

Tel: 01753 855106

14a Bolton Crescent
Windsor
Berkshire
SL4 3JQ

15th May 2014

Planning Policy Manager
Planning & Property Services
Royal Borough of Windsor & Maidenhead
St Ives Road
Maidenhead
Berkshire
SL6 1LF

Dear Sir,

Application for Windsor to be designated as a Neighbourhood Area and the Windsor Neighbourhood Plan Forum 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 proposed neighbourhood forum will be the Windsor Neighbourhood Plan (WNP) Forum.

Constitution

A copy of the draft constitution of the proposed forum is attached. This document was submitted to those present at an inaugural meeting held on Thursday 8th May 2014, together with a request for comments which will be reviewed at our next scheduled meeting in June.

Map

The name of the neighbourhood area to which the application relates is Windsor and a map which identifies the area is attached as [1 of 2].

The application relates to the unparished wards of Castle Without, Clewer East, Clewer North & Clewer South (excluding parished areas covered by Bray Parish), Eton and Castle (excluding the parished area covered by Eton Town Council) and Park but excluding an area which is the subject of a separate application which will be submitted by the Central Windsor Neighbourhood Plan (CWNP) for Business group.

A second map [2 of 2] is enclosed which shows the proposed separate Business Area submission.

During preliminary discussions with the CWNP for Business Group, we have committed to work together as far as is reasonably practical in the preparation of these two separate Plans, but ultimately to work with the aim of submitting them for examination at the same

time – effectively as a single document to be voted on in two parts. This will give both residents and business rate payers fair voting rights.

The Western edge of the Clewer North and South ward boundaries are complicated by the overlap of Bray Parish Council territory. We understand from your officers, that based on advice from the Department for Communities and Local Government, such territory as is within Bray Parish cannot be included in this NP Area. Our map records this fact.

Contact Details

1st contact

Claire Milne
14a Bolton Crescent
Windsor
SL4 3JQ

2nd Contact

John Bastow
7 Tyrell Gardens
Windsor
SL4 4DH

Qualifying Statement

The application is submitted on behalf of the proposed Windsor Neighbourhood Forum, a relevant body for the purposes of Section 61G of the Act. The proposed Windsor Neighbourhood 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.

At the inaugural meeting referred to above, by completion of a Registration Form, 33 persons confirmed their intention to join the proposed Forum, being either residents or employees of local businesses in the Area.

The outer boundary of this application includes the geographical area and the full extent of the former Central Windsor Neighbourhood (CWN) Area which was approved on 29th July 2013 and dissolved on 7th April 2014, excepting only that the two Windsor wards of Clewer North and Clewer South have been added.

The characteristics of the proposed neighbourhood area are of a residential and business nature (eg: retail, tourism and corporate business) and a strong historic identity. These existing characteristics and the pressures for change need to be considered across all wards, in order to create a strategy to manage future growth in a way which enhances the role of the town centre, whilst maintaining the special character of the area as a whole and benefitting residents and businesses.

Yours faithfully,

.....

Claire Milne, Interim Chairman

Cc: Mr Phil McMichael

WINDSOR NEIGHBOURHOOD PLAN FORUM

Articles of Constitution

DRAFT FINAL_amended

1 Introduction

The Royal Borough of Windsor & Maidenhead (RBWM) is the Local Planning Authority for the town of Windsor. The Authority established the Windsor Neighbourhood Plan Forum on [Date] for the purpose of issuing a Neighbourhood Plan for the designated area.

In this case, the designated area means the unparished wards of Castle Without, Clewer East, Clewer North & Clewer South (excluding parished areas covered by Bray Parish), Eton and Castle (excluding the parished area of covered by Eton Town Council) and Park.

2 Title

The name of the Forum shall be the Windsor Neighbourhood Plan Forum (“the Forum”).

3 Purpose

The Forum is established to promote and to improve the social, economic and environmental well-being of the Area, by the production of a Windsor Neighbourhood Plan (“the WNP”). The Area combines residential and business activity (eg: retail, tourism and corporate business) and has a strong historic identity. These existing characteristics and the pressures for change need to be considered across all wards, in order to create a strategy to manage future growth in a way which enhances the role of the town, whilst maintaining the special character of the area and benefitting residents and businesses.

The proposed Neighbourhood Area (“the Area”) to which the Forum relates is shown in the map in Appendix A

4 Membership

Membership of the Forum is open to all residents living in the Area, individuals working in the Area and elected ward members for the Area.

The Forum will consist of no fewer than 21 individuals at any one time.

