

WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN

MEETING OF THE STEERING GROUP 7.30pm, Monday 26th November 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**
2. **Declaration of Interest**
None declared.
3. **Minutes of the Previous Meeting**
To Accept the Minutes of the meeting held on 8th October 2018, **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 – see minutes from 8th Oct 18.
6. **Heritage Assets**
Update from Heather Brown on the Heritage Assets.
7. **SEA Environmental Report (Draft) from Aecom**
Copy sent out via e-mail - Steering Group will need to fact check this report and put a note together with their comments for AECOM. The SG should ensure the report matches the neighbourhood plan it is assessing. For example, do the Draft NDP policies listed in Section 9.1 match the final neighbourhood plan?
8. **DRAFT Neighbourhood Development Plan**
To approve the final Pre-Submission Draft NDP – tracked **copy attached** (Version 2). Changes that were agreed at the last meeting on the 8th October have been added as per below. Spreadsheet (Version 2) **copy attached**, of all comments/possible amendments to be agreed for the Draft NDP.
 - The Neighbourhood Area section 2.14 – LC sourced Copy of Flood Map of Surface Water from BFC and sent to IP.
 - Dark Skies draft policy – **was agreed and added to tracked Draft NDP as Policy 6**.
 - Community Views on Planning Issues completed by RB, **was agreed and added to tracked Draft NDP**.
 - Policy W12 – Local Gaps as per minutes from 8th Oct – **update from BS added to Draft NDP**.
 - Minerals & Waste – MF and NA to re-write as per minutes from 8th Oct – **update from MF added to Draft NDP**.

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**

W.I.P. to be updated after meeting on 26th November.

12. **Any Other Business**

13. **Dates of Next Meetings**

- No meeting in December
- Monday 28th January 18 – Carnation Hall, Meeting Room – 7.30 p.m. – 9.30 p.m.

ACTIONS:

	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
	Subject	Action by:
Re Minutes dated 8th October 2018		
5.	Working Group (BS, RS, MF and NA) to update the Green Infrastructure Evidence Document – Section 5.5, The Gap information.	BS, RS, MF and NA
6.	HB to set-up a committee to review any completed Asset Heritage Forms that are sent in by Steering Group members. TVO to send HB the contact name of somebody that may be able to help on the committee.	HG/TVO
7.	BS asked DP/AE to get a follow up statement/letter from Paul Sedgewick at the Crown Estate, confirming discussions from their meeting on 1 st October 2018.	DP/AE
	BS agreed to update Supplement B: Proposed Cycle Routes through Winkfield Parish document and map within this document to reflect the discussion with the Crown Estate.	BS
8.	LC (on behalf of AE) to send an e-mail advising the Parish Councillors that the extraordinary meeting that had been set up for the 23 rd October will now be cancelled.	
9.	All Steering Group (SG) to review the DRAFT NDP spreadsheet comments/feedback.	ALL (SG)
	Surface Flood map to be sourced from BFC by LC. LC to send map(s) onto IP to be agreed and subsequently added to the DRAFT NDP document.	LC/IP
	Policy W6 – LC to remove the whole policy from the DRAFT NDP.	LC
	Policy W12 – As per number 5 above. BS, RS, MF and NA to also look at re-wording P16/17 section 3.9 as all agreed headings and emphasis needs adjusting.	BS, RS, MF and NA.
	MF and NA to re-write the Minerals & Waste section and the SG to agree where this section should be slotted into the DRAFT NDP.	MR & NA + ALL the SG
	LC to add the Dark Skies Policy into the DRAFT NDP.	LC
13	DP/LC to check with BFC if an HRA is required for the Winkfield NDP.	DP/LC