

WINDSOR 2030

Steering Group Meeting
11 August 2015
Windsor Royal Shopping Management Office

Present: Ian Jones, Paul Roach, Sue Watts, Martin Miranda, George Bathurst, Sally Stevens, Ian Church, Dermot Whelan, Chris Hilton

Apologies: Phil McMichael, Laura Rheiter

1. Welcome and introduction - Chris Hilton (CH) welcomed to the group

2. Minute of the last meetings.

- a. IJ asked PR to forward invoices for the cost accrued for hall bookings
- b. DW to forward cost for conference calls with DTZ.
- c. Minutes approved.

3. Matters Arising

- a. CH is responsible for regeneration, property, planning and policy.
- b. New officers being recruited to the team to deliver a wide remit of activities for RBWM. 3 project leaders with one person leading on Neighbourhood planning.
- c. Plan is to help as much as the team can to assist NPs in the Borough and ensure they progress positively.
- d. Possibility of drafting an Area Action Plan for Windsor to address what is wrong and propose options to fix issues at a high strategic level i.e. decisions for housing and growing the economy and activity feeding down from Local Economic Partnerships LEP activity. Councillors believe it to be completed once an NP has been completed. However is it possible that the NP could initiate this process?
- e. DW explained that all NPs have defined remits and need to meet "Basic Tests" when taken to the Public Examination. This includes being in conformity with a Borough's strategic policies. Therefore the WINDSOR 2030 collaborating with RWBM on an AAP should not prejudice its scrutiny by a planning inspector and the NP might be outside its remit if it writes strategic policies.
- f. Noted that the process for the delivery of AAP and NP is different and not subject the same scrutiny and closed process (ie the NP is through localism and referendum, an AAP will be driven by officers and councillors)
- g. CH suggested that the group could look at some areas of consideration that AAPs deliverables need to achieve such as housing allocation (as was the case for Ascot).
- h. Important that the group is seen to be working to the NP rules.
- i. CH reiterated that councillors are keen that key fundamental questions are answered and support for the development of more strategic policies for the council are delivered and see NP as an important function of that process.

4. Policy

- a. Policy can be edited on line via the link and saved. **All members asked to feed back comments before 25 August.**
- b. Next steering group on the 25 should focus only on the policy document. All agreed

- c. GB to have a read only version on the website - **GB to arrange by 20 August**
- d. Policy should go to the for the Forum - 17 September - **PR to confirm date.**
- e. Public consultation will be required.
- f. George to circulate copy to Laura for consideration.
- g. Members should look at the “planning aid” document before commenting on policy. DW has a PowerPoint presentation document - **DW to circulate in the next few days.**
- h. IC informed group that recent enquiries to policy writers was that most were not going to be free until November
- i. Agreed that discussion with potential policy writers needed to be undertaken ASAP - **DW and IC to look at list of contractors to complete policy and try to seek tendering for their by 17th August**

5. BLP consultation

- a. Retail Study - Group felt they were a consultee rather than a contributor, outcome was surprising, DW has drafted a letter of objection which he had not posted outlining concerns.
- b. Methodology – omits leisure and catering sales (one third of the market) only convenience and comparison shopping.
- c. In Windsor this is a significant area in leisure and catering in the town centre. Assessment of growth from the report shows minor expansion in comparison, reduction in convenience, suggesting there was an over capacity. But there was no modeling of the floorspace currently occupied by the catering economy in the growth forecasts.
- d. CH stressed importance that group should not feel hesitant to object to the current report as it needed to be aired and forwarded to RBWM.
- e. CH emphasised that group needed to ensure that RBWM continue to work closely together and share points of difference.
- f. Windsor 2030 had already held detailed discussions with RBWM and DTZ on their report but get that their message was not getting through
- g. DW requested that all users of retail floor space should be recognised and their economies modelled yet a third has been discounted by the current study.
- h. CH to consider the comments made in the report and would come back.
- i. Live consultation for the BLP - **all members ask to respond.**

6. Communications

- a. Meeting taken place on the communication policy - IJ and SS
- b. Currently two Facebook pages - **IJ to manage main Facebook page - GB to close down second Facebook page.**
- c. GB to continue to manage main website.
- d. IJ – to drop all images to flickr. **IJ will give access to everyone.**
- e. It will be made public by September 2015.
- f. Once up and running it will be made public.
- g. SS informed group that a moderated site can cause issues as opposed to an un-moderated site - use of a gallery type programme might be a better option and can be accessed via Facebook.
- h. Key objective should be encouraging more comment and the existence of W2030 (raising the profile).

- i. Link through PR emails to businesses encouraging them to link into the W2030 site and include link on emails.
- j. Emphasis on “If you do not make a decision we will make it for you” to make public understand that they should participate
- k. LinkedIn – list W2030 as a group and can link into the website. **All members asked to do this**
- l. Add W2030 to your skills set on LinkedIn volunteering or CPD.
- m. LinkedIn via the Windsor town partnership LinkedIn members. **PR to arrange**
- n. SS suggested – flag up media stories prior to the august bank holiday - newspaper are looking for stories.
- o. Highlighting that the policy is being drafted and need for comment could be a good story.
- p. **SS to draft up a press release. PR to look at last press release and send to SS.** noted that images should be included.

7. Finance

- a. No major items to report. Balance currently £17,306.09
- b. IJ keen that we do start allocating on the policy development.
- c. GB – located an architect to develop 3D module of the town centre, who estimated it costing £10k. DW stated that any modeling must be for the purpose of presenting shows the vision, ideas and site proposals of Windsor 2030. Also it must be useable in 2D by a policy document and not just an interactive 3D computer model. An exercise in just modeling the town is not necessary.
- d. Group agreed a potential idea but needed to ensure that W2030 owned all rights to intellectual property . This could charged for others to use. GB to talk off line with DW. - contractor -James Armitage
- e. SW asked for that level of expense if competitive quotes should be obtained in advance from other parties.
- f. GB suggested monies to be allocated to policy writer.
- g. DW wanted to be sure that a potential large expense of design work was not at the expense of policy writing as the inspector will judge the NP on its WRITTEN policies .current estimate in the budget for policy writing was about £7k. New quotes need to be obtained but this budget must be protected. DW to look at with IC
- h. There is potential for applying for additional funding of between £8 - £14k which can be applied for. IJ to discuss with DW offline.

8. AOB

- a. PR asked to send invitations to all meeting by outlook, direct email and include on all minutes to ensure everyone is aware.

- 9. **Next meeting 25 August** – PR forwarded his apologies.

Steering group meeting dates – MEMBERS TO NOTE THAT MEETING VENUE WILL CHANGE TO CINNAMON CAFÉ.

August 25

September - 8 and 22

October - 6 and 21

November 3 and 17

December 2 and 15

Forum group meeting dates - Guildhall

September 10

October 15

Nov 26

Dec 30 TBC