

# Annual General Meeting

Eco Action Hub, Wednesday 18 June 2025, 19:30

M a i d e n h e a d   N e i g h b o u r h o o d   F o r u m

## AGENDA

1. Welcome and Apologies for Absence
2. Chair's report and Minutes of previous AGM
3. Annual financial report
4. Questions on the Chair's report and the financial report
5. Motions
  1. To approve the minutes of the last AGM on 27-Jun-2024
  2. To approve the Chair's Annual Report
  3. To approve the Annual financial report
  4. To appoint the officers (Chair, Treasurer and Secretary) and members of the Management Committee
6. Close of formal AGM

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# Chair's report and Minutes of previous AGM

## Maidenhead Neighbourhood Forum

Minutes of the Annual General Meeting held at 19.30 on 27<sup>th</sup> June 2024

The AGM for the year 2023/2024 was held at the United Reformed Church Hall, Maidenhead.

### Attendance

On 27 June 2024, Maidenhead Neighbourhood Forum had about 80 full members who were eligible to attend the meeting. Of those, 12 attended the AGM (and a further 15 gave a proxy vote to the chair).

Richard Davenport, Andrew Ingram, Sue Ingram, Mick Jarvis, Martin McNamee, Ian Rose, Nicola Stingelin, Andy Woodcock, Judith Littlewood, Bob Beauchamp, Jinx Dacombe, Helen Taylor, attended the meeting

Apologies were received from Philip Adkins, Brian Ball, Ann Beauchamp, Rachel Cook, Bob Dulton, David Dyer, Maria Evans, John Hudson, Lisa Hughes, Peter Knott, Mark Loader, Deborah Mason, Pamela Linney, Fay Poat, Tina Quadrino, Donna Stimson, Martin Woolner, Jane Wright.

### AGM

In line with our Constitution, the AGM is required to be held within 3 months of the end of the financial year on 31 March each year.

The agenda for the 2024 AGM contained the following resolutions:

1. To approve the Minutes of the previous AGM (2022/2023)
2. To approve the Chair's Annual Report
3. To approve the Annual Financial Report
4. To appoint the Forum officers (Chair, Treasurer and Secretary) and members of the Management Committee, which is required to have a minimum of 5 and a maximum of 10 members.

Each of the items 1-3 (above) was made available in advance of the AGM, and presented to the meeting by the co-Chairs with an opportunity for participants to make comments or ask questions prior to voting taking place. No other motions were received.

#### 1) Minutes of the previous AGM

No comments or questions were raised.

#### 2) Chair's Annual Report – available [here](#)

Summary and Designation  
Running of the Forum 2023-2024  
Engagement with Maidenhead  
Proposed way forward  
Funding and support

Minutes of previous AGM circulated - any questions?

## Report of the co-chairs

### Summary

Running of the Forum 2024-25

Refining and consulting on the draft plan

Ongoing community engagement

Way forward and next steps

Funding and support

# Summary

- We're progressing well!
  - The plan has moved from an early draft to a well-reviewed version
  - Reviewed by RBWM, an independent examiner, and a public consultation
  - The policies are now fairly mature and backed by evidence
  - We have organised and attended events to continue public engagement

