

Central Windsor Neighbourhood Plan

Forum and Steering Group Meeting

Tuesday 6 August 2013

Ascot Room, Windsor Guildhall, 6.30pm – 8.00pm

AGENDA

- 1- Welcome and apologies for absence***

- 2- Minutes of the meeting held Wednesday 3 July 2013***

- 3- Matters arising***

- 4- Chairman's Update***

- 5- Topic groups***

- 6- Communications and community engagement – Sub-Committee Update***

- 7- AOB***

- 8- Date of next meeting – Monday 2 September 2013 6.30pm-8.00pm***

Central Windsor Neighbourhood Plan
Forum and Steering Group
Minutes of the Meeting held Tuesday 6 August 2013
Ascot Room, Windsor Guildhall, 6.30pm – 8.00pm

- 1- **Present** Cllr Natasha Airey (Chair); David Bulbeck; Ingrid Fernandes; Cllr George Bathurst; Cllr Eileen (Dee) Quick; Marcia Malia; David Malia; Henry Smith (RBWM); Claire Milne; Susy Shearer (Secretary)
- Apologies for absence received from** Cllr George Fussey; Geoff Spooner; Jane Carter; Jane Daly; Ian Bacon; Andrew Melville; Martin Miranda; Paul Roach
- Guest** Cllr Airey welcomed Stella Scrivener, Planning Aid Advisor at the RTPI, to the meeting.
- 2- **Minutes of the meeting held Wednesday 3 July**
These were agreed and approved.
- 3- **Matters Arising**
- **Maps** – These have been prepared for the Transport, Housing and Open Space TGs – Business TG map still needed. **ACTION: Henry, Ingrid and Martin to agree details of what should be included, Henry to arrange production of this;**
 - **Upcoming Windsor Library and Museum events** — Dates for these are now shown on RBWM website. **ACTION: Susy to check on these and report back to the next meeting;**
 - **Market Research** – Susy has contacted ScotInform, a MR firm with considerable experience of projects similar to NPs which has offered to provide some free advice to the Publicity Sub-Committee on community engagement and consultation strategies.
 - **Windsor Rail Link** — Arrangements for a presentation will be discussed following tonight’s meeting. **ACTION: Cllr Bathurst, Cllr Airey and Cllr Quick to discuss and agree possible dates and venue.**
 - **Other community engagement matters** – Susy has been in touch with **Fiona Winrow**, Manager at **Windsor & M’hd Voluntary Action**, regarding contact information for community organisations, and with **PCSO Bullock** (Town Centre policing / Street Angels) regarding input from the Police into the NP process. **ACTION: Susy to e-mail the Police to formally request permission for PCSO Bullock to join the CWNP Forum.**
- 4- **Chairman’s Update**
- The CWNP continues to receive positive support which will be augmented over the coming months. The **£7K designated funding is now in place** and future NP training opportunities will be provided by **Planning Aid and Locality (CSP)**, with possible additional opportunities for support to be confirmed.
 - The **Cabinet Report on the Draft Borough Local Plan** will be considered in September. It is expected that **public consultation** on the Draft BLP will commence in **October 2013**. It was necessary to delay the Draft’s release until objective and strategic Housing Needs Assessments confirming projections for population and employment growth had been completed.
 - With the imminent availability of the Draft BLP, identifying the **“Vision” for Central Windsor** will be the principle task of the Steering and Topic Groups between now and November 2013. The CWNP is due to be completed in the next 11 months.
- 5- **PRESENTATION: “Planning Aid: Working with the CWNP” (Stella Scrivener)**
- CWNP now entering **“Project Plan”** Phase during which it will be essential to ensure that local needs are clarified and subsequently addressed in the most appropriate way:
 - Identifying the **“HOT TOPICS”** ie. 2 to 3 clear priorities that the local community would like to see addressed;
 - **UNDERSTANDING WHY** these particular issues are of concern and how they relate to / impact on the local area;
 - **KEY OBJECTIVES** which will underpin policies and can be worked on by the Topic Groups.
 - Planning Aid will help support the process of looking at sites for development through the provision of an **“appropriate methodology”** together with drafting of policies which are relevant and usable.
Getting started:
 - 1- What is the **right type of development** for Central Windsor – what is our **starting point**?

