

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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

Tel: 0118 970 1754 Email: clerk@burghfieldparishcouncil.gov.uk

Minutes of the NDP Steering Committee

Date: Monday 3rd March 2021

Time: 8.00pm

Place: Virtually by Zoom

Open forum (no members of the public in attendance)

There were no members of the public in attendance.

1. Attendance

Erle Minhinnick (EM, chair), Liz Slocombe (LS), Royce Longton (RL), Ian Morrin (IM), Mike Wood (MW)

Apologies for Absence: Olivier Marsden (OM)

2. Minutes of the last meeting

a) Minutes of the meeting held on 14/12/2020 were approved as a true record. Erle will print, sign and scan in order to create a hard-copy record.

b) Matters arising:

Ref.	On	Action	Update	Status
191003	MW	Establish our obligations to inform people when the NDP goes out to consultation	Inform all who live or work in the Parish and give 6 weeks for comment	Complete
191106	MW	Store draft chapters in BPC Datto datastore	Ongoing	Ongoing
200202	IM	Expedite outstanding payments to LS for posters (second claim)	Believed now paid; LS to confirm	Proposed Closed
200903	RL /IM	Ask BPC who will replace DK as a BPC representative	IM to raise at BPC meeting	Ongoing
201201	EM	Write to West Berks planning team to determine whether there is value in continuing with the NDP	General view is continue as there is value outside housing numbers	Complete
201202	IM/RL	Keep BPC informed of West Berks response	Infrastructure Committee informed	Complete
201203	EM	Complete housing type visual assessment	Complete	Complete
201204	MW	Supply latest draft to authors	Complete	Complete
201205	All	Incorporate any updates and return	Complete	Complete
201206	MW	Consolidate sections into one document	Complete	Complete

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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

Tel: 0118 970 1754 Email: clerk@burghfieldparishcouncil.gov.uk

EM confirmed that the sub-group had drafted a response to the Regulation 18 Consultation and it had been submitted.

3. Report from the Chairman (EM)

EM reported that we had a long-standing response from the BPC Infrastructure Committee for an analysis of the questionnaire results. Paul Lawrence had clarified that a) the requirement was demonstrating the links between the policies and the supporting evidence from the questionnaire; b) an analysis of the free form answers (the BPC questionnaire allowed about 50% free-form responses so required much more analysis than the NDP questionnaire with only a single “any other comments” question). EM presented the key words in pie chart form and the top 10 comments. It was noted that BPC had access to the NDP questionnaire responses as the data was collated in the BPC Survey Monkey.

ACTION 210101: EM to break down the “non-NDP” responses from the free-form question and circulate all the data. The assessment will be added to the NDP as an annex.

4. Report from BPC Representatives (RL/IM)

An NDP presentation was made to the Infrastructure Committee meeting on 28th January. The Committee gave the go-ahead to complete the NDP document for submission to the committee by August. EM will circulate the submission to the NDP committee members, including the assumptions underlying the potential CIL benefit.

5. Event diary update (LS)

Nothing planned.

6. Communication Update (LS)

It was noted that publicity would be needed to support the consultation process.

7. Methodology Statement Update (EM)

EM reported that a copy of the draft NDP was with the West Berkshire planning team for their initial comments.

8. Project Plan (All)

IM advised that we have BPC permission to outsource the detailed review of the NDP document to Liz Alexander, ex-West Berkshire planner, if we can find a grant source to pay for it. Locality is the most likely source but not until the new fiscal year in April.

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

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

Tel: 0118 970 1754 Email: clerk@burghfieldparishcouncil.gov.uk

ACTION 210102: IM to follow up with Liz as to whether she is able to conduct the review and how long it would take.

It was noted that if this wasn't possible then Locality may be able to provide technical support. See <https://neighbourhoodplanning.org/about/> for details.

ACTION 210103: IM to check whether Locality could provide grant funding in time.

ACTION 210104: IM to find out the explicit timeline for including the NDP in the DPD consultation.

It was noted that the NDP needs to be ready for submission to the BPC meeting scheduled for 2nd September 2021.

9. Finance

Nothing to report

10. Matters for future discussion (MW)

MW advised that we needed to ensure that we were meeting all the requirements in the Neighbourhood Planning (General) Regulations 2012, including the provision of a Consultation Statement.

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

TBD