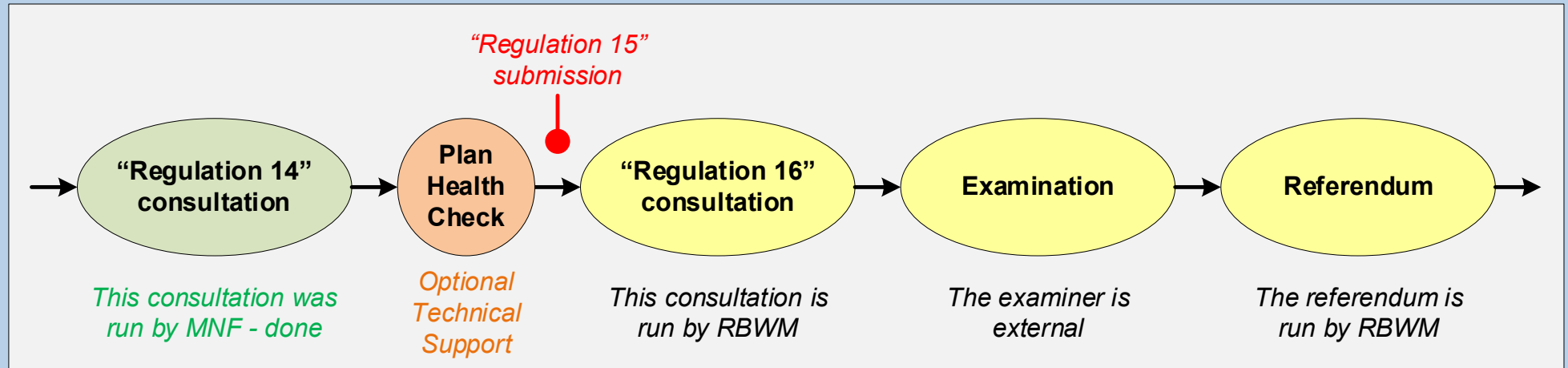
# Running of the Forum 2024-25

- Last Full Forum meeting followed the AGM in June 2024
- Much of the work of the Forum has been done in the Topic Groups
- Management Committee meetings monthly
  - To resolve issues, agree strategic direction and make things happen
- 3-monthly liaison with RBWM planning
  - These meetings have been useful and positive, and we have a good working relationship



# Refining and consulting on the draft plan

Early engagement with RBWM



- RBWM’s first set of comments ran to 13 pages
  - Including a concern that the policies may adversely affect housing delivery
- Regulation 14 consultation received responses from 25 people/organisations
- Plan Health Check comments
  - A (real) examiner gives the plan a trial examination

# Ongoing community engagement



Waterways Fun Day Sep 2024



Reg-14 Consultation Nov/Dec 2024

+ Facebook posts



# Way forward and next steps

- Find out what local people want planning policies on – done
- A filtered list of policy topic candidates – done
- Form topic groups to develop policies – done
- Find out what MNF can realistically resource – done
- Refine policies and associated Evidence base – nearing completion
- Produce a draft “Regulation 14” Neighbourhood Plan to be consulted on - done


# Funding and support

- Our only source of funding has been a grant from Locality/Groundwork
- The Grant has to be administered by an accountable body, which must be incorporated
  - Maidenhead Waterways, who are incorporated, have kindly done this for us
- We have returned our unspent 2024-25 grant (£666) to Groundwork
- We do not intend to apply for a 2025-26 grant
  - The process after Reg-15 is organised and funded by RBWM


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Maidenhead Neighbourhood Forum			
Income & Expenditure for year ended 31st March 2025			
		<u>2024/2025</u>	<u>2023/2024</u>
<b>Income</b>	Grant from Groundworks UK	£5,150.00	£9,997.00
<b>Total Income</b>		<b>£5150.00</b>	<b>£9997.00</b>
<b>Expenditure</b>	Operating expenses for the year ended 31 <sup>st</sup> March 2025	£4,483.76	£7,678.63
	Unused grant returned to Groundwork UK	666.24	£2,318.37
<b>Total Expenditure</b>		<b>£5150.00</b>	<b>£9,997.00</b>
	Excess of Income over Expenditure	£0.00	£0.00
Balance sheet as at 31 March 2025			
	Reserves opening balance	£10.00	£10.00
	<b>Reserves closing balance</b>	<b>£10.00</b>	<b>£10.00</b>

Signed:		
Chairperson		Treasurer
Date: June 2025		<i>KM Stinglein</i>
		Date: 1 <sup>st</sup> June 2025



The background of the slide is a photograph of the Maidenhead town and surrounding landscape. In the foreground, there are green fields and some trees. In the middle ground, there are residential houses and buildings. In the background, there are rolling hills and a clear blue sky. The text is overlaid on the upper half of the image.

