

Central Windsor Neighbourhood Plan

Forum and Steering Group Meeting

Wednesday 3 July 2013

Ascot Room, Windsor Guildhall, 6.30pm – 8.00pm

AGENDA

- 1- ***Welcome***
- 2- ***Apologies for absence***
- 3- ***Chairman's Update***
- 4- ***Topic groups***
- 5- ***Communications and community engagement***
- 6- ***AOB***
- 7- ***Next Meeting (August) 6.30pm-8.00pm***

Central Windsor Neighbourhood Plan
Minutes of the Forum and Steering Group Meeting
held on Wednesday 3 July 2013

Ascot Room, Windsor Guildhall, 6.30pm – 8.00pm

- 1- **Present** Cllr Quick (Acting Chair); Martin Miranda; Cllr Fussey; Cllr Bicknell (Items 1-6); Henry Smith (RBWM); David Malia; Trevor Robinson; Geoff Spooner; Susy Shearer (Secretary); Cllr Bathurst
Cllr Quick welcomed everyone on behalf of Cllr Airey, who was unable to attend this evening's meeting.
- 2- **Apologies were received from** Cllr Airey; Claire Milne; Marcia Malia; Jane Daly; Ingrid Fernandes; Phil McMichael; Andrew Melville
- 3- **Minutes of the meeting held on 3 June 2013**
These were agreed and approved.
- 4- **Matters arising**
 - **David** noted there had been no recent additions to the CWNP website and asked for an update. **Cllr Bicknell** indicated the website could now be accessed using "centralwindsorplan.com", will be "live" from tomorrow (4/7). He indicated that cwnp@outlook.com will be being monitored by **Claire** for any comments, information and requests by residents to join Topic Groups.
 - **David** mentioned although the RBWM website currently shows eight neighbourhood areas, Windsor is not among them. **Cllr Quick** advised that the CWNP area is still undergoing its public consultation and will only appear after the results of this have gone to Cabinet.
 - **Trevor** asked whether the Borough Local Plan was ready for public consultation. **Henry** indicated there had been some delays related to finalising housing figures and it was now anticipated the Draft BLP would undergo consultation this September. However, he indicated that draft policies were very close to readiness and some of this information was already in a form suitable to be studied. **Susy** asked if it would be possible to circulate this to Topic Groups to assist them at this stage as they are working on their respective "Vision Statements". **Henry** has indicated that individuals wishing to look at specific policies and information should contact him directly and he will make appropriate arrangements for these to be made available.
ACTION: ALL to consider the remit of each Topic Group and make requests for BLP policies accordingly.
- 5- **Chairman's Update**
 - **Cllr Airey** had asked it be reported that **Toni Eyles** has stepped down from the Steering Group and Housing TG Chair due to work commitments, and to record thanks on behalf of the SG to Toni for her unstinting support and commitment to the NP process so far. **Cllr Quick** suggested writing to all Housing TG members to see who might be interested in taking on this role. **Cllr Fussey** indicated that a representative from the W&ES might also have been an appropriate choice.
- 6- **Topic Groups**
 - It was agreed that a Central Windsor survey covering key issues and questions across all four TGs still needs to be generated. **Cllr Fussey** outlined the process through which the Eton residents' survey was devised:
 - a) As his starting point, Cllr Fussey gathered relevant questions from a variety of sources and presented these to members of Eton Town Council, who selected their top choices;
 - b) Cllr Fussey presented same list to the Eton Community Association, with ET Cllrs' choices highlighted;
 - c) ECA voted on those questions felt to be most important overall;
 - d) Those were then used in a survey distributed to every household (paper form), also available electronically.
 - Preliminary suggestions for venues through which the survey could be distributed included libraries, Y&CCs, Children's Centres, GP and other surgeries, the Castle, museums, leisure facilities and other public information points. **Cllr Quick** suggested a relevant discussion be included on the agenda of the next Windsor Town Forum and, if possible, included in the next Windsor Museum event planned for the end of July or at the next available opportunity.
 - A request for maps was made, which Henry indicated he was keen to organise on the behalf of TGs.
ACTION: ALL TG Chairs to identify information needed for their respective TG maps and e-mail Henry asap. ALL to send ideas for survey questions to Henry who will collate and circulate for comments. Cllr Quick to contact relevant Officers about combining CWNP Survey in next WTF and Museum events. All TG Chairs to send meeting minutes to Cllr Bicknell, cc'd to Cllr Airey, for inclusion on CWNP website.

