

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

20/12/2017, 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
Peter Cross (Vice Chairperson)
Julia Gentle
Kevin Page (Chairperson)
Clive Taylor
Fred Williams

3. Representation from members of the public

Ray Clayton, who is particularly interested in local footpaths and has assisted in various local footpath projects for the community in the past and is also involved with the Tilehurst Globe.

4. Apologies for absence

Carmelle Bell

No apology for absence received from Iain Jones who will be contacted regarding his availability in the future.

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- The minutes of the previous meeting in November were reviewed and accepted
- Fred asked whether members of the Steering Group would like to be able to access the recordings of the meeting minutes and it was agreed that as they are only intended as an aid to the creation of the minutes that they it is not necessary to make the recordings available

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

Kevin updated the meeting on the visit to a recent Tilehurst Globe meeting that was attended by himself and Lynda.

Kevin updated the Tilehurst Globe attendees on the progress of the Neighbourhood Plan, received many questions and was asked if he could provide regular updates. It was noted that the Tilehurst Globe covers the part of Tilehurst that's in the area of Reading Borough Council and, as such, is not part of the Neighbourhood Plan but is, nevertheless, an interested neighbour.

Kevin and Peter recently attended a meeting with Liz Alexander who is a Planning Consultant at Bell Cornwell and was formally working for the Planning Department at West Berkshire Council and has knowledge of the Mortimer Neighbourhood Plan which was also supported by Bell Cornwell.

The meeting was very useful and Liz provided some welcome advice and insights into the next steps.

Kevin raised the matter of whether the Steering Group needs to look for other planning consultants as Liz Armstrong and Bell Cornwell have experience of working for/together with West Berkshire Council and the Stratfield Mortimer Neighbourhood Plan.

It was agreed that any decision be postponed until after we have received a proposal from Bell Cornwell.

Peter is to prompt Liz for feedback regarding the services that Bell Cornwell can provide.

Communications - Update (Lynda)

Some 450 entries were received for the Tilehurst Boundaries quiz. A very positive response.

Most of the entrants entered their postcodes which will be very useful in assessing the answers. Lynda will look into showing the results on a map and graph on the website.

The next communications activity will be the posting of a "End of Year" report on the website and Facebook Page.

This will be followed by another quiz, possibly featuring local footpaths.

A post featuring an Interactive Map has been added to the website.

Lynda has added a Privacy Policy to the website and is looking at any future requirements regarding the requirements of the Data Protection Act and GDPR. It appears that email communications with the community may be covered as the two products that are used, Mailchimp and Survey Monkey, are internationally compliant. However, Clive will investigate further and report back to the Steering Group.

Lynda suggested that we should contact those members of the community that have signed up with the website and update them on progress via email.

Kevin will finalise the “End of Year” report and Lynda will upload to the website and add a link to the Facebook Page.

Project Plan Update

Peter reported that there were no recent changes to the plan. It will be updated once an update has been received from West Berkshire Council with regards to the Local Plan.

10. Budget Update

Peter informed the meeting that the Keep Tilehurst Green (KTG) group still have £1,000 of public donations in their bank account and a discussion has taken place with a former member of West Berkshire Council who was of the opinion that there would be no issue with making these funds available to the Neighbourhood Plan as the end purpose is the same.

Tony O’Connor of the KTG group will be contacting it’s members with a view to obtaining authorisation to transfer the funds to the Neighbourhood Plan, using the services of the Good Exchange, as it is hoped that this might then result in the Greenham Common Trust matching this public funding.

Peter reported that Community Funding activities have been postponed until the next financial year as any funds received this financial year would have to be spent this financial year which is unlikely as we already have the Tilehurst Parish council budget amount of £4,000 available to us and have minimum expenditure planned.

Kevin updated the meeting on the recent Tilehurst Parish budget discussion meeting at which it was stated that the Parish Council will transfer the previously agreed budget of £4,000 to the Neighbourhood Plan bank account in the current Financial Year.

The Parish Council also agreed to transferring a further amount of £4,000 in the next Financial Year.

It was noted that the auditor of the Parish Council accounts has mentioned that the Neighbourhood Plan Steering Group have the same level budget management responsibility as the Parish Council and will have to maintain detail records of amounts spent.

Peter is to provide the Parish Council with the latest budget spreadsheet.

Fred asked if the Budget Update spreadsheet and Project Plan can be uploaded to the private are of the website and was advised that this has already been done (at the time of preparing these minutes the website only contains a six month old version).

Peter reported that the budget is up-to-date. Peter queried if one cheque for a Photo Competition prize of £50 has not been cashed and he was informed that the winner has not

yet come forward.

11. Neighbourhood Plan Strategies / Objectives

The Vision Statement has now been put through a couple of update iterations and it was decided that it would be good to publish a draft version at the same time as the “End of Year” report.

Fred suggested that the vision statement be changed to reflect that the vision should reflect the situation in 2026 (change of tense required). Kevin has undertaken to make the necessary changes and pass to Lynda to upload to the website and Facebook Page.

12. Any other items

Ray Clayton asked if the Neighbourhood Plan would attend the next Tilehurst Show. Kevin suggested that it be considered. Lynda will contact the Tilehurst Globe to get details.

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 open vacancy.

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

- The schedule of meetings is now available on the website