

Maidenhead Neighbourhood Forum

Minutes / Action Points the meeting held on 4th September 2019,

at Elizabeth House, Cookham.

In attendance: John Baldwin, Rachel Cook, Mike Copeland, Richard Davenport, Bob Dulson, David Dyer, Mark Fessey, Mick Jarvis, David Knowles-Leak, Deborah Mason, Martin McNamee, Roger Panton, Derek Roberts, Ian Rose, Matthew Shaw, Derek Wilson, Andy Woodcock.

Apologies: Bob Beauchamp, Ann Beauchamp, Grahame Fisher, Peter Knott, Cllr. Helen Taylor

Nick Brace, Jodie Humphries, Mary Kirby, Peter O'Hara, Deborah Wharton, Nicola Stingelin

The Chair opened the meeting and welcomed new members to the Forum.

Minutes of last meeting and matters arising:

Minutes of the meeting held on 07 August 2019 were accepted.

Matters Arising:

Privacy Policy:

Since the Forum meeting on 07 August various sample policies have been reviewed, Cycle Hub, Waterways Group and from Whitefuse, were suggested as examples which could be adapted for use by the Forum.

Action: Management Committee to agree a draft privacy policy document

Meeting Venue:

In the absence of further information concerning the possible use of the residents lounge at Swanbrook Court, agreed that meetings should continue at Elizabeth House until the year end.

Maidenhead Community Forum 11 September 2019:

MNF invited to attend Chair is not available MMcN to attend depending on time of meeting.

Conference Call with AECOM:

Call took place as planned – reported in section on Designation.

Report from Management Committee

The Chair reported on the activities of the Management Committee since the last meeting:

- Meeting with RBWM Neighbourhood Planning Office (Robert Paddison)
- Update on the AECOM support role - AECOM are funded centrally to support Neighbourhood Forums/Local Planning Groups. Separately MNF has been awarded a Technical Support Package to enable the Forum to mobilise. Funding of £5000 is intended to cover activities up to end of March 2020.
- Meeting with Chair and Clerk of Cox Green Parish Council. Following the requirement to separate the Cox Green Ward from the Maidenhead and Cox Green Neighbourhood Forum, Cox Green PC has become the body designated to develop the Neighbourhood

Plan following designation by RBWM. However since designation there appears to be little evidence of mobilisation.

The Chair and Clerk of Cox Green PC suggested that the Newbury Neighbourhood Plan was a good example of an area similar to Maidenhead in size and mix for the MNF to peruse.

MNF Chair has invited the Chair and Clerk of Cox Green PC to attend the MNF Meetings as observers.

- Chair and Secretary met the co-chairs of the Windsor Neighbourhood Forum earlier in the day. Several useful pointers received. Note - The Windsor Neighbourhood Plan is now submitted and is awaiting review by an Inspector. Of particular interest was the journey the Forum had experienced and understanding the reasons for splitting out the Town Centre into a separate business plan area.
- Awareness raising emails sent by the Chair to:
 - All local Political Party leaders
 - Leader of the Council (Cllr. Simon Dudley)
 - Maidenhead Advertiser
 - Louis Baylis Trust (as a potential source of grant funding)
- Finance – to note award of grant from Locality which is being held on MNF behalf by the Civic Society until MNF bank account is operational.

Bank Account

The Chair advised the meeting of a request by the Nat West Bank to require the Forum to pass a formal resolution to enable the Officers of the Forum to be issued with Debit Cards.

A special resolution had been prepared for submission to the Forum. After some discussion on the need for MNF Officers to have Debit Cards, it was agreed to withdraw the proposed resolution and request that the Bank Account be operated by Cheque Book only.

It was suggested by members that Officers use their own funds to purchase incidentals and claim back.

From this discussion it was also felt that the financial aspects of the Forum as outlined in the Constitution adopted in July required review. It was agreed that the Management Committee would undertake this review and report back to the Forum.

Action: Chair to review with Management Committee

Constitution

Arising from the previous meeting and noting the comments received from AECOM and members of the Management Committee, the Chair advised that it was intended to submit a

revised Constitution to an EGM to be held immediately prior to the next meeting of the Forum on 02 October 2019.

Members asked if there was a template constitution available for Neighbourhood Forums to use, the current version agreed on 03 July was based on one produce for Thame and reference has been made to the Windsor NF document.

Action: All to note

BLP Consultation

The Management Committee has become aware that RBWM is proposing to hold further consultation on the stalled BLP (Note: BLP is current delayed due to the Planning Inspector finding inadequacies in it). Further details of this consultation are not yet known. The Chair requested that if anyone had any further information to make him aware.

Designation of MNF

Chair reported on progress with the designation following the meeting with the RBWM Neighbourhood Planning Officer. It would appear that RBWM needs 12 weeks to enable them to conduct a 6 week consultation and a further 6 weeks to prepare papers for the Cabinet Meeting.

Currently much of the MNF effort is focussed on mobilising the newly formed group and therefore submission of the request for designation to RBWM is likely to be in mid-October, which will enable key stakeholders to be made aware of the existence of MNF and enable them to support the designation. The consequence of this is that the date of designation will be pushed into early 2020. It was felt that RBWM could do this quicker, however it was noted that Government guidance states that the Awarding Authority must give designation within 13 weeks from submission.

Organisation Structure

The Chair outlined a proposed organisation for MNF which has been discussed in the Management Committee and circulated to members on 18 August 2019.

The basis of the organisation is a matrix structure of Topic and Special Interest Groups, which will enable residents to join in developing areas which interest them without necessarily becoming directly engaged in the details of producing the Neighbourhood Plan.

Topic Areas are:

- Open Spaces
- Built Environment
- Getting Around
- Business
- Community Facilities

Special Interest Groups are proposed to be:

- Riverside

- Town Centre
- Waterways
- Braywick and Golf Course
- Young Maidenhead
- Senior Interests

To support the development of the Neighbourhood Plan and to help run MNF, a number of key roles have been identified for which volunteers are needed.

Agreed - to implement the Organisation Structure as proposed.

Communications Strategy

The Chair outlined a proposed communications strategy which has been discussed by the Management Committee comprising of:

- A new domain name – www.mnf.org.uk
- A revised Web site which will be going live imminently
- Use of Mail Chimp to manage online enrolment to MNF – free to use
- Use of Google Drive as a shared data store for MNF Documents – cost £16/month
- Conference call facilities provided by meetup.com – (available for any sub-group use) – cost £9/month
- Use of Jodi Humphries to give advice on the use of social media – half day and a further half day per month until end of March 2020 to support the communications team.

Brief discussion on the use of social media to reach the hard to reach groups in the community, particularly the younger groups.

Noted the need to have the organisation in place before commencing extensive social media campaigns.

Agreed - to implement the Communications Strategy as outlined.

AOB

No items discussed

Meeting Closed at 2110

Next Meeting: Wednesday 2nd October @7.30pm - Elizabeth House, Cookham.

AW

04/09/19