

Item No.	Meeting Date	Responsibility	Due date	Status	Commentary
	Handover Zoom Telecon 13-May-2020				
	<i>Present</i>				<i>AI, AW, BB, DD, IR, JL, MF, MM, MS (outgoing chair)</i>
20.1.1	Contact all members in near future to gauge continued interest in MNF	AI, IR	??	Closed	AGM notes captured response to optional question.
20.1.2	Identified and publish key general themes with the AGM minutes, noting that there is strong support to resubmit for Designation	AW	??	Closed	
20.1.3	Place suitable message from new co-chairs on website along with the AGM results	AI, IR	??	Closed	
20.1.4	Change Authorised Signatories in the current NatWest Bank mandate, for the accounts detailed in section 1.3 (of what?)	BB	??	Closed	
20.1.5	Pass currently held banking documents to BB	AW	??	Closed	
20.1.6	Agree transfer and amend responsibility for website, mailchimp and Facebook	MS, AI, IR	??	Closed	Some issues regarding stability of MNF Roundcube email raised. New issue.
20.1.7	Hand main email account chair@mnf.org.uk password to both co-chairs	MS, AI, IR	??	Closed	
20.1.8	Change forwarding rules to remove MS and send incoming emails onwards to AI and IR personal accounts	AI, IR	??	Closed	
20.1.9	Transfer previous Cox Green and Maidenhead Neighbourhood Forum files and papers to AI and IR	MS, AI, IR	??	Closed	Digital record to AI, Documentary records to IR
20.1.10	Set up a WhatsApp group for the Management Committee	BB	??	Closed	Agreed not to use as not all members of the MC have a Smart Phone
20.1.11	Decide when next to have a Management Committee meeting	AI, IR	??	Closed	Dates provisionally agreed
20.1.12	Decide setup of Forum meetings and Management meetings, until Covid-19 restrictions end, and after	AI, IR	??	Closed	Arrangements for reopening up of MNF from Hibernation to be finally agreed once clarification on easing of COVID-19 restrictions is given. Noted however that with the recent Planning Applications for the Town Centre there is a need to consider the MNF position.
	Management team Zoom Telecon 17-Jun-2020				
	<i>Present</i>				<i>AI, AW, BB, DD, IR, JL, MF, MM</i>
20.2.1	Follow up from zoom meeting with Cllr David Coppinger to arrange meeting with new Head of Planning	AI, IR	19/06/2020	Closed	Email sent after this MC zoom meeting. Awaiting response.
20.2.2	Agree schedule and structure of management meetings and full Forum meetings	Mgt Cttee.	By when?	Closed	Proposed that MC meetings are planned for 2 weeks before full Forum meetings. (Planned for 1st Wednesday of the month).
20.2.3	Communications to/from other groups/people/website	Mgt Cttee	22/07/2020	Closed	Item deferred to next meeting
20.2.4	Need for response/action as a group to the various Planning applications affecting the Town Centre - Nicholson's	Mgt Cttee	26/06/2020	Closed	AI to draft text of note to seek views of the Members on Nicholson/Areli planning application 20/01251 together with a short questionnaire. Noting that although the MNF is not formally recognised by RBWM, there is a need to represent the views of the membership/wider community as a body.
20.2.5	Publish views on Nicholson/Areli application after obtaining membership views.	AI, IR+?	03/07/2020	Closed	Consider wider circulation on Nicholson/Areli application 20/01251 via Facebook/letter to the Advertiser. Decide whether MNF wants to make a formal representation to the Planning Application: consultation expires 14-Jul-20.
20.2.6	As a minimum MNF needs to signpost significant planning applications, and other planning proposals affecting the town and which may impact on a future Neighbourhood Plan.	Mgt Cttee	22/07/2020	Closed	See 3.6 below
20.2.7	Response to BLP given that the Inspector has resumed the process	IR/AW	26/06/2020	Closed	AW/IR to review recent comments from the Planning Inspector in relation to the MNF original submission and report back. Comments submitted 07 August 2020.

20.2.8	Initial outline scope of MNF future work and resourcing, roles and skills		22/07/2020	Pending	Out of time - not discussed Item has been considered in the context of wider discussions with RBWM. Update 18/11/2020: Until a way forward on the Plan Area is found this item is pending
20.2.9	Agenda items for future management meeting		22/07/2020	Closed	Out of time - not discussed
20.2.10	Budget and grant application	AW/BB	26/06/2020	Closed	AW to discuss with Locality process for grant application. BB to discuss with AI/IR the development of the budget for the proposed activities for the rest of this year.
20.2.11	Zoom professional subscription	AI	26/06/2020	Closed	Professional subscription to be obtained to facilitate on-line meetings (£11.99/month)
Item No.	Management team Zoom Telecon 01-Jul-2020	Responsibility	Due date	Status	Commentary
	<i>Present</i>				<i>AI, AW, BB, DD (part), IR, JL, MF, MM</i>
20.3.1	Response to Areli Planning Application for	AI/IR	06/07/2020	Closed	Prepare a draft response from MNF based on Viewpoint articles on the web and any other comments from members.
20.3.2	Meeting of full Forum	AI	06/07/2020	Closed	Investigate zoom meeting for all members using a presentation format to discuss current topics affecting the Forum. Suggested date Wednesday 08 July at 1900. In the event this did not take place as there was insufficient time to prepare material for a worthwhile discussion.
20.3.3	Budget and grant application	BB/AW/AI	15/07/2020	Closed	AW has obtained grant application form which needs to be submitted electronically to Locality by 15 July. AW to recirculate last years budget to use as a base for this years proposal
20.3.4	AECOM Technical Support package	AW	10/07/2020	Closed	AW to confirm status of existing TS package which may be still available
20.3.5	Significant Planning Applications	AI	10/07/2020	Closed	Agreed that significant large applications and other major projects affecting Maidenhead should be signposted on the web site where details are known.
20.3.6	Formal Areli proposal comment to RBWM	AI/IR	14/07/2020	Closed	Agreed MNF formally comments on the application, using view points published on web plus any comments received from members, and submit to RBWM Planning by 14 July.
20.3.7	Statesman House	AI/IR/MF	14/07/2020	Closed	Agreed that MNF review and comment due to impact on wider schemes in Maidenhead e.g. Golf Course/Missing Links project and JTP Vision and Charter ideas-> Note: No MNF submission made on Statesman House.
Item No.	Management team Zoom Telecon 22-Jul-2020	Responsibility	Due date	Status	Commentary
	<i>Present</i>				<i>AI, IR, BB, JL, DD, MM, AW</i>
20.4.1	Matters arising from 3.7 above	AI/IR	19/08/2020	Closed	Agreed that only sites identified in BLP should be considered, or over 50 dwellings on a 'windfall' site (i.e. a site not identified in the BLP)
20.4.2	Publication of article prepared by Richard Davenport on CIL	AI	27/07/2020	Closed	Agreed that circulated article should not be published by MNF. Topic under discussion in RBWM Overview and Scrutiny Panel. Note: Copy of Richard Davenport's note passed to Cllr John Baldwin (Lib Dem) for information.
20.4.3	Funding	AW	19/08/2020	Closed	AW submitted grant application for £2313.93 on 14 July 2020, awaiting response from Locality. <i>Post meeting note: Contact made by Locality regarding application, grant application is being reviewed, initial support is likely to be via an enhance technical support package with AECOM and other consultancies to support community engagement, before awarding a grant package. Locality has forwarded application to MHCLG for authority to proceed with support package. Further details within 2 weeks . See item 5.5 below for update.</i>
20.4.4	BLPSV - Response to inspector's MIQs	IR/AW	31/07/2020	Closed	Draft response to BLP inspectors MIQ to be circulated before submission
20.4.5	Designation	AI	19/08/2022	Closed	Contact Adrien Waite regarding meeting regarding designation
20.4.6	Designation	AW	19/08/2022	Closed	Review status of NF/NPs in previous LPAs where Head of Planning previously worked. Hertsmere BC: 1 NF Designated (Shenley) - a rural parish council with c.4300 population. 1 NP pre submission consultation (Radlett) Aldenham Parish Council with c. 10,000 population Watford BC: Nil LB Hillingdon: 1 NF Designated (Ickenham) c.12000 population

20.4.7	Future meetings	AW			<p>Note URC is still not hosting meetings due to the ongoing situation. Zoom meeting for all members is still a possibility, felt it probably should wait until after meeting with Adrien Waite and the position is clearer. Working assumption is that 'normal' activity could start to resume after 01 September 2020.</p> <p><i>Post meeting note - latest guidance suggests October at the earliest, with a preference for non-essential meetings to continue to be held on-line.</i></p> <p>Update 19/08/2020 - URC is still closed. Secretary to make contact with Church for an update.</p> <p>Update 18/11/2020 - With the reintroduced Lockdown, URC is once again closed. Previous discussion suggested that we would need to undertake our own risk assessment to be able to use facility when gatherings are permitted again.</p> <p>Note: our hire was originally until end of December 2020, we have used the facility on 2 occasions and cancelled on 1 occasion before Covid-19 affected the ability to meet.</p> <p>Currently from Jan 2021 we have no meeting room booked and no funds to pay for one!</p>
20.4.8	AOB	AI/IR	19/08/2020	Closed	It was felt that we should gather information (where known) about issues affecting the NP area and include on the website
Item No.	Management team Zoom Telecon 18-Aug-2020	Responsibility	Due date	Status	Commentary
	<i>Present</i>				<i>AI, IR, BB, JL, DD, MM, MF, AW</i>
20.5.1	Communications to/from other groups/peo	AW	19/08/2020	Closed	Contact made by Wimbledon NF wanting to share our experiences of developing a Neighbourhood Plan and seeking Designation with them. This followed a recommendation by AECOM. AW provided background information as to the work of MNF so far.
20.5.2	Communications to/from other groups/peo	JL/MM	19/08/2020	Closed	Request to ensure that our communications reach the disability groups in Maidenhead. Note: MM is compiling a list of faith groups based on list previously used. Suggestion that the library keeps details of community groups which could be included in a mailing Please send any contact details to MM of groups which may be interested in being involved.
20.5.3	Letter to faith groups	MM	02/09/2020	Closed	MM has circulated a draft letter for comment to be sent out to the faith groups seeking new members for MNF. MM will recirculate the letter, any comments to Martin. Agreed letter should be posted out rather than hand delivered. Letter was prepared and circulated but due to uncertainty of the activities of the Forum not distributed. See 5.14 below
20.5.4	Addition of development map to the MNF	AI	23/09/2020	Closed	Discussion on the draft development map circulated by AI, idea welcomed. Request to include more details if possible, perhaps with some kind of layered map similar to the RBWM Neighbourhood Map. Update 18/11/2020: AI to develop a suitable map Update 20/01/2021: Simple map and description added to website Jan 2021

20.5.5	Funding	AW	23/09/2020	Closed	AW has been in dialogue with Locality (Dave Chapman) concerning further financial support following our grant application. Technical Support has been awarded to assist the Forum with designation but further refinement of scope is necessary before the grant application will be considered. This will be established during the review of our designation by Locality. An initial discussion (by zoom) with a technical advisor (David Moynihan) has taken place on 18/08/2020, a summary of our progress to date has been provided together with various supporting documents. Once these have been reviewed by DM a further meeting with the co-chairs /MC will need to be arranged to discuss next steps. Further support has been provided by Locality through Dave Chetwyn from consultancy UVE, who will assist with public engagement. Update 18/11/2020: AW had a discussion with Dave Chetwyn to seek guidance on a way through this issue with RBWM. Key points being we need to focus on increasing representation from all sections of the community and possibly consider a reduced area (possibly excluding established residential areas and green belt). DC offered to discuss with RBWM the issue of refusal for the Area and Forum - legally the 2 are separate. Update 20/01/2021: AW has secured a small interim grant from Locality see below for details.
20.5.6	Designation	AI/IR	23/09/2020	Closed	Adrien Waite has been offered dates of 7-Sep and 9-Sep for a meeting in email sent on 17th August, no response so far. <i>Note: Virtual meeting held 12 October 2020</i>
20.5.7	Planning for the Future - White Paper	All	23/09/2020	Closed	Following a brief discussion felt that MNF should submit a response to the Planning White Paper. All members to read up on the document before the zoom meeting to discuss a suitable response.
20.5.8	Planning for the Future - White Paper	AI/IR	22/09/2020	Closed	To organise a 1 hour zoom discussion before next MC meeting. <i>Note: Held on 14 October 2020</i>
20.5.9	Planning for the Future - White Paper	AI	23/09/2020	Closed	A suitable item to be included on the website, focussing on main aspects of the proposed changes
20.5.1	Local Heritage Listing	AI	19/08/2020	Closed	Noted that following discussion with the Maidenhead Civic Society, this joint project to record local historic buildings which are not Listed, has been put on hold until such time as conditions allow a kick off event to be held.
20.5.11	Local Heritage Listing	MM	19/08/2020	Closed	Noted that in a recent Planning Application rejection for redevelopment of New Kingswood, Lower Boyndon Road (20/00950, the RBWM Planning team quoted the importance of non-listed heritage features in the area as a reason for refusing Planning Permission.
20.5.12	RBWM Climate Emergency and Environment	AI/AW	23/09/2020	Closed	MNF has been invited to consultation workshops on this strategy, (we were participants in the original workshops). The Strategy is about the internal RBWM policy not the borough area itself. AI/AW to review whether we need to be involved further. <i>Note: This is different to the RBWM Climate Emergency Coalition - co-founded by Sarah Bowden, (who is one of our members). It was acknowledged that our support for the wider CEC objectives should be followed in the MNF draft NP policies.</i> <i>Submission made, using Mark Fessey's input (thanks Mark).</i>
20.5.13	MNF Facebook Page	AI	19/08/2020	Closed	Note that MNF does have a FB page and that there is interest in the activities of MNF via this page.
20.5.14	Diversity and Inclusion	MM	23/09/2020	Pending	Agreed that MM would keep a listing of the various faith and cultural groups as potential supporters of MNF Update 18/11/2020: Agreed to expand list to include all community organisations. List to be shared with MC members.
Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	<i>Present</i>				<i>AI, IR, BB, JL, DD, MM, MF, AW</i>
20.6.1	Planning for the Future - White Paper Consultation response	IA/IR	14/10/2020	Closed	Summary of the consultation proposals prepared by IR circulated, with a view to the Management Committee selecting which areas to comment on. Agreed to circulate a summary list of all MHCLG proposals to the Forum membership for comments to include in an MNF response. IR to include Proposal 12, currently missing. <i>Note: Survey held - 35 responses</i>

20.6.2	Designation	IA/IR			14/10/2020	Closed	Note no response yet from RBWM. Agreed to write formally to Adrienne Waite requesting meeting, if lack of co-operation continues need to escalate to leader of the council and Theresa May as our MP. <i>Post meeting note: Letter sent 24 September 2020.</i>
20.6.3	Designation	IA/IR			14/10/2020	Closed	Concern expressed by AI that the ongoing lack of progress with MNF and a recent review of the BLPSV-PC by IR suggests that the policy space left for a made NP has diminished. Almost to the point of is it worth the effort. After a discussion it was noted that the existing RBWM policy and NPPF both recognise the need for local community involvement via the NP process. MF commented that Slough BC has recently published a policy on growth (densification) in the suburbs, there is the possibility RBWM may over time have to follow suit. This suggests that a NP focussed on the non-town centre areas may still have relevance. Until the Inspector has opined on the BLPSV-PC we won't know what the future policy space looks like. Many of the general policies which may be listed as strategic, may still have scope for local detailed policies to be developed.

20.6.4	Funding	IA/AR/AW			14/10/2020	Closed	A initial discussion has been held with Locality to ascertain what support then can offer to help the Forum on its journey to becoming designated. They have offered to assist with contacting RBWM, and potentially assisting with identifying potential policy space. Update 18/11/2020: Once we have some clarity with RBWM as to what is acceptable for the NP area, we will be able to resume funding discussions with Locality. Update 20/01/2021: Interim funding agreed see below
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20.6.5	RBWM Climate Emergency and Environm	MF			28/09/2020	Closed	Agreed MF to produce brief summary to form our response to this proposed policy, closing date 18:00 29-Sep-20. If OK, MNF will send as a group response. Note: the draft was reviewed by co-chairs, MF sent on behalf of MNF.
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20.6.6	RBWM A308 consultation	AW/DD			09/10/2020	Closed	DD informed the meeting that RBWM is holding a consultation on the A308 corridor through the borough. Some concern that given the amount of development which will eventually be connected into the A308, RBWM may be seeking to upgrade the route. Agreed to circulate link to all members for them to comment. AW to prepare a submission on behalf of MNF <i>Note: No comments received and no submission made on behalf of MNF</i>
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20.6.7	BLP Inspection - Impact of revised housing	AW			25/09/2020	Closed	AW has received correspondence from BLP Inspector seeking comments on RBWM response to revised housing numbers, which envisages no change to current requirement as stated in BLP. Seems RBWM is using complex legal analysis to justify its position. Agreed to circulate to MC members for comment.
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20.6.8	Proposed future Topic Papers	JL				Pending	JL has offered to prepare topic papers on Childrens facilities - e.g. lack of outdoor paddling pools and play facilities and on Affordable Housing. These can then be published via the website. Update 18/11/2020: JL waiting to see outcome of area discussions before creating further topic papers.
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Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	Present				AI, IR, BB, JL, DD, MM, MF, AW

20.7.1	Feedback from meeting with RBWM (notes circulated earlier)	All			18/11/2020	Closed	RBWM concerned about the size of the proposed plan area and the ability of a small group of 21 individuals to deliver a NP. Need to explore whether a 'Federated MNF' with separate area sub-groups within MNF, working under an 'umbrella' organisation could be made to work and be acceptable to RBWM. This could possibly exclude certain small areas of Maidenhead. Suggestions welcome to Andrew/Ian as to possible sub-divisions within the overall MNF area. E.g. groups of Wards, North/South of the A4, East/West of the A308. Possible options can then be discussed with the Head of Planning to establish if there there is a prospect of the MNF being designated. RBWM are willing to work with us to find a way forward and welcomed the constructive dialogue in the meeting. Update 20/01/2021: Due to Head of Planning being off work due to sickness no meeting has been arranged - see below.
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20.7.2	MHCLG - Consultation on Planning White	All			Meeting discussed potential response to the MHCLG consultation, based on response to MNF members survey. The survey response indicated several consultation areas which most favoured. The Ctte felt that there were possible other questions which should be responded to. IR to draft a response taking preferences and comments from Forum members onboard, in order to prioritise those proposals we should respond to. If anyone is willing to draft a response on these, or any other of the proposals, please forward your draft to Ian for inclusion by the end of Sun 18-Oct.
			21/10/2020	Closed	
20.7.3		AW	21/10/2020	Closed	Agreed to hold an hour zoom call on Wednesday 21 October to run through the draft response before submitting to MHCLG before the closing date of 29 October 2020. AW to circulate Planning White Paper Briefing Note produced by Locality (Dave Chetwyn)

Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	Present				AI, IR, BB, JL, DD, MF, AW - Apologies: MM

20.8.1	MHCLG - Consultation on Planning White	IR			Each proposal and associated questions were discussed, prioritising those which had received most comments by the members. Time allowed for additional proposals to be responded to. Response listed below:
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Proposal 1 - No - concerns expressed over the funding for the proposal
Proposal 7 - Yes - New technology should be free at the point of use
Proposal 12 - Yes - concerns about funding of process, and the question of creating local/regional architectural character
Proposal 14 - No. Beauty is subjective and there are more important factors to be considered e.g. size of living spaces.
Proposal 17 - Yes
Proposal 18 - Yes but should be aiming for an earlier date
Proposal 19
Question 22(a) - Yes - given Maidenhead as an example
Question 22(b) - Locally but with a caveat e.g. a minimum level
Question 22 (c) - No Affordable House should not come from CIL
Question 22(d) - No view (LA finance arrangements)
Proposal 9 - Yes
Question 13(a) - Yes
Question 13(b) - Yes - design tools should be free at the point of use
IR to finalise draft response based on discussion and circulate for one last comment before submission.
Submission made on 28 October 2020

Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	Present				AI, IR, BB, JL, DD, AW, MM

20.9.1	Open items from previous meetings update	AW	18/11/2020	Closed	
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20.9.2	Designation - Alternative NF/NP structure	AI/IR	16/12/2020	Closed	Given refusal to designate the original NP area, we briefly explored the option for a Forum with 'sub-areas' incorporated in the Constitution of the NF. IR has proposed a 2 sub-area Forum, MF a 4 sub-area Forum. Unfortunately Mark could not be present for the meeting, so we briefly discussed various options ideas. The key point being that Windsor NF was designated with an area of around 32,000 population. We need to discuss whether a similar area for MNF would be acceptable and if so would a 'federated' NP Area work with designated area sub-groups in the Forum Constitution. Agreed: AI to draft a paper for discussion with RBWM and to circulate for comment before meeting RBWM. AI also to try and arrange a discussion with Adrien Waite before our next meeting (16/12/2020). Update 20/01/2021: Paper revised and updated awaiting discussion with RBWM
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Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	Present				AI, IR, BB, JL (part), DD, AW, MM, MF

