

# Windsor Neighbourhood Plan

## **DRAFT Minutes of the Inaugural WNP Forum Annual General Meeting held on Tuesday 16 September 2014**

19.30 -20.15 in the Council Chamber, Windsor Guildhall, High Street

**Present:** Claire Mine (Interim Chair); John Bastow (Interim Co-Chair); Susy Shearer (Interim Secretary); Sara Berwick; Carole DaCosta; Ingrid Fernandes; David Jessey; Malcolm Lock; Alison Logan; Phil McMichael; Andrew Melville; Helen Price; Cllr Dee Quick; Brian Rayner; Trevor Robinson; Stella Scrivener (Planning Aid); Anne Taylor; Margery Thorogood

**Apologies:** Ian Bacon; Jane Carter; Brian Carter; Pauline Carter; Wisdom DaCosta; Jane Daly; Cllr Sue Evans; Cllr John Fido; John Holdstock; Curt Hopkins; Hilary Hopper; Cllr John Penfold

### **PART I. Windsor Link Railway Presentation (18.30 – 19.30 Council Chamber)**

- **Cllr George Bathurst** had been invited to give a power-point **presentation on the WLR to AGM attendees**. Prior to this evening's talk, George had given other presentations and undertaken a series of **"Walkabouts"** showing the proposed WLR route in relation to existing open space, buildings and infrastructure. These walks were considered very helpful by those who had taken part and **George agreed to continue these** if there was an interest in doing so.
- Tonight's talk provided an **update on the current stage of the proposal** and the **levels of formal and financial support for the project reported to date**, together with an **overview of the wider transport and development context in which the project would potentially sit**. The talk also covered **practical and technical insights as to how the project might be achieved**. Q&A session and discussion followed.

On behalf of the audience, **Claire** thanked **George** for his presentation. She said it had been an extremely useful and thought-provoking opportunity for individuals to become more aware of the proposal and its wider implications.

### **PART II. WNP Annual General Meeting (19.30 – 20.15 Council Chamber)**

#### **1- Welcome (CM)**

**Claire** welcomed everyone to the meeting, thanking them for coming this evening and for all their support and work to date. She confirmed that the required meeting quorum of 12 Forum members had been met for tonight's inaugural AGM.

#### **2- Chairman's Report (CM)**

- **How we got to today**

Following the **dissolution of the CWNP (April 2014)** the **WNP group ("Forum") formed quickly and applied to RBWM for area designation (May 2014)**. During the same period, the Central Windsor Business Neighbourhood Plan (CWBNP) was also formed and its area designation application made. The **Topic Groups were re-formed** and picked up the threads from previous work. A **Constitution** was agreed on the **basic principle of a Forum as the voting body plus a Working Committee to manage the project and produce the Windsor Neighbourhood Plan**. (Some wording of the Constitution may need to be revised following designation.) WNP promptly began developing its **awareness-raising strategy** including e-mails to database; website; Twitter and Facebook feeds; newsletter; local press coverage. **Publicity** for the WNP has been **managed by Helen, Cori and Claire**.

- **Cabinet decision August 2014**

*The Area Designation applications and boundary maps were proposed and agreed by Cabinet (Mtg 21/8/14). This confirmed the CWBNP area would include Alexandra Gardens and the riverside area extending from the M4 (Windsor Leisure Centre and Bath Island Pleasure Gardens) through to and including Home Park. News of this decision was communicated to WNP Forum members via e-mail, website, Twitter/Facebook and local press coverage.*

- **Project progress to date**

*The overarching approach of the WNP matters combines “Best Endeavour” with “Best Practice”. Under the CWNP, a major Community Survey (paper/Survey Monkey) was launched on 11/3/14 (CWNP “Vision Day”) focusing on major ideas which had emerged from evidence gathered through previous NP community engagement activities (Post-It Note survey, Farmers’ Market info stalls, library displays, Launch and Vision Days, website, focus groups, Twitter/Facebook) together with feedback from the West Windsor Launch Event and Radian Housing (“I Love Dedworth” Project). The Community Survey (concluding date TBC) was extended to include West Windsor in May 2014. To date, 150 responses have been received, with more needed from younger age groups.*

*TGs have continued to study evidence to evaluate possible policies and projects which might be suitable for inclusion in the Plan. The community engagement and consultation strategy is being revisited and WNP is working towards a major “Vision” Consultation this autumn (date TBC) once various issues, particularly funding, have been resolved. Next Steps*

*A “Vision” Training Day will take place on 23 September with support from Planning Aid. Due to the evolving nature of the Community Survey, a new Survey Update Report is being compiled. Further direct engagement with local businesses, schools and youth and older residents’ groups is imminent, as is the target period for completion and circulation of the “Vision” Consultation document.*

- **Writing the Plan**

*Significant progress has already been made on this by Topic Group members with the support of Planning Aid, and a “working” structure and introduction are already in place.*

- **“Vision” Consultation and Draft Policy approach**

*The consultation booklets will include the WNP map with boundaries indicated, together with a paper survey form which will be delivered to every house and business in the WNP designated area. Analysing the results will be a very (13,600+) large and intensive task as the forms will need to be fed manually into Survey Monkey. Respondents will have the option of completing an on-line version if they would prefer this. Quotations have now been sought (Helen) and received for printing and distribution (£3,000+). Claire, Margery and Helen are starting to review the Consultation strategy.*

- **CWBNP Vision Day 2014**

*This will take place in November (date/venue TBC). WNP Forum members and members of the public are warmly invited to attend.*

- **Additional research**

*This will be carried out during October/November to look in greater depth at key issues and sites such as Sawyers Close, with appropriate engagement strategies to be identified.*

- **Write Draft WNP Plan Report**

This will be taking place **between December 2014/February 2015**.

