

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 19th November 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, p/t), Royce Longton (RL), Olivier Marsden (OM), Mike Wood (MW)

Apologies for Absence: - Ian Morrin (IM), Liz Slocombe (LS). The committee voted to accept Ian's reason for absence.

2. Minutes of the last meeting

- a) Minutes of the meeting held on 15/10/2019 were approved as a true record.
- b) Matters arising:

Ref.	On	Action	Update	Status
190802	MW	Develop idea for NDP submission to St Mary's Christmas Tree Festival	Mike confirmed he was happy to complete this himself	Ongoing
191001	EM	Write submission for BPC Newsletter	Complete	Complete
191002	All	Remove Questionnaire posters in early November	Most down but some still up. All to remove or advise location if tools required.	Ongoing
191003	MW	Establish our obligations to inform people when the NDP goes out to consultation	Ongoing	Ongoing
191004	EM	Arrange for completed paper questionnaires to be transcribed into Survey Monkey	Completed, thanks to Cally and the person who did the work	Complete
191005	OM	Circulate extracts of Q31 responses	Complete	Complete
191006	OM	Present strawman approach to data and analysis	See section 7	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

EM asked for clarification on a couple of points from the Annex on Community Led Housing:

- It was confirmed that BPC is not supporting any Rural Exception Sites at the moment.
- There is no Community Led Trust (CLT) in Burghfield.
- It would not be appropriate for the NDP to propose community-led housing; this needs to be driven by a CLT.

3. Election of Chair and Vice-Chair

Nominations were invited for the posts of Chair and Vice-Chair of the committee.

Royce nominated Erle as Chair, seconded by Olivier. There were no other nominations. A vote was taken and all were in favour.

Erle nominated Royce as Vice-Chair, seconded by Daniel. There were no other nominations. A vote was taken and all were in favour.

4. Report from the Chairman (EM)

EM expressed his thanks to Liz for her work in encouraging people to complete the questionnaire; 557 responses had been received.

4. Report from BPC Representatives (DK/RL)

It was noted that Alison May has resigned from the BPC and therefore is no longer a BPC representative on the NDP sub-committee. There is no requirement for a replacement as we still have three BPC representatives.

DK advised that the Infrastructure Committee was expected to review the NDP Project Plan next week. RL distributed paper copies of the one-page highlight results from the BPC Questionnaire.

5. Event diary update (EM)

The planned Questionnaire Information session outside the Post Office on Saturday 26th October didn't take place as it clashed with a rather important international rugby match. The event on Thursday 31st October did happen and EM reported some good engagement with members of the public.

Post-meeting note: LS also hosted an event at Café B which had a good response.

There is a workshop on "Character, Quality and Design in Neighbourhood Planning and beyond" by the Historic Towns and Village Forum on Tuesday 26th November in Oxford

ACTION 191101: EM to evaluate whether there is value in attending.

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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

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

6. Communication Update (EM)

Nothing to report

7. Methodology Statement Update

OM proposed that each chapter of the NDP should adopt the following format:

Title

Objectives

Current amenities/status (to include historic background where appropriate)

Residents' views (based on questionnaire and other sources)

Policies (informed by the residents' views)

It was agreed that both a graphical presentation of data and the full data tables should be included in an annex rather than individual chapters.

The analysis of residents' views should be based on % responses.

ACTION 191102: OM to calculate and distribute % responses to the questions.

The next stage is for all section authors to add the analysis of residents' views to their chapter.

ACTION 191103: All to update draft NDP sections with residents' views analysis.

It was noted that there was a bias towards older residents in those who completed the questionnaire.

We would need to find a way to increase the coverage of the views of younger (<45 years of age) residents.

It was agreed that we should produce an article for the BPC newsletter thanking the responders and giving some feedback. Based on an initial analysis of some of the "free-form" comments in Q31 this needed to include a further explanation of what is in/out of scope of an NDP.

ACTION 191104: OM to draft a thanks and initial analysis article for the BPC newsletter.

Q31: there were at least 250 comments made in the free-form question; these have been distributed so are available for all committee members to consider.

ACTION 191105: OM to propose a view of the most common issues.

It was noted with thanks that Robert Elliott is conducting an analysis of the consistency of responses across individual questionnaires.

8. Project Plan (EM)

It was agreed that the next steps in preparing the NDP should be:

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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

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

1. Update each section with the residents' views
2. Draft and Agree policies
3. Make the style/tone consistent
4. Release to BPC and WB planners for comment
5. Incorporate Feedback
6. Final Proof read

The target for the next draft version is by the January committee meeting.

ACTION 191106: All to update their chapter and send to MW to add to the BPC data store (will keep chapters as individual files for now).

No update to the section status this month; latest position included for convenience:

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

Payment of Erle's receipt is still outstanding.

10. Matters for future discussion (EM)

Draft newsletter response to residents.

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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

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

Analysis of Q31 (free-form) responses.

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

Full Committee: Tuesday 17th December 2019