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NOTICE OF MEETING

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WINDSOR TOWN FORUM

will meet on

MONDAY, 13TH FEBRUARY, 2017

At 6.30 pm

in the

COUNCIL CHAMBER - GUILDHALL,

TO: MEMBERS OF THE WINDSOR TOWN FORUM

COUNCILLORS JACK RANKIN (CHAIRMAN), MALCOLM ALEXANDER (VICE-CHAIRMAN), HASHIM BHATTI, JOHN BOWDEN, SAMANTHA RAYNER, EILEEN QUICK AND SHAMSUL SHELIM

SUBSTITUTE MEMBERS

COUNCILLORS MICHAEL AIREY, PHILLIP BICKNELL, JOHN COLLINS, NICOLA PRYER, COLIN RAYNER, WESLEY RICHARDS AND EDWARD WILSON

Karen Shepherd - Democratic Services Manager - Issued: 2 February 2017

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Wendy Binmore** 01628 796251

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive apologies for absence.	
2.	<u>DECLARATIONS OF INTEREST</u> To receive any Declarations of Interest.	5 - 6
3.	<u>MINUTES</u> To confirm the Part I minutes of the previous meeting.	7 - 14
4.	<u>WINDSOR TOWN CENTRE COMMUNITY WARDEN INTRODUCTION AND ACTIVITY UPDATE</u> To meet the Community Wardens and receive an activity update.	
5.	<u>BT PHONE BOXES</u> To Discuss potential ideas relating to the alternative uses of traditional red telephone boxes within Windsor.	
6.	<u>CCTV IN WINDSOR</u> To discuss provision and plans for CCTV in Windsor.	
7.	<u>YORK HOUSE - PRESENT PLANS AND THAMES VALLEY POLICE UPDATE</u> To consider the present plans concerning York House, Windsor.	
8.	<u>RIVER STREET CAR PARK</u> To discuss proposals for an extra deck.	
9.	<u>UPDATE ON 20MPH SPEED LIMIT CONSULTATION</u> To receive an update on the consultation for a 20mph speed limit in Windsor.	
10.	<u>CYCLING IN PEDESTRIAN AREAS</u> To discuss issues with the commercial cycling community using pedestrian areas.	

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MEMBERS' GUIDANCE NOTE

DECLARING INTERESTS IN MEETINGS

DISCLOSABLE PECUNIARY INTERESTS (DPIs)

DPIs include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any license to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

PREJUDICIAL INTERESTS

This is an interest which a reasonable fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs your ability to judge the public interest. That is, your decision making is influenced by your interest that you are not able to impartially consider only relevant issues.

DECLARING INTERESTS

If you have not disclosed your interest in the register, you **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI or Prejudicial Interest. If you have already disclosed the interest in your Register of Interests you are still required to disclose this in the meeting if it relates to the matter being discussed. A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in discussion or vote at a meeting.** The term 'discussion' has been taken to mean a discussion by the members of the committee or other body determining the issue. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the discussion or vote, you must move to the public area, having made your representations.

If you have any queries then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

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Agenda Item 3

WINDSOR TOWN FORUM

TUESDAY, 4 OCTOBER 2016

PRESENT: Councillors Malcolm Alexander (Vice-Chairman), John Bowden, Eileen Quick and Shamsul Shelim

Officers: Wendy Binmore, Feliciano Cirimele, Robert Paddison and Ben Smith

APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jack Rankin, Hashim Bhatti and Samantha Rayner.

DECLARATIONS OF INTEREST

None received.

MINUTES

The minutes of the meeting held on 16 February 2016 were agreed as a correct record.

UPDATE ON THE TWO WINDSOR NEIGHBOURHOOD PLANS.

Helen Price, Member of the Windsor Neighbourhood Plan Steering Group (WNPSG) gave a short presentation covering the background to the Neighbourhood Plan (NP), what the WNPSG had been doing and what was going to happen next in terms of the Windsor Neighbourhood Plan.

Members of the Forum noted the following key points of the presentation:

- In 2012 local communities were given the opportunity to develop a NP for their area.
- Ascot and the Sunnings already had their own NP and it was likely there would be a further 10 NP's.
- NP's were limited in what they could cover. They could not cover strategic matters and they could not conflict with National Planning Guidelines or the Borough Local Plan.
- The current WNPSG was formed in 2014 at the same time as Windsor 2030 was created which covered the Town Centre of Windsor as well as the Central Riverside area.
- The WNPSG and Windsor 2030 were staffed by volunteers that have had to learn legislation as they went along. They also had to contend with changes to legislation, delays with the Borough Local Plan and issues around Green Belt land and Crown Estate land.
- The WNP Forum meetings were open to all and there were currently 39 Forum Members.
- Four public consultations had been carried out; nine major and minor surveys and numerous presentations had been carried out.
- The Plan was consultation led and evidence based.
- For the current pre-submission consultation there would be a permanent display of the plan in three locations and the WNPSG were contacting as many residents and interested organisations they had email addresses for.
- There is a six week consultation and the WNPSG were making presentations, holding information days and producing leaflets.
- The purpose of the consultation was to check the WNPSG had got it right by consulting as widely as possible with the local community.

