

Miles Thompson  
Planning Policy Manager  
Royal Borough of Windsor and Maidenhead  
Town Hall  
St Ives  
Maidenhead  
Berkshire  
SL6 1LF

Friday 6 June 2014

Ref: Central Windsor Neighbourhood Plan for Business 2014

Dear Mr Thompson

Application for Windsor to be designated as a Neighbourhood Area and the Central Windsor Neighbour Plan for Business to be considered as the relevant body to prepare a Neighbourhood Plan.

Under the terms of the Neighbourhood Planning (General) Regulations 2012 (“the Act”) Part 2 & 3, we submit this application to the Royal Borough of Windsor and Maidenhead (RBWM) for a Neighbourhood Area designation and a Neighbourhood Forum

Name

The name of the organisation is “The Central Windsor Neighbourhood Plan for Business” also known as “Windsor Means Business” and referred to in its Constitution as “The Forum”.

Constitution

A copy of the constitution is attached. This document was submitted to those attending both the Windsor District Chamber of Commerce , Windsor, Eton and Ascot Town Partnership executive and board meetings and Individuals who attended our first meeting of the forum on the 6 June 2014.

Plan Boundary

We have held discussions with the outer Windsor Neighbourhood Plan and have agreed that we will work together with them and other neighbouring plans towards improving and growing the town.

In order to reach agreement with the WNP we were obliged to make some boundary changes which included the removal of Alexandra Gardens, Coach park and some of the railway arches which are all currently occupied exclusively by businesses and no residents. This means that a number of businesses will be half-in-half-out and that others will not get a vote, which we regret. We understand that the council may need to



look at these more closely and could decide these may need amending to ensure those businesses are able to be included in the vote.

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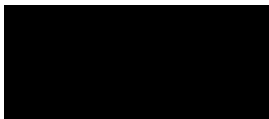
Qualifying Statement

This application is submitted on behalf of the proposed Central Windsor Neighbour Plan for Business Forum, a relevant body for the purposes of Section 61G of the Act. The proposed Central Windsor Neighbour Plan for Business Forum is a body established for the express purpose of promoting and improving the social, economic and environmental well being of the proposed neighbourhood area.

31 people have confirmed their intent to join our proposed Forum and at our inaugural meeting on the 6<sup>th</sup> June a motion was passed to adopt and submit the CWNPB constitution, being business owners and or employees in Windsor town Centre.

The characteristics of the proposed neighbourhood area are of predominantly businesses, (made up of retail, dining, tourism, leisure and corporates) and some residential. There is a strong historic identity within the town centre which is categorised as a conservation area. It is the Forum's intention when developing its plan that the intended growth and success of the town centre has careful consideration given to ensuring that it maintains this special character.

Yours sincerely



Phil McMichael, Interim Chair

Central Windsor Neighbourhood Plan for Business Forum.



CENTRAL WINDSOR NEIGHBOURHOOD PLAN  
FOR BUSINESS

**DRAFT CONSTITUTION**

1. Name and Area.

- (i) The name of the organisation is “The Central Windsor Neighbourhood Plan for Business” also known as “Windsor Means Business” and referred to elsewhere in this Constitution as “The Forum”.
- (ii) The neighbourhood area is focussed on the town centre of Windsor and the boundary is described at Appendix 1. It is predominantly business in nature in accordance with the requirements of the Localism Act. It lies wholly within an unparished area of the Royal Borough of Windsor & Maidenhead.

2. Purpose and Objectives.

- (i) The Forum has been established with the principle purpose of preparing the Business Neighbourhood Plan for Windsor Town Centre with the objectives of:
  - a Promoting economic growth
  - b Providing Windsor visitors and users with a “five star” experience
  - c Recognising that Windsor’s heritage is a key asset for business
  - d Recognising also that Windsor is a key commercial centre in the Thames Valley; sustaining and building on that, in healthy competition with its neighbours
- (ii) In this connection, it has been established for the express purpose of promoting and improving the social, economic and environmental well-being of Windsor Town Centre in accordance with S61F(5) of the Localism Act, 2011.
- (iii) In preparing the Business Neighbourhood Plan for the town centre, the Forum will seek to consult during the plan preparation process, all those living and working in the town centre and elected to represent the Town Centre, along with the wider public who look to the Town Centre to provide jobs and services which they can access. The Forum will encourage anyone who is interested to make representations to the Forum who will consult with all who wish to have a say.
- (iv) The Forum will seek to represent fairly all the different sections in the community in preparing the plan and have due regard to the history and character of the town centre in developing appropriate planning policies aimed at securing its long term future.



