

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 19th February 2018

MINUTES

Present:

Parish Councillor – Nigel Atkinson (NA)
Maidens Green Society – Richard Bell (RB)
North Street, Winkfield – Heather Brown (HB)
WPC Admin Assistant – Liza Challis (LC)
Winkfield Resident – Mark Fernandez (MF)
Parish Councillor – Moira Gaw (MG)
Winkfield Row – Ruth Lyes (RL)
MHWRA - Roger Mulkern (RM)
WPC Chairman – David Parkin (DP)
Chavey Down Association – Ivan Parr (IP)
North Ascot – Bruce Singleton (BS)
MHWRA – Keith Stephens (KS)
Chavey Down Association – Tracey van Oeffelen (TVO)

1. Apologies

Vicki Browne, Annemarie Edwards, David Gill, Margaret Jones, Richard Small, Melanie Trapnell, Dawn Thompson.

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The draft Minutes of the meeting held on 16th October were agreed.

4. Finance and Funding Report

The latest Financial Report was attached to the agenda and update on Locality Grant, noted.

5. Topic Group Reports

Design & Character – All Character Assessment for this topic group are now completed. As per the draft policy list – policy W9 is to create a Local Heritage Asset Document to go with our NDP. HB has created a draft Winkfield Parish Heritage Asset Nomination form and copies were given to all the Steering Group. The SG were asked to review the form and give any feedback to HB before the form is posted on the website. HG is also working on the procedure document to go with the nomination form – HG requested that the Comms team MT/RB review these documents before we send out/put up on the website for people to complete.

RL asked how we would administer the local heritage documents? DP advised it will be added to the WPC website and advertised accordingly for the public to complete. TV and IP asked if there was an historical group in Bracknell/Ascot we could approach to help – LC to look this.

Housing - Complete

Community – Complete (numbering was altered by RL and V12 will be submitted to LC by end of w/c 19th Feb).

Business/Employment - Complete

Green Infrastructure/Environment - Complete

6. BFC/O'Neill & Homer/WPC Liaison

- O'Neill & Homer – Monies still to invoice are £8,250 being the figure that will take us to referendum.
- WPC – nothing to report.
- BFC – BFC Local Plan has now been made public – Consultation on Draft Local Plan – public consultations will be held between Thursday 8th Feb and Monday 26th March.

RL asked how have WPC advertised the BFC local plan – LC explained the posters/documents had gone up on our Website, all social media that WPC use, all x15 notice boards around the parish and it has also been advertised in the parish newsletter which had gone to all houses in the parish.

7. Progress Schedule

As per presentation board – see attached. BS expressed concerns about the WPC draft plan and the fact that within the timelines we are currently trying to stick to there wouldn't be enough time for the group to review the draft document. DP advised that we push back the timelines if required and as soon as the draft plan is available for feedback we will discuss timelines further.

8. Action List

To update list – Appendix 1 – attached.

9. Any Other Business

- **Presentation Questionnaire** - Formal report from the questionnaires to follow – JD (Jon Dowty) to follow up and advise on when this will be ready – LC to keep Steering Group updated.
- **Call for Small Sites Feedback** – From the questionnaire we ran in October 2016 and the results we published in Feb/March 2017 the public indicated they favoured small scale developments, to this end we ran the call for small sites. From this process 8 small sites came forward.
- Late addition attachment was the Preliminary Draft Site Assessment Report which the Steering Group were asked by DP to take home to read and send any feedback to LC by Friday 23rd Feb 2018.

MG asked why the NDP Steering Group were we still considering putting forward small sites when BFC already have over the quota that is needed!

BS spoke about the local gap and not wanting the BFC plan to encroach on that, so Wink 19 won't get his support. Also Wink 20 + 22 are old landfill and bog that will be expensive to build on, but DP explained there are new techniques in place now to combat this.

DP re-iterated that the Steering Group agreed months ago to push forward with recommending small sites – BS admitted to now being torn between putting any sites forward.

BS commented that the Steering Group are now in a good position to move against the BFC Draft Plan. DP again re-iterated that the NDP can't be used as a blocking tool for the BFC Local Plan. We as a Steering Group are trying to protect the rural look.

MF argued that we need to be realistic and that we should still go with a policy for small sites.

HB and BS agreed that the Steering Group should reject all amber sites that were marked in the Preliminary Draft Site Assessment Report from Jon Dowty.

DP advised that WPC will be making their feelings known to BFC about the BFC Draft Plan.

- **SA Scoping Report (Sustainability Appraisal (which incorporates the requirements of an SEA)** – Feedback came back from Historic England, Natural England and Bracknell Forest Council. Next step was for Aacom to incorporate/update any feedback into the draft scoping document and Final Draft Scoping Document posted onto the NDP website on 10th January 2018.

10. Date of Next Meeting

26th March 2018 - postponed

23rd April 2018

4th June 2018 (note, date moved from 28th May as it is a Bank Holiday)

DRAFT

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
	Subject	Action by:
Re Minutes dated 16th Oct 2017		
5.	Coms team to draft a document/letter to go out to the public re: presentation days.	MT, RB, DG
6.	HB asked again if anyone could help with significant value/tree's in their respective settlements.	ALL
	HB asked for help with the maps – MF offered to help and HB to send copies of Warfield maps to help MF.	HB/MF
8.	Feedback on schedule, it's too complex, DP to talk to JD.	DP/LC
9.	Update action list.	LC
10.	Possible conflict of interest raised by RL – vote taken by Steering Group, all believed there would be no conflict – DP to inform RL.	DP
11.	Next meeting Monday 13 th November to go through presentation material only.	ALL
	Subject	Action by:
Re Minutes dated 19th February 2018		
5.	HB to send Local Heritage Asset Documents to RB/MT to review and once agreed to send onto LC to forward onto BFC and Jon Dowty for review.	HB/RB/MT/LC
5.	LC to look for any Historical Groups in Bracknell/Ascot area.	LC
5.	Community Topic Group – RL to alter numbering and submit to LC by end of w/c 19 th Feb, who will then forward onto JD at O'Neill & Homer.	RL/LC
9.	Questionnaire Report – LC to follow up with JD and forward document onto Steering Group.	LC
9.	Preliminary Draft Site Assessment Report - Steering Group where asked by DP to take home to read and send any feedback on the amber sites to LC by Friday 23 rd Feb 2018.	ALL