

Maidenhead Neighbourhood Forum

Minutes / Action Points the meeting held on 7th August 2019,
at Elizabeth House, Cookham.

In attendance: Bob Beauchamp, Ann Beauchamp, Bob Dulson, Mark Fessey, Grahame Fisher, Mick Jarvis, Peter Knott, Deborah Mason, Martin McNamee, Roger Panton, Ian Rose, Matthew Shaw, Nicola Stingelin, Andy Woodcock.

Apologies: Nick Brace, Rachel Cook, Mike Copeland, Richard Davenport, Jodie Humphries, Mary Kirby, Peter O'Hara, Derek Roberts, Cllr. Helen Taylor, Deborah Wharton.

The Chair (Martin McNamee) opened the meeting and welcomed new and returning members to the Forum.

Minutes of last meeting and matters arising:

Minutes of the meeting held on 03 July 2019 were accepted.

Matters Arising:

Constitution:

As a result of compiling the membership list, the Secretary raised the issue of the Privacy Policy referred to in the Constitution and the need to be compliant with the GDPR. Agreed that a simple policy needs to be produced. Several members offered to provide examples from other community groups.

Action: Andy Woodcock to produce a policy document

Finance:

The Chair advised the meeting that the Forum has been successful in being awarded a Financial Support Package by Locality. This will allow AECOM to provide support to MNF. It was emphasised that although Mark Fessey is an employee of AECOM, his involvement with MNF is as a resident. Discussions with John Wilkinson of Locality have been held by MMcN, to finalise arrangement for support package.

Critical Path for delivery of MNP:

The key milestone dates for the delivery of the plan are provided on the reverse of the Agenda, these dates were agreed in the July 2019 meeting and are the dates that the Forum should be working to, in order to complete the Neighbourhood Plan in 2020.

Action: All to note

Appointment of Management Committee:

Chair

The Chair advised the meeting that he felt that to achieve the timescales necessary to deliver the neighbourhood plan, it was appropriate to pass the responsibility to another member of the Forum. After discussing the issue with Matthew Shaw he has the necessary skills and energy to steer the process of delivering the Neighbourhood Plan in the time frame available. MS has agreed to take on the role and MMcN has agreed to continue to support the new Chair.

The members present were asked if anyone else was interested in taking on the role. In the absence of any other nominations, Matthew Shaw's nomination was proposed by Mick Jarvis and seconded by Roger Panton and unanimously supported by the members present.

Matthew Shaw took over the Chair for the remainder of the meeting.

Membership of the Management Committee

In terms of populating the Management Committee, in addition to the roles of Chair, Treasurer and Secretary, other members of the Forum would need to join the Committee to assist with the development of the MNP and the need to reach out and engage with the wider community. In order to produce consultation and publicity material of a high standard, assistance with developing a digital platform will be needed as well as assistance with graphic and document design.

It was noted that that in discussions with officials of RBWM concerning the registration of the MNF as a 'Qualifying Organisation', there had been comments made concerning how diverse and representative the Forum was. This point has been noted, and the Chair is aware of the need to increase engagement with a wider community.

The Chair stressed the need to ensure that a strong digital toolkit was available to the Forum and its members to use in developing the Plan and to facilitate the community engagement. This included access to file sharing, common MNF email addresses etc.

Action: MS to discuss with the 'Webmaster' Roger Panton

Meeting Venue: It was noted that the current venue is booked until December. Nicola Stingelin offered to enquire if the lounge in Swanbrook Court in Maidenhead was available, as a more central location for the meetings to be held. The meeting concurred that a venue in central Maidenhead would be desirable.

Action: NS to investigate and report back to the Chair

Review of Draft Designation

Some discussion on the merits of seeking the designation of the 7 unparished Wards in their entirety, as the Neighbourhood Plan area as currently proposed by the Forum.

Noting that this results in a population in the area of around 52,000 people (which is considered large for a typical neighbourhood plan area). It could be argued that the Town Centre area could be a separate Neighbourhood Plan area, however it was felt that it is the dependency of the outlying wards to the town centre area creates a cohesive whole and therefore should form the basis of the Neighbourhood Plan Area.

Community engagement.

Issue of broadening the basis of our membership was briefly discussed, it was noted than the Riverside Ward has a strong representation, whereas Pinkney's Green Ward is not represented.

Action: All to seek out potential members from the under-represented Wards.

It was also noted that in terms of diversity the current membership is not representative of the demographics of the 7 wards in the plan area.

In terms of categories of membership, only 1 Councillor is a member and there are no business representatives. Whilst the involvement of more councillors would be welcomed, it was felt that with their official workload, regular attendance may be difficult and there was no desire to politicise the working of the Forum.

MMcN advised the meeting that the MNF has been invited to a discussion with the Windsor and Maidenhead Community Forum on September 11 2019. This group has a broad multi- faith membership and will be a good opportunity to promote the activity of the MNF to a wider audience.

Action: MMcN/MS to attend.

Working Groups

Focus is on completing the policies and on gathering supporting evidence.

Current Policy areas in the draft MNP are as follows:

- Development and Design
- Environment and Sustainability
- Community and Health Facilities
- Heritage

Working Groups have been established a previous meetings to consider the following areas of policy:

Local Green Spaces and Sports Green Spaces - Deborah Mason/Andy Woodcock

Affordable Housing – Deborah Mason

Views – Deborah Mason

Walking Routes – Andy Woodcock/Deborah Mason

Community Buildings and Facilities, Sports facilities esp. Braywick Park – Matthew Shaw.

Riverside - Bob Dalton

Public Transport Opportunities – Andy Woodcock/Deborah Mason/Ian Rose

Age friendly policies and mobility – Roger Panton

Green Corridors – Deborah Mason/ Mick Jarvis

These working groups are to be reviewed and discussed at the next meeting.

Action: All to note

AOB

Additional Support from AECOM

Given the discussion on the Town Centre and the need for a master plan, some additional funding may be available via Locality.

Action: Mark Fessey to investigate further

Conference Call with AECOM

MMcN advised that on 21 August AECOM wished to have a c. 40 min conference call with 4 members of the Management Committee between 1500 -1700.

Agreed: MS/MMcN/AW/DM would join in the call

Publicity Leaflet

Agreed a review of existing publicity material should take place with a view to producing a small leaflet explaining the role of MNF which could be available for distribution via libraries and community groups.

Action: MS

Meeting Closed at 2105

Next Meeting: Wednesday 4th September @7.30pm - Elizabeth House, Cookham.

AW

16/08/19