**Minutes of the Maiden Erlegh Residents Association Executive Committee held at 8pm on Thursday 12 April 2018 at the Kenton Road Day Centre, Kenton Road, Earley**

**Present**

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| Colin Mair (Chairman/Area 3) | Steve Feltham (Secretary) |
| Pamela Tames (Treasurer) | Anne Booth (Area 9) |
| Judy Clark (Area 5) | Rosemary Cook (Area 11) |
| Pamela Roberts (Area 10) | Celia Smith (Area 6) |
| Elaine Spratling (Area 4) | Barbara Stansfield (Area 8) |
| Peter Woodward (Area 1) | Peter Soul (EASI) |

**Apologies received**

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| Jonathan Brown (Magazine/Editorial Team) | Patricia Brown (Magazine/Editorial Team) |
| Constantina Ainsworth (Area 7) | Vera Box (Area 12) |
| Sheila Quick (Area 12) | Siyu Smith (Area 2) |
| Tim Smith (Area 2) | Brian Hackett |
| Ray Jones | Mary Bather (ACER) |

**MINUTES OF THE LAST MEETING HELD ON 8 MARCH 2018**

The minutes of the meeting held on 8 March 2018 were accepted as a correct record.

**MATTERS ARISING**

**Silverdale Road bus service consultation**

The Secretary reported that having received no response from Reading Buses, he had now written to Courtney Buses regarding MERA’s proposal for a Hatch Farm Estate connection with the Silverdale Road bus route.

**Potholes in Maiden Erlegh Drive**

The Chairman advised the Committee that the barrier between Maiden Erlegh Drive and the schools had been replaced. However, the potholes were unlikely to be tackled before the new development at the Wokingham Road end of the drive was completed.

**New website for MERA**

The Chairman reported that the first build of the proposed new MERA website was now completed and had been made available to committee members for comment. It was explained that the site still needed to be tidied up and adjustments were needed to the appearance, but comments were requested on whether the site met the needs of residents.

It was agreed that changes were required to the welcome page, with a repositioning of a better picture of the lake and a better font. It was observed that the welcome page needed to have less text and perhaps a map of the area showing the location of Maiden Erlegh.

There was also a discussion about the amount of detail that should be contained regarding officer contacts, and the Secretary reassured the committee that any personal details contained on the site would be by consent. It was suggested that for contact purposes, the ‘askmera’ email address should be used.

**Graffiti**

The Chairman stated that the graffiti on the bollards of the footpath/cycleway connecting Lakeside with Beech Lane had been removed by Wokingham Borough Council. It was understood that the council would be contacting Virgin Media regarding the paint that had been daubed on their telecommunications box at the Lakeside end of the path.

**Consultation**

The Secretary reported that a petition relating to the closure of Maiden Erlegh Library had been lodged with Wokingham Borough Council, and the closing date for signatures was 20 April 2018.

A public consultation on burglaries and fraud was currently being carried out. The first of three meetings was held on 10 April with the second conducted at the same time as this meeting. The final opportunity to attend this series of consultation meetings would be at 10.30am on Saturday 12 May at the Oakwood Centre, Woodley.

**Litter at the rear of Silverdale Road shops**

The Secretary advised that a response had been received from Mike McKenzie, a governor of Aldryngton School, who was not convinced that the litter at the rear of the Silverdale Road shops had been caused by pupils of the school. He pointed out in his response that there was plastic deposited there that was probably the result of deliveries, and other litter was more likely to have been deposited by the general public and Maiden Erlegh School pupils.

A site meeting had been arranged with him and David Foster next week to discuss this issue and the damage that had been caused to the new fence by vehicles backing into it when parking. The Chairman and Secretary would be attending this meeting and it was hoped that some progress could be made on these issues.

**Pedestrian hazard at Tesco entrance and exit points**

A response from Cllr Chopping on the progress made by officers was awaited.

**Maiden Erlegh library**

The Secretary gave his assessment of the position regarding the closure of Maiden Erlegh Library. The main hope was that the petition and representations from MERA and the public would persuade Maiden Erlegh School Trust to revise its plans, but it was clarified that if they had the right to terminate the lease if they were determined to do so.

The Committee was advised that the response received from the Chairman of the Board of Governors was disappointing as he confirmed that the decision had been made, which appeared to be final. It was confirmed that the school did not make use of the library as part of its curriculum offer and the Trustees were satisfied that there would be no detrimental impact in this regard.

Cllr Chopping had also commented that the premises would not be available for voting purposes either after the next Council elections in May, but it was thought the Silverdale Centre might be a suitable alternative. In the meantime, he confirmed that the council was giving consideration as to whether it was possible to find an alternative venue for the library without incurring an inappropriate cost.

