

# Public Document Pack

## NOTICE OF MEETING



# WINDSOR TOWN FORUM

will meet on

**MONDAY, 15TH FEBRUARY, 2016**

**At 6.30 pm**

in the

**COUNCIL CHAMBER - GUILDHALL, WINDSOR**

TO: MEMBERS OF THE WINDSOR TOWN FORUM

COUNCILLORS NATASHA AIREY (CHAIRMAN), JACK RANKIN (VICE-CHAIRMAN), MALCOLM ALEXANDER, HASHIM BHATTI, JOHN BOWDEN, SAMANTHA RAYNER 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: 05.02.16

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](http://www.rbwm.gov.uk) or contact the Panel Administrator **Tanya Leftwich** 01628 796345

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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 declarations of interests from Members of the Panel in respect of any item to be considered at the meeting.	5 - 6
3.	<u>MINUTES</u>  To confirm the Minutes of the meeting of the Panel held on 8 October 2015.	7 - 16
4.	<u>TRAFFIC SPEEDS IN WINDSOR</u>  A verbal update by the Traffic & Road Safety Manager, Tony Carr, RBWM.	17 - 18
5.	<u>BRIEFING ON THE RETAIL AND TOWN CENTRE STUDY CONDUCTED LAST YEAR</u>  A verbal update by the Interim Planning Policy Manager, Simon Rowberry, RBWM.	-
6.	<u>UPDATE ON THE AIR QUALITY REPORT AND ACTION PLAN</u>  A verbal update by the Environmental Protection Officer, Feliciano Cirimele, RBWM.	19 - 24
7.	<u>UPDATE ON ARTHUR ROAD - PROPOSED CONSULTATION ON POSSIBLE REMOVAL OF TRAFFIC SIGNALS</u>  A verbal update by the Business Improvement Principal, Christopher Wheeler, RBWM.	25 - 26
8.	<u>UPDATE ON IMPERIAL ROAD CONSULTATION &amp; POSSIBLE REMOVAL OF TRAFFIC LIGHTS IN WINDSOR</u>  A verbal update by the Business Improvement Principal, Christopher Wheeler, RBWM.	27 - 28
9.	<u>STREET SCENE UPDATE - CAFE ENCROACHMENT</u>  A verbal update by the Business Improvement Principal, Christopher Wheeler, RBWM.	29 - 30
10.	<u>LOG OF FORUM ITEMS &amp; CURRENT STATUS</u>	31 - 34

11.

DATE OF NEXT MEETING AND ITEMS FOR DISCUSSION

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The dates of future meetings are to be confirmed shortly.

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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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# Public Document Pack Agenda Item 3

## WINDSOR TOWN FORUM

THURSDAY, 8 OCTOBER 2015

PRESENT: Councillors Jack Rankin (Acting Chairman), Malcolm Alexander, Hashim Bhatti, John Bowden, Samantha Rayner, Shamsul Shelim and Ed Wilson (sub for Natasha Airey).

Also in attendance: Councillors George Bathurst, John Collins and Colin Rayner. John Bastow (Windsor Neighbourhood Plan), Andrew Melville (Windsor & Eton Society), Helen Price (West Windsor Residents Association), Trevor Robinson (resident), Anne Taylor (Windsor & Eton Society) and Garry Williams (resident).

Officers: Ian Church, Chris Hilton, Tanya Leftwich, Helen Leonard, Gordon Oliver and Neil Walter.

### APOLOGIES FOR ABSENCE

Apologies were received from Councillor Natasha Airey – Councillor Jack Rankin agreed to chair the meeting.

The Acting Chairman informed everyone present that the meeting was being recorded and would be uploaded to the RBWM website.

### DECLARATIONS OF INTEREST

Councillor George Bathurst stated that he was present as a member of the public for the Windsor Link Railway Progress Update item.

Councillor Colin Rayner and Samantha Rayner declared personal interests in the Windsor Link Railway Progress Update item as the railway could potentially go through their land.

### MINUTES

The Minutes of the meeting of the Forum held on 18 June 2015 were approved as a correct record subject to the bullet point on page vi 'That the bus stop furniture in Clewer South be reviewed as some was felt to be damaged' being changed to state that the review had already taken place.

### ATEGI SHARED LIVES & HOMESHARE

The Acting Chairman welcomed the Homeshare Co-ordinator, Michelle La Garde, to the meeting and invited her to address the Forum.

The Homeshare Co-ordinator informed Members that Ategi had two schemes that were running which were:

- Shared Lives Scheme.
- Homeshare.

Members were informed that the Shared Lives Scheme arranged accommodation and support to vulnerable adults in the homes of carefully chosen people living in the community. It was noted that these people were called Shared Lives Carers. The Homeshare Co-ordinator explained that they were actively recruiting for carers.

Members were informed that the Homeshare scheme was a way of helping people to help each other by matching people with different needs, who both had something to offer. It was

noted that a householder was someone, often an older person, who needed help and / or companionship and had a room for someone to stay in. It was noted that a homesharer was someone looking for accommodation and in exchange could offer approximately ten hours help (e.g. cooking, cleaning, shopping and gardening) a week.

The Homeshare Co-ordinator requested that if Members knew of anyone or any organisation that they could link the non-profit organisation to then that would be really helpful. Contact could be made with the Homeshare Co-ordinator via [michellee@ategi.co.uk](mailto:michellee@ategi.co.uk)

In the ensuing discussion the following points were noted:

- That over the past eighteen months six matches (12 people) had been made with regard to the Homeshare scheme.
- That the Shared Lives Scheme in Bucks had been running for seven years and had made over forty matches.
- The biggest issue for the Shared Lives Scheme was recruiting carers in the Bucks area.
- That these schemes were funded by the Royal Borough for three years as well as by the Homeshare Co-ordinator attending local Forums and events. It was noted that Ategi made promoted these schemes by making contact with GP's, churches, leisure centres and would be manning a stall outside Marks and Spencers tomorrow for anyone who was interested.
- That contact with Age Concern / Age UK had been made by Ategi.
- That Homeshare was for a minimum of one year in order to retain continuity although a long-term commitment was ultimately the aim.
- Helen Price explained that the West Windsor Residents Association were promoting the Homeshare scheme on their website and she would welcome feedback as to whether it was felt the marketing had been successful.

The Homeshare Co-ordinator explained that she would be leaving leaflets on both schemes and her business cards for anyone who was interested. The website address was noted to be [www.ategi.org.uk](http://www.ategi.org.uk)

The Chairman thanked the Homeshare Co-ordinator for Ategi for attending the meeting and addressing the Forum.

## PARTICIPATORY BUDGET CYCLING SCHEMES

The Principal Transport Policy Officer, Gordon Oliver, gave Members an update on the Participatory Budget Cycling Schemes. It was noted that there had been £225,000 allocated funds in 2015/16. Members were informed that 1500 responses had been received from residents of the Royal Borough. It was noted that for the area wide schemes residents had voted for £40,000 to be spent on road and footway repairs, £5,000 on parking and £5,000 on cycling improvements.

Members were informed that the safety in Victoria Street multi storey car park would be improved by the installation of CCTV. It was also noted that cycle racks were to be installed in Barry Avenue, Alexandra Gardens and possibly Bachelors Acre which were locations that had been identified in consultation with Leisure Services.

