

CWNP Forum and Steering Group
Meetings to be held on Tuesday 3 December 2013

Extraordinary General Meeting

Ascot Room, Windsor Guildhall 6.30pm – 7.00pm

AGENDA

- 1- *Welcome and apologies for absence*
- 2- *Explanation of proceedings*
- 3- *CWNP Steering Group candidates' speeches*
- 4- *Voting*
- 5- *Announcement of successful candidates*
- 6- *AOB*
- 7- *Close of EGM*

followed immediately by

Central Windsor Neighbourhood Plan
Forum and Steering Group Meeting

Ascot Room, Windsor Guildhall 7.00pm – 8.00pm

AGENDA

- 1- *Welcome and apologies for absence*
- 2- *Minutes of the meeting held Monday 4 November 2013*
- 3- *Matters arising*
- 4- *Chairman's update*
- 5- *Project Plan update*
 - *Special focus: January / February 2014 tasks and timetable*
- 6- *Communications and Community Engagement update*
 - *Special focus: CWNP "Roadshow" 22/1 (weekday) and 26/1 (weekend) events*
- 7- *Topic Group updates*
 - *Special focus: "Vision" statements / documents and evidence to date*
- 8- *AOB*
- 9- *Date of next meeting*

CWNP Forum and Steering Group
Minutes of the Extraordinary General Meeting held on
Tuesday 3 December 2013

Conference Room, York House 6.30pm – 7.00pm

1- Present Cllr Natasha Airey (Chairman); Claire Milne; David Malia; John Warobick; Cllr George Bathurst; Matt Couzens; Ingrid Fernandes; Martin Miranda; Cllr George Fussey; Alison Logan; Cllr Dee Quick; Andrew Melville; Phil McMichael; Cllr Phill Bicknell; Margery Thorogood; John Bastow; Ian Bacon; Peter Hooper; David Bulbeck; Paul Roach; Marcia Malia; Jorge Nash; Susy Shearer (Secretary)

Apologies for absence Susan Gowland; Sue Kemp; Jane Carter; Trevor Robinson; Olive Eccles; Roy Eccles; Julia White; Amanda B----; Tom Bursnall; David Jessey; Richard Garratt; Jane Daly; David Marshalsea

Guest Observers Laura Rheiter and Miles Thompson (RBWM Planning Policy); Cllr Christine Bateson (RBWM Lead Member for Neighbourhood Planning)

Natasha welcomed everyone and thanked them for coming to the meeting

2- Explanation of proceedings

Natasha drew the meeting's attention to the document explaining the procedure for the EGM which had been circulated to those individuals registered as Steering Group and Forum members and those who had previously requested to be kept informed by e-mail about CWNP matters. This information, together with the CWNP Constitution and the SG Candidates' Statements, had also been made available on the CWNP website. **Peter** requested that his concerns be minuted with regard to the length of time the agenda for this meeting and the minutes of the previous Forum meeting had been made publicly available. **Natasha** explained that these had been circulated in accordance with the requirements set out in the CWNP Constitution.

3- CWNP Steering Group candidates' speeches

Speeches were delivered by **David Bulbeck**, **Cllr George Fussey**, **Matt Couzens** and **Peter Hooper**. A statement was presented on behalf of **Richard Garratt**, whose apologies had been recorded earlier.

4- Voting

Each Forum / Steering Group member present was given two paper voting slips, one per SG vacancy. **Natasha** announced that a request to record proxy votes had also been received from **Olive**, **Roy**, **Tom**, **Trevor**, **Jane C** and **Sue**. At the end of the voting period, all papers were collected and tallied by **Phil M.** (business representative), **Claire** (residents' representative) and **Natasha** (councillor representative) and by **Jorge**, Planning Aid representative, acting as independent scrutiner.

5- Announcement of successful candidates

Following the count, **Natasha** announced that **David Bulbeck** and **Cllr George Fussey** had been duly elected.

6- AOB

Peter raised a concern regarding the WLR proposal, which he felt would be destructive to the area. He asked why it was deemed necessary for the CWNP Steering Group to vote on the proposal and whether the CWNP was administered by the RBWM. **Dee** affirmed that the CWNP was not administered by the Council and that this particular matter had arisen as part of the formation of the new BLP, which was expected to go out to consultation very soon. It was agreed that it would be appropriate to take any further discussion of this matter during the ensuing CWNP Forum and Steering Group meeting.

7- Close of EGM

Natasha thanked all candidates for their willingness to stand and their continuing interest in the CWNP, and all Forum and Steering Group members for their longstanding support and commitment to the NP process. The meeting closed at approximately 7.10pm.