- (v) In addition to the statutory referendum for businesses, The Forum will seek to ensure that the referendum for residents at the end of the process embraces a wider area than the plan boundary itself. The Forum recognises that the final decision on the boundary of the residents' referendum rests with the Independent Examiner and will seek to provide to the Examiner the evidence to support the definition of a wider area than the plan boundary. This is anticipated to be the historic urban centre of Windsor, characterised by relatively high density terraced houses and adjoining conservation zones, sharing the history of the commercial centre.
- (vi) Towards the end of the plan preparation process, The Forum will consider its future and the extent to which it should remain in existence to support the ongoing development of the Town Centre; encourage investment in the Town Centre and comment and advise on development proposals which will impact on the Town Centre or even to evolve into a Business Improvement District. It is acknowledged that the maximum life of The Forum will be five years.

### 3. Values.

All members of The Forum will aim to follow the 'Nolan Principles' of public life. That is they will act with:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- and seek to promote these values by Leadership and example.

### 4. Membership.

The forum is drawn from a diverse spectrum of local businesses, both big and small, local and visitor orientated, retail and other commercial. It also includes elected councillors and residents of the area. Furthermore, membership of the forum is actively encouraged and open to any resident or business in the area until the council's consultation period concludes, at which point the work of bringing forward the plan will commence.

- (i) Membership of The Forum is open to anyone aged 18 and over who lives or works in the area or is elected to represent any part of the area.



- (ii) Associate membership is open to anyone aged 16 or over who does not live or work in the area but has a desire to help secure the future of Windsor Town Centre, wishes to become involved to help achieve that objective and has relevant skills or experience. Associate members will not be able to vote.
- (iii) From the date of the approval of Forum by the council, following the six week consultation period, further applications for membership will not be sought. The exception to this will be any member who is an employee of a local company, who may be replaced by another representative from the same company. All members and associate members shall provide details of the skills and expertise they can bring to the Forum.
- (iv) The Forum keeps an up to date list of all members' names, contact details and skills and experience, for the purposes of involving them in the work of The Forum including organising its meetings and the AGM. All listed members of the Forum are entitled to vote at meetings of The Forum.
- (v) The Forum does not levy any form of subscription on its members.
- (vi) The Forum may suspend from membership anyone who brings the Forum into disrepute by, for example, repeatedly and/or unapologetically flouting its values expressed in 3 above. Suspended members are not entitled to vote, speak at or attend meetings of The Forum or any of its committees.
- (vii) A minimum of 21 members of The Forum live or work in the area or are elected to represent any part of the area in accordance with S61F(5)(c) of the Localism Act 2011. The other requirements of S61(5) of the Localism Act are all met and articulated in this Constitution.
- (viii) The Forum will review its membership annually to ensure that it continues to meet the requirements of the Localism Act and that it is representative of all the different sections of the community it is seeking to serve.

## 5. Meetings.

The Forum is run solely by its members. Ordinary General Meetings of its members are its sovereign decision making body. In order to meet its purpose and objectives The Forum will:

- (i) Meet regularly (Ordinary General Meetings), approximately bi-monthly, in order to manage the process of preparing the Business Neighbourhood Plan for Windsor Town Centre. A first AGM will be held within two months of The Forum being designated as the appropriate body to prepare the Business Neighbourhood Plan and thereafter 12 to 15 months after the previous AGM, giving at least 14 days' notice to all members. The second and subsequent AGM's will consider the Annual Report of work done by



the Forum in the previous year presented by the Chair; the accounts for the Forum; where necessary, a review of any of the rules and policies of the Forum and any other business announced in the AGM agenda. A Special General Meeting (SGM) of the Forum will be arranged within 28 days of receipt of a request by 25 members, the agenda for the SGM setting out the matters to be dealt with. The quorum for an SGM is 25 members or one third of the voting membership, whichever is the lower. The quorum for both Ordinary General Meetings and the AGM of The Forum will be 20% of its full voting membership or 10 people whichever is the lower.