In the ensuing discussion the following points were noted:

- That Maidenhead Road would be unsegregated shared use once completed.
- That the CCTV in the Victoria Street Car Park would allow the Council and Police to identify individuals involved in assaults and also help combat the issue of vagrancy and drug use.
- It was noted that the CCTV monitors were located at Tinkers Lane.



- It was agreed that the Principal Transport Policy Officer would email Councillor Edward Wilson with the number of votes received from people living outside the Royal Borough.
- That the Council was notified in advance of cycle rallies due to take place in the Royal Borough which allowed officers to check that no conflicting events would occur.
- Councillor Colin Rayner explained that as Lead Member for Highways and Transport he was in the process of putting together a paper that would go to Cabinet stating that events such as cycle rallies needed to be booked a year in advance and it would request that they did not finish events in Central Windsor (preferably finish at venues such as Windsor Racecourse, etc).

The Acting Chairman thanked the Principal Transport Policy Officer for the update.

### HIGHWAYS IMPROVEMENTS TO WINKFIELD ROAD / IMPERIAL ROAD (FUTURE PLANS & SUMMER TRAFFIC)

Councillor Colin Rayner gave Members an update on highways improvements to Winkfield Road / Imperial Road. It was noted that an announcement had been made at Full Council that the Planning Team were to consult all residents and users of Imperial Road and Clewer Road junction area.

Members were informed that the scheme options were for alternative methods of junction control, to endeavor to deal more effectively with the existing volumes (and possible future traffic growth) and reduce queuing between the junctions and on the approaches.

It was noted that queuing at both junctions could be experienced during the regular commuter peaks. However, it was during the summer months and on busy days for the local visitor attractions that the greatest queuing tended to occur. Members were informed that the traffic signals were able to make decisions using vehicle detection equipment to adjust the phasing times on a real time basis in order to respond to varying flows on each arm. It was noted that where heavy traffic persisted over an extended period of time, the limited physical space available and the need to serve numerous movements, could lead to gridlocking of the junctions. This was particularly the case during the summer, where queues could extend back towards the M4 at junction 6.

Members were informed that there were two options currently being suggested which could be found on the RBWM website:

#### Option A:

- Small roundabout at Imperial Road / St Leonard's Road junction.
- Clewer Hill Road traffic to give way at Winkfield Road with a 'no right turn' restriction from Clewer Hill Road (traffic can use new roundabout to turn or seek alternative route).
- Longer length of right turn lane into Clewer Hill Road.
- Tighter radius on kerb for left turn into Clewer Hill Road to improve safety and offer increased turning opportunities for traffic to turn right into Clewer Hill Road and left out of Clewer Hill Road.

#### Option B:

- Mini-roundabout at Winkfield Road / Clewer Hill Road junction.
- Priority from Imperial Road into St Leonards Road west and east.
- Priority from St Leonards Road western arm into Imperial Road.
- St Leonards Road (east arm) to give way at Imperial Road with a 'no right turn' restriction also in place (traffic can use new mini-roundabout to turn or seek alternative route).
- St Leonards west to St Leonards east to be served using long right turn lane.

It was noted that traffic modelling had been carried out over the summer and that the traffic lights had been manually operated over the summer months.

In the ensuing discussion the following points were noted:

- That the Town Partnership, local businesses and the Town Forum would be consulted as part of the public consultation.
- That the two traffic light systems were different makes and therefore did not communicate effectively with each other.
- Councillor John Bowden requested that the residents living in close proximity to the junctions (e.g. those on Winkfield Road, Clewer Hill Road, etc) be written to personally to inform them of the works. Councillor Colin Rayner confirmed that local residents would receive a letter and a leaflet notifying them of the options. It was noted that it had also been requested that a resident's sub-committee be created so that local views could be voiced.
- That after the consultation period it would be brought back to Full Council in the New Year.
- It was hoped that the installation works would be completed by early spring (avoiding Bank Holiday weekends).
- That no venue or date had been set yet for the public consultation but that the press would be informed and notices / posters put up once these details had been confirmed. It was noted that a two page article would also be placed in the Around the Royal Borough newsletter.
- That people who were unable to attend the public consultation would be able to comment via a website.
- Councillor Shamsul Shelim explained that he found the traffic in the Bracknell / Bagshot to the M4 area to be congested and stated that he felt an option to divert traffic would need to be found.
- That if the option decided upon did not work the Council would ensure enough funds were available to change the junction back to its former state.
- That these options were not for Legolands benefit but to ease the traffic in general.
- That the traffic lights installed in 2006 was not part of a Council led scheme.
- That it was believed that if the traffic flow could be improved it would in turn have a positive effect on pollution levels.
- That there would be a period of 3-4 weeks of traffic getting used to the new scheme.
- That signage with regard to the new scheme would be needed in the Royal Borough.
- That details about the public consultation could be found at [http://www.rbwm.gov.uk/web/highways\\_consultations.htm](http://www.rbwm.gov.uk/web/highways_consultations.htm) .

The Chairman thanked Councillor Colin Rayner for the update.

## WINDSOR LINK RAILWAY PROGRESS UPDATE

The Director of Development and Regeneration, Chris Hilton, gave Members an update on the progress of the Windsor Link Railway. It was noted that the Director of Development and Regeneration had joined the Council in the summer of 2014 and during his time at the Council had had a number of discussions with Councillor George Bathurst on this subject.

Members were informed that the Windsor Link Railway Limited was a privately promoted project.

It was noted that to date the Council had not formally made a commitment or otherwise to this project. Members were informed that Windsor Link Railway Limited main request was that the Council supported the project and granted options on Council owned land.

The Director of Development and Regeneration explained that the Council first needed to assess the viability of the project, assess and risks associated with it and whether it would be sensible to allocate public funds to fund it. It was noted that this could be done via the Neighbourhood Plan or a Referendum process to see if the public wanted to support the project. Members were informed that over the next couple of months a paper would be presented to Cabinet regarding due diligence work so that a view could be taken as to whether the project should be taken forward.

In the ensuing discussion the following points were noted:

