

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

MEETING OF THE STEERING GROUP 7.30pm, Monday 16th October 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**
- 2. Declaration of Interest**
None declared.
- 3. Minutes of the Previous Meeting**
To Accept the Minutes of the meeting held on 18th September 2017, attached.
- 4. Finance and Funding Report**
 - a. Current financial statement - attached.
- 5. Communications Team**
 - Call for small sites/small business opportunities – insert asking for small sites went out with newsletter – form to complete will be uploaded onto websites.
 - Overview of Newsletter Article and Slides for Consultation – newsletter article agreed and sent out with newsletter as an insert – rCOH have agreed to complete slides/storyboards for consultation period. Steering group to attend consultation sessions to help with any questions – to be held at Carnation Hall and Martins Herons Hall on 18th and 25th November 2017.
- 6. Topic Group Reports/Policies List**
 - Design & Character – completed documents went out to all Steering Group for feedback.
 - Housing
 - Community
 - Business/Employment
 - Green Infrastructure/Environment
- 7. BFC/rCOH/WPC Liaison**
 - a. BFC – SHELAA
 - b. rCOH – update from DP on meeting held with rCOH on the 11th October 2017.
 - c. WPC – no update.
- 8. Progress Schedule.**
See updated schedule attached from rCOH dated 11th Oct 2017. Pre-submission draft plan due early January.
- 9. Action List**
To update list - Appendix 1 attached.

10. Any Other Business

- SA (SEA) Scoping Report – update from LC (have received draft document, which was circulated for feedback. All feedback went off to Aacom and the final draft scoping report has now been submitted to Historic England, the Environment Agency, Natural England and Bracknell Forest Council for their feedback. The statutory period for this is five weeks.
- Maps – can each of you print a google map for your area's and mark out key views, hedges, trees etc to help with HB's character assessments – will bring along examples to meeting on 16th Oct.

11. Dates of Next Meetings

Monday 20th November

December/January dates to be decided.

ACTIONS:

	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 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/R B
8.	SEA now being managed by Aico – Scoping Document will be with us by 10 th July – LC to chase.	LC
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.	LC
	Response to be sent to TVO with regards to JL staying on the NDP distribution list.	DP/A E
	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
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