

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

15/02/2017, 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
Tony O'Connor
Kevin Page (Chairperson)
Fred Williams

Volunteers:

None present

It was confirmed that the required number of Steering Group members were present.

3. Representation from members of the public

There were no representations.

4. Apologies for absence

Iain Jones

Clive Taylor (Parish Councillor, Birch Copse Ward)

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- The minutes were approved.

7. Matters arising from previous meeting minutes

- Kevin asked if copies of the previous two meetings had been sent to Laila Bassett, West Berkshire Council and it was noted that they have not yet been sent but will be shortly.

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”

- Fred has reviewed, and amended, Kevin’s summary of the various Vision Statements that had been received and copies were handed out to those present
- It was agreed that the reviewed Vision Statement reads very well and only requires a few alterations (the removal of repetition, tenses etc.)
- The “looking back” approach taken when writing the Vision Statement was deemed to be a success
- The revised Vision Statement was then discussed at length with several changes being suggested and it was agreed that Lynda should note these, take them away and update the summary
- It was suggested that each paragraph of the Vision Statement should point to a major strategy that will be addressed and included in the Neighbourhood Plan document
- Lynda will gather information about the “audience” of the various social media platforms being used (Facebook, Twitter etc.) so that a strategy can be decided upon for the distribution of the Vision Statement
- Kevin raised the point of when the Vision Statement should be distributed and whether it should be linked to our initial survey. A further discussion will take place once a final draft of the Vision Statement has been agreed.

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)

Lynda described the various “Apps” that can be used for a Photo Competition, the advantages and disadvantages of the various Social Media platforms as a platform for the competition, the different voting methods, the number of prizes, sponsors etc. It was suggested that Clive seek out sponsors for the prizes. Agreed that Lynda should be allowed to purchase the photo competition “App” for use on the website (\$29).

12. Project Plan Update

No update.

13. Budget Update

No update.

14. Any other items

None

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)