20.10.1	Progress with RBWM	AI/IR	20/01/2021	Closed	The proposed meeting with Adrien Waite has had to be further postponed due to AW being off sick. We have proposed tentative dates for January 2021. Update 20/01/2021: No dates currently arranged due to lack of communication from RBWM
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20.10.2	Changes to the proposed MHCLG formula for allocating house building targets for each Local Authority.	All	16/12/2020	Closed	Note recent announcement following pressure from certain MPs on the original proposed algorithm. This is likely to reduce some pressure in the South East, with some 20 LAs being specifically identified as areas of growth. <i>Post Meeting Note: Mark has circulated a list of affected LAs.</i>
20.10.3	BLP Progress	IR	16/12/2020	Closed	MM has provided a summary provided by a Civic Society member summarising the current status of the BLP following the recent public examination by the Inspector (<i>IR to circulate after the meeting</i>).
20.10.4	Revised MNF organisation structure	AI/IR/AW	20/01/2021	Closed	Discussion on the notion of a 'federated' Forum with 2-sub areas North and South of the A4, as outlined in Andrew's paper. This paper is intended to be used to sound out RBWM's view on presenting a Forum which was capable of being designated. By formally constituting sub-groups, this is seen as a way of addressing some of the issues raised in the previous refusal to designate letter, together with an increase in supporters and followers as per Andrew's paper. It was felt that the wording of the discussion paper needed to be amended to make the structure of the proposed organisation clearer. AW agreed to prepare a draft of a the MNF Constitution suitable amended to shown what the proposed changes would look like.
20.10.5	Survey relating to the proposal to use the Golf Course site for housing	AI	31/12/2020	Pending	A draft set of potential survey questions has been created with a view to send out to members early in the New Year.
20.10.6	Producing an informative map to show the current developments in town.	AI/MF/MM	31/12/2020	Closed	Andrew shared his initial ideas for a map to go on the Web-site to show outline details of the development sites in the town. The idea was welcomed, however in the ensuing discussion it became apparent that there is too much information to cram on a simple map, it requires mapping Software to enable a layered map to be produced. Martin has agreed to fact check each of the development site texts. <i>Post meeting note - Mark has offered to assist with the mapping aspects.</i>
20.10.7	End of year message	AI/IR	31/12/2020	Closed	Agreed a brief update should be sent round to members as to current activities and status of the Forum.
Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	Present				<i>AI, IR, BB, JL DD, AW, Apologies MM, MF (due to change of meeting time at short notice)</i>
21.1.1	Funding	BB/AW	31/01/2021	Closed	AW advised that an interim grant of £400 has been awarded by Locality due to be paid in the next 5 days (via Maidenhead Civic Society) <i>Post meeting note: The £400 grant has now been received into the MNF bank account</i>
21.1.2	Development sites	AI/AW	31/03/2021	Closed	The development sites map/text now posted on the website and boosted on Facebook - this has raised lots of interest and a few questions which Andrew is dealing with. Action: Agreed to quarterly updates with next review towards the end of March. This could include the Missing Links note prepared by AW and the Highways improvement schemes now underway (AW to prepare note).
21.1.3	Planning applications (Proposal to build flats on land at the rear of the old post office)	AI/IR	31/01/2021	Closed	Arising from a recent Planning Application by the Shanly Group to build c.100 flats on West Street (which abuts the rear of properties on the High Street), a discussion took place as to whether MNF should be responding to this and other applications in the town, as this activity overlaps with the work that the Planning Group within MCS does in monitoring and responding to planning applications. The outcome of the discussion was that for this development MNF would not respond, any comments MC member may have can be fed directly to MM to support his response for MCS. It was felt that the larger applications should still be reviewed by MNF (Management Committee) and a link provided on the website to alert members to the planning application.
21.1.4	BLP update	MM	17/02/2021	Closed	MM was unable to join the meeting to provide an update on the BLP inspection. It is understood that the Inspector is preparing her report which may recommend some changes and possible further consultation. Update at next meeting.

21.1.5	Designation update	AI	17/02/2021	Closed	It is understood that Head of Planning (HoP) is now back at work but so far has not responded to our requests for a meeting. Action: AI to make contact with Cllr. Coppinger to find a way to unblock this seeming impasse. <i>Post meeting note: Since the meeting, Andrew has spoken with Cllr Coppinger who advises that for personal family reasons Adrien Waite remains off work.</i>
21.1.5	RBWM Housing Strategy Paper	AI	31/01/2021	Closed	The strategy paper has been reviewed by members and generally felt that it lacks substance. Agreed: MNF not to respond - to be signposted on website.
21.1.6	RBWM Walking and Cycling Covid consult	DD/AI	31/01/2021	Closed	Some members have read the proposals in the consultation paper. Agreed not to submit a formal response. Action: DD to provide short explanatory paragraph for posting on Website with a link to the consultation.
21.1.7	Development growth and CIL/S106 contrib	AI	20/01/2021	Pending	Andrew/Richard Davenport have undertaken a review of the CIL/S106 contributions received by the Borough. This shows quite clearly that the level of contribution is falling relative to the projected growth in the town. We recognise that this is a politically delicate subject particularly with the current RBWM constrained. The information is important but requires an appropriate opportunity to share it. Agreed to hold for use at a future date
Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	<i>Present</i>				<i>AI, IR, BB, JL, DD, AW, MM, MF, RD</i>
21.2.1	New member of the Management Committ	IR	17/02/2021	Closed	Richard Davenport (RD) has been co-opted onto the Management Committee, Richard was welcomed by Ian to the Committee and Ian will brief Richard on the ongoing work of MNF including the options for designation.
21.2.2	Progress with discussions with RBWM	AI/IR	28/02/2021	Closed	Andrew reported on the lack of progress in RBWM engaging with MNF, this is seriously impeding our ability to move forward as a group. Note that the new Head of Place (Andrew Durrant) has recently been appointed, Adrien Waite will ultimately report to this position. Due to the uncertain timescale as to when AD will be in post, agreed to try once again via David Coppinger as lead member, before escalating up to the Leader of the Council. Several members noted that through their relations with RBWM on other projects, communication is proving to be difficult. <i>Post Meeting note: Andrew has emailed DC to try and unblock the situation - response awaited</i>
21.2.3	MHCLG Design Code Consultation	IR/All	17/03/2021	Closed	MHCLG has issued a brief consultation which is seeking input from interested parties on both amendments to the NPPF and the proposed new Design Code. Deadline for responses is 27 March 2021. Agree that Ian will set a schedule for internal responses, then draft a collated MNF response for review at the next meeting.
21.2.4	Think Piece on Flats v. Houses in Maiden	IR/AI/MM	30/04/2021	Defer	Based on information provided by MNF, property Journalist, Liam McCarten, has produced a draft article on the Flats v. Housing situation in Maidenhead. This considers the impact of the emerging market conditions and the impact the likely changes with have as a result of the pandemic i.e. more working from home/less travelling to work. The most recent LA Monitoring Report illustrates the disparity between the number of flats available in the town compared to the number of houses; recent planning applications are continuing this trend resulting in a significant imbalance. Concern was expressed that 'Affordable Housing' is often confined to flatted provision rather than family homes, and that the initial site allocations for the Golf Course site suggest that the 600 'Affordable Homes' will be largely flats. It was felt that whilst this is a very significant issue, MNF needs to be cautious with the position it takes. Noted that a new LA Monitoring report is due out in March and that the LMCC article should wait until it can be updated and then consideration be given as to how this information is placed in the public domain. The article can simply state the facts without any position being taken by MNF.
21.2.5	BLP update	MM	31/03/2021	Closed	From an update provided via MCS, it is understood that the Inspector will be proposing Main Modifications to RBWM and there may be further consultation. Indeed RBWM is anxious for the inspection to be concluded and the BLPSV-PC approved.

21.2.6	Funding	AI/IR/BB	31/03/2021	Closed	Secretary advised the meeting that the current funding lasts until end of March 2021, any planned expenditure needs to be before that date as unused funds have to be returned to Locality/Groundwork.
21.2.7	Ascot and the Sunnings Neighbourhood P	AI	17/03/2021	Pending	Andrew has had an informal chat with Charles Appleby from the Ascot and the Sunnings Neighbourhood Forum. He has offered to brief MNF on his experiences. Agreed to follow this offer up.
21.2.8	Draft Constitution for a federated MNF	AI/IR/AW	17/03/2021	Closed	AI and IR to review Feb-21 draft Constitution provided by AW
Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
Note: After item 21.1.2 this meeting was rescheduled to 18 March due to technical difficulties with Zoom					
Present					
21.3.1	Progress with RBWM	AI/IR	31/03/2021	Closed	Letter to the Conservative Councillors has evoked a response from Cllr. Jones, suggesting the delay in arranging a meeting was due to pressure of work. Subsequent to receiving this response Andrew has received an email from Adrien Waite offering to meet but no date has been forthcoming. Andrew is actively pursuing the Head of Planning to secure a meeting.
21.3.2	Presentation to Maidenhead Town Forum	AI/AR	31/03/2021	Closed	Following discussions with Cllr Taylor, the Chair (Cllr. David Coppinger), has agreed to MNF making a presentation about our activities at the next meeting of the Town Forum to be held on 31 March 2021 by Zoom.
21.3.3	Unspent funds (Locality Grant)	BB/AW	31/03/2021	Closed	As noted in Minutes 21.2.6, any unspent funds have to be returned to Locality at the end of the Financial Year. Ian circulated a list of collated suggestions as to how the fund could be used, see below. In the event due to the lack of progress with RBWM on designation it was felt premature to progress with any. The most useful would have been to secure a meeting room for use once we are clear of the pandemic, to allow face to face meetings to resume. However helpful this may have been, most venues currently are closed and there is uncertainty as to the arrangements for reopening, there was a preference to continue with zoom meetings. It was felt that we should try to use zoom for a wider participation by the Forum members. a) Buy a GIS mapping tool b) Book meeting venues to use once pandemic restrictions have been lifted c) Paying for Facebook 'boosts' d) Printing publicity leaflets e) Placing and advert in the Maidenhead Advertiser Mark asked about securing a Technical Support Package from Locality to assist with defining the activity of the Forum. Andy W. confirmed that TS packages were still available particularly once we are designated.
21.3.4	AGM Date	AW	16/04/2021	Closed	Date to be confirmed, suggested that the meeting should be as late as possible to allow for some progress with RBWM to be made. Andy W. to suggest dates to discuss at the next meeting.
21.3.5	Potential Policy Areas for MNF	IR	TBC	Pending	Ian tabled several areas which could form the basis of a draft NP, whilst provoking much discussion, the following areas were all agreed as being candidates for inclusion: > Local Green Spaces > Built Heritage > Green Corridors > Transport links > Design Codes > Development of the suburbs > Housing Mix and type > Waterway corridor > Access to Green Spaces > Ring Road barrier The main focus being to provide local detail which is not included in the BLP.
21.3.6	NPPF Consultation	IR	27/03/2021	Closed	Richard and Andrew provided comments to Ian, response to be submitted on behalf of MNF

21.3.7	Redevelopment of the former Magnet Site	JL	18/03/2021	Closed	Judith raised the issue of the proposed redevelopment of the Magnet site. Images which have been seen from the Planning Application, show very stark unattractive exteriors and tall buildings overlooking the adjacent list buildings. Whilst the concerns are noted and understood we have previously agreed not to comment on these schemes other than to post a link on the website. MCS is taking the lead in commenting on the scheme.
21.3.8	Regeneration of Maidenhead Town Centre	RD	31/05/2021	Closed	Richard advised the meeting of the proposal by the 'Regen' group to revitalise the PRoM group. This proposal is finding some support in RBWM. Hopefully if it goes ahead MNF will be included as a stakeholder. <i>Update 21/04/21</i> - the 'Town Team' proposal for submission to full council has been deferred until May.
Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	<i>Present</i>				<i>AI, IR, BB, JL, DD, AW, MM, RD. Apologies: MF</i>
21.4.1	Progress with RBWM	AI/IR	07/05/2021	Closed	Since the last Management Committee meeting MNF was invited to make a presentation to the Town Froum by its Chair Cllr Coppinger. The presentation by Ian was well received and garnered some interest from members of the Forum (all Councillors). AI/IR/AW also has a zoom meeting with Cllr Coppinger and Adrien Waite on 17 April. Apologies were offered for the delay in meeting us, lack of staff within the Planning Dept being the main reason cited. Two further dates were proposed by RBWM and invitations received for 07 May and 04 June. During the call Cllr. Coppinger advised us that the proposal to create a new 'Town Team' has been deferred to the May council meeting.
21.4.2	Proposed AGM date and schedule	AW	16/06/2021	Closed	The proposed dates for the AGM schedule were accepted - AGM to be held on Wednesday 30 June (to allow for full feed back from meetings with RBWM). - Notice to call the AGM to be issued on 16 June 2021 - As a consequence, the June MC meeting will be brought forward from 23 June to 09 June at the same time by zoom. Members suggested that the AGM and Full Forum meeting should be held at a later time (1900) to allow people who are working to participate. It was also agreed that there will need to be a campaign to encourage attendance as the meeting needs to be quorate (21 members present).
21.4.3	Maidenhead Civic Society - membership o	MM	19/05/2021	Closed	Martin outlined a proposal from Maidenhead Civic Society (MCS), to offer a year's free membership of MCS to all MNF members. Noting that a number of members are already members of both organisations. Agreed that this was a good idea and that the civic minded organisations should be encouraged to work together
21.4.4	Maidenhead Climate Emergency Coalition	AI	19/05/2021	Closed	MNF has been approached by the Maidenhead Climate Emergency Coalition (CEC), to become formal members of the CEC. It was agreed that whilst we share some common objectives, there may also be areas of conflict and signing up to the CEC may put MNF in a difficult position. MNF would be happy to work jointly on specific topics and AI will attend the Areli/Nicholsons focus group. Action: AI to advise CEC. MM advised the meeting that the first planning application (development on Braywick Road), had been refused on the grounds that it did not comply with the requirements of the local Air Quality Management Area (AQMA). The existence of an AQMA in the local area was not previously known.
21.4.5	RBWM Infrastructure Delivery Plan (IDP)	RD/IR	15/09/2021	Pending	Richard has prepared a summary of key issues in the revised RBWM Infrastructure Delivery Plan. Agreed to defer to next meeting to allow time for members to read the full IDP and comment on the summary.
21.4.6	AOB	Note	21/04/2021	Closed	During the meeting some online reseach of Facebook, revealed that of our followers 59% are shown as female, 39% male and 2% not listed.
Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	<i>Present</i>				<i>AI, IR, DD, MF, RD - Apologies: MM, AW, BB</i>

21.5.1	Agenda for AGM	IR/AW	15/06/2021	Closed	The following items are needed for the AGM: - Calling notice and agenda - Chair's report - Annual financial report, checked by an independent person - Minutes/statement of the last AGM (in some form) - Appointment of Management Committee officers and members - Any other items we wish to present (what N. Plan can and can't do?)
21.5.2	RBWM Infrastructure Delivery Plan (IDP)	AI/DD/RD	15/09/2021	Closed	Agreed that summaries of the IDP key section would be valued by members and others. AI and DD to draft one-page summaries for circulation (AI Education; DD Transport). RD to monitor any changes in the source document.
21.5.3	Status of discussions with RBWM & Locality	AI/IR/AW	21/05/2021	Closed	Adrien Waite, Head of Planning, will be off work for "some weeks" for illness. We decided to continue with the scheduled meeting anyway, and include his two officer deputies Ian Moteul and Sian Saadeh.
21.5.4	MNF procedure in post-lockdown world	AW			Pended due to absence of AW
Item No.	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	Present				AI, IR, DD, RD, MM, AW, BB
21.6.1	Status of discussions with RBWM	AI/IR	TBC	Closed	No progress to report since the meeting on 21 May. Adrien Waite remains on sick leave and to date we have not been advised of any deputising arrangements to cover the role in his absence. AI to follow up with Cllr Coppinger.
21.6.2	Advice from Locality concerning designation	AI/IR	01/09/2021	Closed	Locality's advisor supporting MNF (Dave Chetwyn) recommends that we should separate the request for designation into Area and Forum. The logic being that the LPA cannot refuse to designate an area, it can only propose an amended area. Once this step has been achieved the Forum can be aligned to the designated area. The suggestion being that we should subject the existing area (with any changes we wish to make) soon after our AGM.
21.6.3	AGM preparations	AI/IR	15/06/2021	Closed	AGM date: Following a diary conflict Ian has asked that we bring the date forward by a day to 29 June commencing at 1930 for 1 hour. This change of date was agreed. Calling notice to be amended and papers issued a day earlier. Management Committee 21/22: DD has advised the he is stepping down from the Committee. AW will be resigning as Secretary from the AGM, however will continue on the MC. AI/IR/BB/RD/MM and MF all agreed to continue in their roles. Sue Ingram has expressed an interest in taking over the role of Secretary - AW to assist with handover arrangements. IR has approached Deborah Mason to join the MC, with a favourable response. Calling notice and papers: Agreed that the Chairs' report would benefit from being in a presentation form and that it should list the MC members and record changes during the year. Financial report: Agreed that this should be kept as simple as possible due to the low level of financial activity Voting: Agreed that this should be by a show of hands on zoom. Voting in advance by e-mail if unable to attend the AGM, and requesting the Chair to act as proxy, will also be allowed in accordance with the Constitution.
21.6.4	AOB	RD		Closed	RD advised the meeting that the RBWM Vision and Charter paper was agreed at the 27 May Council Meeting, this enables the 'Town Team' to be created. Whilst it is useful to have a body providing focus, it appears to have no budget or authority so may be of limited effect on the development of the town. Members invited to join the 'Town Team' have not yet been announced.
21.6.5	Locality Grant Funding	AW/BB	21/07/2021	Closed	AW advised the meeting that the application process for grant funding has just been opened by Locality. AW to find details from Locality as to what funding may be available, on the basis that for last FY only a minimal grant was awarded to MNF to assist with the designation process.
	Date of next Management Committee Meeting		21/07/2021		1700 - 1800
	Date of AGM		29/06/2021		By Zoom at 1930
	Management Committee zoom meeting	Responsibility	Due date	Status	Commentary
	Present				AI, IR, MM, SI, BB, AW, RD, MF, apologies DM
	Admin				
21.7.1	Sec Handover	SI/AI	1.8.21	Closed	AI to speak to MS about Sec @MNF emails (completed)

21.7.2	Locality Grant	IR,AI, BB	18.8.21	Closed	BB to progress, Write simple Budget and apply for interim support pre-designation. AI, IR, BB to work together to apply
21.7.3	Draft Designation Application progress	IR	8.8.21	Closed	IR to consult with Dave Chetwin for locality guidance, submission of pre-draft by 11.8.21. IR to 'Beef up' executive summary at beginning, then body, with fine detail of app'n to be in appendices. AI to circulate key facilities/ward instructions, to be completed by MNF committee by 8.8
21.7.4	Draft RBWM BLP, Summary of main modificati	IR	1.9.21	Closed	MNF will submit a short summary, 1 page response written by IR. Minor tweaks to BLP but nothing significant for MNF to comment on. MNF welcomes protection of heritage assets and blue infrastructure. Welcomes specific endorsements of waterways projects. IR to include comments about lack of any 'masterplan' for new developemnt, in line with inspector's observations and RD feedback 18.8.21
21.7.5	Spencer's Farm, Summary of consultation 22 Ju	MM	29.7.21	Closed	No specific actions at the moment, MM to attend update 29.7.21, report back if any new items. Possible future MNF input in design code of new plans as they develop.
21.7.6	Timings of Mgmt Mtgs	IR	28.7.21	Closed	3rd Weds every month, 7pm, plan for 1 hour, on Zoom till designation
	AOB				none
Date of next Management Committee Meeting			18/08/2021		1900 - 2000
Management Committee zoom meeting			Responsibility	Due date	Status
Present					
	Locality Grant progress to date	AI, IR	1.9.21	Closed	AI, IR, BB, SI, RD apologies MM, AW
21.8.1	Locality Grant progress to date	AI, IR	1.9.21	Closed	BB has completed spreadsheet, AI & IR to assist with application. Post-area designation we will need Software is £1500 (ongoing cost), as per MF suggestion
21.8.2	New Locality Grant appn	BB	1.9.21	Closed	BB to apply for small £400 Funding grant from 21-22 budget for incidental costs we may incur prior to designation
21.8.3	Draft Designation Application- progress	IR	1.9.21	Closed	All MNF committee are happy with suggested app'n. Inclusion of table in annexe, and reference to annexe from main text. Doc was sent to Dave Chetwyn 20.9.21
21.8.4	Local facilities per ward, annexe summary	IR	1.9.21	Closed	Summary table will be inserted as annexe E, and referenced from main text
21.8.5	Status of actions MNF response to draft BLP	IR	15.9.21	Closed	Brief positive response to BLP, before 15th Sept. No progress on setting up Town Team to date. Support idea of Town Centre Masterplan and Supplementary Planning document.
21.8.6	Status of all actions discussed	IR, AI	1.9.21	Closed	All previous 'open' actions were discussed, some are now pending, and some have been closed. IR and AI to discuss Estate agent and the Civic Society response to MM
21.8.7	AOB - Climate consultation	AI	18.8.21	Closed	Not within Remit of MNF so no further action to be taken by MNF
21.8.8	AOB - Active travel consultation	AI	15.9.21	Closed	AI to check questionnaires,
Date of next Management Committee Meeting			15/09/2021		1900 - 2000
Management Committee zoom meeting 22			Responsibility	Due date	Status
Present					
21.9.1	Locality grant application progress update	BB	7.10.21	Closed	Grant has been awarded, Bank details & due diligence to be completed
21.9.2	Draft designation application; Executive summary progress to date	IR	TBC	Closed	Pre-app'n designation submitted to DC who recommended reduction of document, and he asked for appendices to be removed; Cut-down version sent to RBWM on 20-Sep-21. Requested mtg with locality and DC. IR to advise MNF when we get a date and what has finally been submitted. N.B. RBWM are allowed 13 weeks to process formal app'n
21.9.3	MNF's response to draft BLP	IR		Closed	MNF has submitted positive response to draft BLP on items that we were allowed to comment on-
21.9.4	Active Travel Consultation progress	AI	30.09.21	Closed	MNF member to attend 29.9. AI advised MNF not to complete flawed questionnaire
21.9.5	Infrastructure Delivery Plan IDP	DM, AI	20.10.21	Closed	17.11.21, Updated commentary (see notes below at Nov 21 mgmt mtg.) AI to contact DM to ask for documents to be emailed. DM will provide timetable of event moments plus text & will stagger release of documents and IDP data to all MNF members & social media. AI to write article for Maidenhead Advertiser. 20-Oct-21: AI to e-mail DM to complete timetable of event moments and text.
21.9.6	Locality Grant for Mapping software	MF		Pending	Post-designation we will need Software £1500 (ongoing cost), as per MF suggestion (see 21.8.1)
21.9.7	Status of actions from previous meetings	IR		Closed	All open actions reviewed, some closed, some amended.
Date of next Management Committee Meeting			20/10/2021		1900-2000
Management Committee zoom meeting 20			Responsibility	Due date	Status
Present					
AI, SI, RD, IR, MM, MF, AW, BB Apologies DM					

