

# Annual General Meeting

United Reformed Church, Thursday 22 June 2023, 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
  - a. To approve the minutes of the last AGM on 27-Jun-2022
  - b. To approve the Chair's Annual Report
  - c. To approve the Annual financial report
  - d. To appoint the officers (Chair, Treasurer and Secretary) and members of the Management Committee
  - e. Any other motions received by 15-June-2023
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 1900 on 27 June 2022

The AGM for the year 2021/22 was held by Zoom

### Attendance

On 27 June 2022, Maidenhead Neighbourhood Forum had 70 full members who were eligible to attend the meeting. Of those, 18 participated in the zoom meeting.

Philip Adkins, Cllr John Baldwin, Anne Beauchamp, Bob Beauchamp, Simon Bond, Richard Davenport, Gareth Ebenezer, Mark Fessey, Grahame Fisher, Andrew Ingram, Sue Ingram, Martin McNamee, Pamela Midgley, Ian Rose, Cllr Helen Taylor, Richard Thorogood and a supporter, David Snelgar joined the on-line meeting.

Apologies were received from Bob Dulson, David Dyer and Derek Roberts, and all three gave their proxy vote to the chair.

### 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 AGM contained the following resolutions:

1. To approve the Minutes of the previous AGM (2020/2021)
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.

Prior to voting taking place, each of the items 1-3 above was presented to the meeting by the co-Chairs with an opportunity for participants to make comments or ask questions.

#### 1) Minutes of the previous AGM

No comments or questions were raised.

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

- Summary and Designation  
Running of the Forum 2021-22  
Engagement with Maidenhead  
Proposed way forward  
Funding and support

#### 3) Annual Financial Report

Minutes of previous AGM circulated - any questions?

## Report of the co-chairs

Summary and Designation

Running of the Forum 2022-23

Community views on planning

Ongoing community engagement

Way forward and next steps

Funding and support

# Summary and Designation

- We achieved designation!
  - With the area we wanted
  - ..but 9 months into FY 22-23 – and it took about 3 years overall!
  - We have improved the diversity of our membership
  - The public response to the consultation was overwhelmingly positive

# Running of the Forum 2022-23

- Full Forum meeting in Feb 2023
  - Post designation, we wanted the Forum to agree a Way Forward (the public workshop)
- Public workshop in Mar 2023
  - Had to be done before 31-Mar because of grant money constraints
  - We wanted to establish the current topics of interest
- Management Committee meetings monthly
  - To maintain momentum, agree strategic direction and make things happen
- 3-monthly liaison with RBWM planning agreed in principle

# Community views: Public workshop March 2023

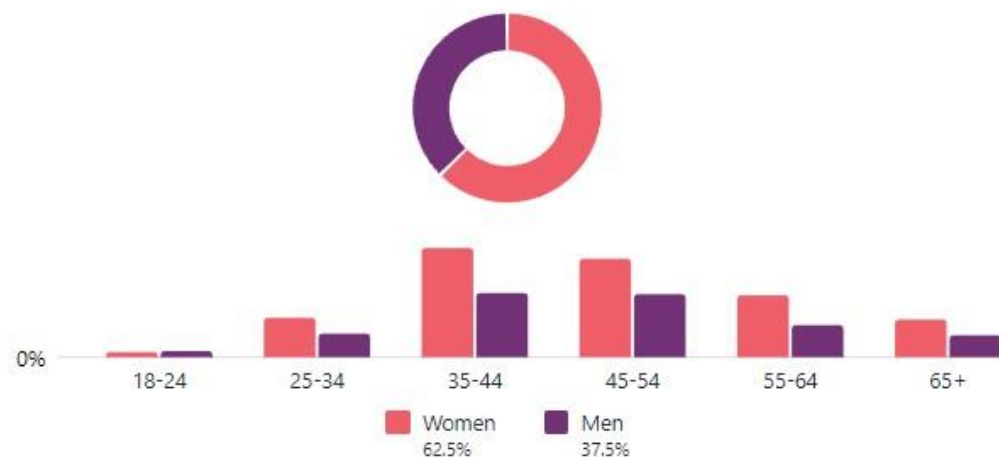


- The meeting was positive and co-operative
- Climate change and Biodiversity have clearly moved up the agenda
- Old favourites such as Housing and Getting about remain strong
- We have collated and filtered the ideas

