

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

MEETING OF THE STEERING GROUP

7.00pm, Monday 8th October 2018

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**
Melanie Trapnell,
2. **Declaration of Interest**
None declared.
3. **Minutes of the Previous Meeting**
To Accept the Minutes of the meeting held on 11th September, *attached*.
4. **Finance and Funding Report**
Updated spreadsheet, *attached*.
5. **Topic Group Reports/Policies List**
 - Design & Character – Complete –
 - Housing/Highways – Complete.
 - Community – Complete.
 - Business/Employment – Complete.
 - Green Infrastructure/Environment – Complete.
6. **Heritage Assets**
Update from Heather Brown on the Heritage Assets.
7. **Windsor Estate**
DP to update the Steering Group on the meeting between the Crown Estate and WPC on Monday 1st October with reference to proposed Cycle Routes.
8. **DRAFT Neighbourhood Development Plan**
To approve the final Pre-Submission Draft NDP. This will then be taken to the WPC meeting on the 23rd October for approval and sent back to O'Neill & Homer to submit for the 6 week consultation period.
 - Dark Skies draft policy *attached* from NA – to review and agree to add to Draft Plan.
 - Community Views on Planning Issues from RB, *copy attached*, – circulated to SG no feedback received - to review and agree to add to Draft Plan.
 - It has been confirmed that the Neighbourhood Plan is unable to cover Minerals and Waste as it is a 'county matter' and fall within the definition of excluded development in the 2004 Act.
 - Local Gap

9. **BFC/Oneillhomer/WPC Liaison**

- a. BFC – no update.
- b. Oneillhomer – no update.
- c. WPC – no update.

10. **Action List**

To update list - ***Appendix 1 below.***

11. **Progress Schedule**

Please see ***attached.***

In the attached timetable you will see it is the responsibility of the Steering Group (SG) to review any community comments on the Pre-Sub plan. Jon Dowty has suggested the SG create a small team to spread the workload. While there is no right or wrong way of responding to the comments, it might be easiest to summarise the comments in a tabulate form. This guidance note may help the SG in agreeing their format, and this output will be included as an appendix in the Consultation Statement and will be used to inform the third section of the Consultation Statement (see attached for an example -

https://www.herefordshire.gov.uk/download/downloads/id/3705/guidance_note_14_writing_a_consultation_statement.pdf

12. **Draft NDP Vote**

To adopt the Draft NDP, taking into account all agreed amendments/additions made this evening.

13. **Any Other Business**

14. **Dates of Next Meetings**

To be decided and to coincide with the NDP schedule.

ACTIONS:

	Subject	Action by:
Re Minutes dated 30th July 2018		
5.	Business/Employment Topic Group document – DP to read through this document.	DP
	Green Infrastructure/Environment – BS to take out all PCR proposed cycle routes within the Crown Estate except PCR03.	BS
	Heritage Asset list/documentation needs to be completed asap – HB and All Steering Group (SG).	HB/ALL SG
6.	AE/DP to send a response to the Crown Estates Cycle Route letter in the next couple of weeks.	AE/DP
7c.	LC to send MF's statement about why we aren't putting any small sites forward within the NDP to Jon Dowty for inclusion within the NDP.	LC
	LC to also contact Mark Fessey at SEA advising him of this decision, asking what action is now required.	LC
	LC to also contact BFC advising them of our latest status.	LC
8.	LC to ask Jon Dowty for an update on the Progress Schedule.	LC
	Subject	Action by:
Re Minutes dated 11th September 2018		
5.	Heritage Asset List to be refined and completed as soon as possible. HB to send refined Heritage Asset list to LC.	HB/SG
7.	LC to send the latest schedule onto Sarah Slade at BFC.	LC
8.	Steering Group members to have any feedback/comments about the Draft Plan into LC by 17 th Sept.	SG
	DP to discuss with Jon Dowty possibly adding a Dark Skies Policy, a Minerals & Waste section and the Local Gap into the WPNDP.	DP
	NA to pull together the wording around the Dark Skies policy to be agreed and then sent onto Jon Dowty.	NA
	MF to draft a paragraph ref Minerals & Waste to be inserted into the WPNDP if appropriate.	MF