21.10.1	Locality grant application progress update	IR, BB, MM	17.11.21	Closed	Money rec'd but needs clarification . We are unincorporated body but Locality requires funding to be made to an incorporated body - ie Civic Society. Protocol needs to be set up. We need to arrange mtg with Peter Childs, plus IR, BB, MM, as MNF representatives
21.10.2	Draft designation application; Executive summary progress to date (IR)	IR	17.11.21	Closed	We are still awaiting response to our application. AW has delegated task to senior officer.
21.10.3	Status of actions from previous meetings , (including active travel consultation) (IR)	IR		Closed	All open actions were reviewed, some closed, 21.9.5 commentary amended.
21.10.4	COPTober	AI		Closed	No Action
21.10.5	AOB - Gas Boilers in Magnet Site	AI	29.11.21	Closed	AI to draft letter to AJ Lead Council to ask Borough (as joint venture partner with new developments) to lead by example re green eco construction in Borough. IR send as Chair MNF. Copy in David Coppinger, Donna Stimson
Date of next Management Committee Meeting			17/11/2021		18.30-19.30
Management Committee zoom meeting 17			Responsibility	Due date	Status
Present					AI, SI, BB, MM, AW, IR, RD, MF. Apologies DM
21.11.1	Locality grant application progress update	BB	15.12.21	Closed	Awaiting confirmation & clarification of protocol from Groundworks & Peter Childs, Grant has already been rec'd.
21.11.2	Draft designation application; Progress to date	IR	15.12.21	Closed	Still awaiting response from AW and team
21.11.3	Infrastructure Delivery Plan IDP	AI	15.12.21	Closed	further to 21.9.5 (above) AI will notify local people that there IS an IDP and relevant topics; Plan release day, give advance notification to allow people to 'like' and 'comment' on social media to provoke discussion, and send press releases to Maidenhead Advertiser
21.11.4	Gas Boilers in Magnet Site – Progress to date	AI		Closed	No progress to date, item closed.
21.11.5	Mapping - comments	All	15.12.21	Closed	Further to MF map info from other nearby boroughs, all Committee members to review what is available on existing Royal Borough Mapping tools, (My Neighbourhood Map) explore opportunities and value of such maps, then report back before next meeting
Date of next Management Committee Meeting			15/12/2021		19.00 - 20.00
Management Committee zoom meeting 15			Responsibility	Due date	Status
Present					AI, SI, MM, IR, BB, RD, AW
21.12.01	Locality grant application progress update	BB, RD	19.01.22	Closed	BB to call Peter at Civic Society to sign off this year; if OK AI/IR will sign latest version of protocol and pass on to Bob Dulsion. RD will ask trustees if they can use Waterways as accountable body next year.
21.12.02	Draft designation application; Progress to date	AI	19.01.22	Closed	Option B: Survey MNF followers, listen to views, then take next steps dependent on responses. Request discussion with Borough and Dave Chetwyn. AI to create survey asap and then provide press release about MNF, Survey and in Borough newsletter. Results by next meeting
21.12.03	Infrastructure Delivery Plan IDP	AI	24.12.21	Closed	Once summary of IDP is published Mai Advertiser, AI will follow up with social media posts. (We need to remind people that are not endorsing plans). AI will notify David Coppinger as courtesy
Date of next Management Committee Meeting			19/01/2022		19.00 - 20.00
Management Committee zoom meeting 19			Responsibility	Due date	Status
Present					AI,SI,IR, RD, BB, MF, MM Apologies AW
22.01.01	Locality grant application progress – update	BB	19.01.22	Closed	Waterways group (as accountable body) have offerd to receive grants on behalf of MNF in future applications
22.01.02	MNF IT infrastructure	AI	31.1.22	Closed	Following recent hack, MNF Webside is still there, but has been rebuilt and simplified by AI, and has been migrated to be hosted by MS Server (thank you Matthew). Officers' emails need to be remotely altered by Mark Osborne from POP to IMAP. AI to ask MO normal hourly rate and how many hours this has taken and request invoice. AI also suggested using some grant money to pay £10 pa for each email a/c for storage for officers & any additional active email addresses . Review other email addresses, migrate active ones or close down inactive email addresses.
22.01.03	Draft designation application; Progress to date and comments from recent publications, responses to media	IR	16.2.22	Closed	No progress to date, Survey is on hold following website hack. No more responses from Planning dept as formal application has not yet been submitted. No new actions following on from Town Forum meeting. Mai. Advertiser article 13th Jan was reported factually and all published information was in public domain. RBWM officer Ian Manketelov agreed to have discussion with MNF after area survey results were available.

22.01.04	Designation Area survey results	AI, IR	02.02.22	Closed	126 responses to date before website crashed. AI to restart survey for those people who weren't able to contribute previously and set new deadline one week. AI to speak to MS about loading survey onto new MNF website. AI to appeal for more responders via Mai Advertiser, Facebook and other social media. Once deadline is reached and survey is closed, IR to interpret survey data results and create graphs/pie charts
22.01.05	Develop closer working relationship between Maidenhead Civic Society & MNF	AI, IR	16.02.22	Closed	MM passed on message from CS who want to work more closely with MNF. AI & IR to speak to Civic Society
Date of next (extra) Management Committee Meeting			03.02.22		to discuss outcome of survey
Management committee zoom meeting 3rd Feb			Responsibility	Due date	Status
Present					AI, SI, IR, RD, MF, BB, Apologies AW, MM
22.02.01	Designation Area survey results	AI	06.02.22	closed	138 completed surveys, targeted on people who have an interest on M'head. Approx 60% response rate. AI to tweak doc based on feedback from MNF members.
22.02.02		IR	06.02.22	Closed	Reply to Dave Chetwyn & inform him of the status, including draft survey results document
22.02.03		IR	07.02.22	Closed	Send the survey results document to RBWM & request meeting Adrien Waite, I Manketelov, Dave Chetwyn
22.02.04		IR	16.02.22	Closed	Prepare area resubmission application to RBWM, revised MNF application, and include survey results, list of members, constitution & other supporting documents
22.02.05		AI	15.02.22	Closed	Write press release & submit survey results, map, chart, to Advertiser for publication 17th Feb, and social media Facebook etc after press day.
Date of next (Normal) Management Committee Meeting			16.02.2022		
Present					AI, SI, IR, MM, RD, AW, MF - apologies BB
22.02.06	Draft designation application; Progress to date.	IR, AI, MM	23.02.22	Closed	IR to modify designation application, AI & MM to supply membership list; then request mtg IR/AI, Adrien Waite, Ian Manktelov
22.02.07	Designation Area survey results – status of follow-up actions	AI, IR		closed	follow up actions completed
22.02.08	Develop closer working relationship between Maidenhead Civic Society & MNF – mtg planned for 22 nd Feb	IR, AI, MM	22.02.22	Closed	Meeting planned 6pm 22nd to be attended by MM, IR, AI
Date of next Management Committee Meeting			16.03.2022	7pm	
Management Committee Zoom meeting 16th Feb			Responsibility	Due date	Status
Present					AI, SI, IR, RD, MF, BB, AW Apologies MM
22.03.01	Draft designation application; Progress to date.	AI, IR	30.03.22	Closed	Meeting with RBWM on 10-Mar-22 was generally positive and clarified many issues. Formal RBWM feedback on MNF's draft Area application due 31-Mar. IR & AI to look at Locality Roadmap guidance on the requirements for Forum membership and obtaining a more diverse membership. Currently awaiting feedback from RBWM and then plan next stage of process
22.03.02	Follow up from MNF and Civic Society meeting on 22 nd Feb	AI, IR, MM	22.03.22	Closed	Attend next meeting scheduled 22 March. The MNF consensus view is not to merge MNF and MCS into one group.
22.03.03	Update of membership database	AI, SI, IR, AW	20.04.22	Closed	Defer to next meeting The current .csv file of membership data is missing some data that is required to show the Forum is capable of being designated. The information has been obtained, but the database needs to be updated. May need to liaise with Matthew Shaw.
22.03.04	Review of Data protection policy	AI, IR, SI, RD	20.04.22	Closed	Defer to next meeting Useful input in e-mails from SI and RD provided before 16-Mar meeting.
22.03.05	Can new members join using the current website?	AI, IR	20.04.22	Closed	Defer to next meeting The website currently asks members to e-mail chair@mnf.org with details, but the details are a subset of those collected previously and omit for example age. The extra data is needed to check diversity.
22.03.06	Help to set up editor@mnf.org on Microsoft Outlook	IR	23.03.22	Closed	Ian to speak to Mark Osborne IT expert from Cavalry Computers
22.03.07	Possible purchase of Microsoft Visio for creating diagrams	IR	23.03.22	Closed	Unanimous approval by committee for one-time purchase to be downloaded onto IR personal computer.
22.03.08	AGM in June	AI	18.03.22	Closed	Book hybrid AGM meeting at Bowls club 27-30th June?
22.03.09	SW M'Head meeting March/April	All	29.03.22	Closed	Delegates to attend & share feedback to group at next MNF committee mtg RBWM sessions are 30-Mar, 6-Apr and 13-Apr, all online only.
Date of next Management Committee Meeting			27.04.22	5pm	

	Management committee Zoom meeting 27th April 2022	Responsibility	Due date	Status	
	Present				AI, SI, MM, IR, AW, MF, RD, BB
22.04.01	Draft designation application; Progress to date.	IR	18.05.22	Closed	Ian R has heard from Ian Manktelow- now MNF awaiting more feedback post-RBWM meeting which is this week 25-29 Apr.
22.04.02	Finances (account status, '23 Budget, '23 grant app'n)	BB, IR, AI, RD	18.05.22	Closed	Bob B has requested input from group what grant money we need. Cannot yet apply for Grant. (app'n process not yet open). MNF agreed to accept Trustees of Maidenhead Waterways kind offer to act as the accountable body for MNF (Mark Loader is Treasurer, needs to apply for the Locality grant on our behalf)
22.04.03	Plans for AGM in June	IR, AI	18.05.22	Closed	Room booked at DBC 7th June for factfinding about MNF for those who expressed interest, invite Suzie Shearer from Windsor Neighbourhood Plan, and recruit Treasurer. (AW willing to step in short term till) AGM booked 27th June. Factfinding meeting should include candidate policy areas identified so far by MNF.
22.04.04	Update on plans for meeting with Phil Haseler	AI	TBC	Closed	AI compiled list of of topics, invited PH to discuss, and is waiting to hear back from PH re meeting
22.04.05	Update of membership database	AI, IR, SI, RD	18.5.22	Closed	Mtg to be held with Matthew Shaw, as database needs tidying up. Review Mailchimp. And ensure Data Protection Policy is adhered to.
22.04.06	Can new members join using the current website?	AI	18.05.22	Closed	Yes, but system needs to be automated following discussion with MS
22.04.07	Feedback from SW M'Head meetings March/April			Closed	MNF decided not to make any input to the SW M'Head SPD. MNF has informally discussed RBWM's SPD consultation sessions with Maidenhead Great Park and with Wild Maidenhead.
22.04.08	Follow up from MNF and Civic Society meeting	AI		Closed	Merging not feasible. Led to need to follow up with Phil Hasler (item 04)
22.04.09	Review of Data protection policy				Refer to item 5 above
	Date of next Management Committee Meeting		18.05.22	7pm	
	Management committee Zoom meeting 18th May 2022				
	Present				AI, SI, IR, BB, MM, MF, RD
22.05.01	Draft designation application; Progress to date and feedback from Ian Manktelow		12.06.22	Closed	RBWM Ian Manktelow had responded 10-May, key points being evidence for community support for the Area, and Forum designation requirements to be met in full even at Area designaton stage. IR sent reply email on 16th May, now awaiting response from Ian Manktelow re f2f meeting date.
22.05.02	Finances – (Status of 2023 grant, is app'n process open yet? Maidenhead Waterways as accountable body)	BB, FoMW, IR, AI, RD	31.05.22	Closed	Approval given for MW as accountable body name of Maidenhead Waterways Restoration Group, go ahead to sign latest update of protocol. Locality App'n system is now open, BB has completed draft app'n; IR & AI to check. AI and RD will work with BB to include budget for more publicity items. Then BB to submit naming MWRG as accountable body.
22.05.03	Plans for MNF Factfinding event DBC 7pm on 7 th June	AI	21.05.22	Closed	AI to redraft agenda, and extend invitation to other groups. We intend to expand numbers who are actively engaged to a wider membership, and attempt to recruit treasurer at 7th June mtg.
22.05.04	Plans for AGM 27 th June	AI	12.06.22	Closed	As 14 days notice for AGM needed, invitation must be sent out by 12 June. AI to cancel DBC as it will be a Zoom meeting. Officers to finalise AGM details prior to 12.06.22. IR to find person willing to examine accounts, Richard Curry has been approached.
22.05.05	Any news on meeting with Phil Haseler?	AI	TBC	Closed	NO
22.05.06	Progress to date - membership database & MNF website	AI, IR, SI	TBC	Closed	AI has reviewed website which now contains new member signup form and collects required data. Progress made with database and link re-established between MNF website and Mailchimp database. Mailchimp database needs edit to update missing/wrong data; Data Protection policy to be reviewed in due course.
22.05.07	Update status of actions	IR, SI	21.05.22	Closed	to follow
	Date of next Management committee meeting		15th June	7pm	
	Management committee Zoom Meeting 15th June 2022				
	Present				AI, SI, IR, MM, BB, MF, RD apologies AW
22.06.01	Draft designation application; Progress to date	IR	17.06	Closed	IR to send draft documents to RBWM Hybrid meeting 30th June, Borough to provide documents ahead of mtg listing groups they want us to engage with. Attendance expected by Dave Chetwyn (Locality), Ian Manktelow (RBWM), Ian Motuel (RBWM)
22.06.02	Finances and status of 2022/23 grant	BB		Closed	App'n for £5499 grant submitted, awaiting response.

22.06.03	Plans for AGM 27 th June	BB, IR, AI, SI	19.06	Closed	BB is awaiting signed examiner's report from Richard Curry and RC to add paragraph to financial report . Minor amendments to be made to draft Chairs' report and will be submitted by 20th (1 week prior to AGM). AI & IR to approach potential new members for Management committee & especially new Treasurer. No Quorum is specified for the AGM, but only members may vote. Sue to send out minutes of previous AGM, plus Chairs' report, Financial Report and zoom link by Monday 20th June.
22.06.04	MNF Factfinding event 7 th June			Closed	Bill paid for Des. Bowling Club for mtg using existing funds & donations. Follow-up documents have been sent out. No further actions required.
22.06.05	Update on plans for meeting with Phil Haseler	AI	19.06	Closed	AI to draft letter & keep an informal relationship with PH, but we no longer plan to hold Q&A session as previously suggested.
22.06.06	Membership database & MNF website	AI	19.06	Closed	In hand, AI working on improvements
	Date of AGM 27th June 2022		27th June		
	Date of next Management committee meeting		20th July		
	Management Committee Zoom Meeting 20th July 2022				
	Present				AI, IR, AW, PM, PA, RD, MF, Apologies SI, MM. Welcome Pam and Phil
22.07.01	Feedback from AGM			Closed	There was support for pursuing designation for area AND forum now (because of RBWM view that "Forum capable of being designated" test for Area application is the same as the full Forum application test)
22.07.02	Feedback on meeting with RBWM re Draft designation application; Progress to date	IR	28.07.22	Closed	Very positive mtg. More diversity is required, Cllr Haseler suggested FAQ for outreach project. Dave Chetwyn says RBWM are applying criteria too strictly for designation stage. IR to draft Forum Designation Request.
22.07.03	Update on progress made in trying to reach more diverse groups	ALL	28.07.22, draft 1st e-mail earlier	Closed	We now have contact info for diverse groups and list recommended by RBWM team. AI to draft first email/letter of contact. Mgmt Cttee will take 1 or 2 each. <ul style="list-style-type: none"> •Sue – WI, Soroptimists •Andrew – Rabbi •Phil Adkins – Maidenhead Nomads (young football team) •Andy W – Bahais •Mark – Gurdwara, Mosque, Taweed •Bam – Disability & Inclusion Forum, Ladies Circle •Ben – Hindus •Richard – Chamber of Commerce
22.07.04	Finances and status of 2022/23 grant application	PA	28.07.22	Closed	Phil is expecting £5000+ funds to be paid into MNF account, but it should be paid to FoMW as accountable body. Clarification needed.
22.07.05	Update on letter to Phil Haseler	AI	28.07.22	Closed	Andrew seeing him on 28 th but unlikely to produce a Planning step forward
22.07.06	Membership database & MNF website	AI, RD, PM	28.07.22	Closed	AI no great movement on membership (no stimulus) but planning to promote South West Mhd SPD opportunity on website and F'bk. - MNF website sign-up procedure: selected age group changes over time; agreed to ask for Year of Birth not Decade of birth Gender should be at top of list (RD, AI to change) "Organisation" box should be clearer (AI to change) - MNF Website: Not good on mobiles (PM, AI to investigate) MNF status is "not yet designated", AI to clarify - Privacy Statement, RD to check - AI: send link to SWM SPD to members
22.07.07	RBWM South-West Maidenhead consultation	AI	26.07.22 last open session	Closed	Plans available in Library, AI to circulate. Summary on Website. A308 may become strategic Road, Highways funding?
	AOB			Closed	Duncan Sharkey RBWM CEO has resigned, His replacement & impact on RBWM and MNF Unknown. Town Team now likely to be re-thought by Cllr Coppinger
	Date of next Management Committee Meeting		17th August		
	Management Committee Zoom Meeting 17th August 2022				
	Present				IR, AI, SI, AW, RD Apologies MM, PA, PM
22.08.01	Feedback on meeting with RBWM re Draft designation application; Progress to date	IR, AI,	1.9.22	Closed	Draft forum app'n was sent to Dave Chetwyn who is happy with it as diversity levels ok. Next, IR to re-draft designation application; progress made with latest contact list (AI) plus notification about updated constitution also to be sent to Ian Manktelow at RBWM,