- That the Council would consult at a later date.
- That the Planning Department was very busy at the moment and was in the process of recruiting new officers (New Regeneration Manager, etc).
- Councillor Edward Wilson stated that as a private individual he would want the Council to do a feasibility study and do due diligence on it at no cost to him.
- The Director of Development and Regeneration explained that if someone had an idea to help the Council meet its housing targets the Council would work with them to help make it work.
- That a Borough Local Plan was emerging which could potentially feature the Windsor Link Railway in it. It was noted that car parking was also an issue including the flow in and out of Windsor.
- It would be Cabinets decision as to whether the Council wanted to spend money on due diligence and employing independent advisors if advisors were felt to be necessary.
- That the Director of Development and Regeneration would have to take advice as to which Overview and Scrutiny Panels the Cabinet report would go to.
- The Director of Development and Regeneration stated that he believed a feasibility study would cost approximately £30,000.
- Councillor John Bowden questioned where the technical knowledge would be coming from and whether the stations would be large enough to cope with a ten coach train.
- Helen Price questioned whether the project would be made up of phases and if felt unacceptable could the project be stopped at phase 1 to help reduce costs to which the Director of Development and Regeneration answered 'yes'.
- That the project had been 'on the cards for seven years'. That the Council had put an online survey on the RBWM website to get thoughts from residents. It was noted that the statement asked for feedback on something of incredible magnitude whilst lacking back-up information on the project. The Director of Development and Regeneration explained that this feedback was for the Borough Local Plan and whether there was an aspiration to include this project or not.
- Anne Taylor explained that the Windsor & Eton Society had sent a long letter back to the Council in response to the request for feedback mainly about the lack of information provided. It was suggested that when the public consultation took place information about car park entrances and exits and the infrastructure of buildings needed to be readily available. It was noted that the National Trust land implications should also be made clear rather than just the positive points. The Director of Development and Regeneration explained that addressing points of access would be addressed as part of a planning application.
- That over a year ago Windsor had been divided into two Neighbourhood Plans and that the business area had received information on the Windsor Link Railway project. It was noted that at that time it had been argued that not enough sufficient information had been provided to cover such a strategic issue.
- The Director of Development and Regeneration explained that he believed the Borough Local Plan should refer to the Windsor Link Railway as it was suggested as a possible solution to connectivity issues in Windsor.
- The Director of Development and Regeneration stated that he believed with two Neighbourhood Plans currently taking place an Area Action Plan (AAP) would be too much all at once and that the Council should wait for the Neighbourhood Plans to run their course and then decide if an AAP was needed.

The Acting Chairman thanked the Director of Development and Regeneration for the update.

#### UPDATE ON THE NEIGHBOURHOOD PLANS

The Planning Officer – Strategy & Plans, Ian Church, gave Members an update on the progress of the Neighbourhood Plans. It was noted that the Planning Officer – Strategy &

Plans had been involved with the Neighbourhood Plans since December 2014 and that there were two Neighbourhood Plans for Windsor:

- A Central Windsor Business Neighbourhood Forum - Windsor 2030.
- A Windsor Neighbourhood Plan – based on the outskirts of Windsor and residential areas.

The Planning Officer – Strategy & Plans explained that both plans were making good progress. It was noted that the Windsor 2030 Neighbourhood Plan was in the process of drafting policies and also working to appoint planning consultants as the planning policy could be quite a complex process. It was noted that the Windsor Neighbourhood Plan was slightly further ahead and had appointed its consultants and was in the process of drafting its planning policies.

Members were informed that once the Neighbourhood Plans had gone through the consultation and examination processes, and if they received over 50% 'yes' vote in a referendum it would become part of the Development Plan.

In the ensuing discussion the following points were noted:

- That the general public needed to wait for the formal six week pre-submission consultation process in order to be able to make comments. It was noted that the pre-submission consultation process could potentially start in November for the Windsor Neighbourhood Plan.
- That the Neighbourhood Plans would then go to a public examination to ascertain whether the statutory requirements had been met, etc probably towards the end of spring next year.
- That it was too early to say whether the Neighbourhood Plans would be presented as one plan or two.
- That it was up to the Neighbourhood Plans as to whether they allocated sites for new housing.
- It was noted that if the Plan was not successful at examination it could be re-submitted.
- That there had been an investment of £20,000 from the Royal Borough to each group.
- That a lot of people gave up their time and effort in forming the Neighbourhood Plans and that it was felt a shame that more people were not involved. It was noted that help and views were always welcome and that being involved was not very time consuming for something that was considered to be a very important democratic process. It was noted that those interested could leave their contact details if they wished to be contacted by post or email.

The Acting Chairman requested that his thanks to everyone involved in the two Windsor Neighbourhood Plans be minuted.

The Acting Chairman thanked the Planning Officer – Strategy & Plans for the update.

## TREE STRATEGY UPDATE

The Arboricultural Co-ordinator, Helen Leonard, gave Members an update on the Tree Strategy. It was noted that at the last meeting a resident had been concerned about the loss of trees in Windsor and had requested a tree planting scheme.

The Arboricultural Co-ordinator explained that there was a tree planting scheme on the RBWM website (<http://maps.rbwm.gov.uk/adoptatreemap.htm>) and that 54 trees had to date been proposed to be planted in winter which would be added to. It was noted that the Council was also encouraging residents to sponsor tree planting in addition to an adopt a tree scheme that the Council was running.

The Arboricultural Co-ordinator went on to explain that the Council was offering 1,000 trees to residents on a first come, first served basis in the form of tokens in the Around the Royal

Borough magazine that could be presented at the Braywick Heath Nursery from the 9 September – 30 November 2015. It was noted that the Council was looking to re-run the scheme next year and promote smaller trees for smaller gardens.

In the ensuing discussion the following points were noted:

- That Capital Funding had allowed the tree sponsorship scheme to take place without the need of spending sponsorship. It was noted that less than ten per year had requested to sponsor a tree in the Royal Borough.
- That the adopt a tree scheme was a fairly recent project and one which would be actively promoted in the future.
- That another article in the Around the Royal Borough magazine could be produced.
- That green spaces needed adequate space to make large tree planting sustainable.
- That litter in tree pits (area at the bottom of a tree) was not the Arboricultural Co-ordinators teams remit and was down to the street cleansing team. It was noted that the Council did appreciate it when residents helped to keep tree pits clean.
- That the Council was looking for areas that trees could reach maturity whilst avoiding pavements lifting by having adequate underground root growing areas.
- That native species of trees were available to plant by residents.
- That cutting off suckers on trees was added to the Councils programme of work if it was believed the tree would throw up suckers on a yearly basis.

The Acting Chairman thanked the Arboricultural Co-ordinator for the update.

#### CENTRAL WINDSOR ISSUES (INCLUDING TRAFFIC, PARKING AND SPEED AROUND THE TOWN)

The Parking Principal, Neil Walter, gave Members an update on Central Windsor issues. It was noted that changes to River Street Car Park were due over the next two to three months with the replacement of the pay and display system to a barrier display system. Members were informed that a number of teething problems had been raised as a number of private businesses entered and exited the Car Park including the Bowls Club. It was noted that the car park would be fully monitored 24/7 by a private company. The Parking Principal explained that the system could be developed in the future to incorporate blue badge free parking, etc and deliveries. Members were informed that the Parking Principal would like to put a scheme in so payments could be made online and where the barrier would recognise cars and lift automatically on entry and exit.

The Parking Principal informed Members that the loading bays in Thames Street had been changed to allow general use in evenings. It was noted that the visitors and residents of Windsor were benefitting from the free parking in the evenings.

Members were informed that the Council was continuing to review where additional parking could be freed up in Windsor along with the removal of pay and display parking and business parking in Francis Road, Adelaide Square for resident's benefits.

The Parking Principal explained that there were approximately 17 schemes in various implementation / development stages in Windsor. Members were informed that the Council was looking to make parking available at the Great Park.

It was noted that the Council continued to speak to residents regarding scheme requests and stated that there were currently over 270 schemes on the list. Members were informed that the Council hoped to do 150 schemes per year and that this year over 200 schemes had already been completed to date.

The Parking Principal informed Members that the Council was currently working on an overarching parking strategy for the whole of the Royal Borough which was planned for early

next year. It was noted that the initial drafts were currently being worked on and that approval would be sought over the Christmas period.