# **Treasurer's Report for Financial Year April 1st 2024 – 31 March 2025**

M a i d e n h e a d   N e i g h b o u r h o o d   F o r u m

# **Financing a Neighbourhood Plan: Background and Context**

- **Localism Act 2011 introduces the power for communities to develop neighbourhood plans**
- **Responsible Department: Dept. for Levelling Up, Housing and Communities (DLUHC)**
- **The DLUHC offers grants to cover costs of developing a neighbourhood plan**
- **There are appropriately conditions & limitations attached to the grants.**

# MNF

- **MNF: an unincorporated body**
- **An unincorporated body must nominate an accountable body who will receive the funding , hold and administer the funds & assume the legal responsible for the proper use and management of funds.**
- **Locality/Groundwork does not encourage forums to incorporate just to hold the grant as this incurs onerous costs**
- **MNF's accountable body: FoMW**



# Applying for Funding

- **A time-consuming process (as arguably befits the application of public funding)**
- **Total available for a neighbourhood plan: £18,000**
- **A new application required for each funding period**

Maidenhead Neighbourhood Forum			
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<b><u>Total Expenditure</u></b>		£5,150.00	£9,997.00

# What was money spent on?

Amount	Payee	Grant Item Description
£ 25.00	Fun Day stall hire	Fun day public communication
£ 54.00	Ian Rose	Leaflet printing
£321.24	D M Cager (Insurance brokers)	Public liability Insurance
£240.17	Andrew Ingram	<u>MailChimp</u> MNF dedicated email management service
£150.00	Michael Jarvis	Heritage consent letter printing
£300.00	Andrew Ingram	Roller banner updates (public communication)
£134.00	Ian Rose	Leaflet printing
£70.00	Georgina Henshall	Roller banner updates (banners used to communicate with public)
£2,639.70	Bioregional Development	Draft climate policy evidence base for net zero
£300.00	Bayliss Community Media	Advertising Reg 14 consultation
£45.00	Mark Osborn	<u>MailChimp</u> email management service repair
£10.00	Ian Rose	Printer ink
£52.49	Ian Rose	Printer ink
£14.00	Richard Davenport	Heritage consent issues
£85.20	<u>Printique</u> Ltd	Leaflet Printing
£17.96	Susan Ingram	Leaflet Printing
£25.00	Fun Day stall hire	Fun day public communication
<u>£4,483.76</u>		



# Thank You

- FoMW Richard Davenport
- Examiner Mark Loader
- The whole management team

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# Management Committee offering to stand:

- Andrew Ingram + Ian Rose: Co-chairs
- Sue Ingram: Secretary
- Nicola Stingelin: Treasurer
- Judith Littlewood
- Mark Fessey
- Andy Woodcock
- Richard Davenport
- Donna Stimson

*Thank you to the outgoing Management Committee*



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# Maidenhead Neighbourhood Forum Meeting

