

**Minutes of Tilehurst Neighbourhood Plan Steering Group Meeting held 16 January 2019
at the Cornwell Centre, Tilehurst**

1. **Present:** Kevin Page, Lynda Chater, Clive Taylor, Alan Wade, Julia Gentle, David Riley
2. **Representations from members of the public :** David Riley was welcomed to his first meeting
3. **Apologies** – Fred Williams, Peter Cross, Joan Lawrie
4. **Declarations of Interest:** None declared
5. **Agree Minutes of Previous meeting -**

Minutes of the December meeting had yet to be distributed.

6. Matters Arising from the previous minutes

None as minutes not yet available but Lynda asked if her input regarding the wild life survey data had been considered. Clive advised that he believed this had been briefly discussed at the December meeting. It was agreed at this, the January meeting, that we should purchase the full data report. Lynda to progress and to discuss with Jacky the best way of administering payment.

7. Budget, Finance and Fundraising update –

Peter was away but Kevin advised the Peter was continuing to pursue ways of ensuring we met expenditure deadlines by for example [pre-paying for postage. In connection with this he had explored possible post code mailshots but this appeared to have some drawbacks regarding cost and accurately targeting Parish addresses only.

8. Communications Update

Flyer Distribution: Alan, Peter and Clive had all reported almost complete distribution of what were believed to have been 750 flyers. The following roads/areas had now received flyers : Farm Drive and all roads off

High View (west of Royal Avenue)

All roads on the Birds Estate (over 400 properties)

Vicarage Wood Way and all roads off

Dark Lane and roads off South of Dark Lane (Knoll, Highworth) and Tilling (off north of Dark Lane

Long Lane and all roads off between Vicarage Wood Way and Knowsley Road

Little Heath Road between Sulham Hill and the Birchwoods

Clive had approx. 70 flyers remaining and would use these in City Road and roads off near the Little Heath Road junction.

It was agreed this was probably sufficient distribution for now as Alan had made contact with several other residents during the flyering who may start to attend meetings.

Kevin mentioned the need to provide an updated progress report on our web site. It was agreed this should be delayed for now until we had a clearer plan of our way forward.

9. Status on recent local planning news –

It was noted that a planning application was understood to have been submitted for Pincents Hill. There had also been an application for 250 houses plus a pub/restaurant off Dorking Way in Holybrook Parish which was on the border with our Parish. A drop in session to view the developers plans had been arranged for 23rd Jan which Clive would try to attend. And as previously noted there was the possibility of a development at Calcot Golf Course.

10. Survey Development –

Peter, Alan and Clive had submitted some written comments

It was agreed that Kevin would update the survey document with changes agreed at the meeting and taking into account the submitted written comments, with a view to reviewing the document again on a conference call.. Kevin to confirm the date/time by email and check on Fred's availability as thought important to have Fred's involvement.

It was agreed that we should aim for only one survey.

It was agreed that the questionnaire should be worded for individual completion (not just one response per household)

It was agreed to further consider requesting respondent addresses, ensuring GDPR compliance but this need might change depending on final structure of the survey

Agreed some sections would benefit from a wider range of responses (4 options eg strongly agree, agree, disagree, strongly disagree rather than agree, disagree, no opinion)

Agreed that the section on future housing requirements should be expanded.

These minutes do not include all the changes agreed as these were separately noted by Kevin for inclusion in the next draft.

11. Other business – Proposed School Project

Earlier in the meeting Alan presented a draft letter he proposed be sent to the Head of Denefield School suggesting a school project aimed at obtaining the views of students on how they would like to see Tilehurst Parish in the future. If this went ahead the input could be used/analysed in parallel with the survey results. It was agreed that this should be placed on the agenda for the next meeting and that if we did proceed we should also seek to involve Little Heath School as well.

12. Next meeting –

Wednesday 20th February 7.30pm at the Cornwell Centre.