

CWNP Forum and Steering Group

Minutes of the Meeting held on Tuesday 4 February 2014

Ascot Room, Guildhall 6.30pm – 8.00pm

- 1- **Present** Cllr Natasha Airey (Chair); David Marshalsea; Margaret Shepherd; Laura Rheiter (RBWM); Phil McMichael; Peter Hooper; Andrew Melville; John Bastow; David Bulbeck; Jane Carter; Claire Milne; David Malia; Ingrid Fernandes; Susy Shearer (Secretary)
- Apologies for absence** Cllr George Fussey; Trevor Robinson; Cllr Phill Bicknell; Cllr George Bathurst; Marcia Malia; Sue Kemp; Jane Daly; Ian Bacon; Cllr Dee Quick

2- **Minutes of the meeting held on Tuesday 4 February 2014**

These were agreed and approved, subject to the following correction (Matters arising):

“**Jane C.** asked for clarification as to whether the correct individuals had voted for the Steering Group candidates at the Extraordinary General Meeting in December 2013. **Natasha** confirmed this was the case.”

3- **Matters arising**

- **Item 3** **Claire** has now circulated the form requesting all individuals to confirm whether they are SG / Forum members, which needs to be filled in by everyone. **Natasha** is working with **Stella Scrivener (Planning Aid)** to ensure voting procedures in relation to CWNP matters adheres to correct procedure.

4- **Chairman's update**

- **BLP Briefing Session** **Natasha** advised there would be a briefing session on the Borough Local Plan Preferred Options consultation following the next Windsor Town Forum Meeting on 18/2/14. The WTF agenda would include Legoland traffic, the Windsor Walkway and the BLP. The BLP briefing session was being held for all RAs, W&ES, W&ETP and W&D Chamber of Commerce, to be presented by **Cllr M-J Saunders** and **Miles Thompson** and would include a reference to the 23 potential housing sites in the Green Belt.
 - ⤴ **David Malia** observed that Ward Royal RA had not appeared on the briefing invitation list. **Natasha** asked **Laura** to invite this group, plus any further relevant groups still to be identified.
 - ⤴ **Laura** confirmed that comments from those attending the briefing session would be noted generally but not attributed specifically to any group or individual.
 - ⤴ **Peter** indicated the relevant RBWM website pages had been improved, and **Claire** confirmed there were more paper copies available now at the library and York House.
- **CWNP comments on BLP** **Ingrid** asked whether CWNP would be expected to comment officially. **Natasha** said we should establish whether other NPs have done this. At present, she proposed the CWNP not comment formally but that all Forum and Steering Group members should respond individually.

NB: ADDENDUM **The BLP consultation deadline for public comments has been extended to 21 March 2014.**

5- **Project Plan update**

- **David B.** confirmed the Plan is on course to meet the target of the Vision Day which is now confirmed to take place on Tuesday 11 March in the Guildhall. There is a lot of material available for consultation through the Topic Groups and a significant level of consensus has emerged from work done to date. The meeting on 30 January had been very successful and **David Marshalsea** was thanked for collating the TG “Vision” documents (“works in progress”) into a single report. Following approval by the Steering Group and Forum, it will be circulated to the mailing list, added to the website for information and displayed on the “Welcome” Board at the “Vision Day”.
- **Natasha** confirmed that the TG Chairs were taking actions forward from their meeting on 30 January and that preparation of the survey questions was underway.
- **Claire** had made a “Vision” presentation to one of the Geography classes at East Berks College (Windsor) and found that students’ responses corroborated and informally validated the direction CWNP had taken so far.

