

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: Wednesday 13^h April 2022

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

Apologies for Absence: Ian Morrin (IM) – away on holiday

2. Minutes of the last meeting

a) Minutes of the meeting held on 14/09/2021 were approved as a true record.

b) Matters arising:

Ref.	On	Action	Update	Status
191106	MW	Store draft chapters in BPC Datto datastore	Just put draft document in there	Ongoing
200903	RL/IM	Ask BPC who will replace DK as a BPC representative	Duncan Godding	Complete
210104	IM	Find out the explicit timeline for including the NDP in the DPD consultation	Ongoing; IM to advise	Ongoing
210201	IM	Present outline plan to Infrastructure Committee	Complete	Complete
210202	All	Review and update draft NDP sections with comments received and send to secretary	Complete	Complete
210203	IM	Prepare briefing for BPC meeting on 07/10/21	Complete	Complete
210204	EM	Ask Bell Cornwell for standard wording to use when referring to a Local Plan and/or National policy	Action complete although answer not definitive	Complete

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3. Report from the Chairman (EM)

EM noted that it was a long time since the last formal committee meeting but that no meeting had been necessary whilst the sub-groups worked on the draft document.

4. Report from BPC Representatives (RL)

Nothing to report.

5. Event diary update (EM)

May Fayre, Sunday 8th May. It was noted that we weren't quite ready to present the draft document and don't yet have a definitive timeline for the consultation/referendum. It was agreed that we wouldn't have a stand but if the BPC had a stand then then we would supply a poster advertising the consultation to come.

ACTION 220401: RL to confirm whether BPC would have a May Fayre stand with Cally.

Presentation of the NDP to BPC: the items to be included in the presentation were discussed and agreed.

6. Communication Update (EM)

Nothing to report.

7. Methodology Statement Update (EM)

It was noted that an earlier version of the draft NDP had been commented on by Bell Cornwell (Planning Consultants) and West Berkshire Planning team. Those comments had been incorporated in updated versions of the drafts that were reviewed and updated by sub-groups of the committee.

EM reported that v0.16 had been sent to West Berkshire on 17th March to conduct a Strategic Environmental Assessment (SEA)/Habitat Regulation Assessment (HRA) screening. There is a five week consultation period with the Environment Agency, Historic England and Natural England.

ACTION 220402: RL to ask BPC at what point they expect to assume full responsibility for the NDP (and dissolve the NDP sub-committee).

8. Project Plan (MW)

The following items are still to be completed on the draft document:

- a) Updates to the Environment Section (IM)
- b) Updates to the Heritage Section (and other typographical comments) (RL)
- c) References to be listed (MW)

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d) Pictures to be added (MW)

e) Foreword to be reviewed by BPC Chairman (MW)

ACTION 220403: All to forward any further updates to MW.

9. Finance

Erle advised that the Locality Grant for 2021/22 had expired and any balance would have to be returned.

He had advised BPC that they would need to apply for a 2022/23 grant if further funds were required (e.g. for more Consultants support or referendum publicity).

ACTION 220404: RL to remind BPC that they may need to apply for further funding.

10. Matters for future discussion (EM)

None.

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

TBD