**Claire** concluded her report by saying she was **very encouraged and pleased by all work and progress to date and thanked RBWM Officers, Councillors and Planning Aid for their invaluable support**. She spoke about the **complexities of trying to “mesh” the work of two NPs**, confirming that **both Forums are trying to co-ordinate information, share ideas and mutually agree terms and practices with the aim of submitting both Plans simultaneously**. It was appreciated that **there would necessarily be differences in their approaches** due to some of the **differing needs of residents and businesses**.

She also confirmed that the **completion of the BLP Preferred Options Document has been deferred as aspects of the document are being re-worked**. It was difficult to predict which policies would finally be put forward. However, the **WNP will continue to liaise closely with Officers** to have input into and understand the likely outcomes of the revisions, and **to ensure there are no disagreements between the two Plans**.

**Claire** also confirmed that any **existing unspent funding would run out at the end of December**, with the possibility that new funds would be available in March/April 2015. She was awaiting **advice from RBWM on how funding would be shared between the two NP groups**. This was expected by **22 September**.

#### Discussion

- Q1.** **Helen** asked whether it was possible a **new referendum date** would be set in light of various delays. **Claire** said it was important to remain in “sync” with CWBNP and they would be looking at a joint timetable. **Stella** mentioned that taking regulatory aspects and timings into consideration, a realistic view meant it was likely to be around a year from now.
- Q2.** **Anne** asked **who would be looking at the Plan**. **Stella** confirmed that, **initially, it would be looked at by the RBWM Link Officer, followed by an Independent Examiner**. She said there would be **two 6-week periods of consultation**, firstly as the Forum, secondly in a “Publicity Period” by RBWM. **Laura** said **amendments may be made and would be approved by the Council**.
- Q3.** **Sara** asked **why was the BLP being redrafted**. **Laura** said there were several matters which required additional consideration and confirmed a **second “Preferred Options Consultation”** would take place early in 2015.

**Chairman’s Report proposed:**  
**Agreed nem con**

**seconded:**

### **3- Financial Report (JB)**

**John B.** relayed to the meeting that **Ingrid** was stepping down from the role of Treasurer and thanked her on behalf of the Forum for her help and support under the previous NPs.

**John B.** presented the interim **Accounts for the period ending 8 September 2014**. He confirmed that following termination of the former CWNP (7/4/14) and the RBWM’s subsequent designation of the two new Forums (Cabinet Mtg 21/8/14), the existing grants are currently being reconciled by Council Officers, and a **revised statement** reflecting this information is promised on **22 September**.

In the meantime, the present statement provided a record of expenses (1) claimed against the former CWNP and (2) waiting to be claimed by the WNP. **In summary:**

<b>Income:</b>	Locality Grant (Ref NPG-00204)	£6,300-00
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Former WENP/CWNP Grant b/f £2,000-00

**£8,300-00**

**Expenditure:** Former CWNP  
£1,011-83

WNP

£ 639-01

**£1,650-84**

**Balance remaining:**

**£6,649-16**

**John B.** concluded by stating that the **remaining funds should be sufficient to cover both Plans** until the end of 2014 and that Government has indicated **funding may also be available for 2015**. He said the appointment of an **Independent Auditor** was still to be confirmed and he would be reporting back to the Forum on this matter in due course.

#### **Discussion**

**Q1. Helen asked if the WNP Forum would be required to cover the costs of the 6-week Consultation. Stella confirmed this was the case and reiterated that ALL Locality funding must be spent (invoices generated) by the end of December 2014.**

**Financial Report proposed:**

**Agreed nem con**

**seconded:**

#### **4- Committee Nominations and Election**

**Claire confirmed that nominations had been received for the following individuals:**

C. Milne (Chair)  
J. Bastow (Co-Chair and Treasurer)  
S. Shearer (Secretary)  
H. Price (Publicity)  
J. Carter (Planning Advisor)  
A. Logan (Local Lists Advisor)

**This number of nominations meets the criteria set out in the WNP Constitution for the Working Committee members and roles. Claire asked whether all those present were in favour of this group (Verbal: YES nem con) and confirmed them as the WNP Forum Working Committee.**

#### **5- AOB**

- **Claire asked for volunteers to attend the "Vision" Consultation Planning Day 23/9 (Conference Room, York House), running from 1.00-5.00pm (may continue until 7pm).**
- **More volunteers are need to help with the Consultation and Engagement Strategy.**

- **John B.** wished to record formal **thanks to Ingrid** for her work on the development of the CWNP and WNP, and to Legoland for their ongoing help and support.
  
- **Helen** asked for the **CWBNP website to be updated**. **Phil M.** has **agreed** to work on this. He **confirmed that CWBNP Forum has weekly Working Party meetings** and that **George Bathurst will give a WLR Presentation to the W&D Chamber of Commerce on 14/10**. The **first CWBNP “Vision Day” is expected to take place on 18/11**. **Phil said some consultation has already taken place in the form of town centre business surveys, and confirmed that more consultation is being planned**. He **thanked John B., Jane C. and Trevor for attending the first CWBNP Forum Meeting** and indicated that **monthly Forum Meetings would be taking place to which Claire and John B. had a standing invitation** and with whom he was **in regular e-mail contact**.
  
- **Phil M.** confirmed the intention of **CWBNP to have “One Plan for Windsor, Two Votes”**. **John B.** reported that discussions during the Forum meeting had generated positive ideas leading to **“re-branding” as “Windsor 2030”**. He felt this was a more encompassing title which tied in positively with the emerging RBWM Borough Local Plan.

6- Date, time and venue of next Forum Annual General Meeting TBA