

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

19/06/2019, 19:30, Cornwell Center

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
- Communications

2. Present

Steering Group:

Lynda Chater
Peter Cross (Vice Chairperson)
Kevin Page (Chairperson)
Clive Taylor
Fred Williams

3. Representation from members of the public

Ray Clayton raised the point about creating a definitive right of way (PROW) between Stoneham's Farm and the Cornwell Centre.

In the previous meeting Iain Jones suggested using the Facebook Site or Leaflets to publicise this request.

Ray wanted to know if this issue would be included in the Neighbourhood Plan document and was informed that it had been agreed in the previous meeting that the document would include a section covering Public Footpaths. A question will also be included in the survey.

Ray said that he had been informed by the Definitive Map Officer at West Berkshire Council 10 people need to confirm that they have walked the path for over ten years.

It was agreed that Iain Jones said that he would look into whether there are other ways of achieving the designation of the requested public right of way (PROW).

4. Apologies for absence

Alan Wade

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- The minutes of the previous meeting in May 2019 were reviewed and accepted.

7. Matters arising from previous meeting minutes

- The question of the role of Iain Jones was raised. It was agreed that he should be asked whether he is willing to join the Steering Group.

8. Review status of action items from previous meetings

- None

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
- Education
- Future Development Sites
- Relationships

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.

Communications - Update (Lynda)

No update.

10. Project Plan Update

No update.

11. Budget Update

Peter informed the attendees that there is a requirement to transfer the Neighbourhood Plan bank account to that of the Tilehurst Parish Council and he will be discussing the mechanics of this transfer with Jacky. The reason for the change is related to the VAT status of the Neighbourhood Plan entity.

A Good Exchange audit will take place in August 2019. The Neighbourhood Plan bank account was set up originally set up as it was the only way to obtain funds from Greenham Common / The Good Exchange. They are aware of the need to transfer the banking of the Neighbourhood Plan to the Tilehurst Parish Council bank account.

12. Neighbourhood Plan Strategies / Objectives

No update.

13. Any other items

Review and discussions on the latest draft of the Neighbourhood Plan Survey document.

Liz Alexander had been invited to the meeting but had to make her apologies as she is on holiday. However, she did ask a colleague (Tom Lawrence-Bright) to review the draft survey that she had been sent.

The response from Tom was reviewed and it was agreed to review his comments alongside a copy of the draft survey.

The first, main point, made by Tom was to establish the connection of the person completing the survey had to Tilehurst Parish i.e. does the person filling in the survey live, work or study in Tilehurst Parish.

The current survey assumes that the survey is only for residents and is structured accordingly. Should a further survey could be created explicitly for Business and Students?

A long discussion took place regarding who the survey is to target and how should the questions be structured.

It was agreed that survey can only be completed by people who live, work or study within the boundaries of the Parish. Cover letters would have to be written for all three categories.

A "Magic Number" is to be provided with every "Cover Letter" in order to anonymise the survey data. The creation and validation of the "Magic Number" will be researched. The idea being that every household will receive one "Cover Letter" containing the "Magic Number" and one paper "Survey Form".

Each resident of the household (over 16 years of age) will be permitted to complete the survey (paper or online) and must use the "Magic Number" from the "Cover Letter" that they received.

This will allow the survey results to recognise that one or more residents had completed the survey for the household and handle the responses accordingly.

Discussion followed as to how to prevent the irregular use of a "Magic Number" and how to check when the returns are received. It was agreed that a general consistency check can be made based on the known number of qualifying residents living in a unique postcode.

Other Neighbourhood Plans do not appear to provide a "Magic Number". They simply require that someone over 16 years of age complete the survey on behalf of the household. This means that only one opinion is obtained. Using "Magic Numbers" mean that more than one person in the household can express their opinion.

It was agreed that the additional work in providing a "Magic Number" will be minimal and the number of opinions gathered could be greater.

Surveys will be distributed by external organisation so that there is no way that an address can be linked to a "Magic Number".

It was agreed that a new Question 1 in the survey would ask if the respondent lives, works or is a student in the parish.

Jacky informed Kevin that survey will be sent to 5,704 dwellings and it is expected that the number of responses would probably only be in the hundreds.

Jacky has details of a company used previously for distribution of leaflets etc. (Abracadabra).

Discussion as whether to use Tilehurst Directory but concern expressed about the fixed dates that are to be adhered to if using them to distribute.

Distribution becomes difficult for roads that exist in and out of the parish.

[illegible]

Question 4. Problem with how accurate the responses will be. If four people are resident and they all take complete the survey, but the data given by all respondents is different. How will the data be verified?

