

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

MEETING OF THE STEERING GROUP

7.30pm, Monday 21st March 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)

Winkfield – Heather Brown (HB)

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 – Bruce Singleton (BS); Nitesh Patel (NP)

Winkfield Row - Ruth Lyes (RL)

BFC – Sarah Slade (SS)

Winkfield Parish Council Clerk – Annemarie Edwards (AE)

The Chairman (ST) welcomed Heather Brown, a resident of North Street to the Group and Nitesh Patel of Rhododendron Walk, N Ascot

1. Apologies

Apologies received: Melanie Trapnell (MT); Andrew Trapnell (AT); Roberta Kaye (RK); Paul Woodbridge (PW); Lee Taylor (LT) and Roger Mulkern (RM).

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 29th February 2016 were accepted.

4. Matters Arising

None raised.

The Chairman brought forward item 8 on the agenda.

5. Skills Audit

RL reported that 11 members had returned the audit form and she had collated the information. RL reported that we have a very good spread of skills and abilities. (RL left the meeting to attend a prior engagement.)

6. Schedule Progress Report

ST noted that he is concerned that we have lost a couple of weeks with the hold-up of receiving the report from rCOH but with some determination we should be able to get back on track.

7. Finance Report

No change from last month's meeting: Balance £18,934.46.

8. Published Information

ST thanked JL and SS for sourcing and circulating a lot of local policy information and links to information.

9. BFC Infrastructure Delivery Report

KS and JL reported this document is very informative and recommend that everyone tries to read it.

10. Maps

- a. SS provided some A3 maps of the Parish and one in A0 size. SS will endeavour to provide some more large maps for members of the group.

- b. BS reported that the cost of purchasing Flip File Display units to house maps is prohibitive and not practical as they would be cumbersome to move around from venue to venue. It was agreed that a better alternative would be for groups to use a laptop and projector which would be easily transportable to any venue. BS agreed to supply this and the Parish Office also has a laptop and projector.

11. Vision Workshop Report by rCOH

ST and JL had done some work on the rCOH report and had emailed their amended report to everyone prior to the meeting. Members are urged to let ST and JL have any major comments by Tuesday 29th March and then a final Vision Report will be circulated. Decided to call it a Framework Report

Much discussion took place with regard to the six topic groups.

The membership of the topic groups was agreed as follows. AE agreed to contact those not present and offer the opportunity to change

- a. Design and Character – JL (Lead); PW; LT and NA.
- b. Community Facilities – RL (Lead); RK and RB.
- c. Green Infrastructure – BS (Lead); TvO; GP and DL.
- d. Housing and Employment – ST (Lead); JL; DP and Oliver Bettison (OB).
- e. Parking and Traffic - KS (Lead); DP; NP; GP; Roger Mulkern (RM); RS. Adrian Hoare (AH – Chavey Down Association Member may be amenable if asked by the Topic Leader).
- f. Publicity – DP/RB (Leads); BS; Melanie Trapnell (MT) and Andrew Trapnell (AT).

Topic Groups will arrange their own meetings and provide a status report at the main monthly Steering Group meetings. The timeframe for the work involved is tight – draft plan for each group required by Monday 16th May. AE will assist with facilitating the meetings – leads to contact AE to arrange. SS will assist with pointing groups to relevant planning information/policies/documents and will liaise with topic leads

The Publicity Group to produce a short article introducing the topic groups and their members and asking for volunteers with skills in this area and submit this to BS for uploading onto the website - www.winkfieldnp.org. HB, having only just joined the group, will decide which Topic Group she would like to join and advise

12. Minibus Parish Tour

ST has arranged with the Head of Lambrook School to provide a minibus to take Members on a tour of the Parish on Friday 8th April meeting at 9.20am at the school. There is space for 15. The following 10 members would like to be included – ST;DP;GP;SS;JL;HB;RB;BS;TvO;RL and AE. It was hoped that RM would be able to join the group for the tour.

ST urged everyone to email him with details of the sites/specific areas of interest in their local community which should be included in the tour ASAP.

13. Any Other Business

BS suggested at some point, producing a leaflet detailing where the WNDP is at present and delivering this to all homes. BS suggested perhaps some space should be left blank for each area to complete with any area specific details as to the date, times and venues for consultation events. This was agreed.

Populating the website: Bruce's process that he emailed to us before the meeting was agreed - a webpage on each topic

- one person per topic is tasked with sending BS content (and links) for each topic page
- once BS has received content and created a draft topic page, he will send a link to the Publicity Group and the Chair for review
- after 4 working days, if no objections, BS will make the topic webpage live on the website

14. Date of Next Meeting

The date for the next full Steering Group meeting is 18th April – venue TBA. It was suggested the next meeting could be held at Martin's Heron and The Warren Community Centre or Forest Park– KS/DP to advise.

ACTIONS: SEE OVER

Minute Number	Subject	Action by:
9	BFC Infrastructure Delivery Plan – all to read	All
10	Maps – SS to provide some additional maps	SS
11	Major comments on the Framework Report to be with ST/JL by 29 th March who will then finalise.	All
11	Vision Workshop Report – Topic Group Meetings to be arranged	JL,RL,BS,STKS,DP,RB
11	HB to advise which Topic Group she would like to join	HB
11	Topic Groups - AE agreed to contact those not present and offer the opportunity to change	AE
11	Comms Group to produce a short article for uploading onto the website	DP/BS/MT/PW
12	Minibus Parish Tour, Friday 8 th April – confirm attendance with AE	All
12	Sites to be visited on the Minibus Tour to be advised to ST	All
14	Venue for next meeting – 18 th April – KS/DP to advise	KS/DP

DRAFT