

# Tilehurst Parish Council - Neighbourhood Plan

## Meeting Minutes

15/11/2017, 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 (Iain Jones)
  - Relationships (Kevin Page, Fred Williams)
- Communications

### **2. Present**

#### Steering Group:

Lynda Chater  
Peter Cross (Vice Chairperson)  
Julia Gentle  
Clive Taylor  
Fred Williams

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

There were no representations.

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

Carmelle Bell  
Kevin Page (Chairperson)

### **5. Declarations of Interest**

There were no declarations of interest.

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

- The minutes of the previous meetings, September and October, were reviewed, in detail, by Fred and were approved. They are now available on the website.
- The minutes of the October meeting with West Berkshire Council were also discussed in detail.

## **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**

As noted in the “Previous Meeting Minutes” section a review of the October 12<sup>th</sup> meeting minutes that have been provided by Laila Bassett, Senior Planning Officer, West Berkshire Council took place.

### **Communications - Update (Lynda)**

Lynda updated the meeting with the progress of setting up a quiz to be placed on the website. Met with positive feedback and it was agreed that the format was good with 12 questions, each one on a separate page.

Lynda requested that members of the committee think about possible subjects for future quizzes.

It was agreed that having quizzes over the coming months would keep the momentum going whilst we are working in the background and awaiting further details from West Berkshire Council.

It was discussed whether information should be requested from the person completing the quiz. It was agreed that any information be “anonymous” and Fred suggested that it could be made it obligatory to enter a postcode as this would provide useful geographic reference data but would not identify the person taking part in the quiz.

If it is demonstrated that the quizzes prove to be popular and attract a lot of responses then we should consider whether the platform used (internet) could become the main platform for the more detailed surveys that will be necessary next year.

Lynda suggested that an “End of Year” update be added to the Facebook page.

### **10. Project Plan Update**

Peter reported that the plan is up-to-date but was unable to present at the meeting.

### **11. Budget Update**

Peter said that the budget spreadsheet was up-to-date and offered to make it available but it was suggested by Fred that it be made available after any modifications have been made following the next Parish Council budget meeting in December.

Peter asked if the Parish Council were providing the finance for the Photo competition.

Clive indicated that he believes that they are but wasn't able to attend the last budget meeting so couldn't be certain.

Peter reported that the “My Community” funding dates have been extended so we have more time to submit an application for funding.

It was agreed by those present that Peter should set up an a meeting will be arranged by Peter to meet the company that provided support to the Stratfield Mortimer Neighbourhood Plan team.

Fred noted that West Berkshire Council had, in our last meeting, offered support in various

areas which may minimise our need to have the same support supplied by an external consultancy, at a price.

## **12. Neighbourhood Plan Strategies / Objectives**

Homework for all members is to review the Vision Statement with a view to publishing it on the Facebook.

## **13. Any other items**

Clive asked if we should review the status of Steering Group members. Fred suggested that a review would be better when the workload starts to increase next year and workgroups are set up.

There is a Tilehurst Globe meeting taking place on December 13<sup>th</sup> in the Methodist Church Hall in Reading which could be of interest if anyone is available to attend.

### Steering Group Members:

- Carmelle Bell ([carmelle.bell@tilehurstpcnp.org.uk](mailto:carmelle.bell@tilehurstpcnp.org.uk))
- 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))
- 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 open 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

- ~~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)