

# WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

## MEETING OF THE STEERING GROUP

7.30pm, Monday 31<sup>st</sup> 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.

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 3<sup>rd</sup> October 2016, attached.

4. **Finance and Funding Report**

Current financial statement, attached.

5. **Communications Update**

The Chairman to update the meeting.

a. The Statement was widely distributed.

b. Resident Questionnaire/Consultation – delivery to all households and businesses commenced 27<sup>th</sup> October and will be completed by 1<sup>st</sup> November 2016. Banners were positioned strategically around the Parish on Wednesday 26<sup>th</sup> October. Particular thanks to the cooperation from local businesses – Tesco (Warfield and Martin's Heron); Oaktree Nursery; St Mary's Church,; St Peter Church; St Martin's Church; Duke of Edinburgh (Woodside); LVS. Plus thanks to the WPC Grounds Team and Richard Bell for their help in this operation as the timing was critical.

c. Website – the website went live on 19<sup>th</sup> October and the questionnaire can now be completed online. Updates to the information on the website welcomed and should be directed to AE.

6. **Topic Group Reports**

The latest Topic Group Reports have been circulated. Topic Group Leaders to report. All Members are asked to look at each of the reports and forward any comments to the Topic Group Leaders.

a. Design and Character – JL

b. Community Facilities – RL

c. Green Infrastructure – BS

d. Parking and Traffic – KS

e. Housing and Employment – ST

7. **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.

**8. Progress Schedule.**

Cllr Parkin to update.

**9. Action List**

To update the list at Appendix 1.

**10. Chairman Vacancy**

To Consider.

**11. Any Other Business**

**12. Dates of Next Meetings**

Next meeting scheduled for 28<sup>th</sup> November. To Agree future dates.

**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