Individuals can register as members by the completion of an application form.

Affiliations, Interests and Contributions

The Forum shall not be affiliated to any political party, but will welcome the involvement of ward councillors as community representatives.

All members of the Forum must declare any personal association or interest which might be perceived by themselves or others, as being relevant to a matter under discussion. This may include membership of a particular organisation, ownership of land or a business or any other matter that may be considered to be relevant. Such declarations shall be declared to the Chairman and will be made publicly available. Decisions on the management of such declarations will be taken by a Forum vote.

Organisations and businesses may assist in the production of the WNP and may contribute to the cost of producing it. Details of any donations or assistance must be declared and made publicly available and must not influence the recommendations of the Plan.

Members may be excluded from the Forum for conduct and behaviour which may be regarded either as disruptive or not conducive to the achievement of the purpose of the Forum. The exclusion of members will be by a majority vote of the Forum.

5 Management

The Forum will appoint a Chairman/men, a Communications Manager, a Secretary and a Treasurer.

In the normal course of events, business will be transacted by and within the Forum under the chairmanship of the Chairman/men or a nominated representative.

In addition, the Forum will appoint a “working Committee” of 7-8 Forum members comprising the 4 persons named above and 3 other persons. This committee will meet as and when necessary to:

- to discuss matters relating to the operation and function of the Forum
- to act as a formal point of contact for the Forum
- to co-ordinate as necessary with members of the community.
- to identify support, resources and funding needed for each stage of the process
- to agree and submit the completed Neighbourhood Plan to the RBWM for its statutory consultation, examination and referendum stages

The working committee quorum will be 5.

6 Meetings

The Forum’s ultimate authority comes from its Annual General Meeting (AGM). This will normally be held during April. The main business will be to:

- to elect the Committee for the following year.
- to approve the financial accounts for the previous year ending 31st December

The Forum will normally meet monthly or at other times as the need may arise.

An Extraordinary General Meeting (EGM) may be convened at any time, either by the Committee or provided notification is received in writing by the Secretary, by no fewer than 10 members.

The Secretary must give Forum members at least 14 days notice of holding a General Meeting.

All voting will take place within the Forum. Votes in respect of any matter shall be cast either at a regular Forum meeting or at a General Meeting and shall be achieved by a simple majority of those members present. The vote shall be taken:

- either by written ballot for the election of members of the Committee or any other matter deemed to be appropriate by the Committee
- or by a show of hands

In addition to his personal vote, the Chairman/men will have a single casting vote at all meetings.

Voting by proxy will not normally be allowed

The Forum will act in strict accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998

7 Amendments to the Constitution

These Articles of Constitution may be amended only by a two-thirds (2/3) majority at a General Meeting convened for that purpose.

8 Winding Up

The duration of the Forum will be a maximum of 5 years from the date it is formally designated by the Council.

