

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

7/07/2015, 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

Peter Cross
Julia Gentle
Kevin Page
Fred Williams

3. Apologies for absence

Joan Lawrie
Nigel Rowland
Sue Rowland

4. Agree minutes of previous meeting

The minutes were agreed as a true record.

Kevin will send the minutes to Fred for inclusion on the website.

Fred will create an ongoing action list, starting with the actions identified at the last meeting.

5. Review and formally adopt the Constitution.

The constitution circulated after the last meeting, with the proposed amendments, was agreed and formally adopted. Kevin will send Fred the edited document and Fred will check that it is posted to the website.

6. Select Officers

It was agreed to hold the appointment of specific roles until the steering group grows sufficiently. In the meantime, we will start defining membership of the steering group. All those listed above as present at the meeting volunteered for membership. Others who have expressed an interest will be invited to join, up to the limit defined in the constitution.

Fred will create email addresses for steering group members.

Steering Group members will create a profile for publication online and send this to Fred with a digital photo.

7. Review action items from previous minutes

We will wait until Fred has created the action list to have a structured review, but the following items were revisited and agreed as the highest priority immediate actions-

- Steering group members to create their profiles and send to Fred (as described above).
- Kevin to add a section to the agenda for “Representations from members of the public”, towards the start of the agenda.
- Kevin to set up meeting between a small sub-team and West Berkshire Council.
 - Kevin to find the name(s) of the people we need to work with.
 - Post-meeting note, this is Bryan Lyttle.
- Kevin to ask Jacky to add a link to the website from the Parish Council site.
 - Post meeting note- requested at Council Meeting of Tuesday 14 July)
- Peter to contact Stratfield Mortimer Parish regarding their experience developing a plan.
 - Peter to get contact details from Jacky Major.
- All present to put together ideas for a suitable “Vision Statement” for the plan

There was a discussion about what presence we should have at upcoming fetes/events in Sulham and Theale. Several options were discussed, but it was decided that until we have a significant message to communicate (i.e. enough to fill a few A5 boards) this would not be appropriate, although we should start building a calendar of community events in preparation.

8. Continue brainstorming next steps

Covered in previous sections of the minutes.

9. Agenda for next meeting (Scheduled for 4 August 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 next steps.