

# Windsor Neighbourhood Plan

## **DRAFT** Minutes of the Forum Meeting held on Thursday 14 May 2015

Conference Room, York House, Sheet Street, 6.30pm – 8.00pm

**Present:** Claire Milne (Co-Chair); John Bastow (Co-Chair); Susy Shearer (Secretary); Helen Price; Brian Carter; Cllr Shamsul Shelim (Castle Without); Cllr Jack Rankin (Castle Without); John Holdstock; James Carleton (RBWM Intern); Laura Rheiter (RBWM Link Officer); Ian Church (RBWM Officer); Steve Conway; Jane Carter; Margery Thorogood; Brian Rayner; Cllr John Bowden (Clewer East); Peter Kingswood; Ingrid Fernandes; Carole DaCosta; Anne Taylor; Andrew Melville; Alison Logan

**Apologies:** Jane Daly; Pauline Carter; Cllr Michael Airey (Clewer South); Nick Clemo; John Collins (Clewer North); Wisdom DaCosta; Vivienne Allen; Sue Kemp; Cllr Nicola Pryer (Clewer North); Edward Wilson (Clewer North); Cllr George Bathurst (Sunninghill and South Ascot)

1- **Claire** welcomed everyone to the meeting, which included residents attending for the first time. Apologies were noted as above. **Claire** congratulated new and returning Councillors (7/5/15 local elections) and thanked them for their interest in the WNP. She asked all present to introduce themselves round the table prior to the start of the main business.

### 2- Minutes of the meeting held on Thursday 24 March 2015

These had been circulated for approval. P: J. Bastow S: C. DaCosta **Agreed nem con**

### 3- Matters arising (CM/JB)

- **Claire** stressed to everyone the importance of **registering as a Forum member**. She indicated that joining instructions can be found on the WNP website.
- **John B.** said a recurring WNP message delivery problem has been affecting several Forum members with BTinternet e-mail addresses and that a solution is being investigated.
- **Claire** stated that the **WNP Vision and Objectives** were now firmly in place. She **gave a presentation including “high level” outline policy aspirations to the West Windsor Residents’ Association AGM (25/3/15)** which was very well attended. A show of hands and many favourable comments from those present had indicated a feeling that the WNP was “on the right track”. **Helen is the newly elected WWRA Chairman and confirmed Claire’s observations**. She said the presentation was very positive, interesting and had usefully put relevant matters into context.

**Other matters arising** were taken within relevant agenda items.

### 4- Project update (JB & CM)

**John B.** confirmed that the **WNP has now been awarded two major grants:**

- a- £20k from RBWM, held in the WNP bank account maintained at MetroBank in Windsor;
- b- A package from Groundwork, who are administering this funding on behalf of Locality.
- The **Groundwork package** is divided into **two parts; (1) an £8k cash grant and (2) so many “man-days” of technical support which will be provided by AECOM**, Locality’s nominated consultancy partners. **The intention is to use:**
  - (1) the £8k will allow us to contract directly with AECOM to cover the following elements:

- a- A review of WNP's engagement plan;
  - b- A review of the consultation plan, which must be evidenced and agreed by the community;
  - c- Ensuring that the right policies are drafted.
- (2) the "technical support" element will look specifically at:
    - a- The reinvigoration of Dedworth in order to bring this section of Windsor "back to life";
    - b- Sawyers Close and Vale Road "strip", a ribbon of land which will benefit from a "cohesive development" strategy;
    - c- A comprehensive Housing Review which would include affordable housing.
  - In its review paper submitted to DCLG (Locality / Groundwork's funding body), AECOM has defined Windsor as a "complex area". This assessment could mean that the WNP would qualify for the maximum number of "man-days" for this technical support, which would be our ideal scenario.
  - The next step in this process will be to invite the consultants to "walk the Dedworth patch" accompanied by John Holdstock and Carole DaCosta.

Claire said the WNP had been the first in the country to apply for this new funding and had benefited from being "first in the queue". She hoped that although many more groups have now applied, WNP would still be eligible to receive a significant portion of available funds, and that designation would be confirmed soon.

- The WNP website now carries a project plan and work will continue towards production of a Pre-Submission Plan by July 2015. The aim is to be able to move forward quickly once everything is approved, ie. a "top-notch" draft in place which meets all the criteria needed for approval.
- We will need to prepare the Draft document required for the Pre-Submission consultation with Statutory Consultees, eg. Natural England, Historic England (formerly English Heritage), Environment Agency, which have oversight of any SEA which might be produced.
- There will be a period during which the Plan will be "bounced" back and forth between RBWM and the WNP Forum and committee for fine-tuning the draft document. A Government Inspector will also check the document meets requisite criteria. Laura explained that RBWM will look at the SEA and give comments, following agreement of which the Plan can go out to public consultation.

