

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN
MEETING OF THE STEERING GROUP held at Carnation Hall, Chavey Down Road RG42 7PA
7.30 pm-9.30 pm, Monday 27th February 2017

MINUTES

Present:

WPC Chairman – David Parkin (DP)
Parish Councillors - Nigel Atkinson (NA)
Chavey Down Association – Tracey van Oeffelen (TVO)
Cranbourne and Winkfield – Heather Brown (HB)
Kings Ride Residents Association – Richard Small (RS)
Maidens Green Society – Richard Bell (RB)
MHWRA - Roger Mulkern (RM)
North Ascot – Bruce Singleton (BS); Vicki Browne (VB)
Winkfield Row - Ruth Lyes (RL)
WPC Clerk – Annemarie Edwards (AE)
WPC Admin Assistant – Liza Challis (LC)

1. Apologies

Apologies received: Moira Gaw, Jacquie Lovell, Keith Stephens and Melanie Trapnell.

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 27th November 2016 meeting were agreed.

4. Finance and Funding Report

The latest Financial Report was attached to the agenda. DP and AE explained the detail. It was agreed we need to apply for the further £3,000 grant before April – AE to complete and send form in as soon as possible.

5. Questionnaire Analysis and Report

The final version (v7) of the Questionnaire results/report was agreed* by all members and this version will be posted on the website including a map of SHELAA by AE ASAP. *All references to 'Martin's Heron' will be updated to 'Martin's Heron and The Warren' where appropriate.

6. Topic Group Reports

Following the meeting with Jon Dowty (JD) (rCOH) on 6th February all Topic Group Leaders were asked to forward their latest report to AE by the end of February. All members asked for an extension of 2 weeks to enable them to complete their reports – PLEASE have all reports into AE/LC by 17th March 2017 latest – if any are ready before this date it would be most helpful to receive them. AE to advise JD re agreed extension date.

- a. Design and Character – NA
- b. Community Facilities – RL
- c. Green Infrastructure – BS
- d. Parking and Traffic – KS + RM – RM to speak to KS and chase/advise of the 2 week deadline.
- e. Housing and Employment – RB + VB

It has become apparent that the Housing and Employment report requires professional guidance and to this end we asked JD at rCOH to send in a quote, which was discussed in detail. The initial first stage of the quote to:-

- a. Review long list of SHELAA sites, provide site scenario list reporting if they are feasible and compliant with the BFC plan.
- b. Produce one CAD map of all sites which will show the relationship of individual sites to settlements, etc.
- c. Undertake simple site capacity assessment.
- d. Workshop session led by rCOH with Housing Group and one rep from other groups – report of workshop including short list of sites with potential for allocation and updated map.
- e. WNP Group to consult informally on shortlisted sites and produce short feedback report.

It was unanimously agreed by all members with an action for AE to confirm the go ahead with JD and also to confirm if BS's CAD drawings would suffice and save JD some time and potentially reduce our quote. AE to

email BS with a copy of the SHELAA sites and BS to return updated SHELAA list of sites within 24 hours with relevant notes for JD. AE to also send a copy of this document to all that attended the meeting.

STOP PRESS! Post meeting advice received from Jon Dowty – Extra NDP grants are now available to assist more ‘complex’ plans – AE/LC will pursue.

7. BFC/rCOH/WPC Liaison

- a. BFC – BFC Update – No replacement officer due to cutbacks but Service Level Agreement (SLA).
- b. rCOH – We have been in contact with JD on a number of occasions since the last meeting and his advice is to allocate some sites.
- c. WPC – WPC are up-to-date and continue to support the SG and NDP.

8. Progress Schedule

JD has advised that we should be ready for referendum by Spring 2018. A new progress schedule will be circulated shortly by AE.

9. Action List

Please see below, updated as necessary.

10. Any Other Business

- We have received an invitation to attend a free training session from BFC on exploring heritage in neighbourhood plans – Wednesday 22nd March – 1 – 4.30 p.m. There are x4 spaces – DP, AE to attend - PLEASE advise if you would like to attend, first come first served.
- Any items for the Newsletter – BS agreed to send in an article for consideration.

11. Date of Next Meeting

No date in March as we will await JD’s draft policies/plans. However, should it be necessary to call a meeting we will do so. Next meeting will be Monday 3rd April in the Meeting Room at Carnation Hall.

ACTIONS:

Appendix 1

	Subject	Action by:
Re Minutes dated 27th February 2017		
4.	Form/Questionnaire for extra £3,000 grant to be completed by end of April and submitted.	AE
5.	Public Questionnaire Results to be published on the website with a SHELAA map asap.	AE
6.	Topic Group Reports – to be in by 17 th March latest.	ALL
	AE to liaise with BS/JD with regards to CAD drawings.	AE/BS
	BS to return updated SHELAA list of sites within 24 hrs with relevant notes to AM.	BS
	Extra NDP grants now available to assist more ‘complex’ plans.	AE/LC
6d.	RM to speak to KS and chase/advise of the 2 week deadline.	RM
6e.	AE to advise JD to go ahead with Phase 1 of the quote. AE to also e-mail BS with a copy of the list of SHELAA sites and also to all that attended the meeting.	AE
10	BS to send article into LC by e-mail by tomorrow 29 th February.	BS