Members were informed that with regard to traffic congestion a potential scheme to remove 100 coaches from the Coach Park and relocate them to Windsor Racecourse was under discussion. It was noted that the Council was also looking at ways in and out of Windsor (particularly the Windsor Girls School and St Leonards Road area) to help free up traffic. The Parking Principal requested that the Highways Team be contacted if specific areas needed to be looked at.

In the ensuing discussion the following points were noted:

- That the Thames Street improvements had made a big improvement but that a resident felt that taxi drivers were abusing the parking spaces that had been made available outside Zizzis which was resulting in very little benefit to residents. It was suggested that an off-site taxi rank be created so taxis could wait elsewhere. The Parking Principal explained that the taxi drivers were well within their rights to park in the spaces outside Zizzis.
- The Parking Principal stated that Maidenhead had an abundance of free on-street parking unlike Windsor and that it would be wrong of him to suggest that Windsor should lose its only free parking bays. It was noted that whilst the Parking Principal would be happy to put in pay and display for the three parking bays outside Zizzis he did not believe it was something that would be supported by residents.
- That advantage card machines were checked on a daily basis to ensure they were working correctly. It was noted that the advantage card machines were very old and that the Council was looking at new technology to move away from the need to have cards.
- Councillor John Bowden stated that the bollards were working on Peascod Street and questioned the numbers going past at 11:00 and what was being done about the shop owners having free parking. It was requested that parking supervisors be asked to keep an eye on the area to ensure it wasn't being used inappropriately. The Parking Principal explained that the area was monitored by CCTV cameras located at Tinkers Lane. It was agreed that the Parking Principal would ask why vehicles were being allowed to park in the area outside specific hours.

The Acting Chairman thanked the Parking Principal for the update.

### STREET SCENE UPDATE (CAFÉ ENCROACHMENT)

The Parking Principal apologised to the Acting Chairman and explained that he had not been briefed to cover this item. It was noted that he would ensure someone from the Highways and Transport Team attended the next meeting to give an update.

### LOG OF FORUM ITEMS & CURRENT STATUS

The Acting Chairman referred everyone to the spreadsheet on pages 1-3 of the agenda that the Clerk had created and would continue to update which showed a log of the items that had come to the forum and their current status. It was agreed that this spreadsheet would be updated on an ongoing basis by the Clerk.

### DATE OF NEXT MEETING

It was noted that the dates of the future meetings were as follows:

- Monday 15<sup>th</sup> February 2016.

Any items suggestions for the next meeting were requested to be emailed to the Chairman ([Clr.Airey@rbwm.gov.uk](mailto:Clr.Airey@rbwm.gov.uk)) and / or the Clerk ([tanya.leftwich@rbwm.gov.uk](mailto:tanya.leftwich@rbwm.gov.uk)).

- ❖ It was requested that an item on speeding be brought to a future meeting – specifically on roads such as Osbourne Road, St Leonards Road and Sheet Street.

The meeting, which began at 6.30 pm, finished at 8.40 pm

CHAIRMAN.....

DATE.....

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## Windsor Town Forum – Monday 15<sup>th</sup> Feb 2016

### Briefing Note – Traffic Speeds in Windsor

Mr T Robinson has raised concerns about speeding traffic in Windsor, citing a number of specific locations including A308 Goslar Way/Osborne Road, Sheet Street/Kings Road, A332 Kings Road, Clarence Road, B3022 St Leonards Road/Winkfield Road along with B470 High Street/Thames Street.

In particular, the concern is that these speeds make the town less pedestrian friendly.

In order to address these concerns, Mr Robinson suggests a greater number of speed warning and speed limit signs, along with additional speed cameras and Police prosecution of drivers for excessive speeds. He also suggests that RBWM warn taxis about speeding.

In response to this, although RBWM have traffic speed surveys on a number of roads around Windsor, this data does not indicate that there is a trend towards increased traffic speeds. In terms of overall traffic levels, our data would indicate that overall traffic levels have remained steady over the past five years, which represents a 15 to 20% reduction since the mid 2000's.

RBWM have achieved significant reductions in the numbers of injuries from road crashes across the Borough as a whole over the past 15 years. However, whilst the number of casualties is at historically low levels, Mr Robinson is referring to perceptions of road safety, rather than actual casualty numbers. This is an area that is difficult to quantify or effectively evaluate.

In terms of his suggestions, whilst there is the possibility for improvements to speed limit signing and reminder signs, the extent of any improvements are limited by legal constraints on the number, size and positioning of signing. Additional enforcement of speed limits would be reliant upon the Police. Traffic enforcement has though been subject to significant cuts in available resources and there are limitations as to the locations where enforcement can take place. Speed cameras have been introduced at sites with a poor road safety record where speeds were considered to be a contributory factor, rather than simply as a means of speed enforcement. The situation has not changed, although speed cameras are now wholly managed by the Police. Finally, taxi drivers represent a relatively small proportion of overall traffic levels, and any speeding tends to occur outside of main travel times. However, we will contact all RBWM licenced taxis and reinforce the need drive safely and considerately. Enforcement of any speeding would be dependent upon Police or RBWM resources.

In order to address these concerns about speeding, a more radical review of speed limits across Windsor as a whole is suggested. Whilst RBWM have mainly taken the approach of introducing 20mph speed limits outside schools, more widespread introduction of 20mph speed limits on town centre residential roads and shopping streets could be considered. This would meet the objectives outlined by Mr Robinson, and would be similar to the approach adopted in places such as Oxford. The adoption of such a policy would though need wider Member and public acceptance, but would present a longer-term framework to address the concerns that have been raised. RBWM aims to minimise street clutter and this will need to be considered as part of any proposals.

Other supporting measures which could be considered include:

- Community Speedwatch
- SIDs (Speed Indication Devices)

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## Windsor Town Forum – 15 February 2016

### Air Quality Report and Action Plan

#### 2015 Update - Summary

Air quality across the Borough is generally good. However, there are localised hotspot areas of pollution where the annual mean concentration for nitrogen dioxide (NO<sub>2</sub>) exceeds the national Air Quality Objective (AQO) of 40 µg/m<sup>3</sup>. These areas have been declared as Air Quality Management Areas (AQMAs) and the Council has developed an Air Quality Action Plan (AQAP) to work towards improving air quality.

Road transport is the main source of NO<sub>2</sub> affecting the AQMAs. Measures within the AQAP to alleviate heavy traffic flows and congestion form an integral part of the Council's Local Transport Plan (LTP) and link to Highways capital programme with the Council's efforts to improve air quality. The plan implements a suite of 'soft' measures and smarter choices; influencing better travel choices, encourage public transport use, and cycling that can all contribute to reduce road traffic emissions. Details of the measures and updates are published yearly in the AQ Progress Report. The Council has a duty to work towards achieving the AQO, however direct and cost effective interventions in certain areas may not be available.

Hotspot areas of pollution in Windsor include Arthur Road and the junction at Imperial Road and St Leonards Road. Concentrations have been decreasing in these areas however in recent years they have remained fairly static. Trends in annual mean nitrogen dioxide concentrations are included in figures 1, 2 and 3.

Nitrogen dioxide monitored concentration in 2014, in Windsor at worse locations range from 49 µg/m<sup>3</sup> in Arthur Road to 52 µg/m<sup>3</sup> in St Leonards Road. The full data set for 2015 is not available yet, however data from Windsor monitoring station show a decrease in concentration below the AQO compared with the level monitored in 2014. The measures within the action plan will be reviewed in 2016. The aim is to engage with Highways to identify schemes that would potential deliver further air quality improvements.

