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NOTICE OF MEETING

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WINDSOR TOWN FORUM

will meet on

WEDNESDAY, 25TH NOVEMBER, 2020

At 6.15 pm

in the

VIRTUAL MEETING - ONLINE ACCESS, [RBWM YOUTUBE](#)

TO: MEMBERS OF THE WINDSOR TOWN FORUM

COUNCILLORS JOHN BOWDEN (CHAIRMAN), SAMANTHA RAYNER (VICE-CHAIRMAN), CHRISTINE BATESON, DAVID CANNON, JON DAVEY, KAREN DAVIES, NEIL KNOWLES, HELEN PRICE, SHAMSUL SHELIM, AMY TISI AND DAVID HILTON

SUBSTITUTE MEMBERS

COUNCILLORS CAROLE DA COSTA, GARY MUIR, JULIAN SHARPE, WISDOM DA COSTA, MAUREEN HUNT, LYNNE JONES, SAYONARA LUXTON, JOHN STORY, LEO WALTERS, DEL CAMPO AND GURCH SINGH

Karen Shepherd – Head of Governance - Issued: 17/11/20

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 **If you have any questions about this meeting, including any opportunity for public participation, please contact Fatima Rehman (Phone: 01628 796251 fatima.rehman@rbwm.gov.uk)**

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AGENDA

PART I

| <u>ITEM</u> | <u>SUBJECT</u> | <u>PAGE NO</u> |
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| 1. | <u>APOLOGIES FOR ABSENCE</u> To receive apologies for absence. | - |
| 2. | <u>DECLARATIONS OF INTEREST</u> To declare any Declarations of Interest. | 3 - 4 |
| 3. | <u>MINUTES</u> To approve the minutes of the previous two meetings held on 23 September 2020 and 12 October 2020. | 5 - 22 |
| 4. | <u>FORUM PARTICIPATION & COMMUNITY INVOLVEMENT</u> To discuss methods to increase forum participation and community involvement. | Verbal Report |
| 5. | <u>THAMES VALLEY POLICE UPDATE</u> To receive the above report. | To Follow |
| 6. | <u>TOWN MANAGER UPDATE</u> To receive an update from Paul Roach, Windsor Town Manager. | Verbal Report |
| 7. | <u>COVID-19 UPDATE</u> To receive the above update. | Verbal Report |
| 8. | <u>AIR POLLUTION UPDATE</u> To receive the above update. | 23 - 30 |
| 9. | <u>YOUTH SERVICES UPDATE</u> To receive the above update. | Verbal Report |
| 10. | <u>WINDSOR TOWN COUNCIL UPDATE</u> To receive the above update. | Verbal Report |
| 11. | <u>WORK PROGRAMME</u> To consider the Forum's work programme. | 31 - 32 |

MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they 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 the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) 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 licence 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.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 3

WINDSOR TOWN FORUM

WEDNESDAY, 23 SEPTEMBER 2020

PRESENT: Councillors John Bowden (Chairman), Samantha Rayner (Vice-Chairman), David Cannon, Jon Davey, Karen Davies, Neil Knowles, Helen Price, Julian Sharpe, Shamsul Shelim, Amy Tisi and David Hilton

Also in attendance: Councillors Gurpreet Bhangra, Gerry Clark, Wisdom da Costa, Ross McWilliams and Gurch Singh

Officers: Paul Roach, Chris Joyce, Olivia McGregor, Julia White, Tracy Hendren, Barbara Richardson, David Scott, Andy Carswell and Shilpa Manek

APOLOGIES FOR ABSENCE

Apologies were received from Cllr Bateson. Cllr Sharpe was attending as a substitute.

DECLARATIONS OF INTEREST

There were no declarations of interest.

MINUTES

Arising from the minutes Cllr Price asked if there was any update on the themed pedestrian crossings, as the consultation had just finished. The Chairman said this, along with the results of a corresponding petition, would be published in due course and passed on to members of the Forum.

ORDER OF BUSINESS

The Chairman stated that he had amended the running order of the agenda, in order to allow for the items which had speakers to be heard first so the speakers may leave the meeting once their item had been heard, if they so wished. The Chairman stated that he would permit an Any Other Business item at the end if time permitted; however he stated that the topic of waste collections was not to be raised. He explained that the Lead Member and relevant officers were not present to answer any questions. The Chairman said there was to be a meeting of the Communities Overview and Scrutiny Panel the following week, which would be attended by representatives of Serco in addition to the Lead Member and officers, and the Chairman stated that this would be the more appropriate forum for Members to receive answers to any questions they may have.

THAMES VALLEY POLICE UPDATE

Inspector Tracey Croucher introduced the item and told the Forum that this update referred to the period July 20 – September 21. The Forum was told there had been no reported residential burglaries in Windsor Central in this period, compared to nine in the corresponding period the previous year. In Windsor East there had been 14, a reduction of five compared to the previous year, and in Windsor West there had been seven, down from 16. Two arrests had been made in connection to the burglaries in Windsor West. There had also been reductions in incidents of thefts from motor vehicles and thefts of pedal cycles. Inspector Croucher said three arrests had been made in connection to the cycle thefts.

Inspector Croucher said demand for police services was likely to rise as Covid19 restrictions were lifted. Already there had been a rise in reports of breaches of Covid19 legislation and

violent crime, and Inspector Croucher asked for forbearance as officers worked to prioritise call-outs. She said Windsor's Neighbourhood Policing Team consisted of five Police Constables as others were either on maternity leave or self isolating due to Covid19. Responses to major incidents were coordinated by a central command team.

Inspector Croucher spoke about the role of PCSOs in the Royal Borough, and their importance of feeding back information to the Neighbourhood Policing Team in Windsor and talking to residents by being community based. She said PCSOs had been conducting a survey in Dedworth by knocking on residents' doors and asking what was being done well and what was not in the area; in addition to this they had been asking residents if they could help the community in any way by providing skills or locations that could be used by other residents. This survey was being done in addition to one being carried out by Thames Valley Alert. Inspector Croucher said she hoped Jeff Pick from Thames Valley Alert would be able to attend a future meeting.

Inspector Croucher confirmed, following a question from the Chairman, that the bicycle rack at Eton railway station had been stolen after being unbolted from the floor. More modern racks elsewhere were sunk into the pavement to stop metal theft. Inspector Croucher said the police were working with the Council to improve CCTV coverage of bicycle racks at the Borough's railway stations. Cllr Rayner said the rack had now been replaced, and expressed her surprise at the lengths the culprit had taken to steal the rack. Cllr Cannon confirmed, following a question from Cllr da Costa, that the rack had not been covered by CCTV but added that racks were not under constant surveillance as the cameras would cover a wider area.

Cllr Tisi asked if the crime figures Inspector Croucher referenced could be made available in advance of future meetings, so Members could prepare any questions they may have about the statistics. Inspector Croucher said she was happy to do this.

Inspector Croucher said some stolen bikes had been recovered and some had been returned to their owners as they had been marked with personal details, and Inspector Croucher said the police were trying to convey the message that it was important for bike owners to get them marked. She said a suspect had been arrested and charged with up to eight offences of bike theft, and had been banned from entering Windsor.

Responding to a question from Cllr Price, Inspector Croucher confirmed that a stabbing had taken place recently in Windsor. This had been outside a pub and the wound had been a minor one to the hand. A suspect had been arrested and the investigation was ongoing; however Inspector Croucher said the victim, who had been intoxicated, was not engaging with the police investigation. She added that this incident of a stabbing was regarded as very unusual for Windsor.

Regarding the introduction of the 'rule of six' for gatherings, Inspector Croucher told the Forum that the police had been instructed to be more forceful in trying to stop large gatherings, and that more direct action had been required. There had been some reports to police of large gatherings, and it was anticipated that this would increase.

The Forum was told about the Street Wise programme to help street sleepers, which operated a traffic light system depending on the number of reports that had been made about a particular individual. A pattern of repeated poor behaviour could lead to enforcement and possible prosecution. Inspector Croucher reminded the Forum that it was a criminal offence to beg. The Street Wise programme was designed to give help to street sleepers and potentially take them off the streets.

