

## WINKFIELD NEIGHBOURHOOD DEVELOP

MEETING OF THE STEERING GROUP held at Locks Ride Pavilion, Forest Road, Winkfield Row RG42 7NJ  
7.30pm-9.02pm, Monday 3<sup>rd</sup> October 2016

### MINUTES

#### Present:

Parish Councillors - David Parkin (DP); Moira Gaw (MG); Nigel Atkinson (NA)  
Chavey Down Association – Tracey van Oeffelen (TvO)  
Cranbourne and Winkfield – Heather Brown (HB)  
Forest Park – Dawn Thompson (DT)  
Kings Ride Residents Association – 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)  
WPC Clerk – Annemarie Edwards (AE)

#### 1. Apologies

Apologies received: Oliver Bettison (OB); Jacquie Lovell (JL); Keith Stephens (KS); Lee Taylor (LT); Melanie Trapnell (MT) and Colin Yates (CY).

#### 2. Chairmanship of this meeting

Due to STs recent resignation DP agreed to take this Chair for this meeting. It was agreed that AE should formally write to ST thanking him for all his input to the NDP to date.

#### 3. Declaration of Interest

None declared.

#### 4. Minutes of the Previous Meeting

The Minutes of 8<sup>th</sup> August 2016 meeting were agreed.

DP reported that although there had been a two month gap since the last meeting an immense amount of work has been carried out during this time and he thanked everyone for their invaluable input.

#### 5. Finance and Funding Report

The latest Financial Report was attached for noting.

#### 6. Communications Update

DP circulated a report. It was unanimously agreed to:

##### a. Statement -

A copy of the agreed Statement was attached for noting. The Statement to be published as widely as possible, using all media communication channels available to us – Resident Associations, noticeboards, WPC website, local shops, etc. *Note: Dates to be added when ready to publish.*

##### b. Resident Consultation

The questionnaire and covering letter were attached for sign-off. DP reported that the Comms Team have met at least 10 times over the past two months and he thanked them for their efforts. He also thanked the SG for their input to this important document – this has not been an easy task. Some minor amendments/additions were agreed. It was agreed that the Comms Team could proceed. It was agreed that banners and flyers should be produced to promote the questionnaire and NDP – RL agreed to start the ball rolling.

##### c. Website

AE reported that work is continuing on the website and the plan is for this to go live in the next week. The content will grow as work progresses. It was agreed that the Comms Team could proceed.

#### 7. Topic Group Reports

Each lead member was asked to report any progress since the last meeting. Nothing received.

- a. DP asked the Topic Group Leaders/their Deputies to continue to tweak and hone their reports as we move forward incorporating any new evidence. AE was asked to forward the latest versions of all six reports she has on file to all. Each Topic Group Leader then to check and ensure AE holds the latest. Following this AE to circulate most up to date reports to all and all to read.

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

- a. BFC – currently we do not have a BFC Liaison Officer. This was of great concern to all. AE to write to BFC expressing our concerns and requesting that any actions not completed by our previous Liaison Officer, Sarah Slade, be completed.
- b. rCOH – JD has assisted with the production of an update schedule detailing actions and responsibilities - see item 9 below.
- c. WPC – DP reported that WPC is fully up to date with the actions of the WNDP. DP reported that JD had clarified that the final 'sign-off' of the Plan prior to submission is the responsibility of WPC and therefore it is imperative that WPC is kept informed and up to date.

## **9. Progress Schedule**

The latest schedule was circulated. DP reported that there will need to be some flexibility within the dates. JD has advised that as it is our intention to send out a resident questionnaire, it may not be necessary to hold further workshops/consultations. It was noted that other NDP SGs had undertaken workshops but generally if they did this they had not carried out a survey via a questionnaire.

## **10. Action List**

The Action List was updated.

## **11. Chairman Vacancy**

A new Joint Chairman needs to be appointed to replace Stuart Tarrant. There was much discussion but nobody present put themselves forward for consideration (BS did state that he may be in a position to put himself forward for consideration once the Topic Group Reports are finalised). DP explained that he was not keen to take on the role on a permanent basis as he is also Chairman of WPC although he was happy to step into the breach until a replacement is in place.

In addition the Terms of Reference need to be amended to:

- a. Clarify the Joint Chairmen's responsibilities; and
- b. Chairmen's Voting rights.

It was agreed to defer a. and b. above to the next meeting.

## **12. Any Other Business**

BS asked that a payment of £150 be made to TVERC in order that he can obtain relevant wildlife/habitat maps needed as evidence for the Green Infrastructure Report. It was agreed that AE should sign the relevant paperwork and place the order.

## **13. Date of Next Meeting**

Monday 31<sup>st</sup> October and Monday 28<sup>th</sup> November, 7.30pm, Locks Ride Pavilion.

## 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.	WPC
7	SS to provide feedback to JL on design and character assessments	BFC
7e	AE to contact rCOH re development principles for new settlements	AE
<b>Re Minutes dated 8<sup>th</sup> August 2016</b>		
7	SS to continue to monitor/provide feedback on changes/updates to Topic Group Reports.	SS
8a	'Exceptional' to be defined by SS	JL
<b>Re these Minutes dated 3<sup>rd</sup> October 2016</b>		
2	AE to write to Stuart Tarrant thanking him for his input to date	AE
6	Comms Team to move forward with the publication of the website; statement and distribution of the questionnaire	Comms
7	AE to circulate latest Topic Group Reports held on file	AE
7	Topic Group Leaders/Deputies to ensure AE has a copy of latest Topic Group Reports	JL/RL/ BS/KS/ Deputies
7	Once latest Topic Group Reports circulated to all, everyone to read	All
8a	AE to write to BFC expressing SGs immense concern re the lack of a BFC Liaison Officer	AE
12	AE to complete paperwork to apply for licence with TVERC	AE