

Minutes of Steering Committee No 16, 1st April 2021, 7.30pm to 8.55pm

Present: Mike Kelly (Chair), Rob Buick, Fred West, Terry Barnett, Alan Sloan, Debi Hallett.

- 1) **Apologies for Absence;** Melanie Frobisher
- 2) **Approval of Minutes of Meeting No 15;** Approved
- 3) **Declaration of personal interest in topics to be discussed;** None declared
- 4) **Financial Report;** Fred presented the end of Financial year report. Mike has submitted the end of year report and accounts to Groundworks for their approval, and Eduan (RBC financial officer) has returned the unspent amount. Mike will apply for the next grant as soon as the grant forms are posted on line. Meantime, RBC have offered to cover expenditure (up to a limit) between now and when we get our next Locality/ Groundworks grant.

5) Progress on Actions arising from Meeting no 15;

Following the same order as the agenda;

- 1) Item (1) ;Alan is concerned that approaching the student union without management (Mike Berry) involvement would upset them. After discussion it was agreed that Alan would write to Mike Berry informing him that we intend to approach the Student Union to see if they will support distribution of our questionnaire.
- 2) Item (6) ; the answer to the question why the centre of the village of Englefield Green was not declared a Conservation Area when it was recommended in a report back in 2009 remains opaque. Alan continues to press RBC for answers.
- 3) Item (9); It was agreed that as a statutory body that we should respond to any planning application that has been shown from the answers to the questionnaire to be important to our residents. Rob to distribute all planning applications of which we are notified to all steering committee members. Terry to look at them and alert us if any are of importance.

6) Writing the Plan

Mike reported that following discussions last meeting regarding appointing a consultant who could write the Plan, Sally Chapman, with the agreement of the committee, had been appointed following her submission of a CV and her estimate to do the work.

Mike has sent her all the documents to date, and Rob has given her read only access to the google drive (other than the questionnaire replies which contain private addresses- Mike has sent a summary to her instead)

Once she has had a chance to absorb our work and review RBC's Local Plan 2030, she will suggest a video call and also a visit to look round the Area.

7) Residents Questionnaire

Approximately 290 have now responded to the questionnaire- only 1 in the last month..

Melanie agreed to go out to the greenies again.

No one has been found to print stickers and use the old leaflets for distribution to notify residents of a closing date to the questionnaire, and this approach has been abandoned.

Fred has therefore arranged with Royal Mail for the distribution of a further flyer. The earliest this can be done is w/c 3rd May so close of questionnaire was agreed at 7th June.

Artwork to printers by 6th April, for 4 days print time, and delivery to Royal Mail between the 15th and latest 23rd April. Debi to do art work and send to printers as soon as possible.

8) Design Codes

Mike reported that we had received AECOMs first draft, which contained many inaccuracies. With the help of Alan, Mike reviewed the draft and has sent back a series of e mails correcting the errors and making suggestions for improvements. Alan and Mike to virtual meet with AECOM on Tuesday 6th at 1pm to progress matters.

9) Housing Audit

Melanie is working on the housing audit report, but has been delayed due to other commitments.

10) Town Hall meetings (Open Sessions).

It was agreed that we would aim for mid to end August to hold meetings at the Village Centre and the Hub, at which we would present the Design Codes, the responses to the questionnaire, and any other work we had done up to that point. In respect of the Design Codes, these would be posted for a 6 weeks period of consultation prior to the meetings. (subsequently it was agreed these meetings would be called 'open sessions'). Debi agreed to be in charge of arranging the sessions and organising the displays needed. All will have to help, both before and during the sessions, and Debi will define what is needed and from whom.

11) Progress against Schedule

Mike will revise the schedule again following decision on the Questionnaire closing date and delays on the housing audit, and issued it to the Committee.

12) Next Monthly Meeting

Monday 3rd May 2021, 7.30 pm

Actions arising;

- 1) Mike** will apply for the next grant as soon as the grant forms are posted on line.
- 2) Alan** to write to Mike Berry informing him that we intend to approach the Student Union to see if they will support distribution of our questionnaire, and then approach the Students Union.
- 3) Alan** continues to press RBC for answers regarding the Conservation recommendation for the centre of EG.
- 4) Rob** to distribute all planning applications of which we are notified to all steering committee members. **Terry** to look at them and alert us if any are of importance.
- 5) Mike** to liaise with Sally Chapman regarding a video call/ introduction and a visit to the Area.

- 6) **Melanie** to go out to the greenies again re the questionnaire.
- 7) **Debi** and **Fred** to arrange the art work, printing and distribution of a new leaflet announcing the closing date of the questionnaire.
- 8) **Alan** and **Mike** to virtual meet with AECOM on Tuesday 6th at 1pm to progress matters on the Design Codes.
- 9) **Debi** to be in charge of arranging the sessions and organising the displays needed for the Open Sessions. All to help when Debi asks.
- 10) **Mike** to revise the schedule and distribute it.
- 11) **Terry** to monitor planning applications and keep us informed if there seems to be one relevant to our work.
- 12) **Terry** to continue to study cycle ways and footpaths to reach some recommendations to include in our Plan's 'advisories'