

# WINKFIELD NEIGHBOURHOOD DEVELOP

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

**7.30pm – 9.11pm, Monday 8<sup>th</sup> August 2016**

## MINUTES

### **Present:**

Parish Councillors - Stuart Tarrant (ST); David Parkin (DP); Moira Gaw (MG)

Chavey Down Association - Jackie Lovell (JL)

Cranbourne and Winkfield – Heather Brown (HB)

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

Maidens Green Society – Richard Bell (RB)

Martin's Heron and The Warren Residents Association – Roger Mulkern (RM)

North Ascot – Bruce Singleton (BS)

Winkfield Row - Ruth Lyes (RL); Lee Taylor

WPC Clerk – Annemarie Edwards (AE)

### **1. Apologies**

Apologies received: Nigel Atkinson (NA); Sarah Slade (SS); Keith Stephens (KS); Dawn Thompson; Tracey van Oeffelen (TvO) and Colin Yates (CY).

### **2. Declaration of Interest**

None declared.

### **3. Minutes of the Previous Meeting**

The Minutes of 11<sup>th</sup> July 2016 meeting were agreed.

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

None. (This item will be removed from future agendas as it can be dealt with under AOB.)

### **5. Finance and Funding Report**

ST reported that rCOH had submitted a further invoice which does not relate to the original invoicing schedule supplied. rCOH will be asked to break this down for us. It was clarified that the £6k grant is to replace some of the money set aside by the Parish so the total budget to date is £20k and not £26k.

### **6. Communications Update**

DP circulated a report. It was unanimously agreed to:

#### **a. Website -**

- Contracts have been signed and first draft available online.
- Members are asked to visit the website and to report back any issues and comments to AE.. These are very much welcomed. Please also let the Comms group know which devices and browsers you use

#### **b. Resident Consultation/Initial Questionnaire**

It was noted that the questionnaire will form the first substantial direct contact with our residents. The results of the questionnaire will be collated and incorporated into the production of our policies. These policies will then be consulted on at resident workshops and further adjustments made before finally forming the Plan.

The timing of the production of this is being revised and will be distributed shortly by the Comms Team after which we will be able to update the Progress schedule

All Topic Group Leaders were asked to provide two/three questions for inclusion in the questionnaire and these should be forwarded to AE by 18<sup>th</sup> August in order that a final draft can be brought to the next meeting for agreement. (AE to forward current draft questionnaire to all Members.)

It was agreed that up to £7k should be agreed in principle to cover the costs of instructing a company to take us through the process resulting in full reports.

**c. *Statement (Pre Questionnaire Flyer)***

A draft was circulated and a lot of discussion ensued. The Comms Team welcomes any comments but asked for email comments to be forwarded immediately. RB to collate comments and re-circulate a draft by email. It was agreed that it would not be possible to publish this Statement before Sunday 14<sup>th</sup> August.

**7. Topic Group Reports**

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

- a. Design and Character – JL has reviewed all the relevant BFC design and character saved policies and the Street Scene SPD. To date JL has received feedback from RL but awaits feedback from other Steering Group Members
- b. Community Facilities – RL has produced an updated draft but is awaiting final information.
- c. Green Infrastructure – BS circulated his latest draft. The link to his ‘heavy’ document was emailed to all. RL noted that the Asher Recreation Ground description needs to be consistent between the 2 groups. RL will forward her topic group text re Asher to BS.
- d. Parking and Traffic – a revised draft was circulated by KS. Further comments from all Members welcomed.
- e. Housing and Employment and Site Allocations – ST reported that the group is still waiting for BFC to publish the SHELAA data. He had issued a revised Employment Paper.

SS was unable to attend the meeting but it was noted that she is very happy to comment on all the updates.

**8. BFC/rCOH/WPC Liaison**

- a. BFC – the Green Belt Review has been published. It was noted that there is one ‘key’ word – ‘exceptional’. JL to ask SS to provide definition of ‘exceptional’. SS also to be asked to provide a map of the SHELAA sites.
- b. rCOH – JL reported that JD has started on the basics of the draft plan – he is waiting for the results of the questionnaire. He and SS needs to see the statement and questionnaire before distribution
- c. WPC – DP reported that WPC is fully up to date with the actions of the WNDP.

**9. Progress Schedule**

It was reported that we may be a little further behind our original very tight schedule – Comms group to forward their timetable to JL so that she can update the progress schedule.

**10. Action List**

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

**11. Any Other Business**

- a. The nine areas were discussed and will be agendarised for next meeting
- b. Somerton Farm/Winkfield Row – WPC has been approached by Pegasus with regard to meeting with them to discuss in very general terms development on this large area. It was noted that WPC has agreed to postpone any meetings with developers until it has had the opportunity to review the SHELAA report due to be published later in the year. No formal request has been made by Pegasus to the NDP SG.

**12. Date of Next Meeting**

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

## ACTIONS:

Appendix 1

	Subject	Action by:
<b>Re Minutes dated 23<sup>rd</sup> May 2016</b>		
Outstanding items		
8	Follow up availability of Crown Land after SHELAA report published.	ST
<b>Re Minutes dated 13<sup>th</sup> June 2016</b>		
Outstanding items		
6c	Respond to TvO's questionnaire.	KS,DT
<b>Re Minutes dated 11<sup>th</sup> July 2016</b>		
6a	Website – Reimburse BS for any third party costs he has incurred in setting up the current website Close the current NDP Website	AE DP
6b	Draft resident questionnaire to be provided for consideration at the next meeting.	Coms
6d	KS to speak to other members re parking and traffic issues across the Parish	KS
7	SS to provide feedback to JL on design and character assessments	SS
7e	ST to contact rCOH re development principles for new settlements	ST
<b>Re Minutes dated 8<sup>th</sup> August 2016</b>		
5	Revised invoice from rCOH to be requested	AE
6a	Website feedback to AE All to inform Comms group which browsers and devices you use	All All
6b	Comms group to provide JL with their timetable to allow revision of progress schedule	MT
6b	AE to circulate draft questionnaire to members	AE
	Topic Group leaders to urgently provide 2/3 questions for Questionnaire	TG Leads
6c	Members to urgently give feedback to Comms on Statement (Pre Q Flyer)	All
7	Topic Group Reports – input from all members requested where not already submitted	All
7c	RL to email BS the community groups statement on Asher	RL
7	SS to continue to monitor/provide feedback on changes/updates to Topic Group Reports.	SS
8a	'Exceptional' to be defined by SS	JL
8b	Ask SS and JD for comments on statement and questionnaire before distribution	DP
9	Progress Schedule Update	JL
11a	9 areas ( <i>post meeting action: casting votes now we have 2 chairmen!</i> ) to be placed on agenda for next meeting	AE