

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 25th March 2019

MINUTES

Present:

David Parkin (DP) - Chairman

Nigel Atkinson – Parish Councillor
Tracey van Oeffelen – (TVO) – Chavey Down
Melanie Trapnell – (MT) – Kings Ride Residents Association
Richard Bell (RB) – Maidens Green
Heather Brown (HB) - North Street, Cranbourne
Vicki Browne (VB) – North Ascot
Suzanne Campbell (SC) – North Ascot
Mark Fernandez (MF) – Winkfield Village
Moira Gaw (MG) – Parish Councillor
Ruth Lyes (RL) – Winkfield Row
Roger Mulkern (RM) – Martin’s Heron and The Warren
Keith Stephens (KS) – Martin’s Heron and The Warren

Liza Challis (LC) – WPC Administration

1. Apologies

Ivan Parr, Dawn Thompson

2. Declaration of Interest

None declared.

3. Minutes of the Previous Meeting

The draft minutes of the meeting held on 12th March 2019 were agreed.

4. Draft NDP

SC led a discussion on her further comments to enhance the Draft NDP and subsequently will update the Draft. SC to action the following: -

- Add supporting text to Policy W4 around 1st paragraph.
- To create a glossary for the Draft document.
- W12 – to check the Ascot & Sunningdale Plan re: gaps
- To investigate Policy 5 wording – check the Housing Topic Paper for further help with wording.

Further actions:

- To add Mark Fernandez – Winkfield Village, Jacquie Lovell – Chavey Down Association and Suzanne Campbell – North Ascot to the NDP Steering Group Members list in the foreword – LC.
- All Parish Councillors photos to come out of the foreword – LC.
- To accept changes on all red tracking within the Draft NDP – LC.
- LC to check AE sent all topic groups to SC inc. Green Spaces.
- It was agreed that HB would update the character assessments, if necessary, when the Draft NDP is returned from BFC as part of the pre-submission.
- AE to check that the settlements are correctly stated in the Foreword.

5. BFC/WPC Liaison

AE to arrange to meet with BFC to discuss some outstanding points that arose from this meeting and need clarification.

6. Action List

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

7. Any Other Business

NDP website – All steering group members please take the time to look at the NDP website and advise if you feel any updates are needed. Please look at the “Pre submission” link as there is a new link called “Public Meetings to Date” – does this make it easier to find documents that have been added?

8. Date of Next Meeting

- [Provisional meeting - Monday 29th April 19 – Carnation Hall, Meeting Room – 7.30 p.m. – 9.30 p.m.](#)

ACTIONS LIST:**Appendix 1**

	Subject	Action by:
Re Minutes dated 25th February 2019		
3.	LC to alter minutes from 28 th 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 nd 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
	Subject	Action by:
Re Minutes dated 12th March 2019		
5.	HB to modify the Heritage List online form.	HB
7.	LC to provide a map for Policy W12 and forward to SC. AE was asked to forward the latest Topic Group Reports to SC.	LC & AE
8.	SC to update Draft NDP with her initial thoughts to help enhance the document. SC will review where she is at on 20 th March.	SC
8.	DP & AE to arrange a list with BFC to clarify last few points – list of points to be sent by SC.	DP/AE/SC
9.	LC to update action list and AE/LC to circulate.	AE/LC
	Subject	Action by:
Re Minutes dated 25th March 2019		
4.	Add supporting text to Policy W4 around 1 st paragraph. To create a glossary for the Draft document. W12 – to check the Ascot & Sunningdale Plan re: gaps. To investigate Policy 5 wording – check the Housing Topic Paper for further help with wording.	SC
4.	To add Mark Fernandez – Winkfield Village, Jackie Lovell – Chavey Down Association and Suzanne Campbell – North Ascot to the NDP Steering Group Members list in the foreword – LC. All Parish Councillors photos to come out of the foreword – LC. To accept changes on all red tracking within the Draft NDP – LC. LC to check AE sent all topic groups to SC inc. Green Spaces.	LC
4.	It was agreed that HB would update the character assessments, if necessary, when the Draft NDP is returned from BFC as part of the pre-submission.	HB
4.	AE to check that the settlements are correctly stated in the Foreword.	AE
5.	AE to arrange meeting with BFC.	AE
7.	Steering Group members to check NDP website – to advise of any changes/updates they think would be useful.	ALL