

CENTRAL WINDSOR NEIGHBOURHOOD PLAN FORUM
FOR BUSINESS

CONSTITUTION

1. Name and Area.

- (i) The name of the organisation is “The Central Windsor Neighbourhood Plan for Business” also known as “Windsor Means Business” and referred to elsewhere in this Constitution as “The Forum”.
- (ii) The neighbourhood area is focussed on the town centre of Windsor and the boundary is described at Appendix 1. It is predominantly business in nature in accordance with the requirements of the Localism Act. It lies wholly within an unparished area of the Royal Borough of Windsor & Maidenhead.

2. Purpose and Objectives.

- (i) The Forum has been established with the principle purpose of preparing the Business Neighbourhood Plan for Windsor Town Centre with the objectives of:
 - a Promoting economic growth
 - b Providing Windsor visitors and users with a “five star” experience
 - c Recognising that Windsor’s heritage is a key asset for business
 - d Recognising also that Windsor is a key commercial centre in the Thames Valley; sustaining and building on that, in healthy competition with its neighbours
- (ii) In this connection, it has been established for the express purpose of promoting and improving the social, economic and environmental well-being of Windsor Town Centre in accordance with S61F(5) of the Localism Act, 2011.
- (iii) In preparing the Business Neighbourhood Plan for the town centre, the Forum will seek to consult during the plan preparation process, all those living and working in the town centre and elected to represent the Town Centre, along with the wider public who look to the Town Centre to provide jobs and services which they can access. The Forum will encourage anyone who is interested to make representations to the Forum who will consult with all who wish to have a say.
- (iv) The Forum will seek to represent fairly all the different sections in the community in preparing the plan and have due regard to the history and character of the town centre in developing appropriate planning policies aimed at securing its long term future.

- (v) In addition to the statutory referendum for businesses, The Forum will seek to ensure that the referendum for residents at the end of the process embraces a wider area than the plan boundary itself. The Forum recognises that the final decision on the boundary of the residents' referendum rests with the Independent Examiner and will seek to provide to the Examiner the evidence to support the definition of a wider area than the plan boundary. This is anticipated to be the historic urban centre of Windsor, characterised by relatively high density terraced houses and adjoining conservation zones, sharing the history of the commercial centre.
- (vi) Towards the end of the plan preparation process, The Forum will consider its future and the extent to which it should remain in existence to support the ongoing development of the Town Centre; encourage investment in the Town Centre and comment and advise on development proposals which will impact on the Town Centre or even to evolve into a Business Improvement District. It is acknowledged that the maximum life of The Forum will be five years.

3. Values.

All members of The Forum will aim to follow the 'Nolan Principles' of public life. That is they will act with:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- and seek to promote these values by Leadership and example.

4. Membership.

The forum is drawn from a diverse spectrum of local businesses, clubs, associations, other institutions both big and small, local and visitor orientated, retail and other commercial. It also includes elected councillors and residents of the area. Furthermore, membership of the forum is actively encouraged and open to any resident or business in the area until the council's consultation period concludes, at which point the work of bringing forward the plan will commence.

- (i) Membership of The Forum is open to anyone aged 18 and over who lives or works in the area or is elected to represent any part of the area.

- (ii) Associate membership is open to anyone aged 16 or over who does not live or work in the area but has a desire to help secure the future of Windsor Town Centre, wishes to become involved to help achieve that objective and has relevant skills or experience. Associate members will not be able to vote.
- (iii) From the date of the approval of Forum by the council, following the six week consultation period, further applications for membership will not be sought. The exception to this will be any member who is an employee of a local company, who may be replaced by another representative from the same company. All members and associate members shall provide details of the skills and expertise they can bring to the Forum.
- (iv) The Forum keeps an up to date list of all members' names, contact details and skills and experience, for the purposes of involving them in the work of The Forum including organising its meetings and the AGM. All listed members of the Forum are entitled to vote at meetings of The Forum.
- (v) The Forum does not levy any form of subscription on its members.
- (vi) The Forum may suspend from membership anyone who brings the Forum into disrepute by, for example, repeatedly and/or unapologetically flouting its values expressed in 3 above. Suspended members are not entitled to vote, speak at or attend meetings of The Forum or any of its committees.
- (vii) A minimum of 21 members of The Forum live or work in the area or are elected to represent any part of the area in accordance with S61F(5)(c) of the Localism Act 2011. The other requirements of S61(5) of the Localism Act are all met and articulated in this Constitution.
- (viii) The Forum will review its membership annually to ensure that it continues to meet the requirements of the Localism Act and that it is representative of all the different sections of the community it is seeking to serve.