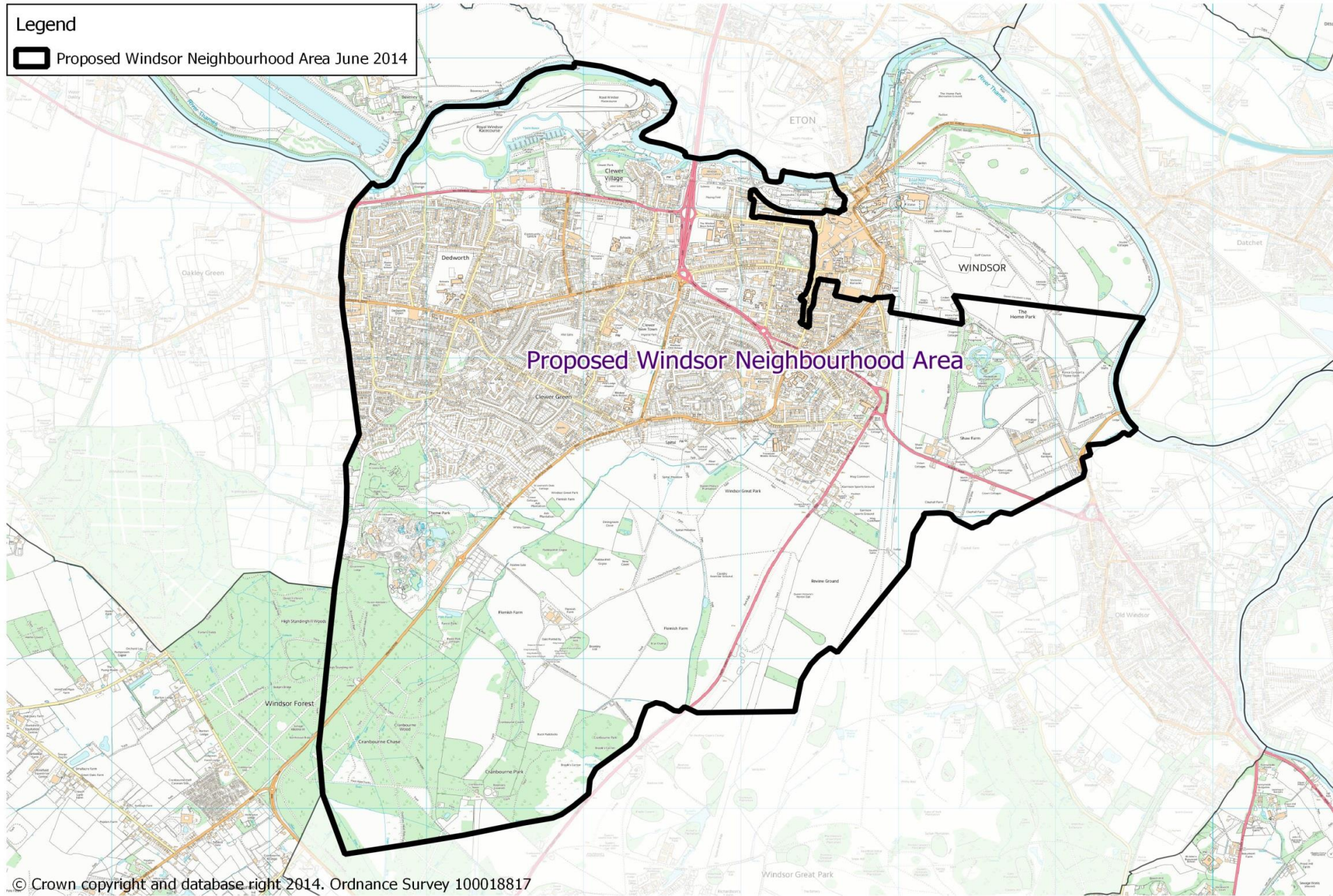
In the event of a termination of the Forum for any reason, any remaining funds, after settlement of all debts and liabilities, shall be returned to the RBWM.

END

Windsor Neighbourhood Plan Inaugural Members				
	as at	13-Jun-14		
40		40		
F	FORENAME	NAME	POSTCODE	STATUS
Y	Vivienne	Allen	SL4 4UP	Resident
Y	Ian	Bacon	SL4 4AL	Resident
Y	John	Bastow	SL4 4DH	Resident
Y	George	Bathurst	SL4 3AT	Resident/Business Owner/Councillor
Y	Brian	Carter	SL4 3PG	Resident
Y	Jane	Carter	SL4 3EX	Resident/Business Owner
Y	Pauline	Carter	SL4 3PG	Resident
Y	Kevin	Chapman	SL4 5PJ	Resident
Y	Nick	Clemo	SL4 3NX	Resident
Y	Carole	Da Costa	SL4 5RF	Resident
Y	Wisdom	Da Costa	SL4 5RF	Resident/Business Owner
Y	Jane	Daly	SL4 4HD	Resident
Y	Franco	De Luca	SL4 4QF	Resident
Y	David	Eglise	SL4 3HH	Resident
Y	Ingrid	Fernandes	SL4 4AY	Employee
Y	Colin	Hague	SL4 4YT	Resident
Y	Gill	Hall	SL4 3PF	Resident
Y	Lynn	Healy	SL4 5EZ	Resident
Y	John	Holdstock	SL4 5SW	Resident
Y	Curt	Hopkins	SL4 4AZ	Resident
Y	Hilary	Hopper	SL4 5LS	Resident
Y	David	Jessey	SL4 3TW	Resident/Business Owner
Y	Sue	Kemp	SL4 4AY	Employee
Y	Emma	Kenny	SL4 5AX	Resident/Business Owner
Y	Bob	Kiralfy	SL4 4PH	Resident
Y	Malcolm	Lock	SL4 4YP	Resident
Y	Alison	Logan	SL4 5AU	Resident
Y	Cori	Mackin	SL4 3AE	Resident
Y	Marcia	Malia	SL4 1SR	Resident
Y	Andrew	Melville	SL4 2AJ	Resident
Y	Claire	Milne	SL4 3JQ	Resident
Y	Helen	Price	SL4 4UP	Resident
Y	Trevor	Robinson	SL4 3SZ	Resident
Y	Peter	Sharpington	SL4 5EZ	Resident
Y	Susy	Shearer	SL4 3RD	Resident
Y	Anne	Taylor	SL4 5UN	Resident
Y	Margery	Thorogood	SL4 5BT	Resident
Y	Peter	Wilkinson	SL4 4UT	Resident
Y	Frances	Williams	SL4 3AN	Resident
Y	Antony	Wood	SL4 2RY	Resident