A brief discussion ensued during which the following points were raised:

- John H. asked what impact CWBNP's timetable and development would have on this process. Claire reiterated that "the doors are mutually open" and that she, John B. and Jane C. were continuing to attend CWBNP Forum meetings. She confirmed that work on the Business Plan was not quite as far advanced as that on the WNP and that more volunteers were still needed. John B. explained that when we applied for designation we had the clear intention that it should be "one submission containing two related plans", so the Inspector will have a single plan to consider rather than two "separate" plans. There would be a much better result for Windsor this way if both plans were taken together. Claire confirmed that the WNP's overarching aim is to have all policies to be operating "in tandem" and we would progress our work on this basis.
- Anne asked whether CWBNP could apply for a grant from Groundwork, which Laura confirmed was their intention.
- Helen enquired about a Referendum date. Claire said this is currently planned for somewhere between the end of 2015 and Spring 2016.

- **Trevor** wanted to know if there was a **deadline for Statutory Consultees' responses**, which **Claire** indicated was **six weeks**. This would **also allow time in which to align the two Plans (LR)**.
- **John B.** said the **Borough Local Plan was still a "grey area"**, nonetheless **he and Claire were of the view that they didn't want the lack of a Local Plan to hold up the creation of a Neighbourhood Plan**. An **agreed WNP would mean the area could take advantage of the higher level (25%) of CIL funding**, which delays could affect. **Ian C.** confirmed that **RBWM still needed to adopt a CIL charging schedule**. The **initial consultation on regulatory steps for this should take place in a few months' time**.
- **John B.** wondered **whether there would be period of time during which S106 and CILs would phase-out and phase-in respectively**. Although these funding streams run "in parallel" and CIL would replace elements of previously available funding, **Ian C.** explained **some development would still qualify for S106**. He also confirmed that **CIL payments could still be applied at a lower rate of 15% if there was no NP in place**.

#### 5- Vision Consultation & Engagement update (CM)

For the benefit of those who were new to the Forum, **Claire** reviewed the **Vision Consultation timetable, process and implications of its results**. She indicated that further consultation was needed, with support for the Dedworth area being provided by **Carole D**.

**Claire** said the **WNP website now has a Q&A facility** which she **hoped would be used by individuals to register local information and nominate assets in three different categories ("Lists")**:

- a- **Non-Designated Heritage Assets (NDHAs):** non-List-able buildings, spaces and routes of historic nature which are important to local residents and add to an area's distinctive character);
- b- **Assets of Community Value (ACVs):** community spaces, churches, shops, pubs, theatres, etc, which can then qualify for Community Right to Bid if the asset is being sold);
- c- **Local Green Spaces (LGSs):** tracts of undesignated open space, such as Amenity Green Spaces, which are valuable to local residents and are close to areas of development.

This information prompted a general discussion including the following points:

- **Jane C.** indicated that the **first Windsor ACVs – nominated by the Windsor & Eton Society – are now registered** on the RBWM website: Windsor Theatre Royal and Alexandra Gardens. **Susy** confirmed the **applications had been made in tandem with the Civic Voice campaign to raise national awareness of this issue**. She said the **nomination procedure was straightforward** and that **multiple designations of an asset added valuable layers of protection**. She added that **Andrew Green (RBWM Community Partnerships Officer)** had provided helpful support for the W&ES applications and was keen for **as many nominations as possible to be made by and within the wider community**.
- **Anne** asked for clarification regarding the way groups could put forward applications. **Susy** confirmed that **W&ES was a registered charity and had not required 21 signatures** to confirm the nomination.  
  
Groups would **only need to provide signatures** if they did not meet the criteria of an "incorporated organisation".
- **John H.** asked if **open spaces could be nominated as ACVs** (CM confirmed this, citing Alexandra Gdns as an example). **Claire** indicated that **several essential criteria needed to be met in order for an open**

area such as amenity green space to be formally designated as “Local Green Space”.

- **Claire** said all three Lists are essential “tools” needed to support the heritage and environmental sustainability of local areas and encouraged everyone to actively contribute to their creation. **Helen** agreed this process would contribute to the quality of the town as a whole.
- **Margery** asked if new legislation had come into force to protect pubs from automatic conversion to retail premises without the need for planning permission. **Jane C.** indicated there have been some changes to permitted development rights but that a number of limitations remain. **Steve C.** asked whether it was possible to designate an ACV retrospectively. A highly relevant example in London was cited, including the requirement to reconstruct the building (SS).
- **Anne** announced that a Workshop organised by RBWM Conservation Officer Gill Butter entitled “Introduction to Local Listing” will take place at Windsor Library on Wednesday 15/7/15. Forum members are welcome to attend. **Claire** indicated that WNP would feed all information gathered through to the W&ES and said that consultation and engagement (Forum members, interested individuals listed on the WNP database, residents’ associations and other groups) was an ongoing process in which information was still being gathered and incorporated into the WNP “evidence base”. **Cori** was continuing to update the WNP website.
- **Claire** raised the fact that the WNP will need to form a group to oversee the implementation of the Plan after its completion.

