

Windsor Neighbourhood Plan

DRAFT Minutes of the Forum Meeting held on Thursday 9 October 2014

18.30 -20.30 Ascot Room, Windsor Guildhall

Present: Claire Mine (Chair); Susy Shearer (Secretary); Alison Logan; Helen Price; Nick Clemo; Sara Berwick; Margery Thorogood; John Endacott; John Holdstock; Jane Carter; Brian Carter; Pauline Carter; Laura Rheiter (RBWM); Cllr W. DaCosta (left after Item 5); Trevor Robinson (left after Item 5); Andrew Melville; Anne Taylor

Apologies: Vivienne Allen; Ian Bacon; John Bastow; Cllr George Bathurst; Carole DaCosta; Jane Daly; Ingrid Fernandes; Cllr John Fido; David Jessey; Sue Kemp; Malcolm Lock; Cori Mackin; Phil McMichael; Brian Rayner; Dermot Whelan; Peter Wilkinson

1- **Minutes of the meeting held on 27 August 2014**

These were sent to the Co-Chairs today and would be considered at the next meeting._

2- **Matters Arising**

- **Claire** said the **amended NP maps** were due to be confirmed at the next Cabinet Meeting.
- The **WNP committee** was elected unopposed at the first WNP AGM held on 16 September 2014. **Claire** indicated that more members would always be welcomed:

Chair:	Claire Milne
Co-Chair:	John Bastow
Treasurer:	John Bastow
Secretary:	
Planning Advisor:	
Local List	
Advisor:	Alison Logan
Publicity Manager:	Helen Price
<u>ADDENDUM:</u>	Website Manager: Cori Mackin

- The **WNP Constitution** had been formally agreed at the AGM and could be viewed on the website.
- **Claire** confirmed that **Margery** has now agreed to help with the community engagement and public consultation strategy and they would be holding discussions soon.

3- **Project update and discussion** (CM)

- **Timetable:**

Claire said the **new revised timetable** had now been produced and was being circulated today. The **WNP committee** had held its first meeting on 29 September to discuss and agree this, with **completion of the Draft Plan now expected by March 2015**. An **outline, introduction and basic structure are all now in place** and **Claire** indicated that following the **WNP Vision Consultation in November**, it would be clear whether or not we were "on the right track". **Helen** asked if it were possible to identify any aspects of **CWNPB progress** which might have an impact on ours. **Claire** said she hoped there would not be many delays.

- **"Vision" Consultation:**

Claire circulated paper copies of the **Draft V2 "for discussion only" Vision Consultation Document** which she suggested still needed a lot of work, asking for Forum members' comments before the end

of November. She confirmed the **production of the final document** was covered by the current **Locality funding budget**. Asked if it would be possible to use the “discussion document” for consultation in West Windsor, **Claire** said this would be appropriate at the moment with the exception of the final four pages.

- **“Vision” Workshop:**

This was held in York House on 23/9/14, organised by **Claire** and supported by **Stella** (Planning Aid). Attendees felt it was very successful and helpful. Exercises included the use of **maps** and a **SWOT analysis** for each of the agreed WNP area sub-sections. **Claire** said the emerging Vision Document was being circulated to the committee and hoped it will be completed soon.

- **Funding:**

Claire indicated **£8K** had been received (**£2K RBWM + £6K Locality**) and saying **funding arrangements for the two NPs** were proving complex. The **CWNPB** originally submitted written confirmation that they would not require any NP funds, but subsequently decided they would seek a portion of these.

+ ACTION: **Laura and Miles Thompson will continue trying to resolve this matter satisfactorily and determine appropriate proportions for each group.**

Helen suggested the WNP consider applying to the Baylis Trust for other funding. **David E.** asked if there was a fixed timescale for spending current funds and whether this also applied to the funding for the CWNPB (**CM: yes**). **Claire** and **Laura** confirmed the deadline was still set for end of December.

+ ACTION: **Wisdom will investigate putting the WNP forward to compete in the next round of RBWM Community Projects Budget Awards.**

Claire indicated that once the current funds had been spent, the **WNP would continue to receive £3K from RBWM**, and that **more funding** would be available in the new year. **Laura** confirmed a **possible “window” for grant applications** at the beginning of **April 2015**. **Claire** reminded Forum members that once the “**Vision**” Consultation was completed, a **further public consultation** would follow (Thame budget £50K, Ascot budget £20K) with a 28-day statutory period, the soonest date for which would be the **end of 2015**.

