

Central Windsor Neighbourhood Plan

Planning Aid Presentation (Stella Scrivener)

Monday 4 November 2013 at 6.00pm

Ascot Room, Windsor Guildhall

followed directly by the

Forum and Steering Group Meeting

6.30pm – 8.00pm

AGENDA

- 1- *Welcome and apologies for absence*
- 2- *Minutes of the meeting held Wednesday 16 October 2013*
- 3- *Matters arising*
- 4- *Chairman's update*
- 5- *Project Plan update*
- 6- *Communications and Community Engagement update*
- 7- *Topic Group updates*
- 8- *AOB*
- 9- *Date of next meeting*

Central Windsor Neighbourhood Plan
Forum and Steering Group
Minutes of the Meeting held Monday 4 November 2013
Ascot Room, Windsor Guildhall

6.00-6.30pm Planning Aid presentation and update (Stella Scrivener)

6.30-8.00pm Forum and Steering Group meeting

- 1- **Present** Cllr Natasha Airey (SG Chair); David Malia; Marcia Malia; Cllr Dee Quick; David Bulbeck; Ingrid Fernandes; Jane Carter; Cllr George Bathurst; Claire Milne; Cllr Phill Bicknell; Phil McMichael; David Marshalsea; Jorge Nash (Planning Aid); Andrew Melville; Peter Winkle (commuter); Katie Jones (resident); Ian Jones (resident); Stella Scrivener (Planning Aid); Susy Shearer (SG Secretary)
Apologies for absence Jane Daly; Ian Bacon; Martin Miranda; Paul Roach; Cllr George Fussey
Guest Cllr Airey welcomed Stella to the meeting and thanked her for providing this evening's training.
- 2- **Minutes of the meeting held Wednesday 16 October 2013**
These were agreed and approved.
- 3- **Matters arising**
These were taken within the relevant agenda items below.
- 4- **Chairman's update**
 - **Cllr Airey** explained that an FOI Request had been received regarding all CWNP meetings, minutes and correspondence relating to the WLR and the BLP Working Group request. Most of these documents will be published online as a matter of course. E-mails forming part of the response to this request would be any which were going through the Borough's system. She confirmed it was the responsibility of RBWM to collect, collate and send information back and that there was no need for the CWNP Steering Group itself to forward any material. **Cllr Bicknell** advised the meeting that hundreds of FOI requests are made to the Borough each year and that this was not an unusual occurrence nor should it be concerning in any way.
 - **Cllr Airey** reiterated that the Transport TG is still seeking a new Chair, as **Trevor Robinson** had now stepped down as Interim Chair. **Cllr Bathurst** asked if the Steering Group considered it necessary to retain a separate Transport Group. **Susy** suggested looking at other NPs to see how this aspect had been handled in neighbouring or similar areas. **Claire** suggested transport could be merged with the Business TG; **Ian J.** concurred that parking might sensibly be covered in this way. **Jane C.** noted that in light of the apparent urgency of the WLR discussion, it seemed inconceivable not to progress transport issues through a dedicated TG. **Ingrid** said transport matters are a particularly "high visibility" issue for residents and supported the principle of a specific TG to permit a balanced focus on problems and solutions. Cllr Quick said she was very aware that parking, cycling and traffic congestion were high on the agenda for local residents. **Susy** indicated these observations were confirmed in the Wider Windsor and Eton Post-It Note Survey which had now reached the end of its first year of operation. **Cllr Airey** confirmed that the CWNP would try to retain a separate Transport Group as far as possible and would continue seeking a new Topic Group chair.
 - **Cllr Airey** also voiced her concern that a lack of clarity currently existed regarding CWNP Forum and Steering Group memberships and was seeking to address this. She referred to the CWNP inaugural meeting on 22/4/13 during which those present were asked to indicate whether they wished to join the Steering Group. Fifteen individuals confirmed on forms provided at the end of that meeting that they would be happy to stand as Steering Group members. Since then, however, two vacancies had arisen when **Toni Eyles** and **Geoff Spooner** stepped down and an Extraordinary General Meeting was therefore being called in order to fill these places. **Marcia** referred to the earlier 6-week consultation which Stella said had been required for the identification and confirmation of the new NP area. The Forum will now be asked for nominations for the two vacancies and will also elect the Steering Group during the EGM. **Cllr Airey** suggested this should take place in the first half hour of the next CWNP Forum and Steering

Group meeting, with a proposal of 3 December 2013 for the date of this meeting, so as to ensure maximum attendance and opportunity for members to vote. **Cllr Bicknell** asked whether it would be necessary in future to call an EGM each time an SG member vacancy arose. **Cllr Airey** explained that if there are more candidates than seats available, an EGM would be necessary. However, if the EGM would be held in the same month as the AGM, it would be incorporated into the AGM as far as possible.

