[**Windsor 2030**](http://cwnpb.org/)

Queen Charlotte - Tuesday 23 May

7pm Steering Group

**Present**: Sally Stevens, Sue Watts, George Bathurst, Paul Roach,

**Apologies**: Cllr Shelim, Phil McMichael, Cllr Rankin, Dermot Whelan,

1. **Minute of the last meeting**
2. **Matters arising -** none
3. **Planning Document**
	1. PR to forward comments to GB following the meeting with Roz G.
	2. Key point from the meeting to try and reduce the use of the terms
		1. Definition of terms
		2. Vitality
		3. Environmental
		4. Exemplary
		5. Sustainable
		6. Appropriate
		7. Distinctiveness
	3. Should be linked to the Windsor design guide
	4. Need to include the photos
	5. Need to get modern and historic blended businesses.
	6. SW - to forward design guide for the town centre .
	7. Look at renewable energy and sources.
	8. Could we look at a similar CABE guidance note. SO to dig out copy of the old guides.
	9. St Leonards Road engagement.
		1. Need to email and do a walkabout - GB to look at producing a A4 flyer to invite
	10. SS send approval of forum minutes to PR
4. **Communication Update**
	1. Website now hosted locally, and is now encrypted.
	2. Need more information on Facebook.
	3. Next forum meeting date to be announced.
	4. PR to forward some basic health checks stats on the town centre.
5. **Finance** - No update.
	1. SW to forward drinks receipts to PR for payment.
6. **Any other business**
	1. Heritage Access Zone - GB gave overview of document forwarded by PR. Form to be completed and forward to group for comment by GB
	2. Motion made: Consider including a Heritage Zone application for inclusion in the planning document. All agreed and form would be presented to forum
	3. GB - to fill out form
	4. SS to include on the Facebook page.
	5. PR to double check booking of the forum at the guildhall for the 6 July.
	6. AH campaign group meeting on Tuesday evening. SS has written apologising from non-attendance and that the date does clash with the steering group.
	7. Vacancies – Treasurer post still to be filled,
	8. SW announced that managing agent for Windsor Royal Shopping has changed to Jones Lang LaSalle.
7. **Date of next meeting** - 6 June
	1. SS, PR and SO sends apologies