

# 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 17<sup>th</sup> September 2019

**Time:** 8.30pm

**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

Royce Longton (RL, Chair), Ian Morrin (IM), Olivier Marsden (OM), Liz Slocombe (LS), Mike Wood (MW)

Apologies for Absence: - Erle Minhinnick (EM), Dan Kellaway (DK), Alison May (AM)

#### 2. Minutes of the last meeting

- a) Minutes of the meeting held on 23/07/2019 were approved as a true record.
- b) The meeting planned for August was cancelled due to lack of a quorum. EM, DK and MW turned up and apologies were received from AM, OM, RL and LS.
- c) Matters arising:

Ref.	On	Action	Update	Status
180506	MH	Prepare a presentation for use with groups	LS has sent a draft to MH	Ongoing
190602	OM/RE	Contact MH to discuss what assistance he might require in preparing Survey Monkey questionnaire	Survey monkey ready to release (held as private)	Complete
190604	IM	Check on progress with paying Liz's expenses with BPC Clerk	Paid	Complete
190701	EM	Update questionnaire to be a single responder's entry	Complete	Complete
190702	MW	Confirm details of storing data on Datto (BPC Cloud data-store)	A separate NDP folder can be provided, admin rights remain with BPC; all changes to come from NDP Secretary	Complete
190703	DK	Update questionnaire environment questions	Complete	Complete
190704	DK/MW	Meet to discuss Urban Design Sub-Group	See notes below	Complete

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Ref.	On	Action	Update	Status
190705	RL	Inform West Berkshire Archaeology Service that Sites of Interest list is on our questionnaire	Complete	Complete
190706	EM	Collate responses to West Berkshire draft statement of community involvement	EM to advise at next meeting	Ongoing
190707	MW	Propose simplified questionnaire for use with youth organisations	OBE: replaced by Liz's competition (sadly no entrants)	Closed
190708	EM	Arrange Questionnaire sub-group meeting for 1 <sup>st</sup> Sept	Complete	Complete

Regarding action 190704: DK and MW met to consider DK's concerns about how environmental design ideas should be incorporated into the NDP. It was agreed that we needed to see what the questionnaire responses showed first but that such ideas should probably be expressed as desirable rather than essential.

### 3. Report from the Chairman (RL)

RL reported that he had been informed that the proposed housing development at the bottom of Clayhill Road had gone to appeal (against the refusal of permission). It was noted that the NDP Steering Group does not take a position on active planning proposals although members could in an individual capacity. This may become a DDP-proposed site for the next Local Plan.

### 4. Report from BPC Representatives

Those members of the BPC present at this meeting hadn't been present at the last BPC meeting so there was nothing to report.

### 5. Event diary update (LS)

Macmillan Coffee Morning: LS reported she had attended and spoken to a lot of people about the NDP.  
Café B: under consideration for promoting the questionnaire.

Burghfest: we could request to have an information stand. IM would set up; RL offered to man for a while and LS/OM to check their availability.

**ACTION 190801:** IM to ask the Santas for permission to set up an information stand at Burghfest.

St.Mary's Christmas Tree Festival: It was agreed that we should submit a tree to the festival again.

**ACTION 190802:** MW to develop idea.

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### 6. Communication Update (LS/EM)

The Questionnaire will go out with the BPC newsletter in the next few days.

An information piece should be included in the Village Eye.

**ACTION 190803:** OM to update the website to “coming soon” and release when the paper questionnaires have been delivered.

LS distributed sets of laminated posters to be put up around the village.

**ACTION 190804:** All to put up in prominent places.

Burghfield Community and Gossip Girls Facebook administrators are ready to publicise the questionnaire.

It was suggested that we could ask the Handibus to advertise an offer to help anyone to complete the questionnaire if needed.

### 7. Methodology Statement Update

Nothing to report.

### 8. Project Plan (LS)

There was no update on progress with drafting sections of the document.

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

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The next project plan activity is the questionnaire

- Packed 18<sup>th</sup> September
- Expect to be received by parishioners 21<sup>st</sup>/22<sup>nd</sup> September
- Response rate to be reviewed at November meeting
- Full data to be reviewed at January meeting
- Housing Needs Assessment: wait and see whether the responses match the West Berks plans to determine whether a Burghfield-specific HNA is required
- Target is to complete the draft NDP by Easter if the housing allocation has been issued in time.

### **9. Finance (IM)**

Ian reported that he had received one receipt from Erle.

**ACTION 190805:** IM to send claim form to all members of the committee.

### **10. Matters for future discussion (EM)**

None.

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

**Full Committee:** Tuesday 15<sup>th</sup> October 2019

RL advised that he may be late arriving due to a prior appointment.