Minutes of all meetings will be prepared by the Secretary and put before the next similar meeting for approval. Copies of all draft minutes will be sent to all Forum members; copies of approved minutes will be sent to all Forum members and made publicly available.

- (ii) Establish a Working Group of not less than 8 or more than 12 members of The Forum to manage the day to day work involved in preparing the Business Neighbourhood Plan and the wide public consultation involved. The Working Group will appoint its own Chair and Deputy Chair and make such other appointments, or establish sub-groups, as it considers necessary as the plan preparation process evolves. In particular, it will appoint one of its members as Community Engagement Officer, leading on the public consultations involved. The Working Group will be able to co-opt people onto the Group to help deal with defined issues. The Quorum for meetings of the Working Group will be 3 including either the Chair or Deputy Chair but excluding co-opted members. Only The Forum members on the Working Group will be eligible to vote. Minutes of the Working Group meetings will be prepared by the Secretary and put to the next meeting for approval. Copies of approved minutes will be circulated to all Forum members for information. All formal proposals from the Working Group will be put to The Forum for decision. .
- (iii) The Forum will elect a Chairman.
- (iv) The Chairman will appoint a Deputy Chair, a Secretary and a Treasurer and such appointments will be confirmed at the subsequent Forum meeting.
- (v) The Forum will arrange at least one public meeting a year, which may be combined with the AGM or combined with general consultation on the plan preparation process or held independently of other matters, in order to listen to views and take them into account in making subsequent decisions. At least 28 days' notice will be given of a Public Meeting. Such meetings will not have any formal decision making power.



## 6. Operation of Meetings.

The following rules apply to all meetings of The Forum including public and committee meetings:

- (i) Each meeting will have a chair who will usually be the Chair of The Forum, or the Deputy Chair. If neither the chair nor the deputy is present, the members present will elect a Chair for that meeting. The chair of the meeting will ensure that the business of the meeting is transacted in an orderly and timely way.
- (ii) All meetings will endeavour to make decisions by consensus, but in the case of a vote, decisions are made by simple majority of those present and eligible to vote. If the vote is tied, the chair of the meeting has a second, casting vote.
- (iii) All members and associate members of The Forum are entitled to speak at meetings of the Forum. At Public Meetings, all members of the public are entitled to speak. The chair of the meeting has the power to impose time limits on speeches.
- (iv) All members of The Forum shall act in meetings in the best interests of The Forum and in line with the 'Nolan Principles' set out in 3. above. The Forum recognises that as a business group all members will be expected to have a financial interest by definition but that this should not prevent them from being active participants. The same principle applies to developers, who as per the DCLG guidance can also be members. Members should, however, clearly declare their interests both on their membership forms and reiterate this at any meeting, which will be minuted, so that other members and the public are clearly aware of their interest.

## 7. Finance.

- (i) All income to The Forum is to be used to further the Purpose and Objectives of The Forum set out in section 2 of this Constitution and for no other purpose.
- (ii) The Treasurer will keep proper account of the finances of The Forum and ensure that The Forum has a bank account in its own name. All cheques issued by The Forum need to be signed by two members of The Forum designated by The Forum for that purpose.
- (iii) The Forum's accounts will be examined at least once a year by an independent person who is not a member of The Forum.

## 8. Background to the Definition of the Proposed Boundary Defined at Appendix 1.



- (i) The Business Forum for Windsor emerged as a result of the collapse of the Central Windsor Neighbourhood Plan and attempts to turn the neighbourhood plan into a town plan in conflict with the council and lacking the granularity to address the many neighbourhoods in Windsor. It is primarily the initiative of members of the Windsor & District Chamber of Commerce and the Windsor Town Partnership.
- (ii) The boundary illustrated at Appendix 1 will, once designated, represent the geographical extent of the Business Neighbourhood Plan to be prepared for Windsor Town Centre.
- (iii) The Forum recognises that as part of the public consultation to be carried out by RBWM on this proposed Constitution, including the proposed boundary, amendments to the Constitution and/or the proposed boundary may be put forward to the Council by members of the public. The Forum acknowledges that RBWM will give proper consideration to any such proposed amendments in its determination of The Forum's application for designation as the appropriate body to prepare the Business Neighbourhood Plan for Windsor Town Centre, and may amend the Constitution and/or the boundary if it considers that to be appropriate. The Forum would wish to emphasise to the Council that in determining any amendments to the Constitution and/or the boundary, the importance of the plan area remaining 'predominantly business in nature' be borne in mind.

