

## **Central Windsor Neighbourhood Plan - Agenda**

**Ascot Room, Guildhall, Windsor 6.30-8pm 3/6/13**

1. Welcome
2. Apologies
3. Chairman's update
4. Website and logo
5. Topic groups
6. Communication and community engagement
7. AOB
8. Next meeting: Wednesday 3<sup>rd</sup> July, 6.30-8pm

**Central Windsor Neighbourhood Plan**  
**Minutes of the Neighbourhood Forum and Steering Group Meeting**  
**held on Monday 3 June 2013**

Ascot Room, Windsor Guildhall, 6.30pm – 8.00pm

- 1- **Present** Cllr Natasha Airey (Chairman); Cllr Phill Bicknell; Cllr Eileen Quick; Cllr George Bathurst; Henry Smith (RBWM); Ingrid Fernandes; Claire Milne; Jane Carter; Phil McMichael; Cllr George Fussey; Andrew Melville; Trevor Robinson; Marcia Malia; David Malia; Martin Miranda; Susy Shearer (Secretary).

The Chairman welcomed everyone to the meeting.

- 2- **Apologies were received from** Geoff Spooner; Paul Roach; Jane Daly

3- **Chairman's Update**

- Natasha and Henry confirmed that a £7.5K funding application is now underway for the CWNP. There will also be RBWM Officer time and advice available during the process of drafting the CWNP. The consultation on the formation of the new CW Neighbourhood Forum and its formal boundaries will officially begin Thurs/Fri and continue for 6 weeks, with the consultation results to be sent to Cabinet for approval. In response to David's concerns regarding publicity, Henry indicated that the consultation would be widely advertised in the community in the library, local press and other means, and that the consultation itself would follow the Borough's standard procedure.
- Natasha reported that 22 individuals had agreed the proposed CWNP area boundaries and the SG Constitution. Queries on any aspect of the proposal and the consultation can be included in the Cabinet Report. The number of members required for the NF Steering Group will be 15; attendance by any 6 of those individuals would constitute the quorum needed for SG meetings to take place with authority and legitimacy.
- Minutes from a preliminary meeting relating to CWNP held on 22/4/13, plus other information relevant to the formation of the CWNP, would be made available to SG members.  
**ACTION:** Natasha to contact Sarah Ball.

4- **CWNP Website and Logo**

- Phill has produced a new logo which he displayed and which was approved by those present. On behalf of the SG, Natasha thanked Phill for the work he had undertaken on both this and other aspects of publicity for the CWNP.
- Natasha asked the meeting if it would approve the expenditure of £60 needed to cover the cost of hosting the website. This was unanimously agreed by those present.
- David asked how information relating to all SG and TG meetings and relevant work would be made available. Natasha suggested that it be sent from TG Chairs to Phill, cc'd to her, and be posted on the website.

5- **Topic Groups**

- Natasha reported that the draft Borough Local Plan was expected to be available at the end of June. She asked that each TG begin preparing its own "vision document" for discussion by the SG as soon as possible, with a view to drafting the overarching "CWNP Vision Statement". Jane asked when this process would take place, including the consideration of any issues arising. Natasha suggested the SG meeting in November, which was agreed and noted by all present.
- Susy drew the meeting's attention to the Bray NP Topic Group guidance notes, which show the 5-step "vision" process, and provided several paper copies for use during the meeting. She had circulated these immediately after the CWNF meeting on 22/4/13 and would circulate them again after tonight's meeting for information and reference.
- David asked how communication would take place across the different NP areas. Natasha suggested that "Cross-NP" meetings could take place, with all minutes circulated and shared across the TGs / SGs.

- A general discussion on TG and “Vision” matters ensued, during which the following issues were raised:
  - a) Involvement of the local Police would be helpful **(David)**
  - b) Looking at licensing issues and impact on planning matters **(George B. / Eileen / Phill)**
  - c) Health and safety issues are relevant considerations within NP process **(Jane C. / Susy)**
  - d) “Wholistic” approach and important positive social effects of NP policies **(Natasha)**
  - e) Bus stops are an important issue for businesses as well as for residents **(George B.)**
  - f) Use results of existing surveys (eg. RBWM Residents’ Survey – 2,000 selected) **(Eileen)**

**5- Communications and Community Engagement Strategy**

- Natasha indicated that a “Strategy Document” needs to be produced and asked Claire, George and Susy, as the Publicity Sub-Committee, if they would undertake this.  
**ACTION:** Publicity Sub-Committee to bring preliminary draft to the next meeting.
- Eileen mentioned the notable success of a Community Awareness Event recently held at Windsor Library and suggested the CWNF should be involved in the next one, indicating it was very well attended and would, along with the Farmers’ Markets in both St. Leonard’s Rd and Peascod St, help expand public awareness of the CWNF.

**7- AOB**

- Henry confirmed that there were now a total of 11 individual NPs across the whole Borough. The new Local Plan is receiving the majority of Officer time, administrative focus and resources. Natasha indicated, however, that where Officers’ expertise may be needed, relevant Officers would be permitted to attend TG meetings, particularly in relation to helping organise “Vision Documents”, which Trevor suggested would be particularly useful.
- Jane C. requested that some basic maps be made available to the TGs. Natasha suggested that requests, detailing specific needs, be made to Henry via e-mail.

**8- Next Meeting    **Wednesday 3<sup>rd</sup> July, Ascot Room, Windsor Guildhall from 6.30pm-8.00pm****