

## WINDSOR TOWN FORUM

WEDNESDAY, 27 JANUARY 2021

PRESENT: 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

Also in attendance: Councillor Gurpreet Bhangra, Councillor Gerry Clark and Councillor John Baldwin

Officers: David Scott, Fatima Rehman, Adrien Waite and Neil Walter

### APOLOGIES FOR ABSENCE

Apologies were received from Paul Roach, Windsor Town Manager.

### DECLARATIONS OF INTEREST

Councillor Price declared a personal interest in the 'Windsor Neighbourhood Plan' item, as she was a member of the steering group for the organisation.

### MINUTES

**RESOLVED UNANIMOUSLY:** That the minutes of the meeting held on 20 November 2020 be approved, subject to the following change in the former minutes:

- **“Councillor Davies said she was pleased that the concentration of NO2 was declining but noticed the numbers were adjusted to account the distance to the nearest residential property.”**

Councillor Davey asked for an opportunity to discuss the second tranche of group funding raised by Councillor Price in the last Forum meeting, due to its timeliness with the current Active Travel Measures consultation. The Chairman said it could be discussed later in the meeting.

The Chairman informed Members of progress on actions arising from the previous minutes:

<b>ACTION FROM LAST MEETING</b>	<b>Update</b>
David Scott agreed to ask colleagues who were involved to inform Councillor Davey of the grant size for home charging point for electric cars.	David Scott, Head of Communities, said Sue Fox, Principal Commissioning Officer, was to provide the details to Councillor Davey. As the information was not provided, David Scott would chase for the update. <b>ACTION: Sue Fox to inform Councillor Davey of the grant size for home charging point for electric cars.</b>
Danny Gomm to share details for the Girl's Policy Forum with Councillor Tisi.	Completed.

The comparison of response rates from other consultations open at the same time as the WTC consultation to be shared	The Borough does not have a central consultation officer; therefore, it would not be possible to provide a comparison.
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Councillor Price asked if timings would be placed on agenda items to progress the meeting, and the Chairman said this would be attempted. Councillor Price asked if the Chairman had contacted residents Claire Milne, John Bastow and Matthew Scott to facilitate the Forum, and the Chairman said he did not have any discussions.

### ORDER OF BUSINESS

**RESOLVED UNANIMOUSLY: That the order of business as detailed in the agenda be varied.**

### THAMES VALLEY POLICE UPDATE

Inspector Tracey Croucher, Thames Valley Police (TVP), introduced the item and said residential burglaries were down, except in Windsor West. This was due to the lockdown restrictions and residents being home.

Theft from motor vehicles was also down due to COVID-19, with cars safely in garages or driveways. It was requested to not leave valuables on display in cars. It was advised to double check cars were locked, to not leave a car turned on unattended and to defrost cars for greater visibility.

Business burglary had increased due to empty premises, and an increase of patrols were taking place around these premises.

Vaccine centres were patrolled daily. The number of COVID-19 related incidents in the borough that were attended (including gatherings, house parties, not wearing face masks) were:

- 81 between 6-12 January 2021
- 82 between 13-19 January 2021
- 61 between 20-26 January 2021

The number of Fixed Penalty Notices (FPNs) issued related to COVID-19 incidents were:

- 8 between 6-12 January 2021
- 24 between 13-19 January 2021
- 13 between 20-26 January 2021

Incidences had increased since Christmas 2020, which was taking up both officer time and resources. FPNs would only be issued if there was a breach of legislation and there were repeat offence locations such as the Long Walk. The Crown Estate and residents requested for more police patrol.

Inspector Tracey Croucher said she was leaving her post in March 2021, and Inspector Mike Darrah was returning.

The Vice Chairman asked if there was a breakdown of FPNs and incidents within Windsor and what the most common offence was, and the Forum was informed that

this Windsor breakdown would be circulated offline. The Forum was informed the most repeated offence was gatherings and not wearing face masks indoors.

