WINDSOR NEIGHBOURHOOD PLAN

DRAFT MINUTES OF THE FORUM MEETING HELD ON TUESDAY 28 JUNE 2016

CONFERENCE ROOM, YORK HOUSE, SHEET STREET 6.30pm – 8.30pm

**Present** Claire Milne (Co-Chair), John Bastow (Co-Chair), Helen Price (Deputy Secretary) , Brian Carter, Jane Carter, Pauline Carter, David Eglise, Theresa Haggart, John Holdstock, Peter KIngswood, Alison Logan, Brian Rayner, Susy Shearer, Anne Taylor.

1. **Apologies** Vivienne Allen, Ian Church, Nick Clemo, Jane Daly, Ingrid Fernandez, Curt Hopkins, Cori Mackin, Andrew Melville, Raewyn Porteous, Trevor Robinson, Peter Wilkinson
2. **Minutes of the meeting held on 12 March 2015**

The following alterations were agreed

* Present add Brian Carter, Pauline Carter and Ingrid Fernandez
* 3 third bullet point “vernacular” be replaced with “guides” and Sawyers Close be replaced with Dedworth Road
* 5 third bullet point Design Guide be replaced with Design Guides

Proposed Alison Logan, Seconded John Bastow, Agreed Nem Con

1. **Matters arising from the Minutes**

These were to be taken within the relevant agenda item discussions

1. **RBWM BLP**

This work-in-progress document is now available on the RBWB website see <https://www3.rbwm.gov.uk/downloads/download/158/borough_local_plan_documents>. The Committee will look at this carefully and amend our NP accordingly.

**It was agreed that by mid August John Holdstock and Mike Sullivan would produce a paper comparing the latest version (2003) with this Draft BLP.**

1. **Draft Plan and Policy updates**

This was sent to the RBWM in March for comments. There has been some feedback from Planning and Development Control will be giving feedback over the coming weeks. We are now permitted to speak directly with Daniel Giggs, which will make communications easier and quicker. By the end of July we intend to have completed the Pre-Submission Draft. Alison Logan has agreed to edit with the aim of producing a “concise” document.

1. **Supporting Documents**
* Local Green Spaces – 87 LGS have been identified so far, with most written up in a pro forma which AECOM had suggested. Any LGS found within the RBWM BLP would be removed.
* Views – this is nearly complete. Peter Kingswood suggested the panoramic view from the footpath behind Gilmer Crescent. **The Committee will consider if this meets the necessary criteria.**
* Shop Front Design Guide – this is finished apart from including picture examples. Such pictures would emphasise the positive examples. Where a negative example was to be included this would done in such a way not to identify the building.
* General Design Guide – Alison had produced a General Design Guide backed up with a series of six Area Design Guides (the Boltons, Clewer Corridor, Dedworth Drive, Illingworth, one other). **John Holdstock offered to do an Area Design Guide for the Laing Estate with Alison Logan sending him a copy of the Clewer Corridor as a template.** Claire Milne indicated that the Pre-Consultation process might indicate that other Areas needed to be included.
* LEGOLAND report – Claire Milne explained that due to the volume of information relating to LEGOLAND that a back up report would be created. This was a Work In Progress and would be shown to LEGOLAND to ensure its accuracy.
* Maps – This was the “master map” showing constraints and opportunities and would only show what was definite ie not aspirational, and thus concentrated on the main features. **The phrase currently in the Key “Important Urban** Spaces**” would be changed possibly to “Principle Green Spaces” and it was agreed that the current form of reproduction did not highlight these sufficiently. The gap in the cycling route into Windsor from the Clarence Road roundabout still had to be inserted.** It was explained that cycling routes to schools and disabled routes were not within the brief of the NP.

During the meeting copies of the above documents (with the exception of the Legoland Report) were circulated for inspection. **It was agreed that copies of these (with the exception of the Legoland Report and Views) would be emailed to Forum members watermarked to indicate these are NOT for publication.**

Theresa Haggart commented that she had read the Draft Plan “with fresh eyes” and had found it flowed logically and was easy to read.

1. **Accounts**

John Bastow explained that our year end was 30 June so that these figures indicated our year end position. We had spent over £11k with most £9k being payments to our consultants AECOM, and £1k on printing and photocopying. This left us with nearly £6k to complete the six week consultation process in September. He reminded the Forum that the RBWM was responsible for the Referendum.

Regarding the Pre Consultation we would rely heavily on the Internet and would not be distributing individual copies to every household. Hard copies would be available in public places, eg libraries We had built up a good database of interested parties. We would be holding public meetings and would publicise this heavily as we have done with previous events.

1. **Windsor 2030**

The Policies had been written and were being considered by its Committee tonight. They are aiming for Pre-submission in September.

1. **AOB**

**It was agreed that a meeting would be held probably in the second part of August so that the Forum would formally approve the Pre-Submission document. Prior to this hard copies of the Pre-Submission document would be hand delivered to Forum members.**

The Pre-Submission consultation would start on 5 September.

The AGM would be held on 29 September.