5. Meetings.

The Forum is run solely by its members. Ordinary General Meetings of its members are its sovereign decision making body. In order to meet its purpose and objectives The Forum will:

- (i) Meet regularly (Ordinary General Meetings), approximately bi-monthly, in order to manage the process of preparing the Business Neighbourhood Plan for Windsor Town Centre. A first AGM will be held within two months of The Forum being designated as the appropriate body to prepare the Business Neighbourhood Plan and thereafter 12 to 15 months after the previous AGM, giving at least 14 days' notice to all members. The second and subsequent AGM's will consider the Annual Report of work done by

the Forum in the previous year presented by the Chair; the accounts for the Forum; where necessary, a review of any of the rules and policies of the Forum and any other business announced in the AGM agenda. A Special General Meeting (SGM) of the Forum will be arranged within 28 days of receipt of a request by 25 members, the agenda for the SGM setting out the matters to be dealt with. The quorum for an SGM is 25 members or one third of the voting membership, whichever is the lower. The quorum for both Ordinary General Meetings and the AGM of The Forum will be 20% of its full voting membership or 10 people whichever is the lower.

Minutes of all meetings will be prepared by the Secretary and put before the next similar meeting for approval. Copies of all draft minutes will be sent to all Forum members; copies of approved minutes will be sent to all Forum members and made publicly available.

- (ii) Establish a Working Group of not less than 8 or associate members more than 12 members of The Forum to manage the day to day work involved in preparing the Business Neighbourhood Plan and the wide public consultation involved. The Working Group will appoint its own Chair and Deputy Chair and make such other appointments, or establish sub-groups, as it considers necessary as the plan preparation process evolves. In particular, it will appoint one of its members as Community Engagement Officer, leading on the public consultations involved. The Working Group will be able to co-opt people onto the Group to help deal with defined issues. The Quorum for meetings of the Working Group will be 3 including either the Chair or Deputy Chair but excluding co-opted members. Only The Forum members on the Working Group will be eligible to vote. Minutes of the Working Group meetings will be prepared by the Secretary and put to the next meeting for approval. Copies of approved minutes will be circulated to all Forum members for information. All formal proposals from the Working Group will be put to The Forum for decision. .
- (iii) The Forum will elect a Chairman whom do not need to be members or associate members of the group as long as appointment is approved by the forum.
- (iv) The Chairman will appoint a Deputy Chair, a Secretary and a Treasurer and such appointments will be confirmed at the subsequent Forum meeting. Whom do not need to be members or associate members of the group as long as appointment is approved by the forum.
- (v) The Forum will arrange at least one public meeting a year, which may be combined with the AGM or combined with general consultation on the plan preparation process or held independently of other matters, in order to listen to views and take them into account in making subsequent decisions. At least 28 days' notice will be given of a Public Meeting. Such meetings will not have any formal decision making power.

6. Operation of Meetings.

The following rules apply to all meetings of The Forum including public and committee meetings:

