

**Central Windsor Neighbourhood Plan  
Forum and Steering Group Meeting  
Tuesday 7 January 2014**

*Ascot Room, Windsor Guildhall 6.30pm – 8.00pm*

**AGENDA**

*Welcome and apologies for absence*

*Minutes of the meetings held Tuesday 3 December 2013*

*Matters arising*

*Chairman's update*

*Project Plan update*

*January / February 2014 tasks and timetable*

*Communications and Community Engagement update*

*CWNP "Roadshow" events*

*"Pop Up" roadshows: Senior Schools and Community Centres/Sheltered Housing*

*Topic Group updates*

*Vision statements / documents and evidence gathered to date*

*AOB*

*Date of next meeting*

**CWNP Forum and Steering Group  
Minutes of the Meeting held on Tuesday 7 January 2014**

*Ascot Room, Guildhall 6.30pm – 8.00pm*

- 1- **Present** *Cllr Natasha Airey (Chairman); Cllr Dee Quick; Claire Milne; David Malia; John Warobick; Ingrid Fernandes; Jane Carter; Cllr George Fussey; Andrew Melville; Cllr Phill Bicknell; John Bastow; Ian Bacon; David Bulbeck; David Marshalsea; Cllr James Evans; Marcia Malia; Jorge Nash (Planning Aid); Ingrid Fernandes; Laura Rheiter (RBWM); Susy Shearer (Secretary)*

**Apologies for absence** *Susan Gowland; Sue Kemp; Paul Roach; Phil McMichael; Margaret Shepherd, Cllr George Bathurst; Jane Daly*

**Guests** *Natasha welcomed Francis Batt (Windsor Express) to the meeting.*

2- **Minutes of the meeting held Monday 3 December 2013**

*These were agreed and approved.*

3- **Matters arising**

▲ **Jane C.** asked for clarification of the CWNP Forum's membership. **Natasha** stated the Forum should be inclusive with the widest possible membership from the local community. **Dee** reminded the meeting that this was a vital aspect of the CWNP community engagement strategy. **Claire** suggested all individuals who have registered their interest with CWNP should be sent an e-mail asking each to confirm whether s/he wished to be considered a member. **Phill B.** confirmed that Forum meetings were public meetings where all were welcome and views could be openly expressed.

▲ **Dee** raised the issue of voting and the importance of making procedures clear, including the need for anyone voting to have been present at the meeting when relevant discussion had taken place. **Natasha** confirmed that voting by proxy would be allowed and that a clause would be added to the CWNP Constitution to cover this. A discussion concerning these matters would take place at the next meeting.

4- **Chairman's update**

▲ **Natasha** advised everyone the CWNP was on target to be produced this year and that the TGs had worked very hard so far in order to create their respective "vision" statements. She also suggested that the end of February (new target date: Thursday 27/2 from 3.30pm-9.00pm) would be a more appropriate time to hold the "Vision Day", which would focus on engagement and consultation as opposed to drafting policies. A venue is still to be agreed. Room size, flexibility, parking and proximity to businesses are all key considerations.

▲ **Natasha** confirmed that the TG Chairs will review and collate the collective "vision" ideas.

**George F. and Dee** have volunteered to coordinate the process of drafting survey questions based on the work of the TGs. **Claire** mentioned that the Ascot NP Group had received a 7% return from their initial house-to-house survey, deemed to be an excellent level of public response and an aspiration for our Plan.

5- **Project Plan update**

▲ **David B.** announced that the TG Chairs would meet prior to the next Forum/StGrp meeting. All TGs were requested to meet by 3<sup>rd</sup> week of January when questions would be collated and agreed. This would leave 2-3 weeks' preparation time for the "Vision Day".

▲ **Ingrid** suggested publicising main issues as a way of drawing people to the event, and **Claire** will send out a press release highlighting them. **Susy** mentioned there would be three more Farmers' Markets between now and 27 February to hand out information once the venue had been agreed.

▲ **Natasha** confirmed that the NP policies would build on the results of the wider consultation and consolidation exercise and would be worked on in due course with support from Planning Aid and Borough Officers.

6- **Communications and Community Engagement**

▲ **Claire** confirmed she is refreshing the database (now ~160 individuals) to clarify membership of the different aspects of CWNP, eg. Forum / Steering Group / Topic Group / Interested volunteer.

