

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

INAUGURAL MEETING OF THE STEERING GROUP

7.30pm, Wednesday 18th November 2015

Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA

MINUTES

Present:

Parish Councillors - Stuart Tarrant (ST); David Parkin (D) and Geoff Paxton (GP), Nigel Atkinson (NA), David Lindop (DL)
Chavey Down Association - Jacquie Lovell (JL), Tracey van Oeffelen (TvO), Colin Yates (CY)
Forest Park Community Centre - Lynn Jenkins (LJ), Dawn Evans (DE)
Kings Ride Residents Association - Melanie Trapnell (MT), Richard Small (RS)
Maidens Green Society - Richard Bell (RB), Oliver Bettison (OB), Paul Woodbridge (PW)
Martin's Heron and The Warren Residents Association – Keith Stephens (KS), Roger Mulkern (RM)
North Ascot - Bruce Singleton (BS), Rob Bennett (RBen)
Winkfield Row - Ruth Lyes (RL), Lee Taylor (LT)
Winkfield Parish Council Clerk – Annemarie Edwards (AE)

Apologies:

Susie Phillips, Winkfield Parish Council
Tony Pidgley, The Cranbourne Society
Andrew Trapnell, Kings Ride RA

1. Introductions

Everyone around the table introduced themselves. Of the nine settlements within the Parish seven were represented at the meeting.

2. To Elect an initial Chairman

It was proposed by AE, seconded by MT and unanimously

AGREED that Stuart Tarrant be elected Chairman of the Steering Group until May 2016.

3. Relationship of Steering Group to WPC

ST explained that as Winkfield Parish Council (WPC) is the responsible body for the Neighbourhood Development Plan (NDP) the Steering Group must report to WPC on a regular basis and receive ongoing endorsement, via a WPC minute, during the production of the NDP. The Steering Group will need to develop the NDP within the budget set by WPC. The Steering Group will be responsible for ensuring links between WPC, the community and professionals involved ensuring everyone has the opportunity to be engaged within the project.

4. Update to where we are at

AE reported that WPC applied to Bracknell Forest Council (BFC) for designation of the whole of the Parish of Winkfield as a Neighbourhood Area under the Neighbourhood Planning (General) Regulations 2012. BFC has to consult for six weeks – 3 November-15 December 2015 – inviting anyone who wishes to do so to make comments. Once the area has received formal designation we can start applying for grants, etc.

5. BFC Local Plan

Andrew Hunter, Bracknell Forest Council (BFC) Chief Officer, Planning and Transport, gave a short presentation to WPC on 6th October – a summary was attached at Appendix 1. ST explained this in a

little more detail emphasising that our NDP will sit under (but be part of) the BFC Local Plan and therefore it is essential and necessary that we work with BFC to produce this but at the same time gather as much evidence as possible from our community to support our plan.

6. Questions to BFC

Prior to WPCs meeting with BFC on 6th October 2015, WPC submitted some questions to which Andrew Hunter (BFC Chief Officer, Planning and Transport) and Max Baker (BFC Head of Planning) responded as per Appendix 2. Noted.

7. Consultants

WPC originally approached three companies for quotations – final appointment will be as recommended by the Steering Group.

It was AGREED that LT, JL, BS and ST form a Working Party to research suitable consultants and to produce a recommendation for consideration by this group at its next meeting on 7th December 2015. There are many consultants on neighbourhood planning and with the right choice we will be able to move forward in a smooth and timely fashion.

8. Constitution/Terms of Reference

The Steering Group will require a Constitution/Terms of Reference based on legal guidelines.

It was AGREED that RL, OB, TvO and AE form a Working Party to produce a draft for consideration by this group at its next meeting on 7th December 2015.

9. Administration

AE, ex-officio member of the Steering Group, will be responsible for producing the Agendas and Minutes of the Steering Group Meetings but all actions agreed by the Steering Group will be delegated to a named member(s) of the Steering Group.

10. Date of next meeting

Monday 7th December – primarily to decide on a consultant and consider a draft Constitution/Terms of Reference.

11. Monthly Meeting Dates

It was AGREED that future meetings will be held monthly on either the 3rd or 4th Monday of each month, depending on dates of Bank Holidays and WPC meetings. A six month diary of meetings will be agreed at the next meeting on 7th December 2015. The January meeting will take place on Monday 25th.

12. AOB

Various discussions followed. Main points:

- a. The role of Communications Officer should be on the next agenda for consideration as it was felt that going forward everyone should be publishing the same message through their community connections thus avoiding any misleading or incorrect information being spread.
- b. AE was asked to circulate as many digital maps of the area as possible including those showing Green Belt areas, WPC facilities and Ward Boundaries. AE explained that as soon as BFC appoint a Planning Officer to help with our plan we will have access to many more 'layers' of local maps.
- c. ST emphasised the needs for all members of the group to read up on neighbourhood planning as much as possible – there is a wealth of information on the web.
- d. ST stated that he would hope that our group will produce its NDP in 18-24 months – this will be greatly assisted by the employment of consultants.
- e. AE asked all members to provide an email address and telephone number which can be shared amongst the group. As soon as this is complete it will be circulated.

- f. AE emphasised that all meetings of the Steering Group (not Working Parties) are open to the public and should be totally transparent.
- g. BS thanked WPC for taking this project forward.
- h. LT asked for a list of all planning acronyms to be provided as there are so many in lots of the reading matter.
- i. There were a few questions relating to 'specific' areas ie local education provision – ST explained that all those issues – and there will be many more! - will be included and worked on later in the process of the production of the plan.

ACTIONS:

Minute Number	Subject	Action by:
7	Consultants	LT, JL, BG, ST
8	Constitution/TORs	RL, OB, TvO, AE
11	Monthly Meeting Dates	Agenda 7 th Dec
12a	AOB – Communications Officer	Agenda 7 th Dec
12b	AOB – Digital Maps	AE
12c	AOB – Read up on as much NDP information as possible – vast amount online	ALL
12e	AOB – provide AE with email address and telephone number	ALL
12h	AOB – Acronyms	AE/TvO