

# Tilehurst Parish Council - Neighbourhood Plan

## Meeting Minutes

21/02/2018, 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:

Carmelle Bell  
Peter Cross (Vice Chairperson)  
Julia Gentle  
Kevin Page (Chairperson)  
Fred Williams

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

Alison Baker

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

Clive Taylor

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

There were no declarations of interest.

**6. Agree minutes of previous meeting**

- The minutes of the previous meeting in January were reviewed and accepted.

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

- No matters arising from previous meeting

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

- Peter was to send a copy of the budget spreadsheet to Tilehurst Parish Council. Peter said that this has now been done

**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**

A general discussion took place about the subject of the need for Consultancy for the benefit of those present who were not fully informed of the subject.

Kevin has created a Request for Proposal (RFP) template based on the information received from Liz Alexander of Bell Cornwell and has passed a copy on to Peter.

Peter has contacted Peter Brett Associates but was informed that they were unable to provide a RFP due to a possible “conflict of interest”. It is not known what this conflict is but is accepted that they will not be providing a RFP.

Jenny Allen has been contacted but to date there has been no response.

Carmelle suggested contacting Aecom. They are a large company but would be able to support local projects. Peter will look into.

Orbis provided no response after three weeks after an online request by Peter.

Tendency was expressed that Bell Cornwell be selected as they are very aware of the local situation but it was felt that Aecom should be approached to show that due-diligence requirements have been met with regards to the procurement of Consultancy Services.

Kevin suggested that Liz Alexander of Bell Cornwell be taken up on her offer to meet the Steering Group at the next monthly meeting.

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

No update.

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

No update.

### **11. Budget Update**

Peter has spoken to Tony O'Connor regarding the funds that Keep Tilehurst Green have available and it has been agreed that the remaining amount of £1,100 can be transferred to the Tilehurst Neighbourhood Plan account.

It was decided that Keep Tilehurst Green will initiate the transfer late March and the transfer will take place using the services of The Good Exchange. The Greenham Trust would then match the donation.

Peter is also in contact with The Community regarding funding and hopes to complete a request by the end of March/early April. The timing being important to ensure that the funds don't have to be expensed before the end of the 2017-2018 Tax Year.

The amount of £4,000 that has been provided by the Tilehurst Parish Council is available should it be required.

**12. Neighbourhood Plan Strategies / Objectives**

No update.

**13. Any other items**

### 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 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