## **Action Plan Measures**

Improvement measures need to be considered carefully in terms of their implementation cost and their resultant effectiveness to improve AQ. The main actions undertaken in Windsor that contributed to the downward trend include:

- Windsor & Eton Relief Road/ Clarence Road Junction:  
Comprehensive redesign of the Clarence Road roundabout. The new scheme contributed to improving traffic flow. The realignment of the roundabout has increased the distance between the traffic lanes and building façade/monitoring site.
- Windsor Parking and Transport Strategy:  
Car parking includes a ring of small-scale park and ride sites; Home Park car park extension; East Berks. College (extended public use); weekend public use of King Edward VII Hospital car park; improved accessibility at Windsor Dials; new park and ride schemes from Centrica. This is aimed at reducing road traffic congestion by reducing circulating traffic. Other parking schemes to reduce traffic in Arthur Road are under consideration.
- Quality bus partnership:  
Partnership between BAA Heathrow, First, Slough BC and RBWM. Bus service to Heathrow.
- Supported bus services:  
Introduced W1 bus service in West Windsor to help commuting to and from the town centre.

### St Leonards/Imperial Road Junction AQMA

The AQMA was declared in 2014 due to the exceedance of the annual mean objective for nitrogen dioxide. There are congestion problems at this junction. A public consultation on a possible new traffic management schemes as been completed. The aim of the proposed options is to improve traffic flow and reduce congestion.

Figure 1 - Trends in Annual Mean NO2 Concentrations Measured at Automatic Monitoring Sites

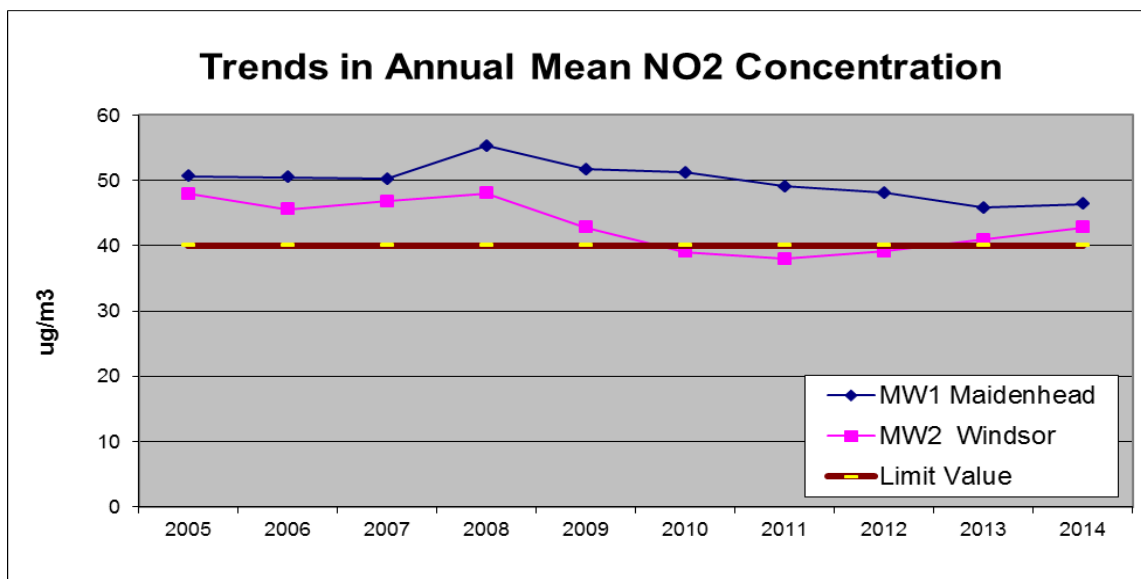


Figure 2 - Trends in Annual Mean NO2 Concentrations Measured at Diffusion Tubes Sites

