

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN
MEETING OF THE STEERING GROUP held at Locks Ride Pavilion, Forest Road, Winkfield Row RG42 7NJ
7.30pm-9.10pm, Monday 28th November 2016
MINUTES

Present:

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

1. Apologies

Apologies received: Jacquie Lovell (JL); Tracey van Oeffelen (TvO) and Oliver Bettison (OB).

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 31st October 2016 meeting were agreed.

4. Finance and Funding Report

The latest Financial Report was attached. DP and AE explained the detail.

5. Communications Update

DP updated the meeting and advised that the Comms Team has met a couple of times since the last meeting.

- a. Resident Questionnaire/Consultation – as at 23rd November the numbers received are 1391. Overall an incredibly solid response. We delivered to 6600 dwellings and if you apply these returns as a percentage of those dwellings this equates to a 21% response which is much higher than our original estimate.
- b. Website – the website has received generally very positive comments and the Comms Team will continue to refresh as appropriate. If anyone has any information or suggestions that they feel should be included please forward to the Comms Team via AE. DP advised that two members of the WPC staff are now able to make text changes to the website.

6. Questionnaire Analysis and Report

You may be surprised to hear that the method of response favoured was by hard copy – the ratio being almost 2:1 compared with online.

Initial indication is that parking appears to be the number one concern of residents across the Parish.

We now await the full report from the analyst which is due before Christmas. IDA has recently advised that due to the higher than expected response rate they may not be able to provide the full final report prior to Christmas however WILL produce an interim report for us in time for our informal December meeting – Monday 19th December at Carnation Hall 7.15pm. It is hoped that this allows the Steering Group time to consider the headline results and the Topic Group Leaders to incorporate the major points from the questionnaire. JD has asked that Topic Group Leaders ensure their reports are consistent with the Vision Report and to this end the Vision Report is attached for reference.

A meeting has been arranged with rCOH for Monday 9th January, 6.30pm primarily to ensure the Topic Group reports are on schedule and being presented in the correct format and the presence of all Topic Group

Leaders/Deputy is requested at this critical meeting. This will also give the opportunity for questions and advice. Other Members are of course welcome however as already noted this meeting is for the benefit of Topic Group Leaders. DP reiterated that Jon Dowty has stated very clearly that all Topic Group Reports should be in line with our Vision Report and should be manageable sized documents. The Green Infrastructure Document is very large. JD has requested that a bulleted report be provided for the January meeting.

7. Topic Group Reports

All Members were asked to look at each of the reports and forward any comments to the Topic Group Leaders. AE was asked to forward the latest reports on file.

- a. Design and Character – JL – as JL is currently unavailable NA and HB agreed to lead on this. Currently we do not have a report for Woodside.
- b. Community Facilities – RL
- c. Green Infrastructure – BS
- d. Parking and Traffic – KS
- e. Housing and Employment – Stuart Tarrant has now left the group – RB and VB kindly agreed to take over this group. AE was asked to send the latest reports on file to RB and VB.

8. BFC/rCOH/WPC Liaison

- a. BFC – no further news on a replacement BFC Liaison Officer. This is now seriously hampering our progress and DP/AE agreed to chase. MG advised that BFC are holding a meeting regarding this in early December. However, all agreed that this does not help our situation.
- b. rCOH – DP reiterated Jon Dowty's comment on the importance of the Topic Group Reports mirroring the Vision Report.
- c. WPC – WPC continues to support the work of the NDP.

9. Progress Schedule

Much discussion ensued and it was agreed that the planned SG meeting for January (16th) would now take place on the 23rd.

10. SHELAA REPORT

The SHELAA Report was published on 21st November and is available to view on the BFC website -

http://consult.bracknell-forest.gov.uk/portal/planning/clp/shelaa_2016/strategic_housing_and_economic_land_availability_assessment_final_draft_and_site_selection_methodology_2016 Consideration was given whether to include sites in our NDP. This will be a critical decision as if it is agreed to include sites further public and formal (SEA) consultations will be necessary as is both right and proper. A list of the Winkfield sites was attached. A great deal of discussion followed but it was agreed that no decision could be taken on possible sites until the questionnaire report has been received.

11. Action List

The Action List was updated.

12. Any Other Business

- a. We have received a request from Pegasus Planning Group Ltd who are acting on behalf of Somerton Farm and other interested parties with reference to the SHELAA site reference 14, published on 21st November. Pegasus would like to attend a future NDP Steering Group to start obtaining feedback from the local community, with regards to understanding how additional development at the village might be viewed.

It was agreed that this Group should decline the offer and developers should, in the first instance, speak with the Parish Council, if they so wish.

- b. Following the release of the SHELAA report BS has asked BFC for some additional map overlays.
- c. BS reported that the bullet points on the front page of the website do not line up when viewing from a smart phone. AE to action correction.

13. Date of Next Meeting

Informal meeting to discuss the headline points of the questionnaire report – Monday 19th December in the Meeting Room at Carnation Hall.

ACTIONS:

Appendix 1

	Subject	Action by:
Re Minutes dated 23rd May 2016		
Outstanding items		
8	Follow up availability of Crown Land now SHELAA report published.	DP/AE
Re Minutes dated 11th July 2016		
7	BFC to provide feedback on design and character assessments. AE to chase.	BFC/ AE
7e	Contact rCOH re development principles for new settlements. Awaiting a response from rCOH	rCOH
Re Minutes dated 8th August 2016		
7	BFC to continue to monitor/provide feedback on changes/updates to Topic Group Reports. Awaiting advice from BFC	BFC
8a	'Exceptional' to be defined by BFC. BFC has signposted us to the national information online.	AE
Re Minutes dated 31st October 2016		
6	Comments on Topic Group Reports to be directed to Topic Group Leaders	All
Re these Minutes dated 28th November 2016		
6&7	Topic Group Reports to be updated once the questionnaire report is available. JD to advise on how this is to be incorporated into reports.	ALL/JD /AE
8a	Chase BFC with regard to replacement Liaison Officer	DP/ AE
12a	Advise Pegasus that the NDP would not be taking up their offer to present re their proposals for Somerton Farm	AE
12b	Overlay maps to be sought from BFC	MG/ BS
12c	Bullet points on the front page of the website do not line up when accessing via a smart phone/device. Website designer to be contacted.	AE