

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

SECOND MEETING OF THE STEERING GROUP

7.30pm, Monday 7th December 2015

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

MINUTES

Present:

Parish Councillors - Stuart Tarrant (ST)

Chavey Down Association - Jacquie Lovell (JL)

Forest Park Community Centre - Lynn Jenkins (LJ)

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)

North Ascot - Bruce Singleton (BS)

Winkfield Row - Ruth Lyes (RL), Lee Taylor (LT)

Winkfield Parish Council Clerk – Annemarie Edwards (AE)

1. Apologies

Received from leads: David Parkin, Winkfield Parish Council; Tony Pidgely, The Cranbourne Society.

2. Declaration of Interest

None declared.

3. Introductions

Everyone introduced themselves.

4. Minutes of the Previous Meeting

The Minutes of the meeting held on 18th November 2015 were accepted.

5. Matters Arising

Maps – as soon as there is a BFC Planning Officer in place to assist us we will be able to obtain relevant maps.

6. Update to where we are with BFC Officer Appointment and Designation

AE reported that there has been no change since the last meeting – awaiting formal designation on 15th December 2015.

7. Constitution/Terms of Reference

A first draft prepared by the Working Group was attached as Appendix 1 to the agenda. A great deal of discussion took place and amendments suggested. OB will produce a further draft showing tracked changes which will be circulated as soon as possible.

8. Consultants

The Working Party has put an enormous amount of time and effort into their research. It was agreed that the Working Party should be given delegated authority to select a suitable consultant and then for them to be introduced at the next NDP Steering Group meeting on 25th January 2016. A report will be tabled at the WPC meeting on 5th January 2016. It is intended that this Working Party will be disbanded at the next Steering Committee meeting.

9. Media Communications

- a. It was agreed that a small Working Party comprising DP, PW and MT should produce a Press Release for publication as soon as possible after 15th December. It was agreed that DP should start the process.
- b. BS agreed to obtain a domain name for the WNDP – it was agreed that if possible this should be WinkfieldNP.org. The cost for this be in the region of £100 was approved.
- c. A website will be paramount to the success of the WNDP and therefore the Working Party were asked to incorporate requests for assistance with this in the Press Release.
- d. WPC social media facilities will be utilised initially to communicate in the short term.

10. Finances

WPC has set up an initial budget line of £5k (to 31.3.16). All expenditure over £100 must be agreed in advance by WPC. The Clerk can sanction minor expenditure up to £100 per request but requests must be made in advance.

11. Dates of Next Meetings

Monday 25th January 2016

Monday 15th February 2016

12. AOB

- a. It was agreed that membership of the CCB should be considered at the next meeting.
- b. Next Stages –to be guided by the consultant, once appointed.

ACTIONS:

Minute Number	Subject	Action by:
7	Terms of Reference	OB
8	Consultant	RB, LT, TL, JL and ST
9a	Media Communication	DP plus PW and MT
9b	Media Communication – domain set-up	BS