

Tilehurst Parish Council - Neighbourhood Plan

Zoom Meeting Minutes

17/06/2020, 19:30

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)
Clive Taylor
Alan Wade
Fred Williams

3. Representation from members of the public

None. Meeting being streamed to Facebook.

4. Apologies for absence

Lynda Chater
Julia Gentle

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- Minutes of the previous meeting(s) were agreed.

7. Matters arising from previous meeting minutes

- Clive in contact with the Tilehurst Directory who are back in action with deadline for submission of third week of August for September edition.
- Kevin has suggested that we reserve a full page advert in the directory to inform the public about the status of the results of the Survey. However, in the current conditions, results will not be paper based for distribution but will be made available on the Facebook Page.

8. Review status of action items from previous meetings

- None

9. Project Plan (Microsoft Teams) Update

No update. Kevin gave update on access to Microsoft Teams. Alan still unable to access. Clive and Peter can now access. Fred and Kevin are able to access. Fred will set up an official address for Alan which will hopefully resolve the problem accessing that he is experiencing.

Kevin gave a brief demonstration on the structure and areas of the Microsoft Teams website. Particular focus was given to a Gantt chart of the planned steps to achieve an Referendum target date of Mar 2021.

10. Budget Update

An email from “The Good Exchange” regarding monthly fees due was sent in error and the matter has now been resolved by Peter. Total subscription was paid up front at the beginning and there is no need to pay monthly as requested in the email.

Fred informed Peter that there are now more costs to be covered for the website and will pass on an invoice to Peter/Kevin.

Fred also informed Kevin that he would pass on all log in details for the website to him.

11. Communication

No update.

12. Any other items

Survey analysis update – Storyboard presentation

Kevin has been working on a template Powerpoint presentation as a template although the decision as to the format to be used for the presentation has not been

made yet.

The template has the following points:

- Thank You!
- No New Development.
- What we value about Tilehurst ... and what we want to keep.
- What we need to improve.
- If there is any development, it should be ...
- The draft Neighbourhood Plan

Alan pointed out that some of our thinking has been brought to the fore due to the Covid-19 situation such as home working, Business Hubs etc.

Kevin suggested that the presentation could include “animations” especially when presenting data in “bubbles”.

Draft Plan Update

A discussion took place about the positives and negatives of other Neighbourhood Plans especially with regards to the amount of information that should be included into the document.

The suggestion was that as much information as possible should be added as it can be deleted at a later date if it is found to not be required.

A decision will have to be made as to what information is included in the document and which information should be added as appendices.

The subject of how to approach the inclusion of the current Pincents Hill development plan was discussed.

Clive mentioned that a significant planning permission for a new Care Home at Pincents Manor has been put forward to Tilehurst Parish Council, who have made a number of “comments”.

The status of the Care Home planning application for Stonehams Farm was discussed and clarified. The need for clarification being that it had been noted that the original planning application for 15 homes had resurfaced. It was assumed that this renewal of the original planning request was a technical matter so that it can provide a backup should the development of the Care Home not be taken forward.

The subject of the amount of new Care Home beds at the proposed Stonehams Farm and Pincents Manor Care Homes, together with the unused capacity in the Oxford Road Care Home just outside Tilehurst Parish, was discussed.

Alan suggested that we may consider acquiring the services of a Technical Writer to oversee some aspects of the “editing” of the document in conjunction with Liz Armstrong who could focus on the planning elements as well as Lynda who does such a good job of bringing together the required information in a document from a publishing aspect.

Alan will look into the acquiring the services of a Technical Writer.

Next Meeting

Next “informal” zoom meeting planned for July 1st 2020.

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