

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

16/06/2015, 19:30, Calcot Centre

1. Present

Jenny Allen
Matthew Bond
Wendy Brown
Peter Cross
Julia Gentle
Joan Lawrie
Kevin Page
Nigel Rowland
Sue Rowland
Fred Williams

2. Review and formally adopt the Constitution.

The meeting agreed the following changes to the draft:

- Remove the requirement for a West Berkshire Councillor to be a member of the Steering Group
- Add a definition of the quorum for a meeting: re-use the Parish Council standing orders wording

The reworded constitution will be published on the new web site for review, with the intention of formally adopting it at the next meeting.

3 Select Chairperson, Secretary and Treasurer.

- It was agreed to hold this decision over to the next meeting. If necessary at that meeting interim post holders will be selected.

4 Status Update

- The formal application by the Parish Council to designate the area of the Parish plan has been approved. The deadline for “calling in” the decision to approve has passed, and we have been informed that means we can assume the decision has been approved.
- Fred gave a very thorough review of the new web site <http://www.tilehurstpcnp.org.uk>, explaining how it will be used as the repository for all the evidence we gather, and as an important part of our communications plan. The site will enable us to share our

progress with the community as well as gather feedback.

- Fred has created a twitter account (@TilehurstPCNP), which we will also use to build our “social network”.
- We will create email address for members of the steering group using the “@tilehurstpcnp.org.uk” domain. This will help distinguish these emails from personal ones and enable greater transparency and security.

5. Publicity and volunteer recruitment

- Thanks to the wardens, who have been handing out the flyers produced to raise awareness of the Plan at local events and in the course of their normal duties.
- Peter attended the Birch Copse school fete and distributed flyers where it was appropriate.
- We agreed we need a more planned approach to raising awareness, and that we should aim to have a list of activities that may appeal to volunteers in case they show an interest: the project probably appears too dauntingly large at present.
- As a first step we started to list local sources of news and information that we should be communicating with. The list so far:
 - Tilehurst Directory
 - Calcot Newsletter
 - Libraries
 - Facebook pages (e.g. linked with Calcot Newsletter)
 - St Catherine’s Church and other churches
 - Reading Green Network
 - Radio Berkshire
 - First Tuesday/Wednesday Business Clubs
 - Mailshots to local businesses
 - “Meet the neighbours” events to help publicise local small businesses and get their input
 - Tilehurst Globe
 - Streetlife.com

- Many of these groups cross into the Reading side of Tilehurst, but we will want to work with them and at least raise awareness of our plans.
- We will wait until we have more significant news and/or events to publicise for some of these (e.g. Radio Berkshire), but we can start making contact with others immediately.

6. Brainstorm list of tasks/activities and decide next steps

The group made a good start identifying immediate next steps and future actions.

- Peter to contact the Tilehurst Local Directory
- Nigel and Sue to start drawing up a list of local businesses
- Kevin to ask Jacky Major to confirm the names of people we need to meet with at West Berkshire and start planning for a meeting with a small sub-group.
- Kevin to ask Jacky Major to send an email to neighbouring Parishes and Reading Council to let them know we are embarking on the process.
- Kevin has a contact in Kingsclere Parish Council who has offered to meet with the group to talk about their experience after two years of progress. Kevin to set up the meeting.
- Kevin to make sure Tilehurst Parish Council is ready to start paying for the new website in around 6 months' time.
- Jenny to look into producing a large scale map of the Parish for planning purposes.
- Consider holding some meetings in local pubs to raise awareness and get further local involvement.
- Fred to post the constitution on the website.
- Everyone present: think about the "vision statement" for the website, for discussion at the next meeting.

7. Agenda for next meeting (7:30PM at the Calcot Committee Room)

- Agree minutes of previous meeting.
- Formally adopt the constitution.
- Select officers.
- Review action items from previous minutes.
- Continue brainstorming next steps.