

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

MEETING OF THE STEERING GROUP

7.30pm, Monday 13th June 2016

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

MINUTES

Present:

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

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

Cranbourne and Winkfield – Heather Brown (HB);

Forest Park – Dawn Thompson (DT)

Kings Ride Residents Association – Melanie Trapnell (MT):

Maidens Green Society – Richard Bell (RB)

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

North Ascot – Bruce Singleton (BS)

Winkfield Row - Ruth Lyes (RL)

BFC – Sarah Slade (SS)

WPC Clerk – Annemarie Edwards (AE)

1. Apologies

Apologies received: Oliver Bettison (OB) and Richard Small (RS).

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The Minutes of 23rd May 2016 meeting were agreed.

4. Finance and Funding Report

Noted. JL commented that she found the report difficult to understand and asked for a simplified version for the future.

5. Consultant Feedback

Jon Dowty of rCOH had circulated a report late in the afternoon that only JL/ST and AE had received. AE to circulate to all topic group leaders.

6. Topic Group Reports

JL sincerely thanked members for the considerable amount of work they were putting in. She suggested that we were now entering a different, more collaborative phase and that we should not be frightened to give positive feedback to help each other. Equally we should be ready to accept that feedback too which may not always be easy!

She reminded groups of the need to refer back to their briefs every now and then to ensure they were covering the right areas and had not forgotten things

A great deal of discussion took place regarding all the latest Topic Group Reports and this naturally led to much to-ing and fro-ing between Topics. The main actions/comments resulting from the detailed discussions were:

- a. Design and Character – JL produced a very straightforward table showing where progress has been made across the Parish. There are still some areas to be covered and this is being progressed.
- b. Community Facilities – RL produced a detailed report which she is adding to constantly. RL will list local shopping areas where they consist of at least a pharmacy/a post office and a convenience store.

- c. Green Infrastructure - evidence of wildlife – All expert groups had directed BS to TVERC , as they hold central records. However it was felt there were gaps in TVERC’s records and people suggested other potential sources: possibly the BFC Rangers or the SEWater pipeline planning application 07/00570/ful. TvO had circulated a questionnaire to everyone re local green spaces, woodland and wildlife, etc and had only 3 responses. Can everyone try to respond by the next meeting
- d. Parking and Traffic - KS has produced a very good report but there needs to be more detail from other areas of the Parish. KS to speak to other Members to ascertain the issues faced in those areas. MG has produced a report for Winkfield and Cranbourne re parking and traffic and has agreed to do the same for Winkfield Row. KS to include MGs report in the main report. KS was asked to speak to SS to ascertain points for the statutory and non statutory (wish list) elements.
- e. Publicity and Consultation - BS to produce a presentation at the next meeting on the website as we were now entering a new phase where it would no longer be mainly for the SG but for the public’s use.
Communications should be ‘staged’. It was agreed that an information sheet/page be sent out with the next Parish Newsletter. BS suggested a sheet with generic information on one side and then the other side relative to the settlement. This will require the Publicity and Communications Group to produce some material for approval at the next meeting. BS to add to the website:
 - i. Steering Group Member contact details for each settlement area;
 - ii. Agendas and Minutes of the Steering Group meetings
- f. Housing and Employment and Site Allocations – ST reported that there had not been much change since the last reports. ‘London’ had now been included. It was noted that there are small business premises in Forest Park and these should be included. The two main obstacles to moving forward with the Housing topic are:
 - i. we need to see the result of the Green Belt Review which BFC is currently undertaking; and
 - ii. we need sight of the SHELAA – Strategic Housing and Economic Land Availability Assessment which BFC is currently in the process of producing.

7. Cross-Group Issues

This was dealt with mainly under item 6 above. It was noted that we still have a lack of anyone representing Brockhill despite numerous attempts to get them involved.

The Issues and Options Consultation had just been issued in the last few days and members were urged to read it as it was highly relevant and affected all topic groups

8. Progress Against Schedule

It was agreed we are about two months behind on the current schedule and a revised schedule should be produced for the next meeting - ST/JL.

9. BFC/WPC Liaison

SS agreed to comment on topic group reports. SS will send report to AE for circulation to Topic Leaders. Simon Cridland has been appointed as a link to help with Sewage Issues.

10. Action Appendix

The actions from May’s meeting were reviewed.

11. Any Other Business

- a. AE was asked to circulate an updated contact list to all members of the Steering Group.
- b. RB queried the amount of open land in the north of the parish and how this should be dealt with in the NDP. SS advised that this should just be noted in the Design and Character Report.

12. Date of Next Meeting

Monday 11th July 2016, 7.30pm at Carnation Hall.

ACTIONS:

Minute Number	Subject	Action by:
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Re Minutes dated 23 rd May 2016 Outstanding items		
1	Terms of Reference to be amended to reflect Co-Chairmen.	OB
1	Terms of Reference to be uploaded to website.	BS
5	Website – settlements need amending. No Woodside etc	BS
5	Website – private pages to log large documents.	BS
5	Website – pictures to Bruce of houses/buildings for website.	All
8	Follow up availability of Crown Land.	ST
11	Convey disappointment at strength of sewage section in IDP to BFC. Simon Cridland, BFC, working on this – letter to be sent to BFC.	MG/ST
Actions from this meeting		
4	Finance and Funding Report – ST and JL to establish a clearer report that all will understand.	ST/JL
5	rCOH Report received 13 th June – to be circulated to all Topic Group Leaders.	AE
6c	Respond to TvO's questionnaire.	ALL
6d	KS to speak to other members re parking and traffic issues across the Parish. KS to establish statutory and non-statutory list with SS Parking and Traffic Report for Winkfield Row to be produced.	KS KS MG
6e	BS to prepare a presentation to next meeting.(post meeting note: it was felt this was not a good use of the groups time and was no longer required) BS to upload agendas, minutes and Steering Group Members contact details to the website.	BS BS
6e	Publicity material to be prepared in draft for consideration at the next meeting.	DP/RB/MT
7	All to read Issues and Options Consultation Paper	All
8	Progress Schedule – to be updated.	ST/JL
9	SS to provide feedback on the Topic Group Reports.	SS
11a	Updated Steering Group Contact List to be forwarded to all members of the Group.	AE