- The plan contained several proposed policies and key objectives for Windsor.

The Policies and key Objectives are:

- Natural Environment (including Open Space)
 - Protecting and improving green spaces to ensure residents live in a high quality natural environment
- Appearance (including character, heritage, design and views)
 - Influencing how Windsor looks, including guidelines for future development
- Getting around
 - Improving accessibility, parking provision and cycling.
- Housing and Community
 - Housing provision and community facilities bringing people together
- Working and Shopping
 - Supporting small and large businesses and combatting the loss of pubs.

Some of the policies were for specific places, including:

- Dedworth Road
- The former Imperial House and Police Station Quarter
- Legoland
- Royal Windsor Racecourse.

The next steps:

- All comments received would be considered by the WNNPSG and the Plan would be amended accordingly.
- Peer review by the Planning Inspector or equivalent to ensure the Plan complied with all regulations.
- Submit the Plan to RBWM to check it met basic conditions – a minimum of six weeks.
- Independent examination
- Referendum to take place organised by the Royal Borough – a minimum of five weeks (around mid 2017).
- If a positive result, the Royal Borough would bring the Plan into force and it would be used to determine future planning applications in the area, with a delivery group set up as had been done with the Ascot and the Sunnings NP

The Chairman opened up the discussion to the Members of the Forum and the public for comment.

Ann Taylor confirmed that the Conservation Areas in Windsor were still very valid and relevant and that there were relevant Policies on conservation areas to strengthen and enhance the conservation areas of Windsor. There was also a trees policy and the Borough Local Plan contained a tree preservation policy to preserve trees at their best. There were restrictions with the NP as trees were covered by other policies such as the Royal Borough's own tree policy so the NP was limited in that respect.

In terms of cycling and dealing with cyclists that did not follow the highway code, the Town Centre Manager, Paul Roach was trying to deal with that issue but, that was not something which could be dealt with through the NP.

Robert Paddison gave a brief presentation outlining the Windsor 2030 Neighbourhood Plan (NP) and where the steering group were with it. The main points of the presentation included:

- The vision which sets out what the NP Forum are trying to achieve.
- The NP Forum via a steering group was developing a NP for regenerating Windsor, it was based on evidence from the community and was summarised into three key themes. The themes are:
 - Five Star Windsor
 - Heritage

- Economic Development
- The steering group were working with consultants to make the NP locally distinctive.
- Five Star Windsor was a description of the end to end experience the steering group would like everybody who uses Windsor to enjoy.
- Windsor's heritage was one of its most important assets which is true for businesses as much as it is for residents.
- It is important to preserve and enhance the area as much as possible.
- The NP was supporting economic growth by improving access for all, which included parking and transport. It also included ensuring the Town was a place that businesses wanted to stay in.
- The future programme was as follows:
 - Consultants had drafted a plan
 - The steering group had amended it
 - The NP was currently in the latter stages of modification/finalisation
 - The draft would be referred to the NP Forum for approval
 - Pre-submission (Regulation 14) version for consultation would be soon.

Paul Roach, Town Manager (Windsor) confirmed the key priorities of the NP were about protecting what was unique about Windsor for visitors, residents and businesses; it was the Council that protected open spaces.

Robert Paddison, Neighbourhood Plans Project Lead confirmed it was important to identify non-designated assets but, he was not aware of a list of them being produced as part of the NP. The Town Manager stated that non-designated assets had been discussed within the steering group who were clear about what should happen.

The Windsor Neighbourhood Plan Steering Group had invited Windsor 2030 to meetings but, they had not received any response or any anybody attending the meetings . They also mentioned that the Windsor 2030 steering group website had not been updated for some time. They added that there had been an agreement to work together but, that was proving difficult.

Councillor Bowden commented that he liked the phrase Five Star Windsor but that Windsor 2030 should not be using the term 'regenerate Windsor'. Windsor was a world wide brand and he did not think that Windsor Town Centre needed regenerating.