22.08.02	Update on progress made in trying to reach more diverse groups	AI	1.9.22	Closed	Progress has been made; AI to provide summary of progress of new contacts to IR, based on RBWM contacts list, > ready to submit to RBWM
22.08.03	Finances and status of 2022/23 grant application		21.9.22	Closed	Status of grant not currently known, RD reported that it had not reached Maidenhead Waterways account.
22.08.04	Requirement to amend constitution	SI, AW, IR	31.08.22	Closed	SI to check handover docs, confirm with AW that it is latest version, then forward to IR. IR to redraft constitution re membership, (Remote meetings option also to be added to revised constitution) share with Locality Dave Chetwyn and Management committee, then 7 days notice is required for EGM, ie By 31st August for 7th Sept target for EGM. Expect to run EGM as remote meeting and to allow remote voting prior to meeting, note quorum requirement of 1/3 members.
22.08.05	Membership database & MNF website	AI, IR, SI	23.8.22	Closed	More members have recently joined. Website joining form needs new tick box for privacy policy (AI). IR to bring hard copy of Updated Privacy Policy for co-chair and secretary signatures and then uploaded onto website.(IR, AI). Membership details need updating with further gender and ethnicity boxes. SI, AI to check if can be done at same time as accepting revised Constitution using voting buttons on email.
22.08.06	RBWM South-West Maidenhead consultation			Closed	SPD closing date 17th Aug. MNF Mgmt Committee decided not to contest. No further action from MNF
SGM was held on Wednesday 7th September					
Management committee Zoom Meeting 19th October					
	Present				AI, SI, IR, MM, AW, RD, MF, PM
22.10.01	Update on progress on MNF designation a	IR	26.10.22	Closed	Ian Manktelow has advised that consultation will be starting 25.10.22, is expected to last 6 weeks and end on 6th Dec; Decision expected by Christmas. We need to promote locally. See item below..
22.10.02	Plans to publicise to members & Maidenhe	All	26.10.22	Closed	RD to Map-out communication timescale for next 6 wks. Extra meeting set up 26th at 5pm; Suggestions include or Map, photos, promotion on Social Media; add to Borough newsletter; Maidenhead Advertiser articles, letters, features.
22.10.03	Membership request by RBWM	AI	20.10.22	Closed	AI to send out email to all membership re consent for RBWM contact info as per RBWM designation request
22.10.04	Finances and status of 2022/23 grant appl	PI	20.10.22	Closed	No money rec'd yet. IR to contact PA re situation re grant & finances
22.10.05	Membership database & MNF website	SI	26.10.22	Closed	SI to update database with latest changes
Extra meeting Weds 26th Oct 5pm					
	Present				AI, SI, IR, AW, RD, MF apologies PM, PA, MM
22.10.06	Vacancy for Treasurer	AI	01.11.22	Closed	Approach members and ask for someone to volunteer as treasurer, and track down grant which has been approve. Send out 2 days after 1st mailing sent to members re Designation
22.10.07	Update on progress on MNF designation applic	IR, AI	28.10.22	Closed	IR to write daft message, AI to email (mailchimp) members - explain of importance of responding to consultation doc for Maidenhead N'hood Forum with link to short video - AI to contact Gavin Ames re Viewpoint article. Required week 5..
22.10.08 (a)	Scope of engagement plan drafted by RD Week 1	All	01.11.22	Closed	AI to notify FB with post about MNF consultation. Following that, MF to re-post on facebook groups with links to consultation document, including IR's 'How to' respond with screenshots. AI to submit article to Mai Ad; SI to notify PA & MM re group photo 9.30am Fri. MF to find out # neighbourhood plans in UK for article. AI to post on 'Next Door' website.
22.10.08 (b)	Write to councillors Week 2	PM	9.11.22	Closed	IR to ask PM to write to all councillors, plus TM, as per RD article.
22.10.08 (c)	Email to Maid Advertiser - week 3	AI	16.11.22	Closed	AI to write open letter to Advertiser ermindng residents to respond to consultation
22.10.08 (d)	Chase email MNF members, week 3	AI	16.11.22	Closed	AI to resend message to MNF members, reminding all to respond to consultation-revised header
22.10.09	IR to thank Ian Manktelow	IR	28.10.22	Closed	IR to write to Ian Manktelow to thank for his activity so far. Ask for sight of responses if possible
22.10.10	Review FAQ updated by Andy Woodcock	MF		Closed	MF to find exact rules for FAQ text on s106 and CIL - but otherwise all agreed to take Andy's version unless feedback from neighbours requires amendments
22.10.11	Prepare list of materials to prepare	SI	28.10.22	Closed	SI to list documents required - as listed in minutes
Management committee zoom meeting 16th November 7pm					
	Present				AI, SI, IR, MM, PM, AW, RD apologies from MF
22.11.01	Update on progress on MNF designation applic	AI	23.11.22	Closed	All C'ttee members have had +ve feedback; Viewpoint article written; All MNF members have fulfilled their allocated tasks. Advertiser article & Membership nudge to follow next week.
22.11.02	Finances and status of 2022/23 grant applicati	IR, RD, AW, AI	23.11.22	Closed	No grant yet rec'd. IR to ask Phil who he contacted, RD to ask locality. AW to contact his former contact, AI to progress treasurer inbox IT issue

22.11.03	Vacancy for Treasurer			Closed	Pending, awaiting designation
22.11.04	Membership database & MNF website	AI, SI,	23.11.22	Closed	AI & SI to clarify anomalies & clean up database
22.11.05	Review actions from previous minutes & discuss which can now be closed.			Closed	All outstanding actions reviewed and many have been closed
22.11.06	Engage with other wider ethnic group	AI	23.11.22	Closed	AI suggested we need relationship with WAMCF, also Follow up Chamber of Commerce & Mark Harris re consultation feedback to RBWM
22.11.07	Feedbck from consultation	IR	7.12.22	Closed	IR to ask RBWM Ian Manktelow about designation responses received, and how they can be accessed
Management committee Zoom meeting 21 Dec , 7pm					
Present					
22.12.01	Grant update	All	31.12.22	Closed	AI, SI, IR, MM, RD apologies AW, MF, PM Refresh budget with realistic projection of what we will most likely spend money by 31.3.23. Unspent money will need to be returned
22.12.02	Designation application update			Closed	We have access to all 103 responses to consultation - Now awaiting outcome.
22.12.03	Vacancy for treasurer		tbc	Closed	Pending, awaiting designation. If we get designated, include request for treasurer in the same publicity release.
22.12.04	Potential for RBWM office support & Cash grant	IR	11.01.23	Closed	IR to investigate from David Chetwyn if we can expect any officer support/funding from Borough if/when we do get designation. Also consider asking RBWM planning directly.
22.12.05	Next steps, assuming designation	All	31.12.22	Closed	1- Prepare media announcement; 2- Prepare mailings (inc recruitment treasurer) & other literature; 3- Book large-scale public meeting for end-Jan; 4- Invite councillors ASAP to Zoom mtg with some of MNF Committee to inform them about MNF, & reassure them of our intention to help Maidenhead community, give Councillors opportunity to ask us questions which may help prepare their manifesto - and also invite them to subsequent Public meetings; 5- Hold a Public meeting in 3 parts: a) Explain MNF, Borough planning system & MNF limitations b) Get soundings and ideas and public input c) Recruit people willing to get involved
22.12.06	Obtain previous programme from AW	IR	11.01.23	Closed	
22.12.07	Membership database and MNF Website			closed	
F-F Management committee meeting 18th Jan 2023,7pm Ashbury House					
Present					
AI, SI, IR, AW, MM, MF, PM, Mick Jarvis, RD on Zoom					
Mick Jarvis welcomed as observer					
23.01.01 a	Next steps, now we have designation	AI	1.2.23	Closed	Produce Survey & send to members, assess commitment, time, skills. Ask for Treasurer
23.01.01 b		AI/SI	21.1.23	Closed	Find venue for Forum members meeting, prob 22 Feb 23 ? Desborough Bowls Club or elsewhere
23.01.01 c		AI/SI	21.1.23	Closed	Find venue for Public meeting (29th March?) - larger capacity
23.01.01 d		IR	15.2.23	Closed	Produce draft Presentation for MNF forum meeting
23.01.01 e		IR & AW	1.2.23	Closed	Draw up plan of action and timetable for next phase of Forum activities
23.01.01 f		AI	1.2.23	Closed	Invite members to First F2F Forum Meeting
23.01.01 g		AI	1.2.23	Closed	Rough draft of banner and leaflets
23.01.01 h		AW	1.2.23	Closed	Andy Woodcock to get quote for local maps (laminated?)
23.01.01 i		PM? RD?	1.2.23	Closed	Get quote for cost of banners and printing leaflets
23.01.02	Public meeting	AI	15.2.23	Closed	Invite Phil Haseler, Ian Manktelow, Andrew Durrant, Ian Motuel, forum members and Maidenhead Residents to Public meeting. Work on relationship with officers and prospective councillors
23.01.03 a	Financial update	All	31.03.23	Closed	Ensure as much grant is spent as possible on budgeted items prior to year end - when unspent money must be returned
23.01.03 b	Financial control	AW	1.2.23	Closed	AW to provide draft Financial controls document
23.01.04	Andrew workload	AI	1.2.23	Closed	In initial survey, AI will request someone with relevant skills to offload some tasks currently done by Andrew - Wordpress, GIS Software, etc
23.01.05	Treasurer vacancy	AI	1.2.23	Closed	as above, AI to write to members requesting specific skills - as treasurer
23.01.06	Constitution update	IR, Treasurer	31.5.23	Closed	Constitution needs to be updated to align with Maidenhead Waterways as accountable body
Next MNF committee meeting 15th Feb 7pm (F-F?)					
F-F management committee meeting 15th Feb Ashbury House					
Present					
AI, SI, IR, AW, MF, RD, MJ Apologies MM					
23.02.01 a	Plans for MNF Forum meeting 23 Feb	SI	17.02.23	Closed	Logistics - room layout, AV, Name Badges, refreshments, invoice

23.02.01 b	At Forum meeting	All	23.02.23	Closed	Presentation (Ian & Andrew); Way Forward - get consensus from Forum ; Q&A at end. Ask for Vounteers to help at Public meeting, and a Treasurer; Minutes (Sue) Update .ppt presentation to show one side for short term schedule and one slide for whole schedule (IR)
23.02.02 a	Preparation for Public meeting 30 th March	SI, MF, AW, M	01.03.23	Closed	Logistics at DBC (Sue) Organise to get banners printed (?); Maps (MF) get printed (AW) . Source Gazebo (MJ)
23.02.02 b	Timetable	AW	22.02.23	Closed	Produce Gantt Chart with date/plan of action prep Public mtg with dates & deadlines for Mai Advertiser, Borough newsletter, etc
23.02.02 c	Maps	AW/MF	14.03.23	Closed	Maps: For 30th March meeting. Check copyright of MF's annotated map and quality of reproduction; Mark to produce PDF, Andy to send to print. Future: Mark to research Parish online maps or alternatives, ready for decision at 15-Mar meeting and subscribe/pay before 31st March
23.02.02 d	Facilitator	AI	20.02.23	Closed	Get facilitator for 30th March meeting; offer fee for advance preparation and for delivery on the day
23.02.02 e	Online input	AI	14.03.23	Closed	Opportunity for people not attending meeting to input ideas Direct people to MNF website, which will have contents of banner displays; FAQs including what is in BLP Website to contain online method of garnering ideas and suggestions Opportunities to contribute or ask questions instead of or before they come to meeting - email or post.
23.02.02 f	Invitations	AI	14.03.23	Closed	Invite Forum members residents to public meeting - Send invitations to all diversity and outreach stakeholder groups (Civic Soc, Mosque, Disability groups, Eco groups etc); RBWM councillors (existing and prospective), Phil Haseler, Ian Manktelow, Andrew Durrant, Ian Motuel
23.02.02 g	Publicity	AI	14.3.23	Closed	Article for Mai Advertiser, 23 Mar & 30 Mar. Also Borough Newsletter, publish in Facebook, Next Door? Other social media?
23.02.02 h	Roller banners	AI	14.03.23	Closed	Provide concept for 5 banners Allocate who provides actual material and arrange internal agreement
23.02.02 i	Presentation	IR	14.03.23	Closed	Provide presentation for first part of meeting Include how and when MNF will provide feedback on the ideas provided
23.02.03	At Public meeting		30.03.23	Closed	Visitors to view banner displays on arrival and half time at meeting; Intro and talk at meeting; Display flipcharts around room for post-it comments and photograph all charts
23.02.04	After Public Meeting	SI	05.04.23	Closed	Collate feedback from meetings & make available on website.
23.02.05	Financial update	RD?		Closed	Mailchimp £40/month; AI to investigate payment schedule. Mapping software @ £750/pa; Maps £40, leaflets? Roller banners?
23.02.06	Treasurer vacancy	All	30.03.23	Closed	Ask again at Forum Meeting
23.02.07	Draft Schedule	AW	20.02.23	Closed	Spreadsheet to be revised and adjusted following discussions and amended in line with Rules & Regs. Regulation 14 consultation on pre-submission draft is actively run by MNF. AW to include line for regular dialogue with RBWM
Next Management committee 15th March, Ashbury House					
Management committee meeting 15 March Ashbury House					
	Present				AI, SI, IR, RD, MF, MJ, NS. AW Apologies MM
23.03.01	Introduction	IR			Ian welcomed Nicola Stingelin, who has agreed to be Treasurer
23.03.02	Plans for MNF Forum meeting 23 Feb				
23.03.02 a	Logistics	SI	16.03.23	Closed	Venue checked & booked, deposit & rental paid, Refreshments & Stationery bought & invoiced. Projector required on evening.
23.03.02 b	Invitations	SI, AI, RD, IR	16.03.23	closed	SI has set up & launched Eventbrite invitations. AI uploaded invitation to MNF website, sent to all 440 members & supporters. RD sharing link via Waterways Flow mailings. Email to other groups; SI to find list of extended organisations. IR to invite Windsor & Cox Green Forum and RBWM Planning Policy team.
23.03.02 c	Facilitator	AI, IR	20.3.23	Closed	AI has recruited Maria Evans, IR & AI have met, and will have further event planning discussion with her prior to 30th
23.03.02 d	Slides, presentation	IR, AI	20.03.23	Closed	IR has revised & updated presentation. AI need to update presentation ready to post on MNF website
23.03.02 e	Roller banners	AI	20.03.23	Closed	All artwork agreed and banners are being produced by Claire Stretton - delivery to AI prior to event
23.03.02 f	online input	AI, IR	23.03.23	Closed	AI has updated website; IR to update FAQ; AI & IR to discuss with Maria to find best way to to be able to contribute ideas online 23rd March - 6 April
23.03.02 g	Publicity 1	AI, MJ, AW	20.03.23	Closed	Banners - being produced. Leaflets & pens or pencils to be quoted & produced?

23.03.02 h	Publicity 2	MJ, AI,	20.03.23	Closed	Gazebo - being produced. Maid Advertiser - Article plus full page Ad on 23.03.23. Other advertising on Social Media (Facebook, Next Door). RMWM Newsletter
23.03.02 i	After Public Meeting	SI	05.04.23	Closed	Photograph Post-it sheets, Collate feedback from meetings, share with management team & make available on website.
23.03.02 j	Material on tables at public meeting	SI/AI	05.04.23	Closed	Each table at the public meeting will have: - Banner 1 with annotated map as A3 - Banner 2 with Neighbourhood Plan process and myths - Banner 3 with policy ideas word cloud - Designation map showing wards, probably as A4
23.03.03	Mapping - comments	MF	20.3.23	Closed	MF has organised free trial of mapping software till 30th March. Will investigate whether it is worth subscribing to Parish Online, £750 +VAT pa Mark has confirmed he is free to use his existing AECOM GIS software and can provide MNF mapping. Spend would require Locality agreement for Virement. Current assumption is MNF do not subscribe to Parish online this coming year. Agreement to provide map data to MNF has been signed by RBWM
23.03.04	Gazebo	MJ, AI,	20.3.23	Closed	MJ has organised and ordered gazebo and table & cover. Invoiced. Now Awaiting delivery.
23.03.05	Financial update	RD, NS, AI	20.3.23	Closed	Much of Locality Grant Money has been spent on publicity and materials. Any unspent money by 31.03.23 will need be returned to Locality. AI to get costs for Mailchimp and IT Support from Cavalry. RD & NS working together as M'Head Waterways are accountable body. Locality has limitations on viring money between categories. Investigate when Locality grant application for 2023/4 will open. At next management mtg, MNF will need to calculate budget for next year so we can apply for grant as soon as possible.
23.03.06	Leaflets	AW	30.03.23	Closed	AW will devise MNF leaflets - "What is a neighbourhood plan?" based on Roller Banners & MNF website & contact details, and will investigate cost of production of 1000 leaflets. If acceptable will organise to be available on tables at 30th March mtg and other public events
23.03.07	Discussion for future meetings	ALL			Apart from Waterways Funday, Festival, what other events are planned in M'Head at which we can have a gazebo and a MNF presence. How can we resource manpower at above events? Recruit on 30th March? Plan budget for 23/24 Devise a Logo image which can easily be reproduced & Vector printed MNF Public Liability Insurance (Locality grant requirement) MNF AGM date
	Meeting closed at 8.55pm				
	Next Management committee 12th April				
	Management committee meeting 12th April, Ashbury House				
	Present				AI, SI, IR, NS, MF, MM, MJ, AW, Apologies RD
23.04.01 a	Feedback from MNF Public Meeting 30 th March	IR	30.04.23	closed	a) IR amalgamate spreadsheet results of in-room & on-line feedback and start draft filtering of policy candidates. Aim to establish topic areas. Work with MM, AW, SI filtering group
23.04.01 b		AI	18.04.23	closed	b) AI to produce report for MNF Website and Advertiser with Key comments from Public Meeting & Online responses (closed 6th April). Also send to MNF forum members & meeting attendees
23.04.01 c		IR	30.04.23	closed	c) Deborah Mason offered to collate 'non policy' feedback and other topics. Ian to supply her with filtered, 'non-policy area' feedback
23.04.01 d		IR	17.05.23	Closed	d) Ian Manketlow has agreed to regular follow up meetings and suggested 3 monthly Teams/Zoom. Ian to confirm dates.
23.04.01 e		TBC	TBC	closed	e) Arrange whole forum, round-table meeting to work on candidate topic groups (once we have financial resources & budget)
23.04.02	Financial report 2022/2023 for Locality	RD, NS	15.04.23	Closed	Nicola and Richard have produced the End-of-Grant report, which has now been submitted
23.04.03	Budget plan for 2023/2024	NS, AW	22.04.23	Closed	AW has offered to assist NS with producing Budget plan. All to feedback to AW before 22 April with Budget suggestions
23.04.04	Locality Grant application 2023/2024	NS, RD, IR	22.04.23	Closed	Access to Locality website is required by NS, RD, IR, so application can be made. Budget total is required. The grant application process is not yet open, but MNF should aim to be ready for when it is.
23.04.05 a	Resourcing for Waterways Day 22 April	MJ, AW, AI	22.04.22	Closed	AI to email members who offered to assist MNF and ask for volunteers to help MJ & AW, who will set up Gazebo and man stand during fun day. Hand out info and feedback forms to interested members of Public, Sue will create forms & provide leaflets.

23.04.05 b	Opportunities at upcoming Local events	AI	17.05.23	Closed	AI will research upcoming local events such as Mai Festival, at which MNF could have a presence. Decisions about who to man the events TBC once we know programme. Reprint leaflets as needed.
23.04.05 c	Ongoing Feedback	AI	30.07.23	Closed	As well as paper copies at events, there may be an option on MNF website to contribute views and ideas in a format similar to 30-Mar-23 meeting. AI to 'take snapshot' and review every 3 months.
23.04.08	Public Liability Insurance	IR	30.04.23	Closed	In hand, it is a requirement for Locality grant - IR is working on this. Need budget figure for insurance premium. Policy can only start when we have received grant and can pay the insurance premium.
23.04.09	Set MNF AGM date and Forum date	All	12.04.23	Closed	AGM will be by Zoom on 22nd June 2023. SI, AI will notify relevant people with agenda in advance of the meeting, as per constitution. Forum date TBC once we have budget.
23.04.10	Onboarding to relieve Andrew's workload	AI	30.04.23	Closed	AI to invite people to attend Waterways Fun day to get experience of MNF, and onboard them as required. Also involve them in topic groups of interest. Poss co-opt onto committee if they are interested.
23.04.11	Agree items for next meeting	SI	12.05.23	Closed	Logo Image creation; Website refresh & upgrade; Changes to our constitution (Maidenhead Waterways as accountable body); create ways to include more younger members (Rotaract, young farmers etc) to be discussed next mtg. Also NS - Procedures for handling expenses.
Next Management committee meeting 17th May 2023					
Management committee meeting 17th May, The Barn					
Present					
IR, AI, SI, MJ, MF, RD, MM, AW					
23.05.01 a	Filtering feedback from Public Meeting 30.3.23	IR	25.05.23	Closed	All members encouraged to review filtering feedback so far. IR, AW, MM, SI will hold further filtering mtg 23 May; establish if policy suggestions are compatible with NPPF, BLP. Discuss how to take plans forward. Publish feedback on MNF website by 31.05.23
23.05.01 b	Next steps - RBWM contacts	AI	30.05.23	Closed	Ian has contacted Ian Manktelow & mtg has been requested in June. Awaiting reply. No date nor agenda set yet. AI to contact Adam Bermange to make contact as new RBWM planning lead.
23.05.01 c	Next steps- Infrastructure Priorities	IR	30.05.23	Closed	Ian Rose will add another row in Filtering spreadsheet for Neighbourhood plan to state community priorities for s106 and CIL monies, as we have an opportunity to define it. Gov. guidance Paragraph 145 Ref ID: 25-145-20190901.
23.05.02 a	Locality & Grant application	IR	21.05.23	Closed	Locality process for grant application not open yet, but we need to be ready to submit when it is. Ian has requested all Mgmt committee members provide ££ and commentary by 21.05.23
23.05.02 b	Budget plan for 2023/2024 - Consultants	IR		Closed	Ian has spoken to consultants Oneillhomer, who estimate 12 days Consultancy work costing £7,920. They are aware we need grant before they can consult, and they have stated work is unlikely to start until Aug/Sept 2023. The contract will be via our Accountable Body (Maidenhead Waterways)
23.05.02 c	Budget plan for 2023/2024 - Advertising, IT, me	AI	21.05.23	Closed	Andrew to calculate costs and provide accompanying text commentary for Grant Application: for 1) advertising, 2) publicity, 3) print/ social media, 4) Leaflets, 5) Roller banner updates 6) Graphics costs, 7) Website update, 8) MailChimp
23.05.02 d	Budget plan for 2023/2024 - Stationery and eve	SI	21.05.23	Closed	Stationery plus Events & room hire - Sue I to calculate costs, see also commentary under 23.05.05 b
23.05.02 e	Grant update	IR	30.05.23	Closed	Ian & Nicola to establish exactly how much money in total can be given to MNF in grants, as this will inform our spending 2023/4 & beyond
23.05.03	Process for handling expenses	IR, RD	21.05.23	Closed	Systems for handling expenses via Maidenhead Waterways has been circulated. Check that Nicola is satisfied this is acceptable, and if so MNF will adopt the same procedures as waterways (as accountable body)
23.05.04	MNF AGM 22 June and next Forum meeting	SI	24.05.23	Closed	Sue to book & confirm Venue for AGM 22 June; AGM Calling notice must be sent out by 8th June, with agenda. Reports to be prepared in advance. We are currently expecting AGM to be face-to-face and to cover formal business and MNF resourcing of plan topic groups.
23.05.05 a	Opportunities at upcoming Local events	AI	30.05.23	Closed	AI is awaiting response from Robyn Bunyan at RBWM re local events that we can attend - 'Gazebo outings', including Maidenhead Festival 22.23 July. AI & AW will plan events and calculate costs.
23.05.05 b	Opportunities for Community Engagement	AI, SI, AW	16.05.23	Open	We propose to increase community engagement and hold 4 Plan presentation events in different parts of Maidenhead requiring 4 x Room Hire, [1 in town centre plus 3 Local Area Roadshows]. Roller banners will need to be updated for these events. In addition, "Gazebo outings" attendance at other public locations (eg Kidwells Park, Maidenhead Riverside, Nicholsons Shopping Centre, Retail Park). Grant Application "best guess" budget required to cover events.

