

WINDSOR 2030

AGM - MINUTES

29 November 2016 – 7.00pm

Cinnamon Café , Windsor Royal Shopping Centre, Windsor

Present: Paul Roach, Cllr Jack Rankin, Jane Carter, Cllr Shelim, Sally Stevens , Dermot Whelan, Stephen LeBras, Ian Jones, Phil McMichael, George Bathurst, Chris Stevens, Rav Singh, Claire Milne, Graham Birth, Sandra Orlando, Richard Headman, John Bastow, Alan Davies, Donna Townsend

1. **Welcome and Introduction**
2. **Apologies** Ross Hargrove, David Jessy, Robert Paddison,
3. **Minutes of last AGM 28 January 2016**
4. JC proposed minutes as correct, PM approved.
5. **Matters arising - none**
6. **Chairman's Report – read out by DW**
 - a. *PR to distribute report to members and to be placed on the website.*
7. **Financial Report**
 - a. Verbal report given by IJ
 - b. *PR to distribute chart and figures from the accounts*
 - c. *Total of £7,578 expenditure to date, currently £12,412.89 still in account.*
8. **Q and A - none**
9. **Appoint of Officers**
 - a. DW thanked Phil McMichael for his support and efforts in the last two years with the group and getting it to the stage it had. PM to step down as Deputy Chairman but able to remain as a forum member and elected on to the steering group due to his position as chair of the chamber of commerce.
 - i. **Chair – elected** - Dermot Whelan (Sue Watts nominated - seconded by Sally Stevens)
 - ii. **Vice Chair - elected** - Sue Watts (Dermot Whelan nominated - seconded by Paul Roach)
 - iii. **Treasurer – elected** - Ian Jones (Stephen LeBras nominated - seconded Paul Roach)
 - iv. **Secretary – elected** - Paul Roach (Sue Watt nominated – seconded by Sally Stevens)
 - b. **All officer positions approved by over 8 voting members of forum.**
10. **Constitutional Update**
 - a. Following questions from the public it was felt that a number of points on the constitutions needed to be clarified to ensure a consistent approach and the ultimate delivery of the plan.
 - b. PR put forward a number additions to section 5 of the constitution
 - i. Section (ii) addition of “associate members”
 - ii. Section (iii) and (iv) the addition of the wording “do not need to be a member or associate member of the group as long as appointment is approved by the forum)
 - c. DW stressed to the group that this was more for clarification rather than an amendment. Due to circumstances out of the control of the steering group and forum, businesses change and people move away from the Forum area. It would be unnecessarily disruptive to the work of the forum if those changing circumstances that potentially prevented a person from continuing their work for the forum due to unintended interpretation of the current wording.
 - d. Additional update was the inclusion of a more up to date map
 - e. Members list was also updated to reflect that some businesses had ceased trading and individuals had left the town centre. Currently 11 places are available on the forum and a number of potential new members were in attendance and could be invited to join the forum and/or steering group.
 - f. Members asked about the inclusion of sports clubs (who were not already listed as a company)
 - g. Agreed that addition of “clubs, association and other institutions” to be added to Section 4 first line
 - h. All changes proposed by Paul and seconded by Sally Stevens.
11. **Any other business**
12. **Date of next meeting** TBC
 - a. DW thanked everyone for their contribution and called meeting to a close at 7.45pm

Central Windsor Neighbourhood Forum for Business

Chair's Report to the AGM 29th November 2016

BACKGROUND

Following the dissolution of the Central Windsor Neighbourhood Forum, the inaugural meeting of the Central Windsor Neighbourhood Forum for Business took place on 6th June 2014, on the 21st August 2014 the Forum was given formal designation by the Royal Borough. Soon after the name Windsor 2030 was adopted.

CONSTITUTIONAL MATTERS

The last AGM was held on the 28th January 2016. Today is the Forum's 3rd AGM.

The constitution adopted at inauguration was amended to reflect a boundary change, and the Forum continued to be governed by that Constitution up until a Forum Group meeting in October 2015 when a new constitution was proposed and approved by the Forum. This comprised amendment to the forum membership rules and a clarification of the types of membership.