• **Topic Group Updates:**

I. Housing, Community and the Built and Historic Environment

David reported that the first meeting of this group had taken place; date of next meeting to be confirmed.

II. Business, Shopping and Tourism

Martin reported that this group had not yet met but was expected to meet soon.

III. Transport

Geoff reported that he and **Trevor** would be meeting to put together a first draft "Vision Document" based on information previously generated through the WENP.

IV. Open Space, Natural Environment, Countryside and Leisure

Susy reported that this group's first meeting had taken place on 18 June and circulated paper copies of the draft minutes to provide an indication to the SG of the way this topic group would be working towards creating its "Vision Document" for consideration by the Steering Group in early autumn.

7- Communications and community engagement

- In addition to the two monthly Farmers' Markets (St.Leonard's Rd/Peascod St), new ideas for community engagement events were being sought. **Susy** referred to the "Community Fair" at Windsor Library, previously reported by **Cllr Quick**, and asked whether any follow-up activities had been arranged by the Borough.
ACTION: **Cllr Quick** to investigate and report back to the Steering Group as information becomes available.
- **Susy** indicated she and **Cllr Fussey** had begun to look at devising the CWNP community engagement strategy based on work previously undertaken by the WENP, together with Bray NP advisory notes for TGs. They would be meeting with **Claire** to further consider these and additional ideas which had been used by NP groups in other areas. Suggestions resulting from any discussions would be reported at the next SG meeting. Some local press publicity has already been planned.
ACTION: **Publicity Sub-Committee (Claire/Susy/Cllr Fussey)** to prepare preliminary strategy for discussion by the Steering Group.
- **Susy** indicated that in order to meet the requirement for inclusivity within CWNP community engagement, it would be necessary to ensure that involvement and consultation reached, as far as practically possible, every household in the CWNP area. This would mean undertaking at least one "door-to-door" leaflet/survey "drops" not associated with any other distribution (eg. local papers, ATRB, etc). **Geoff** suggested it would be necessary to agree at what point within the process this would be most effective. **Trevor** raised the principle of "**Best Endeavour**" confirmed by Locality (CSP) as equivalent to "best practice" in the context of NP process. This would be the means by which to evaluate the appropriateness and effectiveness of evidence-gathering.
ACTION: **Susy** will be seeking advice from market research professionals and W&MVA to evaluate the form and timing of this and other types of input needed to generate CWNP's "Vision", present draft timetable at the next Steering Group meeting .

8- Sustainability Appraisal

Henry indicated that although it was still important for the Steering Group to be aware of sustainability issues, the specific requirements of the Sustainability Appraisal were more likely be dealt with entirely within the strategic aspects of the new Borough Local Plan. Steering Group members would be advised if it became necessary for SA objectives to be incorporated specifically within NP policies.

9- AOB

- **Windsor Rail Link:** This was raised by **Cllr Bathurst**, who indicated that plans and funding for the proposal were progressing steadily. It was suggested and agreed that a presentation to the CWNP Steering Group and representatives of other organisations at this point would be timely and very helpful.
ACTION: **Cllr Bathurst and Cllr Airey** to discuss possible dates for a presentation.

10- Next Meeting

PLEASE NOTE NEW DATE – TUESDAY 6 AUGUST 2013 6.30-8.00pm, Ascot Room, Windsor Guildhall

- **Following meeting dates:**

Monday 2 September 2013	6.30-8pm, Ascot Room, Windsor Guildhall
Wednesday 16 October 2013	6.30-8pm, Ascot Room, Windsor Guildhall
Monday 4 November 2013	6.30-8pm, Ascot Room, Windsor Guildhall