Members thanked Inspector Croucher for attending the meeting and for the work of the police during Covid19, as it was appreciated that officers were doing an impressive job during difficult circumstances.

CYCLE ACTION GROUP UPDATE

Susy Shearer introduced the item and reminded members that the Council's Cycle Forum had been in operation for more than 20 years, providing an important way of sharing ideas around cycling, before being disbanded in May 2019. However the former group had had an input into the Cycling Action Plan for 2018-28, which had been formally adopted by Cabinet and become a policy document. Since then a new Cycle Action Group, which worked closely with the Council, had been established and had around 40 members. It was hoped that the establishment of the group would promote cycling and lead to it being viewed as a normal mode of transport. Its aims were to increase the number of cyclists and to reduce the number of casualties by improving cycling infrastructure and safety.

Chris Joyce told the Forum that an application for funding had been made to the Department for Transport, to help accelerate the development of the cycle plan. The application stated that the cycle plan was consistent with the Borough's draft climate strategy and had been made as part of a second tranche of applications being considered. An application for a smaller amount of funding had been made by the Council during the first tranche, which was aimed at re-opening up town centres and supporting social distancing by providing more cycle paths and bike racks. Chris Joyce said he was not able to confirm the details of individual projects in the bid until the DfT announced its decisions. At this stage no indication had been given over when these decisions would be made.

Responding to a question from Cllr Davey, Susy Shearer confirmed it was hoped that the A308 corridor could be incorporated into the strategy in future.

It was confirmed that the terms of reference for the Cycle Action Group were available online and it was asked if this could be circulated amongst Forum members.

Susy Shearer said it was hoped signage in Peascod Street could be reviewed over the coming months, as there was confusion over whether cycling was allowed in all sections of the street due to the signage being unclear.

Members thanked Susy Shearer for her presentation and for her work in helping to establish the new Cycle Action Group.

SHEET STREET, PARKING

Responding to a question from a member of the public, the Chairman informed the Forum that the vehicle mitigations put in place in Sheet Street as security measures were no longer in position. The mitigations had been introduced as a security device during the guard change, and this had not been taking place during the Covid19 pandemic. It was unlikely to be reintroduced before Christmas.

A question was asked about the results of the consultation into parking in the Royal Borough, and what scheme was proposed to replace the Advantage card. Cllr Cannon told the Forum that a parking review of Windsor was taking place, and security arrangements formed part of this. Due to the confidential nature of these arrangements it was not possible to discuss them in an open forum, but it was an important factor to be taken into account due to the arrangements for the guard change. Cllr Cannon stated that although it had been hoped to implement a new parking scheme by September, there had been slippage on the project because of the Covid19 pandemic. The option paper would be considered at October's Cabinet meeting.

Cllr Cannon said no changes to individual streets' parking schemes were proposed, unless they had been requested by residents. However reviews were taking place in areas where a specific parking issue had been identified. If residents wanted to change a parking scheme – either by implementing one, or withdrawing an existing one – then they would need to raise it with the Council themselves in order for a review to take place. This would generally be done by raising it with the relevant ward councillor. Cllr Cannon explained that the review was

looking at ways of improving parking capacity in areas of insufficient provision, along with online payment options.

Responding to a question about the implementation of RinGo, Cllr Cannon said some issues had been identified and raised within the first week of operation. These were mainly to do with signage, as the app itself had been taken over by a different provider and was considered to be a continuation of the pre-existing system.

It was asked if consideration could be given to making the York Street car park available to the public from 5pm instead of the existing 7pm start time. Cllr Cannon said he would look into this, and that it would require him to make enquiries with the building's tenants.

DRAFT CLIMATE CHANGE CONSULTATION

A public question was asked about what plans there were to increase education on climate change, as part of the consultation by the UK Climate Assembly and their strategy. Olivia McGregor explained that the Climate Assembly's report set out how the country as a whole would meet its targets by 2050, and improved education was one of the main recommendations. The Council was assisting in informing residents about the consultation on its own draft climate change strategy, and was carrying out a programme of engagement such as through meetings and the Council's usual channels to make people aware of the consultation. Partnership working was also being developed to help raise awareness of the Council's draft climate change strategy.

Cllr Price said she had been promoting the draft strategy on social media. She stated she had started to fill in the consultation document but felt not all of the questions were worded in a way that supported her views and the message she was trying to convey. She asked if it was possible for written responses to the strategy to be sent in instead. Olivia McGregor said there was space at the end of the consultation document for residents to submit their own responses in a text box, and that responding to all of the questions was not mandatory. The email address associated with the strategy was for technical support only. Cllr Price said staff had been very helpful at answering her queries when she had contacted them.

The Chairman stated that the Borough had benefitted from better air quality during the Covid19 pandemic due to less air traffic to Heathrow and fewer HGV movements associated with the airport. Cllr Davey told the Forum that he was also chairman of the youth team at the Rotary Club, which ran a young environmentalist competition each year. The theme for this year was climate change and carbon reduction.

Responding to a question about making the public more aware of ongoing consultations, the Chairman suggested Around the Royal Borough could be used, although it was noted a print edition had not been produced recently because of Covid19. Chris Joyce said attempts had been made to promote the consultation through the local media, although at the same time responses being sent through methods other than by email were being discouraged. Members agreed that it was hard to make residents aware of ongoing online consultations, due to their number and because not everyone had internet access. Susy Shearer said the Cycling Action Group was drafting its response to the RBWM consultation. Olivia McGregor said it was hoped RBWM would be able to respond to the main Climate Assembly consultation, once all of the issues that had been raised were fully understood.

TOWN MANAGER UPDATE

Paul Roach introduced the item and explained that a number of changes had had to be implemented to Windsor town centre due to Covid19, and the need to maintain social distancing. This included the removal of some benches, and Paul Roach stated that there were no plans to remove all of them, contrary to speculation that had been circulating. Work had taken place to ensure social distancing was able to be more stringently enforced in areas

that had been identified as being at high risk of transmitting Covid19. This included relocating part of the main taxi rank outside the castle to further along Thames Street.

Paul Roach said the response from businesses to the changes had been positive, as the changes had shown a willingness to support the local economy. The possibility of the food market being reintroduced, in line with government guidance, was being explored. The Forum was told that the most recent piece of guidance to be announced concerned businesses being able to have their own NHS QR code. Businesses were being contacted to make sure they were being assigned their unique code, and to ensure the correct track and trace data was being recorded. Paul Roach said work was being undertaken with external partners to deal with issues that would improve access to Windsor town centre still further.

The Forum was told that a new social media platform, My Royal Borough, had just been launched as a way of allowing businesses and the visitor information team to promote activities and offers taking place and to circulate news and information.

Paul Roach told the Forum that the recent town centre health check had shown that visitor footfall was being maintained. Although it was accepted that because of Covid19 normal visitor numbers would be lower compared to previous years, weekend footfall levels were starting to approach normal figures. Overall footfall was down 16 per cent compared to the previous year and was down 42 per cent year to year. The UK average footfall was down 48 per cent year to year. Coach park visits were significantly down, particularly from international travellers, although over the last month there had been an increase from local visitors. In terms of vacant retail units, Paul Roach stated Windsor had 9.4 per cent of its units vacant, against a national average of 10.3 per cent. However there were a number of businesses that had not opened at all during the pandemic, and if they failed to reopen then the vacant units could go up to 16 per cent. It was not currently known the plans were for these businesses. Paul Roach said that Windsor Yards were in discussions over two new tenants potentially coming in; these would be significant businesses rather than a pop-up or charity shop. There was also the possibility of new businesses at the Royal Station Shopping. Paul Roach said he would provide updates when more information was available. In addition, although footfall was down, spending was slightly higher in comparison to the previous year.

Paul Roach told the Forum that a number of businesses had been in contact with him to say they were deeply concerned at the impact of a possible second lockdown due to Covid19. He said the retail sector had been hit particularly hard; although many retail outlets had had assistance with business rates, they were still struggling to afford other costs. Some businesses had not been eligible for assistance because they were outside of the thresholds, and these were the ones that had been contacting Paul Roach to ask for further assistance. Many of these were now being promoted through the My Royal Borough group.