**Status of the draft Neighbourhood Plan**

Eco Action Hub, Wednesday 18 June 2025

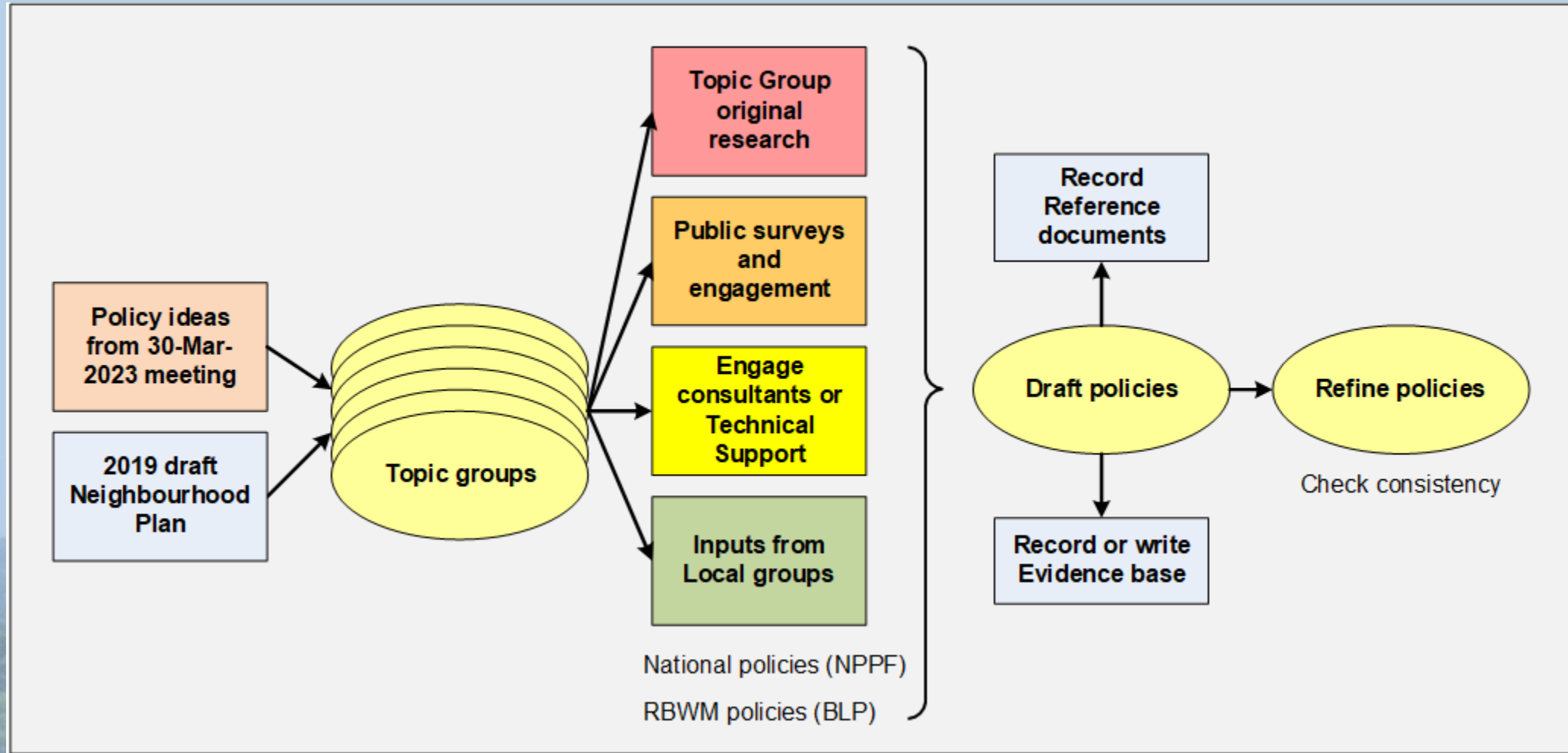
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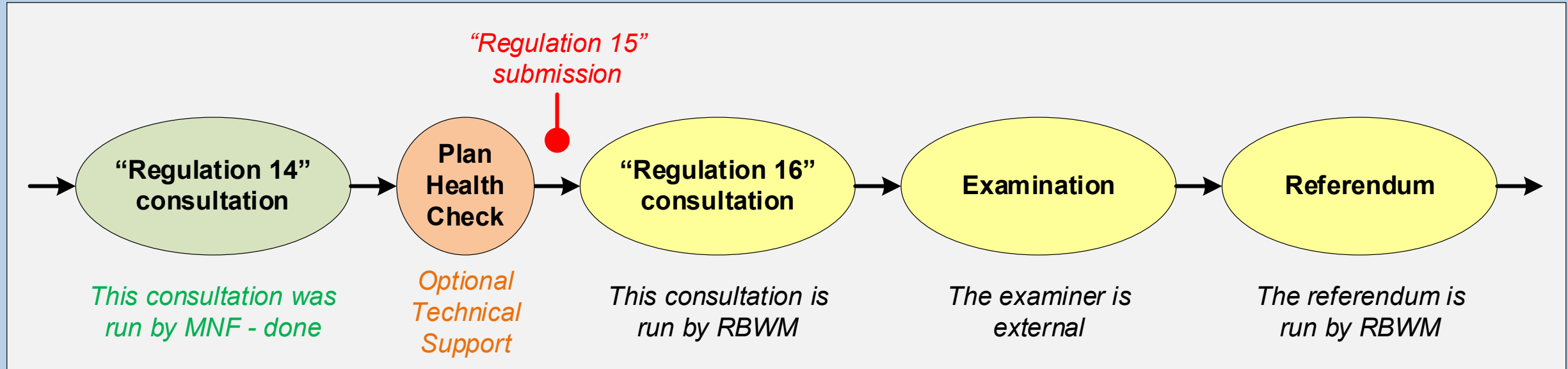
# AGENDA for Forum meeting