23.05.06	Public Liability Insurance and related cover	IR, RD, MJ	30.05.23	Closed	Insurance will be required for MHead Festival. Ian has had quotation, £570 for one year. RBWM require £5M public liability cover. Ian & Richard to establish threshold and liability to meet RBWM requirements, and whether single event or annual policy would be more cost effective.
23.05.07	Logo Image Creation	AI	24.05.23	Closed	AI to speak to Clare Stretton re Logo creation - cost and details
23.05.08	Website refresh and upgrade	AI	21.05.23	Closed	AI to speak to Georgina re budget for Website refresh and upgrade. Needs to be a simple website, inexpensive, easily updated
23.05.09	Constitution change?	IR	30.05.23	Closed	Ian to check whether it is necessary to change constitution to take account of FoMW being accountable body (RD and others view: not necessary).
23.05.10	Younger members	SI	30.05.23	Closed	Sue to speak to Matt Sell, president of local young farmers, to see if more >18yo could be involved in MNF
23.05.11	Ongoing Feedback	AI	30.06.23	Closed	Andrew will collate ongoing feedback from website plus public events, review every 3 months. SI to update spreadsheets.
	Next meeting; Wednesday 7th June 7pm				
	Management committee meeting 7th June 2023				
	Present				AI, SI, IR, NS, MJ, RD, MM Apologies AW
23.06.01 a	AGM (& Forum Meeting) 22 June	SI	15.06.23	Closed	Hall Booked; invitations will be sent on 8th June. Once the Financial report is complete, it will be sent out on 15th June with the chair's report, a reminder and the updated filtering results. 6 tables chairs, water on tables. Coffee/tea for interval, Laptop & projector required. Pull up banners, MNF leaflets.
23.06.01 b	(AGM and) Forum Meeting 22. June	IR, RD	22.06.23	Closed	AGM 1st, then Forum meeting afterwards. After AGM, IR to explain what is planned for Forum mtg after the break. Need slides on how groups will work, nature of the policy groups and the deliverables. RD to show slides as an example of how a typical topic group, such as getting about, would work. Coffee/tea break. Reconvene after the break; subject headings will be placed on tables, people will go to the relevant table, or where there are insufficient volunteers.
23.06.01 c	AGM & Forum Meeting 22 June	IR	15.06.23	Closed	Ian to send the 2019 plan to the Management team
23.06.02	Filtering process from 30th March public mtg	IR, SI	15.06.23	Closed	The filtering process is done, and findings have been sent out. Andrew Hill & Bob Dulsion have made useful comments so IR will update spreadsheets; Sue to convert to PDF to send out with notes 15.6.23
23.06.03	Next Steps, RBWM contacts	AI, IR	15.06.23	Closed	AI to update email list post-election, inc. former and new councillors; AI to contact Adam Bermange as new planning lead; IR to contact Ian Manktelow to set up mtg date, due in June.
23.06.04	Next steps, Infrastructure priorities			Closed	IR has added 'Community priorities for s106 and CIL contributions arising from development' line to topics spreadsheet, action has been closed.
23.06.05	Locality Grant application, update	RD, NS	TBC	Closed	Grant application process is still not yet open. Document has been prepared and submissions are all ready to upload data & populate the application form when it is open.
23.06.06	Process for handling expenses			Closed	RD will send NS existing policies already in use by Maidenhead Waterways as example MNF may wish to use
23.06.07	Public Liability insurance, progress	RD, IR	TBC	Closed	One-day insurance has been taken out in order to book pitch for Maidenhead Festival. Unfortunately as funding is not contiguous MNF are unable to renew their insurance until Locality grant is awarded.
23.06.08	Changes to constitution?			Closed	At present It is not necessary to amend the constitution. MNF is very grateful to Maidenhead Waterways (as the accountable body) for operating it's finances. Thanks were given to RD representing MW
23.06.09	Opportunities for MNF at local events & community engagement	?	TBC	Closed	Due to a delay in the grant process, individual members of the MNF Management committee have volunteered to donate their own money to continue MNF's vital work - eg, Public liability insurance and booking space for Maidenhead Festival; and booking a hall for AGM & forum meeting. This is considered a donation but not an acceptable way to fund MNF Activities. Until a grant is awarded, we are unable to further engage with the public in any way. Donations of member's own money are to be recorded in MNF accounts.
23.06.10	Logo image Creation and Website refresh	AI	TBC	Closed	AI has had quotes for both. It is decided not to pursue Logo creation. We will refresh the MNF Website once a grant is awarded. At present MNF have no funds to pay for this.
23.06.11	Younger members	SI, MJ	1.9.23	Closed	SI is in discussion with Matt Sell, president of local Young Farmers, and & MJ with Matthew Burdett President of Rotaract, in order to find ways to engage more younger residents. Further updates by September.

23.06.12	Finance	IR, SI, NS	ASAP	Closed	IR to obtain NatWest Bank statement via former treasurer, Bob Beauchamp, and to arrange for transfer signatories to NS (treasurer) and SI (secretary).
23.06.13	Neighbourhood Plan Policies and SPDs (Supplementary Planning Documents)	IR		Closed	MNF policy not is allowed to contradict BLP or NPPF, but to what extent do Maidenhead Neighbourhood Plan policies have to align with existing SPDs (some of which are Borough-wide)?
Next AGM & Forum Meeting 22 June 7.30pm URC					
Next MNF committee meeting 19th July 2023					
Management committee meeting 19th July 2023					
Present					
AI, SI, IR, NS, RD, MM, AW, MF apologies MJ					
23.07.01	Feedback from AGM & Forum Meeting 22 June			Closed	Both AGM and Forum meeting attended by MNF, all objectives met
23.07.02	Topic group setup and progress to date				All groups have now met and are researching relevant documentation.
23.07.02 a	Biodiversity and Climate	MF	16.08.23	Closed	Biodiversity & Climate: 2 groups will work together as there are many shared topics, Donna Stimson will be invited to the next full topic group MNF mtg. Bioregional Sustainability SPD (currently in draft form) is soon to be published and will supersede the Interim sustainability Statement. It will be a very useful starting point. DS has a lot of useful contacts in Biodiversity arena and will be a very helpful group member. The two groups will remain under separate leaderships, Donna and Mark.
23.07.02 b	Housing	MM	29.08.23	Closed	Housing. Discussion about composition of the group, which was weighted towards Windsor and CLT, but the group is expected to cover all the topics, and will meet again 29.8. Judith Littlewood has a great deal of knowledge in this field, and will be a very valuable member of the group, assisting MM.
23.07.02 c	Built Heritage	AI, NS	19.08.23	Closed	Built Heritage. A local heritage list of assets (outside Conservation Areas) needs to be created. RBWM Heritage Strategy Report is overdue and will be published soon. We will work together, align and collaborate plans. It is not yet clear who manages the content of the local heritage list. NS to contact Conservation Officer, AI to contact Clare Price & group will refer to Heritage list to evidence our Neighbourhood Plan policies
23.07.02 d	Design	AW	16.08.23	Closed	Design. SPD is not policy but material consideration. We can't do a lot in town centre, but there could be a 'Maidenhead Design Guide' based on ideas from Datchet NP. More research is required before next mtg
23.07.02 e	Getting Around	RD, IR	16.08.23	Closed	Getting Around. Although we are restricted in some areas of Transport Policy (for example we cannot set bus routes or frequencies), we can write a 'vision Statement' regarding Public Transport. Ideas and vision need to be documented. In other areas such as cycle routes and car parking we may be able to write policy.
23.07.03	Locality Grant application, update	AI, SI, AW	01.08.23	Closed	Not open yet, anywhere in England. AI to follow up with TM, SI to Michael Grove. AW will contact Locality.
23.07.04 a	Finance - Nat West	NS, SI, AI	01.09.23	Closed	Nat West - Current contact is Bob Beauchamp, the previous treasurer. We need to update to NS, with new signatories NS, AI, SI. Not critical until we have funding money.
23.07.04 b	MNF – MW agreement	NS, RD, IR		Closed	Agreement with MW as accountable body has been signed.
23.07.04 c	MC Personal contributions and expenditure	SI		Closed	a) SI to collate info on MNF money spent since our grant expired: Booking Mai Festival £20, Single event Insurance £70, URC Hall £72, b) In the absence of any Grant or funding, Members of the Management Committee have contributed personally to essential expenditures and these should be listed and recorded as donations. c) To date, RD has been reimbursed for Insurance by all MC members. The status for other expenditures needs to be clarified and recorded. d) This cannot be allowed to continue, and no more events can be planned or booked. When/if we get funding the money cannot be retrospectively repaid to MC members.
23.07.04 d	Future Plans			Closed	We must consider other sources of income such as applying for grants & funding, charging MNF members fees, etc. At present, Public Consultation is on hold. No future plans can be made, No funding, no budget. no insurance. No Public Engagement.
23.07.05	Feedback from M'head Town Forum Meeting 17.7	AI		Closed	IR & AI attended and presented to Maidenhead Town Forum. Explained more about Neighbourhood Plan. Useful contacts with new councillors were made.
23.07.06	Plans for Maidenhead Festival	AI		Closed	In hand, Stand and materials on Sunday, all logistics as per AI emails.
23.07.07	Draft 2019 Plan update	IR, RD	Ongoing	Closed	IR to send an editable Word Doc with 2019 Draft Plan. RD has offered to update the town overview section. RD offered to monitor relevant statistics based on the 2021 census data.
Meeting closed at 09.10pm					
Extra MNF Management cttee Zoom mtg 8.8.23					

	Present				IR, AI, SI, NS, RD, AW, MJ
23.08.01	Locality Grant Application	IR, NS	12.08.23	Closed	Grant Application process is now open, MNF management group met (via Zoom) to discuss 4 components which require formal estimates. Further items require budget reduction. Cttee is required to approve prior to submission.
23.08.01 a	Neighbourhood Plan Consultancy			Closed	IR has previously spoken to Oneillhomer, who estimate 12 days of Consultancy work costing £7,920. Named consultants, Qualifications and cost is required on grant application. Cttee approved this
23.08.01 b	Facilitation costs			Closed	AI now has a formal estimate of costs, will be added to grant application
23.08.01 c	Social Media Training	AI	12.08.23	Closed	Formal estimate is required for grant application. If not rec'd by 11 August, then the £100 budget will be listed as 'project cost'
23.08.01 d	Website refresh and upgrade	AI	12.08.23	Closed	Formal estimate is required for grant application. AI to chase supplier for £200 Budget Estimate, to be added to grant application.
23.08.01 e	Insurance			Closed	Cost of Insurance premium was discussed and approved by committee as it is pre requisite to attend events for public engagement
23.08.01 f	All other items on Grant application			Closed	Budgets for room hire, stationery etc have been reduced, approved, and are now ready to go on Grant application.
23.08.01 g	Grant application	IR, NS	12.08.23	Closed	subject to estimates, grant application submission is now ready
Next meeting 7pm Wednesday 16th August 2023. Ashbury House					
Management Cttee Mtg 16th August 2023					
	Present				AI, SI, IR, NS, MF, MJ, RD, AW. Apologies MM & Donna Stimpson
23.08.01 a	Locality Grant application, update and Housing Needs Assessment	IR, MM	30.08.23	Closed	The grant funding app'n was submitted by IR, and although there was no official receipt, NS had a phone call from David Chapman asking about Housing Needs Assessment. IR & MM will set up a conversation with David Chapman (Diagnostic call), and clarify if housing needs is based on current info and BLP or historical numbers. IR will reiterate that an oversupply of flats (and housing mix) is of concern to Mai Residents. <i>Post-meeting note: Grant Application acknowledgement e-mail now received from Locality</i>
23.08.02 a	Feedback from IR & AI call with RBWM Planning Policy team.	IR	30.08.23	Closed	Teams mtg on 08.08.23 IR, AI, Ian Manketlow and Ian Motuel. They were impressed with MNF activity so far, but surprised no mention of business or enterprise in topic groups. Agreed to continue 3-monthly contact, want confirmation of work schedule and timescales -MNF asked for use of meeting room no cost. (no funds)
23.08.02 b	Work Plan Schedule	AI, AW, NS		Closed	AW to provide an updated schedule based on the late award of funding grant for FY23/24. Grant Window is to 31st March 24, before which any funding needs to be spent. Prior to draft plans, further engagement with public to ensure they are aware of progress and topics before AGM, June '24.
23.08.03	Topic group progress to date	DS		Closed	<i>Environment</i> - Donna invited to next meeting to report progress, MF preparing map of Green Intrastructure
		AI, NS		Closed	<i>Built Heritage</i> - Team have met and researched relevant documents to date. NS still awaiting response from RBWM re Heritage Listings. AI to contact Matthew Shaw re previous heritage photos
		MF		Closed	<i>Climate</i> - RBWM Interim Statement was good, but draft sustainability SPD disappointing. RBWM Net Zero aspiration is 2050 in line with National Policy. In NP, will try to insist on on-site Net Zero, Want to be more ambitious than 2050 national target, which may then justify ambitious NP policies.
		AW		Closed	<i>Design</i> - Will meet next on 18.08. They want to co-opt members with relevant experience. MF to provide examples of Design to AW
		RD, IR		Closed	<i>Getting Around</i> . 2019 plan had good policies, but plans are restricted in some areas of Transport Policy, but CAN link our plan with existing policies eg LCWIP (Local Cycle and Walking Infrastructure Plans). IR to provide link to RBWM LCWIP. <i>Post meeting note: IR has provided this document</i>
		MM		Closed	<i>Housing</i> , MM was absent but reported that a mtg is planned 29.08. Also ongoing discussions about social/ affordable housing from 2 co-opted members and Windsor residents & their invaluable contributions.
23.08.04	Finance – Nat West			Closed	Low priority. The Locality grant money if received would go into the MW (accountable body) account.
23.08.05	Feedback from Maidenhead Festival	AI, NS	20.09.23	Closed	Good to be seen to be present, but not much interest from public at Mai Festival. AI to investigate further opportunities for 'gazebo outings' inc farmers market, High St market. NS to investigate contact with residents' Associations. Perhaps larger M'head Plan poster to use with Gazebo.

23.08.06 a	AOB - mtg AI with Steph James	IR, MF, AW	30.08.23	Closed	Steph James is strategic lead for Economic development for the area. AI suggested Telecon with IR and MF to discuss any economic areas that could become policy in NP. AW to research any economic development policies in other neighborhood plans
23.08.06 b	2020 Census Data	RD		Closed	RD has updated relevant local data based on latest Census, re housing mix and degree of deprivation, and has offered to analyse more data for specific topic groups as required.
Next meeting 7pm Wednesday 20th Sept, Venue TBC					
Management Cttee Mtg 20 Sept 2023 at Ashbury House					
	Present				IR, AI, SI, RD, MF, MJ, NS, AW, DS Apologies MM,
23.09.01	Locality Grant application, update and Housing Needs Assessment	IR	4.10.23	Closed	Grant not yet rec'd (4 wks). Tech Support package 'inception mtg' booked 4.10.23, MM, IR, Judith Littlewood to attend
23.09.02	Topic group progress to date	MF		Closed	Climate : RBWM net zero target still 2050. MNF would like to be more ambitious, but can't rely on RBWM changing date. MNF to go ahead with Mark's Energy based operational net-zero policy for new developments (met by having good level of insulation, heat pumps, solar panels, etc)
		AI		Closed	Built Heritage : Policy is already in BLP, but Local Heritage List doesn't yet exist for Maidenhead and all policies are confined to Conservation Areas and Listed buildings. NS is looking at Heritage Listing Criteria, Public nominations; AI working with Matthew Shaw to find way to record & map all relevant Heritage sites (buildings, spaces, views, features). MF will provide a map of all buildings built prior to WWI which are still standing. RBWM has not responded but is being kept informed of progress
		RD		Closed	Getting about : MNF agreed that car remains key component of local transport network and ownership per household is unchanged since 2011 census. Neighbourhood plan needs to encourage car sharing clubs, realistic car park standards (weight, size etc) and parking policy.
		AW		Closed	Design . 2010 Townscape assessment is a helpful starter for design guide, although certain areas have changed use, such as industrial to residential. Peter Knott to superimpose maps, MF to supply basemaps. AI & IR to check with Ian Motuel and Ian Manktelow to check whether RBWM intend to update Townscape Assessment and ask if there is any work on a master plan for town centre, (as per BLP recommendation).
		DS, SI		Closed	Biodiversity : Recommended DS to work with MF as a great deal of overlap. SI to send DS filtering spreadsheets. IR to send "starter pack" including 2019 draft which has list of Green Spaces. DS will check other NPs with similar demographics to see what biodiversity policies they have.
		MM		Closed	Housing : MM trying to relinquish lead role, Judith Littlewood v helpful and knowledgeable. Technical support package on housing has been initiated, Inception call booked 4 Oct. Group want to set a policy for housing mix (ie ratio of housing sizes rather than absolute number of properties - too many studio & 1 bed homes and insufficient 3 or 4 bed properties). MNF plan period stated to RBWM as 15 years. RBWM will assess housing need for plan area. 70% of RBWM allocated new homes are planned in Maidenhead, but MNF cannot change BLP allocations regardless of residents views.
23.09.03	Public engagement opportunities?	AI	30.09.23	Closed	Without funding (and therefore insurance) we are unable to attend Town Fair 21st Oct, Nicholson Craft Coop, However, Donna has offered the use of Building Bridges Hub as a venue for public engagement and already has public liability insurance. MNF is very grateful, will plan some additional dates.
23.09.04	Feedback from IR & AI call with RBWM Planning Policy team.	AI, IR	30.10.23	Closed	No response yet about availability of meeting room at no cost. (3 monthly) follow-up call Ian Manktelow and Ian Motuel expected to be in Nov.
23.09.05	Work Plan Schedule	AW	30.10.23	Closed	As funding has been delayed, the work schedule has also been delayed. Concerns that expected public engagement activities have not occurred as no funds available for room hire, insurance etc. See above 23.09.05 DS offered the use of her Building Bridges Hub in Nicholson's Centre for some public interaction Thank you DS from MNF.
23.09.06	Economic Development ideas?			Closed	No feedback yet from Steph James following her discussion with AI.
23.09.07	AOB	AI	30.09.23	Closed	AI will contact membership of Eco Action members and ask for volunteers to help write eco-policy
Date of next meeting, Oct 18th 7pm					
Management Cttee Mtg 18th October 2023 at Ashbury House					
	Present				IR, AI, SI, RD, MF, MJ, MM, NS, Apologies DS AW. Judith Littlewood also attended and has been invited to future MNF meetings.

