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| **`Minutes of the NDP Steering Committee** |
| **Date:** | **Tuesday 14th September 2021** | **Time:** | **8.00pm** |
| **Place:** | **Burghfield Village Hall** |

**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), Olivier Marsden (OM), Mike Wood (MW)

Apologies for Absence: None

1. **Minutes of the last meeting**
	* 1. Minutes of the meeting held on 03/03/2021 were approved as a true record.
		2. Matters arising:

| **Ref.** | **On** | **Action** | **Update** | **Status** |
| --- | --- | --- | --- | --- |
| 191106 | MW  | Store draft chapters in BPC Datto datastore | Ongoing | Ongoing |
| 200202 | IM | Expedite outstanding payments to LS for posters (second claim) | Paid | Closed |
| 200903 | ~~RL~~/IM | Ask BPC who will replace DK as a BPC representative | IM to raise at BPC meeting | Ongoing |
| 210101 | EM | Break down the “non-NDP” responses from the free-form question and circulate all the data | Complete | Complete |
| 210102 | IM | Follow up with Liz Alexander as to whether she is able to conduct a review of the draft NDP and how long it would take | Complete | Complete |
| 210103 | IM | Check whether Locality could provide grant funding in time | Complete | Complete |
| 210104 | IM | Find out the explicit timeline for including the NDP in the DPD consultation | Ongoing; schedule for DPD consultation is under review | Ongoing |

1. **Report from the Chairman (EM)**

EM noted that we were on the last lap to bring the document to a conclusion as soon as possible.

1. **Report from BPC Representatives (RL/IM)**

IM/RL reported that the BPC has returned to face-to-face meetings. The work on the Village Hall was complete. The NDP Steering Committee had been invited to the BPC Infrastructure Meeting on 16/09/21 to provide an update on progress; IM and RL would attend.

1. **Event diary update (LS)**

Nothing planned.

1. **Communication Update (EM)**

An entry had been prepared for the Parish Council Newsletter; publication was awaited.

**ACTION 210201:** IM to present an outline plan to the Infrastructure Committee meeting based on the statutory consultation periods and allowing time for document updates.

It was noted that we need to establish who has formal responsibility for the remaining stages of the review and approval process.

1. **Methodology Statement Update (EM)**

Nothing to report.

1. **Project Plan (All)**

It was noted that we needed to update the draft NDP (v0.3) with the comments from WBDC and Bell Cornwell. It was also noted that Rebekah Jubb’s e-mail comment provided no further detail on the list of Basic Conditions that the NDP needed to meet.

We need to remove policies that duplicate those in National or Local Policy documents. It was agreed that we should make reference to such policies so as to demonstrate coverage to those voting when the document comes up for referendum.

**ACTION 210202:** All to review and update the sections in accordance with the comments received, as allocated in the following table. In making the updates draw attention to anything needing further review by the committee. Updated draft chapters to be submitted to the Secretary by 01/10/21 for collation into the next draft ready for the BPC meeting on 07/10/21.

The next draft is to be circulated to an NDP sub-group for review.

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| Introductory Statement | Erle |
| Executive Summary | Erle |
| Background and Heritage | Royce |
| Methodology | Liz |
| Vision for Burghfield | Erle |
| Housing Mix and Density | Erle |
| General Design | Mike |
| Commercial | Liz |
| Transport and Infrastructure | Olivier |
| NDP Environment | Ian |

**ACTION 210203:** IM to prepare a briefing for the BPC meeting on 07/10/21.

**ACTION 210204:** EM to ask Bell Cornwell for standard wording to use when referring to a Local Plan and/or National Policy

1. **Finance**

Nothing to report

1. **Matters for future discussion (IM)**

An updated Communications Plan, addressing how we will publicise the remaining stages of the NDP approval process, particularly via the use of Social Media.

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

**TBD**