Following questions from Forum members, Paul Roach clarified the NHS QR code system. He also confirmed that the 10pm shutdown meant there was no leeway for drinking-up time in pubs, and although restaurants providing takeaway service were able to continue operating this beyond 10pm they were not able to accept any more sit-down customers.

Cllr Rayner said there was a strategy review of the museum and tourist information centre was being undertaken, which would go to Cabinet. There would also be the possibility the review would go to the relevant overview and scrutiny panel, in order for it to be discussed in public. She explained that because the museum had been closed as a result of a Cabinet paper, it could only be reopened if recommended to do so in a subsequent Cabinet report.

Julia White told the Forum that a new website, www.windsor.gov.uk, had been launched thanks to money from a European fund aimed at reopening high streets. The video footage used on the website was a mix of existing footage and additional material shot using a drone. There were two videos; one lasting around 30 seconds looked at returning to the high street in a safe manner, and was aimed at local residents to encourage them to support local businesses. A longer video was aimed at the domestic 'staycation' market to encourage

visitors to use hotels, hospitality and local attractions, which had been badly affected by lockdown.

It was suggested to the Forum that more independent retailers could be encouraged to use any vacant units. The Forum was also told the area around St Leonards Road was looking shabby, with little evidence of cleaning and maintenance. Cllr Rayner agreed this was an opportunity to reach out to local businesses about having more independent retailers in the town centre, and this was being done. She also said she would look into the claims regarding St Leonards Road. Paul Roach supported Cllr Rayner's statement that independent retailers were being contacted about the vacant units, and told the Forum that the Council was also receiving a large volume of queries from mobile catering businesses.

WINDSOR TOWN PLAN

Barbara Richardson introduced the item and reminded the Forum that a paper including a procurement brief to improve Windsor town centre had been approved by Cabinet in February. The Forum was reminded that a previous feasibility study of improvements had never been implemented. Barbara Richardson stated that the Town Plan was not a formal planning document, but set out how Windsor town centre currently looked and what it could look like in 10-15 years' time and what changes would be needed. There would need to be a full consultation with key stakeholders, businesses and residents and a new joint venture partner would be needed to help deliver the vision. Prioritising what needed to be done had been deferred until January next year due to uncertainty in the property market. It was therefore hoped a robust version of the Windsor Town Plan would be ready in the summer. The work which had already been done would be incorporated into the Town Plan charter, rather than it being duplicated.

Barbara Richardson stated that the joint venture partner would not be carrying out the work itself, but instead would be involved in the planning and procurement process. Barbara Richardson reiterated that the Town Plan was not a planning document, nor did it have anything to do with the Windsor Neighbourhood Plan. It was noted that the Neighbourhood Plan had just passed the examination stage.

HOMELESSNESS UPDATE

Tracy Hendren introduced the item and reminded the Forum that a strategy incorporating homelessness and rough sleepers had been approved by Cabinet in June. This aimed to help the Council focus on how it could help rough sleepers in the Royal Borough with supported accommodation, together with their wider needs. Four 'tap and donate' boxes were to be implemented in the four main towns in the Royal Borough, with the paperwork approving this due to be signed off imminently.

Tracy Hendren told the Forum that there were 62 people listed on the Council's service user pathway, although none of these were sleeping rough within the Royal Borough. One pathway user had been referred to services at Slough Borough Council. The Forum was told issues persisted with begging and other street activities, and the Council was working with its community wardens and the police to address these issues.

The Forum was told there were eight pending assessments of pathway users to determine their levels of need. 24 were in stage 1, where their needs were investigated further, and 14 were in stage 2. Of these three were ready to join the 16 users at stage 3, where they were considered ready to move into their own accommodation. Some were already in the process of moving into accommodation. The Council was working with the private rented sector to ensure none of the pathway users were returning to rough sleeping on the streets, and other options were being explored to provide further mitigations.

Tracy Hendren said the first Homelessness Forum was scheduled to take place the following week. The Forum's intention was to monitor and deliver the five agreed prioritised actions in

the homelessness strategy. Some of these were new actions that had not previously been worked on. The Forum would also help to ensure the Council was working with the correct partner agencies and the voluntary sector to ensure the aims were being met. Weekly meetings regarding operations and intelligence were taking place.

Tracy Hendren said the number of service users was not going down, but the number was able to be managed. Cllr McWilliams told the Forum that an additional £145,000 in funding had been obtained from central government to help support the scheme.

Members said they were pleased to hear about how well the strategy had been working so far.

CONTINUATION OF MEETING

At this point in the meeting, and in accordance with Rule of Procedure Part 4A C25.1 of the council's constitution, the Chairman called for a vote in relation to whether or not the meeting should continue, as the length of the meeting had exceeded three hours.

Councillor Bowden, seconded by Councillor Knowles, proposed the items on the work programme and armed forces covenant be covered via email outside of the meeting.

RESOLVED: That:

- i) The meeting should end as it had exceeded three hours in length.**
- ii) The work programme and armed forces covenant update would be dealt with via email.**

The meeting, which began at 6.15 pm, finished at 9.21 pm

CHAIRMAN.....

DATE.....

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WINDSOR TOWN FORUM

MONDAY, 12 OCTOBER 2020

PRESENT: Councillors John Bowden (Chairman), Samantha Rayner (Vice-Chairman), David Cannon, Jon Davey, Karen Davies, Neil Knowles, Helen Price, Shamsul Shelim, Amy Tisi and David Hilton

Also in attendance: Councillors Christine Bateson, Gurpreet Bhangra, Wisdom Da Costa, Lynne Jones, John Webb, Richard Endacott, Claire Milne, Ed Wilson, Susy Shearer, Sally Stevens, Robert Peel, John Holdstock, John Holland and Elizabeth Jones (public speakers).

Officers: Shilpa Manek, Suzanne Martin, Karen Shepherd and Fatima Rehman.

APOLOGIES FOR ABSENCE

None.

DECLARATIONS OF INTEREST

Although no formal declarations of interest were declared, it was noted that Councillors Shelim Cannon, Knowles and Davies were Members of the Community Governance Review (CGR) Working Group. Councillor Story was a Member of the working group but was not present at the meeting.

The Vice Chairman was also commented that as the relevant Lead Member, she would likely present the Community Governance Review reports to the Council.

MINUTES

Councillor Cannon said the minutes were a true and accurate record of the meeting dated 22 July 2020 and was seconded by the Vice Chairman.

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 22 July 2020 be approved.

COMMUNITY GOVERNANCE REVIEW: WINDSOR TOWN COUNCIL

Suzanne Martin, Electoral & Information Governance Services Manager, introduced the item to the Forum. She gave a procedural overview of the Stage 1 consultation rather than details such as the financial implications for a Windsor Town Council (WTC), that would come during the second stage of the consultation. The Terms of Reference was endorsed by Full Council in July 2020, which provided background information and the expected timeframe of the review. The Working Group was set up to examine if there was a need for WTC following significant interest raised by Windsor residents through an e-petition in early 2020. While the threshold was not met by the e-petition to require the council to run a review, in May 2020, the Leader of the Council announced a review would be undertaken given the resident interest. The review commenced in July 2020 and would conclude in July 2021.

The Working Group covered the whole procedure, including examining the existing parish governance arrangements, new matters, existing ward boundaries for parishes and the number of Councillors elected to parished areas. The scope of the review was the unparished areas of Windsor, which covered five wards and 12 polling districts. The first consultation was conducted from August 2020 and would close on 28 October 2020. Public consultation was being undertaken to receive feedback to help the Working Group in formulating draft

recommendations, to be published in early 2021. The consultation included members of public, local electors, businesses, community groups and other organisations with interest.

The overall consultation would address the following questions:

- What was the appetite for creating a new town council for Windsor? Was a parish council needed or desired?
- Was there a sense of community identity in the review area and should this community be represented by its own parish council?
- How could a new parish council take shape?
- Should a new parish council be warded to reflect the communities that exist in the review area? If so, how should these boundaries be drawn?

The second phase of the consultation would run for 3 months in early 2021 and would ask for the public's view on the draft recommendations. The working group would aim to scope the details of WTC, which would include the area boundary for WTC, the number of wards proposed for WTC and the number of parish Councillors needed. Final recommendations would be published at the end of the second consultation and reviewed by full Council in July 2021. If the outcome of the review was to create a WTC, the first election would take place in May 2023 as this was the date of the next scheduled election for parish elections in four-yearly cycles.

