

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 16th October 2017

M I N U T E S

Present:

Parish Councillor – Nigel Atkinson (NA)
North Street, Winkfield – Heather Brown (HB)
WPC Admin Assistant – Liza Challis (LC)
Winkfield Resident – Mark Fernandez (MF)
Parish Councillor – Moira Gaw (MG)
North Ascot – David Gill (DG)
MHWRA - Roger Mulkern (RM)
WPC Chairman – David Parkin (DP)
North Ascot – Bruce Singleton (BS)
Kings Ride Residents Association – Richard Small (RS)
Kings Ride Residents Association – Melanie Trapnell (MT)
Chavey Down Association – Tracey van Oeffelen (TVO)

1. Apologies

Richard Bell, Vicki Browne, Annemarie Edwards, Ruth Lyes, Dawn Thompson.

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The draft Minutes of the meeting held on 18th September were agreed.

4. Finance and Funding Report

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

5. Communications Team

Communications team (MT, RB and DG) to draft a document/letter to go out to the public informing them of the presentation days on the 18th and 25th November. To be produced and printed w/c 23rd October to enable us to get them delivered. rCOH to produce the pop up's/storyboards material for presentation by the 3rd November to enable us to get the material to the printers and ready for the presentations.

We will be asking for volunteers to attend the presentation days on the 18th and 25th November at Carnation Hall and Dorothy Hayes Hall within the Martin's Heron & The Warren Community Centre respectively.

6. Topic Group Reports

Design & Character – HB asked again if anyone could help with significant value/tree's in their respective settlements.

TVO believed there were x3 Character Assessments missing, Jackie Lovell kindly sent copies to HB who duly updated them.

Maps for each of the character assessments need to be updated and LC asked for help with this – Mark Fernandez offered to produce better quality maps for each of the character assessments marking out key views, hedges, trees etc. HB managed to update all maps successfully.

Housing - Complete
Community - Complete
Business/Employment - Complete
Green Infrastructure/Environment - Complete

7. BFC/rCOH/WPC Liaison

- rCOH – to produce all material for presentation days and will supply a quote prior to this work being carried out.
- WPC – nothing to report.
- BFC – DP disclosed that the BFC Plan may slip to January.

8. Progress Schedule

Updated schedule was attached to agenda from rCOH. Feedback given was that the schedule was a little complex, so DP will speak to JD about simplifying the Project Plan/Scope of Work.

9. Action List

To update list – Appendix 1.

10. Any Other Business

- **SA Scoping Report (Sustainability Appraisal (which incorporates the requirements of an SEA))** – Aacom have now sent this draft document off to historic England, the environment agency, natural England and Bracknell Forest Council for their feedback – the statutory period for this is five weeks.
- Concerns were raised about BFC not sending updates to WPC – SHELAA update was given as an example.
- HB to send copy of Warfield maps to MF as an example of the maps she would like for the Character Assessments.
- DP raised the question that RL has posed of there being a possible conflict of interest now that RL was part of a local residents committee and sitting on the NDP steering group – Steering Group voted, and all believed there would be no conflict of interest. DP to inform RL.

11. Date of Next Meeting

Monday 13th November AT Locks Ride as CH not available – 7.30 to 8.30 – presentation only of material being used at the presentation days.

20th November – deemed not needed at this time as no updates available, so date was cancelled.

NO meeting in December

15th January 2018 – postponed to 19th February 2018

ACTIONS LIST:**Appendix 1**

	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.	ALL
	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
	Subject	Action by:
Re Minutes dated 18th Sept 2017		
5.	RL asked for the updated SHELAA link to the BFC website.	LC
	Newsletter Article & Slides for Consultation – DP to call JD to confirm Steering Group happy to engage with rCOH to help with newsletter article/slides for consultation.	DP
	LC was asked to send the draft script for the newsletter article to RB/MT and JD.	LC
6.	HB asked again if anyone could help with significant value/tree's in their respective settlements.	ALL
10.	DP to organise a meeting with DG to go through the workings of the NDP.	DP