

**WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN**  
MEETING OF THE STEERING GROUP held at Carnation Hall, Chavey Down Road RG42 7PA  
**7.00 pm-9.00 pm, Monday 8<sup>th</sup> October 2018**

**MINUTES**

**Present:**

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

**1. Apologies**

Melanie Trapnell.

**2. Declaration of Interest**

None declared.

**3. Minutes of the Previous Meeting**

The draft minutes of the meeting held on 11<sup>th</sup> September 2018, were agreed.

**4. Finance and Funding Report**

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

**5. Topic Group Reports**

Design & Character – HB updated the character assessments, taking out any reference to private houses that were originally put on the Heritage Asset List – as agreed by the Steering Group at the previous meeting on 11<sup>th</sup> Sept 2018.

Housing – Complete.

Community – Complete.

Business/Employment – Complete.

Green Infrastructure/Environment – BS has updated the main Green Infrastructure Evidence document to V20 and asked that the Steering Group take the time to read Section 5.5. It was agreed that BS, RS, MF and NA would form a working party to revise The Gap information within V20 of the Green Infrastructure Evidence document. BS also agreed to update the Cycle Route Proposal V18 document to take out PCR.03 and update the associated map.

## 6. Heritage Assets List

HB advised that the following needs to be done to complete this section:

- approve the heritage asset procedure and form.
- set up a committee with suitable experts in this field – VB & DP offered to sit in on this group – TVO will forward details to HB of another person who may be able to help. HB to look at other people to sit on this committee.
- fill in forms to nominate assets and submit to committee – all SG members to help with this (currently only have a submission for Chavey Down).
- the committee agree whether to approve or decline.

## 7. Windsor Estate – Cycle Routes

DP updated the Steering Group on the meeting between the Crown Estate and WPC on Monday 1<sup>st</sup> October.

- DP/AE confirmed that the deputy Ranger was emphatic that they would not consider any further development of the cycle routes on Crown land (the 1961 Government Act in protecting the Estate is fundamental to their operation).
- The Deputy Ranger also confirmed the outcome of the discussions between RBWM and BFC three years ago and the only way forward was looking at road safety measures with an aim of reducing the speed to improve the safety of cyclists. Any road safety measures are the responsibility of the two Borough councils.
- DP/AE also confirmed that any cycle route in our NDP can only make recommendations within the Parish boundaries and not extend into neighbouring areas.

BS asked if DP/AE could get a follow up statement/letter from Paul Sedgewick at the Crown Estate, confirming the discussions from their meeting on Monday 1<sup>st</sup> October.

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.

## 8. BFC/O'Neill & Homer/WPC Liaison

- a. BFC – No further updates.
- b. Oneillhomer – No further updates.
- c. WPC – LC (on behalf of Annemarie) to send an e-mail advising the Parish Councillors that the extraordinary meeting set up for the 23<sup>rd</sup> October will now be cancelled.

## 9. DRAFT NDP

**2. The Neighbourhood Area section 2.14** - IP requested that a Flood Map of Surface Water be included into this section of the DRAFT NDP. LC to speak to BFC about sourcing this map.

### **Policy W6 – Community Right to Build Orders**

[An adjustment from the previous minutes](#) - A vote was taken, and it was decided x10 in favour/x2 abstained to REMOVE this Policy completely from the DRAFT NDP. DP expressed his concerns about putting our plan at risk by taking this policy out of the DRAFT NDP.

### **Policy W12 – Local Gaps**

Please see number 5 above – Topic Group Reports, Green Infrastructure/Environment. Also, after much discussion on this subject it was agreed that a small group be formed to re-write this section within the DRAFT NDP. BS, RS, MF and NA to revise the Gap detail and to look at re-wording P16/17 section 3.9 as all agreed headings and emphasis needs adjusting.

DP to feedback BS's updates on the Green Infrastructure Evidence report to Jon Dowty and BFC.

### **Minerals & Waste, currently under Consultation**

Having been advised by BFC and O'Neill & Homer that Minerals and Waste is a 'county matters' and falls within the definition of excluded development in the 2004 Act; the SG agreed they would still like to include this within the DRAFT NDP. DP expressed his concern over the credibility of the plan if Minerals & Waste was added to the DRAFT NDP.

It was agreed that MF and NA will re-write the Minerals and Waste section and it would then be agreed where this section would be slotted into the DRAFT NDP.

### **Dark Skies Policy**

All agreed that the wording NA had produced for this Policy was appropriate and should be added to the DRAFT NDP.

#### **10. Progress Schedule**

N/A – to be agreed.

#### **11. Action List**

To update list – Appendix 1 – below.

#### **12. DRAFT NDP Vote**

N/A as further changes to be made to the DRAFT NDP before a vote can be taken.

#### **13. Any Other Business**

MG raised the point that the Warfield NDP is held up because of an HRA issue. DP/LC to check with BFC and confirm that an HRA isn't required for the Winkfield NDP (See section 1.11 within Winkfield DRAFT NDP).

#### **14. Date of Next Meeting**

- Monday 26<sup>th</sup> November 18 – Carnation Hall, Meeting Room – 7.30 p.m. – 9.30 p.m.
- No meeting in December
- Monday 28<sup>th</sup> January 18 – Carnation Hall, Meeting Room – 7.30 p.m. – 9.30 p.m.

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

	<b>Subject</b>	<b>Action by:</b>
<b>Re Minutes dated 11<sup>th</sup> September 2018</b>		
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 <sup>th</sup> 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 to be inserted into the WPNDP ref: Minerals & Waste.	MF
	<b>Subject</b>	<b>Action by:</b>
<b>Re Minutes dated 8<sup>th</sup> October 2018</b>		
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 maybe 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 <sup>st</sup> 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 <sup>rd</sup> October will now be cancelled.	
9.	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