

**Minutes of the Tilehurst Parish NDP Steering Group Meeting held on 17th August 2022
at the Calcot Centre**

1. **Present :** Kevin Page, Peter Cross, Joan Lawrie, Julia Gentle, Clive Taylor, Liz Alexander
2. **Representations from Members of the public :** None
3. **Apologies:** Alan Wade
4. **Declarations of Interest:** None
5. **Minutes of Last Meeting:** Agreed with no amendments
6. **Matters Arising:** 6.1 Kevin to check whether Fred and Momina wish to remain members of the Steering Group.
6.2 Clive still awaiting a response from the WBC footpaths officer regarding recognition of footpaths on Pincents Hill.
Any other matters would be covered under other agenda items
7. **Budget and Finance -** Peter advised nothing to report
8. **The NDP -**
 - 8.1 Feedback from West Berks Planning**

Kevin advised of some email exchanges with WBC Planning including a request for any reasons why we should not proceed with the reg 14 consultation but no new feedback had been received.
 - 8.2 Regulation 14 Consultation**

Kevin reported that a Parish Council meeting had been held on 15th August to consider the plan and had resolved unanimously approve the current draft and to commence the reg 14 consultation. There had been some discussion at the parish council meeting around improving the plan so that affordable housing would remain affordable into the future (eg on resale) and a number of minor points made covering the correct description of parks and buildings etc, all of which could be incorporated later into the plan.
Liz agreed to look again at the sections on affordable housing to see if it could be improved.
 - 8.3 Consultation with statutory bodies, business and people who work in the parish**

Liz had drafted a letter to statutory bodies that was reviewed and agreed. It was further agreed to send to all schools in the parish and to issue a press release to local newspaper and media outlets. An advert in the Tilehurst directory was discussed. Kevin would update the NDP facebook page and website to cover the consultation and posters, which included the parish map, would be put up on Parish notice boards and where possible on other community notice boards in for example cafes and Tilehurst library. Arrangements would be made to allow members of the

public to view a copy of the plan at the Calcot Centre though most were expected to read and respond with any comments on-line.

It was agreed later in the meeting to include the 7 district councillors covering Tilehurst Parish plus neighbouring parish councils and the Reading West MP Alok Sharma in the consultation with letters to be sent to all.

8.4 Consultation Leaflet and Public meetings

The public meeting dates had been booked for 23rd Sept, 1st Oct and 5 Oct covering all three of our halls/centres. It was agreed that the actual commencement date of the consultation would be 12th Sept lasting 6 weeks until 24th October.

It was agreed to contract with Abracadabra for both printing and delivery and expected that they would need 2 weeks to complete both. They had guaranteed a 7 day delivery timescale but this did not include printing. Kevin and Alan would aim to distribute a final copy of the leaflet to committee members by the coming weekend for approval or any final amendments.

It was further agreed at Peter's suggestion to change the colouring of the word "Plan" and to make "Neighbourhood Development Plan" prominent on both sides of the leaflet. Kevin would also add a QR code to the leaflet and any posters to enable mobile phone connection to the plan. Kevin also to check that the QR code works. Kevin would further consider an on-line short video presentation if time allowed as well as completing the on-line survey tool for feedback.

Joan asked if a 4th public meeting should be arranged to feedback the results of the Consultation. It was thought this could be a possibility but that an alternative might be a further leaflet and on-line report detailing the outcome as had followed the residents Survey.

Kevin would contact Alan to see how the display boards for the public meetings were progressing.

8.5 Contract with Abracadabra

Clive outlined the proposal and options from Abracadabra and the following was agreed :

- Clive to clarify the spec of the master copy required eg PDF or otherwise
- Peter to advise Clive of GSM of last leaflet distributed though generally agreed to go with the highest GSM suggested
- Silk finish to be used
- To be distributed alone (ie with no other leaflet)
- Clive to clarify print quantity (the proposed 7500 seems to many)

It was further noted that Abracadabra would not distribute to split roads (roads only partly in the parish) of which there were a considerable number. We would need to plan the distribution of these though Clive advised he could do most of them. Julia offered to do City Road.

9. **Next meetings** : Kevin would arrange an informal zoom call in the following week to review progress. Date to be advised by Kevin
The next formal meeting would be at 7.30pm Wednesday 21st September at the Calcot Centre

10. The meeting closed