

# WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

## MEETING OF THE STEERING GROUP

7.30pm, Monday 23<sup>rd</sup> May 2016

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

## MINUTES

### Present:

Parish Councillors - Stuart Tarrant (ST); Geoff Paxton (GP); Nigel Atkinson from 8.20pm(NA), Moira Gaw (MG)

Chavey Down Association - Jacquie Lovell (JL), Tracey Van Oeffelen (TvO)

Cranbourne and Winkfield – Heather Brown (HB);

Forest Park – Dawn Thompson (DT)

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

Maidens Green Society – Oliver Bettison (OB)

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

North Ascot – Bruce Singleton (BS)

Winkfield Row - Ruth Lyes (RL)

### 1. Election of Co-Chairmen

Ref: Minutes of Nov 2015. It was proposed that ST remain as one of the Chairman and that JL be elected as the other for May 2016 to May 2017: p TvO; 2 OB; AIF

It was agreed that the Terms of Reference be amended accordingly: p KS; 2 GP; AIF. OB to amend and BS to post to website

### 2. Apologies

Apologies received: Richard Bell (RB); Annemarie Edwards (AE); David Parkin (DP); Sarah Slade (SS); Andrew Trapnell (AT); Lee Taylor (LT); Paul Woodbridge (PW)

### 3. Declaration of Interest

None declared.

### 4. Minutes of the Previous Meeting

The Minutes of 18<sup>th</sup> April 2016 meeting were slightly amended and then approved: p MT; 2 BS; AIF.

### 5. Matters Arising

The Framework and Vision document is needed in pdf to add to the website JL to send. BS to update Website to reflect the following 9 settlements as reflected in the Terms of Reference: Brockhill, Chavey Down, Cranbourne and Winkfield, Forest Park, Kings Ride, Maidens Green, Martin's Heron and The Warren, North Ascot and Winkfield Row. BS to update

Pictures of houses/buildings required from all settlements for website for BS to upload

BS offered to allocate hidden pages on the website to share large documents with each other.

Maps were awaited from SS

### 6. Finance and Funding Report

Report submitted: £2170 was approved to be paid to the consultants p MT 2KS AIF. Grant formalities were completed and we just awaited receipt.

### 7. Progress Schedule

JL had circulated a process note to help people better understand the timetable and critical paths.

To remain on schedule we needed to have completed, discussed and finalised topic group reports by the end of June after which public consultations could start. It was noted that groups were about a month behind ST thanked the groups for working so hard and producing some outstanding work but realised there was still much to do. He was pleased to see the groups had started to review each other's work.

According to the timetable rCOH could start to draft the plan from the beginning of May (point 3.03) but had needed material from us first. JL had agreed with the consultants to send them the interim reports produced by the groups for this meeting, for this purpose and so that Jon could cast an eye and ensure we were heading in the right direction.

#### 8. Training Session Discussion

This was considered very worth while. The content was similar to Borough presentations conducted by Jon Waterton when introducing the last SHLAA process.

We had been offered copies of the power point slides. AE to chase

The group questioned the status of Crown land and had been given a contact to follow up.

The group questioned the availability of Green Belt.

The group asked if it was sure it wanted to allocate sites and JL/ST to meet with SS, Max Baker (strategic housing team) to discuss this and Crown Land and the flexibility of Green Belt boundaries/policy open to us.

#### 9. Topic Group Reports

- a) Design and Character. Report received. 2 housing areas 75% complete and had feedback from consultant. Struggling to complete so Heather, Geoff and Dawn had kindly offered to help
- b) Community Facilities. Report received. It was suggested the group might find the Winkfield Parish Three Year Plan useful
- c) Green Infrastructure- Report received. Questionnaire handed out for steering group members to complete. MG tasked with finding out the parameters of the Borough Green Belt review. . It was agreed that new housing Site Allocations did not form part of this group's remit but that new Green Space Site Allocation did. Nigel Atkinson joined the meeting
- d) Parking and Traffic. Report had been emailed to AE for distribution but she was on holiday. KS briefly explained the report and JL agreed to distribute by email. It was noted that there was no bus service from Martin's Heron station. It was agreed that MG should join this Topic Group.
- e) Housing and Employment. Report received BS requested copies of appendix 4 and 5. ST to send

#### 10. Publicity

The group had been looking at other Neighbourhood Plans in order to establish common themes prior to receiving input from the topic group.

BS reminded the group of his suggestion with regard to individualised letters for different areas informing them of their contact and consultation event.

It was recognised that the public knew very little about the purpose of Neighbourhood Planning and that perhaps an educational approach was required as a first step

ST requested that all press releases now come through both Chairmen

#### 11. Any Other Business

ST was not happy with the strength of recommendation regarding sewage in the Infrastructure Delivery Plan and asked MG to convey this to BFC

#### 12. Date of Next Meeting

Monday 13<sup>th</sup> June 2016, 7.30pm at Carnation Hall. Laptop and projector are to be brought to the meeting with maps.

## ACTIONS:

Minute Number	Subject	Action by:
1	Terms of Reference to be amended to reflect Co- Chairmen	OB
1	Terms of Reference to be uploaded to website	BS
4	Draft Minutes from last meeting to be amended and signed	AE/ST
5	Framework and Vision Report – supply BS with pdf	JL
5	Website – settlements need amending	BS
5	Website – private pages to log large documents	BS
5	Website – pictures to Bruce of houses/buildings for website	All
5	Large Maps- to be supplied to TvO	SS
8	Powerpoint presentation slides to be distributed to the steering group.	AE
8	Follow up availability of Crown Land	ST
8	Meet with SS and Max Baker	JL/ST
9	Establish parameters of the GB review	MG
9	Circulate Parking and Traffic Report	JL
9	Appendix 4 and 5 to BS	ST
11	Convey disappointment at strength of sewage section in IDP to BFC	MG
12	Topic Groups – Summary reports to be completed and circulated for the next meeting by 12 midnight 9 <sup>th</sup> June.	All
12	Date of Next Meeting – Monday 13 <sup>th</sup> June. Hall to be booked	AE