

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 18th June 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), Liz Slocombe (LS), Olivier Marsden (OM), Alison May (AM), Mike Wood (MW)

Apologies for Absence: - Martyn Henderson (MH), Dan Kellaway (DK), Ian Morrin (IM),

2. Minutes of the last meeting

a) Minutes of the meeting held on 21/05/2019 were approved as a true record with the half sentence at the end of section 7 that is a duplicate of some of the wording in section 8 deleted.

This has been removed in the published version of the minutes.

b) Matters arising:

Ref.	On	Action	Update	Status
180506	MH	Prepare a presentation for use with groups	LS has sent a draft to MH	Ongoing
181003	IM/RL	Establish which HNA data is already in IM possession	Transferred to RL (as District Councillor) to establish to what data he has access)	Ongoing
190302	EM/DG	Liaise with BPC about distribution of questionnaire	Complete (but see new Action 190601	Complete
190306	DG/EM	Find out estimated cost of questionnaire and distribution and request funding from BPC	Complete (but see new Action 190601	Complete
190501	All	Send preferred e-mail contact address to the NDP Secretary	Complete (Royce noted preference for use of his personal e-mail address)	Complete

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Ref.	On	Action	Update	Status
190502 (first one)	EM	Ask BPC Clerk whether we can have access to a copy of the ID/Address list to facilitate questionnaire completion at events	This is not permitted so as to maintain the anonymity of the responses	Complete
190502 (second one)	MW	Forward details of NDP Training Course to AM	Alison advised that she had not yet decided whether to attend	Complete
190503	LS	Organise stand for Family Bike Ride	Held, with Olivier's help	Complete
190504	LS	Draft NDP submission to next BPC newsletter	Submitted	Complete

We need to clarify with Cally how we can manage multiple responses from individual households as the current format of the questionnaire assumes the paper copies allow this.

ACTION 190601: EM to discuss with BPC Clerk.

It was noted that Martyn may be unable to prepare the Survey Monkey version of the questionnaire.

ACTION 190602: OM to contact MH and discuss what assistance he might require.

It is assumed that there is no cost associated with using the BPC Survey Monkey licence. Erle's outline plan of tasks and costs for producing the questionnaire was amended to add a budget in case we needed to pay to create the survey monkey questionnaire.

3. Report from the Chairman (EM)

Nothing to report.

4. Report from BPC Representatives

Nothing to report.

5. Event diary update (EM)

The Box Kart Bash on 23rd June was considered. It was decided not to request a stall since so many of the audience are from outside the Parish.

It was agreed to wait until September and then focus on Parish-related activities (e.g. stands outside shops).

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6. Communication Update (EM)

It was noted that we did not have a dedicated Communications Manager but agreed that this role could be covered by the Committee (in practice primarily Liz).

7. Methodology Statement Update (EM)

Mike reported that he had attended the BPC full council meeting on 13th June, which had considered the consultation questionnaire and, having received no comments from its members, approved it for distribution with the September BPC newsletter. EM advised that he was awaiting formal confirmation of this.

8. Project Plan (LS)

LS reported that she was generally happy with progress towards having an initial draft document by September. EM noted that we should start to review the draft as a Steering Group. It was agreed to defer this to the October meeting. It was noted that we needed the housing numbers before we could finalise the plan; the allocated housing numbers may be affected by decisions over the proposed Grazeley development.

Alison suggested that holding the NDP data on a central database would be beneficial.

ACTION 190603: AM to find out what access the Steering Group could have to the BPC cloud-based data repository.

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)	In progress
Commercial (IM)	In progress
Transport and Infrastructure Development (OM)	Incorporated into draft
Biodiversity and the Rural Environment (DK/RL)	Good draft ready (note name change)

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Green Spaces (DK)	Drafted and incorporated
Heritage (RL)	Updated in line with changes to Background
Delivery and Monitoring (IM)	In progress

9. Finance (EM)

Liz has not yet been paid her expenses claim.

ACTION 190604: IM to check with BPC Clerk.

LS advised that the printer had not complained of lack of payment so it was assumed this had been cleared.

10. Matters for future discussion (EM)

Daniel has proposed the formation of an Urban Design sub-group. It was agreed to defer discussion on this to the July meeting when Daniel would be able to present his proposal.

The protocol for including items in future agendas was confirmed: ideally include in this part of the previous meeting, or if not advise the Secretary and Chair prior to the agenda being issued. Briefing papers should be distributed to members at least three days before the meeting but may be accepted later at the Chair's discretion.

It was confirmed that Steering Group draft minutes were not published outside the committee and BPC prior to review and approval.

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

Full Committee: Provisionally Tuesday 23rd July 2019 (one week later than previously advised), 8pm at Burghfield Parish Hall meeting room (subject to room availability).

ACTION 190605: MW to rearrange room booking.