

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 23rd July 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: - Martyn Henderson (MH), Olivier Marsden (OM), Alison May (AM), Ian Morrin (IM)

2. Minutes of the last meeting

- a) Minutes of the meeting held on 18/06/2019 were approved as a true record.
- b) Matters arising:

Ref.	On	Action	Update	Status
180506	MH	Prepare a presentation for use with groups	LS has sent a draft to MH	Ongoing
181003	IM /RL	Establish which HNA data is already in IM possession	See notes at end of table	Complete
190601	EM	Clarify with Cally how we can manage multiple responses from individual households	One response per household, people can request additional codes if required	Complete
190602	OM/RE	Contact MH to discuss what assistance he might require in preparing Survey Monkey questionnaire	MH unable to create survey due to pressure of work; OM/RE to work through together	Ongoing
190603	AM	Find out what access NDP Steering Group could have to BPC cloud-based data repository	We can submit items through the Secretary to the BPC Clerk for storage	Complete
190604	IM	Check on progress with paying Liz's expenses with BPC Clerk	LS e-mailed Cally, RL to follow-up	Ongoing

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Ref.	On	Action	Update	Status
190605	MW	Book room for meeting on 23/07 instead of 16/07	Complete	Complete

Regarding action 181003: We await the results of the Questionnaire and District housing numbers allocation to see whether they are aligned; if not we may need to conduct a local HNA. We have received an e-mail from Sinead O'Donaghue advising that a more detailed timetable will be available in September.

Regarding action 190601: EM to update the Questionnaire so it records a single response.

ACTION 190701: EM to update questionnaire.

Storing data on Datto (BPC Cloud data-store):

ACTION 190702: MW to confirm details with Cally.

3. Report from the Chairman (EM)

EM reported that he had attended the Planning for Change through Community Organising workshop along with representatives from the NDP groups of Hermitage, Lambourne, Wokingham, Arborfield + Barkham, Newbury and Hungerford along with the West Berkshire Councillor responsible for affordable housing. It was mostly training on how to engage with members of the public. Erle noted that there were quite a few NDPs in progress at different stages of the process. A course on affordable housing is believed to be planned at Calcot; EM will advise when. The main takeaway was that we should make more use of the website and communicate more.

4. Report from BPC Representatives

Daniel presented some additional environmental questions for consideration following the BPC adoption of a new environmental policy. The BPC Chair had delegated the authority to the NDP Steering Group to add up to five such questions within the current BPC approval of the Questionnaire. The proposals were discussed and mostly incorporated by amendments to existing questions.

ACTION 190703: DK to update questionnaire.

Daniel had suggested an Urban Design Sub-Group

ACTION 190704: DK/MW to meet to discuss the details.

5. Event diary update (LS)

No events planned.

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6. Communication Update (LS/EM)

It was agreed that we should have three banners ready for use with the Questionnaire.

The newsletter goes out 09/03 so everything needs to be ready by 02/09; articles need to be ready by 26/08.

Radio Berkshire may be a good medium to use.

Posters will be placed on the village noticeboards.

It was suggested that we could use the same person that BPC used to transfer hard-copy responses to Survey Monkey (it needs to be someone independent).

A Lesson Learned from the BPC Questionnaire: design the Questionnaire on Survey Monkey then print out the hard-copies in order to maintain alignment. The reference numbers are individual but not meaningfully aligned with the respondent thereby guaranteeing anonymity.

The West Berkshire Archaeology Service is consulting on adding the Burghfield fortified house to the list of sites of interest.

ACTION 190705: RL to inform them that we have included the list on our questionnaire.

West Berkshire draft Statement of Community Involvement: EM to collate feedback.

ACTION 190706: All to send responses to EM.

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)

The information that the Steering Group should ask to be stored on the BPC Datto database was discussed. It was agreed that we should include the following:

- Vision Statement
- NDP drafts
- Vision Questionnaire and Results
- Consultation Questionnaire
- Evidence of Meetings
- Project Plan Baseline and Latest status

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Michael reported that he had discussed the Questionnaire with BPC representatives informally at the St.Mary's Burghfield volunteers day. It had been suggested that we could produce a simplified Questionnaire for use with schools. It was noted that we would need to separate out responses from Burghfield and non-Burghfield residents but with this caveat the idea was agreed. It may also be suitable for groups such as the Guides/Cadets.

ACTION 190707: MW to put a proposal together.

Questionnaire Delivery sub-group meeting to be arranged by Erle for 1st September.

ACTION 190708: EM to arrange meeting.

The current state of progress of the draft NDP was not updated.

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

9. Finance (EM)

Nothing to Report.

10. Matters for future discussion (EM)

None.

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

Full Committee: Tuesday 20th August 2019

The room has been booked for third Tuesdays until the end of the year.