

Tilehurst Parish Council- Neighbourhood Plan

Meeting Notes

Wednesday 17 October 2018, Cornwell Centre.

Attendees

Steering Group:

Lynda Chater, Julia Gentle, Clive Taylor, Kevin Page (Chair)

Members of the Public:

1 (Ray Clayton)

Agenda

- Representation from members of the public
- Apologies for absence
- Declarations of interest
- Agree minutes of previous meeting(s)
- Matters arising from previous meeting minutes
- Budget, finance & fundraising update
- Communications update
- Review and agree change to Constitution regarding membership of the Steering Group (1)
- Agree membership of Steering Group in light of change to Constitution
- Decision on proposal for housing numbers to take to West Berkshire
- Status update on recent local planning news (2)
- Survey development: current status and plan of action
- Next steps/planning

Meeting Notes

Representation from members of the public

There was a discussion about recent planning applications, documented in the penultimate agenda item.

Apologies for absence

Peter Cross, Joan Lawrie, Fred Williams.

Declarations of interest

None

Agree minutes of previous meeting(s)

Informal meeting notes have been circulated to some members, but no minutes have been received to agree today.

Action

- Kevin to ask Fred to complete the missing meeting minutes for approval at our next meeting and to post these to the web site as soon as possible after approval. We also need to resume sending a link to the published minutes to West Berkshire Council every month.

Matters arising from previous meeting minutes

None – due to lack of meeting minutes

Budget, finance & fundraising update

The Parish Council is working on its budget for the next financial year, and is expected to include a similar amount to this year. We have sufficient funding and need to start making use of the available funds as defined in the project plan.

Communications update

Agreed we need to have a stream of interesting articles and calls to action on the web site and Facebook page (see below).

Add a call to action to the next news item: Join us! with a list of tasks still to do and skills we need.

(Post-meeting note- done already by Lynda. Thanks!)

We still have around 150 leaflets produced for the Globe event that were intentionally generic enough that we could still use them to raise awareness and, more specifically, get more people involved with the next phase of developing the Plan.

Actions:

- Kevin to ask for leaflets to be posted on the Parish Council noticeboards and in the Parish Council office.
- Lynda and Clive to coordinate delivering leaflets to houses in the roads closest to the most recent planning applications for large developments.
- Lynda to look into buying dispensers so we can ask local shops, library, doctors surgeries etc to distribute more copies.
- All: assess take-up and response to initial leafleting and decide whether to print more.

Review and agree change to Constitution regarding membership of the Steering Group

Changes proposed by Kevin to bring constitution into line with Parish Council on membership were agreed.

Action

- Kevin to send updated version with highlights removed to Lynda for posting on the web site

Agree membership of Steering Group in light of change to Constitution

Actions:

- Kevin to contact Joan to see what role she feels able to play going forward
- Lynda to post update constitution to site, and update the published list of Steering Group Members
 - Kevin Page (Chair)
 - Peter Cross (Vice Chair and Treasurer)
 - Lynda Chase
 - Julia Gentle
 - Joan Lawrie (To Be Confirmed)
 - Clive Taylor
 - Fred Williams
 - 3 Vacancies (4 if Joan is no longer available)

Decision on proposal for housing numbers to take to West Berkshire

Agreed to postpone a decision on this until Peter and Fred return.

Status update on recent local planning news

A lengthy discussion about the latest local planning news.

We received a good number of comments from residents who attended the recent open days set up by developers. These have a different perspective to the summaries we have seen from developers.

Action Kevin to summarise and comment on resident feedback, to be posted on website and Facebook page.

(Post-meeting note- thanks to Lynda for doing this so quickly! <https://tilehurstpcnp.org.uk/your-responses-to-development-in-tilehurst>)

Concerns were raised about pedestrian safety, protection of woodland and sustainability of the proposed nursing home, and a suggestion that the Neighbourhood Plan should make specific recommendations about footpaths and pedestrian safety.

Survey development: current status and plan of action

We will use the Stratfield Mortimer survey as our starting point.

We will endeavour to keep the survey as short as possible to maximise response rates, whilst at the same time being comprehensive enough to give us actionable data.

We'll need to build publicity to encourage participation. One option is to ask for an article in the Tilehurst Directory

We will encourage online completion of the survey: easier to complete and much easier to analyse results, but provide a mechanism for people with no internet access to request a paper copy.

The survey is here: http://www.mortimer-ndp.org.uk/assets/Questionnaire/Questionnaire_Vfinal_with_watermark.pdf

Results are here: <http://www.mortimer-ndp.org.uk/assets/Questionnaire/Results.pdf>

Actions

- All to review and propose modifications to the Stratfield Mortimer survey (preferable in a Slack discussion rather than email)
- Kevin to set up a small working group and organise working meetings to speed up progress developing the survey (post-meeting note: these meetings are likely to be online rather than in person)
- Lynda to find out how many sheets of paper can be in a Post Office "standard letter" so we can get an idea of the maximum size survey
- Lynda(?) to find out the publishing deadlines of the Tilehurst Directory so we can target our publicity.

Next Steps/Planning

We need to be making more progress between meetings. One way will be to have more online discussion. Kevin proposed giving Slack one more try.

It was noted that this was the last meeting on the calendar.

Actions

- Kevin to invite all members of the Steering Group back to the Slack group
- Everyone to sign in to Slack and make sure they know how to contribute to discussions
- Kevin to book the hall (Cornwell Centre) for our November meeting and into next year, on the third Wednesday of each month as usual.