These rules have been in effect for the last year and have proved robust, however The Chairman recognises that some ambiguity exists regarding membership, the election of officers and appointment of other representatives to the Steering group. The Chairman urges the Forum to address these matters so that the efforts and progress of the Steering Group and Forum are not undermined by technicalities and to ensure that the future work of the Steering Group is not prejudiced by the changing circumstances of individuals who would otherwise continue to make a valid and valuable contribution to its efforts.

The Forum is overseen by the following officers:-

- Chair Dermot Whelan
- Vice-Chair Phil McMichael
- Treasurer Ian Jones
- Secretary Paul Roach

After over 4 years of contribution to this and the previous Neighbourhood Plan Forum, Mr McMichael is now resigning from the role of Vice-Chair in order to focus on a new job. His work has been invaluable in both the founding and progression of the Forum and we thank him for his efforts. We also hope that he can continue to participate as a member of the Working Group.

All the above posts will be submitted for election at the AGM.

PROGRESS

The principles and purpose of the Forum are set out in its constitution and draft vision documents, but in summary these are to support and promote economic growth, aim for a 5-Star experience for all who use Windsor, and to recognise the value that the town's heritage brings to these aims. The Forum is focussed on central Windsor, and is open to residents and businesses alike. These principles have been upheld by the Steering Group in all its work and the Chair wishes to thank all those who have contributed their time over this year.

However, the Steering Group seeks contributions and assistance from the cross section of the Forum's membership and has endeavoured to communicate this message and foster further participation in its regular meetings.

The Forum and the progress of the Draft Plan is managed by a Working Group comprising the above officers and further assisted by members of the Forum representing residents and business from within the area:

- George Bathurst
- Sue Watts
- Sally Stevens – Press Officer
- Ross Hargrove
- Daniel Mitchell
- Councillor Shelim
- Councillor Rankin
- Councillor Richards

RBWM is represented on the working group by Robert Paddison. Additional collaboration takes place between the adjacent Neighbourhood Plan Forums, including attendance at each other's meetings where possible. However the Chair has stressed that while collaboration is a joint objective, there are areas where independence must be maintained and the duty of the Steering Group is to its Forum.

The work of the Steering group has continued. While the progress may have appeared slow, it has been steady, and the pace has often been effected by matters that it does not control but must pay heed to. In particular its work has been effected by the stagnation of the emerging Borough Local Plan. While it is recognised that this Neighbourhood Plan can be independent, there are matters to which it should respond, and in order to prevent abortive work, and misuses of a very limited budget, it has been decided to work at a pace that may be slower but is probably safer. The Steering group recognises that this has attracted some concern but it has sought to allay that and explain its progress when asked, and in particular it has invited members of the public to attend its meetings in order to demonstrate that much is happening "behind the scenes". The Chair is satisfied that all responsibilities have been fulfilled in this regard, but it is recognised that two areas needed room for improvement:-

1. The inclusion of all meeting minutes on the Forum website
2. The application of the communications policy which although adopted could be better implemented.

By contrast the Steering Group has made very good progress with external communications, particularly through social media. This has led to an increasing following and interest in the Forum's aims and activities.

DRAFT POLICY

Earlier this year the Steering Group appointed SBW Planning to write its draft policies. This was a key milestone, as it was felt that sufficient evidence had been gathered, extensive consultation had taken place, and enough clarity gained in the Forum's objectives that it was time to engage a professional to write the draft policy document.

This exercise has engaged the Steering Group for the last few months, and it has reached the stage where the first version of the document will be presented to the Forum for discussion.

Once the Forum is satisfied that the document reflects its intentions, the next stage will commence – namely formatting and finalising the document for submission to RBWM prior to its being issued to the wider public for formal consultation.

The Chair wishes to thank all those who have contributed to the drafting process – it is effort that goes unrecognised beyond the Steering Group.

FINANCES

The Forum's finances have been managed by the Treasurer and I will hand over to him for a brief report.

We now look forward to continuing the work to date and in particular presenting the latest draft policies, taking feedback from the Forum, and finalising the Draft Plan and moving towards the Pre-Submission Consultation stage.

Dermot Whelan MRICS
Chair
Windsor 2030
29th November 2016