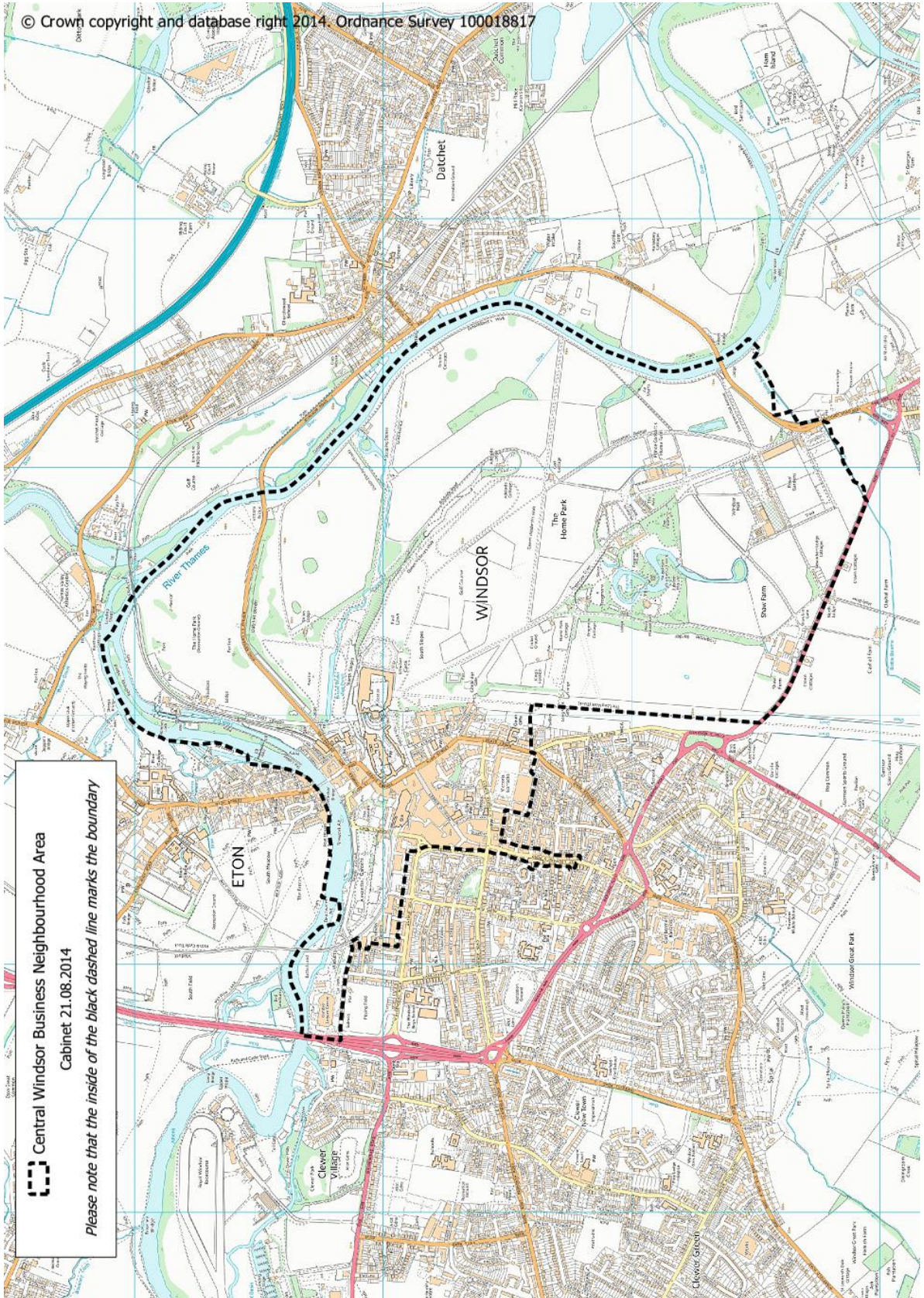
- (i) Each meeting will have a chair who will usually be the Chair of The Forum, or the Deputy Chair. If neither the chair nor the deputy is present, the members present will elect a Chair for that meeting. The chair of the meeting will ensure that the business of the meeting is transacted in an orderly and timely way.
- (ii) All meetings will endeavour to make decisions by consensus, but in the case of a vote, decisions are made by simple majority of those present and eligible to vote. If the vote is tied, the chair of the meeting has a second, casting vote.
- (iii) All members and associate members of The Forum are entitled to speak at meetings of the Forum. At Public Meetings, all members of the public are entitled to speak. The chair of the meeting has the power to impose time limits on speeches.
- (iv) All members of The Forum shall act in meetings in the best interests of The Forum and in line with the 'Nolan Principles' set out in 3. above. The Forum recognises that as a business group all members will be expected to have a financial interest by definition but that this should not prevent them from being active participants. The same principle applies to developers, who as per the DCLG guidance can also be members. Members should, however, clearly declare their interests both on their membership forms and reiterate this at any meeting, which will be minuted, so that other members and the public are clearly aware of their interest.

