### WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

# MEETING OF THE STEERING GROUP

7.30pm, Monday 8th August 2016

# Locks Ride Pavilion, Forest Road, Winkfield RG42 7NJ

# AGENDA

To: All Members of the Steering Group.

It would be very beneficial and helpful if each of the nine areas plus WPC could be represented. To this end could each 'Lead Member' ensure their area is covered and please advise Annemarie accordingly.

### 1. Apologies

Apologies for absence.

#### 2. Declaration of Interest

Members are asked to declare any interests relating to this agenda.

### 3. Minutes of the Previous Meeting

To Accept the Minutes of the meeting held on 11th July 2016.

### 4. Matters Arising not included in this agenda

### 5. Finance and Funding Report

Report attached – Appendix 2.

Invoice received from rCOH – ST/JL to review response.

#### 6. Communications Update

The Communications Group to update the meeting on the following:

- a. Website
- b. Resident Consultation/Initial Questionnaire
- c. Statement

### 7. Topic Group Reports

Each lead member to report progress since last meeting. Leads are asked to forward significantly updated reports to AE prior to the meeting by lunchtime Friday 8th July for circulation.

- a. Design and Character JL SS to provide written review
- b. Community Facilities RL
- c. Green Infrastructure BS
- d. Parking and Traffic KS updated report attached Appendix 3.
- e. Housing and Employment ST Employment updated attached Appendix 3a.

# 8. BFC/rCOH/WPC Liaison

- a. BFC -
- i. SS to include update on Green Belt Review.
- ii. Issues and Options response submitted.
- b. rCOH development of Draft Plan JD/JL
- c. WPC DP

# 9. Progress Schedule.

To review/update the progress schedule – communications timetable to be incorporated - Appendix 4.

### 10. Action List

To update – see Appendix 1.

### 11. Any Other Business

# 12. Dates of Next Meetings

Please put the following dates in your diary –5<sup>th</sup> September; 17<sup>th</sup> October and 21<sup>st</sup> November.

# **ACTIONS**:

Minute Number	Subject	Action by:
Re Minutes dated 23 <sup>rd</sup> Outstanding items	<sup>d</sup> May 2016	
1	Terms of Reference to be uploaded to the website.	Comms
8	Follow up availability of Crown Land.	ST
Re Minutes dated 13 <sup>th</sup> Outstanding items	June 2016	
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 date	ed 11 <sup>th</sup> July 2016	
5	Finance and Funding Report layout to be revised.	AE/ST/JL
6a	<ul> <li>Website –</li> <li>Employ the services of Jaijo Limited</li> <li>Reimburse BS for any third party costs he has incurred in setting up the current website</li> <li>Close the current NDP website</li> <li>Allocate up to £3000 to end of March 2017 to cover the costs to get the website up and running</li> <li>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.)</li> </ul>	Comms
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