

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

1/09/2015, 19:30, Calcot Centre.

1. Agenda

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

2. Present

Jenny Allen
Peter Cross
Julia Gentle
Ian Germer
Joan Lawrie
Kevin Page
Nigel Rowland
Sue Rowland
Sophie Stocker
Rebecca Swainston
Fred Williams

Peter introduced Sophie Stocker, who is completing an MSc in Development Planning at Reading University and will be observing our meetings as part of her research project.

3. Apologies for absence

- None

4. Agree minutes of previous meeting

- The minutes were agreed as a true record

5. Representations from members of the public

- There were no representations this meeting

6. Review status of action items from previous meetings

- Fred to create an ongoing action list, starting with the actions identified at the last meeting.
 - Fred is waiting until we have confirmation that the Neighbourhood Plan area designation has been formally accepted by West Berkshire Council.
- The constitution was agreed at the last meeting and has been [posted on the website](#).
- Membership of the steering group.
 - At the previous meeting the following volunteered for membership: Peter Cross, Julia Gentle, Kevin Page, Fred Williams, Joan Lawrie, Jenny Allen. There was further lively discussion about the role and responsibilities of the steering group at this meeting. Volunteers should make themselves known before the next meeting. Remember we have a maximum of 10 people.
 - Steering Group members will create a profile for publication online and send this to Fred with a digital photo for inclusion on the web site. Partially completed- Steering Group members who have not yet done so, please send these to Fred.
 - Fred to create email addresses for steering group members (using the @tilehurstpcnp.org.uk domain) pending formal confirmation of the Neighbourhood Plan. Fred is waiting until we have confirmation that the Neighbourhood Plan Area designation has been formally accepted by West Berkshire Council.
- Kevin to set up meeting between a small sub-team and West Berkshire Council.
 - The person from West Berkshire we need to speak with is Bryan Lyttle. Kevin has been in contact with him but has not yet been able to set a date for the meeting.
- Kevin to ask Jacky to add a link to the website from the Parish Council site.
 - Requested at Council Meeting of Tuesday 14 July.
 - Does not appear to have happened yet- Kevin to follow up with Jacky.
- Peter to contact Stratfield Mortimer Parish regarding their experience developing a plan.
 - Peter has made contact and is in the process of setting up the meeting
- All present to put together ideas for a suitable "Vision Statement" for the plan.
 - Peter has sent some ideas to Fred.

- Other members have suggestions and there was more discussion on this topic at the meeting.
- A good point to remember- the vision should not pre-empt the results of the consultation and evidence gathering. So it should be about why we need a plan and how it will be developed, not what it will contain.
- We will create an online forum for developing this and other discussions that needs to happen between meetings.

7. Continue brainstorming next steps

There was a wide-ranging, well-informed and lively discussion about the aims and next steps we need to take (in addition to the above unfinished actions). Actions were as follows:

- Investigate getting help from Reading University.
- Define baseline data resources acceptable to West Berkshire Council.
- Continue listing businesses.
- Contact local history societies?
- Start capturing local history where this is relevant to planning the future.

8. Agenda for next meeting (Scheduled for Tuesday 6 October 7:30PM at the Calcot Committee Room)

- Agree minutes of previous meeting.
- Representations from members of the public.
- Review status of action items from previous meetings.
- Continue brainstorming and capturing next steps.