7. Finance.

- (i) All income to The Forum is to be used to further the Purpose and Objectives of The Forum set out in section 2 of this Constitution and for no other purpose.
- (ii) The Treasurer will keep proper account of the finances of The Forum and ensure that The Forum has a bank account in its own name. All cheques issued by The Forum need to be signed by two members of The Forum designated by The Forum for that purpose.

- (iii) The Forum's accounts will be examined at least once a year by an independent person who is not a member of The Forum.

Appendix 1 – The Business Neighbourhood Plan Area



Appendix 2 - Membership of the Forum

Num.	Name	Company	Phone	Status
1.	Abigail Kirkwood	Royal Collection		V
2.	Alex Jessy	John Goodwin		V
3.	Antonio Mandozzi	Resident		V
4.	Barbara Bolzoni	Vinegar Hill		V
5.	Brian McCormack	Snappy Snaps		V
6.	Carla Goode	Christopher Wren Hotel		V
7.	Caroline Hogg	Campsie		V
8.				i
9.	Chris French	French Bros		V
10.	Chris Swift	residents - St Leonard Road		V
11.	Daniel Hodgkinson	resident		V
12.	David Jessy	John Goodwin		V
13.	Debbie Edwards	HairinXS		V
14.	Dermot Whelan	Westbeach Development		V
15.	Doris Boyle	Little box		V
16.	Gary Marshall	Marshall Properties		i
17.	Geoff Knapp	Ice Experience		V
18.	George Bathurst	Bee.Net/WLR/RBWM		V
19.	Giuseppe Mandozzi	Resident		V
20.	Hugo Issaac	Arch Clinic - Goswell Hill		V
21.	Ian Jones	Cinnamon Café		V
22.	Jane Carter	Resident		i
23.				V
24.	Jon Taylor	Liquid Nightclub		V
25.	Julian Gill	Bar Yello		V
26.				V
27.	Kerrin Walker	Vision Express		V
28.	Louise Lewis	Lime café		V
29.	Maggie Reeve	Resident - TBC		i
30.	Margaret Carr	WCA		V
31.				V
32.	Ross Hargroves	KEC		V
33.	Nicholas Bayldon-Pritchard	Queen Victoria		V
34.	Gillian Bayldon-Pritchard	Queen Victoria		V

35.	Mr Dohan	Neptune Fish & Chips	01753 620899	V
36.	Mrs Dohan	Neptune Fish & Chips	01753 620899	V
37.				
38.				
39.	Phil McMichael	Bang & Oufslen		i
40.	Rav Singh	Hamilton Chess		i
41.				
42.	Romina Mandozzi	Resident		V
43.	Ruth Gough	Neals Yard		V
44.	Sally Stevens	residents – St Leonard Road		V
45.	Shamsul Shelim	Viceroy /Councillor		V
46.	Stefan Hamann	German Bakery		V
47.	Stephanie Methven	Lime Café		V
48.	Stephen le Bras	Resident		V
49.	Cllr Rankin	RBWM Coucillor		i
50.	Ingrid Fernandez	Legoland		i
51.	Sue Rule	Rules		V
52.	Sue Watts	Windsor Royal Shopping		V
53.	Pat	EG Sargeants		V
54.	Tom Bursnall	Talent Pool		i
55.	Trudy Durkin	Daniels		V
56.				V
57.	Vicki Armstrong	Jojo Mama Bebe		V

Breakdown

Voting members 43

Residents 6

Information only 8

Spaces available 11

Appendix 3 – Officials [elected on 6 June 2014]

Chair – Dermot Whelan
Deputy Chair – Sue Watts
Treasurer – Ian Jones
Secretary – Paul Roach

Appendix 4 – Working Group

Chair – Dermot Whelan
Deputy Chair – Sue Watts
Treasurer – Ian Jones
Secretary – Paul Roach

Sue Watts
Ross Hargroves
Sally Stevens
George Bathurst

Councillors

Cllr Shelim
Cllr Rankin
Cllr Richards
Cllr Bateson

Potential new members

Chris Stevens
Donna Townsend – East Berkshire College
Alan Davies - Windsor Rugby Club
Windsor Tennis
Sandra Orlando