

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP

Tel: 0118 970 1754 Email: burghfieldclerk@gmail.com

Minutes of the NDP Steering Committee

Date: Tuesday 19th March 2019

Time: 8.00pm

Place: Burghfield Parish Hall meeting room

Open forum (one member of the public in attendance)

There was one member of the public in attendance, observing with a view to joining the committee.

1. Attendance

Erle Minhinnick (EM, Chair), Royce Longton (RL), Dan Kellaway (DK), Ian Morrin (IM), Olivier Marsden (OM), Martyn Henderson (MH), Mike Wood (MW)

Apologies for Absence: - Duncan Godding (DG), Liz Slocombe (LS)

2. Minutes of the last meeting

a) Minutes of the meeting held on 26/02/2019 were approved.

b) Matters arising:

Ref.	On	Action	Update	Status
180506	RE/MH	Prepare a presentation for use with groups	MH to request a copy of draft from RE and update	Ongoing
180602	DG	Circulate BPC policy on storage requirements for data from WBDC for review	See discussion under Methodology statement.	Complete
181003	IM	Establish which HNA data is already in IM possession	Awaiting response to query	Ongoing
181107	IM	Expedite response from Laila Bassett regarding her queries on Q1	EM obtained information directly from Laila	Complete
190201	DG	Liaise with BPC on distribution/return of questionnaires	Ongoing	Ongoing
190202	DK	Draft front cover for questionnaire	Complete	Complete
190203	EM	Update questionnaire with Q1 response and football club question	Complete	Complete

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3. Report from the Chairman (EM)

EM noted that as a committee we needed to sharpen up on completing tasks and actions within the project plan timescales and requested everyone's support to achieve this.

Burghfield Parish Council communications: EM would like to formalise these, so proposed a standard agenda item for the BPC representatives to feedback to the NDP committee each meeting.

4. Event diary update (EM)

It has been suggested that the NDP share a May Fayre stand with the BPC rather than having a separate tent this year.

ACTION 190301: EM to request that we have a table in the BPC tent this year.

ACTION 190302: EM to liaise with BPC about the distribution of the questionnaire.

The NDP committee has been invited to have a stand at the BPC Annual Meeting on 11th April.

ACTION 190303: MH to prepare a presentation on the Vision Questionnaire results.

ACTION 190304: EM to prepare a parish map.

5. Communication Update (EM)

Nothing to report.

6. Methodology Statement Update (EM)

The committee worked through the questionnaire and accepted or amended the final set of proposed changes. On completion there was consensus that that this should be the final version to be put forward to the BPC.

ACTION 190305: MH to finalise the document by accepting all the tracked changes, adding the BP logo to the front of the document and including the Burghfield, it's growing strapline in the footer.

Burghfield Parish Council Data Protection Policy: it was agreed that the NDP Committee should adopt this policy.

7. Project Plan (EM)

EM advised that an update to the Project Plan was expected in the next week.

It was agreed that we should proceed with drafting sections/chapters on the basis of the existing framework.

The committee members agreed to take responsibility for drafting the following sections:

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Responsible (Supported by)	Section
Deferred to end	Introduction
Deferred to end	Executive Summary
Royce	Background to Burghfield
Liz (Martin/Robert?)	Consultation Process
Erle	Vision and Strategy
Erle (Ian/Royce)	Residential Site Allocation
Martin	Housing Mix and Density
Mike	General Design
Ian	Commercial
Olivier	Transport and Infrastructure Development
Daniel/Royce	Biodiversity and Environmental Gain
Daniel	Green Spaces
Royce	Heritage
Ian	Delivery and Monitoring

Erle advised that the draft sections do not need to be complete by the next meeting but each member must be prepared to report on progress.

It was noted that the Mortimer NDP had hooks to the WBDC Local Plan and this was a good approach (but would need to be the next Local Plan)

8. Finance (EM)

We will need to apply to BPC for funding for the questionnaire.

ACTION 190306: DG to ask the BPC for the estimated cost of the questionnaire (based on their recent questionnaire) and then request that funding.

9. Matters for future discussion (EM)

None.

10. Date & venue of the next meeting (MW)

Full Committee: Tuesday 16th April 2019, 8pm at Burghfield Parish Hall meeting room.