

Tilehurst Parish Council - Neighbourhood Plan

Meeting Minutes

17/07/2019, 19:30, Cornwell Center

1. Agenda

- Representation from members of the public
- Apologies for absence
- Declarations of Interest
- Agree minutes of previous meeting
- Matters arising from previous meeting minutes
- Review status of action items from previous meetings
- Project Plan update
- Budget update
- Communications

2. Present

Steering Group:

Lynda Chater
Kevin Page (Chairperson)
Clive Taylor
Alan Wade
Fred Williams

3. Representation from members of the public

Ray Clayton has had further discussion(s) with the Definitive Map Officer at West Berkshire Council and is building a case for the creation of a definitive right of way (PROW) between Stoneham's Farm and the Cornwell Centre.

4. Apologies for absence

Peter Cross (Vice-Chairperson)

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- The minutes of the previous meeting in June 2019 were reviewed and accepted.

7. Matters arising from previous meeting minutes

- It was noted by Clive Taylor that the minutes still included a whole section for the Working Groups' and it was agreed that the section could be taken out for the moment until the need arises when writing the detailed plan

8. Review status of action items from previous meetings

- None

9. Project Plan Update

No update.

10. Budget Update

None

11. Any other items

The Steering Group email account received an email from Sinead O Donoghue regarding the publication of the Housing and Economic Lane Availability Assessment (HELAA) Report. Fred Williams is to send a copy of the email to all Steering Group members.

The next discussion revolved around the survey and Kevin Page informed those present that he has made the changes discussed at the last meeting but was unable to display the survey on the screen as the PC/Projector didn't work.

A detailed discussion took place about the different formats that could be used, depending on the target audience, for the Cover Letter and Survey.

Cover Sheet/Letter to be ready by the beginning of August (Kevin).

Flyer to be ready by late August (Clive Taylor).

Survey to be ready by early September (publicise on website).

Trial surveys to be conducted in September with 10-20 participants (Steering Group members and other residents).

It is planned that the survey will be distributed, with Cover Letter October 1st.

It was confirmed that the Cover Letter will include the "Magic Number".

The existence of a detailed address list for residents in the parish arose. Jacky Major will be asked. A subset of the address list will be required for the company

distributing the survey.

It was agreed that the survey would only target “residents” and not businesses or school pupils.

Steering Group Members:

- Lynda Chater (lynda.chater@tilehurstpcnp.org.uk)
- Peter Cross, Vice Chairperson (peter.cross@tilehurstpcnp.org.uk)
- Julia Gentle (julia.gentle@tilehurstpcnp.org.uk)
- Joan Lawrie (joan.lawrie@tilehurstpcnp.org.uk)
- Kevin Page, Chairperson (kevin.page@tilehurstpcnp.org.uk)
- Clive Taylor (clive.taylor@tilehurstpcnp.org.uk)
- Alan Wade (alan.wade@tilehurstpcnp.org.uk)
- Fred Williams (fred.williams@tilehurstpcnp.org.uk)

Meeting Schedule

- The schedule of meetings is now available on the website