

**Minutes of Tilehurst Neighbourhood Plan Steering Group Meeting held 17 April 2019
at the Cornwell Centre Tilehurst**

1.Present: Clive Taylor, Alan Wade, Peter Cross, Kevin Page, Lynda Chater, Julia Gentle

2.Representations from members of the public : None

3.Apologies –None received – Clive and Kevin reported that a Parish resident, Jean Cockling had contacted the group in response to our recent flyer. Clive had spoken to Jean and invited her to attend a steering group meeting. Clive had intended to provide Jean with a hard copy of meeting documents but was unable to do so as his printer had broken.

4.Declarations of Interest: None declared

5. Minutes of previous meeting held on 20 February 2019 were agreed as a true record

6. Matters Arising from minutes of previous meeting

6.1 Schools Project – Letters had been sent to Little Heath and Denefield schools but no response had been received after several weeks. Kevin agreed to send an email reminder to the two schools

6.2 Clive updated the committee on the outcome of nominations for the new Parish Council to take office in May 2019. Only 6 councillors had been nominated leaving a large shortfall and a situation where all councillors would have to attend every council meeting in order for meetings to be quorate. New councillors for co-option from May were urgently required. Anyone interested should contact Kevin, Clive or Jacky, the Parish Clerk.

7. Budget, Finance & fundraising update

Peter reported that the My Community grant report had been submitted on time and that our funding had been carried over as expected. A similar report for the Good Exchange funding was due to be submitted soon. Peter also reported on a meeting held with Jacky where it had emerged that the Parish Council's accountant had advised that the steering group could not avoid payment of VAT. Peter would be discussing this further with Jacky.

8. Communications Update

Lynda reported she had experienced some issues in putting the wild life data we had purchased on-line due to copyright, but had found a way around this avoiding copyright infringement.

9. Survey Development

Kevin reported that he had updated "Survey Monkey" with the changes agreed at the last meeting but had not addressed the missing sections. The meeting therefore agreed to focus attention on resolving the missing sections.

9.1 The following points relate to the AECOM My Community Social Survey tool kit document and the

- 9.1.1 Need to add question(s) under heading of “Community Improvement/Deterioration “ (has your area got better/worse?)”
- 9.1.2 Agree to omit Q9 –Level of involvement in Public consultations
- 9.1.3 Agreed to omit Q10 – Type of involvement
- 9.1.4 Agreed to consider adding optional Question 1 regarding asking what should the neighbourhood plan do to ensure more affordable homes
- 9.1.5 Agreed we needed to cover optional question 2 on “Economic/Retail/Industrial uses but excluding factories and manufacturing units, adding hotels and combining if appropriate with our existing list.
- 9.1.6 Agreed to include recommended question under Optional Question 3 Public Realm (public safety)
- 9.1.7 Agreed to include recommended question under Optional Question 4 Road safety plus the follow up question
- 9.1.8 Agreed to include recommended question under Optional Question 5 Traffic Issues plus follow-up question
- 9.1.9 Agree Optional question 6 Green Infrastructure was covered by our existing questions
- 9.1.10 Agreed Optional Question 7 Pollution issues was already covered by our existing questions
- 9.1.11 Agreed Optional Question 8 Routes, Permeability, Desire Lines could be incorporated into a question on footpaths in the Parish
- 9.1.12 Agreed Optional Question 9 Community Infrastructure & Services was covered by our existing questions
- 9.1.13 Agreed Optional Question 10 Social Projects was covered by our existing question but that we should consider grouping our list of “projects” into several categories such as Shops, Business, Youth Services, Health etc . Kevin agreed to look into how we could better present our question and obtain preferences from those completing the survey.
- 9.1.14 Agreed an additional question or questions should be added regarding bus services focussed on satisfaction or otherwise with exiting bus routes. Bus routes noted as running through or near the parish were 15,16,17,26 and 33. Possible question on bus routes from the Parish to Tilehurst Railway Station and facilities at that station were discussed.
- 9.1.15 Agreed we needed questions relating to environmental issues, eg the need for sustainable development and charging points for electric cars
- 9.1.16 Agreed we should include a “catch all” question along the lines of “Is there anything else you would like to tell us ?” at the end of the survey
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- 9.2 The need for a Project Plan around the survey project was discussed and Kevin suggested setting up a TRELLO plan. Kevin would progress this
- ACTION Kevin
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- 9.3 Peter undertook to look into printing costs/timescales and delivery options for the survey

- ACTION: Peter
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- 9.4 Kevin would update Survey Monkey with the changes above under 9.1 with a view to holding a conference call in approx. 2 weeks to review progress.
- ACTION : Kevin
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10 Next Meeting: Wednesday 15th May, 7.30pm at the Cornwell Centre

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