CWNP Forum and Steering Group

Minutes of the Meeting held on Tuesday 3 December 2013

Conference Room, York House, 7.00pm – 8.00pm

1- Present Cllr Natasha Airey (Chairman); Claire Milne; David Malia; John Warobick; Cllr George Bathurst; Matt Couzens; Ingrid Fernandes; Martin Miranda; Cllr George Fussey; Alison Logan; Cllr Dee Quick; Andrew Melville; Phil McMichael; Cllr Phill Bicknell; Margery Thorogood; John Bastow; Ian Bacon; Peter Hooper; David Bulbeck; Paul Roach; Marcia Malia; Jorge Nash; Susy Shearer (Secretary)

Apologies for absence Susan Gowland; Sue Kemp; Jane Carter; Trevor Robinson; Olive Eccles; Roy Eccles; Julia White; Amanda B-----; Tom Bursnall; David Jessey; Richard Garratt; Jane Daly; David Marshalsea

Guests Laura Rheiter and Miles Thompson (RBWM Planning Policy); Cllr Christine Bateson (RBWM Lead Member for Neighbourhood Planning)

2- Minutes of the meeting held Monday 4 November 2013

These were approved following agreement of the matters arising, as below.

3- Matters arising

- **Item 2 (Minutes)**

Date of previous meeting corrected to read 16 (not 14) October.

- **Item 4 (Chairman's Update)**

Peter again raised the issue of the WLR and the perceived need for the CWNP to take a vote on the proposal. **Natasha** advised that the CWNP had received a presentation, just as other local groups including the Windsor Chamber of Commerce had done. **David M.** stated that the CWNP had simply been trying to ensure that "a possible link railway" (non-specified) was not rejected at this early stage. **Phill B.** indicated that the NP needed to "mesh" with the BLP. It was a very large, complex job which needed to be completed in a very short period of time, and that this urgency meant considered action sometimes needed to take priority over re-hashing established and agreed processes. There was no suggestion of anything being kept from the public eye.

- **Item 5 (Project Plan)**

David B. had made the suggestion to thin down each section of the Project Plan.

4- Chairman's update and discussion

- In this final meeting of 2013, **Natasha** wanted to take the opportunity to express her thanks to everyone for their hard work and important progress achieved during the past eight months. She also wished to welcome and introduce **Cllr Christine Bateson**, the RBWM Lead Member now overseeing the NP process; **Miles Thompson**, newly appointed Planning Policy Manager for RBWM and previously involved with the Thame NP; and **Laura Rheiter**, RBWM Planning Policy and new Link Officer for the CWNP.
- **Cllr Bateson** thanked the Forum and Steering Group for volunteering to produce a Plan and stressed the great importance to residents and businesses in saying what they wished to see saved and included in their community. There are currently nine, hopefully ten NPs including a "Design Statement" produced by Cookham. **Paul Roach** confirmed that approximately 7m visitors come to Windsor each year and the appearance of the town was a key part of its attraction. **Natasha** confirmed her hope that a Draft NP would be available by May 2014, and that the Borough would ultimately submit the Plan for Inspection.
- **Miles** stated that his previous role in the Vale of the White Horse, Oxfordshire, had entailed working with a dozen groups, including Thame, preparing NPs. Thame could provide important lessons for the RBWM but was not necessarily a template for the CWNP, and that there was a wide range of topics which could be covered by any given group. He said he was impressed by the progress made so far by the CWNP and indicated that referring to the Borough Guide to NPs would be very helpful. The RBWM Planning Policy Unit was an Officer down at the moment, however the recruitment process was underway and it was hoped that the appointment of a "Link Officer" would be completed by the end of March. **Laura** would be covering the role in the interim period which was very much welcomed.

- **Phill B.** asked about the level of detail and lengths necessary to gather evidence for the Plan. **Miles** said this would be proportionate to what was needed and that existing evidence was usually sufficient. **Cllr Bateson** said this could be “soft” or “medium” and depended largely on the timetable. **Claire** asked what policies would be needed to be included in the CWNP. **Miles** said that identifying the issues was the key to determining this. **Natasha** mentioned the suggestions made by **Jorge** and **Planning Aid** and said the recent RBWM training event had shown a spectrum of NPs used widely varying levels of detail and numbers of policies.

