

**Central Windsor Neighbourhood Plan**  
**Forum and Steering Group Meeting**  
**Monday 2 September 2013**  
*Ascot Room, Windsor Guildhall, 6.30pm – 8.00pm*

**AGENDA**

- 1- *Welcome and apologies for absence*
- 2- *Minutes of the meeting held Tuesday 6 August 2013*
- 3- *Matters arising*
- 4- *Chairman's update*
- 5- *Communications and community engagement updates*
- 6- *Topic Group updates*
- 7- *AOB*
- 8- *Date of next meeting*

**Central Windsor Neighbourhood Plan**  
**Forum and Steering Group**  
**Minutes of the Meeting held Monday 2 September 2013**  
Ascot Room, Windsor Guildhall, 6.30pm – 8.00pm

- 1- **Present** Cllr Natasha Airey (Chair); David Malia; Marcia Malia; Cllr Eileen (Dee) Quick; Paul Roach (WETP); David Bulbeck; Trevor Robinson; Ingrid Fernandes; Henry Smith (RBWM); Jane Carter; Cllr George Bathurst; Susy Shearer (Secretary)

**Apologies for absence received from** Cllr George Fussey; Claire Milne; Jane Daly; Ian Bacon; Andrew Melville; Martin Miranda

2- **Minutes of the meeting held Wednesday 6 August 2013**

These were agreed and approved.

3- **Matters arising**

- **Business TG map** – Henry and Ingrid are now taking this forward, Henry will arrange production.  
**ACTION:** Ingrid will contact RBWM to ascertain progress.
- **Upcoming Windsor Library and Museum events** — Susy confirmed these are scheduled for the school half-term period. CWNP information will be delivered to these venues as soon it is available. **ACTION:** Susy/Claire to arrange.
- **Windsor Rail Link presentation** — Cllr Airey announced that Cllr Bathurst would give a talk to Forum and Steering Group members in the Ascot Room at 6.00pm on Wednesday 16 October 2013.  
**ACTION:** Cllr Bathurst will organise presentation.
- **Community engagement** –
  - Susy has contacted Thames Valley Police regarding possible membership of the CWNP Forum for PCSO Bullock and hopes to be able to discuss the matter with Police Sergeant Tatton this week.
  - David Malia and Cllr Bathurst expressed concern regarding the use of “ethnicity” as a category for data collection within the NP process, feeling that direct identification could be open to misuse and might result in potential exclusion of individuals or groups. Cllr Airey assured them that due to the paramount importance of inclusivity in the NP process, it was in fact essential for minorities to be identified in a sensitive and positive manner. Henry stated that a proportionate approach would be taken and was needed to show that the evidence base supporting any relevant policies was sufficiently robust. Susy indicated that reference to this aspect of community consultation had first been made as part of the Locality CSP Report guidelines presented to the WENP Steering Group, specifying the groups to be included which would be a requirement under the terms of the formal Inspection. David Bulbeck referred to the equality impact assessment which would provide evidence of “due consideration”, and Cllr Quick reminded the meeting that the recent Census contained a relevant breakdown of information relating to the local population which would help provide this.
- **BLP Housing Site methodology** – Henry confirmed that Phil Hylton will circulate this and that Simon Hurrell (RBWM Head of Planning) will provide the Steering Group with a map of Crown Estate land.  
**ACTION:** Susy to monitor progress on this request.
- **Draft Borough Local Plan** – Cabinet is still expecting to consider this at its September meeting and therefore it should be available to view on the RBWM website around 20 September.  
**ACTION:** ALL to study the BLP as soon as possible.

4- **Chairman’s update**

- **Social Media** - This is now up and running, with a significant amount of Twitter interaction already taking place that is automatically uploading to Facebook and other sites. Cllr Airey “re-tweets” as many comments as possible and she is aware that this has helped generate noticeable interest in the Plan.

- **Project Plan group - Cllr Bathurst, Ingrid and David Bulbeck** had been asked by **Cllr Airey** to form this group who are now working on setting out a proposal for the NP's work over the coming months. The CWNP should be looking, ideally, to approve its Vision Document in December 2013. David will circulate the first communication with Topic Groups to their respective Chairs over the next 24- 48 hours. **(ACTION: David)**
- **Printing - Cllr Airey** has now received several quotes for printing leaflets with the most competitive one being £200 for 10,000 copies (**Cllr Bicknell**). This quote will enable a sufficient quantity to cover local households plus made publicly available (GP surgeries, libraries, community centres/noticeboards, etc). **Draft Borough Local Plan -** This is still on track to go to Cabinet in September followed by the first of its public consultation in October. **Cllr Airey** confirmed that the Cabinet papers should be available on the RBWM website approximately one week before the meeting.

#### 5- Communications and Community Engagement update

- **Susy** showed the **Draft CWNP "Initial Information" leaflet** to the meeting. **Cllr Bicknell** has been liaising with **Claire** to finalise copy and layout, otherwise this is ready for printing subject to confirmation of the new details for CWNP contact at RBWM Planning Policy department (**Sarah Ball** - interim). There will be a **"best endeavour"** attempt to distribute it directly by hand to every household aimed to commence in September, as well as a "relaunch" of the **Windsor Farmers' Markets CI Stall**. CWNP will, hopefully, also have access to the **Windsor Library foyer exhibition space** during the schools' mid-term break period to publicise the NP process, Topic/Focus Groups and CWNP "Vision" meetings. **Cllr Airey** suggested mentioning Legoland traffic which might encourage more people to join the Transport TG. **ACTION: Susy to contact library and WFM (Susan Gowland).**
- **Claire** will contact RBWM to organise and collect new display boards. **(ACTION: Claire)**

#### 6- Topic Groups updates

Previous meeting minutes and agendas will be circulated this week by the TG Chairs:

- **Business Group (Chair: Ingrid)** – Next meeting is on Thursday 11 September, venue: EBC or Legoland
- **Housing Group (Chair: Cllr Bathurst)** – Next meeting will take place mid-September, venue tbc.
- **Transport Group (Interim Chair: Trevor)** – Next meeting will take place in September, date tbc. Trevor has asked for nominations for a Chairman for this group.
- **Open Space Group (Chair: Susy)** – Next meeting is on 14 October at Hartlands Quay, Eton, 7.30pm

#### 7- AOB

- **Trevor** drew the meeting's attention to Planning Minister Nick Bolles' press release regarding the new complementary planning guidance.
- **Marcia** asked that cycling be given greater prominence in the work of the Transport TG.
- **Henry** will be leaving RBWM in September to take up a council post in London. On behalf of the Steering Group, **Cllr Airey** thanked **Henry** for his crucial and invaluable support which had enabled the NP process to become established in the area and wished him all the best in his new role.

#### 8- Date of next meeting **Wednesday 16 October 2013, 6.30pm-8.00pm, Ascot Room, Windsor Guildhall**

#### **PLEASE NOTE:**

**A presentation by Cllr Bathurst on the Windsor Link Railway project will take place in the Ascot Room at 6.00pm before the Steering Group Meeting. All are warmly invited to attend.**