John Webb, Windsor resident and representing the WTC steering group, said he polled residents on his street and asked residents if they knew RBWM was unable to tell how and where the unparished precept was spent. Almost all residents were unaware of this and almost 90% of them signed the e-petition.

John Webb asked the following questions:

- What feedback had Councillors received regarding the unparished wards precept that had been collected, and did they know this had increased the appetite for the creation of a WTC?

Councillor Price said she did not have statistical evidence to suggest that residents were unaware regarding the unparished precept. She asked the question on social media, but the number of responses were low. She believed residents would want control over the money and she would like to know where the money was allocated in Windsor.

Councillor Tisi said there was an increase in resident's appetite to know about the unaccounted precept and the WTC would ensure accountability. Councillor Davey said asking the question directly would enable a response regarding the expenditure of the precept.

The Vice Chairman said residents from the Eton and Castle ward had not asked about the unparished precept and she was unsure if they were aware of this. The precept was accounted for and the council spent more in Windsor than the precept.

Councillor W. Da Costa said he was unaware of how precept money was used, or how money was used and raised for assets in Windsor, such as the Guildhall and Museum. He said Windsorians did not have control of these assets, and the WTC would ensure control of assets, as well as help create a community emergency plan. The Vice Chairman said residents of Windsor did have a say on the Guildhall and Museum and were welcome to Overview & Scrutiny panels to raise any issues.

Ed Wilson, Windsor resident, said it was misleading for Councillor Tisi to say the precept was unaccounted for. He said it was accounted for and published, however where the money went was undocumented. He suggested the council to breakdown the expenditure of the precept, rather than creating WTC for this function alone.

Councillor Hilton, Forum Member and Lead Member Finance and Ascot, said the formation of WTC was a democratic process about how residents felt about representation in the area, rather than a decision made in relation to finances. He said it was an obligation for the council to publish where special expenses went. The Appendices of the Budget Setting Report from February 2020 detailed where the money was spent, such as allotments, street lighting, recreation grounds, open spaces and the administration of the Town Forum. It excluded the Guildhall and the Visitor Centre, and areas directly managed by parish councils, such as parks, gardens, and recreation grounds. He said the budget report next year could provide greater granularity of expenditure, which would be an estimate because the report was produced at the end of year rather than close of year.

Councillor Hilton said the precept for unparished areas was £34.31 at Band E and the lowest precept set by a parish council was £0. The next lowest precept was £31 annually for Band E and the highest precept was £99.74. The average was £57.89, which was 68.7% more than parished areas than what unparished areas paid currently. The average was not weighted with the number of residents who lived in the parished areas. Adding another layer of government could lead to higher costs because of staffing.

Councillor Hilton said it was not possible to provide exact figures for what precept was spent in Windsor as the cost was for both Windsor and Maidenhead. He said it was possible to ascertain the expenditure for Windsor and Maidenhead in the next budget, though this would be further work.

- Did the Councillors of the Windsor ward believe their residents identified themselves primarily as Windsorians or something else?

Councillors Price, Tisi, Davey, Da Costa and the Vice Chairman said they believed residents of Windsor identified themselves as Windsorians. The Vice Chairman said residents had pride in where they lived.

- Please provide more details about how WTC could take shape.

Councillor Price said the WTC would run like existing parish councils. The Vice Chairman said the consultation was in place to understand what residents sought from the WTC, as there were diverse models.

- How easy did ward Councillors find to know and understand the needs of residents in individual neighbourhoods within their wards? Would they find it easier to represent their ward at RBWM meetings if parish Councillors were able to feedback issues, concerns and ideas, as parish wards may be smaller than RBWM council wards?

Councillors Price, Tisi, Davey, Da Costa and the Vice Chairman said it would be helpful to have ward Councillors support. Councillor Price said it would help with workload and Councillors Tisi, Da Costa and Davey said ward Councillors knew the neighbourhood well. The Vice Chairman said resident engagement and any feedback was welcome.

Councillor Bateson said Clewer South was part of the Bray Parish Council and she therefore felt that Bray should be involved in the consultation. Richard Endacott, Windsor resident and representing WTC steering group, said a part of Clewer and Dedworth West ward was in Bray parish and hoped that the review would correct this anomaly and bring this part of Bray into Windsor under a new Town Council.

Suzanne Martin clarified that it was correct that one polling district within Clewer & Dedworth West ward fell within Bray Parish (Dedworth ward). The review was focusing on the currently unparished parts of Windsor, which did not include Dedworth ward of Bray Parish. If the outcome of the review was to amend Bray Parish's boundaries and bring this area into a new

Windsor Town Council, permission would need to be sought from the Local Government Boundary Commission to do so.

Richard Endacott said WTC would not be competing with RBWM but would be an additionality to RBWM. He wanted to know how much revenue was raised in the unparished areas of Windsor over the last 40 years, rather than just the cost incurred in the area as part of the budget review.

Richard Endacott asked the following question:

- Did Members believe existing parish council served an essential function, or if they should be removed.

Councillor Tisi said a WTC was not going to be above other parished areas, but in line with them, no parish councils should be abolished. Councillor Davey said parish councils were essential and helped bring the community together and showed professionalism. Councillors Price and Da Costa agreed.

Councillor Cannon said he was taking note of the points raised, but as a member of the CGR Working Group, he would not be answering any questions to ensure he attended the group with no expression of preference either way. The Vice Chairman said she would not comment and said each parish council was unique.

Claire Milne, Windsor resident and Co-Chairperson of the Windsor Neighbourhood Plan (WNP), asked the following question:

- The WNP had stalled due to the delay in the referendum and COVID-19, lack of responsiveness from RBWM, and limited correspondence on the decision notice. She felt there was a need for a body to be in place to monitor future plan-making. Could Councillors reassure how this may be achieved in the future and how WTC may contribute to this?

The Vice Chairman said she was unaware of the delay issues and asked Claire Milne to write to her directly.

Suzanne Martin said all elections including any neighbourhood plan referendum were postponed to 6 May 2021 as a result of legislation relating to the coronavirus. The Chairman said an update could be given by Councillor Coppinger, Lead Member for Planning, Environmental Services and Maidenhead, in conjunction with a boroughwide update.

Claire Milne said residents would like to see one WTC rather than different town councils or different parishes.

ACTION: Councillor Coppinger to update on the progress of WNP offline.

Robert Peel, Windsor resident and Chairman of the WTC steering committee, asked the following questions:

- Why was it suggested that there were not enough signatories for the petition, when there were over 630 signatures for the e-petition and 1,675 on the hardcopy petition?

Suzanne Martin explained that the e-petition did not meet the 7.5% of the electorate threshold required to initiate a review, but the council had permitted to review the WTC on its own accord. Karen Shepherd, Head of Governance, said neither the e-petition nor hard copy petition had been formally submitted to the council.

Robert Peel said Councillor Johnson, Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property, advised to not formally submit the petitions. The Chairman said Councillor Johnson was not present to comment.

- Why was the election of the possible WTC delayed to 2023?

Suzanne Martin said that following the final recommendations time would be needed to undertake the legal processes, including the reorganisation order and arrangements for collecting parish council tax, precept and elections. The election would then take place in the next scheduled election in May 2023.

Robert Peel said he thought the Local Government Act allowed an out of sync first election, and the Chairman said a written answer could be given to this. Councillor Davey said the cost of campaigning and running elections was high, and therefore was in favour of an election in 2023. Councillor Da Costa said it would be good to know if it was legally feasible to have an earlier election.

ACTION: A written response to be given to Robert Peel and Members to confirm if the Local Government Act allowed an out of sync first election.

Robert Peel asked what the Chairman's view was on the WTC, and the Chairman said he would not respond to that question at the meeting.

John Holdstock, Windsor resident and an active member of Windsor for over 50 years, said he was in support of a WTC. He said there was an appetite and a sense of community evidenced by the work of Windsor Neighbourhood Planning Group, Resident's' Associations, churches and voluntary groups. He said more residents were spending time in Windsor as they were working from home, and therefore their community. There was a need for local democracy to support and listen to residents and a WTC would provide this, as well as liaise and work closely with voluntary groups and residents.

