongoing |
| 181001 | MW | Provide register of attendance to EM | Complete, see Report from the Chairman | Complete |
| 181002 | LS | Send list of data required for Housing Needs Assessment to IM | Complete: HNA is only needed if we are substantially different to other villages; otherwise we can use the Local Plan | Complete |
| 181003 | IM | Establish which HNA data is already in IM possession | Ongoing | Ongoing |
| 181004 | MW | Book room for Questionnaire Sub-Group meeting on 31st October | Complete | Complete |
| 181005 | DK | Attend next BPC Communications Sub-Group meeting to present the NDP Questionnaire | Ongoing | Ongoing |
| 181006 | EM | Draft copy for inclusion in BPC parish newsletter | Complete | Complete |
| 181007 | OM | Submit invoices for web-hosting | Ongoing | Ongoing |
| 181008 | RL/DG | Apply to BPC Finance Committee for £200 for Heritage Presentation | Granted, presentation to be held 20/12/2018 | Complete |

**ACTION 181101:** RL to invite members of BPC to Heritage Presentation on 20/12/2018.

**AWE Exclusion Zone briefing:** MW has made arrangements for this to be held at St.Mary’s Church.

**ACTION 181102:** IM to arrange a date with John Steele at AWE.

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

EM advised that he had reviewed the attendance register and noted that Peter Plant had been absent without apology for the last three meetings and hadn’t attended since February. It was therefore assumed that he was no longer part of the sub-committee. Erle would write to Peter to confirm this.

EM had received an invitation to a presentation by Bluestone Planning of the company’s experience in supporting NDP Groups. On enquiring further he found that the event was full but Sharon Brentnall from Bluestone offered a (free) presentation to the group if interested. It was agreed that we should defer this until we had a particular need to address.

**ACTION 181103**: EM to write to Bluestone requesting we defer a presentation.

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

LS held a Halloween stand for the Trick or Treater’s parents and handed out the remaining Vision Questionnaires but had only received one response.

It was agreed that the NDP group would decorate a tree for the St.Mary’s Christmas Tree Festival over the weekend of 14th/15th/16th December.

**ACTION 181104**: EM/LS to arrange decoration.

**ACTION 181105**: IM to see whether he had a spare tree to use.

1. **Communication Update (EM)**

The Questionnaire Sub-Group has “finalised” the Questionnaire but EM requested assistance with writing an introduction; OM volunteered.

**ACTION 181106**: OM to assist with writing Introduction to the Questionnaire.

It was noted that we needed clarification from Laila Bassett regarding her comments on Q1.

**ACTION 181107**: IM to expedite.

Two potential areas of duplication with the BPC Questionnaire had been identified:

* Questions seeking information on the use of footpaths and bridleways: it was agreed we would use the data from the BPC questionnaire.
* Questions on the Environment/Infrastructure Development: it was agreed that our question was sufficiently distinct and would be kept as is.

It was noted that we should use the Village Design Statement as part of our evidence base.

Concerns had been raised that our Questionnaire was too wide-ranging, going outside an NDP’s remit. The consensus was that we wanted to be bold and to try to include as much relevant information as possible (it being easier to remove items later). We cannot see a problem with referencing facts (e.g. that wildlife sites are already protected). In the end, we need to produce a document that can get support at a referendum.

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

LS reported that no review of the current plan was needed.

1. **Finance (DG)**

The request for funding for the Heritage presentation was believed to be approved but a formal response is awaited.

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

The WBDC consultation on the Local Plan was noted. It is due to be considered by the BPC Infrastructure Committee on Thursday 22nd November.

**ACTION 181108**: All to read Local Plan review documentation and circulate thoughts on comments to make. IM will collate the thoughts and draft a suggested response.

EM had circulated some information on training courses prior to the meeting. It was agreed that these didn’t appear to add much to our existing knowledge and the cost of £60/delegate could not be justified.

Grazeley Development: This has been rolled into the revised Spatial Area proposals in the draft Local Plan. The Councils have made an application for funding from central government for the required infrastructure. Feasibility studies are being conducted.

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

BPC has adopted an approach whereby members of the public asking questions or making comments have been asked to identify themselves and whether they are Parishioners (privately to the Secretary if necessary). There is no requirement for the information to be documented.

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

**Heritage Presentation:** Thursday 20th December, 7:45 for 8pm Burghfield Parish Hall meeting room

**Full Committee:** Tuesday 15th January 2019, 8pm at Burghfield Parish Hall meeting room.