

# **Windsor Neighbourhood Plan**

## **Minutes of the WNP Forum ("Group") Meeting held on Thursday 12 June 2014**

18.15 -20.00 in the Falder Hall, Windsor Methodist Church, Alma Rd

**Present:** Claire Mine (Interim Chair); John Bastow (Interim Co-Chair); Susy Shearer (Interim Secretary); Ian Bacon; Brian Carter; Pauline Carter; Hilary Hopper; Trevor Robinson; Nick Clemo; Carole DaCosta; Wisdom DaCosta; Jane Carter; Andrew Melville; Helen Price; Malcolm Lock; Margery Thorogood; Peter Wilkinson; Brian Rayner; Alison Logan; Marcia Malia; Lila Middleton; John Holdstock (from Item 4); Anne Taylor (from Item 4)

**Apologies:** Sara Berwick; Ingrid Fernandes; Colin Hague; David Jessey; Sue Kemp; Francis Williams; Vivienne Allen; Jane Daly; Cori Mackin

### **1- Minutes of the WNP Inaugural Meeting held on 8 May 2014**

These were circulated shortly before the meeting and will be approved at the following meeting on 17 July.

**Claire** thanked **Susy** for the invaluable work she had undertaken in the secretary's role during both the previous and current NP phases, an appreciation which was echoed by **John**.

### **2- Matters Arising (CM)**

- **Claire** welcomed everyone and thanked them for their continuing support and commitment, indicating the WNP Group is making good progress.
- **Jane C.** queried some aspects of Item 3. **Claire** advised that agreement on the way forward had been reached with the BP Group through discussions which she hoped would be ongoing.

### **3- Situation update: Forum & Area Application, Project Timetable and Finances (CM / JB)**

- **Claire** confirmed the WNP application together with WNP boundary map had been submitted for Area Designation on 15/5/14, excluding the Business Plan (BP) area and including Alexandra Gardens. The BP Group was still to consult with interest groups (WTP, Retail Forum, WCofC). However, they had submitted their application to RBWM on 6/6/14. **Claire indicated that our intention is that both submissions will be submitted and examined simultaneously.** A few questions were still to be resolved on the BP and the WNP map, but it was anticipated the **6-week statutory consultation period** would start in around 20/6. (Laura Rheiter is on holiday so it will begin once she has returned). In response to **Margery's** query, **Claire** confirmed that all consultation information and survey forms will be able to be accessed directly on the **RBWM website**.
- Discussion followed regarding the publicising of the consultation. **John** confirmed that this can only take place once the consultation officially begins and that thereafter **Helen** would be contacting the local press and organise flyers to go out to libraries, schools, GP surgeries and other public venues. **Cori** will be spreading the word through Facebook and Twitter, and **WWRA** will be notifying their members through their upcoming Newsletter. **Claire** and **John** reiterated it was vital to make people aware that the consultation was imminent and to encourage as many people as possible to respond.
- **Peter** asked about RBWM's powers in relation to the WNP. **Claire** stated the Council had no official power and the whole process was meant to be resident-led. **Marcia** raised concerns about timing & funding being sufficient to enable successful completion. **Claire** and **John** expressed their confidence that the Project Plan is firm and, ideally, **it is hoped that funding previously allocated for a West Windsor NP can be added to WNP monies.** **+ACTION: Claire to confirm with RBWM.**
- **Claire** asked all members to retain a note of any expenses in relation to WNP. Reimbursements will be given once Area Designation has been finalised.