Given the rising pressures due to COVID-19, such as isolation and unemployment, John Holdstock said local democracy had a duty to meet these challenges. Voluntary groups provided valuable services and support to residents, and with the limitation on the local authority budgets, the contribution of voluntary groups was ever more important.

John Holdstock asked the following questions:

- Did Councillors agree that that COVID-19 brought changes in the way residents lived and worked in Windsor, which provided a new dimension in support of the WTC. Was the council able to provide an interim arrangement which would serve the function of the WTC?

The Chairman said they were unable to speak on behalf of the entire borough, as all Councillors were not present in the meeting. The Vice Chairman said that RBWM had actively been involved with voluntary groups during COVID-19 and aimed to continue to work closely with them in future. The borough was open to work with organisations and voluntary groups and felt a WTC would not necessarily be needed for voluntary group engagement.

Councillor Price said the Cabinet Transformation Sub-Committee approved a paper on services being community-centric and a pilot was taking place in Windsor. Councillor W. Da Costa said that whilst the borough worked with other services, it did not engage well with local groups, which a WTC would. He felt having the setup of a WTC prior to 2023 would help in the learning process.

John Holland, representing WTC steering group, asked the following question:

- Did Councillors agree that the Windsor Town Forum and local democracy would benefit from input from a WTC?

Councillors Tisi, Price, Davey and the Vice Chairman said that the Windsor Town Forum would cease to exist if a WTC was created, as the Forum was covering unparished areas. Councillor Davey said that whilst Windsor was comprised of 9 Councillors, of which 6 were Liberal Democrats or Independents, the Forum was dominated by members of the Conservative group.

Councillor Price and John Holland said they did not think the Forum was effective and Councillor Price said a WTC would be an improvement, with greater resident participation. John Holland said there was a need for a Forum for matters that were beyond the remit of the WTC which were the responsibility of RBWM.

Ed Wilson, Windsor resident, asked the following questions:

- What was the truth behind the precept, as there was disagreement between Councillors Tisi and Hilton? He requested for further details.

Councillor Davey said the level of detail on the precept was minimal and it would be difficult to extract this in the meeting. Councillor Hilton said he could not promise providing granular details of the precept.

John Webb asked about the Chartered Institute of Public Finance and Accountancy (CIPFA) report, and the Chairman said the report was boroughwide and was not a matter for the Windsor Town Forum. John Webb referred to the special budget item and expenses and said RBWM should list these separately in the budget report in the CIPFA report. Councillor Hilton said this information was addressed in the CIPFA report, was acted upon and provided to a few Windsor residents. The Vice Chairman said the CIPFA report referred to the previous year's budget.

- Was the consultation on the terms of reference, as suggested on the RBWM website?

Ed Wilson felt the consultation was not regarding this and felt the small number of resident responses to the consultation may have been because people did not understand the questions they were being asked or there was not an appetite to respond.

Suzanne Martin said when conducting a Community Governance Review, the terminology 'consultation on terms of reference' was used. Further detailed questions were posted on the webpage to help guide electors and community groups to narrow down the findings. Awareness and engagement were raised through borough bulletins, resident newsletter updates, direct communication with community groups and businesses operating in Windsor.

- Was a potential WTC going to cover unparished areas in Windsor?

Suzanne Martin informed the Forum that a WTC would cover the unparished areas, which covered five borough wards. Councillor W. Da Costa asked if the Working Group had powers to recommend moving the boundaries that a WTC would cover, and the Forum was informed this was possible.

- Who decided to hold this additional Windsor Town Forum meeting?

The Chairman said John Webb requested for another meeting because the Stage 1 consultation closed on 28 October, and the next scheduled Forum meeting was after the deadline.

On behalf of Elizabeth Jones, Windsor resident, the following question was asked:

- What was the perceived impact of WTC would have on democracy, as it would be closer to people and businesses?

The Chairman said businesses could not vote but could respond to the consultation. Councillor Price said residents and democracy would work closer together due to a WTC, and Councillor Tisi said a WTC would allow the devolution of power to the lowest practical level.

Councillor W. Da Costa said democracy could be brought to the lowest level, such as decisions on Community Infrastructure Levy (CIL) and Section 106 money use. The Chairman said Windsor had limited CIL money, such as the planning application on Alma Road was not subject to CIL due to the method of development. Councillor W. Da Costa said a significant amount of money had been attributed to Windsor over the years, and the Chairman said the money had been distributed to other areas.

Susy Shearer, resident of Windsor, said that the Windsor Town Forum was not a decision-making body, which was why a locally elected WTC was needed, as well as to help liaise with residents and local groups and give better support to the Borough councillors.

Sally Stevens, representing Windsor 2030 Business Neighbourhood Plan, asked the following question:

- Was there a recognised process for neighbourhood plans being adopted by WTC, despite its existence being after the plan's preparation.

She said there was a struggle to get through the process due to the delay as a result of COVID-19 and lack of responsiveness from RBWM. Suzanne Martin informed the Forum that the Neighbourhood Plan would either be endorsed by a Parish Council or a Neighbourhood Forum on the Parish Council so that the local planning authority could process it to examination.

Richard Endacott said a WTC would provide democratic accountability and would be a strong and coordinated voice on areas such as planning, bins, car parking, antisocial behaviour and so forth. He said it was mildly offensive to consider residents of Dedworth as not part of Windsor. He said community projects had a knock-on effect across Windsor and said the Windsor Town Forum had no purpose as it was not a decision-making body and disengaged residents. He felt a WTC needed to exist to ensure the democratic deficit between ordinary residents and RBWM was filled.

Claire Milne said if a WTC was formed, it would be the responsible decision-making body for neighbourhood plans but was unsure of the process if a Town Council was created but there was not yet a neighbourhood plan in place. The Chairman said it would be dependent on whether the business plan was accepted before or after the creation of the Town Council. Ed Wilson said his experience in Gloucestershire showed that it was up to the Town Council to decide the process, as the purpose of the Town Council was to give it autonomy as the decision-making body.

Councillor Price asked if the Chairman felt the four areas that were due to be covered in the Forum meeting were sufficiently covered and the Chairman said these areas were aptly covered. Councillor Price asked how the Working Group would be made aware of the discussion from the Forum. Karen Shepherd explained that individual Members could respond to the consultation as Councillors and residents, and the minutes of the Forum meeting could be forwarded to the Community Governance Review Working Group as a representation.

Councillor W. Da Costa asked if the draft minutes could be commented on by all Forum Members before publication and the Chairman said this was possible.

Councillor Davies and Knowles said they were unable to comment in the meeting as Members of the CGR Working Group and thanked residents for their comments, which were heard with interest.

Councillor Davey said it was important to listen to the residents and keep those in power accountable, without causing increased pressures on the town's finances. He said the CIPFA report showed wider financial and governance issues that the council needed to address with transparency.

John Webb thanked those who contributed in the meeting. He asked if the WTC steering committee could comment on the minutes before they were published. The Chairman said comments could be made by any individual attendees of the Forum meeting.

The Chairman said he attempted to be a Chairman and not a person of power. He found groups of individuals referring to themselves as the Boltons and from West Windsor, when he viewed these areas as Windsor. He said there did not appear to be any clear boundaries, therefore a WTC should be called Windsor Council. He had reservations about how a WTC would be funded and felt the Borough performed ceremonial matters over the last few years in a safe manner, which were viewed nationally and globally. He said he was neither for nor against a WTC.

WORK PROGRAMME

Councillor Tisi requested for an item on Windsor Yards, to be reported by the management company. The Chairman said he would contact Forum Members offline regarding confidential information regarding this.

Councillor Davies said an update on the air pollution statistics would be useful. The Chairman said it was likely the pollution levels would be low, due to the lack of vehicle use due to COVID-19.

