

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

21/12/2016, 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:

Peter Cross
Iain Jones
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

Lynda Chater
Joan Lawrie
Tony O'Connor

5. Declarations of Interest

- Iain, a new member of the Steering Group, stated that he is the Chairperson of the Keep Tilehurst Green Group
- Clive stated that he is the Vice Chairperson of the Labour Party (West Reading) and is a member of the Save Pincent's Hill Group

6. Agree minutes of previous meeting

- The previous month's minutes were not available to review

7. Representations from members of the public

- There were no representations at this meeting

8. 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)

9. 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

No update.

Education – Working Group Update

No update.

Future Development Sites – Working Group Update

Iain to join this group.

Relationships – Working Group Update

A meeting with Stratfield & Mortimer Neighbourhood Plan team has taken place and a brief summary given. It would appear that the document fell short of the Inspector's requirements in the area of Landscape Assessments.

An informal meeting took place Bryan Lyttle and Laila Bassett, West Berkshire Council. The updates provided during the meeting were very useful and it was decided that we should address all of our information requirements through Laila who has been named as our contact person in Council.

It was also agreed that a draft Service Level Agreement (SLA) that was provided by Bryan Lyttle should be discussed with the Tilehurst Parish Council and agreed upon in January.

10. Communications - Update (Lynda)

No update.

11. Project Plan Update

No update.

12. Budget Update

Peter to upload, with Fred's assistance, to the private area of the Tilehurst Neighbourhood Plan website.

Peter informed that a request for funding to Greenham Common Trust met with a positive response with the current window closing in March 2017.

13. Any other items

Iain Jones, the latest recruit to the Steering Group, was introduced to the attendees.

Kevin invited all Steering Group members to complete their profiles and declare any interests so that they can be added to the website.

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)
- Iain Jones (iain.jones@tilehurstpcnp.org.uk)
- Joan Lawrie, Vice Chairperson (joan.lawrie@tilehurstpcnp.org.uk)
- Tony O'Connor (tony.oconnor@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)

One opening still vacant.

Working Groups

- **Education** - Joan Lawrie, Julia Gentle
- **Future Development Sites** – Tony O'Connor, Iain Jones
- **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