- ❖ **Action:** Paul Roach, Town manager to follow up with the steering group as to why their last set of minutes had not been published on their website.
- ❖ **Action:** Paul Roach, Town Manager to raise difficulties with working together with WNPF with the Windsor 2030 steering group

UPDATE - SPECIFIC ASPECTS OF THE BLP

Russell O'Keefe, Strategic Director Corporate & Community Services, stated he was providing an overall update on the Borough Local Plan. The main points the Forum noted were:

- Summer 2016 the BLP reached final draft stage
- There were a range of issues to be addressed prior to submission
- Extra consultations with communities were to take place before going to Cabinet in November 2016
- Full consultation would take place in December 2016 on Regulation 18
- Following the consultation, the council would review all feedback and adjust the Plan accordingly
- The Plan would then go before Full Council in February 2017
- Following that, a full consultation would take place on Regulation 19
- All comments following that consultation would be collated and sent to the Planning Inspectorate in April 2017
- Both the Regulation 18 and Regulation 19 consultations would take six weeks to complete.

- Infrastructure delivery plan to would be delivered alongside the BLP and would be published on the Council website.
- The draft would be available of the Infrastructure delivery plan but, would not form part of the consultation
- The programme for Windsor specific elements of the BLP to engage with residents would be in the form of leaflets and information on the website.
- The intention was to make it easy for residents to engage with the process
- There would be information promoted through channels such as Facebook, Twitter, libraries, the Town Hall and also in Around the Royal Borough publications. The communications would contain dates of when information would be made available.

Robert Paddison, Neighbourhood Plans Project Lead confirmed that Regulation 19 was not about content and was about process of producing the Borough Local Plan. The draft of the Borough Local Plan (placed on the web site) in summer 2016 was a draft regulation 19 version which needed more work on it, which was being carried out. The Regulation 19 consultation is planned to begin in February 2017. The Plan was published in summer 2016 but it did not progress to Regulation 19 due to legal advice.

Russell O'Keefe, Strategic Director Corporate & Community Services stated the council would be carrying our Regulation 18 consultation where residents can submit comments and feedback. Cllr Bowden commented the BLP was motoring ahead but he feared after October 2016 following the decision regarding the third runway at Heathrow, that would mean the council would need to re-look at how the council accommodated the need for extra housing, business and flight. Cllr Quick said she was hoping that would not be the case as the Borough very strongly opposed the third runway. Cllr quick added she felt it would be good if there was a short summary on the BLP so that people could get to grips with the Plan and that as the consultation period crossed over with Christmas, the consultation period may need to be extended.

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Robert Paddison, Borough Local Plan Team Leader confirmed that Regulation 19 was no longer about content and was now about process of implementing the Plan. The draft of the Plan in summer 2016 was regulation 18 which needed more work which was being carried out. The Regulation 19 consultation began in February 2017. The Plan was published in summer 2016 but it did not progress to Regulation 19 due to legal advice.

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IMPERIAL ROAD JUNCTION SIGNAL MODIFICATIONS

Ben Smith, Head of Highways & Transport stated work had been carried out to the traffic signals at the Imperial Road Junction between April and July 2016. The changes had made traffic lighter and had reduced journey times. Although he accepted that due to the changes in the traffic lights, some journey times getting onto Imperial Road and other adjoining roads were made longer. However, traffic moving through Winkfield Road were improved. He added the proposal to ban right turns at the junction had been shelved as the traffic did move faster through the junction without the need to ban the right turn.

CHARLES KNIGHT GRAVE / CHARIOTTS PLACE

Charles Knight Grave

Ben Smith, Head of Highways & Transport stated in respect of Charles Knight Grave, the council were looking into fencing the area and lighting to improve safety. The council were also working with the Castle Hotel to establish an electricity supply. Shrub planting in the area would begin in January 2017 and the railings were currently being made.

The Windsor and Eton Society stated the project had been initiated by the Windsor and Eton Society and they had worked with great difficulty with council officers. It was a project the Society would be funding. Ben Smith, Head of Highways & Transport stated in terms of pace and resources provided by the council, a member of staff had been assigned to look after the project.

- ❖ **Action:** Ben Smith, Head of Highways & Transport to get new member of staff assigned to the project to contact Ann at the Windsor and Eton Society.

Chariots Place

Ben Smith, Head of Highways & Transport stated there was funding in the Capital Programme for the scheme. The scheme had been developed and the council were working with the three landowners. The scheme would be completed by March 2017 at the latest and it was being financed by the Royal Borough. Ben Smith also promised he would look into wheelchair access to the site as the ramps were not wheelchair friendly at present.

