

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 24th July 2017

M I N U T E S

Present:

Maidens Green Society – Richard Bell (RB)
WPC Admin Assistant – Liza Challis (LC)
Winkfield Row - Ruth Lyes (RL)
MHWRA - Roger Mulkern (RM)
WPC Chairman – David Parkin (DP)
Kings Ride Residents Association – Richard Small (RS)
North Ascot – Bruce Singleton (BS)
MHWRA – Keith Stephens (KS)
Kings Ride Residents Association – Melanie Trapnell (MT)
North Ascot - David Gill (DG) to observe only.

1. Apologies

Vicki Browne, Annemarie Edwards, Moira Gaw, Nigel Atkinson, Heather Brown, Mark Fernandez and Tracey van Oeffelen.

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The draft Minutes of the meeting held on 5th June were agreed.

4. Finance and Funding Report

The latest Financial Report was attached to the agenda, noted.

5. Communications Team

- BFC Plans: - DP advised BFC Plans have slipped back to late Autumn/Christmas due to land assembly/staffing issues.
- Call for small sites/small business opportunities – RB/MT/DP/LC – LC has made contact with Sue Scott at BFC who will be sending details on the procedure to put this in place, how far do we go with the process, MT asked if once we get any sites do we pass onto the borough, DP confirmed we would pass any sites onto BFC for further investigation. RB also looked in to “call for sites” and found lots of information, he believes the formula would be a good one to follow. All agreed that we should enquire further into the call for small sites/small businesses to understand what would be involved and then update the Steering Group accordingly – DP/LC
- Overview of Newsletter Article and Slides for Consultation – RB/MT/DP – All agreed that we would go out for quotes to a Marketing Consultant to put slides together for the consultation and we would also take the pop ups into various places i.e. local pubs/restaurants/Carnation Hall/Martin Herons Hall and any opportunities that may arise to further advertise the NDP i.e. local fayres etc.
- Overview of Larger Sites – DP updated all with regards to the x2 possible larger sites that could be built on within the Winkfield Parish... Wink 14 Somerton Farm and Bog Lane. DP re-iterated that the NDP is a vehicle to run alongside the BFC plan.

6. Topic Group Reports

Design & Character

HB currently working on each D&C document to update accordingly with changes that come out of the NDP meeting on the 5th June. JD/LC have been assisting HB to reduce each document down to 4-6 pages.

Housing

W11 – Starter Homes in the Green Belt – locate appropriate small-scale sites – ANY suggestions please send to LC – ALL to action – NO suggestions came forward.

Community - RL did receive relevant information/an answer to JD's question of what the "future for schools and health services expansion within the Parish" where, BFC replied as follows: "I have reviewed the Bracknell Forest Council Comprehensive Local Plan Infrastructure Delivery Plan (first draft) 2017 and have referred to the areas that you have highlighted. Before I include commentary on each area, it is still very early in the process and as the preferred sites for allocation in the new local plan have not been selected yet, service providers have not provided detailed information on planned infrastructure schemes. Nonetheless, some info. has been provided at this stage."

This information will be forwarded onto JD at rCOH.

Education

For early years, special education needs, further education and adult and community learning, infrastructure providers have not provided anything specific at this stage for Winkfield. It is the same for primary education. You were quite correct on the phone. Winkfield St Mary's Church of England Primary School was recently expanded with a surge classroom under planning permission 15/00005/3. For secondary education, early discussions with the education contact for the BFC CLP IDP indicated the proposed growth areas / sites will trigger the need for a new secondary school in the borough. Nothing has been confirmed where this school would be located.

Community Centres and Youth Centres

Nothing has been highlighted for Winkfield at this stage.

Health

We received info. from the Bracknell and Ascot CCG for the BFC CLP IDP 17' and met with the relevant representatives and Jane Hogg (Integration and Transformation Director of the Sustainability Transformation Plan) of the NHS who oversees Bracknell. Nothing for Winkfield has been identified at this stage. However, I include comments that apply to the entire borough:

- "Skimped Hill (if re-developed) is a potential solution as it could provide accessible services at a scale that would be deliverable;
- A primary health and care facility in Bracknell Town centre is also planned to be the major new development in primary care provision in Bracknell, intended to be centrally located so as to be easily accessible for the majority of the Bracknell Forest population, and
- Discussions are ongoing around some practices working together, potentially on shared sites to reduce duplication of work and to share a workforce and utilise a wider skill mix, like pharmacists and nurses."