#### 4- Discussions with the Business community & agreement (CM)

- **Claire** indicated more discussions had been undertaken with the BP group since the previous meeting in order to confirm / reach agreement on the following points:
  - **Approximate timetable:** “BLP” Group expects to be ready by October, followed by the “WNP” Group by the end of 2014..
  - In a **significant and relevant precedent**, when **Central Milton Keynes BP** (separate) went for approval, the Examiner recommended that the **whole of MK should be able to vote**. It may be that Windsor will follow this precedent.
- **Nick** proposed that any further documentation of the two plans should aim to reduce room for confusion through a shared approach and terminology. **John B.** agreed, saying that this is the declared intention. BP was, for example, looking to WNP for input on housing and heritage. He re-confirmed that the BP came into being because of the realisation that by this means, both rate-payers and residents could have a vote. The CWNP “split” in April provided an opportunity to do this.
- **Claire** confirmed the BP group recognised the extreme importance of heritage and that they understand their responsibility in this respect. **John H.** asked whether re-drawing WNP/BP boundaries had taken place, as Duke Street was still shown within BP area. **Claire** said BP was “wholly or mainly business in nature” and they did not wish to include housing areas if this could be avoided.
- **Lila** asked about the ownership of properties by businesses. **Claire** replied that most were leased out or owned by pension funds, etc. **John B.** added that there was a considerable “business sector” outside of the BP Area, which would be covered and represented by the WNP.
- **Margery** asked about the timetable for BP’s meetings. **Claire** confirmed they would be held every two months, with nominated WNP reps invited to attend. Several individuals raised concern that minutes of these meetings would be published on BP website. **John B** confirmed it was reasonable to expect this would be the case. **Trevor** asked about the names and roles of BP Interim Officers. **Claire** confirmed that Phil McMichael (Chairman, WCofC) would not be undertaking the Interim BP Chairman’s role. **+ACTION: Claire to confirm names and roles of BP Interim Officers for next WNP meeting.**
- **Claire** confirmed that **all policies which directly affect both Plans would be jointly discussed**. She said that RBWM wanted to create a “**Spatial Strategy**” for Windsor to show how space and land would be used in the town (one does not currently exist), in the same way that one had been devised for Maidenhead, and the meeting registered concern about this.
- **John H.** asked how a Spatial Strategy was being undertaken in the BLP. **Claire** indicated that this will need to be talked about. **Jane C.** confirmed the adopted Maidenhead Area Plan was a “donut” plan to accommodate the variety of needs and **Susy** suggested these concerns and queries be raised with Stella Scrivener and **Planning Aid** during the Policy Drafting workshop.
- **John B.** said some sections of land in Windsor could be developed more harmoniously if seen within a planning “overview” and **Claire** noted the character of Peascod St had deteriorated on a number of levels. **Claire** felt the two Plans had very similar agendas/aspirations. She said the BP Group would like to see another John Lewis-type department store in the town centre, but currently, there was not an available site large enough to accommodate one.

#### 5- Draft Constitution (JB)

- Following circulation of the draft Constitution for discussion by e-mail, **John B.** confirmed that “no proxy voting” had drawn the greatest number of comments. As not everyone would be able to

attend every meeting, he agreed that it would make sense to change the Constitution to reflect this, if the consensus agreed.

- **Jane C.** said **paper trail** should be left to show this communication and confirmation. **John B.** summarised other comments: “Ad Hoc” votes would be cast by those present at a given meeting, with major decisions being circulated formally in advance and a proxy vote could be cast. **John H.** confirmed this (“in professional situations”) was appropriate. **Claire** said WNP Chairs would hold the proxy votes and record them, and had the authority to cast the votes. **Ian** suggested they be specific to each topic, with a specifically indicated vote. **Marcia** and **Brian** felt individuals would need to have attended relevant meetings to understand the issues and background of any subject being voted on. **John B.** asked for a show of hands on principle of allowing proxy voting: 15 “yes” recorded.
- **John H.** said proxy votes should relate only to what had been previously agreed and only on a “For/Against” resolution, with no scope for “interpreting” how an individual might vote on an expanded resolution. He indicated the normal procedure was to vote on an amendment first; if it failed, the voting would revert to original motion. **Trevor** suggested individuals might be allowed to choose whether their vote would be applied in one or both situations.
- **Susy** asked what the voting (“show of hands”) quorum should be for meetings. **John B.** confirmed there were currently 38 registered Forum members. **Agreed by the meeting: A meeting quorum of 12 would be appropriate.**
- **Margery** and **Marcia** raised concerns about the paragraph regarding “exclusion”. **Claire** stated this related to any single meeting. **John H.** felt it was important to have a mechanism available to the Forum to remove a malicious Chair or individuals and be able to convene an EGM at any time. **John B.** suggested that a summary of this discussion be circulated by e-mail for approval by the attendees of tonight’s discussion. **This was done by email on 13<sup>th</sup> June.**
- A number of additional procedural issues were raised. **Susy** suggested consulting the Ascot NP in the first instance for possible precedents and suggested approaches.