5- Project Plan update

- **David B.** had previously circulated this to the Topic Group Chairs and hoped it was proving useful to the process of generating each group’s “vision document” to be circulated early in the new year, reminding everyone that each TG should be focusing on essentially four “key deliverables”, borne out by the Ascot NP, and that it was not about either minutiae or a huge vision but the right level of expression. **Natasha** corroborated this approach and hoped each group was finding their way to this point.
- The January / February 2014 tasks and timetable would be looked at in detail during the meeting on 7 January.

6- Communications and Community Engagement update

- **Claire** advised that following fairly widespread publicity, the leaflet drop and general awareness-raising activities such as the Farmers’ Markets and displays (posters and leaflets in the Leisure Centre, library, etc.), approximately 150 people were now registered on the CWNP database, 45 of whom were actively involved in topic groups and publicising the NP. She is currently obtaining approval to put their details on the website. The Farmers’ Market CWNP stall was run in November and will resume in mid-January just prior to the “CWNP Roadshow” to publicise the event(s).
- **Natasha** suggested that the proposed 22/1 (weekday) and 26/1 (weekend) events might be better if combined in a single day, such as that held by the Ascot group. A possible change of date to Thursday 23 January was being considered. **Claire** suggested the event would be most effective if it were tightly structured, with possible facilitation by Locality / Planning Aid. **Susy** had taken part in several RBWM consultation events which followed this pattern and confirmed this approach had proved very useful.
- **Natasha** said the event must be widely publicised, within the scope of “best endeavours”. **Paul R.** asked what was being done to engage younger and older people in the process. **Natasha** indicated that “pop up” events in senior schools and residential homes needed to be planned. **Claire** said she was fully aware that not everyone has e-mail and she is hoping to address this more comprehensively, particularly in relation to surveys. **Peter** suggested the library page on the website could be expanded since this is an area through which we are likely to attract the attention of young people. **Natasha** mentioned that the CWNP also enjoys a popular profile on Twitter and Facebook.
[+ACTION: Publicity and Communications S-C to put together “Pop Up” show plan for discussion at the 7/1/14 Forum and Steering Group meeting.](#)

7- Topic Group updates

- Transport
David B. confirmed that a meeting had been held on Thursday 28 November and another will be held this Thursday 5 December (Legoland). A number of issues were discussed which are being gathered under four headings. Legoland are doing a significant amount of work and **Ingrid** is now supporting **David B.** with this TG. A map is needed to underpin the work on the “vision statement”. **Natasha** thanked **David** and **Ingrid** for the progress so far. An important RBWM cycle event is being held on 18 December (Guildhall 7pm).
- Business
Claire is currently chairing this group, assisting **Ingrid**. She had sent the Business “vision document” to **Jorge** for his comments and he suggested a “re-think” be undertaken at the recent TG meeting to focus on the question: what are the key issues? It was hoped another TG meeting could be held before

Christmas so work could continue on the draft document. **Natasha** thanked **Claire** and **Ingrid** for their efforts so far.

- **Housing**
A TG meeting is planned to take place shortly before Christmas. **George B.** met with the HEC (W&ES) to look at issues such as character and detail of the historic environment and the importance of non-conservation areas. A key concern relates to housing densities and whether we will have these imposed on us, since other NPs are ahead of us in stipulating numbers and situations. **Miles** encouraged this group to come and talk with him early in the new year. **Natasha** thanked **George** for his work so far.
- **Open Space**
Susy indicated that following a very useful meeting on 14 October, the TG were undertaking a series of "Open Space Walks" which were being held on Sundays, enabling the TG to take advantage of daylight and also avoid timetabling clashes with other TG meetings. Three walks were taking place before Christmas, with a fourth planned for 5 January. Each walk was designed to focus on key open spaces in each of the four Wards covered by the CWNP. **Susy** presented the draft Open Space "vision document" worked on by the TG which provides essential background information on open space provision and planning as well as a first attempt at setting out the four key areas which could lead to the formation of CWNP Open Space policies. A follow-up TG meeting will be arranged for mid-January. **Natasha** thanked **Susy**, **George F.** and the TG members for their work so far.

8-AOB

- Summarising the task of the TGs, **Natasha** reiterated the importance of balance.
- **Claire** reminded the Forum that major infrastructure projects were outside the remit of the NP.
- **Susy** hoped more Forum members and representatives from other TGs would be able to join the Open Space walks.
- **George B.** mentioned the new Christmas decorations and their benefit to the appearance of the town centre.
- **Natasha** thanked **Phill B.** for his work on the website.
- **Peter** hoped there would be more visible consultation on the WLR.

9- **Date of next meeting** Tuesday 7 January 2014, Ascot Room, Guildhall 6.30pm-8.00pm