- ⤴ *Looking towards the consultation, she recapped the steps still to be taken to create the Plan, ie. preparation of the questionnaire, use of SurveyMonkey (analyses and reports data), leaflets, roadshows, website and database. **Susy** also suggested producing bookmarks with key information, dates, and contact details and distributing them through the library, Waterstones, the Leisure Centre and other public information points.*
- ⤴ ***Ian** asked for more information about the questionnaires. **Natasha** confirmed one would be produced in time for the “Vision Day” and would be further developed with information and ideas generated by the event prior to going to wider distribution in the community. **Claire** suggested looking at the Ascot consultation /survey for ideas on content and format.*
- ⤴ ***Claire** advised that the Consultation/Vision Day would require considerable organisation as there would be a need for presentations, discussions with facilitators present, maps, displays, information leaflets, questionnaires, post-it note/interactive displays and possibly “focus workshops”. She indicated that a “working group” needed to be formed and asked for volunteers. **Ingrid** agreed to take on the role of overall organiser supported by the **TG Chairs and Steering Group members**.*
- ⤴ ***David Malia** presented a draft letter for use in approaching the secondary schools and East Berks College. **Susy** mentioned she had made initial contact with the Windsor Boys' and Girls' Schools and would welcome **David's** ideas. **Dee** had provided **Susy** with additional contact information for schools and day/community centres where it might have been appropriate to hold mini-consultation events in preparation for the “Vision Day”. **Claire** has contacted the EBC Geography Department. **Natasha** said it would also be useful to contact the Chairs of residents' associations and ask that they advise their members about the NP process and timetable.*
- ⤴ ***Natasha** confirmed there would be plenty of help from Borough Officers as the Vision Day was the most important opportunity to “pull out” other ideas and issues and it was therefore vital to ensure this exercise received the appropriate support. **Laura** agreed to help produce maps and frame questions.*
- ⤴ ***David B., David Marshalsea and Andrew** will help **Claire** manage the database. **Claire** will draw up a list of all jobs to be undertaken at this stage. **John B.** asked for as many dates and deadlines as were currently available to be given to the Forum and Steering Group. (Included at the end of these minutes.) **Phill** will ensure the website is kept up to date as he receives new information and dates.*

7- **Topic Group updates (TG Vision Documents will be available with the meeting minutes.)**

**I. BUSINESS**

***Claire** circulated copies of their draft “Vision” with four areas of consideration. **Ian** noted these reflected many of the concerns of the Open Space TG , as **David B.** agreed was also the case for the Transport TG. **Claire** indicated that points were still up for discussion but were nearing confirmation following advice from Planning Aid. She felt that meetings had been very useful opportunities to evaluate issues effectively.*

**II. TRANSPORT**

***David B.** confirmed that the Transport TG had followed a very similar process and that their document, which he circulated, has a very similar structure as a result. Recent meetings had been extremely useful, generating the right sort of discussions and leading to constructive, informed conclusions.*

**III. HOUSING**

*An update for this TG would be given by **George B.** following its next meeting on 20 January.*

**IV. OPEN SPACE**

***Susy** circulated the Open Space document and indicated it had been developed in an almost identical way to the others. She cited the RBWM Open Space Audit and PPG17 as having been used to provide*

a significant amount of the background and structure for vision document. They represented “best practice”, which she hoped these would be used to underpin the Borough Local Plan.

- ⤴ **Phil B.** commented that the documents were “works in progress” and would be valuable as documentary evidence in themselves. **Natasha** asked that all preparatory phases of the documents be included on the website.
  
- ⤴ **Marcia** suggested that a “comments” section be included on the website so visitors' responses could be captured and incorporated in the consultation process. **Natasha** noted that regular maintenance of the website would be of paramount importance and that monitoring the e-mail account would also be essential. She indicated it was extremely important to provide a range of different contact routes. **George F.** said that Twitter provided perhaps the best place where discussions should be held and was an excellent way to generate comments and lead respondents to the website. **Natasha** confirmed that Press “re-tweets” were a very important source of publicity.

**8- AOB**

- ⤴ **Dee** advised that the Draft BLP would go “live” on the RBWM website this Friday. **John W.** asked that the RBWM link for this be put on the CWNP website.

⤴ The next Forum meetings will be held on the following dates at 6.30pm, Ascot Rm, Guildhall  
Tuesday 4 February  
Thursday 6 March  
◦ **NB: April meeting date tbc**  
Thursday 8 May

9- **Date of next meeting** Tuesday 4 February 2014, Ascot Room, Guildhall 6.30pm-8.00pm