5- Project Plan update

- **David B.** stated that the PP had been produced in August and that it had required a lot of administration and time to “run with it”. **He** had suggested thinning down each section so that each Topic Group had a tightly organised set of objectives in order for them to be able to gather evidence efficiently and effectively, with the focus of time on “doing” rather than “saying”. This will also help to produce a Plan with a much better level of useful detail and with a scope which is both realistic and deliverable. **Cllr Airey** advised that they liaise directly with Stella on this process. **Susy** said that the Post-It Note Survey would provide direct evidence and some very helpful “issue indicators” in the early stages of TG engagement with members of the community. **Cllr Bicknell** asked if there was an updated, detailed timeline now available. **Ingrid** asked if it would be possible to discuss and evaluate the next two months’ work at the Forum and Steering Group meeting on 3 December, which **Cllr Airey** agreed to include on the agenda.

6- Communications and Community Engagement update

- **Claire** and **Cllr Airey** reiterated the importance of widening community engagement. **Cllr Quick** repeated the fundamental requirement of ensuring that representation is as wide and accurate as possible, and that a “best endeavour” effort be made to reach any groups discovered to be underrepresented in respect of consultation. **Cllr Airey** mentioned that several Residents’ Associations also included and represented local businesses. Members could be voted on or off the SG, and there was no minimum attendance required. The Forum is gradually becoming a wider and more inclusive, representative body which can change and grow. **Claire** indicated she will obtain the necessary permission and approval of all contact details prior to posting or sending out documents.
- **Claire** confirmed that a big leaflet drop announcing the CWNP had taken place throughout the area but that continued dissemination of information was still needed. She thanked the volunteers who had given their time to assist with this time-consuming but essential process. Locations such as the Leisure Centre had received batches of leaflets, and others such as schools and banks should also be included. **Marcia** asked if the Chamber of Commerce was directly contacting businesses. **Ian J.** offered to help with distribution. On behalf of the Forum and Steering Group, **Andrew** thanked **Claire** for the excellent and extremely attractive newsletter she had produced and distributed. **Cllr Airey** also wished to register her thanks and congratulations to the Publicity and Community Engagement team for their excellent work in planning and implementing community outreach efforts to date. **Claire** advised that major community engagement workshops would take place in January, provisionally scheduled for Wednesday 22nd and/or Saturday 26th 2014.
- **Susy** said that the latest opportunity for a wall-mounted NP exhibition in the Windsor Library foyer was confirmed by Library Staff members to have been very successful in attracting attention and stimulating interest. They were particularly pleased and impressed by the interactive element provided in the display which enabled visitors to register Post-It note comments. **Susy** mentioned she had been able to spend some time speaking with the Staff about the CWNP and that they had provided a number of valuable insights into town centre issues. She also suggested providing more “pop-up” displays which should include Post-It Note Survey opportunities, such as in the Leisure / Community Centres and GP surgeries.
- An RBWM Neighbourhood Planning training event had been organised and was scheduled to take place on Thursday 7th November, and would be attended by **Cllr Airey**, **Susy**, **Jane C.** and **Cllr Fussey** on behalf of the CWNP.

7- Topic Group updates

Meetings were now being planned on a regular basis for all four TGs. **Cllr Airey** reminded the TG Chairs to forward their meeting dates, agendas and minutes to **Cllr Bicknell** for inclusion on the CWNP website

8- **AOB** None was raised.

9- **Date of next meetings** Tuesday 3 December, Conference Room, York House, 6.30pm-8.00pm
Tuesday 7 January, 2014, Ascot Room, Windsor Guildhall, 6.30pm-8.00pm

ALL PLEASE NOTE:

The first half hour of this meeting will be devoted to an Extraordinary General Meeting during which the election of Steering Group Members will take place.

PLEASE CONFIRM YOUR ATTENDANCE TO THE CHAIR IN ADVANCE