

WINKFIELD NEIGHBOURHOOD DEVELOP

MEETING OF THE STEERING GROUP held at Locks Ride Pavilion, Forest Road, Winkfield Row RG42 7NJ

7.30pm – 9.11pm, Monday 11th July 2016

MINUTES

Present:

Parish Councillors - Stuart Tarrant (ST); David Parkin (DP); Nigel Atkinson (NA) (joined meeting at 8.13pm)

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

Cranbourne and Winkfield – Heather Brown (HB)

Forest Park – Dawn Thompson (DT) (left meeting at 9pm)

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)

Winkfield Row - Ruth Lyes (RL)

BFC – Sarah Slade (SS)

WPC Clerk – Annemarie Edwards (AE)

1. Apologies

Apologies received: Oliver Bettison (OB); Moira Gaw (MG) and Bruce Singleton (BS). It was noted that Cllr Geoff Paxton had resigned from the Steering Group.

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The Minutes of 13th June 2016 meeting were agreed.

4. Matters Arising not included in this agenda.

None.

5. Finance and Funding Report

Noted. AE raised some questions re her understanding of the statement. Some discussion. AE to clarify. Grant had been received

6. Communications Update

DP circulated a report. It was unanimously agreed to:

a. Website -

- Employ the services of Jaijo Limited
- Reimburse BS for any third party costs he has incurred in setting up the current website
- Close the current NDP website
- Allocate up to £3000 to 31/03/17 to cover the costs to get the website up and running
- AE to confirm that the website costs can be paid from the grant (post meeting update: website costs can be paid from the grant received – page 8 of 'My Community Locality Guidance Notes' dated 9th February 2016.)

b. Resident Consultation/Initial Questionnaire

It was agreed that a questionnaire should be published in September to all households. All Topic Group Leaders are asked to forward pertinent questions to be included. Comms team to prepare a draft for consideration at the next meeting.

c. WPC Newsletter

ST and JL to submit a short article for inclusion on the WPC newsletter which is being published at the end of July/early August.

7. Topic Group Reports

Each lead member was asked to report any progress since the last meeting.

- a. Design and Character – JL produced an updated table – there still are some gaps and JL urged everyone to forward any further information to her. JL suggested that everyone may wish to look at other areas reports and ‘lift’ some of the phrases and statements.
- b. Community Facilities – nothing further reported at this time – there was some discussion that ‘education’ and health facilities are not included in this topic. It was suggested that this will be addressed separately by BFC and was not in our power to influence.
- c. Green Infrastructure – nothing further to report at this time. TvO has had to take over the workload of David Lindop TvO chased KS, DT, RB and BS. For their input to this topic group.
- d. Parking and Traffic - KS is currently working on draft number 4. His aim is to collate and record all settlement reports in one style. MG had submitted comments for Winkfield. SS had fed back to KS statutory and non-statutory elements
- e. Housing and Employment and Site Allocations – ST reported that the group is waiting for BFC to publish the SHELAA data. The group will wait to assess the need to contact the Crown. It was noted that no group was working on issues regarding key development principles for new settlements ie character, facilities, parking etc. ST agreed to discuss with rCOH

SS had commented on topic group reports, apart from character and design, which she had only just received

8. BFC/rCOH/WPC Liaison

- a. BFC – SS met with ST, JL and Max Baker of BFC and had a very informative discussion. With the Local Plan emerging and the imminent receipt of the SHELAA, ST and JL are uncertain as to whether we should be allocating sites for development at this stage – the decision to do this can be made later. The list of all sites put forward will be available at the end of July. These sites will then be assessed by BFC for sustainability and this report will be available end of October/November. The Green Belt Review will be published at the end of July with little change anticipated.
- b. rCOH – JL had nothing to report at this stage apart from the fact that we are now approximately 3 months behind schedule.
- c. WPC – DP reported that WPC fully endorsed all the NDP Steering Group’s actions to date.

9. Progress Schedule

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

10. Action List

This was updated and is attached at Appendix 1 to these minutes.

11. Any Other Business

Issues and Options: ST and JL would draft a reply on behalf of the group but could need a 24hr turnaround for comments as time is short. No comment would mean the paper is accepted by default. The group agreed

12. Date of Next Meeting

Monday 8th August, 7.30pm, Locks Ride Pavilion. Provisional dates for future meetings: 5th September, 17th October and 21st November – venues to be confirmed.

ACTIONS:

Minute Number	Subject	Action by:
Re Minutes dated 23 rd May 2016		
Outstanding items		
1	Terms of Reference to be uploaded to the website.	Comms
8	Follow up availability of Crown Land.	ST
Re Minutes dated 13 th June 2016		
Outstanding items		
4	Finance and Funding Report – ST and JL to establish a clearer report that all will understand.	ST/JL/AE
6c	Respond to TvO's questionnaire.	RB,KS,BS,DT
6d	KS to speak to other members re parking and traffic issues across the Parish.	KS
6e	Publicity material to be prepared in draft for consideration at the next meeting.	Comms
Re these Minutes dated 11 th July 2016		
5	Finance and Funding Report layout to be revised.	AE/ST/JL
6a	Website – <ul style="list-style-type: none"> • Employ the services of Jaijo Limited • Reimburse BS for any third party costs he has incurred in setting up the current website • Close the current NDP website • Allocate up to £3000 to end of March 2017 to cover the costs to get the website up and running • AE to confirm that the website costs can be paid from the grant (post meeting update: website costs can be paid from the grant received – page 8 of 'My Community Locality Guidance Notes' dated 9th February 2016.) 	Comms AE
6b	Draft resident questionnaire to be provided for consideration at the next meeting.	Comms
6c	Short update article to be included in the next WPC newsletter.	ST/JL
7	SS to continue to monitor/provide feedback on any changes/updates to the Topic Group Reports.	SS
7a	Design and Character info to be forwarded to JL.	All
7c	Green Infrastructure Reports – info to be sent to TvO.	KS,BS,DT,RB
9	Progress Schedule – to be updated.	ST/JL/AE