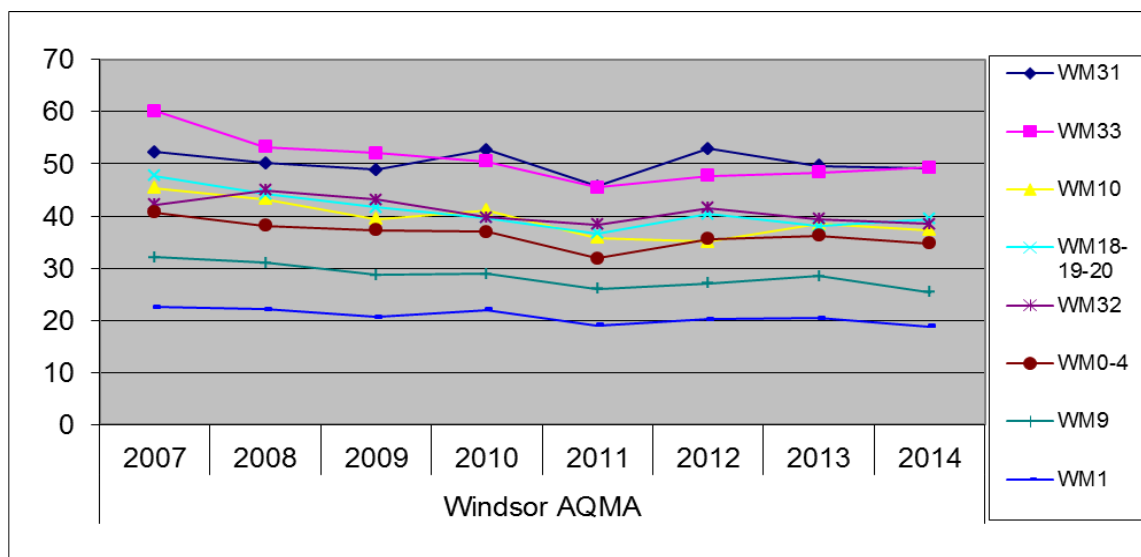
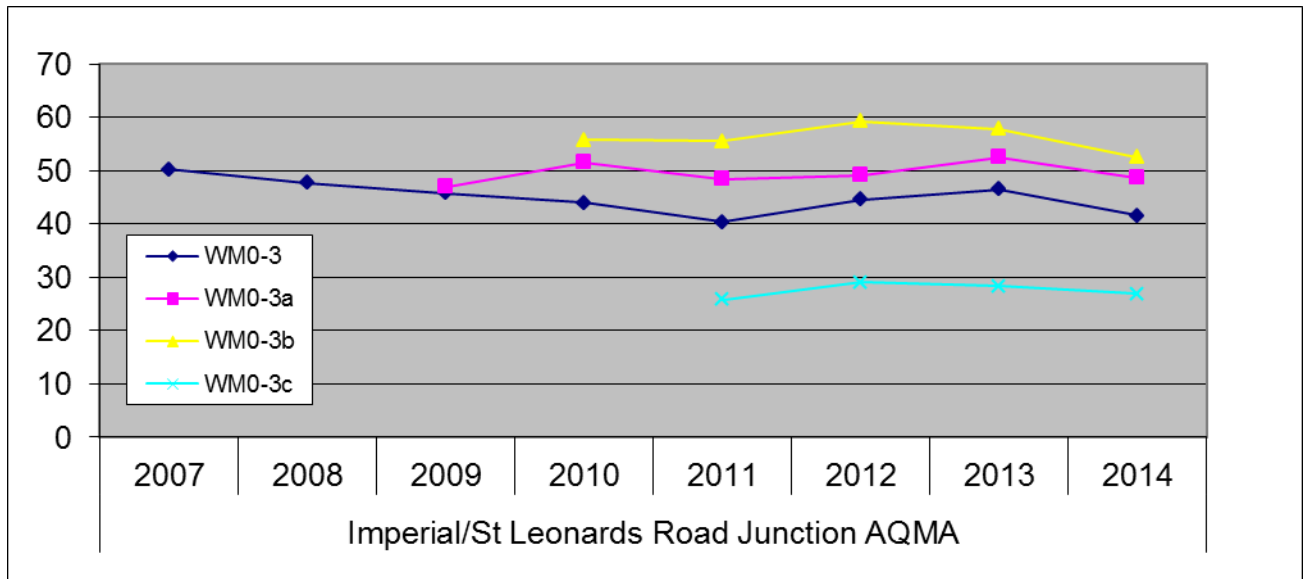
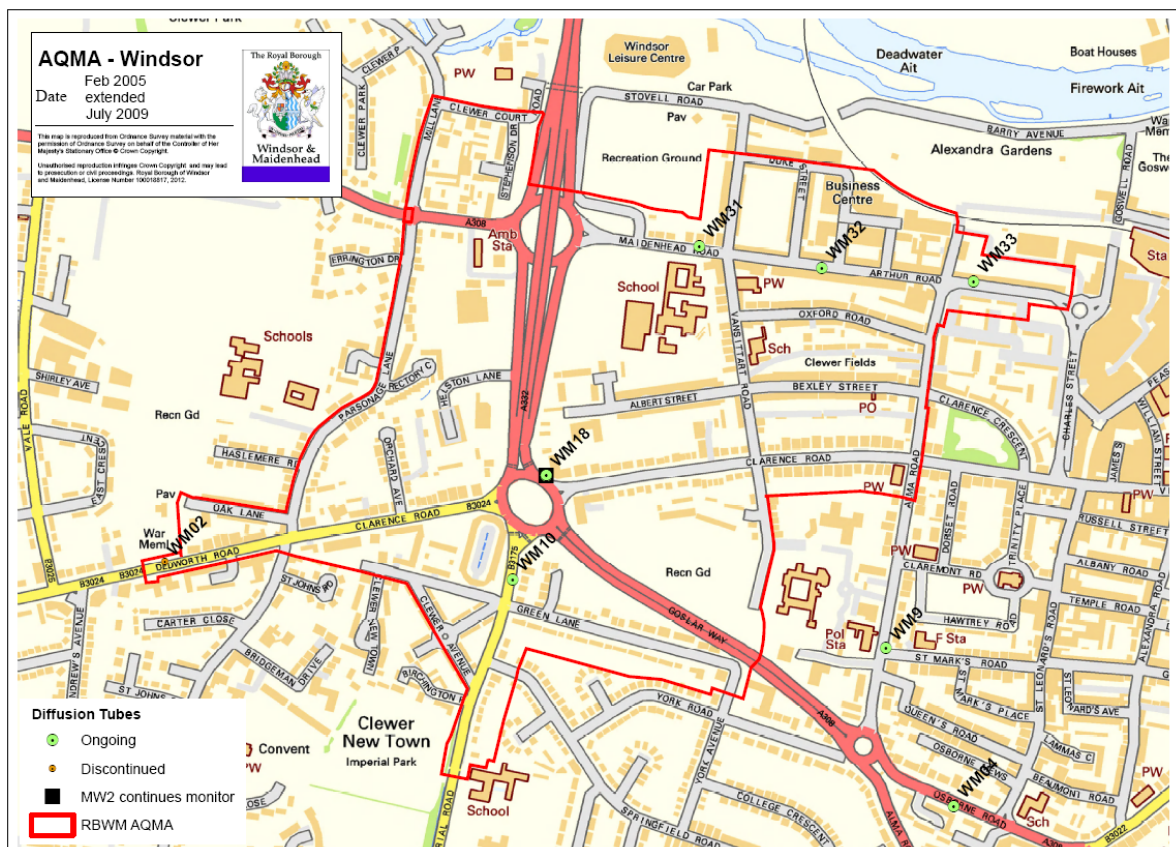


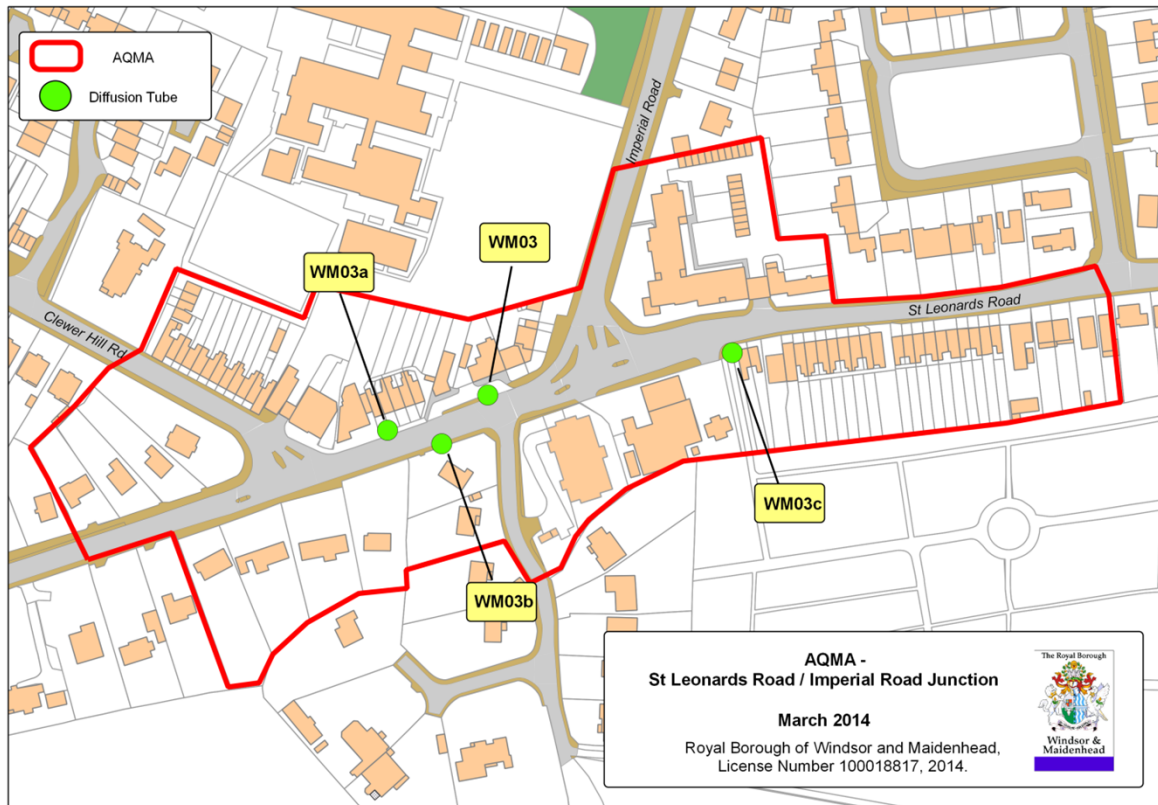
Figure 3 - Trends in Annual Mean Nitrogen Dioxide Concentrations measured at Diffusion Tube Sites



## Windsor AQMA



# Imperial/St Leonards Road Junction AQMA



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### Briefing Note

#### **Arthur Road – proposed consultation on possible removal of traffic signals**

The Borough is committed to reducing congestion where practical to do so and this aligns with the Manifesto commitment to “continue to review and reduce unnecessary traffic lights”. The Arthur Road corridor has been identified as a location where a consultation on possible alternative junction arrangements should be considered.