Legend

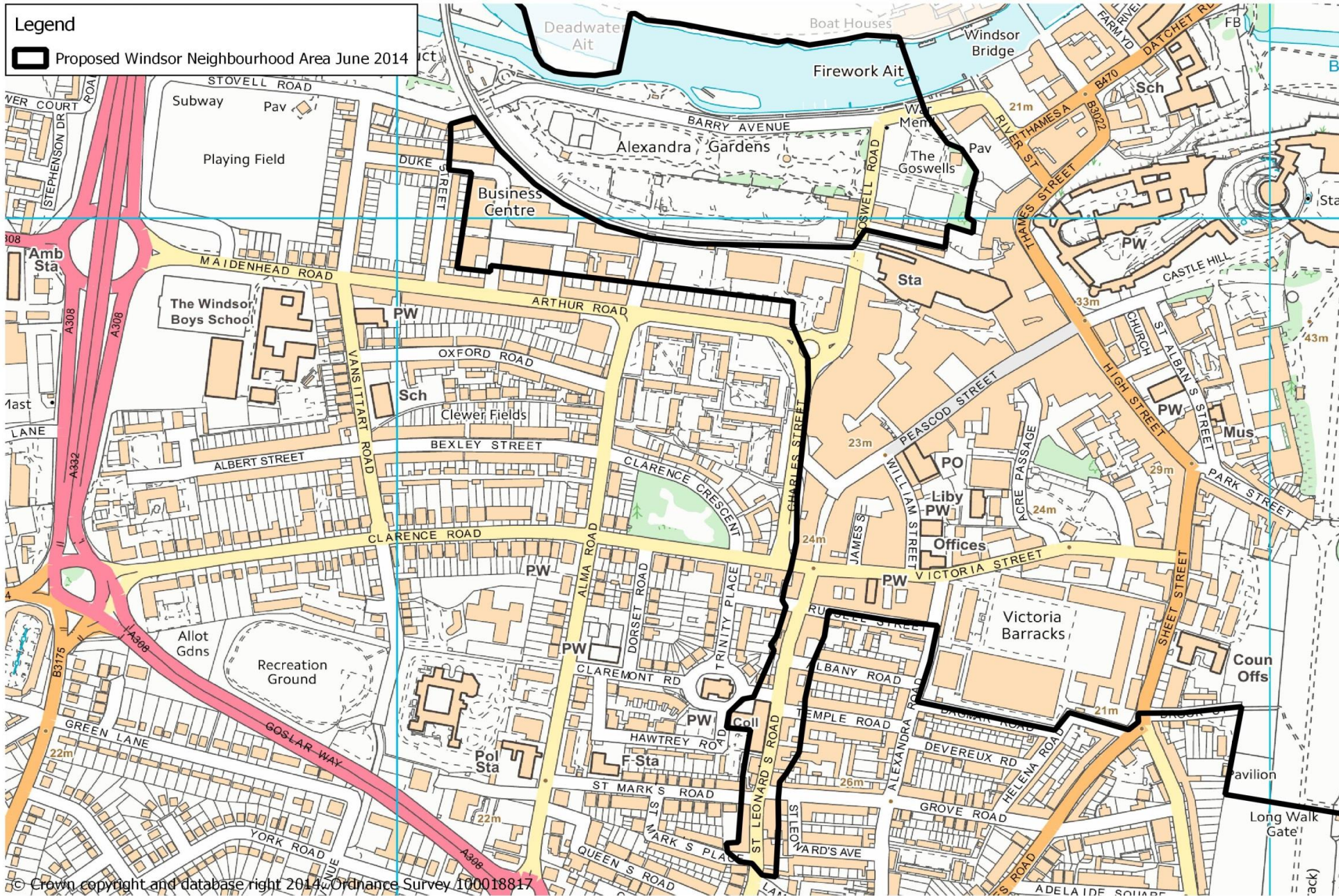
Proposed Windsor Neighbourhood Area June 2014



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Legend

Proposed Windsor Neighbourhood Area June 2014



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