WINDSOR NEIGHBOURHOOD PLAN

DRAFT Minutes of the WNP Forum held on Monday 9 November 2015

6.30 – 8.45pm in the Conference Room, York House, Sheet Street, Windsor

Present John Bastow (Co-Chair), Sue Bond, David Carlisle (AECOM),Brian Carter, Jane Carter, Pauline Carter, Nick Clemo, Steve Conway, David Eglise, Ingrid Fernandez, Peter Kingswood, Alison Logan, Andrew Melville, Claire Milne (co-Chair), Raewyn Porteous, Helen Price (acting Secretary), Brian Rayner, Laura Rheiter (RBWM), Trevor Robinson, Anne Taylor, Margery Thorogood, Peter Wilkinson,

1. **Apologies**

Vivienne Allen, Carole Da Costa, Wisdom Da Costa, Curt Hopkins, Sue Kemp, Susy Shearer

Claire thanked everyone for their contributions to development of the Plan which has been a team effort. She reinforced that the NP is ~~not~~ a strategic document. It is still evolving and National Policies have and are overtaking our work. Our work is complicated by the Emerging Local Plan which is currently being developed, thus creating moving targets. Ann Taylor has agreed to proof read the final version of the Plan. It is still our hope and wish that the two Windsor NP’s will be submitted as one but this will be reviewed if the Windsor 2030 falls too far behind us.

David Carlisle alerted the meeting to the Housing and Planning Bill, which could well include matters relevant to the NP.

1. **Minutes of Previous Meeting**

Claire explained that the Minutes previously circulated were for the AGM held on 29 September 2015 and that was by way of information and would be formally approved at the next AGM.

She circulated the Minutes of the previous Forum meeting held on 29 September 2015. These were agreed and approved.

Proposed Ann Taylor Seconded Andrew Melville

It was agreed to use every opportunity to publicise the dates and times of Forum meetings. ACTION Claire M/Committee

1. **Matters Arising**

None

1. **Draft Policies for pre submission stage presentation & discussion**

The Policies being presented to the Forum were

* Major Area Policies covering Dedworth Road and Alma Road/Vansittart Road/Goslar Way
* General

Claire explained that she was seeking the Forum’s approval for the general ideas behind these Policies. Comments on specific matters were welcome and requested that these be submitted in writing on a separate sheet (ie NOT on the Draft Policies) by Tuesday 17 November. **ACTION All Forum members.** This request to be circulated to the Forum to ensure those members not present would know. **ACTION Claire M/JB**.

**Dedworth Road**

It was confirmed by David Carlisle that it was appropriate to have a Vision. It was agreed that AECOM will assist in redrafting to clearly separate the Vision from the Policies. **ACTION Claire M/AECOM**.

It was agreed to ensure any reference to this Major Area was to Dedworth Road, not Dedworth. **ACTION Claire M.**

It was agreed that business owners/land owners/agents should be contacted re this Policy**. ACTION Claire M/JB/AECOM.**

Following discussions, the Forum gave their support to this Policy document

**Alma Road, Vansittart Road, Goslar Way**

Concern was expressed that Imperial House has not been let despite being on the market for several years. The RBWM to be contacted to clarify their position on the use of Imperial House ie exclusively commercial use or mixed development. **ACTION Claire M/JB.**

It was agreed that the number of options presented was too many and that this should be reduced to three or four including exclusively commercial. David Carlisle clarified that it was in order for the Forum to indicate its preferred option. **ACTION Committee**

It was confirmed that the RBWM is committed to retaining the Youth and Community function on site.

Concern was expressed on the impact of the infrastructure, eg schools and roads, for such a large development. Whilst infrastructure is not the remit of the NP it was agreed to discuss this aspect with the RBWM if felt that a “threshold/trigger point” was likely to be reached. **ACTION Claire M/JB**.

More clarity was required on definitions of low and high density housing. **ACTION Claire M/AECOM.**

It was agreed that business owners/land owners/agents should be contacted re this Policy. **ACTION Claire M/AECOM.**

It was agreed that the WNP should respond to the planning application for Chapel House**. ACTION John B**

The Alma Road development may require a SEA.

Following discussions, the Forum gave support to this Policy document.

**General Policies**

The link to the Non Designated Heritage Assets would be circulated to Forum members**. AC TION JB**

In relation to the Character and Appearance Policy it was confirmed that the suburbs had been included. Concern was expressed at the impact of design on traffic flows. The WNP Townscape Additions would be circulated in due course. **ACTION Committee/CM/JB**With regard to Policy A5 it was agreed to reduce the number of units, the precise figure to be determined by the WNP Committee. **ACTION Committee/Claire M/JB**

We are working with the Windsor 2030 NP with regard to Key Views.

We are still unsure if 4.2.4 (Specific Transport Intervention – Imperial Road) will be allowed.

The impending publication of the Strategic Housing Market Area may cause us to amend the Housing and Community Policies.

It was confirmed that the views of younger residents had been sought.

Following discussions, the Forum gave support to these Policy documents.

It was agreed that these draft Policies would be amended in light of feedback and brought back to the Forum for approval prior to pre consultation. **ACTION Claire M.**  It was stressed that the document produced would NOT be the full Plan but would summarise the policies.

Forum members were reminded that that there would be the opportunity to give feedback on matters beyond the scope of the NP during the Emerging Local Plan consultation process

1. **Any other Business**

A list of outstanding tasks was circulated and Forum members asked to volunteer to take the lead on individual tasks. This list to be circulated to the Forum so that members not present were aware. **ACTION Claire M**

1. **Date and time of next meeting**

9 December 18.30 at York House, Conference Room.