

# Tilehurst Parish Council- Neighbourhood Plan

Meeting Notes

Wednesday 21 November 2018, Cornwell Centre.

## Attendees

Steering Group:

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

Members of the Public:

None

Bell Cornwell:

Liz Alexander

## Agenda

*7:30 - 8:00pm*

- 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
- Status update on recent local planning news

*8:00 - 9:00pm- Joined by Liz Alexander (Bell Cornwell)*

- Decision on proposal for housing numbers to take to West Berkshire
- Survey development: current status and plan of action
- Next steps/project planning

## Meeting Notes

Representation from members of the public

None received

Apologies for absence

Joan Lawrie, Fred Williams.

Lynda noted that she will not be able to attend the December meeting.

Declarations of interest

None

Agree minutes of previous meeting(s)

- Agreed

Matters arising from previous meeting minutes

Clive will drop the remaining leaflets in to the Parish Council office for posting on notice boards.

Lynda has researched the questions raised at the last meeting with the following answers:

- Additional leaflets may be purchased online starting at £22.95 for 200
- Dispensers for distributing leaflets in shops etc. may be purchased for £13 for 10
- The deadline for the next Tilehurst Directory (Jan/Feb) is 12 December, Lynda is expecting to hear future deadlines so we can time our survey communications
- The maximum number of sheets of folded A4 paper in a C5 standard letter is 12. We should aim to keep our survey well under this limit!

Clive has distributed all but a handful of the 150 or so leaflets left over from the Globe event, in the following roads (Clive has more details if we need them in future)

- Farm Drive (and roads off)
- Starlings Drive (bottom part)
- Highview (section leading to Calcot Centre)
- Roads opposite Stonehams development

We should use thicker paper for future leaflets to make distribution more efficient.

Kevin contacted Joan regarding membership of the Steering Group. (Post-meeting note: Joan will continue to be a member of the steering group, and has bowed out of her vice-chair role).

#### Action

- Lynda to order 500 leaflets on thicker paper
- Before next meeting we'll define where to distribute.
- Update the web site with latest steering group membership/roles if necessary

#### Budget, finance & fundraising update

Within 3 months of the 16 January deadline (i.e. 16 April) Peter will need to submit a "monitoring and evaluation" report to the Good Exchange – this is to keep them informed how we are spending the funding we have received.

We need to have spent £5000 by March 2019

#### Action

- Peter to work with Clive and Jacky to determine the most cost-effective way of making payments so that we can show how the funding is being used whilst keeping in line with legal requirements for the Parish Council.

#### Communications update

Lynda reminded us of the need to share the Neighbourhood Plan Facebook page posts

#### Action

- All: share facebook page posts

#### Status update on recent local planning news

Alok Sharma MP has sent a survey to local residents regarding the proposed development at Pincents Hill. We have not seen any results

There are rumours of plans to develop on Calcot golf course

#### Action

- Kevin to contact residents who have raised the issue and bring their concerns to the Parish Council

Liz Alexander of Bell Cornwell arrived at this point and participated in the following agenda items

## Decision on proposal for housing numbers to take to West Berkshire

Continuing discussion from previous meetings on starting negotiation with West Berkshire to determine a housing number.

Received advice from Liz Alexander on possible strategies, and guidance on interpreting the July 2018 NPPF.

Decided to use the survey as means to gather evidence for housing number needs and as a request for sites prior to meeting with West Berkshire.

### Action

- Liz to provide links to [AECOM](#) resources for site assessment
- All: review latest consultation on local plan at West Berkshire web site

### Survey development

A wide ranging discussion, with a lot of good advice from Liz Alexander on good survey design principles and best practices.

- Avoid too many text boxes (ideally just have one “tell us more” at the end)
- Do a test run of the survey before distributing widely
- Distribute survey as paper copy, even though we want to encourage online participation- people like to have a reference copy to prepare for entering their feedback. We’ll need a mechanism for entering survey data submitted as paper copy
- Keep the survey short and the questions succinct
- Avoid leading questions
- Always be thinking “how will we use the data from this question?”. Don’t ask questions unless we have a clear need for the data and we can’t get it from elsewhere (e.g ONS statistics)
- Consider splitting the survey into multiple shorter surveys.
  - Shorter surveys tend to have higher response rates
  - Allows us to show progress and report back what we have heard
  - This will also build engagement up to the referendum.
  - For example
    - Survey 1: Feedback on direction, request sites, assess housing needs
    - Survey 2: Feedback on more emerging policies and projects

Agreed we should ask locally specific questions about attitudes to the AONB and setting of the Neighbourhood area.

Liz shared the survey used in Wendover. We agreed this is a good model, in addition to the Stratfield Mortimer survey and we’ll “borrow” from this survey too.

Our goal is to have a draft of the first survey ready for Liz to review by our December meeting and to be distributing it Q1 2019.

### Actions

- Kevin to merge the Stratfield Mortimer and Wendover survey topics and post to Slack for collaborative editing
- Kevin to set up working group meetings before the scheduled December meeting
- All – contribute to developing the survey at working meetings and online via Slack

## Next Steps/Planning

Liz shared the project plan being used in Hurst. This looks a good model. Peter will see how it can be combined with the existing project plan. Agreed we need more detailed deliverables and milestones beyond next steps.

The concept of “Topic Papers” being developed by the Hurst group look worth investigating further- a good way for the workgroups to structure their investigations and conclusions. We will consider something similar when we get to this stage of our planning.

### *Actions*

- Liz to send “anonymised” version of Hurst project plan
- Peter to add more detail to our plan, using Hurst plan as a guide where appropriate
- Liz to send example Topic Papers