23.10.01	Locality Grant application update	IR, NS	24.10.23	Closed	Grant offer made, but as yet we have not received money from Groundwork as we have been unable to access the portal to accept the offer. This will be done very soon. In light of offer of grant, Ian Rose has offered to pay insurance premium of £312.40 to cover £5m public liability insurance (which will allow MNF to book events) for one year insurance to Oct 2024. this was unanimously approved by committee, and Ian will reclaim once grant is paid.(update 19.10.23 - offer has been accepted, MNF now awaiting payment)
23.10.02	Topic group progress to date	MF, SI	30.10.23	Closed	Climate : RBWM net zero target still 2050. MNF would like to be more ambitious than RBWM SPD. Draft Policy Documents and all other key documents will be circulated to all members of all topic groups once SPD consultation is over. SI to create a distribution list.
		MM, JL		Closed	Housing ; Currently MM, Judith Littlewood and David Snelgar have been most active. Awaiting housing needs assessment (HNA) in New Year. Group will then be able to start work on Local Maidenhead Housing Policy document, using information about HNA, social housing, affordable housing, and degree of deprivation. Also awaiting waiting list numbers for affordable housing, rental, shared ownership etc for Maidenhead
				Closed	12 Consultant's days were planned in budget, and initially expected to be helping to create housing policy, but other areas for consideration include design, streetscape. Need to define scope of work with O'Neil Homer & possibly adjust # days as day rate has increased from £550+VAT to £578+VAT.
				Closed	Group will meet again at end of Nov in order to involve and engage other members of Topic group, and will report back to MNF committee afterwards.
		AI, NS, MJ		Closed	Built heritage This is not just listed buildings, but also include space, view, cone of vision. Within any given character area, are there valued assets. RBWM are now looking at listings and heritage buildings
				Closed	Group have researched documents and looking for assets which just miss out on being listed or conservation areas. Have met Paul Seddon (Archaeological Team), to share insights.
		RD		Closed	AI Meeting planned with Windsor built heritage specialist Alison Logan for advice.
DS		Closed	Getting about : An updated 2019 policy would fit our brief regarding cycle, parking, etc. In addition, Topic Group wants to include connectivity at Rlwy station & intersections, and this could have planning policy attached to it. Any new development directed towards existing transport networks and intersection hubs.		
AW		Closed	Biodiversity : no new actions		
IR	30.10.23	Closed	Design No new actions		
				IR will take 2019 Draft Plan, make editorial comment, adjust headings to match current topic groups, and send to all MNF Team leaders for comments, track changes.	
23.20.03	Public engagement opportunities?	AI	30.10.23	Closed	As we have grant offer and therefore can get insurance, we will no longer go ahead with a publicity event at Building Bridges Hub (but thank you to Donna for offering the space). We will instead look for Gazebo Outing opportunities, such as Nicholson Centre, Maidenehad High Street at weekend. AI to speak to Robyn Bunyan & Town Centre team, to book space. AI to create leaflets to inform public what has been done so far, and progress that has been made.
Date of next meeting, Nov 15th 7pm					
Management Cttee Mtg 15th November at The Barn					
Present					
IR, AI, SI, RD, MF, MJ, MM, NS, DS, JL Apologies AW					
23.11.01	Locality Grant application, Payment & Insurance update	IR		Closed	Locality Grant payment has been received; Insurance Premium has been paid for 12 months; Accident/incident record has been requested, Document created by IR, approved by CoChair & Sec, electronic copy will be kept by Sec SI. NatWest Bank A/c to be closed by IR & BB, as no longer required if MW are accountable body for MNF Grant money.
23.11.02	Topic group progress to date. Schedule and Draft plan	AW, IR	3.12.23	Closed	Design : IR to initiate an interview with AW too, to discuss what technical support AECOM can give. IR also to send Excel summary of current plan to all, and send schedule to JL.
		DS	13.12.23	Closed	Biodiversity : Donna to engage with Rachel Cook and Jake Collingwood to set up a meeting, encourage them to get more involved to share workload and write policy.

		MF	3.12.23	Open	Climate: RBWM net zero target still 2050. MF to research evidence base for viability implications of Net Zero aspirations. Current policy draft covers operational emissions only. It may be possible to have a policy for construction or lifetime of property. MNF are not satisfied with carbon-offsetting (eg planting trees in Scotland) being used as a method of reaching Net Zero.
		AI, NS, MJ	1.3.24	Closed	Built heritage: Policies exist in the current draft NP carried over from the 2019 plan, but a Local Heritage list is missing (for heritage assets not in Conservation areas). Policies that do apply to conservation area can be adapted for other assets once those are defined.
			13.12.23	Closed	Group are looking at more ways to identify heritage assets using Hippo book criteria. Work is ongoing, target for list and policy by March 2024.
		MM, JL	10.1.24	Closed	Housing. Owing to importance of subject, this needs to be moved higher up list of topics in Maidenhead Neighbourhood Plan.
				Closed	MM, Judith Littlewood and David Snelgar have been most active. Awaiting housing needs assessment (HNA) in New Year. Group will then be able to start work on Local Maidenhead Housing Policy document, using information about HNA, social housing, affordable housing, and degree of deprivation. Also awaiting waiting list numbers for affordable housing, rental, shared ownership etc for Maidenhead
				Closed	Group plans to meet with other members of topic group, namely Claire Milne, David Snelgar, Simon Bond, Alisdair Donaldson. and will report back to MNF committee afterwards.
				Closed	Following Housing Needs Assessment report due to be published in January. Judith is happy to write draft policies, followed by 2 days O'Neill Horner Consultation in Feb. (ONH time needs to be booked now)
		RD		Closed	Getting about : An updated 2019 policy would fit our brief regarding cycle, parking, etc. Local Public Transport policy to follow (placeholder)
23.11.03	Status of Oneill Horner consultation - Discussion	IR		Closed	MNF Committee unanimously agreed to revised proposal of 5 day (emerging policy reviews) +2 (housing mix) days. Need to book the hours ASAP. Spend will be £4851.
23.11.04	Engagement with MNF forum and Public engagement opportunities in Maidenhead – progress.	AI, SI		Closed	Andrew has updated MNF progress leaflet and will send out a December Greeting containing Project update to all MNF members. 'Merry Christmas, See you in January' message.. Sue to contact Jane Wright to book Nicholson's day in January for Gazebo Outing,
23.11.05	Maidenhead Centre Redevelopment plans - Andrew update	AI		Closed	AI proposed an update (in workshop and/or Mai Advertiser) on Maidenhead Town Centre redevelopment for all residents, but MNF not progressing this to avoid conflict of interest or RBWM or developer's bias .
Next Meeting: Wednesday 10th January, venue TBC					
Management Cttee Mtg 10th January 2024 on Zoom					
Present					
IR, AI, SI, RD, MF, MJ, MM, NS, DS, JL AW					
24.01.01	Schedule: draft policies by end Feb?	All	1st 28.1.24 2nd by 25.2.24	Closed	Aim for 1st Tranche inputs by 28th Jan, internal review for 1 wk, Draft by 4th Feb. 2nd Tranche, inputs by 25 Feb, Draft document by 3rd March. This is to ensure we don't have too much to do at last minute, and have draft document to provide for RBWM & public. Get content 1st and then refine it after. Tidy up, consolidate and produce a single draft document.
24.01.02	Topic group progress	AI	31.1.24	Closed	Built Heritage - hoping to inherit 2019 policies, Survey results by 31st Jan adjust and tweak once feedback is rec'd. on items for heritage List.
		AW		Closed	Design. Mtg due 11 Jan. Technical support package from Locality, AECOM, to create set of design codes or guidance from N'Hd plan area. Met 8 Jan. Now awaiting AECOM to provide team to take plan forward and provide a design code document.
		DS		Closed	Biodiversity . SuDS -sustainable drainage systems Work ongoing including sustainable drainage info from RSPB, (key, it brings down flooding if done properly). They are looking at illustrations using interactive maps , Blue/Green biodiversity. Working on policies that can be written before end-Jan deadline
		RD		Closed	Getting about . Most input to date concerns census '21 statistics, car usage, and bus routes to support policies that are already drafted.
		MM, JL		Closed	Housing. AECOM draft in, group are v impressed with it, and comments have been sent. Aim to put next draft to housing group by Feb. [Now awaiting revision and final version]. Early feedback is that most of M'head is well -housed but a significant minority are not well housed. AECOM report reinforces that general housing is not affordable, social housing doesn't exist. Proposed new housing mix in M'Head is unbalanced - too many flats, not enough family homes. Census data also demonstrates overcrowding in parts of M'head.

		MF		Open	<i>Climate</i> . Most recent Ministerial statement superceeded 2015 - Local authorities should not be setting climate policies. Therefore, our MNF policy in draft cannot go ahead. We have to align with Local Plan. We cannot conflict, but we can go further. There will need to be a new policy. Therefore there is still potential for us to produce a sustainability SPD mention embodied emissions.
24.01.03	Plan input and review process				see 24.01.01
24.01.04	Budget and Locality grant			Closed	Predicted to underspend O'Neill Homer, so we are likely to underspend whole budget. Are there any projects to use expert advice, perhaps reassign funds. Perhaps graphic designer to produce high quality diagrams and charts, report? Tabards for use at public events? AI to produce publicity material? Get quote, also for updated Pull up stands?
24.01.07	Finance SOP			Closed	SOP Document was put together by MNF and FoMW. NS. Treasurer, explained rationale and background to SOP, Ian proposed we accept. Unanimously approved.
24.01.05	Public engagement	AI		Closed	Leaflet created, (need to be printed). Mailing Questionnaire done, MNF article coming out Mai Ad. on Friday 12th Jan. In addition, we have been offered Gazebo space in Nicholsons centre 17th Feb and 16th March, and we could be asking for example of items which should be Heritage Listing. (MJ, AW can do 17th Feb). Also on-High St opportunities to engage with public and ask for ideas for heritage list (much like MJ's existing suggestions)
24.01.06	Action items we propose to close	SI		Closed	MNF Unanimously agreed to close all outstanding actions. SI to update spreadsheet
Next meeting 21st Feb 7pm					
	Present				IR, AI, SI, RD, MF, MJ, MM, NS, DS, JL. Apologies AW
24.02.01	Budget and Locality grant	NS	31.03.24	Closed	£ 9,661.30 in MNF a/c at present, so (within budget) money is available if needed by topic groups. Some pre-approved days of O'Neill Homer Consultancy will not now be required, so approx £3000 saved from this could instead be used for biodiversity policy development - (see 24.02.03 b below). NS reminded us all to follow the newly adopted Financial SOP, and that all expenses must be debited before end-March. Any remaining grant unspent by 31.03.24 must be returned to Locality.
24.02.02	Finance Update	NS	31.03.24	Closed	Cttee approved request for £200 room hire + £200 printing for Heritage group. DS asked for assistance with biodiversity policy from Troy, & Cttee provisionally approved up to up to 4/5 day work depending on daily rate. Cttee approved £200 for printing the Housing Needs Document. DS to speak to MF re contacts and to collaborate on Biodiversity/Climate policy.
24.02.03 a	Update on Topic groups - progress to date	AW	23.2.24	Closed	Design : AECOM work now in progress and team visited Maidenhead on 12-Feb. Will produce a scope of wk by 23.2.24. Want design code as outcome. Refer to building heights policy SPD. NP cannot overturn guidance that is already there, and can't undermine the local plan.
24.02.03 b		DS	28.2.24	Closed	Biodiversity : DS to work with MF. Add to 2019 plan.. Biodiversity net gain is calculated by scoring habitat before and after development. Local green spaces - playing fields and infrastructure, childrens commty spaces. Are we looking for any sites that are not yet designated? Biodiversity net gain - national policy now states 10% - we would need considerable evidence to make it 20% but we could aspire to >10%
24.02.03 c		MF	25.2.24	Closed	Environment : 1-encourage net zero development wherever possible. 2 Strongly encourage applicants to use energy based approach. 3 developers must demonstrate their proposals do reflect energy hierarchy. Energy is embodied in demolition, construction, etc, we would support and encourage local opportunities for reuse of bldgs instead of demolition. Local plans can recommended net zero development policy
24.02.03 d		AI, MJ,	1.3.24	Closed	Built Heritage : policies are based on 2019 plan plus a new policy for local listings. A 'Local Heritage Listing' selection panel is meeting 1 March, and will establish which suggestions need more research. Best practice: Householdors of LHL properties to be notified and a set of FAQs to be created to reassure them of consequences (or not) of being a local heritage listed property.

24.02.03 e		MM, JL	28.2.24	Closed	Housing : AECOM research arrived 20.2.24. Housing needs objectives is now being worked on by group. AECOM suggested special policy for housing for older people which JL is working on. Too little time to get a narrative ready by 28 Feb but a draft can be created by then. MM is working on affordable housing and housing mix and type. Can housing for older age people be added as an addenda? We now have access to deprivation by ward, overcrowding, homelessness, waiting list. Judith/Martin unable to make contact with Housing Solutions as we need to get their input. DS to provide contact details as borough has a contact. Group also plans to speak to estate agents who are letting the new flats. Demographic of who they are and where they come from. Household projections from census is already incorrect. Cannot finalise authoritative housing document until we have spoken to relevant people. Working document by 28th Feb based on 2. Housing group will meet again now that HNA is published. Recommendation that properties which are adaptable for older people should be built built with later living conversions in mind, at outset.
24.02.03 f		RD	25.2.24	Closed	Getting about : 3 policies planned, 9.1 cycling/walking based on 2019 policies; 9.2 parking and cycle storage, a refined policy updated since 2019 document with realistic parking provision based on new developemnts : 9.3 Public transport, facilities, bus train interchange.
24.02.03 g		IR	25.2.24	Closed	Waterway corridor . 2019 Policy has now changed, Ian will update document.
24.02.04	Status of plan contents	IR	Ongoing	Closed	Ian has created master-document - traffic light management. Ongoing updates will be added as documents are created
24.02.05	Heritage Listing notification			Closed	as above, AI & MJ to create FAQ for property owners
24.02.05	Public engagement outcomes,		Ongoing	Closed	Gazebo outing & subsequent Mai Advertiser publicity increased awareness, generated a low level of interest, but helpful opportunities to meet & discuss with Maidenhead residents
24.02.07	Response to public offers of assistance			Closed	All are looking for ways to involve ZM and (any other volunteers) depending on skills, experience and interests
Next meeting 20th March 7pm					
Management Cttee Mtg 20th March at Ashbury House					
Present					IR, AI, SI, RD, MF, MM, NS, JL, AW apologies MJ, DS
24.03.01	Budget and Locality grant	NS	30.03.24	Closed	Currently under budget, DS has expressed grateful thanks to NS, IR, RD for help with Bioregional work. AI already has arranged printing of 6 copies of AECOM report, and JL would like an additional copy. MM said one would be made available for her. NS reminded us we MUST spend budget by 31 March. An enormous thank you to Richard and Mark Loader from Maidenhead Waterways (our accountable body) for all their assistance with handling our funds and payments. Approval was given to print 2 additional b&w copies of 4th March Draft up to £40. Budget agreed for updated roller banners £400. AI to get quote to update leaflets & circulate costs to MNF cttee for approval.
24.03.02	Finance Update	IR	30.03.24	Closed	MNF cttee has previously agreed to fund 4 days Bioregional consultation, invoice is due before end-March; 5 days O'Neill Homer already approved to review other policies. Task is in hand, Ian has got invoice and will review O'NH report before paying. JL would like to see draft. All policy is being reviewed by O'NH, but not biodiversity. IR will review draft, circulate to MNF team on receipt, and will recommend that the accountable body (Mhead W'Ways) pay before 31st March. MF suggested that we request an additional 'summary version' to be made available for public on website, so we can demonstrate progress made to date. This would be classified as work in progress, not a final version' of NP.
24.03.03	Status of plan – review Ian's Draft	IR	31.05.24	Closed	4th March (Draft #1), but is missing several important components, including Biodiversity policies, Design policy updates, oNH inputs, plus NPPF references and updates of sections 1 to 3. April Draft (Collation) will contain these. Then there will be an editorial review resulting in a restructured version of plan, to be referred to as 'May update'. RBWM require a draft plan so they can screen it & then will have an opinion whether a Strategic Environmental Assessment (SEA) is needed, and MNF plans to provide the May update to RBWM.
24.03.04	Any update on Topic groups – further progress to date	RD	30.04.24	Closed	Getting around . No new policy drafting expected. Draft policies, evidence, reasoned rationale for each. OnH may comment and if necessary draft will be tweaked.

		AW	31.08.24	Closed	Design . AECOM design team consulted, scope of work has been proposed, and they have offered to create a design code by mid-Aug. with 3 policies. NP tall buildings policy has been eclipsed by RBWM SPD. Team to consider whether NP policy should point to SPD. 3rd policy = amenity space. AECOM suggested Public consultation on Design code, AW to suggest dates and possible venues/location.
		MM, JL	30.04.24	Closed	Housing : 3 areas of policy, first 2 are established and updated from previous 2019 plan, #1 Affordable social housing and 2# housing mix. Group has agreed objectives, evidence and policy. #3 Elderly and special needs - They have objective and policies but no evidence yet. MM will write up during March . Cllr Simon Bond has helped group to access contacts at Housing Solutions, mtg booked 28th March with Simon Bond. MNF will meet some of their team to discuss issues raised about AECOM's housing needs assessment, and may result in comments from Housing Solutions. MM, JL will ask them what they want to be included in the NP.
		AI	20.03.24	Closed	Built heritage . Policies were based on 2019 draft. Group are currently working on a local listing. Panel meeting on 1.3.24 considered the public's suggestions, and whittled down list to 50 heritage assets requiring more detail. In addition to these, there are many non-designated heritage assets in conservation areas. Listing is separate from policies, but we do need a defined list of local heritage assets. IR suggested that they should push first 50 through the process, including FAQs, notification of owners etc. AI to send list to MM of the assets located in Riverside Conservation area and MM will compare with previous listings.
		MF	30.03.24	Closed	Climate : no update or progress re National policies in local or neighbourhood plans. We want to strive to achieve good numerical performance of operational, In-use embodied emissions. Example cited of Tempo building Perhaps NP could use this development as aspiration for Maidenhead NP.
		DS, IR	30.03.24	Closed	Environment : Bioregional helping with drafting policies, 1st draft due this week, update, 2nd draft and invoice due before end-March. IR has requested Mtg with Maria Evans and others from Wild Maidenhead to discuss their comments and the scope of what a Neighbourhood Plan can actually do. AI offered to join. We will need to explain our role and manage their expectations. Donna is doing a great job on her own. She is valued and her work greatly appreciated.
	Local Nature Recovery Strategy			Closed	Berkshire local Nature Recovery strategy being led by RBWM. Needs to be strategy to inform biodiversity net gains. We need to be aware of the work of the LNRS, MF will keep us informed of any updates.
24.03.05	Next Forum meeting	AW, AI	30.04.24	Closed	Update for MN Forum members, to be combined with AGM, possibly End-June. Keep website updated, more PR advertiser, facebook, mailing to members re Design Group consultation. Design public consultation before AGM. More events and Gazebo outings need to be planned. Book slot at Maidenhead Festival on Saturday?
24.03.06	Update of Roller banners and leaflet	AI	30.03.24	Closed	Ongoing. See 24.03.01 as above.
24.03.07	Status of AW Project plan schedule	AW	30.06.24	Closed	Schedule has been updated by AW . Aiming to have a draft NP by AGM and possibly also Reg 14 by AGM if poss.. NB for Reg 14 consultation we may need <u>finance so dependent on budget.</u>
24.03.08	Lawnfield	AI	22.03.24	Closed	Cttee were asked if we should we take a position re demolition of existing building and replacement with care home? It was suggested that we can advise RBWM that it is being considered for Local Heritage Listing & has been nominated because it is a bldg with architectural merit.
24.03.09	AOB			Closed	Ian has done an enormous quantity of work and produced a sizeable body of work and his input is highly valued by all the members.
Next Meeting 17th April 7pm					
Management Cttee Mtg 17th April at Mead Cottage					
	Present				IR, AI, SI, RD, MF, MJ, JL, DS, AW apologies MM, NS,
24.04.01	Budget and Locality & finance			closed	All expected costs were submitted and reimbursed and final report was submitted by 31.03.24 deadline; £2318 unspent so has been returned to Groundwork. Thanks were given to Mai Waterways as accountable body. No further actions required until we apply for and are given 2024 grant
24.04.02	Feedback from ONH and Bioregional reports	IR	30.4.23	Closed	Consultation has taken place, reports produced, feedback was very sound and useful. Helpful suggestions were made. No restructuring of April draft is required immediately, will be written by end of month, feedback taken into account. Content exists, will need tidying up.

