

TILEHURST NEIGHBOURHOOD PLAN

MEETING NOTES

TUESDAY 7 JUNE 2016

PRESENT:

STEERING GROUP MEMBERS: Kevin Page, Lynda Chater, Julia Gentle, Joan Lawrie, Fred Williams

VOLUNTEERS & OTHER MEMBERS OF THE PUBLIC: Janet Haines

APOLOGIES:

Nigel and Sue Rowland, Ian Germer, Rebecca Swainston, Peter Cross, Keith Hester

NOTES:

Joan has been investigating possible costs for distributing the newsletter. The Parish Council uses a company (Abacus). They will only distribute to entire roads, but have very competitive prices. General consensus it will be OK to distribute slightly beyond the bounds of the Parish rather than try to cover the split roads precisely- will help meet our obligation to engage with bordering neighbourhoods.

We will include pricing estimates for several mailshots in our budget- this will be used in funding applications so we need it soon.

Agreed that rather than wait until all our newsletter articles are ready before publishing anything, we will instead focus on delivering a stream of news articles online. At regular intervals we will print a digest of recent news for distribution across the Parish to ensure everyone gets at a chance to see something from us, whether online or in print.

Discussion, with several good ideas for expanding the concept of a photography competition- we need to make more progress on turning this into reality.

We need a policy/procedure for press releases and communication. Lynda and Kevin will work on this.

A suggestion that at our next meeting we will have a short demonstration of "Slack" (the messaging app for teams- <http://tpcnp.slack.com/>)

Fred will research recording tools for future meetings.

Steering group members need to send Fred their profile and picture for the web site. As a reminder, the following people were formally identified as members at an earlier meeting:

Jenny Allen, Peter Cross, Julia Gentle, Joan Lawrie, Kevin Page, Rebecca Swainston, Fred Williams, Lynda Chater.

We have 2 vacancies on the Steering Group- and we welcome anyone else who can help out in any way!

Most of our discussion was about dividing the work into focus areas, using the themes that came out of the drop-in days, and learning from other neighbourhood plans.

The following areas/working groups were identified. The first tasks for each focus group will be:

- Write a summary of what we heard from the open days for the web site/blog and, as described above, the newsletter.
- Put together a budget- likely items of expenditure on things like research etc that we can roll up into a budget and funding application.
- Think about how your group might want to make use of the offer of help from Reading University's Planning Department.

We will need to find owners and volunteers to work on each of these. Suggestions made at the meeting are shown below. Before the next meeting, please look at the list and let Kevin or Fred know which you are interested in, by 5 July. If you have suggestions for other groups or better ways to organise these groups, please let us know, particularly if you have examples from other plans. We'll clearly need to have more than one focus area each.

Working Group	Owner	Volunteers
Business and Economy		
Amenities (including green spaces, sports, leisure, libraries, ...)		
Education	Joan	
Health		
Infrastructure		
Transport and traffic (including parking, public transport, cycling, etc)	Peter	
Relationship with other Authorities (West Berkshire, Reading, AONB,...)		
Environment (including flooding, wildlife, TPOs,...)		

Security and policing (including fire prevention, ...)		
Future sites for development (including both greenfield and brownfield		

There is also a need for the following groups, whose work will span all the above groups, so we don't re-invent the wheel, and to ensure a consistent approach to the plan:

Group	Owner	Volunteers
Communications	Lynda	Kevin
Evidence Coordination	Fred	
Disabled Access		

NEXT MEETING

We need to make progress between meetings, so the meetings become a quick status update and look-ahead, with the bulk of the work happening between them. To try this out, and because of the challenges getting everyone together in peak holiday time **we will not have a meeting in July. Our next meeting will be on Tuesday 2 August. Have a great (and productive) summer!**