- a) Putting together the plan
- b) Current status of the draft plan
- c) Plan schedule
- d) Questions
- e) Motion
- f) Close of meeting

# Putting together a draft plan – the process



# Reviewing and refining the plan





# AGENDA for Forum meeting

a) Putting together the plan

b) Current status of the draft plan

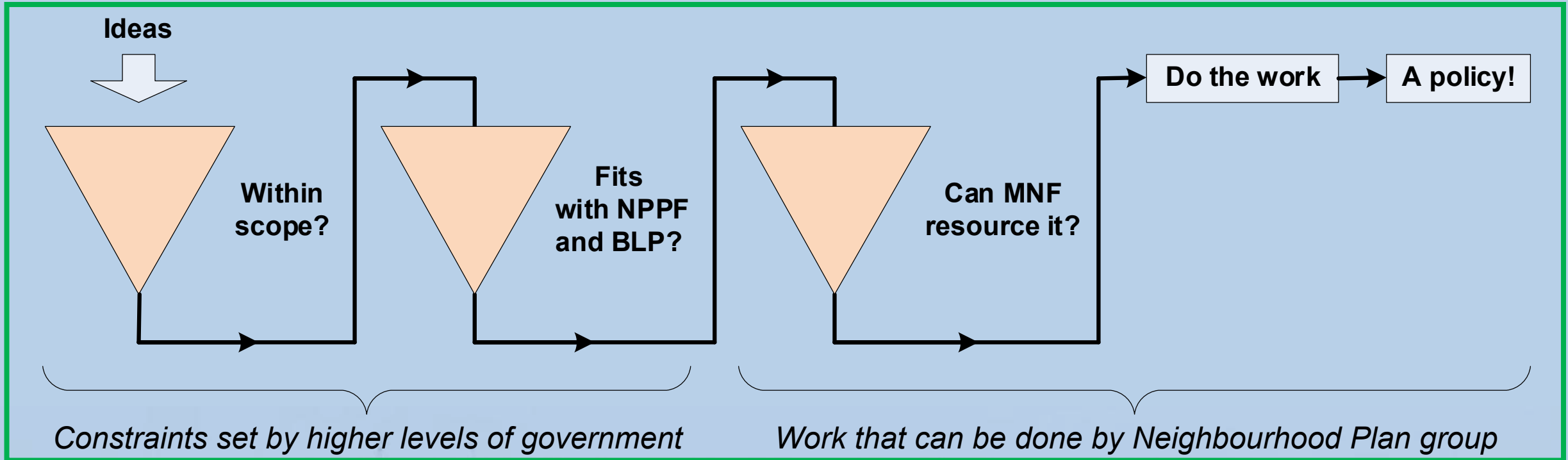
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d) Questions

e) Motion

f) Close of meeting

# Ideas, policies and filtering: Where are we?



*NPPF = National Planning Policy Framework*  
*BLP = Borough Local Plan*

# Consultation and refinement - examples

- RBWM said our original draft policies on housing mix and car parking would adversely affect housing delivery
  - We had to make some relaxations on Town centre housing mix and car parking
- A Regulation 14 responder questioned MNF's building height policy
  - ..which aligned with an existing supplementary planning document
  - RBWM have supported our policy provided it aligns
  - The Plan Health Check stated the policy was “suitably drafted” and did not identify any conflicts with National or Local policy
- The Plan Health Check said we needed to strengthen Green Space justifications
  - Work is now in progress to provide more information