5. What is your current employment situation?
Select all that apply.

<input type="checkbox"/> Full Time work	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Retired
<input type="checkbox"/> Part time work	<input type="checkbox"/> Employed	<input type="checkbox"/> Look after the home/carer
<input type="checkbox"/> Temporary work	<input type="checkbox"/> Self employed	<input type="checkbox"/> Student
<input type="checkbox"/> Zero hours contract (or similar)	<input type="checkbox"/> Unable to work	<input type="checkbox"/> Prefer not to say

6. How long have you lived in the Tilehurst area?

☐ Less than 1 year

☐ 1-5 years

☐ 6-10 years

☐ 11-25 years

☐ > 25 years

7. What type of home does your household live in?

<input type="radio"/> Detached House	<input type="radio"/> Bungalow
<input type="radio"/> Semi-Detached House	<input type="radio"/> Mobile home
<input type="radio"/> Terraced House	<input type="radio"/> Flat/Apartment
<input type="radio"/> Other (please specify)	

8. Is this your main home?

☐ Yes ☐ No

9. Does your household own or rent this home?

<input type="radio"/> Owns Freehold (with or without mortgage)	<input type="radio"/> Rents privately
<input type="radio"/> Owns Leasehold (with or without mortgage)	<input type="radio"/> Rents from Housing Association
<input type="radio"/> Shared ownership	<input type="radio"/> Rents from Employer
<input type="radio"/> Other (please specify)	

10. How many bedrooms does your home have?

<input type="radio"/> Bedsit	<input type="radio"/> 3
<input type="radio"/> 1	<input type="radio"/> 4
<input type="radio"/> 2	<input type="radio"/> 5 or More

Housing Needs

Question 10. Move Question 10 to after Question 7? Agreed

11. Is any member of your household currently on the housing register (i.e. the waiting list for socially-rented housing)?

☐ Yes (go to the next question) ☐ No (skip to Q13)

12. If you answered "Yes" to Q11, how many years have they been on the register?
Skip this question if you answered "No" to Q11

☐ Less than 1 ☐ Between 2 and 3 years ☐ Between 4 and 5 years
☐ Between 1 and 2 years ☐ Between 3 and 4 years ☐ 5 years or more

13. Does any member of your household want or need to move out of the property?

☐ Yes, a member of the household currently wants or needs to move out
☐ No, but a member of the household may want or need to move out in the next 5 years
☐ No, it is unlikely that any member of the household may want or need to move out in the next 5 years
Skip to Q18 if you select this option

14. If a member of the household expects to want or need to move out in the next 5 years, please tell us why the current house is unsuitable.
Skip this question if nobody in the household expects to want or need to move out in the next 5 years.
Select all that apply.

☐ Too big ☐ Too difficult/costly to maintain ☐ Want/need to move for work reasons
☐ Too small ☐ Unsuitable for health/ mobility requirements ☐ Want/need to move to be closer to family
☐ Too expensive ☐ Want/need to live independently
☐ Other (please specify)

15. What type of property would be most suitable for the household member(s) planning or needing to move?
Skip this question if nobody expects to move out in the next 5 years.

☐ House ☐ Flat/apartment ☐ Extra Care housing
☐ Bungalow ☐ Sheltered/retirement housing
☐ Other (please specify)

16. If somebody is expecting to move in the next 5 years, how many bedrooms do you expect they will be looking for?
Skip this question if nobody expects to move out in the next 5 years.

☐ Bedsit ☐ 2 ☐ 4
☐ 1 ☐ 3 ☐ 5 or more

Should the above questions be changed from "household" view to the "personal" view i.e. "do you" format?

Should the form be split with a section for householders and section for individuals?

The dilemma is that it would be easier to phrase the questions if using the householder as the target and more difficult if opening up the questions to each individual in the household.

It was agreed that the “Householder” would be the focus of the survey but multiple individuals can complete their own survey allowing differing views to be expressed. The “Magic Number” will group the survey data to the “anonymous” household in a unique postcode. Care will have to be taken when “summing up” the survey answers to eliminate any duplication / double counting.

Question 13. Change “member” to “members” as there may be two members of the household who want to move out.

Question 14 & Question 15. Allow multiple ticks.

17. Would you require affordable housing to meet your housing need if you moved within the next 5 years ?

By affordable housing, we mean new housing that is priced at approx 20% below market value.

Skip this question if nobody expects to move out in the next 5 years

☐ Yes

☐ No

☐ Don't know

Planning Development in Tilehurst

18. Do you think that the area has improved or got worse over the past two years?

☐ The area has got better

☐ Uncertain

☐ The area has got worse

☐ Don't know

☐ The area has not changed much

If the area has improved or got worse, in what way?