Date Adopted: 6 June 2015



### Plan boundary rationale

The area is drawn so as to form a contiguous area encompassing the central Windsor retail, visitor and commercial areas. These have a mostly well-defined urban boundary with the predominantly residential areas of central Windsor, to the south. This can be easily observed by walking the route.

The castle is considered to fall under the designation of primarily a business. The boundary also encompasses the Home Park, both the public and private sections, many parts of which are frequently used for commercial and other events.

The riverside area encompasses a great many enterprises providing recreation services, food and boat works. It also includes many parking areas essential to the operation of Vansittart Industrial Estate, the businesses under the arches, the railway station, the castle and the central business area generally. However, in order to reach agreement with the adjacent neighbourhood plan, Alexandra Gardens and the area north of the viaduct is excluded.

The southern boundary in the Home Park is the least well defined by activity but the boundary chosen reflects the geographical alignment with the urban business area.

### Plan boundary description

The river forms the natural northern boundary. Starting from the relief road, the Royal Windsor Way, it follows the boundary with Eton Parish to the Water Works opposite Romney Island and Potts Bridge.

It then follows the boundary with Datchet parish as far as Queen Elizabeth walk, turning east as far as Frogmore Drive. It then turns south to follow established paths going through Long Walk Gate and entering the Windsor urban area via Brook Street, including the houses to the north of this street.

The boundary then follows the barracks' wall as far as Victoria Street, where it turns east to include the business on the south side of this street, following their rear boundaries.

The boundary then turns left to include the St Leonard's Road shopping area. Again here it follows the rear boundaries of the shops lining this street as far as Lammas Court. The boundary then returns on the other side of the street from St Marks Road, following the rear boundary of the shops on the west side as far as Victoria Street again.

The boundary then goes down the west side of Charles Street, being marked by the boundary with the Ward Royal residential complex.



The boundary then turns west along the rear of the properties on the north side of Arthur Road, to include both the Windsor Dials office block, the Vansittart Estate and the associated car parks.

The west side of the Vansittart Estate marks the next turn in the boundary until it joins Stovell Road, so the Leisure centre is included, where it turns west as far as the relief road before joining up again with the river.

The council is requested:

- (a) to provide a larger scale map for clarity and
- (b) To confirm the correct border between the neighbouring parishes of Eton and Datchet
- (c) To make any other modifications to the boundary as it sees appropriate
- (d) To provide a full list of businesses and residents contained in the area (using business rates, electoral roll and other data)



Appendix 2 - Membership of the Forum			
	Name	Organisation/Address	Summary of interests/resources

[see separate document]



Appendix 3 – Officials [elected on 6 June 2014]

Chair – Dermot Whelan

Deputy Chair – Jutta Staude

Treasurer – Ian Jones

Secretary – Town Centre Manager (Paul Roach)

Appendix 4 – Working Group

[to be appointed after the consultation]