Draft options have been developed for two alternative options for the junction of Maidenhead Road / Stovell Road (a mini-roundabout or a priority junction) and an alternative layout for Arthur Road / Alma Road (mini-roundabout). Each option would also include provision of pedestrian facilities.

It is not considered viable or appropriate to consider removal of the traffic signals at the junction of Arthur Road with Vansittart Road. A mini-roundabout is not possible, as the required stepped back give-way lines would lead to sub-standard visibility, whilst conventional give-ways on the two Vansittart Road arms would introduce safety risks due to the lack of clarity over priority between the two opposed right turn movements from the Vansittart Road arms. Importantly there would also be no suitable locations for convenient pedestrian facilities to be accommodated under alternative layouts at that junction.

The Borough is keen that residents and other road users should be invited to have their say on any possible changes. The details of the consultation for the Arthur Road / Alma Road and Maidenhead Road / Stovell Road junctions are currently being finalised with a view to going out to public consultation before the end of March.

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### Briefing Note

#### Imperial Road consultation & possible removal of traffic lights in Windsor

##### Imperial Road consultation

The Borough undertook a consultation from 15 October to 20 December 2015 on possible changes at the junctions of Imperial Road / St Leonards Road and Winkfield Road / Clewer Hill Road. The decision to consult on possible changes was primarily made as a response to demands of local residents to ease congestion during peak periods and improve air quality.

The consultation invited comments on two outline design options for removal of traffic lights at both junctions:

- Option A included a give way junction at Clewer Hill Road with no right turns from that junction onto Winkfield Road and a roundabout at the Imperial Road junction with St Leonards Road.
- Option B included a mini-roundabout at the Clewer Hill Road / Winkfield Road junction, with the Imperial Road and St Leonards Road junction reconfigured so that traffic on the eastern arm would give way to the other two arms and be banned from turning right.

Two public drop-in events were held to allow members of the public to meet with officers and Councillors, ask questions and have their say on the consultation. Signs were also positioned on site to advise of the consultation, letter drops were carried out, press releases were arranged and information on the consultation was included in Around the Royal Borough and on the Borough website (go to [www.rbwm.gov.uk](http://www.rbwm.gov.uk) and type Imperial Road into the search).

The timescale for decisions outlined at the outset of the consultation indicated that there would be scope for potentially implementing any agreed works in early 2016, should it be evident that there was clear local support for a particular course of action. During the consultation it became evident that responses were extremely varied and any decisions on potential changes should be made at Cabinet after due consideration of all responses.

Recommended actions in the response to the consultation will be considered at Cabinet on 25 February 2016. The Cabinet papers will be available on the Borough website by 17<sup>th</sup> February 2016.

The recommendations will be made following a review of the consultation responses and with the input of Ward Councillors and the Lead Member for Highways and Transport. The recommended actions will aim to provide a positive response to the consultation and the views of local residents.

##### Possible removal of traffic lights in Windsor

The Borough is committed to reducing congestion where practical to do so and this aligns with the Manifesto commitment to “continue to review and reduce unnecessary traffic lights”. Imperial Road is one location where signal removal is being considered, as detailed above, whilst the Arthur Road corridor has also been identified as a location where a consultation on possible removal of traffic lights should be carried out. This is dealt with under a separate item in this meeting.

There are presently no plans to remove traffic lights in any other specific locations Windsor, although the Borough would welcome and consider any comments on where people feel there may be benefits in reviewing or removing traffic lights. An article on this topic will be included in the next edition of Around the Royal Borough published at the end of February.

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## Windsor Town Forum – Monday 15<sup>th</sup> Feb 2016

### Briefing Note – Street café – encroachment

A number of stakeholders including retailers in the town centre have raised concerns regarding restaurants and cafés encroaching with tables and chairs beyond the permitted areas on the street (as set out in their individual licences). The main difficulty this causes is restriction on the highway, hindering the public from moving freely in these areas.

In order to address these concerns, the Council has purchased studs to be placed on the highway denoting the extent of the area that businesses can put their tables and chairs out. These studs are to be installed by the Council's term contractor (Amey) before Easter which will enable easier enforcement.

There have also been a number of cases where A-boards have been placed on the highway by businesses. The Borough's policy is that A-boards are not allowed.

Enforcement was carried out in November 2015 to remove the illegal A-Boards, which proved to be relatively successful. However, this will require ongoing enforcement alongside the table and chair encroachment. Once the studs are in place another round of enforcement will take place before Easter.

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**Windsor Town Forum - Log of items & current status**

Meeting date	Subject	Current status	Resolved
01.10.12	INTERRUPTED DISABLED AND BUGGY/WALKER ACCESS TO WINDSOR TOWN HUB	The Chairman thanked the Access Officer for attending the meeting and addressing the Forum and requested that she reported on progress made to a future meeting.	
01.10.12	UPDATE ON NEW ORGANIC FOOD WASTE COLLECTION	Presentation given at the meeting.	01.10.12
01.10.12	UPDATE ON THE WINDSOR AND ETON NEIGHBOURHOOD PLAN	Update given at the meeting.	01.10.12
04.02.13	PROGRESS UPDATE – COLD WEATHER / SNOW	Update given at the meeting.	04.02.13
04.02.13	PROGRESS UPDATE – DISABLED BUGGY / WALKER ACCESS TO WINDSOR TOWN HUB	The Chairman thanked the Access Officer for attending the meeting and addressing the Forum and requested that she reported on any progress made to the next meeting.	
04.02.13	UPDATE ON THE WINDSOR AND ETON NEIGHBOURHOOD PLAN	Update given at the meeting.	04.02.13
04.02.13	PLANNING FOR THE MAGNA CARTA 800TH ANNIVERSARY IN 2015	Update given at the meeting.	04.02.13
04.02.13	MOBILE PHONE APPLICATION ‘WIDENOISE’	Update given at the meeting.	04.02.13
04.02.13	AOB - Bricklayers Pub in Hatch Lane	The Forum was informed that this application was due to the next Windsor Urban Development Control Panel but that enforcement officers could also pay a visit to the site.	04.02.13
04.02.13	AOB - Fire Station in St Marks - Update	Update given at the meeting.	04.02.13
12.06.13	STATUS AND LEGAL ISSUES REGARDING RESIDENTIAL AND COMMERCIAL DEVELOPMENTS & SIGNIFICANT CHANGES WITHIN THE INNER WINDSOR CONSERVATION AREA.	The Development Control Manager to provide a briefing note to Members and to the neighbourhood planning groups on the changes to the development control system.	03.07.13
12.06.13	PRE-LISTING OF BUILDINGS	The Chairman encouraged all those interested in this matter to contribute to their neighbourhood plan.	12.06.13
12.06.13	PROGRESS UPDATE – DISABLED AND BUGGY/WALKER ACCESS TO WINDSOR TOWN HUB	The Access Officer to confirm whether the Forum would be consulted again on the routes once all the other groups had been consulted or whether it would be going to a different Forum / Panel.	Project transferred to Windsor Public Realm Project Board for further development. Barry Avenue scheme completed.
12.06.13	PROGRESS UPDATE – DISABLED AND BUGGY/WALKER ACCESS TO WINDSOR TOWN HUB	The Access Officer to provide a list of the routes previously agreed by the Forum along with a map which was to be added as an appendix to the minutes.	Project transferred to Windsor Public Realm Project Board for further development.
03.10.13	LEGOLAND AND TRAFFIC UPDATE	The Traffic and Road Safety Manager to find out the car park capacity at Legoland for Councillor Jesse Grey.	Tony Carr
03.10.13	LEGOLAND AND TRAFFIC UPDATE	The Clerk to email Paul Roach and request a contact for Councillor Cynthia Endacott.	11/10/2013
03.10.13	LEGOLAND AND TRAFFIC UPDATE	The Traffic and Road Safety Manager to provide all Councillors with a briefing note about future trials.	Tony Carr
03.10.13	LEGOLAND AND TRAFFIC UPDATE	A parking review to incorporate Members requests be presented at the next Windsor Town Forum meeting in February.	

