

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

THIRD MEETING OF THE STEERING GROUP

7.30pm, Monday 25th January 2016

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

MINUTES

Present:

Parish Councillors - Stuart Tarrant (ST); David Parkin (DP); Geoff Paxton (GP)

Chavey Down Association - Jacquie Lovell (JL); Tracey van Oeffelen (TvO)

Kings Ride Residents Association - Richard Small (RS)

Maidens Green Society - Richard Bell (RB)

Martin's Heron and The Warren Residents Association – Keith Stephens (KS)

North Ascot – Nigel Dickinson (ND)

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

Winkfield Parish Council Clerk – Annemarie Edwards (AE)

rCOH – Jon Dowty (JD)

1. Apologies

Apologies received: Oliver Bettison (OB); Lynn Jenkins (LJ); Bruce Singleton (BS) and Nigel Atkinson (NA).

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 15th December 2015 were accepted.

4. Matters Arising

None raised.

5. rCOH

ST introduced Jon Dowty of RCOH.

6. Consultant Appointment

The following attachments were sent out with the agenda:

i. rCOH Engagement letter dated 8th January 2016;

ii. rCOH Standard Terms and Conditions

JD explained the background to rCOH. rCOH is an architectural practice focussing mainly on neighbourhood planning. rCOH was set up approximately 4 years ago and to date has been involved in 67 neighbourhood plans. To date 16 are 'made' (adopted) plans and now form part of their Local Authorities Development Plans.

JL queried the meaning of 'SEA'. SEA stands for 'Strategic Environmental Assessment'. Article 1 of the Directive states that its objective is "to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development". These aims are consistent with a range of Government policies on the environment and sustainable development.

If deemed necessary by BFC we will have to go through a process of screening for SEA.

Therefore, all rCOH costs relating to SEA are currently shown separately as we may not have to go down this route.

JD explained that payments to rCOH will be staged according to progress. The SG will be responsible for agreeing to each stage payment and informing WPC accordingly.

7. Project Background

There was a great deal of discussion on this item.

i. Project history/community aspirations of the NP and local evidence base.

JD asked for thoughts on aspirations – the list included:

- Adequate/sufficient infrastructure (encompassing all aspects of infrastructure) needs to be integral to any plan;
- Each settlement/area in Winkfield has its own unique character and this must be promoted and maintained;
- Two thirds of Winkfield is Green Belt and this should be protected;
- Currently we still have some green space ‘separating’ areas – this must be enhanced and maintained;
- The very name of our town – Bracknell Forest – needs to be promoted – we need to keep ‘the forest’ in Bracknell. Trees and hedgerows should be preserved and more planted.

ii. Project Governance/management

JD explained that the majority of work would be carried out by task groups – the Chair of each group to be a member of the Steering Group – the management of this will be by the SG and not rCOH.

iii. Local Plan context/planning applications

Our NP will have to take account of the local SHMA (Strategic Housing Market Assessment) carried out by BFC. BFC has just started this process and is currently calling for sites. The SHMA will need to (national guidelines):

- Identify housing market area;
- Identify (objectively assessed) housing needs – leaving aside constraints – these are completed as part of the SHMA;
- Bring together with other factors through the plan-making process;
- Work to meet need as far as possible – consistent with other national planning policies and achieving sustainable development.

Assessment of housing need is an important ‘starting point’ for plan-making.

NOTE: The recently published Berkshire Strategic Housing Market Assessment provides an estimate for the full objectively assessed housing need (OAN) of 635 dwellings per annum in Bracknell Forest District against a current requirement in the BF Core Strategy of 572 dwellings pa. It remains to be seen the extent to which BFC will be able to accommodate this or if it is possible given existing constraints. It is also noted that Government is currently considering changing planning legislation to enable communities to identify opportunities for starter homes in their area and for Neighbourhood Plans to be able to allocate small scale sites in the green belt and adjacent to GB villages for this purpose.

8. Project Administration

i. Project plan and milestones – rCOH has set out a plan which was forwarded to all members – this is quite an optimistic, but ‘do-able’ plan.

ii. Invoicing schedule – this has been clearly set out in the paperwork received from rCOH.

iii. Document management – rCOH uses a system called ‘Box’. ‘Box’ is a ‘file in the cloud’ that will be accessible by all members. rCOH will advise AE when something new has been published to this Box and she will notify members.

- iv. Internal and external communications – AE should always be used as the central point for receiving and distributing communications amongst members. (This may change in the future once procedures are put in place.)
9. Vision Workshop
The date for the Vision Workshop was set for Monday 8th February – venue to be advised – it will NOT be at Carnation Hall.
10. Preparation for the Vision Workshop
Shortly after today’s meeting JD will be sending out some detail as to the format of the workshop, based on our discussions this evening, and including some ‘homework’ for each member to prepare and bring to the meeting. The workshop will be run by JDs colleague, Brendan O’Neil. Following the workshop rCOH will provide a detailed report which, based on what they have heard from us, will set out a series of objectives, policy areas and working groups (to produce the evidence). All will be mainly task focussed.
11. Funding
It was agreed to defer this item to the next meeting.
12. Terms of Reference
OB had, prior to the meeting, circulated a draft for consideration. RL lead on this and asked for any input from members. This was noted and RL, TvO and AE will now work on this and produce a final draft for consideration at the next meeting.
13. Membership of Community Council for Berkshire (CCB)
Consideration was given to membership of the CCB. BS had circulated his thoughts on this prior to the meeting. It was agreed to ‘park’ this for the time being.
14. Any Other Business
Digital Maps – rCOH is working with BFC and AE to gather relevant digital maps and AE will circulate in accordance with rCOHs instructions as soon as they become available (before 8th February).
Date of next meetings:
i. Vision Meeting Monday - 8th February, 6.30-9.30pm – venue to be confirmed.
ii. Steering Group Meeting – Monday 29th February, 7.30pm, Carnation Hall.

ACTIONS:

Minute Number	Subject	Action by:
10	Preparation for Vision Workshop	rCOH, All
11	Funding – defer to next meeting	AE
12	Terms of Reference – amendments to draft	RL/TvO/AE
14	AOB: Digital Maps – rCOH to be given access to WPCs PSMA account Relevant maps to be circulated to SG members before 8 th February if possible Venue for Vision Meeting to be confirmed and advised to all SG members	AE AE AE