- 2- Look at **options: ruling out some, but not too soon** – remaining open to possible exceptions and new information;
- 3- Look at **RBWM site assessment methodology** for guidance;
- 4- **Policies vs site assessments;**
- 5- Consider **housing density, infrastructure and other relevant issues;**
- 6- Ask the question, **“What function is this site most suitable for?”**
- 7- Within the wider CWNP area, evaluate **the appropriateness of each available site to meet specific housing, business, open space and employment needs;**
- 8- Draft **“Site-specific policies” including for sites not currently listed for development but which may become available at a later stage will prove to the Examiner that we have given “due consideration” to all possible land use within the CWNP and wider area;**
- 9- The **three “component” NPs from the former WENP should be working closely together using the same methodologies, checking with the Borough to ensure their suitability;**
- 10- Consult the **Ascot NP – study their approach, structure and guidance;**
- 11- Establish a small **“Project Planning Team” within the Steering Group to lead this phase of the NP process and draft a list of “Project Plan Milestones” together with “Roles and Responsibilities”;**
- 12- Through the Topic Group Chairs, **direct all NP queries to Planning Aid.**

ACTIONS: Henry to check availability of RBWM Housing Site Methodology, circulate this to SG members. Cllr Bathurst to arrange for a map showing Crown Estate land to be made available to all the TGs.

6- **Communications and community engagement** (Publicity Sub-Committee Update)

- Claire presented the **Draft CWNP Marketing & Communication Strategy** aimed at enabling the local community to reconnect with / become initially aware of the CWNP's existence. Copies of the Strategy document were made available during the presentation and it will be circulated as an attachment to the minutes of tonight's Steering Group meeting. **Some key information about the CWNP area:**
 - Approximately 14,800 residents over the age of 18
 - Approximately 18,000 residents in total, equating to roughly 7,800 households
 - 3,000+ children living locally
- Data is now needed for businesses / employment / ethnic, minority and different age groups. Stella indicated that **Planning Aid** will be able to provide support for **Focus Groups** to reach these and other sectors of the local community.
- Susy presented the **Draft CWNP “Vision” Strategy** outlining the process needed to be organised and undertaken by the Steering Group during the next 3-4 months. Copies of this were made available during the discussion and it will also be circulated with tonight's meeting minutes.

7- **Topic Groups Updates**

- **Business Group** – The next meeting will take place on Thursday 5 September.
- **Housing Group** – This will be Chaired by **Cllr Bathurst**, its next meeting to be arranged in September.
- **Transport Group** – **Geoff** will be leaving the area to take up a new post at Warwick Castle and **Trevor** has agreed to be **Interim Chairman** until a new TG Chairman is agreed. **Cllr Airey** asked that thanks be minuted for **Geoff's** unstinting efforts in progressing the TG's work and best wishes for his new role. **Trevor** will arrange the next meeting as soon as possible.
- **Open Space Group** – The next meeting will take place in mid-September.

8- **AOB**

- **Cllr Airey** has offered to organise a **“Twitter” feed** so the CWNP can be followed by the local Press, Estate Agents and other interested relevant organisations.
- **Cllr Quick** suggested it might be possible to receive part of the remaining **WENP funding** on a **“per capita”** basis. **ACTION: Cllrs Airey and Quick to investigate and report back to the Steering Group.**
- **Henry** will be leaving RBWM in September to take up a post in London. On behalf of the Steering Group, **Cllr Airey** thanked **Henry** for his crucial and invaluable support which has enabled the NP process to become established in the wider area and wished him all the best in his new role.

9- **Date of next meeting** – **Monday 2 September 2013**, Ascot Room, Windsor Guildhall, 6.30pm-8.00pm

Central Windsor Neighbourhood Plan
Forum and Steering Group Meeting
Monday 2 September 2013
Ascot Room, Windsor Guildhall, 6.30pm – 8.00pm

AGENDA

- 1- *Welcome and apologies for absence*
- 2- *Minutes of the meeting held Tuesday 6 August 2013*
- 3- *Matters arising*
- 4- *Chairman's update*
- 5- *Communications and community engagement updates*
- 6- *Topic Group updates*
- 7- *AOB*
- 8- *Date of next meeting*