

Tilehurst Parish Council - Neighbourhood Plan Steering Group

Meeting Minutes

18/12/2019, 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 meeting
- Budget and Finance update
- Survey status update

2. Present

Steering Group:

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

Members of the public:

Ray Clayton

3. Representation from members of the public

- No new issues were raised. Ray volunteered to contribute to the work of the steering group where he is able.

4. Apologies for absence

Fred Williams

5. Declarations of Interest

- There were no declarations of interest.

6. Agree minutes of previous meeting

- The minutes of the October meeting were agreed.
- The November meeting was not quorate so no formal meeting minutes were produced (an informal meeting of the available members took place and reviewed progress with the survey).

7. Matters arising from previous meeting minutes

- All matters arising concerned the survey and were dealt with at the appropriate point in the agenda.

8. Review status of action items from previous meetings

- All action items concerned the survey and have been addressed since the last meeting.

9. Budget and Finance Update

- The bank account funds have now been moved over to the Parish Council account.
- Peter has a detailed breakdown of expenditure and is keeping the funding bodies informed of progress.

11. Survey

- The survey closes on 31 December. Lynda will update the website accordingly. Kevin will leave the SurveyMonkey site open for uploading the last few paper copies.
- We received over 900 responses to the survey and as soon as we get into January we'll make a start analysing the results.
- There was an informal review of the aggregated survey responses so far to get a flavour for the feedback and start thinking about where to focus our analysis.
- Kevin will put together a short newsletter for subscribers, which we'll also post on the website, thanking everyone for submitting their survey responses and setting expectations for next steps. We will set a target of March to have the survey analysis complete and in a format we can share with the community.

12. Post Meeting Note

Action Kevin to book the hall for 2020 meetings. This has now been done. The January meeting is one week later than originally scheduled due to a hall booking clash, but otherwise all meetings will continue to be at the Cornwell Centre on the 3rd Wednesday of every month.

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