**ACTION: Inspector Tracey Croucher to share the number of FPNs and COVID-19 related incidents in Windsor offline.**

Councillor Tisi asked if it was possible for the borough's Communications team to increase messaging on social media in hotspot areas for COVID-19 related incidents, and the Forum was informed the TVP was working with the team to spread the message.

Councillor Tisi said she noticed anti-vaccination stickers on bins and asked how residents should report this. Inspector Tracey Croucher said the TVP should be informed and David Scott said the precise location of the stickers could be reported on the borough's website to be removed.

Councillor Price said areas like the Long Walk that were advertised widely by the borough may attract non-residents and therefore should be reviewed. The Chairman specific posts of this nature could be referred to the Communications team. He said it was not just the borough's posts, but social media at large that and individual posts that advertised local places.

Councillor Price asked if assaulted victims of crime had access to victim support services, and the Forum was informed that they were referred to services, with their consent. Victims First was the service for adult victims and another service for under 18s.

Councillor Knowles suggested having a traffic flow system in the Long Park, to encourage social distancing and the Forum was informed this was suggested to the Crown Estate.

Jeffrey Pick, Thames Valley Police Community Engagement & Resilience Officer, said he received great response from residents regarding intelligence on suspicious activity. The Chairman thanked Jeffrey Pick for promoting the Forum.

The Panel noted the item.

## ORDER OF BUSINESS

**RESOLVED UNANIMOUSLY: That the order of business as detailed in the agenda be varied.**

## WINDSOR NEIGHBOURHOOD PLAN

Claire Milne, Windsor resident and Co-Chairperson of the Windsor Neighbourhood Plan (WNP), said the WNP draft plan was passed in January 2020 and went to Cabinet in December 2020. Under normal circumstances, after an examination, the decision notice would be issued within 6 weeks by the council; yet they were still awaiting the decision notice. Without a decision notice, planning decisions could be made without a reference to the WNP.

John Bastow, Windsor resident and Co-Chairperson of the Windsor Neighbourhood Plan (WNP), said there was uncertainty if the referendum on 6 May 2020 was still

taking place due to COVID-19 and asked for any confirmation. Claire Milne said the referendum was already delayed from May 2019 and there may be important planning applications to come that residents may want a say in through the WNP.

*(Adriene Waite, Head of Planning, joined the meeting.)*

David Scott said whilst the referendum was scheduled for 6 May 2020, there was a majority view to delay the elections until there was a greater rollout of vaccinations and a reduction in asymptomatic carriers. The decision was yet to be made. Adrien Waite was apologetic about the delay in the decision notice and said it would be issued imminently.

Councillor Price said Cabinet praised the WNP due to its community engagement and investigative work. Councillor Hilton said that the WNP would have no weight in the planning process until it was not adopted as a Neighbourhood Plan after the referendum, which was confirmed by Adrien Waite.

Councillor Hilton asked if the WNP would be available on the borough website once the decision notice was given and the Forum was informed this would take place. Claire Milne said special regulations were set for COVID-19, stating that even if Neighbourhood Plans did not go through a referendum, they would be given some weight in the planning process, therefore the decision notice was important.

The Panel noted the item.

#### ORDER OF BUSINESS

**RESOLVED UNANIMOUSLY: That the order of business as detailed in the agenda be varied.**

#### TOWN MANAGER UPDATE

The Chairman introduced the item and said the Small Business Saturday Campaign was launched and £4.6mn was delivered to small businesses via the business financial support. Car and coach parking and footfall were low due to the lack of tourists. There were vacant spaces in Windsor Yards, some shops had closed permanently, and the future was unknown. My Royal Borough and other campaigns had also been enrolled.

Councillors Tisi and Price said My Royal Borough focussed on town centre business and requested for businesses in wider Windsor to be addressed as well. Councillor Price recommended businesses from her ward before Christmas 2020 for My Royal Borough and requested to have this reflected in the report going forward. The Vice Chairman said she encouraged businesses and ward councillors to encourage local businesses to register on My Royal Borough to make it a stronger platform.