6- Communications and Community Engagement update

- **CWNP "Vision Day"** **Ingrid** had discussed possible ideas with the Ascot NP group who felt a single day (3pm-9pm) followed by further, future "Focus Group" meetings would be most appropriate. **Natasha** confirmed that she, **Ingrid** and **Claire** had undertaken a significant amount of discussion and the format and venue had been agreed during these. Following this evening's discussion, the anticipated timetable and elements of the presentation are as follows:
 - TG display boards (four per group)
 - "Welcome" boards with map(s) where visitors can use small stickers to indicate where they live/work
 - "Did You Know?" boards with key facts, figures, graphs and TG "Big Questions"
 - Hourly 5-10 minute oral presentation (with scribing) "What is a Neighbourhood Plan?" and explain relationship to BLP
 - Paper survey to take away, same available on-line
 - Possible video loop
- △ **John** reiterated the importance of making clear to visitors the differing natures of and distinctions between the NP and the BLP.
- △ **Natasha** said having RBWM Officers and Planning Aid representatives in attendance would support the provision of professional advice and information. She suggested that "high level" questions would be right at this stage, with more detailed questions and discussions coming in at the next stage. As the "Vision Day" will only be once, however, the need is for the best and most accurate information to be presented and an event which is very well planned. **Natasha** confirmed that the actual NP document would be submitted to the Borough in July 2014 and the process which follows will involve CWNP representatives amending it with the help of RBWM Officers. She said that the Inspector had submitted a confidential report to RBWM on the Ascot NP but it had not yet been published.
- △ **Claire** provided an initial list of tasks which need to be done and asked for volunteers. Further details will be circulated as soon as possible.
- △ **Susy** agreed to liaise with the Duke of Edinburgh's Award to seek involvement of more young people in "Vision Day" tasks and activities. She is also hoping to expand the contacts made with local secondary schools.
- △ **Phil M.** confirmed that overriding issues and observations can be fed back to The Chamber of Commerce and the W&E Town Partnership. He advised the meeting that a Borough-wide Regeneration Director has been appointed who will give additional support on Windsor's economic development. A meeting with Cllr Burbage highlighted the fact that many of the views of residents coincide directly with those of local business representatives.
- △ **Susy** said that although the BLP would play a strategic role in major infrastructure projects, in contrast to the non-strategic NP role, NP projects could benefit from the S106 and CIL funding generated by these large developments. It would therefore be extremely important to identify through all NP consultation activities as many NP projects as possible, eg. new areas for open space supported by NPPF paras. 76-77, which could directly benefit from such funding. **David Marshalsea** agreed that the combination of the evidence base and interaction with the public would help to generate ideas, and **Jane C.** indicated that if other items were felt to be important, they should be added to a "wish list" which would be recorded officially.

7- Topic Group updates

- △ The main updates were covered in the discussions minuted above.
- △ **Transport TG** **Peter** raised a concern that, as part of the resolution passed at the meeting held on 16.10.13, "The Transport TG will consider the WLR", and that this had not yet happened. **Natasha** indicated that no time limit had been set for this and **David B.** confirmed he was very happy to take this forward as soon as it was convenient.

8- AOB

- △ **WLR** Following the CWNP Meeting on 16/10/13, **Peter** said he had made inquiries and received e-mails from RBWM Officers and senior Councillors and had made an FOI request.
 - △ He had been informed that the subject of the Windsor Link Railway had not been raised in the BLP Working Group; that **Cllr Tom Bursnall** was not a member of the BLP Working Group, nor had he been asked to put forward a resolution to the CWNP on behalf of the BLP Working Group; and that

if **Cllr Bursnall** had advised others that the BLP Working Group had requested the NP Group to vote on the WLR, he was inaccurate in this.

- ⤴ **Peter** further stated that at the Council Meeting held on 10/12/13, **Cllr Bathurst** had submitted a petition regarding the WLR, the matter being recorded in the minutes as, "...(WLR) had the support of the Windsor Neighbourhood Plan...".
- ⤴ **Natasha** suggested there was nothing the CWNP could do to affect this matter directly as it was a huge infrastructure project outwith the jurisdiction and influence of the NP. She said there would be consultation on the WLR and confirmed that the motion passed by the CWNP Steering Group indicated a support for the idea of a link railway in Windsor and was not an endorsement of the WLR. **David Malia** stated he did not feel the CWNP had the right to give its approval for such a project. **Peter** said the Council would be looking at this issue again.

NB: FOR REFERENCE

1. To support a [replacing the] Windsor link railway in principle;
2. To request that the emerging Borough Local Plan marks the associated land as reserved whilst potential development is considered, so as not to impede the development of a railway;
3. The Transport Topic Group will consider a Windsor link railway as part of its discussions."

- ⤴ **Project Plan** **Laura** said it would be very useful for her to have copies of any Project Plan notes and documents. **David** agreed to forward these.

9- **Date of next meeting**

Thursday 6 March 2014, Ascot Room, Windsor Guildhall 6.30pm-8.00pm