It was reported also that the Secretary had written to Tesco regarding the possibility of using the upstairs of their premises to accommodate the library. The request had been passed by Tesco to the local store for their comments.

The Committee expressed concern that there were children who regularly used the library after school, some of whom were vulnerable and could not always go straight home after their classes. In taking the decision to terminate the lease, the trustees did not appear to appreciate the extent of the problems that this would cause. The Secretary agreed to write again to the Trustees on this matter.

**New data protection legislation**

The Chairman confirmed that the letter and privacy notices that needed to be distributed to all MERA members would be printed shortly. SF would send all officers an email with these documents attached for use in the future when recruiting new members. It was very important to ensure that all existing members signed the consent form so that MERA had a legal basis to hold their data. Once signed, the forms should be passed to the Secretary for safe keeping and to ensure that any future queries could be addressed.

**Bus shelter on Rushey Way**

The Secretary confirmed that he had raised the matter of the Rushey Way bus shelter opposite Beech Lane at the meeting of Earley Town Council’s Community and Youth Sub Committee on 14 March. He had urged the council to consider the use of CIL money to fund the required alteration to the position of the shelter. The Chairman of the Sub Committee confirmed that this would be referred to a future meeting of the Planning Committee.

**Public notice boards**

The Secretary also raised the point that notices were being removed from notice boards despite being current and in good condition. The Town Clerk agreed to look at putting in place a council notice asking that current posters and leaflets were not removed from the notice boards.

**NEW CORRESPONDENCE**

**NORA**

The Chairman reported that NORA had confirmed that the Department of Transport was considering new legislation to prevent vehicles blocking paths and causing difficulties for wheelchair users, people with pushchairs and blind pedestrians. This would bring the rest of England in line with London, which had in place a blanket ban on pavement parking for the last 40 years. This was exactly what MERA had asked NORA to pursue to address complaints from residents.

**NEW ITEMS**

**New data protection legislation: training**

The Chairman reminded the committee that the new data protection legislation was discussed at the last meeting. The new law, the General Data Protection Regulation (GDPR) would become effective from 25 May 2018 and required that every organisation must take steps to ensure that all those dealing with personal data were trained to ensure that everyone in that organisation understood their responsibilities under this legislation.

The Secretary provided the committee with a brief PowerPoint presentation which outlined the data protection processes that MERA would adopt to comply with the GDPR. He advised the committee that he would forward the presentation to all officers when the minutes were circulated.

The Chairman advised that although the roles of Data Controller and Data Processor were defined in law, the Data Protection Officer role was not mandatory for small organisations. However, during the implementation period and while the system was bedding down, he stated that it would be useful to assign an officer to carry this role, which he envisaged would be only required until the 2019 AGM. The meeting was advised that SF had agreed to take on this role and the committee

**AGREED**: That the role of Data Protection Officer be assigned to the Secretary with immediate effect until a formal vote was put forward for consideration at the May AGM.

**Annual General Meeting: 10 May 2018**

The Chairman reminded the Committee that the AGM would be held on 10 May 2018 and that he would not be able to attend for that meeting. In the absence of a Vice Chairman, the Secretary would act as Chairman as well as performing his secretarial duties on the day.

In the meantime, the Chairman stated that the flyers notifying residents of the AGM would be printed in good time before the AGM. Under the Constitution, the notification of the AGM should be carried out three weeks in advance of the meeting.

BS kindly offered to supply the nibbles, juices and provide plastic cups and plates for the occasion. The Chairman stated that he would provide the wine for the meeting.

**ANY OTHER BUSINESS**

**Retirement of the Town Clerk**

The Chairman announced that Philip Truppin, the Town Clerk of Earley Town Council, was reported to be retiring shortly. The Secretary stated that he would make enquiries to discover further information including the likely date of retirement and report back.

**Lakeside subsidence**

PS stated that he had reported to Highways an apparent subsidence in the road in a part of Lakeside, which had resulted in a large pool of water forming that he had not noticed previously.

**Tesco vehicles on Sevenoaks Road**

ES drew attention to a problem that had arisen of some Tesco vehicles swinging round onto the grass verges when exiting the Tesco store. This had been reported to the council. It was also mentioned that the occasional vehicle delivering to Tesco had been seen driving along Sevenoaks Road, which was prohibited under the planning consent. The Secretary asked to have all such breaches reported to him and if these were seen to be of regular occurrence, the council would be informed.

There being no further business, the meeting was closed at 9.17pm.

**DATE OF THE NEXT MEETING**

Thursday 12 April 2018 at 8pm.