

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 3rd April 2017

M I N U T E S

Present:

Parish Councillor - Nigel Atkinson (NA)
Maidens Green Society – Richard Bell (RB)
WPC Admin Assistant – Liza Challis (LC)
WPC Clerk – Annemarie Edwards (AE)
Parish Councillor – Moira Gaw (MG)
Chavey Down Association – Jackie Lovell (JL)
BFC Senior Planning Officer – Matt Lunn (ML)
Winkfield Row - Ruth Lyes (RL)
MHWRA - Roger Mulkern (RM)
WPC Chairman – David Parkin (DP)
Kings Ride Residents Association – Richard Small (RS)
MHWRA – Keith Stephens (KS)
Kings Ride Residents Association – Melanie Trapnell (MT)
Chavey Down Association – Tracey van Oeffelen (TVO)

1. Apologies

Apologies received: Heather Brown, Vicki Browne and Bruce Singleton

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The draft Minutes of the meeting held on 27th February 2017 were agreed.

4. Finance and Funding Report

The latest Financial Report was attached to the agenda with only one further payment having been made to rCOH since the previous meeting in February.

The locality grant application is almost complete, we are waiting on an updated quote from rCOH to enable us to attach this to the application and submit for the further £9,000 grant – **LC** to chase rCOH and complete application by the end of w/c 3rd April.

5. Questionnaire Analysis and Report

A copy of the SHELAA map together with a small updated report on SHELAA will be posted on the website by **AE** ASAP.

6. Topic Group Reports

All received except the Green Infrastructure Report which, due to holidays, is due imminently.

RL would like to add more raw data from the questionnaire to her report – **AE** advised she would speak to JD to find out if this information would be useful.

JD at rCOH is now ploughing ahead with compiling all details from the reports submitted.

THE WAY FORWARD WORKING TOWARDS NEXT STAGE OF PUBLIC CONSULTATION – please see attached Appendix 1.

7. BFC/rCOH/WPC Liaison

- a. rCOH – update – as per item 8 below, **LC/AE** to obtain an update from JD including the project plan/scope of work graph.
- b. WPC – WPC were updated by DP at the March meeting and WPC are completely on-board.

8. Progress Schedule

LC/AE to obtain an up-to-date schedule from JD at rCOH for the next meeting on 8th May 2017.

9. Action List

Please see below, updated as necessary, **Appendix 2 below**.

10. Any Other Business

- The BFC exploring heritage in neighbourhood plans was attended by AE, LC and DP on Wednesday 22nd March. Slides from that presentation were sent out with the agenda.
- PLEASE NOTE that any communications with rCOH MUST come through AE/LC, please DO NOT go directly to JD as this could result in further charges.
- Please DO NOT promote or get involved with any situations regarding other NDP's as a body – if deemed necessary the WNDP will get involved as a group. *Members are of course at liberty to get involved on a personal basis but must not speak on behalf of the WNDP.*

11. Date of Next Meeting

Monday 8th May – at Ascot Jubilee, Goaters Road (off Fernbank Road) SL5 8JA.- **POSTPONED to 5th June.**

Monday 5th June

Monday 3rd July

Monday 7th August – depends on progress of plans.

ACTIONS LIST:
Appendix 2

	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 – Started from the beginning and hope to submit by end of w/c 3rd April.	LC
5.	Public Questionnaire Results to be published on the website with a SHELAA map asap - DONE	AE
6.	Topic Group Reports – to be in by 17 th March latest – ALL DONE bar green infrastructure report, due to holidays.	ALL
	AE to liaise with BS/JD with regards to CAD drawings - DONE	AE/BS
	BS to return updated SHELAA list of sites within 24 hrs with relevant notes to AM - DONE	BS
6d.	RM to speak to KS and chase/advise of the 2 week deadline - DONE	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 - DONE	AE
10	BS to send article into LC by e-mail by tomorrow 29 th February - DONE	BS
	Subject	Action by:
Re Minutes dated 3rd April 2017		
4a.	Locality Grant – to be applied for by the end of April, just awaiting an update from JD to enable LC to complete our submission for £9,000.	LC
5.	A copy of the SHELAA map together with a small updated report on SHELAA will be posted on the website by ASAP.	AE
6.	RL would like to add more raw data from the questionnaire to her report – AE advised she would speak to JD to find out if this information would be useful.	AE
7a.	rCOH – to obtain an update from JD including the project plan/scope of work graph for the next meeting on the 8 th May.	LC/AE
10	PLEASE NOTE that any communications with rCOH MUST come through AE/LC, please DO NOT go directly to JD as this could result in further charges.	ALL
	Please DO NOT promote or get involved with any situations against other NDP's as a body unless it impacts on our own NDP.	ALL