- **Central Windsor Neighbourhood Plan for Business:**

Jane C. confirmed that a **CWNPB “Vision Day”** was being planned for November (date and venue TBC) and **Claire** said a **WLR presentation for local businesses** was scheduled for next week (Guildhall).

Sara asked if the NPB was co-operating with the WNP, to which **Claire** replied that although practical activity was limited at present, there was a **clear positive intention** to achieve this.

John H. asked whether WNP Forum members were welcome to attend NPB Forum meetings (**CM: yes**), and also members of the public (**CM: no**). **Laura** confirmed the CWNPB Steering Group was meeting weekly. **Claire** indicated she was **not aware of any primary research involving residents living within the NPB boundary**. She said secondary research had been carried out in the form of **two surveys** (King Edward Court / Tourism) during the summer (2014).

- **Borough Local Plan:**

John H. reported that the **RBWM Cllr BLP Working Group** had met on Monday (6/10/14):

a- Strategic Objectives

These are a matter of concern. Many issues relevant to NPs such as transport and infrastructure are being raised in these discussions and there is now a proper opportunity for NPs to bring forward “projects” which can dovetail with BLP policies. **John H.** was concerned that members of the **public** had not yet been given an **opportunity to contribute ideas directly to the formation of the current BLP.**

Claire said the WNP was able to “pull out” projects which are strategic in nature, and **John H.** suggested these would help the public to see we’re looking at the “whole picture”. **Alison** stressed it’

was important to be **ambitious in “vision” but not over-confident about what we can plan and implement:** we can **influence**, but **delivery will be constrained.**

Claire mentioned that design and architecture were the subject of intense debate and that she and **Laura** would be meeting with the RBWM Conservation Officer tomorrow (10/10). **Appearance** is one of the main things which **can be influenced through NPs**, without being overly prescriptive, and WNP could bring these debates to the fore. **John H.** suggested these ideas should come from the SWOT analyses.

+ACTION: **ALL to complete relevant “Vision” reports by the end of October.**

b- WLR and associated development in Alexandra Gardens

John H. believed the Council should include these **proposals in the BLP** if they are considered to be genuinely viable. This is the only way in which members of the public will be able to have a direct opportunity to be consulted on the plans and have their feedback taken into account.

Claire said the **C/WNP Survey** contained two questions relating to a **Windsor “link railway”** which had received a **60-70% response rate in favour of having more information** on the proposals. She agreed that RBWM should be including this somewhere in the **BLP public consultation.**

c- WLR Walkabout

John H. has made a comparison of the **earnings figures from tourism** in Windsor and Oxford, confirming that those of Windsor fell well below those of Oxford and that the Borough was missing an opportunity to make **more effective use of transport links** to the town and its tourist attractions.

4- Finance update (see Item 3 Funding) (CM for JB)

John B. had taken on the role of Treasurer for the WNP and would be helping to progress various aspects of the WNP’s funding.

5- Consultation and community engagement update (HP/CM)

Claire circulated paper copies of the **WNP Consultation Statement Summary** incorporating all NP community engagement activities and action to date (2012-2014).

John H. mentioned the Waites **development plans for Green Belt Land in Bray** with a total of 150 homes across two sites. **Helen** said it had been reported in the national press that **Eric Pickles** had confirmed there would be **no building on the Green Belt**.

Laura stated that Councils are required to identify “objectively assessed need”, however if there is strong evidence to support lower housing levels, these will be accepted. **Jane C.** pointed out that if housing needs indicate such numbers are required, the BLP will be unable to propose lower ones. **Claire and John B.** planned to meet Bray NP representatives next Tuesday (14/10) to discuss the proposals. **Laura** said there was a “**Duty to Co-operate**” between Boroughs and **Jane C.** indicated **unmet need could be accommodated elsewhere**.

