

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 21st May 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), Dan Kellaway (DK), Liz Slocombe (LS), Ian Morrin (IM), Olivier Marsden (OM), Alison May (AM), Mike Wood (MW)

Apologies for Absence: - Martyn Henderson (MH), Royce Longton (RL)

2. Minutes of the last meeting

a) Minutes of the meeting held on 16/04/2019 were approved as a true record.

b) Matters arising:

Ref.	On	Action	Update	Status
180506	MH	Prepare a presentation for use with groups	LS to send draft to MH	Ongoing
181003	IM	Establish which HNA data is already in IM possession	Chased response but still waiting. N.B. RL should now have access to view sites brought forward	Ongoing
190302	EM/DG	Liaise with BPC about distribution of questionnaire	EM to meet with BPC Clerk to discuss details	Ongoing
190306	DG/EM	Find out estimated cost of questionnaire and distribution and request funding from BPC	EM to raise with BPC Clerk	Ongoing
190401	MW	Circulate e-mail rota for committee members to man the May Fayre stand	Complete	Complete

ACTION 190501: All to send preferred e-mail address for communications to

secretary@burghfieldndp.co.uk .

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ACTION 190502: EM to ask BPC Clerk whether we can have access to a copy of the ID/Address list so that the ID can be entered in a questionnaire being completed in discussion with a resident.

3. Report from the Chairman (EM)

EM reported that following the Parish Council election Duncan Godding had resigned from the NDP Steering Committee. Erle proposed a vote of thanks to Duncan for all his hard work in supporting the work of the committee as Treasurer, Web-site Manager and committee representative on BPC; supported unanimously.

4. Report from BPC Representatives

The BPC representatives have been confirmed as Daniel Kellaway, Royce Longton, Alison May and Ian Morrin.

The Consultation Questionnaire is to be distributed to the new PC this week for review and feedback. Comments are due to be submitted by 5th June; whether we can make any updates in response by the next BPC meeting will depend on when they are collated and released. IM suggested that it may speed up the process if members of the committee were able to attend the next BPC meeting on Thursday 13th June to discuss/agree any changes directly.

5. Event diary update (EM)

May Fayre Stand: EM recorded his thanks to LS for organising the logistics for the May Fayre stand. There was plenty of interest shown by residents. We used a new set of posters (cost £114) to facilitate discussion on the Consultation Questionnaire.

Training: we have been invited to another Training Event "Planning for Change through Community Organising, on Friday 21st June at Woolhampton Village Hall. The details had previously been circulated to committee members. Erle confirmed that he will be attending and invited other committee members to join him.

ACTION 190502: MW to forward details to AM.

Family Bike Ride: it was agreed that we should have a presence at the Family Bike Ride.

ACTION 190503: LS to organise (repeat May Fayre stand).

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6. Communication Update (EM)

Although he has resigned from the committee, Duncan Godding has offered to continue to manage uploads to the NDP web-site (with OM continuing as back-up). It was agreed to accept this generous offer.

The next BPC newsletter copy deadline is 31st May.

ACTION 190504: LS to draft a submission.

7. Methodology Statement Update (EM)

The collated comments on the draft Consultation Questionnaire were received from BPC. The Questionnaire sub-group met to review the comments and produced an amended Questionnaire in response. This was agreed by e-mail and re-submitted to BPC on 15th May.

8. Project Plan (LS)

The current state of progress of the draft NDP is:

Section	Status
Introduction (EM)	Erle considering
Executive Summary (EM)	Erle considering
Background to Burghfield (RL)	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)	Incorporated into draft
General Design (MW)	Data gathering
Commercial (IM)	Forecast to address w/c 27/05
Transport and Infrastructure Development (OM)	Draft ready for incorporation
Biodiversity and the Rural Environment (DK/RL)	Good draft ready (note name change)
Green Spaces (DK)	Drafted and incorporated
Heritage (RL)	Updated in line with changes to Background
Delivery and Monitoring (IM)	Forecast to address w/c 27/05

AM noted the need for version control of the document (this is being maintained by Erle) and the need for confidentiality until it was available for release. Within these constraints it was agreed that we

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should take the draft to the BPC Infrastructure Committee and provide them with an opportunity to look at the draft document.

The new WBDC is expected to release the housing figures in the early Summer.

EM to ask the BPC Clerk for a forecast of when the Parish Council Questionnaire data will be collated and in what form we can have access.

9. Finance (EM)

IM volunteered to take on the role of Treasurer for the NDP Steering Committee.

LS provided a copy of her previous expenses for reimbursement.

10. Matters for future discussion (EM)

MW asked whether it would be helpful to consider Lessons Learned from both successful and failed planning applications within Burghfield in recent years. It was decided that these were primarily policy-driven and was not worth doing.

We need to verify how the Consultation Questionnaire responses will be reviewed.

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

Full Committee: Tuesday 18th June 2019, 8pm at Burghfield Parish Hall meeting room.