

Tilehurst Parish Council - Neighbourhood Plan

Zoom Meeting Minutes

20/05/2020, 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:

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

3. Representation from members of the public

None

4. Apologies for absence

Lynda Chater

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- The minutes of the previous meeting in January 2020 were agreed.

7. Matters arising from previous meeting minutes

- None

8. Review status of action items from previous meetings

- None

9. Project Plan Update

No update.

10. Budget Update

Kevin report that little had changed except that an invoice had been received for the work performed recently by Liz Alexander. A copy of the invoice will be sent to Peter so that it can be added to the budget spreadsheet.

Peter also noted that he had received an email from “The Good Exchange” regarding fees due and he would be looking in the matter. This request for fees was not expected so Peter will be confirming the arrangement with Jackie at the Parish Council office.

11. Communication

Kevin has put together a brief update on the current status and has sent to Lynda to be put on the Facebook page.

Any other items

Draft Plan Update

Alan has done some great work putting together a great draft (now on version 3).

Fred and Lynda also have been gathering data for the draft plan and Peter has been pulling together good historic reference information about the parish to be added to the document.

Alan is now working on version 4 after having received feedback from Peter and Clive but it is still a work in progress.

Kevin suggested that some of the contents in the summary should be place in the main body of the text. Kevin will be looking at the document to make his recommendations.

Fred, in response to a question from Alan, said that the bulk of the survey data will not be placed in the actual plan document but would, instead, be placed separately amongst

all of the “Evidence Base” data. Only the conclusion that have been derived from the actual data will be placed in the relevant section of the plan document.

Peter asked if we had any data to shown that there are not enough GP practices in the parish, something that has cropped up in many of the survey responses. Kevin suggested that the local National Health Commissioning Group may have a formula for the calculation of inhabitants per GP Practice.

There was anecdotal evidence amongst the survey responses to suggest that there are is not enough capacity due to the fact that many residents are having to wait a long time for appointments. Fred believes that further information on GP Practices can be found on the Public Health England website and that this data can be reviewed and added to the “Evidence Base”. Fred will try and obtain this data.

A similar approach will be used to obtain similar information about local schools.

Kevin thought that it would be a good idea to take all of the many comments and try to categorise them before presenting them as, for example, a bubble diagram highlighting those comments that occurred most often etc. Fred will look at doing this.

The subject of document sharing was then discussed with various options (Dropbox, Google Files, Flack) being put forward. Kevin agreed to take an action to investigate which option we would go for.

Survey data analysis

Kevin said that Fred has done some good work in this area but it is quite a lot to look at now. The emphasis should be more focus on the messages that come out of the data and determining how a storyboard can be created that will run through the plan document.

A general discussion then took place about the various messages that resulted from the results analysis, for example, brownfield sites, affordable housing, green spaces etc.

Alan outlined what could be a format for the storyboard based on the messages received from the survey results. The format could be as follows:

1. “Thank You” to the survey participants plus statistics about who took part
2. “No new developments”
3. “Maintaining Green Spaces”
4. “Protect the AONB”

5. "Provide sufficient infrastructure"
6. "Affordable Housing availability"
or
split by "New Developments" / "Brown-field Development" / "Affordable Housing"
7. "Business Infrastructure" such as good Broadband

The statistics that have been derived from the survey data results should then be added to the above items. Also, add samples of some of the comments made by respondents.

Discussion about what else to document, particularly positive comments, for example the positive responses to local buses and transport.

Kevin came up with an alternative storyboard format:

1. "Thank You" etc.
2. "No new developments"
3. "What people value and want to protect" i.e. green spaces, AONB, transportation links
4. "What improvements can be made to improve life in the Parish"
5. "If there is development, what sort of development, what infrastructure is needed"

Some discussion about standards to be considered for new developments such as Charging Points, Cycle Parking, Solar Power etc.

Kevin to write up his storyboard ideas and put in the shared area.

Kevin proposed that the current two categories used for presenting the data be altered slightly from the existing two groups i.e.

1. Households with children and teenagers
2. Households without children and teenagers

The suggestion being to change this to the following:

1. Households with children and teenagers
2. Households without children and teenagers in the middle-aged age group
3. Households without children and teenagers in the "soon to be retire / already retired" age group

However, it was noted that this segmentation could be quite difficult to make due to the difficulty in separating data for those households with two or three generations in the household.

Kevin did note that, on further reflection it may not be necessary to make this change as the responses from the current two age groups were very similar and wouldn't be much different if a "retired" category were added. It was suggested that we stay with the current two categories / age groups but focus on any questions where the responses did vary considerably between the two age groups.

Particular attention should be paid to questions where there are "outliers" such as those dealing with facilities that people should exit within the parish, for example, one age group could be fully being kindergartens and youth clubs whereas the other wants community halls etc.

Short discussion about the use of the old ward boundaries but it was agreed that we should stay with the old boundaries for the data analysis as this is the standard for any ONS data (Census 2011) that we are using.

Another short discussion took place about what documents, data, presentations should be included in the actual Neighbourhood Plan and which would be put in the "Evidence Base".

Kevin asked everyone to give some thought to a timeline working back from next years (local) elections.

12. 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