

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 16th April 2019

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), Dan Kellaway (DK), Liz Slocombe (LS), Mike Wood (MW)

Apologies for Absence: - Duncan Godding (DG), Ian Morrin (IM)

2. Minutes of the last meeting

a) Minutes of the meeting held on 19/03/2019 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
181003	IM	Establish which HNA data is already in IM possession	Awaiting response to query	Ongoing
190201	DG	Liaise with BPC on distribution/return of questionnaires	Included in action 190302	Closed
190301	EM	Request an NDP table in BPC tent at May Fayre	Arranged	Complete
190302	EM/DG	Liaise with BPC about distribution of questionnaire	Ongoing	Ongoing
190303	MH	Prepare Vision Questionnaire presentation for BPC Annual Meeting	Information available	Overtaken by Events
190304	EM	Prepare Parish Map for BPC Annual Meeting	Complete	Complete
190305	MH	Finalise draft questionnaire for publication to BPC for review	Complete	Complete

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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

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

Ref.	On	Action	Update	Status
190306	DG	Find out estimated cost of questionnaire and distribution and request funding from BPC	Request submitted	Ongoing

3. Report from the Chairman (EM)

EM reported that he had outlined the reasons for producing an NDP, and the current status, at the Burghfield Parish Council Annual Meeting.

4. Report from BPC Representatives (RL/DK)

BPC has reviewed the draft Questionnaire and suggested many minor amendments to the wording. They suggest that we remove the question regarding Burghfield Football Club. They are concerned that there are too many freeform questions. The NDP Steering Committee should expect to receive a set of collated responses after 22nd April.

5. Event diary update (EM)

May Fayre Stand: will be used to advertise the Questionnaire. It was agreed to use the topics from the Questionnaire and show one sample question from each.

ACTION 190401: MW to circulate an e-mail rota for committee members to man the stand.

6. Communication Update (EM)

Nothing to report.

7. Methodology Statement Update (EM)

BPC will collate and supply comments on the questionnaire as noted in the report from the BPC representatives. The plan is to then convene a meeting of the Questionnaire sub-group to address these in time for the next BPC meeting on 16th May.

The timing of subsequent activities is dependent on when approval is given by BPC.

It was agreed that we should allow one month for responses to the questionnaire from the date it was issued.

8. Project Plan (LS)

LS advised that the plan had been updated with the latest progress and in general we were on track.

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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

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

The responsibility for drafting sections needs adding to the plan.

The current state of progress is:

Section	Status
Introduction (EM)	Erle considering
Executive Summary (EM)	Erle considering
Background to Burghfield (RL)	Drafted, to be updated and sent to EM
Consultation Process (LS/MH)	Liz to consider
Vision and Strategy (EM)	In progress
Residential Site Allocation (EM +IM/RL)	Awaiting numbers flowdown
Housing Mix and Density (MH)	No update
General Design (MW)	Data gathering (LS recommended checking Parish Design statement)
Commercial (IM)	No Update
Transport and Infrastructure Development (OM)	No Update
Biodiversity and the Rural Environment (DK/RL)	Good draft ready (note name change)
Green Spaces (DK)	No progress
Heritage (RL)	Started
Delivery and Monitoring (IM)	No update

The target is to have a draft completed as much as can be by the end of September.

It was agreed that sections should be released to BPC and WBDC for comment as they received interim approval from the committee.

9. Finance (EM)

LS hasn't been paid for previously submitted incurred expenses: to be re-submitted.

10. Matters for future discussion (EM)

Depending on the outcome of the BPC election: BPC representatives on NDP sub-committee.

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

Full Committee: Tuesday 21st May 2019, 8pm at Burghfield Parish Hall meeting room.