

# 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 23<sup>rd</sup> April 2023

Time: 7.30pm

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), Duncan Godding (DG), Mike Wood (MW)

Apologies for Absence: Olivier Marsden (OM)

Absent: Royce Longton (RL) (unwell), Ian Morrin

#### 2. Minutes of the last meeting

a) Minutes of the meeting held on 13/04/2022 were approved as a true record (noting that the action numbers needed updating for the year for actions 3 and 4).

b) Matters arising:

| Ref.   | On  | Action   | Update                  | Status   |
|--------|-----|--|-------------------------|----------|
| 191106 | MW  | Store draft chapters in BPC Datto datastore                                  | Final draft sent to BPC | Closed   |
| 210104 | IM  | Find out the explicit timeline for including the NDP in the DPD consultation | Overtaken by Events     | Closed   |
| 220401 | RL  | Confirm with Cally whether BPC would have a May Fayre stand                  | Confirmed               | Complete |
| 220402 | RL  | Ask BPC at what point they assume full NDP responsibility                    | Overtaken by Events     | Closed   |
| 220403 | All | Forward further document updates to MW                                       | Complete                | Complete |
| 220404 | RL  | Remind BPC they may need to apply for further funding from Locality          | Overtaken by Events     | Closed   |

c) Item 7, Methodology Statement Update: West Berkshire have confirmed in writing that no Strategic Environmental Assessment (SEA) / Habitat Regulation Assessment (HRA) screening was required.

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### **3. Report from the Chairman (EM)**

Nothing to report.

### **4. Report from BPC Representatives (DG)**

Awaiting the final draft document. It was noted that the BPC composition could change within a month following the local elections.

### **5. Event diary update (EM)**

Nothing to report.

### **6. Communication Update (EM)**

EM reported that communications with BPC were now conducted through Paul Lawrence as Infrastructure Committee Chair.

### **7. Methodology Statement Update (EM)**

EM confirmed that the evidence data has been assembled and DG confirmed that it had been uploaded to the NDP website. It was confirmed that there was no personal data stored in response to the Vision Statement Questionnaire.

### **8. Project Plan (MW)**

The document sub-group had delivered v0.23 of the NDP document.

It was proposed that this version should be submitted to BPC for onward processing (via e-mail).

This was agreed unanimously.

### **9. Finance**

Nothing to report.

### **10. Matters for future discussion (EM)**

None.

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

**TBD (if required)**