

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

15/03/2017, 19:30, Calcot

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 (Vice Chairperson)
Kevin Page (Chairperson)
Clive Taylor
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

Joan Lawrie

Tony O'Connor
Iain Jones

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 Fred said that this had not yet been done and it was agreed that a link to the area of our website where the minutes can be found be sent to Laila.

8. Review status of action items from previous meetings

- The status review of action items has not been undertaken recently
- It was agreed that the list of action items be recommenced once the "Vision Statement" has been finalised and the various working groups have held meetings and gathered relevant actions for inclusion in the list.

9. Discussion about "Vision Statement"

- It was agreed that Lynda's latest version, which was based on the feedback from other Steering Group meetings, was an improvement on previous versions particularly as it is shorter and reads well
- Peter suggested that we also agree on a short, one line, Vision Statement. Fred thought that the heading of the revised version of the Vision Statement could be used ... "A message from the future"
- It was agreed that the current version of the Vision Statement be accepted and steps taken to publicise it
- Kevin asked that members do some homework to link the Vision Statement to the yet to be determined strategies and directions recommended by the working groups
- It was agreed that no further work needs to be done on the Vision Statement whilst the homework described above is being worked on
- A discussion took place about the preparation of a public survey. From a timing perspective it was agreed that it is most likely to be ready in June as it is dependent on the publication of the Vision Statement and the strategies and direction that result from the homework

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)

Clive has sent out over 40 letters to local businesses (IKEA, Porsche etc.) requesting sponsorship for the Photo Competition but has met with either polite declines or no response.

The various alternatives or approaches to sponsorship were discussed and it was agreed that the simplest and least time consuming way of providing prizes for the competition would be to fund this through the Neighbourhood Plan budget.

A discussion took place about how competition should be organised (rules, subject categories, timing) and the budget required for the various prize categories.

Possible period for the competition could be May through to the end of June, requiring a draft press release by the next meeting (Clive agreed to prepare).

12. Project Plan Update

Peter has recently updated and it was agreed that he send a copy to Fred for uploading to the relevant area of the website.

13. Budget Update

The expenditure of a projector has been agreed by Tilehurst Parish Council and it is hoped that it will be available for the next meeting.

Peter stated that the budget spreadsheet is up-to-date and will be sent to Fred for uploading to the relevant area of the website.

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)