# Addressing the comments – examples and status

ID	Input	MNF Response
1	<b>Blue text identifying source to be removed in public version</b> <b>RBWM Planning, see separate document</b> Topics are listed here, and identifiers added in the related document	Feedback was received by email and sender has been thanked.
1.1	Alignment with Dec 2024 NPPF	All parts now aligned to Dec 2024 NPPF
1.2	Reference to BLP spatial strategy	New paragraphs added at start of section 3 referring to BLP spatial strategy
1.3	Reference to BLP policy QP3a	Now incorporated in DE-1 Policy wording
1.4	Clarification of private rent cost	Now incorporated in HO-1 Reasoned Justification
1.5	Housing mix alignment to BLP and South West Maidenhead SPD	Now incorporated in HO-2 Policy wording
1.6	Town centre boundary	We prefer to retain the Town Centre boundary as proposed in the Reg-14 Neighbourhood Plan, which includes all the BLP-allocated Town Centre residential sites AL1, AL2, AL3, AL4, AL5, AL6, AL7, AL8, AL9, AL10 and AL12. We note that AL11 is an employment site. The policies related to the Town centre boundary include some flexibility.
1.7	Bus stop location and laybys	Policy wording of GA-1 on bus stops should help constructive discussion between developers, bus companies and RBWM at pre-application stage. Requirement for laybys reduced to edge of developments only.
1.8	Parking standards	Town centre parking standards for high rise: flexibility incorporated in GA-2 Policy wording. Retained "Expected" as this word is used in many BLP policies. Acknowledged emerging RBWM Parking SPD in GA-2 Planning Policy Context.

Reg-14 example responses p1 of 20 (left) and Health check actions status (below)

ID	Subject	Source	IPE Discussion?	RBWM Discussion?	MNF comment	Section	MNF update	Overall status
	CIL PPG Reference	IPE	No	No	Incorporated	1	IR	Done
	Socio-economic data	IPE	No	No	Incorporated	2	RD provided	Done
	Vision Statement	IPE	No	No	Incorporated	3	AI/RD offer	Done
	Maps 4.1.1-4.1.3	IPE	Yes	Maybe		4.1	Map	Pending
	Asterisk footnote on LM1	IPE	No	No	Incorporated	4.1	IR	Done
	Maps 4-2-1-4-2-3	IPE	Yes	Maybe		4.2	Map	Pending
	"meet all of the following criteria"	IPE	No	No	Incorporated	4.2	IR	Done
	"..needs of residents, visitors or employees"	IPE	No	No	Incorporated	4.3	IR	Done
	"20% flats or houses (1 and 2 bed)"	IPE	No	No	Incorporated	5.2	IR	Done
	500 metre walk to/from a bus stop	IPE	No	No	Incorporated	6.1	IR	Done
	GA-3 and BLP site AL7	IPE	No	No	Incorporated	6.3	IR	Done
	Policy CL-1	IPE	No	No		7.1	IR	Done
	Policy BH-1: Building and Conservation Areas	IPE	Yes	No		8.1	IR	Pending
	Policy BH-2: Gardens.. Conservation Areas	IPE	No	No	Incorporated	8.2	IR	Done
	Policy BH-3: Reference list of Heritage Assets	IPE	No	No	Incorporated	8.3	IR	Done
	Policy BH-4: Reference to Appendix 3	IPE	No	No	Incorporated	8.4	IR	Done
	Policy BI-1: Green and Blue Corridors	IPE	No	Maybe		9.1	RD offer	Pending
	Map 9.1-1	IPE	Yes	Maybe		9.1	Map	Pending
	Policy BI-2 Title	IPE	No	No	Incorporated	9.2	IR	Done
	Maps 9-2-1 and 9-2-2	IPE	Yes	No		9.2	Map	Pending
	Policy BI-3: Biodiversity Net Gain	IPE	No	No		9.3	IR	Done
	Policy BI-4 Roof Gardens	IPE	No	No	Incorporated	9.4	IR	Done
	Policy SS-1 structure: Waterway Corridor	IPE	Yes	No		10.1	RD offer	Pending
	Map 10.1-1	IPE	No	No		10.1	Map	Pending
	Policy SS-2: Local Green Spaces	IPE	Yes	No		10.2	NS offer	Pending
	Green Spaces justification	IPE	Yes	No		10.2		Pending
	Map 10.2-1	IPE	No	No		10.2	Map	Pending
	Infrastructure and Developer Contributions	IPE	No	Yes		11	RD offer	Pending
	Delivery and Implementation	IPE	Yes	Maybe	Incorporated	12	IPE input	Done