19. Looking forward 10 years, what kind of place would you like Tilehurst to become?

20. What sort of new housing (if any) do you want to see built within Tilehurst Parish?

Select all that apply

☐ Starter homes (1-2 bedrooms)

☐ Special/sheltered housing (not elderly)

☐ Family homes (2-4 bedrooms)

☐ Residential Care

☐ Bungalows

☐ For rent/shared ownership

☐ Flat/apartments

☐ Affordable housing (20% below market rate)

☐ Housing for the elderly

☐ None

☐ Social Housing

☐ Other (please specify)

21. Would you prefer new housing to be for...

Select all that apply

☐ Purchase

☐ Rent

☐ Shared ownership

Question 19. Leave until general comments at the end of the survey?

22. What do you think the neighbourhood plan should do to ensure homes are more affordable?

Select as many as you wish

Allocate land for more:

- ☐ Social rented homes
- ☐ Starter homes
- ☐ Co-housing or co-op schemes
- ☐ Shared equity homes
- ☐ Self-build homes
- ☐ None of these

23. Are there any sites you think suitable for new housing development within Tilehurst Parish?

☐ Yes ☐ No

If Yes, please specify

24. Thinking about sustainable development in Tilehurst, where do you think priorities in house building should be?

Select all you would support

- ☐ Re-use of brownfield (i.e previously developed) sites
- ☐ Use of gardens/space between existing housing
- ☐ Nowhere
- ☐ Use of greenfield (undeveloped) sites
- ☐ Conversion of existing buildings
- ☐ Other (please specify)

25. What size of housing developments do you think would be most appropriate?

- ☐ Large developments (more than 50 houses)
- ☐ Medium developments (15-50 houses)
- ☐ Smaller developments (less than 15 houses)
- ☐ Individual homes
- ☐ None
- ☐ Other (please specify)

Question 22. Replace “None of these” with “Other” option. Capitalise neighbourhood plan!

Question 25. Remove “None”.

26. Are there any areas of land you think should be protected from development

Refer to the map provided with the survey and at <http://...>

Select all that apply.

- ☐ The "Area of Outstanding Natural Beauty" (AONB) ☐ Fields along Little Heath Road
- ☐ Public open spaces ☐ Calcot golf club
- ☐ Recreation Grounds ☐ Mark other areas on map and refer to them by letter here
- ☐ Pincents Hill
- ☐ Other (please specify)

27. How important is it that new development, including extensions, are sympathetic to the following?

	Unimportant	Somewhat important	Quite important	Very important	Extremely important
The height and size of surrounding buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The character and positioning of surrounding buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The design of surrounding buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The materials of surrounding buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hilly landscape and views across countryside	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Size of gardens allocated to buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Size of garages appropriate to modern cars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provision of sufficient off-road parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

Question 27. Include Historic Environment and Natural Environment? Agreed.

28. If new housing development takes place which of the following would you prefer it to be?
Select up to 5 options.

- | | |
|---|---|
| <input type="checkbox"/> Traditional building styles | <input type="checkbox"/> Small detached housing |
| <input type="checkbox"/> Innovative eco-friendly design | <input type="checkbox"/> Located next to existing buildings |
| <input type="checkbox"/> One-off exceptional design | <input type="checkbox"/> Social housing |
| <input type="checkbox"/> Large, executive style housing | <input type="checkbox"/> Housing for the elderly |
| <input type="checkbox"/> Small terraced housing | <input type="checkbox"/> Affordable housing |
| <input type="checkbox"/> Small semi-detached housing | |
| <input type="checkbox"/> Other (please specify) | |

29. What worries you most about further development?
Select up to 5.

- | | |
|--|---|
| <input type="checkbox"/> Impact on significant views | <input type="checkbox"/> Unsafe pedestrian routes |
| <input type="checkbox"/> Inadequate on-street parking | <input type="checkbox"/> Development not fitting with the current character of the area |
| <input type="checkbox"/> Loss of countryside | <input type="checkbox"/> Maintenance of local roads |
| <input type="checkbox"/> Increased traffic | <input type="checkbox"/> Access to public transport (buses) |
| <input type="checkbox"/> Impact on local medical and care facilities | <input type="checkbox"/> Loss of sense of community |
| <input type="checkbox"/> Lack of school/childcare places | <input type="checkbox"/> Increase in antisocial behavior and crime |
| <input type="checkbox"/> Other (please specify) | |

Tilehurst facilities and amenities

30. In your opinion, which of the following community facilities are most needed in the area?
Select up to 5.

- | | | |
|---|---|--|
| <input type="checkbox"/> Community Centres | <input type="checkbox"/> National Health Dentists | <input type="checkbox"/> Swimming pool |
| <input type="checkbox"/> Places of worship | <input type="checkbox"/> Open spaces | <input type="checkbox"/> Outdoor sports facilities |
| <input type="checkbox"/> Gym/indoor sports facilities | <input type="checkbox"/> Schools | <input type="checkbox"/> Youth clubs |
| <input type="checkbox"/> GP surgeries | <input type="checkbox"/> Library | <input type="checkbox"/> Children's Centres |

Question 28. Mixture of size and design related questions? Needs to be split out into two or more questions. Also, include **Question 27** into the mix. Individual questions for Size/Design/Category/Materials? Kevin will take a stab at rewriting.

