

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: 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

2. Minutes of the last meeting

a) Minutes of the meeting held on 03/03/2021 were approved as a true record.

b) 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

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3. 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.

4. 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.

5. Event diary update (LS)

Nothing planned.

6. 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.

7. Methodology Statement Update (EM)

Nothing to report.

8. 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

9. Finance

Nothing to report

10. 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.

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

TBD