Councillor Price asked to go through the items suggested but not yet programmed. It was agreed that:

- Royal British Legion to be removed as it was out of date. Councillor Knowles said the legion guidance was ever-changing, the poppy appeal was to be brought online with contactless options rather than face-to-face to reduce risk of the spread of COVID-19. To avoid mass attendance, no comment was made on the borough's plans for Remembrance Day.
- Councillor Knowles to update on the Army covenant in the next meeting.
- Windsor & Eton Town Partnership item to be added to the Work Programme.
- It was noted that Radian had been renamed as Abri. The Vice Chairman requested to invite Abri to the forum to share the work they were doing for a future Forum.
- COVID-19 Update to be added to all upcoming meetings.
- The Chairman said there was commercial confidentiality regarding the Royal Windsor Station.
- Councillor Cannon and Paul Roach, Windsor Town Manager, to update on the CCTV item. Councillor Davey said the item could also discuss the District Environmental Crime Officers enforcement. The Chairman said this may be a question to put forward to Full Council.
- Claire Milne requested for the WNP to be added to the Work Programme, and this was agreed for the January 2021 meeting. Susy Shearer said she was given permission to relay a question on behalf of Claire Milne at the previous Forum meeting on 23 September 2020. The report related to progressing the WNP prior to referendum and to what amount of planning "weight" it could be, given it had successfully passed its examination by an officer in Planning Policy, to be considered by Cabinet at the end of October 2020. The question was raised again today as the date was fast approaching.

ACTION: Councillor Knowles to invite Windsor Chamber of Commerce representative.

John Holland asked to have written reports before the meeting so that questions could be prepared in advance of the meeting, rather than verbal updates. The Forum was informed this was dependent on officer workload and resource availability.

The Chairman thanked all officers, Members and residents.

The meeting, which began at 6.15 pm, finished at 8.55 pm

CHAIRMAN.....

DATE.....

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| | |
|-------------------------|---|
| Report Title: | Windsor Air Quality – Report for the Windsor Town Forum |
| Officer reporting: | Feliciano Cirimele – Environmental Protection Officer |
| Meeting and Date: | Windsor Town Forum - 25 November 2020 |
| Responsible Officer(s): | Daniel Bayles, Community Protection Lead Feliciano Cirimele – Environmental Protection Officer |

www.rbwm.gov.uk



SUMMARY

The Council has declared five Air Quality Management Areas (AQMA), for exceedance of the annual mean air quality objective (AQO) for nitrogen dioxide (NO₂), in Windsor (2 areas), Maidenhead, Bray (near the M4) and Wraysbury (near the M25).

The air quality in Windsor and across the Borough has significantly improved, all results in 2019 are below the national air quality objective of 40 µg/m³. The Imperial Road/St Leonards Road Junction AQMA is now eligible for revocation as the results for the last 3 consecutive years were below 36 µg/m³.

Roadside nitrogen dioxide is monitored by the Royal Borough's Environmental Protection Team. The majority of monitoring locations in 2019 remained below the national objective levels. Some marginal and localised exceedances were recorded within Windsor AQMAs. However, these are confined close to the roadside and when the distance from roadside to neighbouring property is taken into account the pollutant exposure falls below the annual mean target in real terms. The maximum NO₂ concentrations in 2019 when distance corrected to nearest exposure was below 10% the annual mean objective (<36 µg/m³). The revocation of AQMAs will be considered after three consecutive years of compliance with air quality objectives.

The Council is committed to reducing the exposure of people in the Royal Borough to poor air quality in order to improve health. Further measures to reduce congestion and improve air quality are planned over the next two years under the Highways Capital Programme – details of these schemes are set out within this report.

1 Air Quality Monitoring

- 1.1. Road traffic is the main source of pollution in the UK (principally nitrogen dioxide - NO₂), with the government placing a statutory duty on Local Authorities to monitor air quality at the roadside and report its findings to DEFRA.
- 1.2. Continuous automatic monitoring of NO₂ was undertaken at three sites during 2019, Frascati Way, Aldebury Road (Maidenhead) and at the Clarence Road roundabout in Windsor. The annual means at these sites were 35.1, 17.4 and 32.2 µg/m³ respectively; all below the national objective of 40 µg/m³. Automatic monitoring for particulates (PM₁₀) was also undertaken at the Frascati Way site; which returned an annual mean result of 22.8 µg/m³, also below the air quality objective of 40 µg/m³. The one hour mean for NO₂¹ and 24 hour mean for PM10² (particulates less than 10 microns in diameter) were also below the respective objectives.
- 1.3. In addition to continuous monitoring, the Royal Borough has an extensive diffusion tube network, commonly affixed to lampposts and other street furniture. These tubes are collected monthly and analysed to form our annual mean data for NO₂ levels.
- 1.4. In Windsor, the national objective for NO₂ was exceeded at one diffusion tube site in Arthur Road and at two sites at Imperial Road/St Leonards Road junction. The annual mean at these sites was 40.9, 42.1 and 47.4 µg/m³ respectively.
- 1.5. In order to analyse these initial readings in real terms, a correction is applied to account for the distance between the roadside diffusion tube and the nearest residential dwelling. Once this correction was applied the annual mean at the above mentioned sites reduced to 35.8, 30.9 and 34.3 µg/m³ respectively.
- 1.6. The Royal Borough has confirmed with DEFRA that the national air quality objective at Imperial Road/St Leonards Road junction has been fully achieved following the recording of concentrations below 36 µg/m³ for three consecutive years.
- 1.7. Trends in annual mean nitrogen dioxide concentrations at diffusion tube roadside sites are shown in Appendix 1. Furthermore, a table of the results from all monitoring sites in Windsor and Eton is included in Appendix 2. Maps of the relevant AQMAs are included within Appendix 3.
- 1.8. Impact of Covid 19: air quality monitoring within the Royal Borough during lockdown continued as normal and no data was lost. Early indication from 2020 results show a marked reduction in concentrations compared to the same period in 2019. Provisional monthly concentrations for 2020 are shown in Appendix 1.

¹ 200 µg/m³ as a 1 hour mean, not to be exceeded more than 18 times a year

² 50 µg/m³ as a 24 hour mean, not to be exceeded more than 35 times a year

2. Highways Measures & Improvements

2.1. The Council has an active programme of measures in place to reduce the impact of traffic emissions on local air quality. These form an integral part of the Local Transport Plan (LTP) which informs the Highways Capital Programme with the impact on air quality considered as part of the Council's wider strategy.

2.2. Ongoing, implemented and proposed measures include:

2.1.1 A bid to the Office for Ultra Low Vehicles (OLEV) for grant funding was successful. This is now going through procurement and implementation to provide on-street electric vehicle charge points in residential areas with no off-street parking. Opportunities will be taken to incorporate environmental sensors within charge points to provide additional data on local air quality.

2.1.2 Air quality schemes for 2020/21 include Arthur Road/Vansittart Road traffic signals are due to be refurbished with MOVA upgrade, intelligent pedestrian detection and LED upgrade to help reduce queuing. There is also a 'No idling / switch off engines' initiative. This will entail signage at locations (to be confirmed) and a supporting publicity exercise.

2.1.3 Cycling schemes: West Windsor to Windsor Town Centre – cycle quiet route completed, links between Dedworth and Windsor Town Centre have been improved including the A308 / Barry Avenue cycle route. There is also a new cycle parking facility in Thames Street.

2.1.4 Following the significant increase in walking and cycling across the UK during the pandemic the government has announced new funding for local authorities to make changes to their highways to encourage more people to choose alternatives to public transport. It is estimated that 14,000 trips previously done by public transport across the Royal Borough will need to be made by other means. The Council wishes to boost cycling as the best alternative to car use and public transport and is seeking to bring forward cycling schemes outlined in the Council's Cycling Action Plan. A bid was submitted in June 2020 to the Department for Transport. The first tranche of measures include footway widening and 20mph schemes in Maidenhead, Windsor and Ascot.

