

# Tilehurst Parish Council - Neighbourhood Plan

## Meeting Minutes

8/02/2015, 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**

Lynda Chater  
Peter Cross  
Julia Gentle  
Ian Germer  
Kevin Page  
Rebecca Swainston  
Fred Williams

### **3. Apologies for absence**

Jenny Allen  
Nigel Rowland  
Sue Rowland

### **4. Agree minutes of previous meeting**

- The minutes were agreed as a true record with one change suggested and accepted.

This change concerned the action that Peter contact the Keep Tilehurst Green (KTG) group to seek collaboration, particularly in relation to events where we can engage with the community. The suggestion was that people from KTG be invited to attend meetings rather than collaborate from the outside.

## **5. Representations from members of the public**

- There were no representations this meeting

## **6. Review status of action items from previous meetings**

- The current list of actions can be found on the web site ([www.tilehurstpcnp.org.uk](http://www.tilehurstpcnp.org.uk))
- Many items are still being progressed
- It was agreed that the list should be looked at between meetings and updated particularly if items are assigned to named committee members (updates to be emailed to Fred)
- It was agreed that we should go through the list at next meeting
- The action list and the project plan need to match
- It was agreed that we need a mission statement. Peter suggested "Vision planning Vision."
- Peter has contacted printers who are ready to prepare posters / leaflets etc.

## **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
- Kevin suggested that we need to have some smaller meetings for specific items / areas

Peter asked to think about the quantities of printed matter for a year and come up with an estimated budget.

It was noted that the Parish Council will set aside a budget and that Jacky Major (Tilehurst Parish Council) is willing to organise this and will write cheques. The Parish Councils bank account will be used for any financial transactions. Formal invoices must be prepared for any expenditure.

Jacky will be asked to set up procedures for accessing the bank account with Peter collating all expenditure costs.

Jenny and Peter will work out some estimated costs to take to the Parish Council.

- Ian and others to come up with mission statement and send to Fred by email

- Lynda has completed the tree map to identify important patches of trees.

We need to visit the West Berkshire Council Offices in Newbury to find information on trees etc. in the Tilehurst Parish Council area.

This should be available from the Tree Protection Officer responsible for Tree Protection Orders (TPO's) as well as from previous planning applications.

- Fred to pull data a list of relevant demographic variables such as the number of cars owned, type of households etc.

It was noted that we will need to have a much greater understanding of what is required by the relevant planning authorities with regards to the submission of our evidence / data.

- Kevin suggested, and it was agreed, that we need to create our own guidelines for how we want our area to develop.
- Fred outlined some key statistics regarding the nature of our area which are also shown in the "Private Area" of the website.
- Lynda has been looking for old images of Tilehurst for future use.

### **Community Engagement items**

- It was agreed that we need to launch the community input process.

Two dates for input gathering were agreed, Saturday, April 2<sup>nd</sup> and Saturday, April 9<sup>th</sup>.

- Everyone looked at the Whitchurch Neighbourhood Plan Community Engagement documents which demonstrated good examples of the use of maps, explained what the plan is all about, provided statistics gathered from public consultations etc.
- A discussion took place about how to get people to come to the events and where to place posters and leaflets.
- A discussion took place about the key information and possible slogans needed on posters etc. as well as the font that should be used.
- It was agreed that the events should be drop in events, interactive and fun with activities and refreshments.
- It was agreed that a snappy slogan is needed to get people to come to these events.
- It was agreed that we need to inform / involve the local media about these events. It was suggested that leaflets might be put into local newspapers.

- Lynda showed some Graphic work she has done. It was agreed that this should be used for leaflets and posters.
- The idea was floated that a teddy bear could be used as a mascot as the outline of the map of Tilehurst Parish bears resemblance to a teddy bear sitting down.
- It was decided that we should print 500 leaflets for the input gathering events as lead times are short.