

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN
MEETING OF THE STEERING GROUP held at Locks Ride Pavilion, Forest Road, Winkfield Row RG42 7NJ
7.30pm-9pm, Monday 31st October 2016
MINUTES

Present:

Parish Councillors - David Parkin (DP); Moira Gaw (MG); Nigel Atkinson (NA)
Cranbourne and Winkfield – Heather Brown (HB)
Kings Ride Residents Association – Richard Small (RS)
Maidens Green Society – Richard Bell (RB); Oliver Bettison (OB)
Martin's Heron and The Warren Residents Association – Keith Stephens (KS); Roger Mulkern (RM)
North Ascot – Bruce Singleton (BS)
Winkfield Row - Ruth Lyes (RL)
WPC Clerk – Annemarie Edwards (AE)

1. Apologies

Apologies received: Jacquie Lovell (JL); Melanie Trapnell (MT) and Colin Yates (CY); Tracey van Oeffelen (TvO)

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 3rd October 2016 meeting were agreed.

4. Finance and Funding Report

The latest Financial Report was attached for noting.

5. Communications Update

The DP and RB updated the meeting.

- a. The Statement was widely distributed. DP thanked everyone who helped to circulate the Statement across the Parish.
- b. Resident Questionnaire/Consultation – delivery to all households and businesses commenced 27th October and will be completed by 1st November 2016. Banners were positioned strategically around the Parish on Wednesday 26th 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. It was agreed that the banners should be moved around the Parish where possible ensuring as much coverage as possible. The banners will be removed on 22nd November but the Statements can remain displayed.
- c. Website – the website went live on 19th October and the questionnaire can now be completed online. Updates to the information on the website welcomed and should be directed to AE. DP asked everyone to encourage residents to complete the questionnaire online if possible as this will save postage costs.

DP thanked WPC staff for all their help in ensuring the questionnaire went out on time.

6. Topic Group Reports

The latest Topic Group Reports have been circulated. Topic Group Leaders to report. All Members were 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 – to be agreed

As soon as the questionnaire analysis is available (before Christmas) it will be time critical for the topic group reports to be updated, agreed and finalised by our meeting in January as this will form the basis for rCOH to formulate the policies. It was agreed that a date will be arranged to look at the report together before Christmas.

7. BFC/rCOH/WPC Liaison

- a. BFC – BFC have not yet advised of a replacement liaison officer – it was unanimously agreed that AE and MG be asked to chase BFC as it is now critical that we have an input from them as this could affect the plan going forward.
- b. rCOH – it was agreed that a meeting should be arranged with all Topic Group Leaders and Chairs once the questionnaire report is available to plan the way forward with regard to the updates to the Topic Group Reports ensuring that any unnecessary work is avoided and everyone works within an agreed brief. DP advised that he had visited the Warfield NDP presentation over the weekend and picked up a few good pointers.
- c. WPC – DP reported that WPC continues to be kept up to date with the NDP Steering Group activities and finances – a full Council meeting is to take place tomorrow, Tuesday 1st November. DP thanked AE for the simplified layout of the accounts spreadsheet.

8. Progress Schedule

DP reported that we are approximately two weeks behind schedule but advised that this was not to be regarded as a major problem. An updated Progress Schedule will be provided at the next meeting.

9. Action List

The Action List was updated.

10. Chairman Vacancy

It was proposed by RM, seconded by KS and unanimously **AGREED** that DP should be elected as Joint Chairman.

11. Any Other Business

General discussion regarding site allocations. It was agreed that when the SHELAA report is available this topic can be discussed fully.

12. Date of Next Meeting

Monday 28th November, 16th January 2017 - 7.30pm, Locks Ride Pavilion.

A further meeting will be arranged for December to look at the questionnaire report.

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.	DP/AE
Re Minutes dated 11th July 2016		
7	BFC to provide feedback to JL on design and character assessments	BFC
7e	Contact rCOH re development principles for new settlements	DP/AE
Re Minutes dated 8th August 2016		
7	BFC to continue to monitor/provide feedback on changes/updates to Topic Group Reports.	BFC
8a	'Exceptional' to be defined by BFC	AE
Re these Minutes dated 31st October 2016		
5b	Remove questionnaire banners on 22nd/23 rd November	AE
5c	Any updates to the website should be directed to AE	All
5c	Encourage residents to complete questionnaire online	All
6	Comments on Topic Group Reports to be directed to Topic Group Leaders	All
7a	BFC to be contacted urgently relaying huge concerns that we do not have a Liaison Officer which is essential going forward	AE/MG
7b	Meeting to be arranged with rCOH/Topic Group Leaders and anyone else interested in attending in early January 2017 once the questionnaire report is available	AE/ rCOH