#### 6- Finance update (JB)

**John B.** circulated the accounts for the period ending 12 May 2015. Following recent expenditures, this indicated a combined remaining balance of £27,580-00:

- a- £19,580-88 (RBWM – Direct grant, controlled by WNP)
- b- £ 8,000-00 (Groundwork / Locality – Indirect grant, controlled by RBWM)

#### 7- CWBNP (Windsor 2030) update

**Laura** confirmed there was no further updates to report. **Claire** mentioned that the next CWBNP Forum meeting is scheduled for 5/6/15. On a point of information, **Steve C.** asked if members of the public were allowed to attend these. Although there had been some question of this in the past, **Laura** said the Business Group really needed more volunteers and encouraged Forum members to consider becoming involved.

#### 8- AOB

- Local Elections

**Claire** confirmed that the Conservatives had been returned across the board in Windsor. She said the WNP welcomed all Councillors’ engagement and contributions, encouraging them to feed back ideas for policies. **Claire** said that consultation on policy options will take place in due course. **Anne** proposed a formal vote of thanks to Cllr Dee Quick for her substantial contributions and support and **John B.** indicated that the WNP Co-Chairs will write formally to express this. **Claire** also mentioned that Cllr George Bathurst, now representing Sunninghill, had also contributed a great deal of valuable support and expressed her gratitude for this.

- **Racecourse**

**John B.** indicated the **Racecourse (owned by Arena Racing) was keen to have WNP's advice and help regarding in respect of a proposed hotel.** He and **Claire** had discussed with them some **emerging NP policies** and about the **key role to be played by the provision of even a small Park & Ride facility.** Other topics included **landscaping and open space, building lines (ie. not aligned with Centrica's building line) and parking for local residents.** The Racecourse will hold a **formal public consultation exercise being launched on Garter Day (15/6/15)** and hopes for a proper consultative debate, which the WNP has welcomed.

**Cllr Bowden** asked about the **proposed size** of the hotel and whether it was meant to address some of Heathrow's "overspill". **John B. and Claire** said it would be a **small "mid-range" (3- to 4-star) hotel (owner-generated business) with facilities open to the local community.** The **hotel's location on site** would be important. **John B. and Claire** had expressed a **preference for the back of the site. in order to avoid the possibility of flooding.** **Peter K.** asked whether a planning application had been submitted. **Claire** indicated it was **still in "pre-submission" stage.**

Significant **traffic-related concerns** were raised by **Carole D,** including **congestion around the Mill Lane egress and roundabout and airplanes overhead (JH).** **John H.** also mentioned the **foot-bridge across the Thames (community benefit)** which would provide a link with the Racecourse. **Claire** also suggested that the idea of **Park & "Boat" Ride** might be taken forward, and **some space for coach parking was being considered.**

- **Updates on other NPs**

**Laura** confirmed the **Bray NP consultation was expected sometime in May.**

**Claire** mentioned it would also be important for the **WNP to keep in touch with Eton** and look for areas of **"common ground".**

- **Heathrow**

**Claire** suggested that **Gatwick now appeared to be in an increasingly strong "alternative" position.** **Brian C.** said he felt the **extended runway option** would be better.

**Helen** mentioned the **Supreme Court ruling on air pollution** and said the **Airports Commission was holding a further public consultation set to conclude on 29/5/15.**

- **Army**

**Claire** said WNP had been attempting to **contact this statutory body regarding their issues and priorities** and have **now spoken with Army Welfare representatives on the Broom Farm Estate.** She said **some housing land had already been sold off.**

**John H.** indicated he had been in contact with them in his role as Chair of the **local NAGs** and would be **happy to liaise** with interested parties. **Carole D.** suggested reaching the **Families' Officer** and **Susy** mentioned further **contact might also be facilitated through the relevant Children's Centre.** **Brian R.** suggested contacting the **Forces Defense Agency in Andover.**

- **Policy Workshop in London**

**Laura** announced there would be a **free Policy Workshop in London on Friday 29/5/15 led by Tony Burton (co-founder of Civic Voice and author of "Simple Guide to NP Policy Writing").** She said **Officers were still waiting to hear who would take on RBWM Lead role for Community Partnerships (possibly Cllr Bateson)** and that an **RBWM Networking Event would be organised soon.**

*Claire thanked everyone for their contributions to the meeting.*

9- **Date and time of next meeting**

***Wednesday 24 June 2015 in the Conference Room, York House, 6.30pm – 8.30pm***