

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

MEETING OF THE STEERING GROUP

7.30pm, Monday 18th April 2016

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

MINUTES

Present:

Parish Councillors - Stuart Tarrant (ST); Geoff Paxton (GP); Nigel Atkinson (NA)

Chavey Down Association - Jacquie Lovell (JL)

Kings Ride Residents Association – Melanie Trapnell (MT); Richard Small (RS)

Maidens Green Society - Richard Bell (RB)

Martin's Heron and The Warren Residents Association – Keith Stephens (KS); Roger Mulkern (RM)

North Ascot – Bruce Singleton (BS)

Winkfield Row - Ruth Lyes (RL)

Winkfield and Cranbourne – Heather Brown (HB); Tony Pidgley (AP)

BFC – Sarah Slade (SS)

Winkfield Parish Council Clerk – Annemarie Edwards (AE)

1. Apologies

Apologies received: Roberta Kaye (RK); David Parkin (DP); Andrew Trapnell (AT); Tracey van Oeffelen (Tvo).

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 21st March 2016 were accepted.

4. Matters Arising

RL has sent all the information relating to the Skills Audit to AE with access codes.

5. Finance and Funding Report

RL gave a detailed report:

Grant Application:

- The UK Government funds a consortium of consultants, led by Locality, to deliver and administer their support for neighbourhood planning. The current support package runs from 2015-2018 and has a total budget of £23.5m. This provides neighbourhood planning groups with grants and technical support to progress with plans.
- Grant Expression of Interest form was completed and logged on behalf of Winkfield Parish and following confirmation of entitlement to support the grant application was submitted for £9k to cover the cost of consultant's fees.
- Confirmation has now been received that an initial tranche of £6k has been approved with recommendation that we apply again in November for the balance of £3k.
- Reason for part only approval:
 - It is usual for grant to be approved in stages
 - Locality expressed some doubts over the timescale believing it to be quite ambitious and also there was a degree of lack of clarity with rCOH project timetable with respect to fee payment timings
- Grant, when received, can only be used for items that occur subsequent to the grant – no retrospective expenditure. There will also be T&Cs which need to be examined and acted upon (this will include reporting on expenditure and return of any unspent grant)

Budget Update

No changes to report since the previous meeting.

6. Framework and Vision Report

ST and JL have been working on the original document supplied by rCOH incorporating much information gleaned from members. The only represented area yet to comment or contribute is Winkfield and Cranbourne. HB will work with TP to produce an input for this area.

Timeframe:

Saturday 23rd April - HB will send draft to Cllr Moira Gaw for her comments;

Monday 25th April – HB will send final comments to ST and JL; ST and JL will incorporate these into the report and send it to all for comments.

By Tuesday 26th April – Final report will be sent to group for major comments.

Friday 29th April - the report will be adopted by exception.

7. Observations from Parish Tour

Everyone who had been on the tour agreed that it was a very worthwhile exercise – the tour covered parts of the Parish that many had never been to before. The Group asked ST to convey its thanks to Lambrook School for allowing us exclusive use of one of their vehicles, with driver, for a whole morning.

8. Topic Group Updates

Lead Members of each group gave a verbal report of where they are at.

- a. Design and Character – JL reported that the group was ‘poised’ to get going. It had been a challenge getting off the blocks but a meeting is arranged for the very near future. Cllr Steve Mitchell, architect, had been co-opted to the group to help with technical issues.
- b. Community Facilities – RLs group has met and has made some good headway. They have categorised areas using information gathered in the main from the BFC website but also through local knowledge. They have looked at other NDPs to help with direction. The next steps for the group is to identify facilities that we want to keep; facilities that we want to keep but could be re-located or facilities that could be put to better use and what other facilities are needed. RL highlighted the fact that community consultation is very important to this group.
- c. Green Infrastructure – BS reported that the group met immediately after the Parish Tour and each member was allocated a task area:
 - i. DL – Parks and open spaces. Look at how these can be improved;
 - ii. TvO and GP – TPO maps. TvO and GP are up to speed with paragraph 77 of the NPPF - The Local Green Space designation will not be appropriate for most green areas or open space. The designation should only be used: • where the green space is in reasonably close proximity to the community it serves; • where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and • where the green area concerned is local in character and is not an extensive tract of land.
 - iii. BS – existing open space, cycleways and footpaths.
There is lots of information available on the web. The next meeting of this group is planned for 27th April with the aim of producing a summary of the Green Vision.
- d. Housing and Employment – ST reported that as the Framework and Visioning Report had described the Parish as a residential area that the topic group would focus on residential and not employment sites. It is difficult to look at allocating specific sites when working in the dark with regards to the number of houses to be planned for. SS reported that the results of the BFC ‘Call for Sites’ will not be available until the autumn and there will be a Green Belt boundary review undertaken shortly. ST stressed the importance of not sitting back and waiting for this information but becoming proactive. AP offered to arrange a training session on sustainable development. AE to take up this offer with AP and arrange a suitable meeting in the very near future.

- e. Parking and Traffic – KS has been away on holiday but has gathered together a lot of information and will produce a report shortly that he will circulate.
- f. Publicity – RB reported that the latest update had been uploaded onto the website. BS asked for some more photographs. Everyone was reminded that anything to be posted on the website should firstly be run past the Publicity/Communications team – RB, ML and DP.

ST asked all groups to produce a summary report for the next meeting (up to 2xA4 sheets).

9. Any Other Business

It was agreed that HB should joint the Winkfield and Cranbourne settlement group.

Schedule – ST reported that we are still just on track regarding our timeframe.

Topic Group Leaders have access to consultants – ensure ‘Winkfield’ is in the subject line.

10. Date of Next Meeting

Monday 16th May 2016, 7.30pm at Carnation Hall. Laptop and projector to be brought to the meeting with maps.

ACTIONS:

Minute Number	Subject	Action by:
6	Framework and Vision Report – HB to supply report for W&C to JL/ST by Monday 25 th April after having consulted with Moira Gaw.	HB
6	Framework and Vision Report – JL/ST to incorporate the W&C report into the main document and circulate for adoption by exception on Friday 29 th April	ST/JL
7	Parish Tour – ST to formally thank Lambrook School for the use of one of their minibuses and drivers for a whole morning.	ST
8	Topic Groups – Summary reports to be completed and circulated for the next meeting on 16 th May.	All
8d	Development Sites – AE to liaise with AP and take up his offer to help with identifying sustainable large (100+) sites suitable for development by the larger developers.	AE
10	Date of Next Meeting – AE to investigate using the larger room at Carnation Hall as it was rather tight in the Meeting Room for this meeting.	AE