24.04.03	Update on Plan	IR	30.04.24	Closed	Aim for end-April draft to get content together including reviewed inputs from O'Neill/Homer and Bioregional. After that inputs should focus on things which need to change, including structure of plan, and order of what goes where. May draft is what we are prepared to show other people.
24.04.04	Update from Topic groups – progress to date	RD	30.04.24	Closed	Getting around: Draft is mostly in line with ONH recommendations, but should only specify parking spaces off-road. RBWM 2004 Parking standards (specified as a maximum) have limited weight as policy. Once NP is adopted, any developer would need to conform with adopted policy. However, as there is insufficient reliable public transport evenings & w/ends, we are considering including in the plan to stipulate the (lack of) Public transport cannot mitigate a limited provision of car parking. Also, EV standards are changing, and require consideration of away-from and charging at home.
		AI, MJ	1.5.24	Closed	Built Heritage. ONH report didn't challenge policies but rearranged, and simplified, and clarified draft. Additional work required re Local heritage listing. Additional Conservation areas may be included as addendum but Neighbourhood Forum does not have power to designate them. For Local heritage listing, every resident needs to be contacted, AI plans to create Q&As and where necessary meet with locally-listed home owners.
		JL, MM	30.4.24	Closed	Housing. ONH report confirmed that what is in draft is going in right direction, they have improved draft, made it more succinct & suggested a restructure of the plan. They agree with focus on housing mix in social sector, but next draft may need to specify size mix of social, affordable rental housing. There is currently an oversupply of homes for special needs older people, so this policy can be removed from NP. MM & JL also held useful mtg with Housing solutions, which confirmed the need for affordable housing is chronic, waiting list is longer than it should be, and people needing to transfer cannot move, leading to increasing overcrowding levels. We need more affordable housing in 3 & 4 bed housing sector to make up for shortfall. In addition, nationally all local authorities are struggling with cost burden of essential Fire inspections due to new fire regs and insufficient fire inspectors. Incidentally Housing solutions & other social housing providers don't automatically get new properties allocated, they need to bid to build new homes, and bids are not necessarily won by our local housing associations, but could be neighbours eg Reading or Wokingham.
		MF	23.4.24	Closed	Climate : ONH have ignored 100% everything written by Mark and have replaced it with their own pro-forma standard carbon emissions policy. Nationally there has been a legal challenge to environmental policy. Mark to rewrite a clear, succinct, quantitative, response to Climate section of NP.
		DS	30.4.24	Closed	Biodiversity: Bioregional have been very helpful, they have added content and policy to plan where these areas are missing. Reordered structure for plan. Biodiversity net gain, sustainable drainage (not in BLP) which is old, out of date as there has since been a lot of local flooding, so it would be foolish not to include it. Working with Wild Neighbourhood is helpful. Consistent mapping is required, and a map of local green space designations is planned.
		AW	30.4.24	Closed	Design: ONH have proposed rewrite of plan. Group accepted recommendation for two of the 3 policies. ONH are not aware of AECOM work on design codes (which won't be done till July). Policies will need to refer to design codes when they are written.
24.04.05	Next Forum meeting & AGM plans	AI	30.4.24	Closed	Forum mtg and AGM, booked at URC on 27/06/2024. AI to increase publicity and send 2 mailings before end-April to. 1) notify of AGM and Forum meeting, 2) Next mailing to include a report of progress made. It was decided we need an organisation meeting to plan upcoming Forum mtg content & structure, to be held on 22th May. AGM comprises legal essentials - Chairman's report, finance report, election of officers. At Forum mtg we should have an overview presentation first, then who has done what. Explain what we have got so far, based on feedback from public. All work that has been going on, what's underway and what we've achieved so far.
24.04.06	Update of Roller banners and leaflets			Closed	Roller banners have been produced, stored in MJ shed with Gazebo. Artwork for leaflets has also been done but not yet printed (budget constraints). Ready to be printed when required.
24.04.07	Status of AW Project plan schedule	AW	30.5.24	Closed	Need to update once draft is complete.
24.04.08	AOB - Waterways Funday	RD	14.09.24	Closed	Waterways fun day 14th Sept. Gazebo opportunity

24.04.09a	AOB - Online consultation Design	AI	30.04.23	Closed	AI to design an online link to AECOM consultation design code. (Similar to heritage questionnaire) - physical meeting 24th May in High St as well as online. AI to organise 24th May date with Robyn Bunyan from RBWM.
24.04.09b	AOB - Structure of plan	All	15.5.25	Closed	All MNF committee will need to view and comment on April draft plan before 15th May meeting (not just their own topic group) and then review the suggestion to reorganise order of draft, as per AECOM recommendations. Overview Maidenhead Centre in sections 1-3, then all design at beginning, housing, transport, climate, heritage, biodiversity in that order
Next meeting, 15th May postponed. 22 May - to discuss Draft Plan Management Committee Meeting 22 May 24					
Present					
24.05.01	Summary of the Neighbourhood plan status and recent inputs	All	6.6.24	Closed	IR, AI, SI, RD, MF, MJ, JL, DS, AW apologies MM, NS, 8-May draft reviewed by everyone, and comments received from JL, AI, NS, SI and AW. Default is that proposed changes will be accepted, unless issues or conflicts identified. Topic Groups leaders (& editor) will have final say on any alterations or suggestions, and are expected to respond to feedback within one week.
24.05.02	Sections 1 to 3 (introduction, About the Area, Vision) and Foreword	AI	6.6.24	Closed	Ian will update May Draft, then Andrew will rewrite introduction, sections 1-3 in a more 'easy for lay-people to understand' format. AI asked MF for examples of other N'Hood plans, to know what Good plan looks like. To re-balance, consider using one photo related to each topic group.
24.05.03	Explanation of a typical policy structure (Objective, Context, Intent, Policy bullets..)	All	6.6.24	Closed	Good example/Bad Example photos for each topic group. N'hood plan should be Plugging the Gaps in the Local Plan.
24.05.04	Editor's Notes	IR			Biodiversity & design & housing sections about temporary accommodation, homelessness given as example of text which needs to be adjusted, as it may be too vague or contradict BLP. Also Getting About. IR to sort editors notes into which topic group they come under.
24.05.05	Maps	MF	6.6.24	Open	Mark will assist Ian with creating relevant and understandable maps, need GIS software, with Title, Legend and Scale on every map.
24.05.06	Updates to be included in the June draft, actions	IR	27.6.24	Closed	Updates to be included: - Feedback from MNF committee members - Rewrite of sections 1 to 3 by AW - RBWM Ian Manktelow and Ian Motuel comments - Wild Maidenhead, input due 31-May - Content on Moor Cut in Waterways section - Office Parking (IR/RD)
24.05.07	AOB	IR, RD	24.05.24	Closed	Planning app'n in for construction of flats on VW parking site adjoining waterways. Ian and Richard to discuss.
Meeting closed 8.50					
Next meeting, Zoom 3rd June 7pm. This will be an Organisational mtg to plan structure & content of Forum meeting Management Cttee Zoom Mtg 3 June 2024					
Present					
IR, AI, SI, MM, RD, apologies DS, MJ, NS, AW, JL					
Plans for AGM & Forum Mtg					
24.06.01	Calling notice for AGM	SI	13.06.25	Closed	Secretary will send out calling notice by email to all forum members by 13th June, and ask if anyone wants to join Mgmt Cttee as member or officer, or to add any other motions. Pls let us know by 20th June.
24.06.02	Online pre-voting and online attendance	SI	20.06.24	Closed	Sec will send out updated agenda, reports, plus any names of potential cttee members, and give all forum members the option to vote proxy or by email in advance of AGM (AI & SI to manage responses)
24.06.03	Accounts and independent review	NS	06.06.24	Closed	Treasurer has prepared draft financial report - IR will discuss and then it needs to be submitted to Financial Examiner (Richard Curry) ASAP, so the approved financial report can be made available in advance of AGM
24.06.04	Chair's report	IR, AI	05.06.24	Closed	IR & AI have prepared draft Chair's report, This will be edited, (updated to include the Locality Grant process is now open), and will be circulated to Mgmt Cttee for approval by 9.6.24
24.06.05	Post-AGM presentation on status of plan	IR, AI	30.06.24	Closed	A draft Neighbourhood plan (June Revision) will be made available to forum members post-AGM
24.06.06	Intention to call SGM	IR	27.06.24	Closed	Once June Draft is finalised, a SGM will be required so that MNF members can vote before the plan goes out for formal consultation. May be a motion at AGM to share June Draft with RBWM
24.06.07	Minutes of AGM	SI	27.06.24	Closed	Secretary will take minutes & report afterwards on MNF Website.
24.06.08 a	AOB	AI	20.06.24	Closed	No Mailchimp credit, will need to send MNF Mailings by BCC group email
24.06.08 b	AOB	AI	06.06.24	Closed	AI discussed how he is planning to summarise Draft, Intro & sections 1-3. Cttee were in agreement
Meeting closed 7.50					
Next Committee Meeting June 19th Asbury House - Editorial meeting to agree June draft of Neighbourhood Plan AGM & Forum Meeting 27 June					

	Present				IR, AI, SI, MM, RD, DS, MJ, NS, JL. Apologies AW
24.06.09	Andrew's update of sections 1 to 3	AI		Closed	has been done and meeting agreed to put in, including relevant photos
24.06.10	Key open issues/editorial notes	IR	30.06.24	Closed	Design: After discussion meeting agreed NP policy would refer to heights in Tall buildings SPD. No intent by those present to reduce LM1 height but AW not present to discuss. Ian will merge comments and edit after discussion with AW. 3rd policy bullet needs revision to limit allowable amount of increase in context height.
		MM, JL, AW, IR	01.07.24	Closed	Housing -mix - leave in. <i>Affordable Homes</i> ; MM to Reference. <i>Gardens</i> ; MM, JL, AW to rationalise. <i>Market Housing Mix</i> ; MM will provide data source & ref. # based on AECOM/HNA data. <i>80%/20% split 1&2 and 3/4 bed houses</i> ; MM to provide source so that editor Ian can add references
		RD	01.07.24	Closed	Getting around - Richard to source data re # office and commercial parking Editor Ian to add
		MF	01.07.24	Closed	Climate: Targets set by RICS, RIBA, LETI. Mark to specify which targets and from which organisation. Editor Ian to add to draft plan.
		DS	01.07.24	Closed	Biodiversity Net Gain - Some info re landscape features for biodiversity net gain in existing document is too detailed, and needs clearer criteria for planning officer to assess against. Urban Greening statement required to demonstrate that the development has provided adequate green infrastructure in line with BLP policy. DS, MF, DS to meet on 20-Jun-24 to refine.
		DS, MF	30.06.24	Closed	List of Local Green Spaces needs to be reviewed by topic group leads
24.06.11	Maps	MM, IR	30.06.24	Closed	NN to contact Windsor Plan contact, also Jill (Martin Woolner) for maps.
24.06.12	Other business				
24.06.12 a	AECOM support Package	MF	01.07.24	Open	Mark to review AECOM Policy review Tech support package, maybe useful for package to review Regulation 14 comments.
24.06.12 b	Cookham NP	NS	20.06.24	Closed	Nicola to contact Cookham NP Leads and share plan progress
24.06.12 c	RBWM Affordable Housing SPD consultation ends 20-Jun	MM	21.06.24	Closed	Bob Dulsion has responded for Civic Society. JL to respond in personal capacity. MNF does not intend to respond in its own name.
24.06.13	Finance	NS	01.07.24	Closed	Locality application process is now open, Nicola to check details, dates, deadlines etc. IR to supply previous year's information
	AOB		24.06.24	Closed	AGM 27 June. Secretary Sue to mail forum members with voting options in advance of meeting. Andrew, Sue, Andy, Mick etc to arrive early to set up hall with chairs. Ingram Projector. Laptop. Members to be sent reminder and link to draft plan in advance (calling notice did not specify how far in advance). Plan version sent out in advance may be revised further by end of June.
Meeting Closed 8.50 pm					
MNF Committee meeting 25 July 2024					
	Present				AI, SI, IR, NS, JL, RD, MJ. Apologies, AW
24.07.01	Maidenhead Festival			Closed	It was agreed that cancellation of our presence was the right decision for '24. We will review next year depending on state of the plan in Summer '25. IF we are going ahead next year, we need advance planning, literature, and people to 'man' the gazebo.
24.07.02	Locality grant application for FY 24-25	NS, IR	31.07.24	Closed	We need to declare oversight of about £600 Locality Grant which we spent in FY19/20. This was prior to MNF designation and unknown to current chairs and treasurer -thanks Andy W for identifying it. As it wasn't included in recent grant applications and will cause us to exceed the £18,000 cumulative grant limit, Ian will phone Locality, discuss process and then a formal letter to come from NS treasurer.
24.07.03	Plan: Inputs included in the plan so far			Closed	Heritage Listing; All relevant householders were notified by mailing, MJ was thanked for creating letter & envelope, organising printing then hand delivering all 300 leaflets. There were 121 nominations, so after the selection process a draft Local Heritage Listing now exists. So far, there have been 3 objections to being on the list and 31-Jul is the deadline for objections at this stage. Getting about nothing has changed in past 20+ years with ratio of car parking /office space. Suggest minimum 3.3 spaces per 100sqm as per Essex SDP. PLAN: IR has spoken to Dave Chapman, consultant, and suggested Plan Health check by examiners after reg 14, before reg 16, to identify any problems that may arise at external examination stage. Cost comes from Dept of Levelling Up via AECOM.

24.07.04	Draft Plan	JL	31.07.24	Closed	VISION: Judith identified few drafting typos, and will send comments to Ian/Andrew. Design: Policy bullets as per SPD, Judith and Martin to propose edits for text in "Reasoned justification" section. We were expecting draft of Design Code by June but we are still awaiting report from AECOM. Meanwhile Andy W has chased. When we do get the Design code, Ian & Andy W will share the draft. Biodiversity: edits are needed with input from Mark and Donna, JL pointed out that there are no policy bullets related to street trees. IR stated any trees would be part of the required Biodiversity net gain for a planning application. For information, Planning app'ns are being rejected if they don't include Biodiversity net gain.
24.07.05	Open Issues	ALL	31.07.24	Closed	Vision statement in section 3.1 to be augmented and clarified, and not an appendix. All to read and send suggestions for AI to amend.
		IR	31.07.24	Closed	2.2 Constraints and opportunities: Remove section highlighted and check that any items are included in section 9. IR to inform Donna.
		IR	31.07.24	Closed	3.2 Key Objectives Ian to remove, check that any items are included in section 9. IR to inform Donna.
		IR	31.07.24	Closed	Boundary: After discussion, all agreed black dashed line boundary as presented by Ian and marked up on Tall Buildings SPD Figure 6.2 is 'town centre' for purposes of plan.
		NS	31.10.07	Closed	Section 9, Biodiversity: NS will rewrite highlighted text at start of Biodiversity section 9 to be less Human-centric
		IR	31.07.07	Closed	Appendix 5 List of names - All agreed to names of MNF committee members to be included
24.07.06	Plan edits	IR	31.07.	Closed	JL to make minor updates, Ian will share updated end of July version with RBWM. Will focus on Policy emerging not vision statement
24.07.07	Version to share with RBWM	IR	31.07.24	closed	No next-meeting date yet booked with RBWM, but Ian will send July draft for Ian Manktelow to read and give to planning officers to review. We expect some comments back. In future MNF can offer to do a presentation to planning officers to explain the intent of the policies.
24.07.08	Referendum Discussion	AI	31.08.24	Open	Referendum to be run by RBWM, although we don't know what they will do to promote N'Hood Plan. MNF will have a say in updates following Reg 14 & Reg 16 consultations. We discussed what actions are required post- Reg 14, How to get people engaged? Include info in RBWM newsletter, all forms of social media, Advertiser, Mailchimp, Facebook etc. AI to create communications plan.
24.07.09	Future of Planning post N'HoodPlan				Thinking about - our need need to find a way to hold RMBW accountable and audit the planning decisions. At present, whenever planning permission is applied for, Civic Society monitor and can make comments. Once a N'Hood plan exists, it was suggested that a member of MNF monitors planning applications. Note that neither MNF nor the Civic Society is on the decision making board, which is a group of elected councillors. MNF exists for up to 5 years after designation (so expires in Dec 2027).
Meeting Closed 9.10 pm					
MNF Committee Meeting 18th Sept					
Present					
24.09.01	Financial update			Closed	AI, SI, IR, NS, JL, RD, MJ, DS, MF Apologies, AW Final money has been rec'd and must be spent by 31 March 25. Mick J and Ian R have invoices (payment approved). We must ensure we spend wisely & in timely manner, as needed.
24.09.02	Progress to date with Draft Neighbourhood Plan	JL, AW, MJ, SI, AI,	1.10.24	Open	Original comments draft plan 16 Sept version are acceptable; Gill Evans is working on maps. Outstanding points , a) deprivation references, Judith from ONS. b) AW IR in discussion, We need a transport interchange that works, c) JL '81 doc may have been superceded - will check, & references required from HMSO d) Green spaces, recreation? Wildlife? Balanced. Policies not changed since 2019 - is this acceptable? Consensus that we accept policy as it is.. e) Sport England policy? MJ to find out more info and view document. f) community priorities for developers contribution - broad realistic headings,we could guide public of examples for infrastructure delivery plan, not all IDP can be funded.. perhaps MNF have a role to suggest priorities and how council spend 25% CIL receipts. g) cttee members list of anyone involved in current MNF.. Sue I to get list.

24.09.03	Discussion with RBWM planning dept – feedback			Closed	Ian Manktelow, Ian Motuel, Adam Bermange. MNF co-chairs. Useful courtesy meeting to discuss draft N'hood Plan. RBWM have promised full feedback prior to next mtg, 25 Sep. Main points= Parking (pls read ONS parking evidence). Minimum/Maximum/perhaps should have optimal number car parking spaces. Although 20 years later than previous parking recommendation, still same number, 1.4 cars/household. Requires stringent policy to ensure net zero development. Housing: RBWM questioned requirement for 20% 3 & 4 bed properties inside town centre, not disputing 80% outside town centre. Bioregional supposed to start this week, have not yet started work, but IR has call booked next week. No mention or insights about BLP or NPPF. No further actions required. conversation-
24.09.04	Regulation 14 consultation	AI	1.10.24	Open	AI to draft a scheme to publicise Reg 14. and MNF need to decide a 'Positioning Statement'. Actions to follow thereafter. [We need to consider how to get most info to widest possible audience in 6 weeks post-Reg 14. Media chanel, drop-in sessions, Gazebo outings, Printed material, online activities, Website update, E-mailings, Targeted groups]
24.09.05	Deadlines for Heritage Listings – discussion			Closed	MNF agreed to not extending deadline for Listing objections, wait for reg 14 comments. Panel already notified that they may be required again.
24.09.06	Previous actions to be closed			Closed	Unanimously agreed
24.09.07	Feedback from Waterways Funday			Closed	AW sent email, feedback from Gazebo conversations. Positive response.
24.09.08	AOB			Closed	Beaconsfield Local plan rejected at Referendum, Beaconsfield Society campaigned to vote No. IR view: Policies vague, some inconsistencies. Helpful to review why and ensure ours is less vague. Golf Course/Great Park - we have
	Meeting closed 21.24pm				
	Next MNF meeting: 16th October 7pm				
	MNF 16th October				
	Present				AI, SI, IR, NS, JL, MJ, DS, AW, Apologies RD
24.10.01	Financial update			Closed	£4519 in bank. We have already committed £2640 for Bioregional work on net zero policy, and £150 owing to MJ. NS reminded us to be cautious with spending as there is limited budget remaining. No further actions required at present.
24.10.02	Status of draft plan		23.10.24	Closed	AI and Ian had mtg with Adrian Waite, Ian Motuel and Ian Manktelow, very positive. There were many comments per topic group, key ones noted here.
		AW, IR	31.10.24	Open	Design: modifications suggested by RBWM, Just a few comments on design policy, but many about design code. Ian and Andy to discuss, after which we may decide to alter some but leave other suggestions in the draft.
		JL, IR	31.10.24	Closed	Housing: MNF accepted most RBWM comments; a) We cannot specify allocation of housing for key workers, as plan is about building not allocation. b) RBWM believe 100% new properties in town centre should be flats, we disagree but are willing to compromise on this and specify a # should be 3 bedroom flats. c) They disagree that outside town centre, should be 80/20 houses to flats and RBWM require evidence for this. We need a clear line of reasoning in the evidence for the Local Plan. MM is getting evidence that there is a need for more affordable 3 & 4 bedrooms to fill shortfall in family housing, and minimise # people in temporary housing (which is more expensive). Council are keen on flats as quicker to build and more numbers. We need to demonstrate need & get evidence, and use correct terminology in Plan.
		IR	31.10.24	Closed	Getting About. Most updates agreed. RBWM proposed lower parking standard in Town centre in line with RBWM 2004 document, but will use 'expected' rather than max or min # car parking space, which is acceptable. No mention of charging points, as this is covered by building regs.
		MF, IR	31.10.24	Open	Climate. Bioregional are still working on evidence for Net Zero policy scenario versus future home standard. Bioregional are making projections based on dwellings not yet built, but based on BLP projections & effect on viability based on costs. RBWM Ian Manktelow has now sent Ian R a document concerning Implication of building sustainable housing. It seems the cost uplift to meet net zero standard is approx 4-7% across different buildings, Ian to meet with Mark, as we need to resolve RBWM queries about Net Zero Policy in Draft N'hood Plan.

