

# Tilehurst Parish Council - Neighbourhood Plan

## Meeting Minutes

16/11/2016, 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:

Lynda Chater  
Peter Cross  
Kevin Page (Chairperson)  
Clive Taylor (Parish Councillor, Birch Copse Ward)  
Fred Williams

#### Volunteers:

Tony O'Connor  
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**

None received.

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

- Kevin thanked Fred for producing the previous meetings' minutes
- Kevin has taken action to approach Tony O'Connor, Iain Jones, Janet Haines and Peter Wood regarding their expressed interest in becoming members of the Steering Group (only three are required to fill the current vacancies). Tony O'Connor, present at this meeting, confirmed that he is willing and it was agreed that he should become a member of the Steering Group.
- Kevin has been in contact with Bryan Lyttle, West Berkshire Council, and reported back that the response had been positive and that a meeting is to be scheduled. Due to the pressures of other council business it was not expected that the meeting will take place before 12<sup>th</sup> December.
- A brief discussion took place about the Neighbourhood Plan content in the Tilehurst Directory. Suggestions were made that the way that the information is presented be more "impactful". This will be reviewed by Lynda.
- Clive asked what the purpose was for the official email addresses. Kevin said that the purpose is to use them in all official communication with formal bodies, such as West Berkshire Council. Fred also suggested that it would be a good discipline for members to use them for any Neighbourhood Plan communication between members.
- Acquisition of a projector. Kevin has gathered costs and will be making a request to Tilehurst Parish Council.
- Peter confirmed that the budget period, or Financial Year, is April to March
- Tony to provide information re: future development sites will be forwarded to members of the Steering Group
- 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](http://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. 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**

Peter reported that there was little to report.

Progress has been limited by the lack of a contact point with West Berkshire Council.

Lots of relevant information has been downloaded from the West Berkshire Council website.

Fred suggested that a meeting will be held of this group in the near future to discuss the way forward.

Lynda commented that the Tilehurst Globe were having a meeting on the subject of changes to bus routes and will update the steering group when she receives feedback.

### **Education – Working Group Update**

There was no update due to the absence of Joan and Julia.

### **Future Development Sites – Working Group Update**

Tony will distribute information on the research that has been undertaken already.

Lynda asked if the current development sites be included in this section. It was agreed that they can be shown on maps with their exact status noted.

Fred recommended that Greenfield sites should also be included in this group's research into future development sites. This recommendation was agreed.

### **Relationships – Working Group Update**

As discussed previously, contact has been made with Bryan Lyttle.

Reference was made in an email to the Stratfield Mortimer Neighbourhood Plan and the lessons to be learned from it. Peter will get in touch with his contacts to find out what the issue is with their Neighbourhood Plan submission and Kevin will look at the West Berkshire Council website for further information.

Peter reported that he had received some negative feedback from the Exeter St. James Neighbourhood Plan team as the local Council has, reportedly, gone against an agreement in the document to not include further student housing on the local football ground. It is believed that an appeal was launched but the outcome is now known. The team were apparently very dismayed and cautioned that agreements made are “not set in concrete”.

No communication has yet taken place with other external parties.

## **9. Communications - Update (Lynda)**

A short discussion took place about the setting up of a photography competition.

It was decided that it would be better to hold the completion in spring when the weather is better and the days longer.

Suggested that the judging be done by the Steering Group although it was also suggested that the public vote for the winner as our websites have the tools to vote/like photos online.

Lynda making all efforts to keep the websites up-to-date with updates re: meetings and other useful information.

It was agreed that Fred and Lynda should work together to determine the best way to present maps on our websites and in any documents.

It was suggested that statistics and map information be regularly added to the website.

Fred confirmed that Lynda now has full administration access to the websites.

## **10. Project Plan Update**

Peter asked why it had been agreed in the previous meeting to not use Microsoft Project for the Project Plan. It was explained to him that not everyone has access to the software and that the previously available free readers are no longer available.

Peter agreed to use the recommended Microsoft Excel software and it was agreed that he should be the master administrator of the plan to whom all updates should be addressed so that he can integrate them into the master plan

Fred and Peter to develop final template.

## **11. Budget Update**

Peter confirm earlier estimates that approximately £10,000 (£2,000 for this Financial Year and £8,000 for the next Financial Year) should be budgeted for after feedback from other Neighbourhood Plan groups

The largest item in other Neighbourhood Plan budgets appears to have been for consulting services and the feedback received suggested that the use of consultants should be kept to a minimum.

Kevin reported that Tilehurst Parish Council will allocate £4,000 in next year's budget, on the assumption, that we can obtain matched funding from other parties such as Greenham Common Trust.

Fred asked that it be clarified who is now working on the obtaining of funding and it was agreed that Peter be the person responsible and that he can call on the help of others as and when required.

## **12. Any other items**

Nigel offered to help if any groundwork or research is required. Offer gratefully accepted.

### Steering Group Members:

- Lynda Chater ([lynda.chater@tilehurstpcnp.org.uk](mailto:lynda.chater@tilehurstpcnp.org.uk))
- Peter Cross, Vice Chairperson ([peter.cross@tilehurstpcnp.org.uk](mailto:peter.cross@tilehurstpcnp.org.uk))
- Julia Gentle ([julia.gentle@tilehurstpcnp.org.uk](mailto:julia.gentle@tilehurstpcnp.org.uk))
- Joan Lawrie, Vice Chairperson ([joan.lawrie@tilehurstpcnp.org.uk](mailto:joan.lawrie@tilehurstpcnp.org.uk))
- Tony O'Connor ([tony.oconnor@tilehurstpcnp.org.uk](mailto:tony.oconnor@tilehurstpcnp.org.uk))
- Kevin Page, Chairperson ([kevin.page@tilehurstpcnp.org.uk](mailto:kevin.page@tilehurstpcnp.org.uk))
- Clive Taylor ([clive.taylor@tilehurstpcnp.org.uk](mailto:clive.taylor@tilehurstpcnp.org.uk))
- Fred Williams ([fred.williams@tilehurstpcnp.org.uk](mailto:fred.williams@tilehurstpcnp.org.uk))

Two openings still vacant.

### 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