

**WINKFIELD NEIGHBOURHOOD DEVELOPMENT PLAN**  
**MEETING OF THE STEERING GROUP**  
**7.30 pm, Monday 1<sup>st</sup> November 2021**

**M I N U T E S**

**Present:**

Melanie Trapnell (MT) - Kings Ride Residents Association (Co-Chair)  
Heather Brown (HB) - Cranbourne (Co-Chair)  
Ivan Parr (IP) – Chavey Down  
Keith Stephens (KS) – Martin's Heron and The Warren  
Vicki Browne (VB) – Parish Councillor, North Ascot  
Nigel Atkinson (NA) – Parish Councillor  
Moira Gaw (MG) – Parish Councillor  
Ruth Lyes (RL) – Winkfield Row  
Liza Challis (LC) – WPC Administration

**1. Apologies**

Tracey van Oeffelen (TvO) - Chavey Down Association, Dawn Thompson (DT) - Forest Park, Roger Mulkern (RM) – Martin's Heron and The Warren.

Resigned - Suzanne Campbell (SC) – North Ascot, Mark Fernandez (MF) – Winkfield Row

**2. Appointment of new Co-Chairman's**

Melanie Trapnell and Heather Brown were nominated to become the new NDP Steering Group chairman's, it was proposed by Cllr Vicki Brown, seconded by Keith Stephens – all in favour.

Melanie and Heather were elected as co-chairs of the NDP Steering Group as of 1<sup>st</sup> November 2021.

**3. Re-applying for Designation**

LC advised she had already sent an e-mail to BFC (Sarah Slade our NDP contact at BFC) asking for advice on re-applying for designation as the WPC NDP had gone over the 5 year period to be completed. HB suggested that an informal chat with Sarah Slade would be helpful to determine the process around re-applying for designation. LC to organise a call with Sarah Slade, HB or MT and LC if necessary.

**4. Where we are – the way forward**

The steering group agreed to appoint a new consultant to enable them to finish the NDP. LC/VB to investigate who other parish councils in Bracknell used as consultants and enquire about contact details/costs involved.

All steering group members to look through the current draft pre-sub NDP and update if/where necessary, LC to create a central point, maybe onedrive, to enable all steering group members to access the draft NDP document. LC to send a note out listing which steering group members should check which areas of the NDP document.

It was agreed by all, MT proposed and KS seconded, that £10,000 of additional budget be added to the NDP budget. LC to advise WPC Clerk that the steering group would like to apply for an extra £10,000 on top of the already budgeted £5,000 to help cover all potential costs that maybe required to complete the NDP.

The steering group will endeavour to get a notice in the Feb/March newsletter re: the draft plan and then go out to public consultation shortly after the newsletter has been distributed.

The steering group agreed to try to ensure the plan was completed and ready to move forward by the end of March 2023.

#### **5. Date of Next Meeting**

LC to send a poll out to determine the best day of the week to hold future NDP meetings. Once a day has been confirmed a date for the beginning of December will be chosen for the next NDP meeting.

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

	<b>Subject</b>	<b>Action by:</b>
<b>Re Minutes dated 8<sup>th</sup> Dec 2020</b>		
5.	MF to call SP to discuss consultancy options to get the NDP completed by end of March 2021.	MF/SP
5.	SP and LC to finish the NDP document by end March 2021 ready to move forward.	SP/LC
	<b>Subject</b>	<b>Action by:</b>
<b>Re Minutes dated 1<sup>st</sup> Nov 2021</b>		
3.	Arrange a phone call with Sarah Slade at BFC if required to discuss re-applying for designation. Waiting to hear from Sarah if this will be necessary.	LC
4.	Speak to Crowthorne and Binfield parish councils re: consultants that were used to complete their NDP's.	LC/VB
	LC to create a central point for all steering group members to access the latest draft NDP document.	LC
	Confirm to WPC Clerk the budget the steering group would like to apply for/for Clerk to take to council for agreement.	LC
5.	LC to send a poll out asking steering group for preferred meeting days going forward.	LC