# Engagement by social media and email

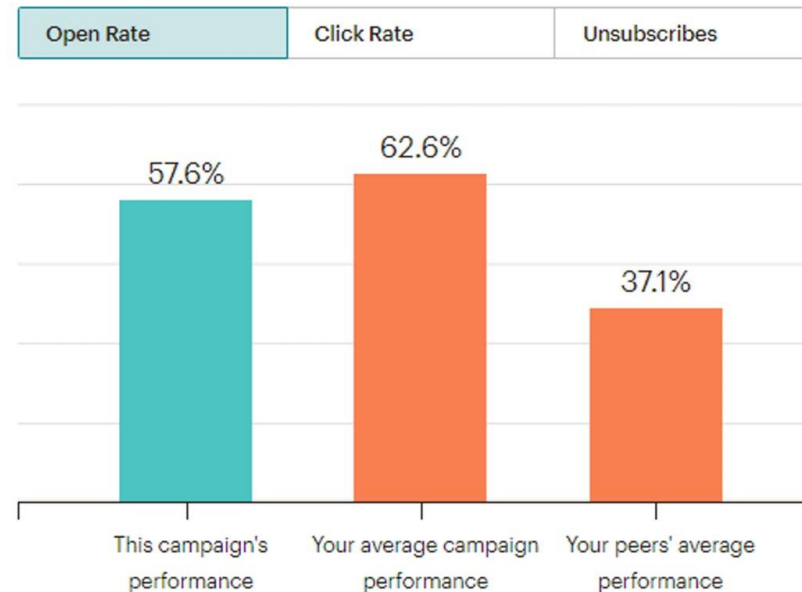
2021 AGM: 60 members – 2023 AGM: 78 members

MNF now has over 900 Facebook Followers who are younger and more female than the Mgmt Cttee



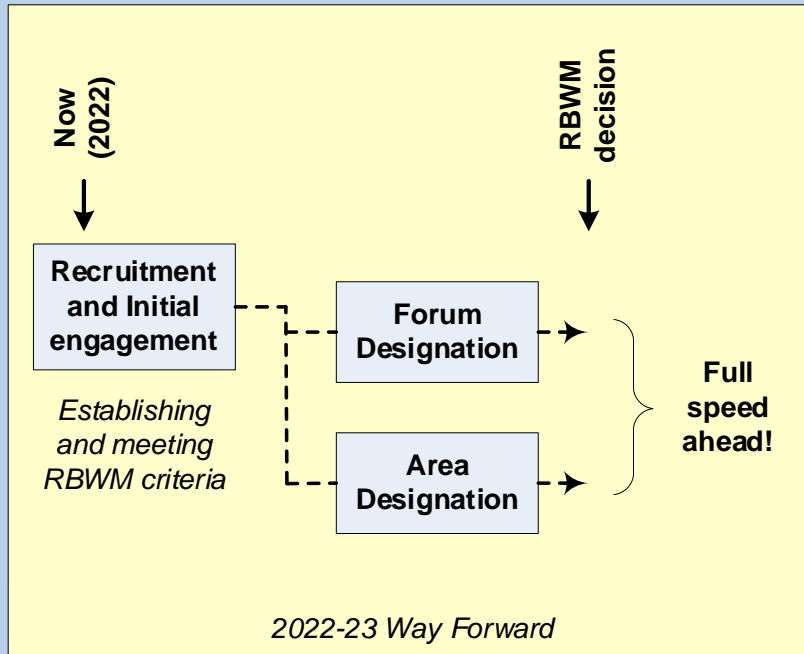
Members and supporters on MailChimp are far more inclined to open our emails compared to similar organisations

How your email campaign compares





# Next steps: What does “Full speed ahead” mean?



- Find out what local people want planning policies on – first iteration done, Mar 2023
- A filtered list of policy topic candidates – first iteration done, May 2023
- Form topic groups to develop policies – in progress
- Find out what MNF can realistically resource – in progress
- Develop the policies and associated Evidence base
- Produce a draft Neighbourhood Plan

# Funding and support

- Our only source of funding has been a grant from Locality
- 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 2022-23 grant (~30%) to Locality
- We are ready to apply for a 2023-24 grant with Locality
  - But 3 months in, the grant process is not yet open!
  - In terms of spending, we are on hold

