

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

18/01/2017, 19:30, Cornwell Centre

1. Agenda

- Representation from members of the public
- Apologies for absence
- Declarations of Interest
- Agree minutes of previous meeting
- Matters arising from previous meeting minutes
- Review status of action items from previous meetings
- 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
Tony O'Connor
Kevin Page (Chairperson)
Fred Williams

Volunteers:

None present

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

Julia Gentle

Iain Jones
Joan Lawrie
Clive Taylor (Parish Councillor, Birch Copse Ward)

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- Kevin queried a reference to a “Rob” in item “12. Any other items” of the November minutes. Fred said the reference was incorrect and confirmed that the reference should have been “Nigel (Rowland)”
- Kevin noted that the December minutes should have included an request that all members of the Steering Group should, as homework, create a “Vision Statement”
- Kevin also noted, at this point but not related to any minutes, that Rob had spoken to him immediately prior to this meeting and informed him that he and Sue were no longer able to continue as volunteers due to other commitments.

7. Matters arising from previous meeting minutes

- The Service Level Agreement provided to the Steering Group during a meeting in December with Bryan Lyttle and Laila Bassett (both of West Berkshire Council) was approved by the Tilehurst Parish Council in their January meeting
- It was noted that copies of meeting minutes should be sent to Laila Bassett.

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. Discussion about “Vision Statement”

- Statements were received from Joan, Peter, Lynda and Clive
- Fred commented that Peter’s was a good start as it was based on many of the “Vision Statements” of other Neighbourhood Plans that can be found on the internet
- Kevin then invited everyone to look at a “Vision Statement” viewed from “another” direction i.e. not based on the current situation but from a date “ten years into the future” that looks back on what has been achieved as part of a Neighbourhood Plan
- A very lively and interesting discussion ensued
- It was agreed that once a “Vision Statement” has been agreed then a questionnaire will be sent to all residents focussing on the various points and directions that make up the vision

- The subject of using the App “Slack” for messaging was again raised during the discussion and will be revisited once a projector has been purchased and a demonstration of the software has taken place
- There was much reference to what the demographics of the Parish would look like in ten years and it was suggested that information on future demographics be obtained from West Berkshire Council
- Action on Kevin to collate and summarise the statements that he has received and the points raised during the discussion

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, Iain Jones
- 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

No update.

Relationships – Working Group Update

No update.

11. Communications - Update (Lynda)

No update.

12. Project Plan Update

No update.

13. Budget Update

No update.

14. Any other items

No items.

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

Meeting Schedule

- 15th February (Cornwell Center, 19:30)
- 15th March (**Calcot**, 19:30)
- 19th April (Cornwell Center, 19:30)
- 17th May (Cornwell Center, 19:30)
- 21st June (Cornwell Center, 19:30)
- 19th July (Cornwell Center, 19:30)
- 16th August (Cornwell Center, 19:30)
- 20th September (Cornwell Center, 19:30)
- 18th October (Cornwell Center, 19:30)
- 15th November (**Calcot**, 19:30)
- 20th December (Cornwell Center, 19:30)