2.1.5 Public transport infrastructure Improvements schemes: 2019/20 St Leonards Road, Windsor – Bus stop accessibility upgrade

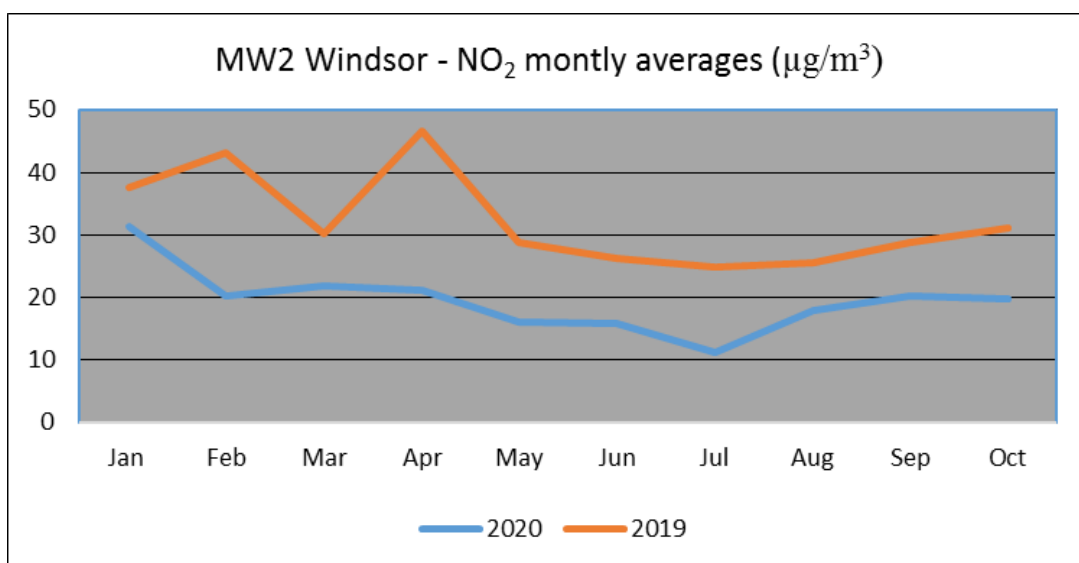
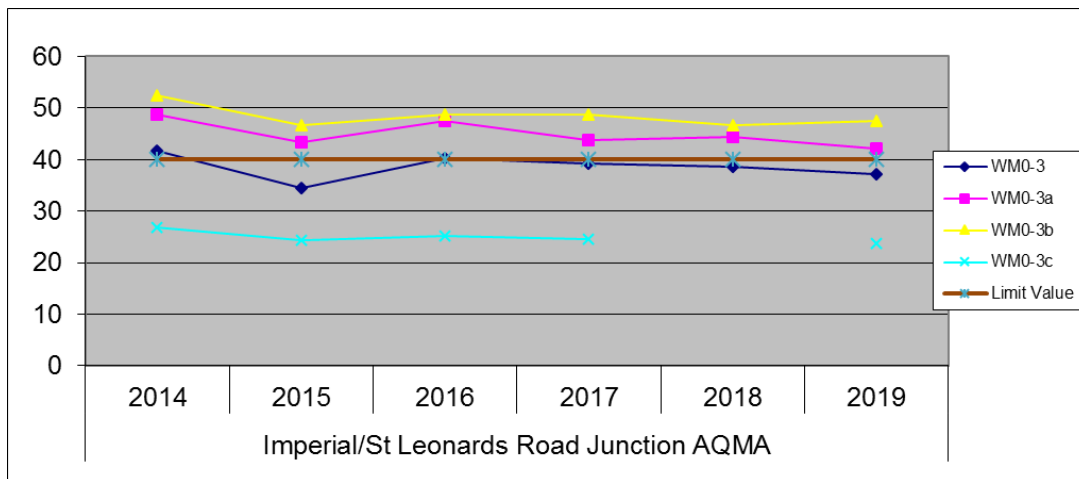
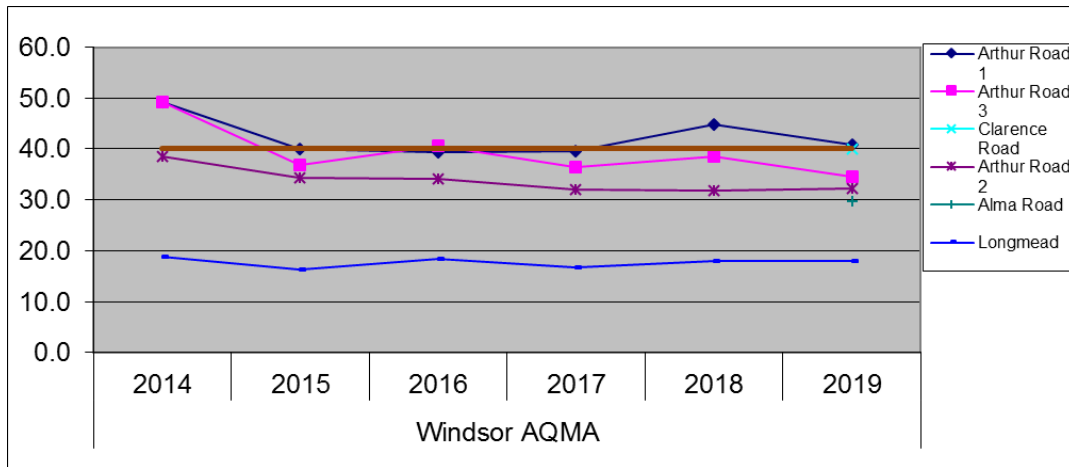
2.1.6 The Maidenhead Road/Stovell Road junction traffic signals have been replaced with a roundabout to improve traffic flow.

2.1.7 The Arthur Road/Alma Road junction has a remaining restriction, whereby coaches are banned from turning right onto Arthur Road when leaving the coach park.

- 2.1.8 Changes to the operation of the traffic signals at the Imperial Road/St Leonards Road and Clewer Hill Road / Winkfield Road junctions were completed in July 2016. Also repositioning of induction loops to improve reliability of the signals, were completed in 2019. The changes have reduced journey times and improved traffic flow at the junction.
- 2.1.9 A traffic management scheme has been completed at the Dedworth Road / Clarence Road / Parsonage Lane / Hatch Lane junction; where a double mini-roundabout has replaced the previous traffic signals. This helps to keep traffic flowing and minimise congestion.
- 2.1.10 LEGOLAND travel plan and traffic signage: The Borough has secured a travel plan from this location in order to manage staff, hotel guests and day visitors travel to and from the resort. Improved traffic signage has been introduced to encourage visitors to use alternative routes that avoid congested junctions. Work continues on this theme.

