

# Tilehurst Parish Council - Neighbourhood Plan

## Meeting Minutes

17/05/2017, 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
- 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)  
Julia Gentle

#### Volunteers:

Carmelle Bell

### **3. Representation from members of the public**

There were no representations.

### **4. Apologies for absence**

Fred Williams  
Clive Taylor  
Tony O'Connor  
Joan Lawrie

Iain Jones

## **5. Declarations of Interest**

There were no declarations of interest.

## **6. Agree minutes of previous meeting**

- The minutes were reviewed using the newly acquired projector and were approved.

## **7. Matters arising from previous meeting minutes**

- There were no matters arising

## **8. Review status of action items from previous meetings**

- The status review of action items has not been undertaken recently

## **9. Discussion about “Vision Statement”**

- Kevin has spent time reviewing all input that he has received and has categorised the “How’s” as objectives and the “What’s” as visions
- A discussion took place about the revisions that Kevin has made to the Vision Statement
- It was agreed that the next step, after the creation of a Vision Statement and Objectives documents, is to start work on creating a survey
- It was noted, in passing, that Tony O’Connor has now stepped down from the Steering Group due to work commitments

## **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)**

A new volunteer, Carmelle Bell, was brought up to date with the progress and the status of the Tilehurst Neighbourhood Plan.

It was suggested by Carmelle that the Woodcote Neighbourhood Plan team be contacted regarding how they could generate community involvement.

Charmelle, who has Town Planning experience, was able to share her experience related to Neighbourhood Plans with those present.

A discussion took place on the status of the photo competition, with references to the competition on our website (using the projector to display the website).

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 with details of the Photo Competition.

## **13. Budget Update**

Peter has applied to Ikea for funding which he believes will be dealt with by someone at the Ikea Head Office. He mentioned in the application that matched funding, up to £5.000, could be obtained from “The Good Exchange” if Ikea contributed to the Neighbourhood Plan through them. A copy of the current budget has been sent to Ikea.

Peter stated that no further progress has been made with “The Good Exchange” primarily because they require evidence of costs that have been incurred and, to-date, none have been.

Peter has been unable to contact Jenny Allen re: costs of consulting.

Kevin suggested that Peter contact the Stratfield Mortimer Neighbourhood Plan team to find out who it was that they used.

Kevin said that the cost of the projector was being covered by Tilehurst Parish Council as they felt that they would also be able to use it for their business. They also agreed the transfer of £500 to the Tilehurst Neighbourhood Plan account to cover the £300 for Photo Competition prizes and any other incidental costs.

Following any approved withdrawals from the account it will be replenished by the Parish Council to ensure that the account always has a balance of £500.

**14. Any other items**

None

### Steering Group Members:

- Lynda Chater ([lynda.chater@tilehurstpcnp.org.uk](mailto:lynda.chater@tilehurstpcnp.org.uk))
- Peter Cross, Vice Chairperson ([peter.cross@tilehurstpcnp.org.uk](mailto:peter.cross@tilehurstpcnp.org.uk))
- Julia Gentle ([julia.gentle@tilehurstpcnp.org.uk](mailto:julia.gentle@tilehurstpcnp.org.uk))
- Iain Jones ([iain.jones@tilehurstpcnp.org.uk](mailto:iain.jones@tilehurstpcnp.org.uk))
- Joan Lawrie, Vice Chairperson ([joan.lawrie@tilehurstpcnp.org.uk](mailto:joan.lawrie@tilehurstpcnp.org.uk))
- Tony O'Connor ([tony.oconnor@tilehurstpcnp.org.uk](mailto:tony.oconnor@tilehurstpcnp.org.uk))
- Kevin Page, Chairperson ([kevin.page@tilehurstpcnp.org.uk](mailto:kevin.page@tilehurstpcnp.org.uk))
- Clive Taylor ([clive.taylor@tilehurstpcnp.org.uk](mailto:clive.taylor@tilehurstpcnp.org.uk))
- Fred Williams ([fred.williams@tilehurstpcnp.org.uk](mailto: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

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