24.10.03	Regulation 14 consultation	AI, MJ, IR	31.10.24	Open	Build Heritage listing document will need to be amended to improve structure, detail/robustness. RBWM questioned why certain assets are included on list. They wanted us to demonstrate process, methodology, more info & precise method of identifying assets based on criteria, and requested numeric scoring. For info - Our list was not given scores by anyone, but of 121 assets suggested by Maidenhead Residents, 51 were approved and discussed by a panel of experts. RBWM say a 'View' can't be an asset in heritage listing. Previous 2010 Townscape Assessment from RBWM mentions landscape views, but this document is not an asset listing nor is it policy. Townscape assessment is not just heritage, it is also geography. They suggested a separate policy if MNF wanted to include views - concerned that a view could be seen as a threat to strategic policies. MNF Heritage listing Document will be revised using same terminology and language as in previous RBWM document. Further discussion with Planning dept may be needed. MNF will do essential parts of the work, and believe this will be acceptable.
		IR	31.10.24	Open	Biodiversity: Mapping is incomplete, but in progress by Gill Evans. We discussed EA maps for flood risk assessment. Bioregional used the previous green spaces map info for N'Plan Green corridors, but this implies the whole Golf course is a green corridor which is incompatible with BLP development and so is no longer acceptable. [High quality maps require licences and expensive]. Reg 14 document will be submitted with some incomplete maps.
	IR, AI	10.11.24	Closed	IR to resend AI's timeline plan. Plan Draft by end Oct; We'll address as many RBWM comments as we can, but the draft in progress will go to reg 14 consultation with some RBWM comments not yet addressed. 6 week consultation period starts Nov 11, ends 22 Dec. RBWM will also be able to comment at this stage. After the end of consultation period, we will take RBWM & Public's comments, amend draft, and then create a revised version for Reg 16 stage.	
	AI, SI	10.11.24	Closed	AI has created document of required activity, He will work with JL on Key messages to be used on all materials for marketing & publicity, including banners, leaflets, mailing, website. Gazebo event to be held to publicise draft during Reg 14 consultation, and banners and info in Donna's Hub (also drop-in sessions, dates tbc). We hope to leave banners up in hub for Maidenhead residents to encourage their comments & input into final N'hood plan.	
24.10.05	AOB, including Beaconsfield plan			Closed	Discussed, relevant learning points noted. No further actions required.
Next MNF 20th Nov -					
MNF 20th November					
Present					
AI, SI, IR, NS, JL, AW, RD, MF apologies MJ, DS					
24.11.01	Financial update			Closed	Formal Thank you given by Treasurer to Richard and Mark Loader from Maidenhead Waterways for their assistance administering the finance. Grant money has spent efficiently. Still approx £1200 in bank. Possibly additional Maidenhead Advertiser cost if we wish to advertise Reg 14 further.
24.11.02	Status of draft plan				A Reg-14 draft plan has now been published and is available for consultation & feedback at Maidenhead Library, at Drop-in sessions and online. Known issues are listed below. Sections 1,2,3 ok
		AW	29.11.24	Open	Section 4 - Design AECOM design code was finished in August. But RBWM have commented, some items possibly against Supplementary Planning Documents - also a few ambiguous comments. Original doc had some typos and photos with no annotations, but these minor corrections have been done by AECOM for free and are included in Reg-14 draft. MNF have commissioned a supplemental technical support package to update the document to address RBWM comments and any updates arising from Reg-14. This will cover amendments but won't cost us any additional money, locality to pay for it. Andy W to follow up with Dave Chapman, to discuss.
		JL, IR	29.11.24	Open	Some DE-3 policy bullets in our plan don't align with RBWM Borough Wide Design Guide SPD. Judith/Ian to look at and amend docs.
				Closed	Section 5 Housing: Main issue is question of 80% 3 and 4 bed outside the Town Centre, for which we have now provided more evidence. The Reg-14 draft plan dropped requirement for any 3&4 bed units in the town centre. Mark questioned the effect the policy on deliverability of the golf course site.

				Closed	Section 6 Getting around; nothing to add.
				Closed	Section 7 - Climate: The draft already contains a clear succinct summary of which metric to use, written by Mark. The energy based bioregional method has been used, and can be part of planning application scrutiny process and monitored by smart meter, no greenwash. [For info, so far Central govt is sticking to out of date metrics using Building Regs method, which is much more difficult to monitor]. In response to RBWM's question on whether we want to use an Energy Use Intensity (EUI) metric at planning stage or require post build monitoring, we have specified an EUI estimate at planning stage, which aligns with the RBWM Sustainability SPD.
					Bioregional estimated the additional net zero construction cost as +5.75% compared to the existing Building Regs method. Bioregional didn't do viability assessment in original report. The % cost increase is based on the construction cost, not on the Total cost which includes for example land acquisition and professional fees. Average heating and hot water varies, depending on property type and size, but can be £1500/year savings, and an ultra low running cost property would market for more, perhaps £15,000, more for flat if ultra low running costs. This is a more appealing argument - Will satisfy building regs and running costs minimised.
		MF, IR	31.12.24	Open	RBWM asked us to consider both cost and viability impact. As they support net zero, we will ask what help they can offer. RBWM question asked us to consider offering further evidence. Reg-14 draft includes cost impact estimate from bioregional, but consideration of viability would be in next draft.
		AI, MJ	31.12.24	Open	Section 8 - built heritage. AI & IR met RBWM conservation and heritage team. Have addressed 2/3 comments in reg 14 draft, which they have now seen. Additional points will be in next draft. Key issue is we can't define 'VIEWS' in heritage assets list. Can define 'Landscapes', (Mick is pursuing landscapes). If we can justify Landscape inclusion against the criteria, then they can be included. Updated Asset list in Draft Reg 14 - most of the changes have now been made since the earlier version discussed by RBWM. Document is not robust enough yet, but better than it was. Work is in progress to make the list more robust.
				Closed	Section 9 Biodiversity. All under control. Mark believed the policies should be more concise, further edits possible and suggested changes to text welcome. Biodiversity Net Gain Hierarchy aligned with RBWM input.
		IR	31.12.24	Open	Section 10 Local green spaces. We will need to upgrade the justifications, using same wording as in NPPF. Related policy now aligns with BLP and NPPF green belt policy.
24.11.03	Regulation 14 Consultation	SI, AI	2.12.24	Open	Draft consultation is underway, documents are in library and in drop-in hub, SI will send email reminder to read consultation and feedback comments to all statutory consultees and AI to send reminder to MNF members; then we will need to set up a filtering regime to monitor response (similar to original requests for ideas & topics). AI will send a formal thank anyone who responds. We will then have 2 months to review comments, adjust plan based on feedback, ideally get SGM to agree Reg 15 in this financial year. AW & IR to investigate need for plan "Health Check" Technical Support.
24.11.04	RBWM liaison	AI, IR	2.12.24	Open	IR, AI have Teams mtg planned with RBWM 2nd Dec. to discuss outstanding issues. This will give RBWM time to decide if they want to make formal Reg-14 comments. Will ask whether RBWM's review is equivalent to a the Locality "Plan Health Check" Technical Support package. Clarify what the "basic conditions" are and whether we meet them.
24.11.05	MNF schedule	AI	10.12.24	Open	Is being followed. Additional Qn, Should AI should extend wider audience and target facebook groups to Boost posts. He will check costs but MNF Cttee approved in principle up to £100.
24.11.06	Actions to close			Closed	All agreed to close outstanding actions as proposed in IR 15-Nov e-mail.
24.11.07	AOB			Closed	All to think about any essential expenses that may be required - then if necessary, request approval for additional funding
mtg closed 9.10pm					
Next Meeting, Date TBC					
MNF 29th January 2025					
Present					
25.01.01	Financial Update			Closed	AI, SI, IR, NS, JL, MJ, RD, MF. apologies AW, DS Currently £880.89. No large expenditure expected, but if needed, money is available till 31.3.25.

25.01.02	Regulation 14 Consultation Feedback			Open	24 responses; some from individuals, some from larger statutory bodies, including RBWM, 115 items of feedback to be discussed
25.01.02.1		IR	28.2.25	Open	DESIGN CODE: section 4. Town Centre Boundary. RBWM requested MNF to consider wider "Placemaking Area" boundary used in the BLP, which extends further West than MNF's black line boundary (on which public consultation was based) and includes AL11 Employment site. Group consensus is to stay with MNF boundary, but Ian to have discussion with RBWM on justification and how strong their view is.
25.01.02.2		IR	28.2.25	Open	DESIGN CODE; Building Height. MNF took guidance from SPD and made it policy in our design section & RBWM support this. Lichfields have queried the basis for our policy so we need to point to the evidence used for SPD.
25.01.01.3		IR	28.2.25	Open	DESIGN CODE: West St Opportunity Area. There is an adopted SPD for this area but it is based on the now-superseded AAP. Find out from RBWM how much weight the SPD carries.
25.01.02.4		IR	28.2.25	Open	HOUSING: Judith has accepted all the amendments suggested by RBWM feedback on housing policy, thank you. IR to incorporate in plan. For Community led housing, consider adding last paragraph of the response 11.1 in policy HO-1 Reasoned Justification section.
25.01.02.5		IR	28.2.25	Open	HOUSING: Community-led non-housing development Response to feedback in 13.1 would be acknowledgement of comments, but they don't relate to Maidenhead specific opportunities and neighbourhood plan area. Judith suggested could add sentence into design section, discussion to take into account their comments about small business units, open spaces, renewable energy etc,
25.01.02.6		IR	28.2.25	Open	GETTING AROUND: Section 6 Parking standards. RBWM originally had maximum standard, but in new developments, realistic parking underprovided. RBWM wanted us to change word to <i>Optimum</i> . We think <i>Expected</i> is better, as its consistent with BLP. May need to consider lower parking standards on Landmark sites identified in the tall Buildings SPD. As there is a "Health check" arranged for the draft plan, advice should be sought on RBWM's input and possible changes.
25.01.02.7		JL	28.2.25	Open	GETTING AROUND: Safety of women. Unlikely to change policy but we do need to acknowledge that for some people, there is genuine fear. Judith to get references and stats on relevant crime. We should also refer to existing documents that balance green infrastructure, lighting, cctv and safety. For responses 17.1, 2, 3 MNF will need to thank for feedback, v interesting points, but there is a limit what we can put in policy but appreciate all the comments
25.01.02.8		IR	28.2.25	Open	GETTING AROUND; Insufficient Pedestrian emphasis. Again, thank responder for comments but clarify that in new developments, the 500m Bus stop distance is to get to a bus route and start journey, not the distance between stops.
25.01.02.9		IR	28.2.25	Open	CLIMATE; section 7. Siting of renewable energy generation. This is not Maidenhead specific and not significant planning policy, but we could put final paragraph of response 23.1 into supporting text for CL1 re sustainability climate policy development.
25.01.02.10		MF	28.2.25	Open	BUILT HERITAGE: Section 8. Heritage Assets map. Mark will get info about location of assets (Conservation Areas, Listed buildings and Non-designated Heritage asset list items) and will pass onto Gill to incorporate as a layer on Map.
25.01.02.11		IR	28.2.25	Open	BUILT HERITAGE: Archaeology: we've been asked to identify areas of interest and archaeological sites, but we feel it is already covered in BLP paragraph 11.2.7. Ian to check that BLP archaeology is mentioned in Neighbourhood Plan policy context.
25.01.02.12		IR	28.2.25	Open	BIODIVERSITY: Section 9. Streetscape and Biodiversity net gain. Policy- tree planting of <i>native</i> trees should be encouraged. Clarify that all bullets of BI-4 apply to town centre area. Planting and <i>maintenance</i> of Trees should be added to policy and/or supporting text.
25.01.02.13		IR	28.2.25	Open	SITE SPECIFIC: Section 10. List of green spaces, Some spaces should be designated as green spaces for recreation, some for mixed use, some only for wildlife. We need to identify which are which (eg Thicket, Battlemead etc),

25.01.02.14		IR	28.2.25	Open	INFRASTRUCTURE AND DEVELOPER CONTRIBUTIONS: Section 11: Without a Town Council the NP has limited influence on spend of Developer Contributions. Current view is to delete these sections of the plan.
25.01.02.15		AI	28.2.25	Open	Introduction/Area/Vision, sections 1/2/3: Response 23.1 is that Sustainability is not a prominent golden thread and that vision is insufficiently visionary. Suggest make the sustainability aspects of the policies more prominent in sections 1, 2 and 3.
25.01.03 a	MNF schedule and Plan Health Check	IR			Plan Health Check is a package provided by Locality, using real examiners. Material required includes Draft plan, significant updates that we are considering. Ian to create checklist of requirements and allocate tasks to members of MNF Cttee. Also to send responses to consultees feedback
25.01.03 b		AI	28.2.25	open	Statement of Public Engagement , descriptions of all activities e.g. Gazebo events, mailings, Publicity in Advertiser etc.
25.01.03 c		MF	28.2.25	open	Basic condition statement
25.01.03 d		IR	28.2.25	open	Draft answers - our responses to feedback to prove we've taken notice of the comment
25.01.03 e		IR	28.2.25	open	Evidence Base , including Bioregional report, Housing Needs assessment
25.01.03 f		AI	28.2.25	open	Local Heritage List Process and supporting documents
25.01.04a	AOB			Closed	Nicholson's Redevelopment consultation: AI & RD to attend preview 6th Feb , other MNF cttee members will attend on 7/8 Feb, (as members of public, not representing MNF).
25.01.04b			17.2.25	Open	Cookham Local Plan, Reg 16 ; NS is responding to consultation representing Holy Trinity Church. MNF as a body can respond before 17th Feb being an adjacent Neighbourhood Area, but individual members responses would not count because outside Cookham's area.
25.01.04c		AI	28.2.25	Open	Publicity to Advertiser/MNF website/Facebook groups to notify public of progress to date. Thank you for contributing to feedback, this is what we've achieved so far.. Etc
Next MNF committee meeting 19th Feb					
MNF meeting 19th Feb 2025					
Present					
AI, SI, IR, MF, MJ, JL, RD,AW Apologies DS					
25.02.01	Finance	AI	21.2.25	Open	£870.89 unspent. committee approved payment for IT consultation to resolve treasurer email problems. AI to provide NS with contact details for Calvary IT consultant.
25.02.02	Any updates from each topic group	SI, AI	31.3.24	open	We will respond to everyone who submitted feedback, and direct them to website for a compilation of all the 113 comments and answers. AI to update sections 1,2 and 3 in response to feedback from Lichfields and one other.
25.02.03	Plan updates resulting from Reg-14 Consultation	AW	25.2.25	Open	Design: AW waiting for AECOM. AW to chase locality, Town centre boundary is under dispute, but as we have robust rationale, MNF plan to retain boundary defined in plan.
		JL	19.3.25	Open	Housing- very few points outstanding, RBWM comments have now been addressed, but not yet answered to community led housing & affordable housing comments which are still to be completed
		RD	25.3.25	Open	Getting about: RD group has reviewed, RD and IR to discuss comments. Policy GA3 Public transport interchange needs clarification as RBWM are interpreting as new station infrastructure, whereas we are referring to AL7. Parking requires further discussion. Areli proposal possibly provides insufficient parking spaces. If possible, further discussion at health check meeting, but we will need to respond to RBWM statement that parking standard may affect deliverability in Town centre.
				Closed	Climate: no changes to policy
		IR	25.3.25	Open	Built heritage - policies. Ian has addressed comments with updates. Built heritage list: MNF need to respond to Lichfields comments.
				Open	Biodiversity: green corridors and safety of women. Planting very important but maintenance is vital too, although may not be relevant to planning policy. Several Biodiversity comments not yet addressed.
				Closed	Site specific: Response 17.4 stating not all green spaces are the same. We need to identify green spaces designated only for wildlife and habitat as #10 Town Moor, #15 Guards Club Island, #18. Maidenhead Thicket, #19 Braywick Nature Reserve, #20 The Gullet, #21 Deerswood meadow, #22 Battlemead common, #23 North town moor. Development would not be supported on these listed locations.
				Closed	NPPF references have been updated.

				Open	Design Code; Building Height. MNF took guidance from SPD and made it policy in our design section & RBWM support this. Lichfields have queried the basis for our policy so we need to point to the evidence used for SPD in our response. Many Design code points open and awaiting update.
		AW	19.3.25	Open	Design Code. AECOM design code does not handle Industrial areas correctly in Maidenhead. As the Neighbourhood Plan must align with BLP in the way industrial and commercial property is dealt with, we need to redraft design code character areas. AW and IR have identified scope of work, now awaiting agreement for AECOM to revise report.
		MF	28.03	Open	Maps: MF will create Heritage assets map. Gill Evans' maps are progressing well.
		IR, MJ, AI	1.3.25	Open	Heritage Assets; Andrew and Mick and Ian to discuss many of Lichfields comments. AI and MJ have almost completed revision of Heritage List. [Townscapes /Landscape definitions required, eg Lock Avenue and All Saints Avenue can be defined as Leafy Avenue Suburb]
25.02.04	Statement of Community Engagement including responses to Reg-14		31.3.25	Open	Just under half of Reg-14 comments have draft responses and where necessary plan updates. Remaining half not yet addressed or responded to.
25.02.05	Basic Conditions statement		2.3.25	Open	Mark has found an example to follow, and will write.
25.02.06	Plan Health Check	IR	31.3.25	Open	this will occur when all relevant necessary documents are collated. Aim for documents in 1st week in April, so Health check expected 1st week in May. Risk of delay if awaiting Design Code update, because Plan can't go to Reg 15 without completed design code.
25.02.07	Schedule				Need to book AGM before end-June. Discussion below (point 25.2.11)
25.02.08	Any other business –				
25.02.09	I. MUFC and Heritage listing	AI		open	AI to draft letter (then circulate to MNF cttee for feedback) to owner MUFC to explain Heritage Assets and implications of being listed. Reasons to be removed are commercial, reason it was nominated for the list is heritage. In letter, remind him that public nominated all the heritage assets, a panel of external individuals reviewed all nominations, and agreed to justification of why they all should be listed. [It was not solely MNF topic group preferences or decision].
25.02.10	11. Post NP use of MNF committee in future?			Open	what is role of MNF committee in future, post referendum, re implementation of plan? Need to use experience. Keep under review.
25.02.11	III. Date for AGM/SGM	AI	28.2.25	Open	AGM must be before end- June. Reg 15 vote to authorise Final draft plan: Physical meeting will need a meeting room. AI will ask to book eco-action hub - no cost. For budget purposes, any printing needs to be done and paid for before end -March. It would be ideal if can do reg 15 at same time as AGM. Alternatively it would be possible for SGM to authorise Reg 15 to be held as an online meeting. To minimise costs, we could email all MNF member to advise Updated Reg 15 Draft plan documents will be on MNF website, but we can have a limited number of printed version available, and ask members if they want to see a hard copy (as per Reg 14).
25.02.12	IV. Maidenhead Great Park development			Closed	AI to reply to invitation to attend meeting, to say it's out of scope of MNF. We can attend, but should not go to mtg in capacity of being a MNF committee member
	Next meeting 19 March.				
	MNF meeting 19 March 2025				
	Present				IR, AI, SI, NS, AW, MF, RD Apologies JL, DS
25.03.01	Heritage listing, MUFC, Mick's resignation	NS	28.3.25	Open	NS has offered to compile list of Blue plaques, and she will list MUFC here instead of on Non Designated Heritage Asset List - there will be an Appendix to the 'built heritage' section in the MNF plan, so items with valued heritage will be on record as such, and classified as OTHER asset. Suggestions that list should include a photo of plaque, who awarded it & why. This will be a different list to NDHA list, but contains assets which are still important. In absentia, JL and DS views were conveyed to Cttee. and MJ's contribution to MNF was acknowledged and appreciated, although cttee understood reasons for his resignation.
25.03.02	Finance	AI	23.3.25	Open	£700 remaining from grant. AI to get quote from Georgina to improve look of MNF plan.
25.03.03	Updates from topic groups	IR	25.3.25	Open	Design Code- following from recent mtg, AECOM are working on a (funded package) plan to improve this section. Ian to update AECOM on MNF/RBWM meeting 18 March.
				Closed	Housing - Nothing new to add to actions
				Closed	Getting about- Following mtg with RBWM, no new actions to add

		IR	1.4.25	Open	Biodiversity - Add Green lane allotments as green space (related to "grey belt"?). IR needs to ensure map legend aligns with policy
		IR	28.3.25	Open	Developer contributions: IR suggestion to identify broad areas of where CIL could be spent (Biodiversity, improving cycle or walking routes, Waterways). Any comments by 28-Mar-2025.
		IR	26.3.25	Open	Maps ongoing with Gill. AI to provide Mark Fessey with info for labelling NDHA List assets
		AI	26.3.25	Open	Heritage Listing - RD has offered to help AI. They will edit the current list. No new actions, although list needs tidying and extra section about blue plaques. RBWM to check policy wording of Policy BH-3 for NDHA list assets.
		AI	26.3.25	Open	Need to map landscapes - (not views). Use another Neighbourhood Plan as a guide as to how this can be done
25.03.04	Plan updates resulting from Reg-14 Consultation			Closed	RBWM agreed to current Town Centre boundary. RBWM accepted Building Height as proposed in updated policy DE-2. Supplementary plans are replacing SPDs in future.
25.03.05	Statement of Community Engagement including responses to Reg-14			Closed	Most outstanding actions will be completed after update from AECOM. This is part of planned healthcheck. Assuming 1st wave of AECOM work completed, health check expected to start after 1st week in April
25.03.06	Basic Conditions statement			Closed	Thank you Mark. Legal requirement is to demonstrate that we've met all basic requirements plan has to meet. NPPF Compliance and Local plan compliance. V short final section on Sustainable development to follow. Screening assessment notice to come from RBWM.
25.03.07	Plan Health Check	IR	1.4.25	Open	MNF intend to deliver documents to IPE end of 1st week in April.
25.03.08	Date for AGM/SGM wc 16th June	AI	23.3.25	Open	AI to check availability on 18th June Hub. Depending on response to Health Check, it may be possible to include vote for Reg-15 submission at AGM. If not, will need separate virtual SGM (zoom?)
25.03.09	AOB – Feedback from RBWM			Closed	Credit was given to Chairs of MNF, and committee involvement, by RBWM Planning team, who considered 2 way dialogue had been exceptional. Committee thanked chairs for their input.
	AOB - MNF committee			Closed	Noted that minimum of 5 members are required to be on MNF mgmt cttee
Next Meeting 23 April					