

# Tilehurst Parish Council - Neighbourhood Plan

## Meeting Minutes

16/10/2019, 19:30, Cornwell Centre

### **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
- Other Items

### **2. Present**

#### Steering Group:

Lynda Chater  
Peter Cross (Vice-Chairperson)  
Julia Gentle  
Kevin Page (Chairperson)  
Clive Taylor  
Alan Wade  
Fred Williams

### **3. Representation from members of the public**

Ray Clayton

### **4. Apologies for absence**

None

### **5. Declarations of Interest**

There were no declarations of interest.

### **6. Agree minutes of previous meeting**

- The minutes of the previous meeting in July 2019 were not available for review and will be presented at the next meeting for approval.

#### **7. Matters arising from previous meeting minutes**

- Alan Wade raised the question of the “missing” September 2019 meeting with West Berkshire Council and he was given a brief update by Kevin Page, who agreed to request an update from Laila Bassett, West Berkshire Council.

#### **8. Review status of action items from previous meetings**

- None

#### **9. Project Plan Update**

No update.

#### **10. Budget Update**

Peter Cross and Jacky Major are very close to completing the transfer of the Neighbourhood Plan bank account to the Tilehurst Parish Council bank account.

Kevin Page informed those present that the Tilehurst Parish Council had discussed their next budget for next year and it is likely that the budget for the Tilehurst Neighbourhood Plan would be the same as the previous year.

Peter Cross detailed the latest Survey printing and delivery costs.

#### **11. Communication**

No update

#### **12. Any other items**

A detailed discussion took place about the proposed Residents Survey.

It was agreed that the Survey was now ready to go to the printers. A proof copy of the Survey will be returned for approval, in approximately two weeks. The proof copy will then be reviewed and approved by the Steering Group after a further “online Zoom meeting”.

It has been agreed that the delivery of the Surveys will use the expedited service of Abracadabra (“Solus”).

Kevin Page presented a draft press release which was discussed and approved after changes.

It was agreed that Public Workshops will be held to discuss the results of the Survey.

The wording and the logo to be used on the envelopes containing the Survey will be prepared by Lynda Chater as it needs to be clear to the recipients that the letter is a "Residents Survey" from the Tilehurst Parish council and is not spam mail.

Lynda Chater will update the website, Facebook and Twitter on the progress to date and will send a newsletter to all online subscribers.

### **13. Steering Group Members:**

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

### **Meeting Schedule**

- The schedule of meetings is now available on the website