

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

THIRD MEETING OF THE STEERING GROUP

7.30pm, Monday 25th January 2016

Carnation Hall (Meeting Room), Chavey Down Road, Winkfield Row RG42 7PA

A G E N D A - Inception Meeting

To:

All Lead Members of the Steering Group.

The purpose of this meeting is to meet with our consultants, rCOH, and establish an understanding of each other's roles, invoicing procedures, communications, etc. This meeting is NOT about what we want to see in our area, etc - that all comes later in February at our 'Vision' Meeting.

It would be very beneficial and helpful if each of the nine areas plus WPC could be represented at this meeting – we do not require EVERYONE to attend – this would be unmanageable – ideally just the lead representative from each area. To this end could each 'Lead Member' ensure their area is covered and please advise Annemarie accordingly.

1. Apologies
2. Declaration of Interest
Interests in relation to items on this agenda.
3. Minutes of the Previous Meeting
To Approve the Minutes of the previous meeting, 15th December 2015.
4. Matters Arising
5. rCOH
To introduce Jon Dowty
6. Consultant Appointment
Attached:
 - i. rCOH Engagement Letter dated 8th January 2016
 - ii. rCOH Standard Terms and Conditions
7. Project Background
 - i. Project history/community aspirations of the NP (NPSG)
 - ii. Local evidence base (NPSG)
 - iii. Project Governance/management (NPSG)
 - iv. Local Plan context/planning applications (NPSG/rCOH)
8. Project Administration
 - i. Project plan and milestones (rCOH)
 - ii. Invoicing schedule (rCOH)
 - iii. Document management (rCOG/NPSG)
 - iv. Internal and external communications (rCOH/NPSG)
9. Vision Workshop
To Agree the date for the Vision Workshop – either Monday 8th or Monday 22nd February 2016.
10. Preparation for Vision Workshop
To Discuss what needs to be done before the Vision Workshop Meeting.
11. Funding
To set up a small Working Party to source any external funding available to us.
12. Terms of Reference

To Consider the draft supplied by the Working Group.
13. Membership of Community Council for Berkshire (CCB)

To Consider membership of the CCB.
14. Any Other Business