

**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 25<sup>th</sup> February 2019**

**M I N U T E S**

**Present:**

Chairman – David Parkin (DP)  
Chavey Down Association – Tracey van Oeffelen (TVO)  
Forest Park – Dawn Thompson (DT)  
Local Resident – Suzanne Campbell (SC)  
Maidens Green Society – Richard Bell (RB)  
MHWRA – Keith Stephens (KS)  
MHWRA – Roger Mulkern (RM)  
North Ascot – Vicki Browne (VB)  
North Street – Cranbourne – Heather Brown (HB)  
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**

MT & IP

**2. Declaration of Interest**

None declared.

**3. Minutes of the Previous Meeting**

The draft minutes of the meeting held on 28<sup>th</sup> January 2019 were amended as follows and agreed: -

- Item 8 - Policy W12 – “MF & NA to work on further wording to be added to Policy W12, Local Gap, to enhance/strengthen it.”
- Policy W12, W14 and W15 were separated into different bullet points.

**4. Finance and Funding Report**

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

**5. Resignations**

- i. O'Neill & Homer – resigned as of 29<sup>th</sup> January 2019. Noted – see section below\*
- ii. Bruce singleton – resigned from the Steering Group on 31<sup>st</sup> January 2019. **Noted.**
- iii. Richard Small – resigned from the Steering Group on 31<sup>st</sup> January 2019. **Noted.**

\*Following receipt of i. above, David Parkin, The Clerk and Liza Challis met with the Head of Planning at BFC and Sarah Slade to discuss our options. BFC is unable to help as they do not

have sufficient resources. BFC did offer to circulate to their 'Professional Planning Community' to see if there was any interest. Unfortunately, no responses were forthcoming. Suzanne Campbell (SC) - DP introduced SC to the Steering Group and explained how both AE and he had met her some 4/5 years previously when she delivered an NDP presentation at BFC. Suzanne is a local resident who works as a senior planner in a neighbouring authority with extensive knowledge of neighbourhood planning. SC confirmed that she was very happy to help using her professional knowledge to guide the Steering Group through the NDP process. It was suggested that the Steering Group pay her reasonable expenses to facilitate her time to help with the NDP bearing in mind she has two very young children (one being 5 months old).

SC confirmed she had already read through the Draft NDP document and MF asked where she thought we were and how much more needed doing to get us through to the end. SC advised that overall, in her professional opinion, the Draft plan was in good shape and the policies were good. SC advised it could do with more pictures and some work on the presentation and agreed to put her notes/critique together and send through to the Steering Group.

MF asked if the Steering Group could have direct access to SC via e-mail/telephone and SC agreed that would be acceptable. LC to send contact details for SC onto the Steering Group.

SC then left the meeting.

DP continued by asking the group what their initial thoughts were and after much discussion a vote was taken. The result was unanimous, and all agreed that SC should be asked to advise/help to get the NDP to fruition. In principle the group also agreed to pay reasonable expenses bearing in mind that had we employed the services of another planning consultant we would be paying in the order of £500 per day for their help/advice. MG suggested that for information we check out the BFC protocol around paying expenses.

AE to advise SC accordingly.

## **6. Topic Group Reports**

Design & Character – Complete.

Housing – Complete.

Community – Complete.

Business/Employment – Complete.

Green Infrastructure/Environment – Complete.

## **7. Heritage Assets List**

Steering group agreed that the list of 22 sites without private houses to be sent onto BFC – LC to forward onto Hilary Coplestone at BFC for inclusion into BFC's Heritage Asset List.

## **8. SEA Environmental Report (Draft) from Aecom**

Aecom now await our complete Draft NDP to enable them to finish the Draft SEA document.

## **9. Draft NDP**

Final points for addition/update to the Draft NDP.

- MF and NA to speak to SC about the wording around Policy W12 – Local Gaps to help strengthen it.
- MF to alter W14 – cycle route, Appendix C to reflect only cycle routes within the NP boundary.
- NA's amendment to Policy W9 – 2<sup>nd</sup> paragraph was agreed by the steering group, LC to add to Draft NDP.
- Steering Group agreed to take out section 5.7 – LC to remove from Draft NDP.

## **10. BFC/Oneillhomer/WPC Liaison**

- a. All dealt with above.

## **11. Progress Schedule**

A new progress schedule will be provided as soon as possible.

## **12. Action List**

**Updated** – Appendix 1 – below.

## **13. Any Other Business**

TVO mentioned she couldn't find the questionnaire results on the NDP website, LC confirmed they were there and would send a link. LC to also look at adding a dropdown list that would make it easier to find items and maybe also add a search functionality.

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

- Tuesday 12<sup>th</sup> March 19 – Carnation Hall, Meeting Room – 7.30 p.m. – 9.30 p.m.
- Monday 25<sup>th</sup> March 19 – Carnation Hall, Meeting Room – 7.30 p.m. – 9.30 p.m.
- Monday 29<sup>th</sup> April 19 – Carnation Hall, Meeting Room – 7.30 p.m. – 9.30 p.m.

## ACTIONS LIST:

## Appendix 1

	Subject	Action by:
<b>Re Minutes dated 26<sup>th</sup> November 2018</b>		
6.	Heritage Asset List – LC to ask BFC for answers to HB's questions.	LC
7.	SEA Environmental Report (Draft) from Aecom – SG to review SEA document and send feedback to LC	SG
8.	The Steering Group agreed to add x2 Flood Maps of Surface Water to the Draft NDP	LC
8.	RS to arrange meeting with user group member to discuss the Local Gap.	RS
8.	Updated master feedback/comments spreadsheet (Version 3) attached, with updated notes, there are some actions for some steering group members.	SG
	Subject	Action by:
<b>Re Minutes dated 28<sup>th</sup> January 2019</b>		
6.	HB to send HB to forward a proposed Heritage Asset List with no private houses to LC and all representatives for the areas that have items listed - for discussion with the Steering Group before sending onto BFC.	HB – (reps VB, MG, RL, RB, TVO, MT)
8.	LC to add additional HER paragraph from TVO to Draft NDP.	LC
	LC to send on feedback notes from JD/SS re: W12, W14 & W15	LC
	NA to look at extra wording for Policy W9 – 2 <sup>nd</sup> paragraph and 5.7, Vision, Objectives & Land Use Policies.	NA
8.	MF & NA to work on further wording to be added to Policy W12, Local Gap, to enhance/strengthen it.	MF & NA
8.	W14 – Cycle Route and W15- Martins Heron Station – wording to be agreed by SG.	SG
12.	BS asked LC to check website link to Questionnaire report as it didn't seem to be working.	LC
	Subject	Action by:
<b>Re Minutes dated 25<sup>th</sup> February 2019</b>		
3.	LC to alter minutes from 28 <sup>th</sup> January.	LC
6.	AE to advise SC.	AE
7.	LC to forward Heritage List onto BFC.	LC
9.	MF and NA to speak to SC re: Local Gap wording.	MF/NA
	MF to alter W14 cycle route Appendix C	
	NA's amendment to Policy W9 – 2 <sup>nd</sup> paragraph was agreed by the steering group, LC to add to Draft NDP.	LC
	Steering Group agreed to take out section 5.7 – LC to remove from Draft NDP.	LC
13.	LC to check link to questionnaire on website and send to TVO – LC to also look at updating the NDP website with a drop-down list of events.	LC