

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

MEETING OF THE STEERING GROUP

7.30pm, Monday 24th July 2017

Carnation Hall, Meeting Room

A G E N D A

To: All Members of the Steering Group.

It would be very beneficial if each of the nine areas plus WPC could be represented. To this end could each 'Lead Member' ensure their area is covered and please advise Liza accordingly, thank you.

1. Apologies

Nigel Atkinson, Heather Brown, Moira Gaw & Mark Fernandez

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

To Accept the Minutes of the meeting held on 5th June 2017, attached.

4. Finance and Funding Report

- a. Current financial statement - attached.

5. Communications Team

- BFC Plans - DP
- Call for small Sites/small business opportunities – RB/MT/DP
- Overview of Newsletter Article and Slides for Consultation – RB/MT
- Overview of larger sites - DP

6. Topic Group Reports/Policies List

- Design & Character – HB currently working on each D&C document to update accordingly with changes that came out of the NDP meeting on the 5th June.
- Housing – to locate appropriate small-scale sites – no suggestions came forward.
- Community – no action required
- Business/Employment – no action required
- Green Infrastructure/Environment – no action required

7. BFC/rCOH/WPC Liaison

- a. rCOH – no update
- b. WPC – no update

8. Progress Schedule.

No change from last schedule.

9. Action List

To update list - Appendix 1.

10. Any Other Business

- SEA (SA) Scoping Report – DP/LC - Reports to be handed out at the end of the meeting and any feedback/comments to be sent to Liza as soon as possible. (SEA – Strategic Environmental Assessment and SA – Sustainability Appraisal). JD spoke to BFC and they advised we only needed to gain the SA to run with our NDP.

11. Dates of Next Meetings

Monday 21st August – depends on progress of plans.

Monday 18th September

Monday 16th October

Monday 20th November

ACTIONS:

	Subject	Action by:
Re Minutes dated 3rd April 2017		
4.	Form/Questionnaire for extra £3,000 grant to be completed by end of April and submitted. - Locality Grant now complete and we will receive the FULL amount of £9,000 into our acct w/c 8th May 2017.	LC
6.	Topic Group Reports – to be in by 17 th March latest – ALL submitted to rCOH, latest update on 26th April from rCOH advised they were finalising the SA/SEA Scoping letter and this should be ready for circulation to statutory consultees shortly and the site assessment work is underway.	ALL
6a.	RL would like to add more raw data from the questionnaire to her report – Spoken to JD and he advised that would be very useful.	AE
6b.	Please see attached Appendix 2 with further detail re the way forward towards next stage of consultation.	
7.	Schedule from rCOH attached – Appendix 3.	
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 to review to determine what the document is suggesting.	RB
	Community - changed from Youth Hub to Commercial Facilities – JD to action.	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