

Tilehurst Parish Council - Neighbourhood Plan

Zoom Meeting Minutes

15/07/2020, 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)
Julia Gentle
Clive Taylor
Fred Williams

3. Representation from members of the public

None. Meeting not being streamed to Facebook due to time needed to set up.

4. Apologies for absence

Lynda Chater
Alan Wade

5. Declarations of Interest

There were no declarations of interest.

6. Agree minutes of previous meeting

- Minutes of the previous meeting 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

Peter reconfirmed that the issue regarding fees to be paid to “The Good Exchange” has been resolved.

11. Communication

No update.

12. Any other items

Survey analysis update – Storyboard presentation

Kevin has been considering the format for any presentation and is of the opinion that Microsoft Powerpoint is a good platform to use as it provides animations and video capabilities.

Clive has performed an analysis of the many comments that were made in the survey following the previous informal meeting on the results of the survey and will make the results available on Microsoft Teams.

Draft Plan Update

Making progress. Should concentrate on the content as the structure can be looked at later.

Peter expressed a little concern at what format to be used and a discussion took place about the various documents created by other local Neighbourhood Plan , e.g. Stratfield Mortimer, Alton etc.

The relationship between descriptive content and planning policies was discussed at length. It will be important to have the right mix so all were all requested to have a look at the formal policies of West Berkshire Council to gain a better understanding of the subject.

The suitability of using the Tilehurst Directory for informing the residents about the Neighbourhood Plan was discussed. Clive to look into reserving space in the September edition.

Next Meeting

Next “informal” zoom meeting planned for July 29'th 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