

**Minutes of Tilehurst Neighbourhood Plan Steering Group Meeting held 15 May 2019
at the Cornwell Centre Tilehurst**

1.Present: Clive Taylor, Alan Wade, Kevin Page, Fred Williams, Ray Clayton, Iain Jones

2.Representations from members of the public :

2.1 Ray Clayton asked if the steering group could assist in establishing a public right of way for the path running between the Cornwell Centre to Blackthorn Close. To do this he needed to find 20 people who had regularly used the path over 20 years. After discussion it was agreed that Ray should share the details with Iain Jones and Kevin who would publicise the need for people to come forward on the Keep Tilehurst Green and the Neighbourhood plan web sites. It was further agreed to note that the final Neighbourhood plan should include a section on Parish footpaths and that Ray should be consulted on its content. **ACTION: Ray, Iain and Kevin**

3.Apologies –received from Peter Cross and Lynda Chater

4.Declarations of Interest: None declared

5. Minutes of previous meeting held on 17 April 2019 were agreed as a true record

6. Matters Arising from minutes of previous meeting

6.1 Schools Project –Still no response from either school. Kevin would either send the schools a follow-up email or phone them. **ACTION : Kevin**

6.2 Fred asked whether the minutes of recent meetings had been made available or accessible to West Berks Council. Clive explained that he had taken the minutes during Fred's absence but had just distributed them by email to Steering Committee members. Kevin /Fred to ensure previous minutes are correctly "filed" online from where West Berks can access them.

ACTION Kevin/Fred

7. Budget, Finance & fundraising update

Peter not present but Kevin reported that he would be further discussing resolution to the payment of VAT issue with Peter before the next meeting. **ACTION: Kevin and Peter**

8. Communications Update

Lynda not present. No Update

9. Survey Development

9.1 Kevin reported that due to confusion over the date of the May meeting he had yet to update the survey with the changes agreed at the last meeting but that he would do so over the coming week.

ACTION : Kevin

9.2 Reference was made to Peters email concerning his contact with the Tilehurst Directory and their quote to carry out the survey hard copy distribution. It was agreed that the Tilehurst Directory proposal seemed reasonable. Clive suggested that to reduce the risk of surveys being distributed to houses not in the Parish we could exclude those roads which had houses both inside and outside the Parish and distribute those ourselves. Clive was prepared to do this. **ACTION : Clive**

9.3 Kevin presented and explained the Trello project plan which was based largely on the plan activities and dates distributed by Alan to committee members since the last meeting. At present this plan was focussed on the survey activities and would need to be expanded to cover activities through to completion of the final neighbourhood plan and public referendum.

9.4 Key activities for the coming month or so were discussed and broadly agreed as follows : -

.....Kevin to update the “survey monkey “ survey document

Kevin to arrange conference call of the Steering Committee to discuss/review

.....Survey to be sent to Liz Alexander for advice and invitation to attend our next
.....monthly meeting

.....Finalise the survey and arrange pilot/trial survey

10. Any other business

10.1 Iain asked for an update on housing developments in the Parish and any sites identified for potential development. A general discussion followed covering Stonehams Farm, Pincents Hill, Pincents Manor and other sites known to have been put forward for potential development.

10.2 Iain asked how the actual Neighbourhood Plan document was progressing. Kevin provided an update explaining that a Vision and high level sections had been drafted and that Fred had drafted some more detailed sections. It was unclear whether the Vision was accessible on the web site and Kevin undertook to check this. **ACTION : Kevin**

11. Next Meeting: Wednesday 19th June, 7.30pm at the Cornwell Centre