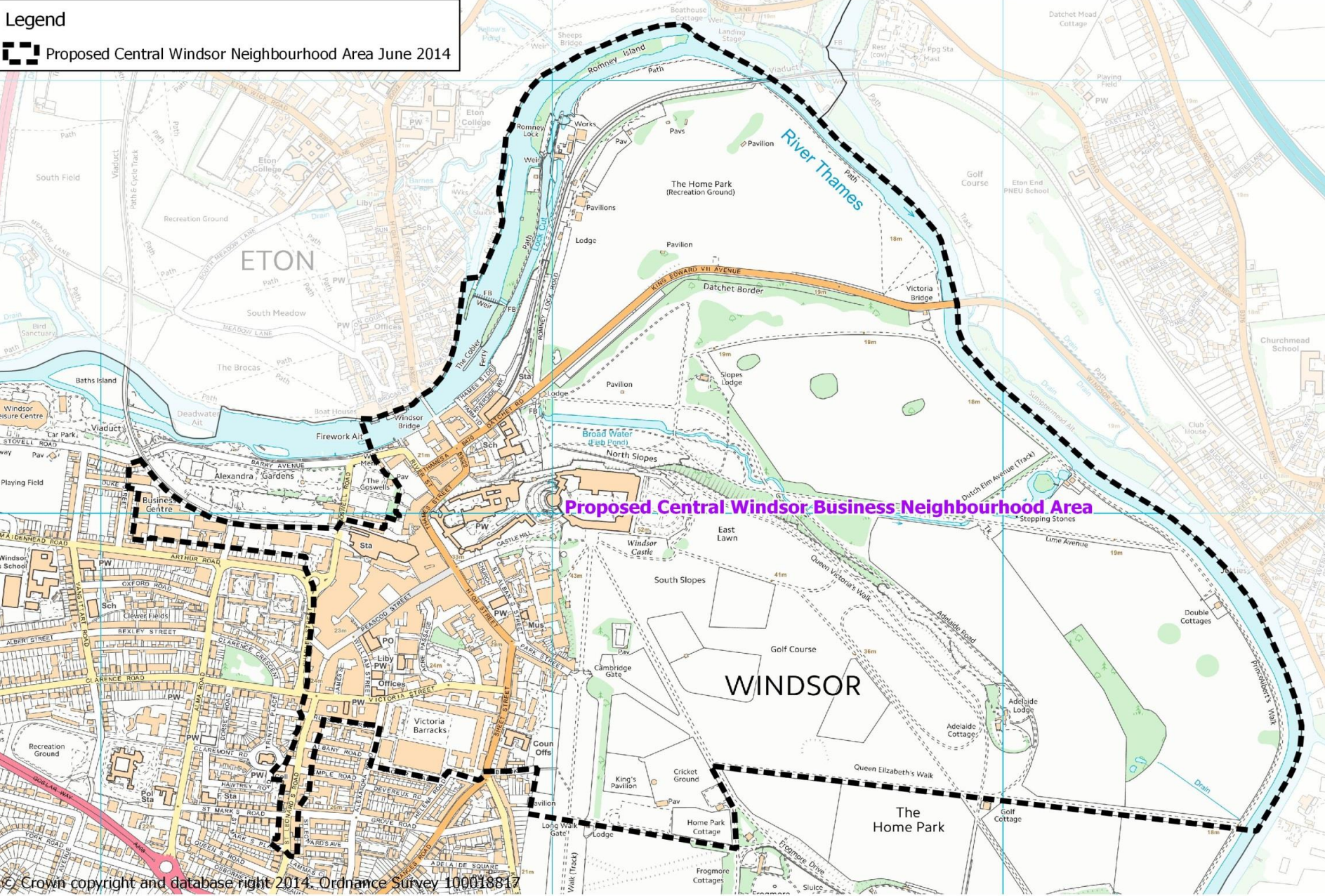
Appendix 5 – The Six Principles Underpinning the Approach to Plan Preparation.

- (i) That a Business Neighbourhood Plan is required for Windsor centre.
- (ii) That for the plan to be designated a Business Neighbourhood Plan the area of the plan must be wholly or predominately Business in nature, as required by the Localism Act.
- (iii) That the plan should focus on defining the land allocations and planning policies needed to underpin the sustainable and dynamic future of the Town Centre and should not deal with other, non-town centre, issues.
- (iv) That in preparing the plan, it is essential to actively consult with the wider public, who look to the Town Centre to provide a range of services, including jobs, which they can access. The publicity associated with such consultation should encourage anyone who is interested to get involved in the consultation in the most appropriate way for them. The Forum recognises the special nature of Windsor that has an historic urban centre and suburbs in the normal way but also serves as a market town for the surrounding region and its national and international significance. The Forum will look to engage all these interest groups in a constructive way.
- (v) That the referendum for residents at the end of the process should embrace an area wider than the plan boundary, the definition of that area to be informed by the plan consultation process.
- (vi) That the Forum should formally request the Independent Examiner to determine that a wider boundary, based on the evidence provided following the public consultation, be used for the purposes of the residents referendum.



