

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

21/09/2016, 19:30, Calcot Centre.

1. **Agenda**

- Representation from members of the public
- Apologies for absence
- Agree minutes of previous meeting
- Matters arising from previous meeting minutes
- Project Plan update
- Budget update
- Review progress of the prioritised working groups
 - Infrastructure, Transport & Amenities (Clive Taylor, Fred Williams, Peter Cross)
 - Education (Joan Lawrie, Julia Gentle)
 - Future Development Sites (Tony O'Connor)
 - Relationships (Kevin Page, Fred Williams)
- Communications

2. **Present**

Steering Group:

Julia Gentle
Kevin Page (Chairperson)
Clive Taylor (Parish Councillor, Birch Copse Ward)
Fred Williams

Volunteers:

Nigel and Sue Rowland

It was confirmed that the necessary quorum of Steering Group members were present.

3. **Representation from members of the public**

There were no representations.

4. **Apologies for absence**

Tony O'Connor
Lynda Chater
Peter Cross

Janet Haines (previously indicated that she wishes to be a member of the Steering Group)

5. Agree minutes of previous meeting

- Kevin thanked Fred for producing the previous meetings' minutes
- Kevin said that he will, moving forward, indicate during the meetings what actions are to be taken, and by whom
- Fred said that he would update the previous task list spreadsheet, that is available online, and bring copies to future meetings
- Kevin referred to the point about the referendum (Item 10) and confirmed that a simple majority of those who voted is sufficient to accept the final document
- Kevin noted (out of sequence) that Peter has received an acknowledgment of his email requesting contact details from Reading University (Item 12 – External Resources). A conversation followed and it was agreed that they should be asked to perform specific tasks which would benefit the students and well as ourselves, for example, Road Traffic Assessments. Action on Fred to come up with a list of possible specific tasks which could be put to Reading University
- Kevin noted that references to Peter Cross and Joan Lawrie (Item 7) did not indicate that they are both Vice Chairpersons of the Steering Group
- Fred suggested that Kevin take the action item to approach Tony O'Connor, Iain Jones, Janet Haines and Peter Wood (Item 7) regarding their expressed interest in becoming members of the Steering Group (only three are required to fill the current vacancies)
- There were no further comments on the previous meetings' minutes and they were agreed.

6. Representations from members of the public

- There were no representations at this meeting

7. Review status of action items from previous meetings

- The status review of action items was not undertaken
- The current list of actions can be found on the web site (www.tilehurstpcnp.org.uk)
- 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)

8. Project Plan Update

- In Peter's absence Kevin explained that Peter has been preparing a project plan, using Microsoft Project, which has been circulated to all members
- Fred suggested that Microsoft Project is not the best software to use and recommended that Microsoft Excel be used instead. This software is more widely available to members of the Steering Group and future working group members and is simpler to use. Peter should still retain and update the master version of the plan
- A sample Microsoft Excel spreadsheet was shown and explained to those present
- It was agreed that Microsoft Excel be used to maintain the project plan

- Action on Fred to discuss with Peter and develop final template

9. Budget Update

- Jacky is working together with Peter on the preparation of a budget for submission to the Tilehurst Parish Council
- Peter has created a Microsoft Excel spreadsheet for this purpose and has circulated copies to members of the Steering Group. Clive has yet to receive a copy
- Kevin noted that approximately £10,000 is in the budget for next two financial years, an amount that is consistent with amount spent by other Neighbourhood Plan groups
- The largest item in other Neighbourhood Plan budgets appears to be for consulting services
- No external funding has been requested yet but Clive has volunteered to research external source of funding together with Lynda
- The current small expenditures have been covered by Tilehurst Parish Council
- Kevin suggested that we may want to purchase a projector, which could be shared with the parish council, for displaying information at meetings. Action on Kevin to research
- Fred noted that software costs will be minimal as he already have software for mapping and database management
- It was noted that there is no group for fund raising. It was suggested that this could be assigned to the Communications Working Group
- Stratfield Mortimer had budget put aside for admin resource (writing of minutes etc.)
- Action on Peter to confirm what the budget period is that is used in the preparation of a budget
- Action on Kevin to confirm with Jacky what happens to budget underspends. Will they be carried over to the next budget period?

10. Review progress of the prioritised working groups

The current prioritised working groups, with responsible Steering Group member(s), are as follows:

- Infrastructure, Transport & Amenities – Peter Cross, Clive Taylor, Fred Williams
- Education - Joan Lawrie, Julia Gentle
- Future Development Sites – Tony O'Connor
- Relationships – Kevin Page, Fred Williams

Infrastructure, Transport & Amenities – Working Group Update

Data related to this working group is currently being gathered.

How to involve Reading University students is to be considered.

Clive, Peter and Fred are to get together before next steering group meeting to discuss tasks and project plan.

Action on Fred to provide a map of the parish at future meetings for reference purposes.

Education – Working Group Update

No update.

Future Development Sites – Working Group Update (Tony)

No update.

Action on Fred to ask Tony if he has any information from the Keep Tilehurst Group.

Relationships – Working Group Update

Kevin has received no response from West Berkshire Council and will be requesting specific information from them about Tree Protection Orders and Traffic Analysis.

No communication has yet taken place with other external parties.

11. Communications - Update (Lynda)

Fred will grant Lynda greater access to administration function of the website.

Kevin volunteered to discuss the photography competition offline with Lynda.

Lynda has asked Kevin if we have a list of businesses in Tilehurst Parish. Nigel and Sue have a list and will circulate to Steering Group members.

Email addresses have been set up for all Steering Group members and Fred will circulate information on how to use.

12. Any other items

Sue suggested that the information about the Neighbourhood Plan in the Tilehurst directory could be made more readable and offered to work with Lynda on improving.

Steering Group Members:

- Lynda Chater (lynda.chater@tilehurstpcnp.org.uk)
- Peter Cross, Vice Chairperson (peter.cross@tilehurstpcnp.org.uk)
- Julia Gentle (julia.gentle@tilehurstpcnp.org.uk)
- Joan Lawrie, Vice Chairperson (joan.lawrie@tilehurstpcnp.org.uk)
- Kevin Page, Chairperson (kevin.page@tilehurstpcnp.org.uk)
- Clive Taylor (clive.taylor@tilehurstpcnp.org.uk)
- Fred Williams (fred.williams@tilehurstpcnp.org.uk)

Working Groups

- **Education** - Joan Lawrie, Julia Gentle
- **Future Development Sites** – Tony O'Connor
- **Infrastructure, Transport & Amenities** – Peter Cross, Clive Taylor, Fred Williams
- **Relationships** - Kevin Page, Fred Williams
- **Business & Economy** – Not yet assigned
- **Environment** – Not yet assigned
- **Health** - Not yet assigned
- **Security & Policing** (including Fire Prevention ...) – Not yet assigned