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| <u>Balance sheet for the financial year</u>           | <u>2022/2023</u> | <u>2021/2022</u> |
|---|------------------|------------------|
| Reserves (NatWest account ) opening balance 1st April | £50.00           | £50.00           |
| Reserves (NatWest account) closing balance 31st March | £10.00           | £50.00           |

### Notes to the accounts

#### Grant

The 2022/23 Locality grant awarded via Groundwork UK was £5,419.00, received on behalf of MNF by FoMW on 9<sup>th</sup> December 2022 acting in its role as 'accountable body',

#### Actual Spend

Operating expenses to 31<sup>st</sup> March 2023 totalled £3,983.59 (as detailed below). This included £100.00 paid to United Reformed Church as room hire deposit for a meeting held on 30<sup>th</sup> March 2023. This deposit was refunded shortly after the end of the financial year, reducing net expenditure to £3,883.59. The unused funding returned via FoMW to Groundwork UK was accordingly £1,605.41.

#### Repayment

The unspent grant of £1,605.41 was repaid to Groundwork UK by FoMW on 26 April 2023. Groundwork acknowledged receipt and confirmed that MNF's financial obligations for 2022-2023 have been fulfilled.

#### Signed:

Chairperson

*La M Rose*

Date: 15 June 2023

Treasurer

*Wick Stingle*

Date: 15 June 2023

# What was money spent on?

| Item Description                 | Amount                  |
|----------------------------------|-------------------------|
| MNF room hire                    | £70.00                  |
| MNF room hire and refreshments   | £228.00                 |
| MNF stationery, name badges      | £25.96                  |
| MNF room hire deposit            | £100.00                 |
| MNF gazebo and related equipment | £1,243.20               |
| MNF printer ink                  | £48.49                  |
| MNF room hire payment            | £64.00                  |
| MNF advertising                  | £967.68                 |
| MNF stationery                   | £69.99                  |
| MNF stationery                   | £30.00                  |
| MNF Data Management services     | £266.27                 |
| MNF Banner                       | £570.00                 |
| Community Event Facilitator      | <u>£300.00</u>          |
| <b>Total Expenditure</b>         | <b><u>£3,983.59</u></b> |

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# Management Committee offering to stand:

- Andrew Ingram + Ian Rose: Co-chairs
- Sue Ingram: Secretary
- Nicola Stingelin: Treasurer
- Martin McNamee
- Mark Fessey
- Andy Woodcock
- Richard Davenport
- Mick Jarvis

*Thank you to the outgoing Management Committee*

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# Maidenhead Neighbourhood Forum Meeting