31. How often do you (or your children) make use of the following facilities in Tilehurst Parish?

	Once a week or more	Once a month or more	Few times a year	Rarely/Never
Hildens Drive Play Area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calcot Recreation Ground	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cotswold Recreation Ground	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turnhams Farm Recreation Ground	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skate Park at Turnhams Farm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Calcot Centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Cornwell Centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turnhams Farm Hall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Area of Outstanding Natural Beauty (AONB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public footpaths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cotswold Sports Centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Business and the economy

32. Should the Neighbourhood Plan allocate land for any of the following business uses?
Select up to 5.

<input type="checkbox"/> Shops	<input type="checkbox"/> Light industrial units	<input type="checkbox"/> Banks
<input type="checkbox"/> Pubs/Restaurants	<input type="checkbox"/> Hotels	<input type="checkbox"/> Post Office
<input type="checkbox"/> Takeaway Food Shops	<input type="checkbox"/> Offices	<input type="checkbox"/> Creative industries
<input type="checkbox"/> Coffee shops/Tea rooms	<input type="checkbox"/> Care homes	<input type="checkbox"/> Veterinary Services
<input type="checkbox"/> Starter units	<input type="checkbox"/> Nursery	<input type="checkbox"/> Don't know
<input type="checkbox"/> Other (please specify)		

33. Do you currently own your own business(es)?

☐ Yes (Go to next question) ☐ No (Skip to "Getting Around")

Question 31. Remove word “facilities”. Include reference to map of Tilehurst Parish which Lynda has moved to www.tilehurstpcnp.org.uk/maps/survey1.html

Question 33. Follow with a question about the number of employees in the business.

Fred suggested that more time needs to be spent of the whole area of businesses with a view to what would be learned from receiving the survey data. Also consider using data that is already available (ONS). The survey should provide a more “perceptive” view of businesses in the parish.

34. From where do you operate your business(es)?

Skip this question if you answered "No" to Q33.

Select all that apply

- ☐ Home
- ☐ Other premises in the Neighbourhood Plan Area
- ☐ Other premises outside the Neighbourhood Plan Area

35. In your opinion, improving which of the following would be most important to the success of your business?

Skip this question if you answered "No" to Q33.

	Unimportant	Somewhat important	Quite important	Very important	Extremely important
Availability of permanent office premises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of locations for business meetings, short-term office use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to high-speed broadband	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Networking opportunities with other local businesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient Customer and/or employee parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good transport links	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Getting around

36. To what extent do you agree or disagree with the following statements regarding getting around:

	Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
The streets and public spaces in the area offer a safe environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Road safety for pedestrians and cyclists is a problem in the area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traffic congestion is a problem in the area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is adequate provision of footpaths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is adequate provision of bus routes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 36. Should have the option to add additional comments?

The environment and sustainable development

37. How strongly do you agree or disagree that the following measures are needed in Tilehurst?

	Strongly Disagree	Disagree	Neutral	Agree	Strongly agree
Protect trees and hedgerows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide allotments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Measures to improve air quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reduce traffic noise and vibration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protect wildlife sites (wooded areas, ponds etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protect existing open/green spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protect the Area of Outstanding Natural Beauty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

38. In your opinion, which of the following should be encouraged in new developments?

☐ Electric vehicle charging points ☐ Rainwater collection ☐ Renewable energy generation

☐ Green roofs ☐ Energy-efficient building construction ☐ Eco-friendly construction techniques

☐ Other (please specify)

Have we missed anything?

39. Please let us know if there is anything more you would like to tell us about development in Tilehurst. *If you want to clarify or expand on any of your previous answers, or if there is anything else you would like to add, please tell us here. You can also contact the steering group at <link>*

After the results have been analysed it was agreed that they should be summarised and made available to residents, online, events.

Discussion about how to inform the residents of the parish of matters related to the survey. Agreed that the Tilehurst Directory would be a good option. Discussion about testing/piloting the survey.

Discussion about Cover Letter and the tweaking of some of the content. “Less is More”. Use references to further information on 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)
- Joan Lawrie (joan.lawrie@tilehurstpcnp.org.uk)
- Kevin Page, Chairperson (kevin.page@tilehurstpcnp.org.uk)
- Clive Taylor (clive.taylor@tilehurstpcnp.org.uk)
- Alan Wade (alan.wade@tilehurstpcnp.org.uk)
- Fred Williams (fred.williams@tilehurstpcnp.org.uk)

Meeting Schedule

- The schedule of meetings is now available on the website