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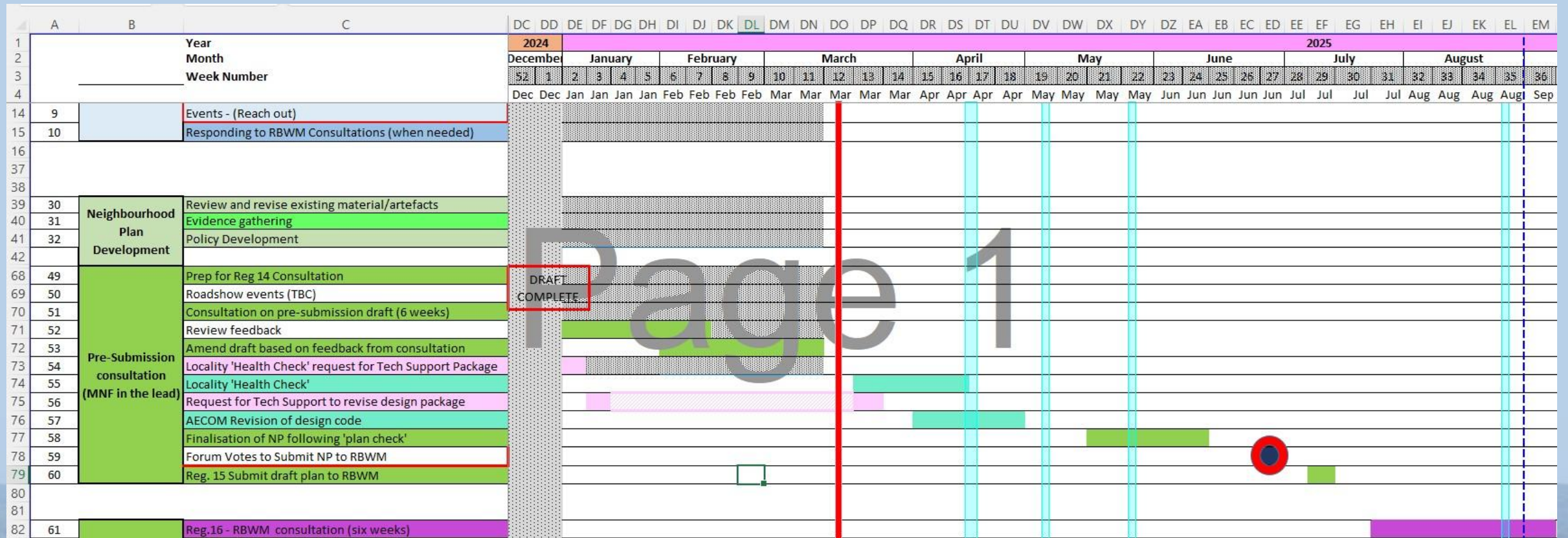
# Deliverables for Reg 15 submission

- Map of the MNP Area
- A Consultation statement
- A Basic conditions statement as per subsection 15(d)
- SEA or a statement of why it isn't needed (scoping opinion)
- The Neighbourhood Plan itself, all parts including appendices

*Once we submit to RBWM (Reg 15) any further changes are decided by the examiner*



# Plan schedule



*We are running about 1 month later than schedule*

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# AGENDA for Forum meeting

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**Motion:** “To agree in principle to submit the draft Neighbourhood Plan and Reg-15 documentation to RBWM, subject to approval at a Special General Meeting (SGM)”

THANK YOU

[www.mnf.org.uk](http://www.mnf.org.uk)

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