Margery suggested that no “high profile discussions” appeared to be taking place around key infrastructure issues and wondered how the WNP could support this need. **Anne T.** said there had been a presentation at the **Windsor Town Forum** (6/10). A need for **more school places** had been identified, and **Helen** drew attention to the Secondary Schools Document and an **upcoming public consultation**. **Laura** mentioned the **Infrastructure Development Plan** which included analysis of what can be funded and where the gaps are.

John H. raised the latest proposal for a **Third Runway at Heathrow** which would employ 120K workers and require significant additional housing and other infrastructure provision. **Claire** noted **healthcare-related questions** on the C/WNP survey drew curiously little response. **Susy** indicated many people might not be aware that **capacity had already been reached** in a number of GP surgeries. **Claire** confirmed that greater levels of response to these issues had been raised in **Dedworth** than other parts of Windsor. **John H.** confirmed this was due to the fact there is currently **only a single surgery serving this part of Windsor**. **Helen** pointed out there could be traffic increases as a result of this situation and **Claire** said it would be important to isolate the different strands which were encompassed by “infrastructure”.

SWOT analyses were being carried out for the **Boltons (CM)**, **Winkfield Road and environs (HP)**, the **Inner Suburbs (AL)**, **Dedworth Area (CD)** and the **Clewer Area (JC, SS, BC)**. These would feed the work of the TGs, highlight important points which needed to be considered and provide important ideas for policies and projects. Looking at other Plans such as Thame (for which consultants were employed) and Ascot could provide useful examples of this.

+ACTION: **ALL to aim for completion of SWOTs by the end of October.**

John H. has a list of business premises and consultees. **Claire** said it was vital to point out our Vision Consultation to them, which will go out to houses with **letters to named individuals**. **John H.** also mentioned that **Wisdom** was putting together the next **WWRA newsletter** and would also be creating a **WWRA and WNP website link**. **Claire** stressed the importance of transparency and asked that all sub-group/TG minutes be e-mailed to **Cori**.

Andrew asked whether **Helen** was in contact with **Thamesweb (CM: yes)**. **Susy** had previously included Thamesweb in the **circulation list for publicity material** when the **WENP** was first being established.

Wisdom introduced **Claire** to the **Dedworth Green Schools** where she had an excellent opportunity to speak with a **group of twenty 5- to 12-year-olds** (6/10/14). Using **maps and pictures** and focusing on **likes/dislikes/desires** (similar to **Post-It Note Survey**), **Claire** noted a strong similarity between these responses and those from other survey participants. Her **report summarises views** which include:

- A desire to have more cycle paths and routes
- Would like to have a dedicated cinema in the town
- Would enjoy having a bowling alley in the area

*Claire will be discussing these and other questions with a **Youth Group at Dedworth Manor** (22/10) and hopes to continue developing opportunities to consult with younger members of the community. She felt the WNP was reaching the point in its community engagement where it would be possible to set up a series of “**Single Issue**” surveys and debates. Cori would be monitoring the **website blog** in order to direct individuals to these surveys.*

6- Topic Group Updates (TG Chairs)

- Transport (Chair: JB) Work is ongoing and progressing well, and looking forward to welcoming RBWM Transport Officers to the next TG meeting.
- Housing (Chair: AM) SWOT analysis work well underway and hoping to liaise more closely with CWNPB (residential aspect).
- Business (Chair: CM) Hoping to engage more closely with landowners, eg. Racecourse.
- Open Space (Chair: SS) Continuing to look at open space planning issues; organising a new set of “Open SpaceWalks” to merge with SWOT analyses.

7- AOB

- **Laura** continued to encourage all TGs to forward any questions to RBWM Officers.
- **John H.** mentioned that the local Press have picked up on the possible redevelopment of **Sawyers Close** and was interested in contacting **Radian Housing**. **Susy** mentioned she had previously been in contact with **Shabana Farooq** and **Gemma Stephenson**, the two Radian officers responsible for setting up the “**I Love Dedworth**” Project, who would be very happy to discuss any relevant matters with him.
- **Margery** wished to register a huge “thank-you” to **Claire**, **John B.** and **Susy** for their ongoing excellent work in supporting the development of the WNP.

8- Date and Time of next meeting

Thursday 19 November 2014 at 6.30pm in the Conference Room, RBWM York House, Sheet Street