**ACTION: My Royal Borough to focus on businesses outside of Windsor town centre.**

The Panel noted the item.

#### ORDER OF BUSINESS

**RESOLVED UNANIMOUSLY: That the order of business as detailed in the agenda be varied.**

## PARKING STRATEGY

Neil Walter, Parking Principal, introduced the item and said on 26 November 2020, the council adopted a 5-year strategic framework. Car travel remained the most prevalent form of transport in the borough and the strategy sought to minimise congestion, improve air quality, maximise the use of existing assets and support economic growth. The strategy was intended to be dynamic, with periodic reviews. In Windsor, the focus was on the upcoming removal of self-administered parking schemes, the removal of the majority of on-street pay and display parking machines, and the future review of residential schemes.

The Chairman said car parks had opened for resident parking due to lockdown restrictions. Councillor Cannon, Lead Member Public Protection and Parking, said any suggestions and observations were welcome.

John Webb, Windsor resident, said he wrote an email seeking clarity on what a minor amendment was, and Councillor Cannon said all ideas were welcome to be put forward. Matters could be raised in the Forum, brought forward by a ward Councillor, by the resident themselves or directly to Neil Walter. It would then be discussed if it was viable.

Councillor Knowles said parking charges were introduced by the government to control traffic and access to places, so prioritising revenue gain for charges was not good. He said the problem in Windsor was the high traffic flow and pollution on Arthur Road and suggested a park and ride scheme to control the visitor parking and access to town. It was also suggested that the Parking Strategy worked alongside the Transport Plan, and review how people travelled into Windsor. Councillor Price agreed that the Parking Strategy should be integrated with the public transport policy. Neil Walter said various plans had been considered for Arthur Road to help reduce congestion. The issue with park and ride was the lack of site available to execute.

Chris Holland, Windsor resident, asked for consideration to be given to making the York House car park available to the public from 5pm instead of the existing 7pm start time. He said the empty car park could be used in the critical time, in accordance with the strategy to maximise the use of assets. Neil Walter said York House car park was managed through a property company and the current lease did not permit the use of the car park before 7pm. He would liaise to Chris Pearse, Head of Capital Projects and Asset Management, to see if there was a potential to change the lease.

**ACTION: Neil Walter to liaise with Chris Pearse on changing the public parking time at York House.**

Councillor Tisi asked if the season ticket model could be provided to residents who used car parks regularly, which would benefit the council due to the upfront or monthly income. Neil Walter said administrating the tickets would need to be reviewed and deciphering if the purchaser was a Windsor resident. The Council was currently considering RingGo, which did not collect the address of customers.

**ACTION: Neil Walter to explore the resident season ticket potential and update the Forum through the Lead Member.**

Councillor Tisi said the car share scheme link in the Parking Strategy did not work and asked how to access the scheme. Neil Walter said the scheme was now being managed by Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth, and would collate answers from him. Councillor Tisi asked for 'Cycle Action Plan' to be changed to 'Cycling Action Plan'.

**ACTION: Neil Walter to ask Chris Joyce to provide an update on the car share scheme.**

Councillor Price said residents were not informed that they were able to make reasonable minor adjustments to the Parking Strategy and requested for the item to come forward to a future meeting for better involvement by residents. Councillor Cannon said residents were not limited to responding through the Forum and could make comments directly or through a ward councillor.

The Vice Chairman asked how the council could encourage fewer cars and encourage electric vehicle charging points. Neil Walter said reviews would take place for home and public electrical vehicle charging points, with significant work to be carried out in 2022.

Councillor Davies asked if it was possible for residents to purchase something similar to a book of tickets to park in car parks in central Windsor, and the Forum was informed the council was working on strategies to discourage outer Windsor residents to drive into the centre, in line with reducing congestion and pollution. Councillor Davies said less able residents would need some support.

