

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN
MEETING OF THE STEERING GROUP held at Carnation Hall, Chavey Down Road RG42 7PA
7.30 pm-9.30 pm, Monday 18th September 2017

MINUTES

Present:

Parish Councillor – Nigel Atkinson (NA)
Maidens Green Society – Richard Bell (RB)
North Street, Winkfield – Heather Brown (HB)
North Ascot – Vicki Browne (VB)
WPC Admin Assistant – Liza Challis (LC)
WPC Clerk – Annemarie Edwards (AE)
Winkfield Resident – Mark Fernandez (MF)
Parish Councillor – Moira Gaw (MG)
North Ascot – David Gill (DG)
Winkfield Row - Ruth Lyes (RL)
MHWRA - Roger Mulkern (RM)
WPC Chairman – David Parkin (DP)
North Ascot – Bruce Singleton (BS)
Kings Ride Residents Association – Richard Small (RS)
Forest Park – Dawn Thompson – (DT)
Kings Ride Residents Association – Melanie Trapnell (MT)

1. Apologies

Keith Stephens.

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The draft Minutes of the meeting held on 24th July were agreed.

4. Finance and Funding Report

The latest Financial Report was attached to the agenda, noted.

5. Communications Team

Call for small sites: -

- Warfield's call for sites returned no sites.
- Strategic Housing and Economic Land availability assessment (SHELAA) Part 2 – CLP/EV/10f being released by BFC, late August. JD at rCOH called WPC to advise that this had happened and there had been x3 new sites included within this version Wink 32, 33 and 34 – DP then asked should we still go ahead with our "call for small sites"?

MG & BS commented, would it not be too late now/is there any point - DP advised that JD had also said is there any value in going for this now. In answer to all this DP replied that to follow this exercise it would show due diligence and demonstrate we have listened to what the public wanted i.e. smaller sites. MT followed up by saying it would also show we were acting on the main points that came out of the questionnaire.

RB asked what are we calling a small site? DP's response was x5 or less, however JD at rCOH will be helping to put this document together. RB then suggested that developers may also split sites so we need to be careful how we pitch the call for sites form.

MG asked if it would push back the schedule – DP confirmed it shouldn't have an impact on the schedule.

VB asked surely developers won't build affordable housing on small sites, DP referred to the questionnaire re-iterating that this is what the public voted for. AE, we don't have to allocate sites, our polices will be as tight as we can get them to cover all eventualities.

After some debate it went to vote x12 agreed x1 abstention that we should continue with our call for small sites/small business development opportunities – up to x5 but less than x10 properties.

RL asked if the link to this new SHELAA document could be sent out to all Steering Group members.

Newsletter Article & Slides for Consultation – DP has asked a local company to assist but they felt it wasn't viable as it may be seen as a conflict of interest. They recommended someone in BFC who may be able to help us, that person came back and said they were currently too busy to help. JD has now confirmed that rCOH would now be able to help with this. All agreed to go ahead, DP will call JD to confirm.

LC was asked to send the draft script for the newsletter article to RB/MT.

6. Topic Group Reports

Design & Character – HB had a few outstanding questions regarding the Character Assessments that required further clarification, copy of questions attached. From the discussion that was had around the questions and in conjunction with JD's (rCOH) feedback, HB will complete the character assessments and send out for any further feedback to the Steering Group.

HB asked again if anyone could help with significant value/tree's in their respective settlements.

Housing
Community
Business/Employment
Green Infrastructure/Environment

7. BFC/rCOH/WPC Liaison

- rCOH – further to all agreeing at our last meeting in July, a meeting has been set up with Jon Dowty to go through mapping, the slides for consultation and to review finances on the 11th October.
- WPC – nothing to report.
- BFC – Part 2 of SHELAA released late August on the BFC website.

8. Progress Schedule

No change from last schedule – Still on course for Spring 2018.

9. Action List

To update list – Appendix 1.

10. Any Other Business

- rCOH - PLEASE NOTE THAT ON 1 SEPTEMBER 2017, their trading name changed to ONEILLHOMER LTD. All other legal and contact details remain unchanged.
- **SA Scoping Report (Sustainability Appraisal (which incorporates the requirements of an SEA))** - All feedback received on the Draft Scoping Report was sent back to Aacom and a follow up conference call on the 18th Sept was attended by DP/AE/LC to go and we are expecting an update on the final document on 29th September.
- Plus Response (1st class envelopes) that was set up to send out all NDP questionnaires is due for renewal – Steering Group were asked if they were happy to renew for another year at £95 – went to vote and the vote was unanimous in favour of renewing.
- DP to arrange a meeting with DG to go through the workings of the NDP.

11. Date of Next Meeting

Monday 16th October

Monday 20th November

DRAFT

ACTIONS LIST:

Appendix 1

	Subject	Action by:
Re Minutes dated 5th June 2017		
5.	D&C - Boundary changes need to come out of Jackie Lovell's report topic group document	HB
	D&C - JD to send HB an example list, LC to follow up to get a list of all Local Heritage Assets within WPC.	LC
	Housing - Starter Homes in the Green Belt – locate appropriate small scale sites – ANY suggestions please send to LC – ALL to action.	LC/HB/J D
	Housing - RB/VB to review to determine what the document is suggesting.	ALL
	Community - changed from Youth Hub to Commercial Facilities – JD to look into this.	RB/VB
	Community - JD/RL to look into/contact Borough to ascertain if any schools will be expanding in the next 10 years. Also have conversations with Clinical Commission Group (CCG) to ascertain the need for more GP surgeries.	JD/RL
6.	rCOH/JD said Draft Assessment will be with us within 10 days of the meeting date 5 th June.	JD
7.	MT and RB to send a small Communications report out ready for next meeting on the 3 rd July	MT/RB
8.	SEA now being managed by Aecom – Scoping Document will be with us by 10 th July – LC to chase.	LC
	Subject	Action by:
Re Minutes dated 24th July 2017		
5.	Call for Small Sites – to gain further information from BFC via Sue Scott.	LC
6.	D&C documents being worked on reducing each document to 4-6 pages.	HB
10.	SA (SEA) Scoping Report – all to read through Draft Scoping Report and feed back to LC.	ALL
	Response to be sent to TVO with regards to JL staying on the NDP distribution list.	DP
	HB asked for help from the Topic Group Leaders (TGL) to help finish her D&C assessment.	ALL
	DP to contact David Gill (DG) and meet up about becoming part of the NDP Steering Group.	DP
	DP to arrange a meeting with BS to discuss the offer of producing maps/draft policies etc	DP
	Subject	Action by:
Re Minutes dated 18th Sept 2017		
5.	RL asked for the updated SHELAA link to the BFC website.	LC
	Newsletter Article & Slides for Consultation – DP to call JD to confirm Steering Group happy to engage with rCOH to help with newsletter article/slides for consultation.	DP
	LC was asked to send the draft script for the newsletter article to RB/MT and JD.	LC
6.	HB asked again if anyone could help with significant value/tree's in their respective settlements.	ALL
10.	DP to organise a meeting with DG to go through the workings of the NDP.	DP