

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

5/01/2015, 19:30, Calcot Centre.

1. Agenda

- Status update on Project Plan (Peter)
- Agree minutes of previous meeting
- Representations from members of the public
- Action list (Fred)
- Evidence gathering (Fred and Lynda)
- Community Engagement Plan (Kevin)

2. Present

Jenny Allen
Lynda Chater
Peter Cross
Julia Gentle
Ian Germer
Kevin Page
Nigel Rowland
Sue Rowland
Rebecca Swainston
Fred Williams

3. Apologies for absence

Joan Lawrie

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 has put a list of actions on the web site (www.tilehurstpcnp.org.uk)
- Action for all – please check the action list and provide additions or updates to Peter or Fred.

7. Items discussed during meeting

- The Steering group were shown the Tilehurst Parish Neighbourhood Plan website. All advised to look in the “Library” section for various documentation updates from time to time
- The “Private Area” for the Steering Group to access confidential documents was pointed out and those present were advised of the password
- Kevin will create a “Community Engagement Plan” with March 2016 as the deadline target. There will be three stages:
 - Raising the awareness of the Neighbourhood Plan among the population of Tilehurst and gathering their views
 - Reflect back to people our interpretations of their feedback
 - Draft a plan and go back to consult with community.
- A discussion followed about how and where this should be done so that the feedback is statistically representative
- It was agreed that we need a social media and an events campaign to spread the message
- Peter to contact the Keep Tilehurst Green (KTG) group to seek collaboration, particularly in relation to events where we can engage with the community
- Jenny will make a draft diary and ask KTG if they will manage these
- Peter will look at printing costs for leaflets and posters
- Jenny will find out about grants to cover printing costs
- A discussion took place about the possible use of a photo competition to help engage the community
- A discussion about the possible use of Twitter and the regular updating of the account to keep the community engaged

- It was proposed that we need a new “punchier” name; e.g. “West Tilehurst Planning Vision” with suggestions from all welcome
- It was agreed that any surveys should be designed carefully and should be conducted using tablets or smart phones
- Fred showed the latest action list that is available on the website and asked that everyone reviews the list and sends any updates to him
- Peter proposed, and it was agreed by all present, that he should control and manage the input of information into the project plan input in order to avoid confusion and duplication of effort
- The maps created by Lynda showing the progress of building in Tilehurst Building were viewed and discusses and it was agreed that these could feature on posters
- As it is difficult to visualise the “lie of the land” of Tilehurst Parish Fred offered to prepare a high level view of the parish to show key facts such as population, size of the parish in hectares, green space, built up areas etc. on a map. This high level map will be become more detailed as the requirement to produce “evidence-based” maps increases.