Councillor Price said residents were concerned about the lack of enforcement of parking regulations outside of schools during peak times. There were not enough community wardens outside schools and lack of enforcement of the restrictions. Councillor Cannon said community wardens did not enforce parking, but rather a company that enforced parking under legislation, including double yellow lines, resident parking bays and school hazard lines. Concerns of an area not being effectively enforced could be raised on the borough's website, which would be dealt directly by the company.

Councillor Price said there were not enough people enforcing parking and Neil Walter said there was an increase number of restrictions and fewer people in the parking enforcement team. Alternative options were expensive, such as static or mobile cameras outside of schools, CCTV, and the technology to support these. Community wardens provided good education on enforcement, but some parents disregarded children's safety.

Councillor Davey said the plan to increase electric spaces would cost approximately £20 million, and if all vehicles were electric by 2030 in the UK, the UK would require 200% of the current production of the world's cobalt. The Chairman said there would be a need for extra power stations to produce electricity and said hydrogen cars may overtake Tesla, with the by-product of water.

Councillor Bateson said there were spaces on the outskirts of Windsor for park and ride facilities for workers and residents. Neil Walter said there was a park and ride service running in LEGOLAND®; however, the concern was the traffic flow from north

and east of Windsor. Councillor Bateson said the park and ride service was not advertised widely.

John Webb said it was some distance for West Windsor residents to travel to central Windsor without a car and with no other alternative at a similar timescale. The Chairman said it was difficult to accommodate every possibility and to cater to increased parking and reduce car use for the environment.

John Webb asked why west Windsor residents were being disadvantaged whilst central Windsor residents were considered for parking permits. The Chairman said there was no space for additional parking in Windsor town. John Webb suggested bus or shuttle services, cycling schemes, car share schemes and discounts for parking. The Chairman said there was a cost to public transport and John Webb said there was a cost to pollution and parking issues too. John Webb said a park and ride system could be created to solve these problems. Councillor Knowles said there used to be bus services available to central Windsor that were efficient and cheap but no longer ran.

The Panel noted the item.

### COVID-19 UPDATE

David Scott introduced the COVID-19 epidemiology for RBWM report published by the Berkshire Public Health using data drawn from Public Health England. The report showed a comparison for the period between 14 to 20 January to the previous seven days. In the borough:

- 446 individuals were tested per 100,000, the mid-range in comparison to other neighbouring Berkshire boroughs. This was on a reducing trend.
- 12.8% individuals tested positive, which was a reducing trend.
- 334 cases per 100,000 of all ages, which continued to drop to 302 on the date of the Forum.
- 359 cases per 100,000 of over 60s cohort. The elder generation was the greatest strain on the NHS due to an increased risk with poorer outcomes and requiring longer term treatment.
- Cases of COVID-19 increased in December 2020 in RBWM but were below the Southeast and England figures until mid-December 2020. The figures rose above these levels just before Christmas 2020, but as of 1 January 2021, cases dropped below the England and Southeast average once again.
- Datchet, Horton and Wraysbury had the highest confirmed COVID-19 cases, and cases had increased in care homes and residential dwellings.
- There was a rise in mortality rates and patients admitted to hospital with COVID-19. If the current more recent trend of data continued, there was hope for a fall in the number of inpatients.
- Data from 21 January 2021 showed reduced figures, and Datchet, Horton and Wraysbury had also improved. Clewer East had a higher rate of COVID-19 due to an outbreak in a care home.

Berkshire authorities submitted a proposal to set up a Lateral Flow Device Testing Centres (LFDTC), which were centres for the national programme to be executed at a community level. The results from the lateral flow device tests would be given in half an hour rather than several days. Should the proposal be approved, Braywick and Windsor leisure centres would become the centres for those who could not work from home and had contact with the public. They would receive two tests per week and could book in advance but if unable to use digital route they could turn up, but this would take longer to obtain the test. The centres would be open 7 days a week between 6am and 8pm during the weekdays and 10am to 4pm during the weekends.

