

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

MEETING OF THE STEERING GROUP

7.30pm, Monday 3rd October 2016

Locks Ride Pavilion, Forest Road, Winkfield RG42 7NJ

A G E N D A

To: All Members of the Steering Group.

It would be very beneficial 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. Apologies to date – MT, OB, JL .

2. Chairmanship of this meeting

Stuart Tarrant has recently tendered his resignation from the Steering Group.

Cllr Parkin has agreed to Chair this meeting – a new Joint Chairman to be elected – see item 11 below.

3. Declaration of Interest

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

4. Minutes of the Previous Meeting

To Accept the Minutes of the meeting held on 8th August 2016, attached.

5. Finance and Funding Report

Current financial statement, attached.

6. Communications Update

- a. Statement agreed – copy attached for info.
- b. Resident Consultation – final questionnaire and covering letter attached
- c. Website - Update

7. Topic Group Reports

Each lead member to forward significantly updated reports to AE prior to the meeting by lunchtime Friday 30th September 2016.

- a. Design and Character – JL
- b. Community Facilities – RL
- c. Green Infrastructure – BS
- d. Parking and Traffic – KS
- e. Housing and Employment – ST contrary to minutes of July 8a SHELAA sites not available until Autumn. Not an error in the minutes just an error of reported fact

8. BFC/rCOH/WPC Liaison

- a. BFC – BFC have not yet advised of a replacement liaison officer – AE to report.
- b. rCOH – update
- c. WPC – Cllr Parkin to report.

9. Progress Schedule.

Cllr Parkin to update.

10. Action List

see Appendix 1.

11. Chairman Vacancy

Unfortunately Stuart Tarrant has resigned from the NDP Steering Group. We therefore need to appoint a replacement.

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

- a. clarify the Joint Chairmen's responsibilities and
- b. voting rights.

12. Any Other Business

13. Dates of Next Meetings

Please put the following dates in your diary – 31st October and 28th November.

ACTIONS:

Appendix 1

	Subject	Action by:
Re Minutes dated 23rd May 2016		
Outstanding items		
8	Follow up availability of Crown Land after SHELAA report published.	ST
Re Minutes dated 13th June 2016		
Outstanding items		
6c	Respond to TvO's questionnaire.	KS,DT
Re Minutes dated 11th July 2016		
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
Re Minutes dated 8th August 2016		
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