

**Minutes of Tilehurst Parish Neighbourhood Plan Steering Group meeting held  
Wednesday 15th September 2021 at the Calcot Centre, High View commencing  
7.30pm**

**1. Present :** Peter Cross (Chair for this meeting), Joan Laurie, Alan Wade, Julia Gentle, Clive Taylor (minutes)

**2. Representations from members of the public -** None

**3. Apologies :** Fred Williams, Kevin Page

**4. Declarations of Interest :** None

**5. Minutes of the Previous Meeting** held 18th August had been distributed were agreed as a true record.

**ACTION:** Clive to post minutes on Teams

**6. Matters Arising :**

Clive referred back to earlier minutes where it had been agreed to submit a freedom of information request for a habitat report on the land east of Pincents Land (owned by U+I) that had been posted on the planning portal for the Pincents Hill planning application but then removed. This had been raised by a member of the public at an even earlier meeting and it was felt that the information contained in the report could be important in both determining the planning application and to the Steering Group in supporting the designation of this land as Local Green Space. An FOI request had yet to be submitted as a local district councillor had advised the Steering Group Parish Councillors that a request for a similar report, though not for Pincents Hill, had been refused by West Berks Council and subsequently upheld by the Information Commissioner, as that do so would reveal the location of protected species.

After discussion it was agreed, however, to proceed with an FOI request on behalf of the Steering Group and to state that we would accept a paper copy and with redactions, if necessary, to protect species and that the report would be for the steering group members only.

**ACTION:** Clive to submit the foi request.

**7. Budget and Finances :**

Peter reported everything was now up to date and that he had received the outstanding information from Jacky

**8. The NDP - The Plan**

Various actions and next steps were reviewed as follows and largely following feedback from WBC both at the recent meeting and subsequent written comments :

8.1 Contact with landowners regarding designation of land as LGS (Local Green Space). Clive had distributed a draft letter prior to the meeting that was discussed and approved with some minor changes/corrections. Clive would re-draft and check the land owners addresses on Land Registry then get the letters issued on Parish Council headed paper probably with Kevin's sign off.

**ACTION : Clive to prepare final copy of letters to landowners**

8.2 Alan had drafted a flyer to be distributed to residents with a summary / update on NDP progress, for review by other committee members but at least some present could not recall receiving it. Alan would re-distribute following the meeting.

**ACTION : Alan to redistribute the draft flyer (was done immediately after the meeting)**

8.3 Regarding distribution of the flyer Clive had received a response from Karen at Tilehurst Directory but it wasn't clear that they could do the work. Clive agreed to chase Karen for a decision the following day. It was agreed that a fall-back option would be to obtain a distribution quote from Abracadabra.

**ACTION: Clive to chase Karen**

8.4 It was agreed that an update page/post on progress should be added to the NDP website and it was believed that Kevin had agreed to do this. It could be a copy of the flyer. It was also felt that a copy of the draft plan should be available on the web site

**ACTION: Kevin to update website**

8.5 Peter to send the WBC comments to Liz Alexander for her comments/advice

**ACTION: Peter**

8.6 Maps of the LGS nominated sites had been produced by Fred from copy provided by Clive. Action complete. Peter and Alan to determine whether some West Berks maps provided by Laila could be used to replace maps we currently use.

**ACTION: Peter and Alan**

8.6 There was some discussion on whether to contact Reading University requesting assistance in finalising the NDP as suggested by West Berks Planning. Kevin was understood to be pursuing this. It was felt that at this stage it could be more of a hindrance than a help. Contact with a previous group member Jenny to see if she could assist was suggested due to her experience. Peter would see if he could make contact with her.

**ACTION: Peter**

8.8 Setting of Deadlines for completing the plan - Agreed to defer as West Berks "Transport" are understood to want to review the plan which would add to the timescales. Also the extent of the comments to be reviewed from WBC planning (far greater than expected) would further add to timescales.

8.7 Alan and Peter would start to work through the comments from WBC planning starting with the more basic/easier points first.

**ACTION: Alan and Peter**

## **9. Other Business**

9.1 Clive reported that the developers for the Pincent's Manor site would be presenting their plans at our next meeting in October.

9.2 The problems of printing off the NDP with the WBC comments for committee members without a PC or Teams to review was discussed but not resolved.

9.3 Julia drew attention to a press article concerning a consultation on West Berks plans to combat flooding. Clive noted the details and agreed to check with the Parish Clerk as to whether Tilehurst Parish had been contacted regarding this consultation.

10. Next Meeting: Wednesday, 20th October 2021 at the Calcot Centre