#### 6- West Windsor progress (WD, JH)

- **Wisdom** confirmed the WWRA Launch of the WNP will take place on 7 July 2014 at All Saints’ Church, Dedworth, from 4pm-9pm. **John B.** and **Claire** had been adapting the CWNP “info” boards for the display. **Susy** would ensure paper copies of the WNP survey and background information were made available at the Launch, and **WWRA** would arrange a “drop box”. **Wisdom** said WWRA members would be on hand to support the event, but it would be helpful if TG members could also attend. **Franco DeLuca** (WWRA Cttee) was drawing up a rota of “helpers”. **Stella Scrivener and/or other Planning Aid staff** would also be in attendance.
- **Claire** thanked WWRA and other West Windsor representatives for their considerable work and active support so far. She confirmed she had very slightly adapted the WNP survey by adding some specific sites in West Windsor which had been identified for development and/or improvement, and the updated survey will be available to the whole of Windsor. **Claire** also confirmed more representation of younger residents’ views was needed, and that another summary report would be compiled at the end of this phase of the Survey.

#### 7- WNP Committee Officer roles and other roles (JB, CM)

**Claire** confirmed that until Area Designation is officially complete, the Group was still operating unofficially. She proposed that a decision on the Interim Officers to be carried over to the next meeting, seconded by **Brian**. **Show of hands: All in favour.**

**8- Topic Group updates, "Vision" and objectives (TG Chairs)**

- **Housing (Chair: AM)** A meeting was held on Tuesday, with another scheduled for 1/7/14. Very valuable discussion; looking at Ascot and Thame Plans. New members welcome.
- **Transport (Chair: IB)** A meeting to be held next Tuesday. Excellent progress being made; studying "Vision" summaries prepared by **Helen**.
- **Business (Chair: CM)** A meeting was held this week at which many ideas were discussed. Working towards understanding how WNP Business TG "fits" with BP, need to have a reasonable idea of vision and objectives.
- **Open Space (Chair: SS)** A meeting will take place at the end of June. Considerable work had been done previously on Vision and possible policies and projects, including brief discussion with Stella Scrivener. Will be refining scope and seeing how to integrate with the other TGs.

**Peter W.** asked if it could be ensured that West Windsor would be represented on all Topic Groups. **Claire** confirmed this would be addressed.

**9- Planning Aid Policy Writing Training Day**

**Claire** confirmed this would take place from 10am – 3pm on Saturday 21 June 2014 at Legoland. Several volunteers had already confirmed they would attend. All TG members were invited. A summary of the day's outcomes would be discussed at the next WNP meeting.

**10- AOB**

- **Claire** raised suggestions for an e-mail policy:
  - Any sent to all Forum members – "blind copy" only
  - Topic Group e-mails "cc'd" to TG members (names can be seen)
- **John B.** reminded the meeting that RBWM requires the names and postcodes of Forum members. **Trevor** was concerned whether such a list was necessary, however **John B.** confirmed this was a legal necessity for the validity of the Plan.

**11- Date of next meeting**

**6.30pm on Thursday 17 July 2014**      Venue: Falder Hall, Windsor Methodist Church, Alma Road

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