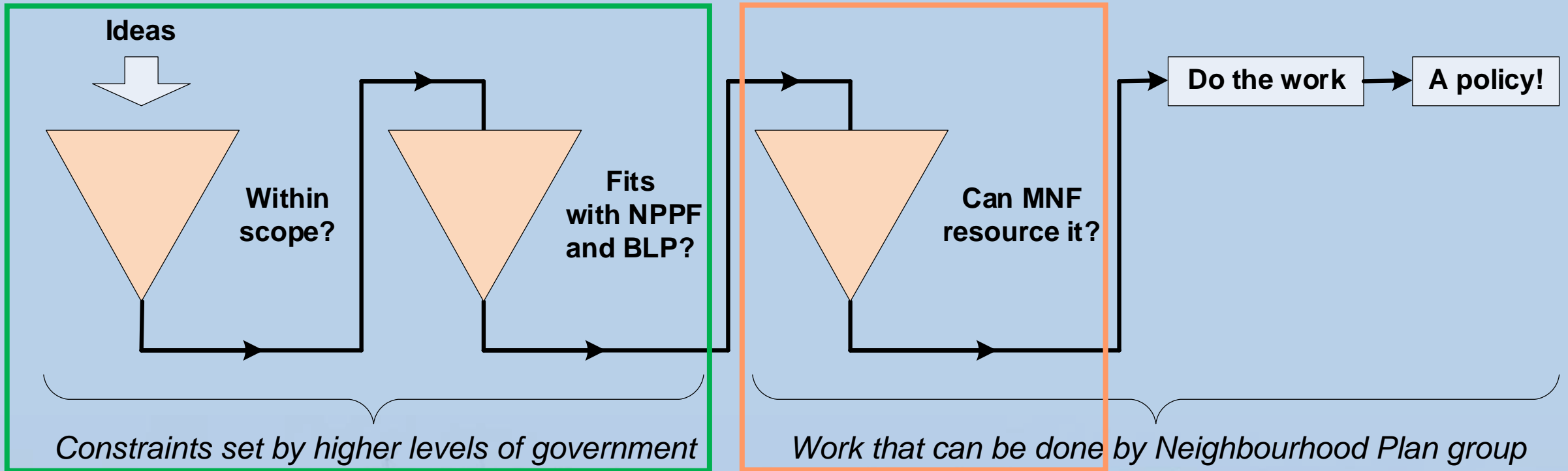
**Policy Topic groups - formation**

United Reformed Church, Thursday 22 June 2023

# AGENDA for Item 7

- a) Policy Topic groups – why, how and what
- b) Break and re-form into topic groups
- c) Policy Topic groups –how we see them working
- d) Time in the groups**
- e) A look at resourcing
- f) Close of meeting

# Ideas, policies and filtering: Where are we?



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

# Policy Topic groups – 1 of 2

- We suggested the topics below at the 30-Mar gathering ideas meeting:

**Biodiversity**

**Climate**

**Housing**

**Built Heritage**

**Design**

**Getting  
Around**

- It turns out most 30-Mar ideas fitted well into these categories
  - *Most ideas in “other” could either be fitted to these topics..*
  - *.. or did not make it through the first two stages of filtering*
- We also ran a parallel online ideas gathering, without topics
  - *We have allocated these ideas into the above topics*
  - *..and sometimes this has meant splitting into separate ideas*

# Policy Topic groups – 2 of 2

- Which groups have offers to lead?

|                     |                 |                  |                       |                |                       |
|---------------------|-----------------|------------------|-----------------------|----------------|-----------------------|
| <b>Biodiversity</b> | <b>Climate</b>  | <b>Housing</b>   | <b>Built Heritage</b> | <b>Design</b>  | <b>Getting Around</b> |
| <i>Offers?</i>      | <i>M Fessey</i> | <i>M McNamee</i> | <i>A Ingram</i>       | <i>Offers?</i> | <i>R Davenport</i>    |

- We have offers to lead 4 of the groups by members of the committee
- We need leaders for Biodiversity and for Design – open to offers!
- We have assigned all the “Going Forward” ideas to a topic group
  - *There may be some misfits..*
  - *A few ideas which relate to the overall plan have been assigned to “editor”*

# Break: 15 mins

- Tables will be labelled with a topic group
- After break, please sit at the table for the group you'd like to join
- We'll explain how we see the groups working
  - *This meeting is to form the groups – not to write the policies!*
- I'll talk a bit more, then each group will have **30** minutes to:
  - *Introduce yourselves, see how many members there are, look at the ideas on the list, set a first meeting date..*

# How we see the groups working – 1 of 2

- A group of people interested in policies on a topic
  - *You don't have to be an expert*
  - *Just require interest, enthusiasm, and commitment to develop policies*
- How you work is up to you
  - *Face-to face, virtual meetings, in cafes, in pubs, in the park..*
  - *Maybe meet once a month for several months, with research between?*
  - *It's time-limited: MNF needs to create a draft plan, then examination, referendum..*
- Set up a first meeting and report back
  - *We ask groups to have their first meeting within a month, by 22-Jul*
  - *We ask each group to report back within 6 weeks, by 3-Aug*
  - *The management team will be contactable to support*

# How we see the groups working – 2 of 2

- End - deliverables
  - *A set of draft policies*
  - *Maybe some evidence, results of questionnaires..*
  - *A widening and deepening of knowledge within MNF*
- Research and guidance
  - *MNF has a 2019 draft plan which shows the format (based on Windsor plan)*
  - *There are many existing documents such as Maidenhead Townscape assessment*
  - *BLP and other Neighbourhood Plans may provide useful input*
  - *Local interest groups may have expert knowledge: Wild Maidenhead, Civic Society..*
- A few policies may need expert input
  - *An example is housing need / mix*
  - *Or from groups such as WAMCLT*



# Example Policy Development Process 'Getting Around'

- 1) Members join a Topic Group
- 2) Filtered Policy Suggestions – 'Yes' or 'Maybe' ideas from 30th Mar Public Forum
- 3) Research relevant existing BLP and NPPF policy constraints
- 4) First draft potential policies.. Policy and Reasoned Justification for each

**Possible Policy areas to develop** - walking and cycling; connected routes; barriers to access (e.g. ring road); public and private parking; public transport and the role of the private car.