This information was also forwarded onto JD at rCOH.

Business/Employment - No further action was required.

Green Infrastructure/Environment – No further action was required as BS had already e-mailed JD and answered all questions in red from the Winkfield NP Policy List V2.

7. BFC/rCOH/WPC Liaison

- rCOH – nothing to report.
- WPC – nothing to report.
- BFC – nothing to report.

8. Progress Schedule

No change from last schedule – Still on course for Spring 2018.

9. Action List

To update list – Appendix 1.

10. Any Other Business

- SEA (SA) Scoping Report – copies of the scoping report were handed out at the end of the meeting and circulated via e-mail to all Steering Group members asking for any feedback they may have. We had received feedback from rCOH and this feedback was also distributed to the Steering Group - All to Action
- BS/TVO asked for confirmation that JL can stay on the distribution list. A vote was taken and it was unanimously agreed that as JL does not permanently reside in the Parish she cannot be a member of the Steering Group and therefore we are unable to include her in the mailing list. DP to respond by e-mail to TVO with regards to this subject – DP
- HB asked if each Steering Group Leader could let her have the contact details of two residents in their respective areas who may be able to help her finish the Design and Character assessments by; a. identifying trees worthy of protection and b. items that should be added to the new Winkfield Heritage asset list. If you know of anyone that might be able to help PLEASE DO ask permission of the person(s) before you give any details to HB – All to Action.
- DG came along with BS to our meeting to observe – DP to meet with DG to discuss NDP and DG possibly joining the NDP Steering Group to represent North Ascot - DP
- BS offered to use QGIS to produce maps that JD had requested in our previous meeting on the 5th June and also enquired about his e-mail regarding the draft policy list that he had no response to - DP to arrange a meeting with BS to come into the office for a meeting to discuss various items including maps and draft policies - DP

11. Date of Next Meeting

Monday 21st August (moved from the 7th due to July meeting change) – depends on progress of plans.

Monday 18th September

Monday 16th October

Monday 20th November

ACTIONS LIST:**Appendix 1**

	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
	Subject	Action by:
Re Minutes dated 5th June 2017		
5.	D&C - Boundary changes need to come out of Jackie Lovell's report topic group document	HB
	D&C - Chase BFC for updated maps/access to their maps system.	LC
	D&C - JD to send HB an example list, LC to follow up to get a list of all Local Heritage Assets within WPC.	LC/HB/JD
	Housing - Starter Homes in the Green Belt – locate appropriate small scale sites – ANY suggestions please send to LC – ALL to action	ALL
	Housing - RB/VB to review to determine what the document is suggesting.	RB/VB
	Community - changed from Youth Hub to Commercial Facilities – JD to look into this.	JD
	Community - JD/RL to look into/contact Borough to ascertain if any schools will be expanding in the next 10 years. Also have conversations with Clinical Commission Group (CCG) to ascertain the need for more GP surgeries.	JD/RL
6.	rCOH/JD said Draft Assessment will be with us within 10 days of the meeting date 5 th June.	JD
7.	MT and RB to send a small Communications report out ready for next meeting on the 3 rd July	MT/RB
8.	SEA now being managed by Aecom – Scoping Document will be with us by 10 th July – LC to chase.	LC
	Subject	Action by:
Re Minutes dated 24th July 2017		
5.	Call for Small Sites – to gain further information from BFC via Sue Scott.	LC
6.	D&C documents being worked on reducing each document to 4-6 pages.	HB
10.	SA (SEA) Scoping Report – all to read through Draft Scoping Report and feed back to LC.	ALL
	Response to be sent to TVO with regards to JL staying on the NDP distribution list.	DP
	HB asked for help from the Topic Group Leaders (TGL) to help finish her D&C assessment.	TGL
	DP to contact David Gill (DG) and meet up about becoming part of the NDP Steering Group.	DP
	DP to arrange a meeting with BS to discuss the offer of producing maps/draft policies etc	DP