Appendix 1

Trends in Annual Mean NO₂ Concentrations Measured at Diffusion Tubes Sites

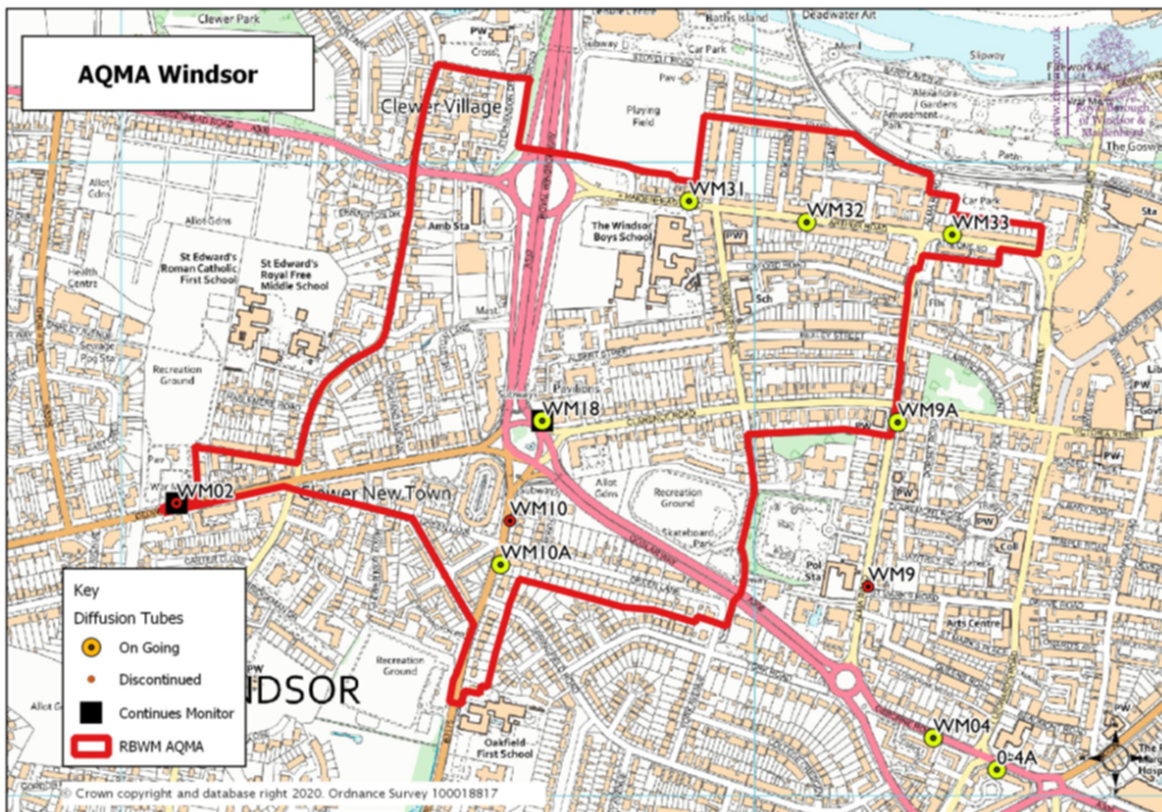
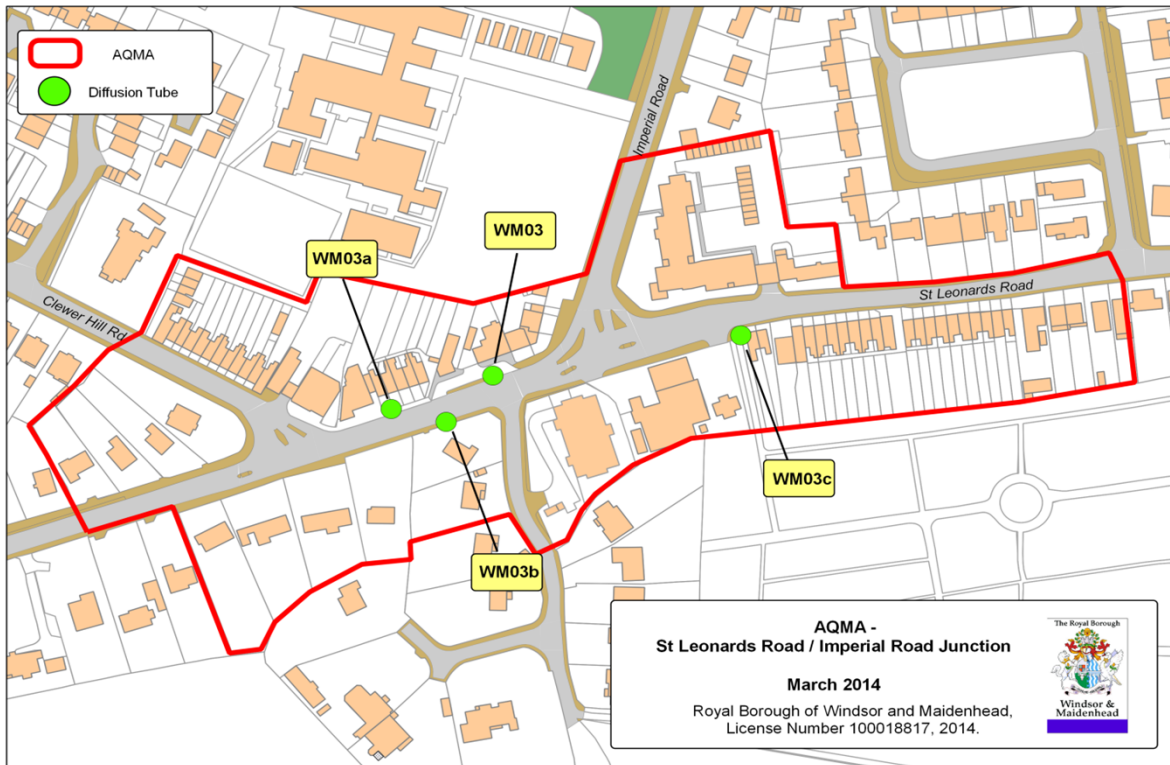


Note: 2020 results are based on provisional data

Appendix 2: Windsor and Eton Roadside Monitoring Results 2014 to 2018

| Site ID | Location | NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾ | | | | |
|---------|--------------------------|---|-------------|-------------|-------------|-------------|
| | | 2015 | 2016 | 2017 | 2018 | 2019 |
| MW2 | Clarence Road roundabout | 36.4 | 39 | 34.5 | 34.3 | 32.1 |
| WM1 | Longmead | 16.2 | 18.5 | 16.8 | 17.9 | 18 |
| WM9a | Alma Road/Clarence Road | - | - | - | - | 29.7 |
| WM10a | Imperial Road | | | | | 39.9 |
| WM18 | Clarence Road roundabout | 34 | 35.7 | 35.1 | 34.3 | 32.0 |
| WM19 | Clarence Road roundabout | 33.7 | 36.4 | 34.6 | 32.9 | 32.1 |
| WM20 | Clarence Road roundabout | 33.3 | 36 | 34.5 | 32.5 | 32.8 |
| WM28 | Keate's Lane - Eton | 28.4 | 34.3 | 30.2 | 31.2 | 27.3 |
| WM28a | Eton Wick Road | 26.8 | 35.5 | 34.3 | 32.6 | 29.1 |
| WM31 | Arthur Road | 40 | 39.3 | 39.5 | 44.8 | 40.9 |
| WM32 | Arthur Road | 34.4 | 34.2 | 32.1 | 31.7 | 32.2 |
| WM33 | Arthur Road | 37 | 40.6 | 36.4 | 38.5 | 34.6 |
| WM03 | St Leonards Road | 34.4 | 40.3 | 39.2 | 38.7 | 37.1 |
| WM03a | St Leonards Road | 43.3 | 47.4 | 43.8 | 44.3 | 42.1 |
| WM03b | St Leonards Road | 46.6 | 48.8 | 48.7 | 46.7 | 47.4 |
| WM03c | St Leonards Road | 24.3 | 25.3 | 24.6 | - | 23.7 |
| WM04 | Osborne Road | 30.9 | 34.8 | 29.4 | 31.5 | 30.9 |
| WM04a | Osborne Road | - | - | - | 34.8 | 31.5 |

Appendix 3 – AQMA Maps



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27 January 2021

| ITEM | Responsible Officer/Organisation |
|-----------------------------|--|
| Town Manager Update | Paul Roach, Windsor Town Manager |
| Thames Valley Police Update | Inspector Tracey Croucher |
| COVID-19 Update | |
| Windsor Neighbourhood Plan | Claire Milner & Officer |
| Windsor Town Council Update | Members of the Community Governance Review (CGR) Working Group |
| Work Programme | Clerk |

24 March 2021

| ITEM | Responsible Officer/Organisation |
|-----------------------------|----------------------------------|
| Town Manager Update | Paul Roach, Windsor Town Manager |
| Thames Valley Police Update | Inspector Tracey Croucher |
| COVID-19 Update | |
| Windsor Town Council Update | CGR Working Group |
| Work Programme | Clerk |

26 May 2021

| ITEM | Responsible Officer/Organisation |
|-----------------------------|----------------------------------|
| Town Manager Update | Paul Roach, Windsor Town Manager |
| Thames Valley Police Update | Inspector Tracey Croucher |
| COVID-19 Update | |
| Windsor Town Council Update | CGR Working Group |
| Work Programme | Clerk |

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

| ITEM | Responsible Officer/Organisation |
|--|---|
| Army Covenant – Families officers from Welsh & Coldstream guards | Councillor Knowles |
| Windsor & Eton Town Partnership | Windsor Chamber of Commerce and Windsor & Eton Town Partnership representatives |
| Current Consultations | |

| | |
|--|---|
| Update from LEGOLAND and Royal Windsor Racecourse | LEGOLAND and Royal Windsor Racecourse representative |
| Abri - Community Initiatives and Investment Zones | Abri representative |
| <i>Requested by Cllr Haseler at the Infrastructure O&S Panel:</i> CCTV System Review - Locations, operation, effectiveness & future proposals | Councillor Cannon Paul Roach, Windsor Town Manager David Scott, Head of Communities |
| RBWM Community Asset Project | |
| Tourism and policing post COVID-19 | |