# Idea to policy: an example from Windsor

- **The idea/comment:** *“Stop knocking down old buildings”*
  - *The input from the community*
- **The issue:** Loss of heritage buildings that define the sense of place
  - *Identifying the issue and translating into planning-speak*
- **Objective:** Preserve the authentic character of the streets
  - *Define what are we trying to do*
- **Way Forward:** Create a Local Heritage list and write a policy for it

## HER.02 – Local Heritage List

The effect of a development proposal on the significance of a non-designated heritage asset should be taken into account, having regard to the scale of any harm or loss and the significance of the heritage asset. A Local List of non-designated heritage assets is set out in Appendix 4.

# Idea to policy: an example from Bracknell

- **The source:** Bracknell Forest Council Biodiversity Action Plan 2018-2023 p39
  - *BAP used as input to the Neighbourhood Plan*
- **The issue:** Threat to garden biodiversity is isolation and fragmentation of habitats.
  - *Gardens noted as valuable, but many threats identified*
- **Objective:** Integrate and connect green spaces to protect and enhance biodiversity
  - *Define what are we trying to do*
- **Way Forward:** Write a policy about gardens

## Policy HO 5

### Private Gardens:

Green infrastructure and biodiversity networks

On all future residential development, including any infill development, the configuration of private gardens and their means of enclosure should provide a degree of connectivity to enable wildlife such as hedgehogs to travel between gardens and onto any adjacent areas of green space.

# A policy from our 2019 draft – 1 of 2

- **The idea/comment:** Maidenhead cycle routes are inconvenient and disconnected
  - *The input from the community*
- **The issue:** Short local journeys are often made by car because the cycling alternative is difficult, dangerous and unpleasant
  - *Identifying the issue and relating it to planning matters*
- **Objective:** Deliver a safe, direct, convenient and connected cycling route network allowing sustainable local journeys
  - *Define what are we trying to do*
- **Way Forward:** Write a policy about cycling and walking routes

# A policy from our 2019 draft – 2 of 2

## **Intent:**

To provide cycling and walking routes which people will want to use in preference to powered transport allowing sustainable, enjoyable and healthy local journeys.

## **POLICIES: Cycling and Walking Routes**

### **ES.01**

- Cycling and Walking routes, existing and proposed, are defined on Map 5.1-1
- Proposals for development shall demonstrate provision of safe access on foot and by cycle, and how such access connects to the Town centre, the nearest station, to local schools and to the inner and outer ring shown on Map 5.1-1
- Proposals for development on or adjacent to identified cycling and walking routes shall demonstrate that connectivity is provided, maintained or enhanced to give a continuous route
- Cycling routes should allow continuous riding, and minimise requirements to stop, dismount, or give way to vehicular traffic
- Walking routes should allow uninterrupted walking, and minimise the requirement to cross roads

# A bit of group time

- Each group will then have **30** minutes to:
  - *Introduce yourselves to each other*
  - *See how many members you have*
  - *If you haven't got a leader, is anyone willing?*
  - *Aim to agree a first meeting date and how you might meet*
  - *Look at the ideas on the list*
- Any questions coming back from the groups?
  - *This meeting is to form the groups – not to write the policies!*

# Policy Topic groups – resourcing

- The 3<sup>rd</sup> filter: Can MNF resource it?

|   |                                    |                                    |   |                                   |   |
|---|------------------------------------|------------------------------------|---|-----------------------------------|---|
| <b>Biodiversity</b><br><b>2 members</b> | <b>Climate</b><br><b>2 members</b> | <b>Housing</b><br><b>5 members</b> | <b>Built Heritage</b><br><b>2 members</b> | <b>Design</b><br><b>3 members</b> | <b>Getting Around</b><br><b>3 members</b> |
| <i>D Stimson</i>                        | <i>M Fessey</i>                    | <i>M McNamee</i>                   | <i>A Ingram</i>                           | <i>A Woodcock</i>                 | <i>R Davenport</i>                        |

- How is the resourcing looking?
  - *Maidenhead Neighbourhood Forum should have a clear view of the status*

THANK YOU

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

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