Legend

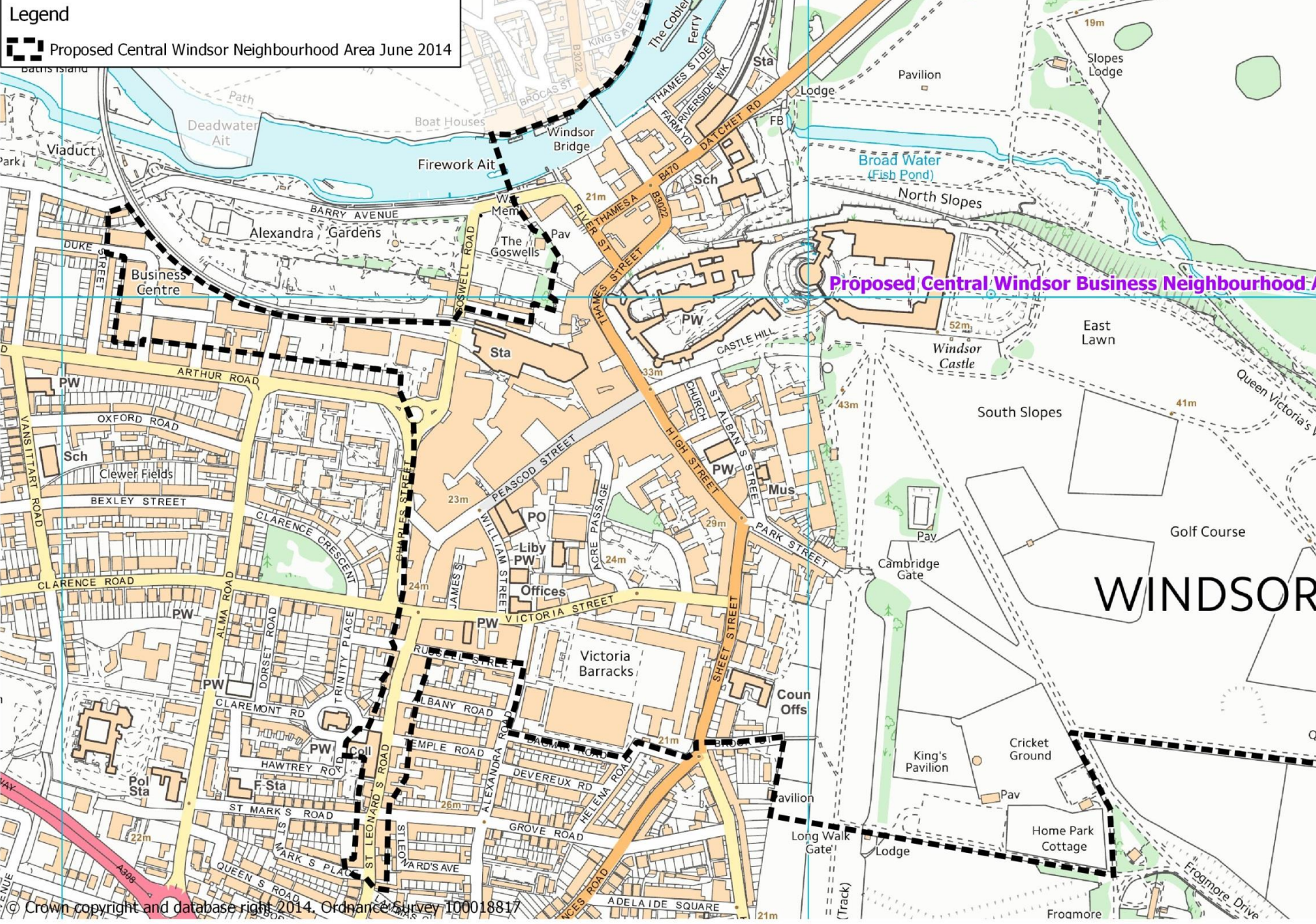
 Proposed Central Windsor Neighbourhood Area June 2014



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Legend

 Proposed Central Windsor Neighbourhood Area June 2014



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