

**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 23<sup>rd</sup> April 2018**

**M I N U T E S**

**Present:**

Parish Councillor (Chair for this meeting) – 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)  
Winkfield Row – Ruth Lyes (RL)  
MHWRA - Roger Mulkern (RM)  
Chavey Down Association – Ivan Parr (IP)  
North Ascot – Bruce Singleton (BS)  
Kings Ride Residents Association – Richard Small (RS)  
MHWRA – Keith Stephens (KS)  
Forest Park – Dawn Thompson (DT)  
Kings Ride Residents Association – Melanie Trapnell (MT)  
Chavey Down Association – Tracey van Oeffelen (TVO)  
O'Neill/Homer – John Dowty (JD)

**1. Apologies**

Richard Bell, David Gill -now resigned from NDP SG, Vicki Browne, David Parkin.

**2. Declaration of Interest**

None declared.

**3. Minutes of the Previous Meeting**

The draft minutes of the meeting held on 19<sup>th</sup> February 2018, update made in AOB under Call for Small sites, otherwise minutes were agreed.

**4. Finance and Funding Report**

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

**5. Topic Group Reports**

Design & Character – Heritage Form/Procedure document – HB raised an issue about nominated properties - residents to be advised if we choose to nominate properties.

- Pre-submission stage – contact residents directly to ask if ok to submit, if any objections are raised the Steering Group (SG) will deal with it at the time.
- RL asked why are the SG producing the Heritage documentation? JD advised that it contributes to the setting/design of an area.
- JDs advice was to check our character assessments against any strategic allocations proposed in the parish to determine their effect on the proposals and whether as a result the character assessments need sharpening. HB to ask SG to help with Character Assessment robustness against the Somerton Farm and Bog Lane sites.

Housing – Complete.

Community – Complete.

Business/Employment – Complete.

Green Infrastructure/Environment – Complete.

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

JD went through the NPPF document and explained to the Steering Group that O'Neil & Homer have reviewed this document with regards to Neighbourhood Development Planning.

- Greater emphasis has been placed on NDPs.
- Greater emphasis has also been placed on small housing sites – they are proposing 20% of all small developments come forward.
- Starter homes now called – Entry Level Exception Housing.
- Local design guidance is now quite explicit.
- NDP can amend greenbelt boundaries – this won't make a difference to the WP NDP as the Draft Local Plan hasn't included any greenbelt area's/development.

JD confirmed there is nothing in our plan to contradict the NPPF.

## **7. Call for Small Sites**

- The Steering Group all agreed that they would not put forward any of the amber sites detailed in JD's Site Assessment Report due to them being in the Greenbelt.
- The Steering Group also agreed not to put forward the greenfield site due to the local gap being compromised.

With this decision made LC to let Mark Fessey know from Aacom (re: NP SEA Scoping Report) that his services are no longer required as we aren't going to allocate sites.

JD advised that the Written Ministerial Statement by Gavin Barwell (12 Dec 2016) which is now subsumed into National Planning Guidance, supports housing policies in neighbourhood plans from being deemed 'out of date' if a Local Planning Authority cannot demonstrate a 5 year supply of housing.

Hence the 'insurance' that the statement affords will not apply here if no allocations are made. The statement was intended to protect those parishes who were trying to do the right thing by assisting in meeting local housing need, but through no fault of their own, the planning authority had identified insufficient land for development. The purpose of course is to support a plan led system and avoid 'planning by appeal' of which the Parish has already experienced.

MF asked, could we put into the plan "we have small sites but none appropriate to put forward". JD suggested the Steering Group put a statement together saying why we haven't put any sites forward. MF agreed to put this statement together.

JD to work on the final draft now and get a draft plan to us by our next meeting 18<sup>th</sup> June 2018. If all agreeable the pre-sub consultation could be ready to go by July 2018.

## **8. Progress Schedule**

Please see attached.

## **9. Action List**

**To update list** – Appendix 1 – attached.

## **10. Any Other Business**

### **• Call for Small Sites**

Wink 19

Addendum to minutes published on 19<sup>th</sup> February 2018 - BS reiterated that Wink 19 is a special habitat for wildlife.

## **11. Date of Next Meeting**

18<sup>th</sup> June 2018 (note, date moved from 28<sup>th</sup> May as it is a Bank Holiday, updated from the 11<sup>th</sup> – sent note to all Steering Group as no room available on the 11<sup>th</sup>).

DRAFT

**ACTIONS LIST:****Appendix 1**

	<b>Subject</b>	<b>Action by:</b>
<b>Re Minutes dated 16<sup>th</sup> Oct 2017</b>		
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 <sup>th</sup> November to go through presentation material only.	ALL
	<b>Subject</b>	<b>Action by:</b>
<b>Re Minutes dated 19<sup>th</sup> February 2018</b>		
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 <sup>th</sup> 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 <sup>rd</sup> Feb 2018.	ALL
	<b>Subject</b>	<b>Action by:</b>
<b>Re Minutes dated 23<sup>rd</sup> April 2018</b>		
5.	HB to ask SG to help with Character Assessment robustness against the Somerton Farm and Bog Lane sites.	HB/Steering Group
7.	Call for Small Sites - JD suggested the Steering Group put a statement together saying why we haven't put any sites forward. MF agreed to put this statement together.	MF
	Contact Mark Fessey at Aacom to advise his services are no longer required.	LC