UPDATE FROM WINDSOR TOWN MANAGER ON PROGRESS WITH WINDSOR

Paul Roach, Town Manager gave a brief update on Windsor UK which included the following key points:

- 2015 the Windsor, Eton and Ascot Town Partnership Board and the local Chamber of Commerce merged and created a CIC to push Town Centre services.
- The current position was that the last six or seven months, they had tried to identify a key leadership team but, they had been unable to do that.
- To move forward, they needed to retain and gain new membership and get leadership from the new members.
- Therefore, until that happened, the scheme was suspended.
- The Town Manager hoped to move forward by 2018.
- The Borough and other partners were very keen for Windsor UK to be set up.
- The Windsor, Eton and Ascot Town Partnership were still working and delivering.

Cllr Shelim stated he was concerned regarding the gold stud scheme outside eateries and cafes in the Town Centre because at the bottom of Peascod Street, the studs were nearer to the properties; but by the junction at the end of the street, the gold studs were nearer the middle which limited space for pedestrians. He was worried it could cause an accident and he suggested the gold studs be moved to nearer the property to prevent accidents happening. The Town Manager stated there had been a long debate regarding the café tables and chairs over the years and there was a lot of pressure on the businesses. The part of the street with tables and chairs more in the middle of the street could be because the area was fully pedestrianised. The Town Manager offered to have another look at the policy as any changes could not be to the detriment of the Town. Robert Paddison confirmed that the studs were installed to make enforcement easier and also identify boundaries. Permits issues for outside furniture was regularly reviewed by the Highways team.

One of the comments from residents was that the pedestrian lights at Crosses Corner needed to be reconfigured as the green man lit up out of synch with the red light which stopped the traffic. Ben Smith confirmed he would look into the issue.

- ❖ **Action:** The Head of Highways and Transport to look into the configuration of the traffic lights at Crosses Corner in Windsor.

WINDSOR AIR POLLUTION UPDATE

Feliciano Cirimele, Environmental Protection Officer updated the Forum on the results on air pollution gathered in 2015.

- There were two areas of concern:
 - Arthur Road
 - St Leonards Road.
- There had been a decrease in poor air quality in 2014
- No site had exceeded the maximum limit
- There was good news as there was a further decrease in poor air quality from 2014 to 2015
- There was a proposal being looked at to ban coaches using Arthur Road which would reduce emissions further.

Ben Smith, Head of Highways and Transport stated the ban on coaches was meant to already be active. The council could issue notices to coach companies telling them to use Alma Road and could find drivers and companies who ignored the notices. Operators would get a warning letter to start with and then the council would come up with a way to police and monitor it. He added a grace period of 15 minutes to allow coaches to drop passengers off at the coach park had been removed and the coach park was now a pay and display parking site.

Feliciano Cirimele, Environmental Protection Officer stated the council had started monitoring levels of PM10 in January 2016 and he understood from many assessments that there were no exceedances anywhere in the Borough, concentration did not exceed local limites.

WINDSOR 20MPH PROPOSAL AND CONSULTATION PIECE

Ben Smith, Head of Highways & Transport stated the proposal followed the discussion that took place during the last Windsor Town Forum meeting and the report explained the proposed 20mph zone around central Windsor. The details of the proposal included:

- There would be signage at entry points to the zone and other signage within the area
- If Members were happy with the proposal, a consultation with residents would be carried out
- The paper set out the benefits such as road safety, excessive vehicle speed reduction, encourages walking and cycling and improved air quality.
- The next stage was the consultation.
- The consultation would include discussing and consulting with bus companies.
- The 20mph zone would be legally enforceable by the police and would rely on police enforcement.

USAGE OF ALEXANDER GARDENS BANDSTAND SINCE OPENING AND ITINERARY FOR FUTURE EVENTS

Paul Roach, Town Manager stated the Bandstand officially opened in summer 2016 and had a number of bookings. There had been 15 bookings through the summer and there were a few more in the pipeline before the ice rink arrived in November 2016. Most bookings were made by individuals and the Windsor, Eton and Ascot Town Partnership had booked most Sundays in August from 2pm till 4pm and had organised performances or bands. The Partnership wanted to continue to do that.

The bookings performed free of charge or were invited to perform and the Town Manager was currently looking at ways to sponsor an extended programme throughout the summer of 2017. A message board had been erected to show visitors planned events and performances at the Bandstand.

The Town Manager explained there was a need to support bands and that could be anything from providing chairs for events and other resources they might require. He added he had contacted good military bands, choirs and pop bands to see if they wanted to perform at the Bandstand. The Town Manager had also started working on fliers and other ways to promote it. There was no charge for people or groups to perform if they were not commercially charging audiences.

The meeting, which began at 6.30 pm, finished at 8.02 pm

CHAIRMAN.....

DATE.....

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