

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

19/04/2017, 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

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- Kevin noted that Fred has sent Laila Basset, West Berkshire Council, a link to the "monthly minutes" area of the website
- The minutes were approved.

7. Matters arising from previous meeting minutes

- It was noted the new projector has not yet been procured but that is was in the pipeline

8. Review status of action items from previous meetings

- The status review of action items has not been undertaken recently
- It was previously 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"

- A discussion took place regarding the "homework" that was set regarding individual comments. Apologies from Fred and Lynda who hadn't prepared their feedback in time for the meeting
- The "homework" is to be looked at again before the next meeting.

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 received only one response (Ikea) after sending over 40 letters to local businesses requesting sponsorship for the Photo Competition.

A discussion took place about the photo competition, particularly, the prizes for the various categories.

Possible period for the competition changed from May to June to June 1st – July 31st.

Actions: Clive to finalise draft of a press release for the photo competition, which, it was agreed, will include a photo prepared by Lynda. Lynda will also prepare a “matching” flyer.

12. Project Plan Update

Peter has updated the project plan which will be uploaded to the website by Fred.

13. Budget Update

Peter has received another email from “The Good Exchange” repeating what we already knew i.e. that we have not been successful in obtaining any funding. The email did, however, state that our request will be automatically be included in the next round in the Autumn.

Peter noted that “My Community” is in the final year of providing funding to Neighbourhood Plans. The Terms of conditions, which stretched to many, many pages, are quite onerous and bureaucratic.

For example, the conditions about when one can receive and spend funds as well as what they can be used on are very strict. They also recommend the taking out insurance cover (?).

Free technical support groups exist, but only for “Special Assessment Groups” however it would appear that we don’t qualify.

Lack of external funding is not an issue at the moment but thought needs to be given to the subject as we move into the “doing” stages later this year.

Peter suggested that Jenny Allen be contacted re: consulting recommendations and advice re: costs of consulting. Peter to follow up.

Peter to contact Ikea re: general sponsorship (related to Children / Housing etc.)

Fred to upload budget sheet.

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)