03.10.13	PARTICIPATORY BUDGET	The Policy and Performance Manager to look into producing an 'idiot's guide' for redeeming Recyclebank points.	Was Naveed - he has since left the RBWM and his replacement has left too - no-one currently in post
03.10.13	PARTICIPATORY BUDGET	The Policy and Performance Manager to provide Members with a breakdown of the money allocated to projects, including the cycling on Peascod Street project, and confirmation as to whether the projects had actually gone ahead.	Was Naveed - he has since left the RBWM and his replacement has left too - no-one currently in post
03.10.13	PARTICIPATORY BUDGET	The Policy and Performance Manager to inform Members of the CPSC that Members of the Windsor Town Forum would like to see the allocation to the Youth PB be increased.	Was Naveed - he has since left the RBWM and his replacement has left too - no-one currently in post
06.02.14	WINDSOR WALKWAY PRESENTATION	Presentation given at the meeting.	06.02.14
06.02.14	LEGOLAND TRAFFIC UPDATE	Update given at the meeting.	06.02.14
06.02.14	BOROUGH LOCAL PLAN CONSULTATION UPDATE	Update given at the meeting.	06.02.14
02.06.14	PARKING REVIEW	Update given at the meeting.	02.06.14
02.06.14	BRIGHT IDEA CHALLENGE PRIZES	Update given at the meeting.	02.06.14
06.10.14	THE EXPANSION OF SCHOOL PLACES (PARTICULARLY IN WINDSOR AND SURROUNDING AREAS)	Update given at the meeting.	06.10.14
06.10.14	CHRISTMAS PREPARATION AND EVENTS IN WINDSOR	Update given at the meeting.	06.10.14
06.10.14	EMPTY RETAIL SPACES & TEMPORARY SHOPS IN WINDSOR UPDATE	Update given at the meeting.	06.10.14
06.10.14	ROAD AND PEDESTRIAN SIGNAGE	Helen Price agreed to send the Chairman a list of 'offending' signs.	Completed
06.10.14	ROAD AND PEDESTRIAN SIGNAGE	The Chairman agreed to write to the Lead Member concerned to highlight the above issues raised and also to highlight the issues to the Streetcare Team.	Completed
06.10.14	AOB - Tendering process for the Leisure Centre – update request	The Chairman suggested that Frances Hickman sent her questions on this subject to Councillor Quick as Lead Member for Leisure and Libraries.	Completed
06.10.14	AOB - Parking Schemes	The Chairman stated that she would check with the Strategic Manager – Highways and Transport as to whether the administration of parking schemes in the Royal Borough had been taken over by a private company.	Completed
19.02.15	Minutes - Traffic mitigation measures at Legoland	The Chairman assured Helen Price that she would address the website issue and ensure all documents were placed on the RBWM website. At the meeting on the 18.06.15 the Chairman requested that an action point be noted for the Cabinet Policy Assistant, Michael Llewelyn (who clerked these Task and Finish Groups) to ensure all relevant documents be uploaded onto the website.	31.07.15 - ML asked for the July minutes of the Legoland Multi-Agency meeting to be uploaded onto the RBWM Transparency page.
19.02.15	Minutes - Lack of signage	Update given at the meeting.	19.02.15



19.02.15	MAGNA CARTA CELEBRATIONS	Update given at the meeting.	19.02.15
19.02.15	AIR QUALITY IN WINDSOR	Update given at the meeting.	19.02.15
19.02.15	FLY-POSTING ADVERTS FOR WINDSOR ON ICE	Update given at the meeting.	19.02.15
19.02.15	AOB - Current & future plans for the Leisure Centre	Update given at the meeting.	19.02.15
19.02.15	AOB - Feedback from the Windsor and Eton Town Manager, Paul Roach	The Chairman agreed to raise the concerns with the Windsor & Eton Town Manager.	19.02.15
19.02.15	AOB - Outstanding issues request	A log of outstanding issues was produced for future meetings.	19.02.15
19.02.15	AOB - Plaques to encourage walking	Update given at the meeting.	19.02.15
19.02.15	AOB - Dates of future meetings and copies of the agenda	It was noted that once the future meetings dates had been approved they would be added to the RBWM website. The Chairman explained that if hard copies of the agenda were required contact should be made with Democratic Services.	19.02.15
18.06.15	AIR QUALITY UPDATE	Update given at the meeting.	18.06.15
18.06.15	WINDSOR WALKWAY UPDATE	Update given at the meeting.	18.06.15
18.06.15	DISABLED AND BUGGY/WALKER ACCESS TO WINDSOR TOWN HUB UPDATE	Update given at the meeting.	18.06.15
08.10.15	ATEGI SHARED LIVES & HOMESHARE	Update given at the meeting.	08.10.15
08.10.15	PARTICIPATORY BUDGET CYCLING SCHEMES	Update given at the meeting.	08.10.15
08.10.15	HIGHWAYS IMPROVEMENTS TO WINKFIELD ROAD / IMPERIAL ROAD (FUTURE PLANS & SUM	Update given at the meeting.	08.10.15
08.10.15	WINDSOR LINK RAILWAY PROGRESS UPDATE	Update given at the meeting.	08.10.15
08.10.15	UPDATE ON THE WINDSOR NEIGHBOURHOOD PLANS	Update given at the meeting.	08.10.15
08.10.15	TREE STRATEGY UPDATE	Update given at the meeting.	08.10.15
08.10.15	CENTRAL WINDSOR ISSUES (INCLUDING TRAFFIC, PARKING AND SPEED AROUND THE TOWN	Update given at the meeting. A request was made that 'Traffic Speeds in Windsor' be an item on a future agenda.	
08.10.15	STREET SCENE UPDATE (CAFÉ ENCROACHMENT)	An update to be given at the next meeting.	

Key:	
	Awaiting feedback from external parties
	Awaiting feedback from Councillors
	Awaiting feedback from officers

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