A third of all positive COVID-19 were asymptomatic. If a test was positive, the individual would self-isolate and the details would be passed to the national track and trace system. The Contact Tracing and Advisory Service (CTAS) would make the initial contact; however, if unsuccessful, the Local Contact Tracing Service (LCTS) would follow-up. Set up in November 2020, the LCTS was where all those who were unable to be reached by the NHS were followed up. The number of daily referrals had increased to 25-30 referrals daily. It was hoped that residents would respond to a local number and there had been up to 50% in engagement of those referred from the national service. Residents were taken through a questionnaire when infected and were given advice and support.

43% of all cases were caught from the community rather than at home. Staff training for those working at the LFDTC includes 11 modules that had to have a 100% pass rate to be part of the workforce and every member was tested for COVID-19 daily.

Councillor Price asked if there were any lessons from the Datchet, Horton and Wraysbury figures and how ward Councillors could help. David Scott said the lessons included following the rules, staying at home where possible, wearing a face mask, washing hands, and maintaining social distance. Councillors could promote the key message which are still essential for everyone.

Councillor Knowles said the figures were not always the same in each key so the data of maps may not be easily comparative. Councillor Davey asked if the cause of death for a COVID-19 positive individual was recorded as a COVID-19, even if there was unrelated to the virus. David Scott said this would be confirmed offline.

**ACTION: David Scott to inform Councillor Davey of the record of death of a COVID-19 positive due to an unrelated cause offline.**

Jeffrey Pick said there were scams on COVID-19 vaccinations and asked what the legitimate vaccination notification procedure was. David Scott said he would take this offline and briefly explained follow-up phone calls and text would be made until the vaccination was given, or the resident opted out from the service.

The Panel noted the item.

#### WINDSOR TOWN COUNCIL UPDATE

Councillor Cannon introduced the item and said the next meeting was the day after the Forum, in which Members would make a final decision that would be brought to Cabinet in February 2020, to then be approved by Council and then progressed for a consultation.

Councillor Price asked if the process was progressing as desired and the Forum was informed this was the case. Councillor Hilton said he recently joined the Group, the Members were working well together, and thanked Councillor Davies for her work.

The Panel noted the item.

### WORK PROGRAMME

The Chairman gave Councillor Davey the opportunity to raise his points. Councillor Davey said the posters put up to reach residents who would be impacted by the low traffic neighbourhood consultation were removed, and it appeared the intention was for him to be fined by the District Environmental Crime Officers. The posters were paid for by the council and were council property and would be persecuted. The Chairman said to take this matter offline.

Councillors Price and Davey proposed to have the current consultations item in the next meeting agenda, to update the residents. Councillor Knowles proposed the discussion on the Royal Borough Development Management Panel to also be considered as part of the consultation items.

Councillor Price requested for the Electric Charging Points and Housing of Multiple Occupations (HMO) Impact items be considered for the Work Programme. Councillor Davey said the lead officer was working on the electric charging points; therefore, this could be postponed. The Chairman asked what the HMO item was regarding, and Councillor Price said the insufficient parking space for the volume of cars in an area had a knock-off effect on neighbours. The Chairman said the item would be put onto the next meeting's agenda.

Councillor Tisi asked for the Army Covenant Update item to be placed on the Programme. Councillor Knowles and the Vice Chairman said the guards were currently busy but would like to attend in future.

The Panel noted the item.

### DATES FOR FUTURE MEETINGS

All future meetings to be held on the following dates (at 6.15pm):

- 24 March 2021
- 26 May 2021

The Chairman thank all officers, Panel Members and residents.

The meeting, which began at 6.15 pm, finished at 9.22 pm

CHAIRMAN.....

DATE.....