

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

18/10/2017, 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 (Iain Jones)
 - Relationships (Kevin Page, Fred Williams)
- Communications

2. Present

Steering Group:

Lynda Chater
Julia Gentle (late arrival)
Kevin Page (Chairperson)
Clive Taylor
Fred Williams

3. Representation from members of the public

There were no representations.

4. Apologies for absence

Carmelle Bell
Peter Cross (Vice Chairperson)

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- The minutes of the previous meeting were not available but will be made available for the meeting in November for approval

7. Matters arising from previous meeting minutes

- None

8. Review status of action items from previous meetings

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

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 – Peter Cross, Clive Taylor, Fred Williams
- Education - Joan Lawrie, Julia Gentle
- Future Development Sites – 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

The planned meeting with West Berkshire Council took place on October 12th.

Fred presented the written minutes of the meeting that have been provided by Laila Bassett, Senior Planning Officer, West Berkshire Council supported by explanatory comments from both Fred and Kevin.

The meeting was also attended by Sinead O Donoghue, Planning Policy Team Leader, West Berkshire Council.

The meeting minutes will be made available to the members of the Steering Group together

with a memo provided by Laila Bassett on the details of the latest “Neighbourhood Planning Act”

Fred then illustrated on a large map where the sites that have been put forward following a request for sites at the start of 2017 are and a general discussion ensued.

Communications - Update (Lynda)

Thanks to Lynda the photo competition has been successfully concluded.

Lynda mentioned that it became clear from the entries submitted that many parishioners don't have an accurate knowledge of where the actual boundaries of the Parish are and it was suggested that a series of quizzes on the subject of our boundaries be put on our Facebook page.

10. Project Plan Update

No update

11. Budget Update

Kevin reported that the “My Community” funding application is proving to be quite difficult due to complicated processes and rules such as grants not being available for money already spent but only available immediately prior to spending with a detailed description of the details of the expenditure.

However, the Government has extended the period that the funding is available so we may be in a better position to apply next year (March onwards) when we will have a better idea of what external costs (consultancy etc.) we will need to incur.

West Berkshire Council, at our meeting with them, are prepared to provide assistance in a number of the areas that we would otherwise look to have provided by consultants.

Kevin has sent email to IKEA to keep them updated on our progress.

Kevin said that the Tilehurst Parish Council have had a budget meeting recently and have put the sum of £4,000 in next year's budget for the Neighbourhood Plan.

Clive queried whether this was sufficient as the assumption was that this amount would be “matched” by external funding that is proving difficult to obtain. Should we not request that the amount provided by the council be increased to £8,000 just in case external funding can't be obtained. Kevin to discuss with the Tilehurst Parish Council at their next budget meeting in December.

12. Neighbourhood Plan Strategies / Objectives

No update

13. Any other items

None

Steering Group Members:

- Carmelle Bell (carmelle.bell@tilehurstpcnp.org.uk)
- 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)
- Kevin Page, Chairperson (kevin.page@tilehurstpcnp.org.uk)
- Clive Taylor (clive.taylor@tilehurstpcnp.org.uk)
- Fred Williams (fred.williams@tilehurstpcnp.org.uk)

One opening vacant.

Working Groups

- **Education** - Joan Lawrie, Julia Gentle
- **Future Development Sites** – 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)